



**DuPage County  
Division of Transportation  
421 N. County Farm Road  
Wheaton, IL 60187**

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**Request for Authorization to Bid**

Companies that wish to bid on DuPage County Division of Transportation projects, as the prime contractor, must submit a Request for Authorization to Bid to the DuPage County Division of Transportation.

If authorized, the DuPage County Division of Transportation will issue the Authorization to Bid to the company within 1 working day.

Company: \_\_\_\_\_

IDOT Contractor #: \_\_\_\_\_

Mailing Address / P.O. Box: \_\_\_\_\_

\_\_\_\_\_

City

\_\_\_\_\_

State

\_\_\_\_\_

Zip

Street Address: \_\_\_\_\_

\_\_\_\_\_

City

\_\_\_\_\_

State

\_\_\_\_\_

Zip

\* Contact Person: \_\_\_\_\_

\* E-mail: \_\_\_\_\_

\* Phone Number: \_\_\_\_\_

\* Fax Number: \_\_\_\_\_

\* Check each box for information which you would like to have included on the DuPage County Division of Transportation's website. All above information must be provided in order to receive authorization to bid.

List the Section #(s) for the project(s) on which you wish to bid:

*Example: 14-PVMTC-04-GM* \_\_\_\_\_

E-mail this form, along with a copy of your IDOT Certificate of Eligibility to:

[dotbidinfo@dupageco.org](mailto:dotbidinfo@dupageco.org)

or Fax to: (630) 407-6901



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How to complete this form:

Use a computer or black or blue ink.

Complete all company information.

All information is required even if you do not wish to have it shown on the County's website.

Select which contact information you wish to have included on the DuPage County Division of Transportation's bidder's list on the website.

For joint venture requests, use the address of the joint venture.

Fill in the section number for the project for which you are requesting authorization to bid. Multiple section numbers can be entered on one form. All section numbers must be for projects currently advertised. For projects not yet advertised: we will not keep your information on file; you must apply for authorization after the project is advertised.

Send the Request for Authorization to Bid along with a copy of your IDOT Certificate of Eligibility:

via E-mail to: [dotbidinfo@dupageco.org](mailto:dotbidinfo@dupageco.org)

or via Fax to: (630) 407-6901

To obtain IDOT Prequalification, visit the IDOT website:

[IDOT Prequalification information and instructions.](#)

[List of IDOT Prequalified Firms.](#)

Requests for Authorization to Bid must be submitted at least one business day prior to the public bid opening date and time.

Your request will be reviewed promptly by the DuPage County Division of Transportation.

If you have not received a response within 1 working day of submitting the request, contact the DuPage County Division of Transportation at (630) 407-6900.

Incomplete or illegible requests will be returned for more information.

Companies without IDOT prequalification in the class of work and financial limitations required for the project will be rejected, but may reapply and receive authorization based upon additional information.

Contact the DuPage County Division of Transportation at (630) 407-6900 if this applies to you.

Companies appearing to have sufficient IDOT prequalification in the class of work and financial limitations required for the project will be approved; the company name and contact information (if any selected) will be added to the list of bidders on the DuPage County Division of Transportation's website, and the company will be notified by email or fax of said authorization.



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**Plans, Specifications, and Proposals**

**HOW TO OBTAIN ELECTRONIC PLANS, SPECIFICATIONS, AND PROPOSAL DOCUMENTS:** Download project plans and/or specifications from the DuPage County Division of Transportation website at: <http://www.dupageco.org/dot/doingbusiness>

The DuPage County Division of Transportation offers plans and specifications only in electronic format. If you are unable to access the plans and/or specifications, contact the DuPage County Division of Transportation at (630) 407-6900 for alternative methods. A fee may be charged by the DuPage County Division of Transportation for printing plans or providing a CD-ROM.

**ADDENDA:** Companies downloading plans and/or specifications from the internet are responsible for checking the DuPage County Division of Transportation website for any project Addenda. Companies providing an e-mail address will be alerted to addenda when they are published. It is each Company's responsibility to download any addenda and incorporate them into their bid proposal(s).

**WHO CAN BID ON DUPAGE COUNTY DIVISION OF TRANSPORTATION PROJECTS:** Only Companies that request and receive an **Authorization to Bid** from the DuPage County Division of Transportation will be allowed to bid on DuPage County Division of Transportation projects.

**WHAT IS AUTHORIZATION TO BID:** A Company that wishes to bid on a DuPage County Division of Transportation project, as the prime contractor, must submit a **Request for Authorization to Bid** form to the DuPage County Division of Transportation along with a copy of their IDOT prequalification certificate. IDOT Prequalification Certificates are not required for Materials Lettings. The DuPage County Division of Transportation will review the request and issue an Authorization to Bid indicating which projects the Company is authorized to bid on. If a Company is not authorized to bid on a project, the DuPage County Division of Transportation will notify the requestor.

**SUBMITTING A BID:** The DuPage County Division of Transportation does not accept electronic bids at this time. Signed and sealed paper copy proposals must be submitted. The bidder will need to complete the applicable proposal documents and other forms, print them, and submit them in accordance with the instructions included with the proposal.

**For Assistance Contact the DuPage County Division of Transportation at (630) 407-6900.**