Illinois Department of Transportation

Local Public Agency Formal Contract Proposal

COVER SHEET

Proposal Submitted By:

Contractor's Name			
Contractor's Address	**City**	**State**	**Zip Code**

STATE OF ILLINOIS

Local Public Agency	County	Section Number
City of Zion	Lake	25-00000-00-GM

Route(s) (Street/Road Name)	Type of Funds
Various	MFT

☐ Proposal Only ☐ Proposal and Plans ☐ Proposal only, plans are separate

Submitted/Approved
For Local Public Agency:

For a County and Road District Project

Submitted/Approved

Highway Commissioner Signature & Date

Submitted/Approved

County Engineer/Superintendent of Highways Signature & Date

For a Municipal Project

Submitted/Approved/Passed

Signature & Date

Official Title

Department of Transportation

Released for bid based on limited review

Regional Engineer Signature & Date

Note: All proposal documents, including Proposal Guaranty Checks or Proposal Bid Bonds, should be stapled together to prevent loss when bids are processed.

Local Public Agency	County	Section Number	Route(s) (Street/Road Name)
City of Zion	Lake	25-00000-00-GM	Various

NOTICE TO BIDDERS

Sealed proposals for the project described below will be received at the office of City Clerk (Name of Office)

2828 Sheridan Rd. Zion Il, 60099 (Address) until 10:00 AM (Time) on 06/13/24 (Date).

Sealed proposals will be opened and read publicly at the office of City Hall (Name of Office)

2828 Sheridan Rd. Zion Il, 60099 (Address) at 10:00 AM (Time) on 06/13/24 (Date).

DESCRIPTION OF WORK

Location	Project Length
Various	

Proposed Improvement

HMA Partial Depth patching removal and replacement with surface course in various locations throughout the City.

1. Plans and proposal forms will be available in the office of

Sheryl Spooner City of Zion Clerk's Office 2828 Sheridan Road, Zion IL 60099 Phone Number: 847-746-4012, E-mail: sheryls@zion.il.us or City of Zion website http://www.cityofzion.com/

2. ☐ Prequalification

   If checked, the 2 apparent as read low bidders must file within 24 hours after the letting an "Affidavit of Availability" (Form BC 57) in triplicate, showing all uncompleted contracts awarded to them and all low bids pending award for Federal, State, County, Municipal and private work. One original shall be filed with the Awarding Authority and two originals with the IDOT District Office.

3. The Awarding Authority reserves the right to waive technicalities and to reject any or all proposals as provided in BLRS Special Provision for Bidding Requirements and Conditions for Contract Proposals.

4. The following BLR Forms shall be returned by the bidder to the Awarding Authority:
   a. Local Public Agency Formal Contract Proposal (BLR 12200)
   b. Schedule of Prices (BLR 12201)
   c. Proposal Bid Bond (BLR 12230) (if applicable)
   d. Apprenticeship or Training Program Certification (BLR 12325) (do not use for project with Federal funds.)
   e. Affidavit of Illinois Business Office (BLR 12326) (do not use for project with Federal funds)

5. The quantities appearing in the bid schedule are approximate and are prepared for the comparison of bids. Payment to the Contractor will be made only for the actual quantities of work performed and accepted or materials furnished according to the contract. The scheduled quantities of work to be done and materials to be furnished may be increased, decreased or omitted as hereinafter provided.

6. Submission of a bid shall be conclusive assurance and warranty the bidder has examined the plans and understands all requirements for the performance of work. The bidder will be responsible for all errors in the proposal resulting from failure or neglect to conduct an in depth examination. The Awarding Authority will, in no case, be responsible for any costs, expenses, losses or changes in anticipated profits resulting from such failure or neglect of the bidder.

7. The bidder shall take no advantage of any error or omission in the proposal and advertised contract.

8. If a special envelope is supplied by the Awarding Authority, each proposal should be submitted in that envelope furnished by the Awarding Agency and the blank spaces on the envelope shall be filled in correctly to clearly indicate its contents. When an envelope other than the special one furnished by the Awarding Authority is used, it shall be marked to clearly indicate its contents. When sent by mail, the sealed proposal shall be addressed to the Awarding Authority at the address and in care of the official in whose office the bids are to be received. All proposals shall be filed prior to the time and at the place specified in the Notice to Bidders. Proposals received after the time specified will be returned to the bidder unopened.

9. 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.

Local Public Agency	County	Section Number	Route(s) (Street/Road Name)
City of Zion	Lake	25-00000-00-GM	Various

PROPOSAL

1. Proposal of _____
Contractor's Name

_____.
Contractor's Address

2. The plans for the proposed work are those prepared by City of Zion Engineering Division and approved by the Department of Transportation on _____.

3. The specifications referred to herein are those prepared by the Department of Transportation and designated as "Standard Specifications for Road and Bridge Construction" and the " Supplemental Specifications and Recurring Special Provisions" thereto, adopted and in effect on the date of invitation for bids.

4. The undersigned agrees to accept, as part of the contract, the applicable Special Provisions indicated on the "Check Sheet for Recurring Special Provisions" contained in this proposal.

5. The undersigned agrees to complete the work within 15 working days or by _____ unless additional time is granted in accordance with the specifications.

6. The successful bidder at the time of execution of the contract will be required to deposit a contract bond for the full amount of the award. When a contract bond is not required, the proposal guaranty check will be held in lieu thereof. If this proposal is accepted and the undersigned fails to execute a contract and contract bond as required, it is hereby agreed that the Bid Bond of check shall be forfeited to the Awarding Authority.

7. Each pay item should have a unit price and a total price. If no total price is shown or if there is a discrepancy between the products of the unit price multiplied by the quantity, the unit price shall govern. If a unit price is omitted, the total price will be divided by the quantity in order to establish a unit price. A bid may be declared unacceptable if neither a unit price nor a total price is shown.

8. The undersigned submits herewith the schedule of prices on BLR 12201 covering the work to be performed under this contract.

