

## BIDDING INSTRUCTIONS

- A. **REGISTER TO BID:** All persons or companies wishing to bid on McLean County Projects must first register by contacting the Highway Department at (309) 663-9445 or email [rhonda.donovan@mcleancountyil.gov](mailto:rhonda.donovan@mcleancountyil.gov) . (A registration form can be found below.) The registration is to create a Bidder's List and allow for all bidders to receive any Addendums that are released prior to the Bid Letting. McLean County, its agents, employees, and representatives are not responsible for notifying non-registered bidders of published addendums. Pre-qualification is required as described herein under section "E".
- B. **BIDDING INSTRUCTIONS:** Bidding shall be performed by a sealed bid process. All bids must be submitted in compliance with the following:
1. **DUE DATE:** All bids are due no later than date and time noted in the Notice of Letting Publication, by the McLean County Highway Department, 102 S Towanda Barnes Rd, Bloomington, IL 61705. Any bid received after this time will not be considered. The McLean County Highway Department does not prescribe the method for transmitting bids and cannot be responsible for the late arrival of any bid for any reason.
  2. **BID SUBMISSION:** Bids must be sealed in an envelope marked on the outside with "McLean County" or "\_\_\_\_\_ Road District" "Section \_\_\_-\_\_\_\_\_-\_\_-\_\_ - \_\_\_\_" with the date & time of the bid letting. Bids may only be submitted on the forms obtained from the Highway Department and must be completed stating all required information. All bids must be received via Parcel / mail delivery or in person. Submittals delivered by regular United States Postal Service must be addressed to McLean County Highway Department, 102 S Towanda Barnes Rd, Bloomington, IL 61705.
- C. **REJECTION OF BIDS:** The McLean County Transportation Committee reserves the right to accept or reject any and all bids and to waive technicalities.
- D. **WITHDRAWAL:** Permission will be given to a bidder to withdrawal a proposal if the bidder makes the request in writing or in person before the time for opening proposals.
- E. **PREQUALIFICATION:** All Prospective bidders must be prequalified by McLean County prior to bidding. If you have not previously contracted with McLean County or its Road Districts, you must contact the Highway Department prior to bidding.
- F. **ADDITIONAL INFORMATION:** Should you have any additional questions or comments regarding this bid process, please contact the Highway Department at (309) 663-9445.

[Authorization to Bid](#)