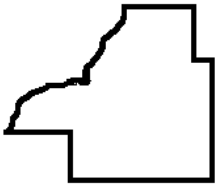




Tazewell County Highway Department

BIDDING INSTRUCTIONS

- A. **REGISTER TO BID:** All persons or companies wishing to bid on Tazewell County projects must first register by contacting the Highway Department at (309) 925-5532 or email jsciortino@tazewell-il.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. Tazewell 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 Tazewell County Highway Department, 21308 Illinois Route 9, Tremont, IL 61568. Any bid received after this time will not be considered. The Tazewell 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 "Tazewell 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 Tazewell County Highway Department, 21308 Illinois Route 9, Tremont, IL 61568. Any other form of bid submittal must receive prior approval from the County Engineer.
- C. **REJECTION OF BIDS:** The Tazewell 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 withdraw a proposal if the bidder makes the request in writing or in person before the time for opening proposals.



Tazewell County Highway Department

- E. PREQUALIFICATION (IF REQUIRED):** All prospective bidders must be prequalified by Tazewell County prior to bidding. If you have not previously contracted with Tazewell 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) 925-5532.