9. The undersigned further agrees that if awarded the contract for the sections contained in the combinations on BLR 12201, the work shall be in accordance with the requirements of each individual proposal for the multiple bid specified in the Schedule for Multiple Bids below.

10. A proposal guaranty in the proper amount, as specified in BLRS Special Provision for Bidding Requirements and Conditions for Contract Proposals, will be required. Bid Bonds will be allowed as a proposal guaranty. Accompanying this proposal is either a bid bond, if allowed, on Department form BLR 12230 or a proposal guaranty check, complying with the specifications, made payable to: City of Zion Treasurer of Clerk's Office .
The amount of the check is _____ (_____).

Attach Cashier's Check or Certified Check Here

In the event that one proposal guaranty check is intended to cover two or more bid proposals, the amount must be equal to the sum of the proposal guaranties which would be required for each individual bid proposal. If the proposal guaranty check is placed in another bid proposal, state below where it may be found.

The proposal guaranty check will be found in the bid proposal for: Section Number _____ .

Local Public Agency	County	Section Number	Route(s) (Street/Road Name)
City of Zion	Lake	25-00000-00-GM	Various

CONTRACTOR CERTIFICATIONS

The certifications hereinafter made by the bidder are each a material representation of fact upon which reliance is placed should the Department enter into the contract with the bidder.

1. **Debt Delinquency.** The bidder or contractor or subcontractor, respectively, certifies that it is not delinquent in the payment of any tax administered by the Department of Revenue unless the individual or other entity is contesting, in accordance with the procedure established by the appropriate Revenue Act, its liability for the tax or the amount of the tax. Making a false statement voids the contract and allows the Department to recover all amounts paid to the individual or entity under the contract in a civil action.

2. **Bid-Rigging or Bid Rotating**. The bidder or contractor or subcontractor, respectively, certifies that it is not barred from contracting with the Department by reason of a violation of either 720 ILCS 5/33E-3 or 720 ILCS 5/33E-4.

   A violation of section 33E-3 would be represented by a conviction of the crime of bid-rigging which, in addition to Class 3 felony sentencing, provides that any person convicted of this offense, or any similar offense of any state or the United States which contains the same elements as this offense shall be barred for 5 years from the date of conviction from contracting with any unit of State or local government. No corporation shall be barred from contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to contract that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent on behalf of the corporation.

   A violation of Section 33E-4 would be represented by a conviction of the crime of bid-rotating which, in addition to Class 2 felony sentencing, provides that any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be permanently barred from contracting with any unit of State of Local government. No corporation shall be barred from contracting with any unit of State or Local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent on behalf of the corporation.

3. **Bribery.** The bidder or contractor or subcontractor, respectively, certifies that, it has not been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois or any unit of local government, nor has the firm made an admission of guilt of such conduct which is a matter or record, nor has an official, agent, or employee of the firm committed bribery or attempted bribery on behalf of the firm and pursuant to the direction or authorization of a responsible official of the firm.

4. **Interim Suspension or Suspension.** The bidder or contractor or subcontractor, respectively, certifies that it is not currently under a suspension as defined in Subpart I of Title 44 Subtitle A Chapter III Part 6 of the Illinois Administrative code. Furthermore, if suspended prior to completion of this work, the contract or contracts executed for the completion of this work may be canceled.

Local Public Agency	County	Section Number	Route(s) (Street/Road Name)
City of Zion	Lake	25-00000-00-GM	Various

SIGNATURES

(If an individual)

Bidder Signature & Date

Business Address

City | State | Zip Code

(If a partnership)

Firm Name

Signature & Date

Title

Business Address

City | State | Zip Code

Insert the Names and Addresses of all Partners

(If a corporation)

Corporate Name

Signature & Date

Title

Business Address

City | State | Zip Code

Insert Names of Officers

President

Attest:

Secretary

Secretary

Treasurer

Note: Instructions should not be included when the form is submitted.

This form is used when a Local Public Agency desires to solicit bids for a project.

This form shall be included in all formal contract proposals for bidding purposes. This includes both maintenance and construction projects. Refer to Chapter 12 of the Bureau of Local Roads and Streets Manual for more information. Specifications must be included in the proposal packet, along with plans, if applicable. For signature requirements refer to Chapter 2, Section 3.05(b) of the BLRS Manual.

Proposal Submitted By:	
Contractor's Name (to be completed by Bidder)	Contractor will insert their name when submitting a proposal packet for bid.
Contractor's Address (to be completed by Bidder)	Contractor will insert legal address when submitting a proposal packet for bid.
Local Public Agency	Insert the name of the Local Public Agency (LPA) soliciting bids for the project.
County	Insert the name of the County in which the LPA is located.
Section Number	Insert the section number assigned to this project without dashes.
Route(s) (Street/Road Name)	Insert the name of the street or route on which the project is located. For projects that include several streets or routes, insert various.
Type of Funds	Insert the type of funds being used to fund this project.
Proposal Only/Proposal and Plans/ Proposal Only, Plans are separate	Check the box that is applicable to this packet.
For a County and Road District Project	
Highway Commissioner Signature	For a Road District Project, the Highway Commissioner shall sign and date here.
County Engineer/Superintendent of Highways	For a road district project or county project, the County Engineer/Superintendent of Highways shall sign and date here.
For a Municipal Project	
Signature and Date	For a Municipal project, the appropriate municipal official shall sign and date here.
Official Title	Insert the title of the official who signed above.
Department of Transportation	
Regional Engineer Signature and Date	Upon a limited review, the Regional Engineer shall sign and date here.
NOTICE TO BIDDERS	
Name of Office	Insert the name of the office where proposals will be received.
Address	Insert the address of the office where sealed proposals will be received.
Time	Insert the time, including AM or PM, that proposals will be accepted until.
Date	Insert the date that proposals will be accepted until.
Name of Office	Insert the name of the office where proposals will be open and read.
Address	Insert the address of the office where proposals will be open and read.
Time	Insert the time, including AM or PM, that proposals will be read.
Date	Insert the date that proposals will be read.
Location	Insert the location description of the project.
Length	Insert the length of project in miles.
Proposed Improvement	Insert the description of the proposed improvement.
1 Office of	Insert the name of the office, along with the address where plans and proposals will be available.
2 Prequalification	Check this box if prequalification is or will be required.

