



City of Wheaton

303 W. Wesley Street
Wheaton, Illinois

For City of Wheaton Use Only
Prime Contractor Approved for Bid
NOT APPROVED TO BID

REQUEST FOR AUTHORIZATION TO BID

City of Wheaton – 2016 Road, Sewer, and Water Rehabilitation Program

IDOT Contractor Number _____

Plans, proposals, and specifications may be downloaded at no cost from the City of Wheaton's Web Site located at http://www.wheaton.il.us/departments/purchasing. The City of Wheaton offers plans, proposals, and specifications and addendums in electronic format ONLY.

PREQUALIFICATION - Any contractor who desires to bid the City of Wheaton – 2016 Road, Sewer and Water Rehabilitation Program must be pre-qualified by the Illinois Department of Transportation (IDOT). Forms and pre-qualification instructions are available at the IDOT website. http://www.dot.state.il.us

For this project, firms wishing to bid as a Prime Contractor shall have type of work rating of at least 50% for IDOT's Section, 003 - Hot-Mix Asphalt (HMA).

REQUEST FOR AUTORIZATION TO BID - Contractors wanting to bid as a Prime Contractor on the City of Wheaton – 2016 Road, Sewer and Water Rehabilitation Program letting, must submit the following to the City of Wheaton's Procurement Officer JSchouten@wheaton.il.us via website E-mail no later than 4:30 p.m. February 24, 2016.

- 1. "City of Wheaton - Request for Authorization to Bid"
2. Current copy of IDOT "Certificate of Eligibility"

WHO CAN BID? Bids will be accepted from only those companies that request and receive Authorization to Bid from the City of Wheaton's Procurement Officer.

WHAT CONSTITUTES AUTHORIZATION TO BID? : When a prospective bidder submits a "City of Wheaton - Request for Authorization to Bid" (COW-RAB) the City will review the submitted information along with the "Certificate of Eligibility". After the request has been analyzed, the bidder's authorization status will be posted on the City website.

ABOUT AUTHORIZATION TO BID: Authorization to Bid status will be posted on the City's website within 2 working days of contractor document submittal. Firms unsure as to authorization status should contact the City of Wheaton's Procurement Office at JSchouten@wheaton.il.us

ADDENDA: Inquiries regarding clarification or missing information should be directed to the City of Wheaton - Procurement Officer JSchouten@wheaton.il.us. Inquiries will be answered via published amendment. It is the contractor's responsibility to be aware of any amendments that may be issued regarding this project. Each amendment will be published on the City's website. Failure to incorporate all relevant amendments may cause the bid to be declared unacceptable.

The City of Wheaton's website is the primary tool to manage the bidding process. To receive an alert when bid items are updated subscribe to the Wheaton RSS Feed. (go to bottom right corner of webpage) Select: Engineering Department. It is the bidder's responsibility to check the Bid Documents webpage at http://www.wheaton.il.us/departments/purchasing before submitting final bid information.

Company: _____
Street Address: _____
For United Parcel Delivery
City State Zip Code
E-Mail Address: _____
Requestor Phone No. _____ Requestor Fax No. _____
Post Office Box No.: _____
Box No. For First Class Delivery

- 1. Using Black Ink, complete the request form.
2. E-mail the completed request form to JSchouten@wheaton.il.us or Fax to 630 260-2017
3. Do Not make any changes on the request form after it has been submitted. Additional items will require a supplemental request.