PROPOSAL

1 Proposal of (to be completed by Bidder)	Insert the bidder's name and address.
2 Prepared by	Insert the name of the LPA consulting engineering company who prepared the plans.
Approved	Insert the date of approval of the plans by the Department of Transportation.
5 Working Days	Insert the number of working days for the project as provided in the estimate of time, is applicable.
Completion Date	Insert the completion date, if applicable.
6 Section Number (to be completed by Bidder)	If applicable, insert the section number without dashes of the proposal packet where the proposal guaranty can be found.
7	The LPA will complete this with the contract bond requirement.
11	The LPA will complete as it applies to the acceptance of bid bonds.
Payable to	Insert the name of the LPA.
	Insert the amount of the check in words followed by numerical format in ().
Amount of Check	Insert the BLR 12201. This will need to be completed by the bidder.
Attach Cashier's Check or Certified Check Here	Attached a certified or cashier's check here unless the proposal guaranty is found in another proposal packet. If so, indicate the packet section number where the guarantee can be found.
Signatures	
If an individual	If the bidder is an individual, the bidder shall sign, date, and insert their address on the line below.
If a partnership	
Firm Name and Address	If the bidder is a partnership, the Firm name shall be inserted. The appropriate firm individual shall sign, date, and insert the firm's address on the line below.
Name and Addresses of Partners	On a separate line, insert each partner's name and address.
If a corporation	
Corporate Name	Insert the corporate name of the bidder. This is to be followed by the signature of the corporate president.
Business Address	Insert the business address for the corporation.
Insert the Names of Officers	Insert the name of the corporation's president, Secretary and Treasurer.
Attest	The secretary of the corporation shall sign and date here.

A minimum of four (4) signed originals must be submitted to the Regional Engineer's District office.

Following the Regional Engineer's approval, distribution will be as follows:

Local Public Agency Clerk (2)

Engineer (Municipal, Consultant or County)

District File

Illinois Department of Transportation

Schedule of Prices

Contractor's Name

Contractor's Address | City | State | Zip Code

Local Public Agency: City of Zion | County: Lake | Section Number: 24-00000-00-GM

Route(s) (Street/Road Name): Various

Schedule for Multiple Bids

Combination Letter	Section Included in Combinations	Total

Schedule for Single Bid

(For complete information covering these items, see plans and specifications.)

Item Number	Items	Unit	Quantity	Unit Price	Total
	HMA Partial Depth removal				
	and replacement	Sq. Yds.	8200		
				Bidder's Total Proposal	

1. Each pay item should have a unit price and a total price.
2. If no total price is shown or if there is a discrepancy between the product of the unit price multiplied by the quantity, the unit price shall govern.
3. If a unit price is omitted, the total price will be divided by the quantity in order to establish a unit price.
4. A bid may be declared unacceptable if neither a unit price or total price is shown.

Instructions for BLR 12201 - Page 1 of 1

Note: Instructions should not be included when the form is submit.

This form is used when a Local Public Agency desires to solicit bids for a project.

This form shall be included in all formal contract proposals for bidding purposes. This includes both maintenance and construction projects. Refer to Chapter 12 of the Bureau of Local Roads and Streets Manual for more information. Specifications must be included in the proposal packet, along with plans. For signature requirements refer to Chapter 2, Section 3.05(b) of the BLRS Manual.

Proposal Submitted By:	
Contractor's Name (to be completed by Bidder)	Contractor will insert their name when submitting a proposal packet for bid.
Contractor's Address (to be completed by Bidder)	Contractor will insert legal address when submitting a proposal packet for bid.
Local Public Agency	Insert the name of the Local Public Agency (LPA) soliciting bids for the project.
County	Insert the name of the County in which the LPA is located.
Section Number	Insert the section number assigned to this project without dashes.
Route(s) (Street/Road Name)	Insert the name of the street or route on which the project is located. For projects that include several streets or routes, insert various.
Schedule for Multiple Bids	
Combination Letter	Insert the letter identifying the combination bids.
Schedule Included in Combinations	Insert the schedules of the bids included in the combination.
Total	Insert the total amount of the combination bid for the sections listed to the left.
Button Functionality	Use the Add Row (+) and/or Remove Row (-) buttons located at the beginning of each line/row to either add a row directly below the row that the Add (+) button is clicked on or remove the actual row that the Remove (-) button is clicked on.
Schedule for Single Bid	
Item No.	Insert the item number of the item being bid.
Item(s)	Insert the name of the item being bid.
Delivery	Insert the delivery type for the item listed to the left.
Unit	Insert the unit of measure for the item listed to the left.
Quantity	Insert the quantity for the item listed to the left.
Unit Price	The bidder shall insert the unit price for the item listed to the left.
Total	The bidder shall insert the total, which is quantity times the unit price. If the form is being filled out electronically, this field will automatically calculate the total.
Button Functionality	Use the Add Row (+) and/or Remove Row (-) buttons located at the beginning of each line/row to either add a row directly below the row that the Add (+) button is clicked on or remove the actual row that the Remove (-) button is clicked on.
Bidder's Total Proposal	If completing electronically, this will be automatically completed. If completing by hand, insert the sum of all items above.

Distribution

This form is to be inserted into a formal contract proposal, distribution will be the same as the proposal. When the bidder submits their bid, this form must be completed and included.

Illinois Department of Transportation

Local Public Agency Proposal Bid Bond

Local Public Agency	County	Section Number
City of Zion	Lake	25-00000-00-GM

WE, _____ as PRINCIPAL, and

_____ as SURETY, are held jointly, severally and firmly bound unto the above Local Public Agency (hereafter referred to as "LPA") in the penal sum of 5% of the total bid price, or for the amount specified in the proposal documents in effect on the date of invitation for bids, whichever is the lesser sum. We bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly pay to the LPA this sum under the conditions of this instrument.

WHEREAS THE CONDITION OF THE FOREGOING OBLIGATION IS SUCH that, the said PRINCIPAL is submitting a written proposal to the LPA acting through its awarding authority for the construction of the work designated as the above section.

THEREFORE if the proposal is accepted and a contract awarded to the PRINCIPAL by the LPA for the above designated section and the PRINCIPAL shall within fifteen (15) days after award enter into a formal contract, furnish surety guaranteeing the faithful performance of the work, and furnish evidence of the required insurance coverage, all as provided in the "Standard Specifications for Road and Bridge Construction" and applicable Supplemental Specifications, then this obligation shall become void; otherwise it shall remain in full force and effect.

IN THE EVENT the LPA determines the PRINCIPAL has failed to enter into a formal contract in compliance with any requirements set forth in the preceding paragraph, then the LPA acting through its awarding authority shall immediately be entitled to recover the full penal sum set out above, together with all court costs, all attorney fees, and any other expense of recovery.

IN TESTIMONY WHEREOF, the said PRINCIPAL and the said SURETY have caused this instrument to be signed by their respective officers this _____ of _____
Day Month and Year

Principal

Company Name	Company Name
Signature & Date	Signature & Date
By:	By:
Title	Title

(If Principal is a joint venture of two or more contractors, the company names, and authorized signatures of each contractor must be affixed.)

Surety

Name of Surety	Signature of Attorney-in-Fact Signature & Date
	By:

STATE OF IL

COUNTY OF

I _____, a Notary Public in and for said county do hereby certify that

_____
(Insert names of individuals signing on behalf of PRINCIPAL & SURETY)

who are each personally known to me to be the same persons whose names are subscribed to the foregoing instrument on behalf of PRINCIPAL and SURETY, appeared before me this day in person and acknowledged respectively, that they signed and delivered said instruments as their free and voluntary act for the uses and purposes therein set forth.

Given under my hand and notarial seal this _____ day of _____.
Day Month and Year

Notary Public Signature & Date

(SEAL, if required by the LPA)

Date commission expires _____

Local Public Agency	County	Section Number
City of Zion	Lake	25-00000-00-GM

ELECTRONIC BID BOND

☐ **Electronic bid bond is allowed (box must be checked by LPA if electronic bid bond is allowed)**

The Principal may submit an electronic bid bond, in lieu of completing the above section of the Proposal Bid Bond Form. By providing an electronic bid bond ID code and signing below, the Principal is ensuring the identified electronic bid bond has been executed and the Principal and Surety are firmly bound unto the LPA under the conditions of the bid bond as shown above. (If PRINCIPAL is a joint venture of two or more contractors, an electronic bid bond ID code, company/Bidder name title and date must be affixed for each contractor in the venture.)

Electronic Bid Bond ID Code

Company/Bidder Name

Signature & Date

Title

Instructions for BLR 12230

Note: The instructions should not be included when the form is submitted.

This form shall be used if the Local Public Agency (LPA) allows a bid bond as a Proposal Guaranty for all bid submissions on Motor Fuel Tax (MFT) or State funded contracts, deliver/install proposals and material proposals. See the Bureau of Local Roads and Streets Manual (BLRS) Chapter 12 for more information.

When filling out this form electronically, once a field is initially completed, fields requiring the same information will be auto-populated.

Local Public Agency	Insert the name of the LPA soliciting bids for the project.
County	Insert the name of the County in which the LPA is located.
Section Number	Insert the section number assigned to this project without dashes.
Principal Name and Address	Insert the names(s) and address(es) of the principal(s) of the company submitting the bid.
Surety Name and Address	Insert the name and address of the surety company providing the bid bond
Day	Insert the day of the month.
Month and Year	Insert the month and year.
Company Name	Insert the company's name that is submitting the bid.
By:	The authorized company officer shall sign and date here and insert their title.
Company Name	Insert the other company's name if bidder is a joint venture.
By:	If the bid is a joint venture, the authorized company officer of the joint bidder will sign here, and insert their title.
Name of Surety	Insert the name of the surety company providing the bid bond. This must be completed by the surety.
By: (Attorney-in-fact)	The attorney-in-fact shall sign and date here. This must be completed by the surety.
State of	Insert the name of the state where the signer(s) personally appeared before the notary public.
County of	Insert the name of the county where the signer(s) personally appeared before the notary public.
Name of Notary Public	Insert the name of notary public. Insert the names of the individuals signing on behalf of the principal and surety.
Day	Insert the day of the month the notary public signed and sealed this document.
Month and Year	Insert the month and year the notary public signed and sealed this document.
Commission Expires	Insert the date the notary public's commission expires. This is to be completed by the notary public.
Notary Public	The notary public must sign here and place their seal.
Electronic Bid Bond	Check the designated box if an electronic bid bond is allowed by the LPA awarding authority. The awarding authority is responsible for checking the box.
Electronic Bid Bond ID Code	Insert the electronic bid bond identification number for IDOT's approved surety company list.
Company/Bidder Name	Insert the company/bidder name (multiple names if a joint venture).
Signature and Title	The authorized company officer(s) must sign and date here, and insert his/her title(s). (Multiple signatures are required if a joint venture.)

A minimum of four (4) signed originals must be submitted to the Regional Engineer's District office.
Following the Regional Engineer's approval, distribution will be as follows:

Local Public Agency Clerk (2)
Engineer (Municipal, Consultant or County)
District File

Illinois Department of Transportation

Contractor's Bulletin Request for Advertisement

Local Public Agency	County	Section Number
City of Zion	Lake	25-00000-00-GM

Information Required Prior to Advertisement

PS & E Approval Date	ROW Status	11 Day Requirement Fulfilled?	21 Day Federal Requirement Fulfilled?
	Clear	☐ Yes ☒ N/A	☐ Yes ☒ N/A

Dates to be advertised

May 28th thru June 12th

☐ 3 weeks-non-federal project

Letting Information

Letting Date	Letting Time	Letting Location
June 13th	10:00 AM	City of Zion 2828 Sheridan Road Zion IL, 60099

Project Information

☐ Pre-qualification Required
☐ Apprenticeship and Training Certification
☐ Township Bridge
☐ Federal Funds
☒ MFT
☐ Re-Advertisement
☒ Non-MFT

Project Description

HMA Partial Depth Patching removal and replacement

Project Location

Various Locations throughout the City of Zion

Proposal Information

Proposals Available at

City of Zion website - www.cityofzion.com

Address	City	State	Zip Code

Phone	Email	Proposal Fee

Additional Information

Prepared by	Date
Christofer Nikkinen	5/23/2024

Phone	Email
(847) 246-7940	christofern@zion.il.us

Instructions for BLR 12310 - Page 1 of 3

NOTE: Form instructions should not be included when the form is submitted.

This form shall be used to provide information on projects to be advertised in the Bureau of Local Roads and Streets Contractor's Bulletin. For more information refer to Chapter 12 to the Bureau of Local Roads and Streets Manual. **This form shall be submitted to appropriate district by noon on the Friday before the bulletin it is requested to be advertised in.**

Local Public Agency	Insert the name of the Local Public Agency (LPA) the advertisement is for.
County	Insert the county in which the LPA is located.
Section Number	Insert the section number which covers the project being advertised.
Information Required Prior to Advertisement	
PS & E Approval Date	Insert the date of IDOT approval of the plans, special provision and estimates.
ROW Status	If applicable insert the status of Right-of-Way. The ROW for a project must be clear before it can be advertised.
11 Day Requirement	Check Yes or N/A, a project cannot be advertised less than eleven (11) days prior to bids being received by the letting agency.
21 Day Requirement	For Federal projects, a project cannot be advertised less then twenty-one (21) days prior to bids being received by the letting agency. Check Yes or N/A.
Dates to be advertised	Insert the dates the project is being requested to be advertised on. Federal projects **must** be advertised for 3 weeks.
3 week non-federal	Check this box if the project is not a federal project, and the LPA wants the advertisement to be in the bulletin for 3 weeks.
Letting Information	
Letting Date	Insert the date of the letting.
Letting Time	Insert the time of the letting, include AM or PM.
Letting Location	Insert the location the letting is being held, include the name and address.
Project Information	Check the applicable boxes.
Pre-qualification Required	Check if pre-qualification is or will be required for this project.
Township Bridge	Check if this project is funded with Township Bridge funds.
MFT	Check if this project is funded with Motor Fuel Tax (MFT) funds.
Non-MFT	Check if this project is funded with non-MFT funds.
Apprenticeship & Training Certification	Check if this project requires the Apprenticeship and Training Certification. This does not apply to federal projects.
Federal Funds	Check if this project is being funded with any type of federal funds.
Re-Advertisement	Check if this is for a re-advertisement of a project previously advertised in the Contractor's Bulletin.
Project Description	Insert a brief description of the project and list major material quantities. See list following instructions for common abbreviations.
Project Location	Insert the location of this project.
Proposal Information	
Proposals Available at	Insert the name of the location where proposals will be available at.
Address	Insert the address of the location where proposals will be available.
Phone Number	Insert the phone number of the location where proposals will be available.
Email	Insert an email address where prospective bidders can contact for information regarding proposals.
Proposal Fee	Insert the proposal fee cost, if applicable.
Additional information	Insert any additional information that would need to be included in the advertisement that is pertinent to the project.
Prepared by	Insert the name of the person completing this form.
Phone Number	Insert the number of the person completing this form.
Date	Insert the date the form was completed.

One original must be submitted to the Regional Engineer's office through the District office.

Common Abbreviations for Bulletin Advertisements

Item	Abbreviation
adjusted	adj.
aggregate	agg.
approach	approach
arch diameter equivalent	ADE
area reflective crack contrail treatment	area reflective crack control treat.
asphalt	asph.
automatic flap gate	auto. flap gate
base	bse.
bituminous	bit.
class	cl.
closed lid	cld.lid
cold milling	cold milling
combination concrete curb & gutter	comb.conc.c&g
combination curb & gutter	comb.c&g
concrete	conc.
concrete foundation, type e, 30" diameter	conc.found., ty.e (30" dia.)
construct	const.
corrugated metal pile	CMP
county	co.
course	cse.
crushed	cr.
cubic yard	cu.yd.
culvert	culv.
curb & gutter	c&g
diameter	dia.
distribution	distr.
driveway	d/w
equivalent round size	EQRS
excavation	exc.
existing	exist.
feet	ft.
filter fabric	filter fabric
fire hydrant removal	fire hydrant rem.
foundation	found.
frame & grate	fr. & gr.
furnish	furn.
granular	gran.
joint	jt.
lineal feet	lin. ft.
lump sum	l. sum
maintenance	maint.
material	mat'l.
open lid	ol.
pavement	pav't.
portland cement concrete	pcc
pound(s)	lbs.
precast	prec.
precast concrete	pc
precast, prestressed	p.p.
precoated galvanized corrugated steel culvert pipe	prec. galv.CSCP
preparation	prep.
preparation of base	bse. prep.
preparation of sub-base	sub-base prep.
protective	prot.
reconstruct/reconstruction	reconst.
reinforced	reinf.
reinforcement bars	rebars
reinforcement bars, epoxy coated	rebars (epoxy)
road	rd.
road district	r.d.
roadway	rdwy.

sanitary	san.
shoulders	shldrs.
sidewalk	sw.
solution	sol.
square feet	sq. ft.
steel plate beam guardrail	spbgr
steel sheet piling furnished & driven	furn. & drive steel sheet piling
storm sewer	st. sewer
structure	str.
sub-base	sub-bse.
surface	surf.
system	sys.
tee	tee
temporary	temp.
to be adjusted	adj.
traffic	traf.
traffic barrier terminal	traf. Bar. Term.
traffic control signals	traf. Control signals
treatment	treat.
type	ty.
various	var.
watt	w
widening	widening
yard	yd.

Illinois Department of Transportation

Local Public Agency Formal Contract

Contractor's Name

Contractor's Address | City | State | Zip Code

STATE OF ILLINOIS

Local Public Agency	County	Section Number
City of Zion	Lake	25-00000-00-GM

Street Name/Road Name	Type of Funds
Various	MFT

☐ CONTRACT BOND (when required)

For a County and Road District Project

Submitted/Approved

Highway Commissioner Signature & Date

Submitted/Approved

County Engineer/Superintendent of HighwaysSignature & Date

For a Municipal Project

Submitted/Approved/Passed

Signature & Date

Official Title

Department of Transportation

☐ Concurrence in approval of award

Regional Engineer Signature & Date

Local Public Agency	Local Street/Road Name	County	Section Number
City of Zion	Various	Lake	25-00000-00-GM

1. THIS AGREEMENT, made and concluded the _____ (Day) day of _____ (Month and Year) between the City (Local Public Agency Type) of Zion (Local Public Agency), known as the party of the first part, and _____ (Contractor), its successor, and assigns, known as the party of the second part.

2. For and in consideration of the payments and agreements mentioned in the Proposal hereto attached, to be made and performed by the party of the first part, and according to the terms expressed in the Bond referring this contract, the party of the second part agrees with said party of the first part, at its own proper cost and expense, to do all the work, furnish all materials and all labor necessary to complete the work in accordance with the plans and specifications hereinafter described, and in full compliance with all of the terms of this contract.

3. It is also understood and agreed that the LPA Formal Contract Proposal, Special Provisions, Affidavit of Illinois Business Office, Apprenticeship or Training Program Certification, and Contract Bond hereto attached, and the Plans for Section 25-00000-00-GM (Section Number) in City of Zion (Local Public Agency), approved by the Illinois Department of Transportation on _____ (Date), are essential documents of this contract and are a part hereof.

4. IN WITNESS WHEREOF, the said parties have executed this contract on the date above mentioned.

Attest: The City (Local Public Agency Type) of Zion (Name of Local Public Agency)

Clerk Signature & Date

(SEAL, if required by the LPA)

Party of the First Part Signature & Date

By:

(If a Corporation)

Corporate Name

President, Party of the Second Part Signature & Date

By:

(SEAL, if required by the LPA)

(If a Limited Liability Corporation)

LLC Name

Manager or Authorized Member, Party of the Second Part

By:

(If a Partnership)

Partner Signature & Date

Attest:

Secretary Signature & Date

Partner Signature & Date

Partners doing Business under the firm name of

(SEAL, if required by the LPA)

Party of the Second Part

(If an individual)

Party of the Second Part Signature & Date

Instructions for BLR 12320 - Page 1 of 2

Instructions are not to be submitted with the form.

This form shall be used to execute Local Public Agency (LPA) contracts. The successful bidder must complete this form for formal contract proposals. Refer to Chapter 12 of the Bureau of Local Roads and Streets Manual (BLRS) for more information. For signature requirements, refer to Chapter 2, Section 3.05(b) of the BLRS Manual.

When filling out this form electronically, once a field is initially completed, fields requiring the same information will auto-populate.

Contractor's Name	Insert Contractor's name.
Contractor's Address	Insert Contractor's address.
Local Public Agency	Insert the name of the LPA.
County	Insert the name of the County in which the LPA is located.
Section Number	Insert the section number assigned to this project without dashes.
Street Name/Road Name	Insert the name of the street/road on which the project is located. For projects that include several streets or routes insert various.
Type of Funds	Insert the type of funds being used to fund this project.
For a County and Road District Project	
Highway Commissioner Signature	For a Road District Project the Highway Commissioner shall sign and date here.
County Engineer/Superintendent of Highways	For a road district project or county project, the County Engineer/Superintendent of Highways shall sign and date here.
For a Municipal Project	
Signature and Date	For a Municipal project the appropriate municipal official shall sign and date here.
Official Title	Insert the title of the official who signed above.
Department of Transportation	
Regional Engineer Signature & Date	Upon a limited review the Regional Engineer shall sign and date here.
#1	
Day	Insert the Day the contract is made between the two parties.
Month, Year	Insert the month and year that corresponds to the date listed to the left.
Local Public Agency Type	From the drop-down, select the LPA type.
Local Public Agency	Insert the name of the LPA.
#3	
Section Number	Insert the section number without dashes that applies to this project.
Local Public Agency	This field is automatically completed based on previous entries.
Date	Insert the date the documents for bidding were approved by IDOT.
#4	
Local Public Agency Type	From the drop-down list, select the LPA type.
Local Public Agency	Insert the name of the local public agency.

Signatures	
Local Public Agency Clerk	LPA Clerk shall sign, seal and date here.
Seal	The Clerk shall seal the document here, if required. If a seal is required, electronic signatures should not be used.
By:	The awarding authority duly designated contracting official must sign and date here.
If a corporation Corporate Name	If a corporation, insert the name of the corporation, followed by the signature of the corporate president with the date of signature.
Attest	The secretary of the corporation shall sign and date here.
If a partnership Partner Signature	If a partnership, the first partner must sign and date here. The second partner must sign and date the line below.
Party of the Second Part	If a partnership insert the name of the corporation.
If an Individual	If an individual the successful bidder shall sign and date here.

A minimum of four (4) certified signed originals must be submitted to the Regional Engineer's District office OR email PDF completed form with electronic signatures to your local District LRS office.
Following the Regional Engineer's approval, distribution will be as follows:

Local Public Agency Clerk
Successful Bidder
Engineer (Municipal, Consultant or County)
District File

Illinois Department of Transportation

Contract Bond

Local Public Agency	County	Street Name/Road Name	Section Number
City of Zion	Lake	Various	25-00000-00-GM

Bond information to be returned to Local Public Agency at Zion City Hall 2828 Sheridan Rd. Zion IL, 60099 .
Complete Address

We, _____
Contractor's Name and Address

a/an _____ organized under the laws of the State of _____ as PRINCIPAL, and
State

_____
Surety Name and Address

as SURETY, are held and firmly bound unto the above Local Public Agency (thereafter referred to as "LPA") in the penal sum of

_____

Dollars (_____) lawful money of the United States, to be paid to said LPA, the payment of which we bind ourselves, successors and assigns jointly to pay to the LPA this sum under the conditions of this instrument.

WHEREAS, THE CONDITION OF THE FOREGOING OBLIGATION IS SUCH that the said Principal has entered into a written contract with the LPA acting through its awarding authority for the construction of work on the above sections, which contract is hereby referred to and made a part hereof, as if written herein at length, and whereby the said Principal has promised and agreed to perform said work in accordance with the terms of said contract, and has promised to pay all sums of money due for any labor, materials, apparatus, fixtures or machinery furnished to such Principal for the purpose of performing such work and has further agreed to pay all direct and indirect damages to any person, firm, company or corporation to whom any money may be due from the Principal, subcontractor or otherwise for any such labor, materials, apparatus, fixtures or machinery so furnished and that suit may be maintained on such bond by any such person, firm, company or corporation for the recovery of any such money.

NOW, THEREFORE, if the said Principal shall perform said work in accordance with the terms of said contract, and shall pay all sums of money due or to become due for any labor, materials, apparatus, fixtures or machinery furnished to it for the purpose of constructing such work, and shall commence and complete the work within the time prescribed in said contract, and shall pay and discharge all damages, direct and indirect, that may be suffered or sustained on account of such work during the time of the performance thereof and until the said work shall have been accepted, and shall hold the LPA and its awarding authority harmless on account of any such damages and shall in all respects fully and faithfully comply with all the provisions, conditions and requirements of said contract, then this obligation shall be void; otherwise it shall remain in full force and effect.

IN TESTIMONY WHEREOF, the said PRINCIPAL and the said SURETY have caused this instrument to be signed by their respective agents this _____ day of _____ .
Day Month and Year

PRINCIPAL

Company Name	Company Name
By	By
Signature & Date	Signature & Date
Attest	Attest
Signature & Date	Signature & Date

(If PRINCIPAL is a joint venture of two or more contractors, the company names and authorized signature of each contractor must be affixed.)

STATE OF IL

COUNTY OF _____

I, _____, a Notary Public in and for said county, do hereby certify that
Notary Name

_____
Insert name of Individuals signing on behalf of PRINCIPAL

who is/are each personally known to me to be the same person(s) whose name(s) is/are subscribed to the foregoing instrument on behalf of PRINCIPAL, appeared before me this day in person and acknowledged respectively, that he/she/they signed and delivered said instrument freely and voluntarily for the uses and purposes therein set forth.

Given under my hand and notarial seal this _____ day of _____.
Day Month, Year

Notary Public Signature & Date

(SEAL)

Date commission expires _____

SURETY

Name of Surety

Title

By:

STATE OF IL

COUNTY OF _____

I, _____, a Notary Public in and for said county, do hereby certify that
Notary Name

_____
Insert name of Individuals signing on behalf of SURETY

who is/are each personally known to me to be the same person(s) whose name(s) is/are subscribed to the foregoing instrument on behalf of SURETY, appeared before me this day in person and acknowledged respectively, that he/she/they signed and delivered said instrument freely and voluntarily for the uses and purposes therein set forth.

Given under my hand and notarial seal this _____ day of _____.
Day Month, Year

Notary Public Signature & Date

(SEAL)

Date commission expires _____

Approved this _____ day of _____.
Day Month, Year

Attest:

Local Public Agency Clerk Signature & Date

Clerk

Local Public Agency Type

Awarding Authority

Awarding Authority Signature & Date

Instructions for BLR 12321 - Page 1 of 2

Note: Instructions should not be included when the form is submitted.

This form shall be used to execute Local Public Agency (LPA) contracts submitted. The successful bidder must complete this form when required for contract proposals. Please refer to the Bureau of Local Roads and Streets Manual Chapter 12 for more information. For signature requirements refer to Chapter 2, Section 3.05(b) of the BLRS Manual. When filling out this form electronically, once a field is initially completed, fields requiring the same information will be auto-populated.

Local Public Agency	Insert the name of the LPA.
County	Insert the name of the County in which the LPA is located.
Street Name/Road Name	Insert the name of the street/road on which the project is located. For projects that include several streets or roads insert various.
Section Number	Insert the section number assigned to this project without dashes.
Address	Insert the LPA Address.
Contractor's Name and Address	Insert the contractor's name and address.
Contractor Legal Status Type	Insert Individual, Partnership or Corporation organized based on the contractor's legal status.
State	Insert the name of the state in which the contractor's company is organized.
Surety	Insert the name and address of the surety.
Dollar Amount	Insert the dollar amount of the contract in words, followed in numerical format in ( ).
Day	Insert the day of the month when the bond is signed by the principal and the surety.
Month and Year	Insert the month and year when the bond is signed by the principal and the surety,

PRINCIPAL

Company Name	Insert the successful bidder's company name.
Signature & Title	The authorized company officer must sign here, and insert their title and date.
Attest	The authorized agent attesting the signature of the successful bidder's authorized officer must sign here and insert their title.
State	Insert the name of the state where the signer(s) personally appeared before the notary public.
County	Insert the name of the county where the signer(s) personally appeared before the notary public.
Notary Name	Insert the name of notary public. Insert the names of the individuals signing on behalf of the principal.
Day	Insert the day of the month the notary public signed and sealed this document.
Month and Year	Insert the month and year the notary public signed and sealed this document.
Commission Expires	Insert the date the notary public's commission expires. To be completed by the notary public.
Notary Public	The notary public must sign here and place their seal.

SURETY

Name of Surety	Insert the surety's name.
Signature & Title	The attorney-in-fact for the surety must sign and seal here.
State	Insert the name of the state where the signer(s) personally appeared before the notary public.
County	Insert the name of the county where the signer(s) personally appeared before the notary public.
Notary Name	Insert the name of notary public.
Name of Signatory on behalf of Surety	Insert the names of the individuals signing on behalf of the Surety.

Day	Insert the day of the month the notary public signed and sealed this document.
Month and Year	Insert the month and year the notary public signed and sealed this document.
Commission Expires	Insert the date the notary public's commission expires. To be completed by the notary public.
Notary Public	The notary public must sign here and place their seal.
Approved this	
Day	Insert the day of the month when the bond was approved by the awarding authority.
Month and Year	Insert the month and year when the bond was approved by the awarding authority.
Attest:	
Local Public Agency Clerk Signature	The awarding authority clerk must sign and date here.
Awarding Authority	Insert the name of the awarding authority.
Local Public Agency Type	Insert the type of LPA.
Awarding Authority signature	The awarding authority officer must sign and date here.

Distribution

Upon completion, this document gets inserted into the Formal Contract Proposal (BLR 12200) or the Material Proposal, or Deliver and Install Proposal (BLR 12240) and **must be** submitted with the contractor's bid.

Upon execution of a formal contract, this form is to be submitted with the formal contract package to the Department. For a Material or Deliver and Install project this form is to be maintained by the LPA. Distribution will be the same as with a Formal Contract Proposal or Material Proposal or Deliver and Install Proposal.

Illinois Department of Transportation

Apprenticeship and Training Program Certification

Local Public Agency	County	Street Name/Road Name	Section Number
City of Zion	Lake	Various	25-00000-00-GM

All contractors are required to complete the following certification

☐ For this contract proposal or for all bidding groups in this deliver and install proposal.

☐ For the following deliver and install bidding groups in this material proposal.

Illinois Department of Transportation policy, adopted in accordance with the provisions of the Illinois Highway Code, requires this contract to be awarded to the lowest responsive and responsible bidder. The award decision is subject to approval by the Department. In addition to all other responsibility factors, this contract or deliver and install proposal requires all bidders and all bidder's subcontractors to disclose participation in apprenticeship or training programs that are (1) approved by and registered with the United States Department of Labor's Bureau of Apprenticeship and Training, and (2) applicable to the work of the above indicated proposals or groups. Therefore, all bidders are required to complete the following certification:

1. Except as provided in paragraph 4 below, the undersigned bidder certifies that it is a participant, either as an individual or as part of a group program, in an approved apprenticeship or training program applicable to each type of work or craft that the bidder will perform with its own employees.

2. The undersigned bidder further certifies, for work to be performed by subcontract, that each of its subcontractors either (A) is, at the time of such bid, participating in an approved, applicable apprenticeship or training program; or (B) will, prior to commencement of performance of work pursuant to this contract, establish participation in an approved apprenticeship or training program applicable to the work of the subcontract.

3. The undersigned bidder, by inclusion in the list in the space below, certifies the official name of each program sponsor holding the Certificate of Registration for all of the types of work or crafts in which the bidder is a participant and that will be performed with the bidder's employees. Types of work or craft that will be subcontracted shall be included and listed as subcontract work. The list shall also indicate any type of work or craft job category for which there is no applicable apprenticeship or training program available.

4. Except for any work identified above, if any bidder or subcontractor shall perform all or part of the work of the contract or deliver and install proposal solely by individual owners, partners or members and not by employees to whom the payment of prevailing rates of wages would be required, check the following box, and identify the owner/operator workforces and positions of ownership. ☐

The requirements of this certification and disclosure are a material part of the contract, and the contractor shall require this certification provision to be included in all approved subcontracts. The bidder is responsible for making a complete report and shall make certain that each type of work or craft job category that will be utilized on the project is accounted for and listed. The Department at any time before or afterward may require the production of a copy of each applicable Certificate of Registration issued by the United States Department of Labor evidencing such participation by the contractor and any or all of its subcontractors. In order to fulfill the participation requirement, it shall not be necessary that any applicable program sponsor be currently taking or that it will take applications for apprenticeship, training or employment during the performance of the work of this contract or deliver and install proposal.

Bidder

Signature & Date

Title

Address | City | State | Zip Code

Instructions for BLR 12325 - Page 1 of 1

Instructions should not be included when the form is submitted.

This form shall be used by the Local Public Agency (LPA) for contract proposal or material proposal/deliver and install project. It must be completed by all bidders and submitted with their bids. This is not to be used for Federally Funded projects. See the Bureau of Local Roads and Streets Manual (BLRS) Chapter 12 for more information.

Local Public Agency	Insert the name of the LPA soliciting bids for the project.
County	Insert the name of the County in which the LPA is located.
Street Name/ Road Name	Insert the name of the street/road on which the project is located. For projects that include several streets or roads insert various.
Section Number	Insert the section number assigned to this project without dashes.
Box 1	Check this box if this is a contract proposal or if all groups are a deliver and install proposal.
Box 2	Check this box if there are only certain groups within the material proposal that require delivery and installation.
Groups	Insert the individual groups from the material proposal schedule of prices (BLR 12241) that require the bidder to deliver and install.
Training Programs	Insert the names of all the apprenticeship or training programs that the contractor or subcontractor participates in.
Ownership	Check this box if the bidder or subcontractor will perform all or part of the work by individual owners, partners, or members and not by employees covered by prevailing wages.
Owner/operator	Insert the name(s) and position(s) of the owner/operator, if the box from above has been checked.
Bidder	Insert the name of the individual bidder or company name of the bidder.
Address	Insert the address of the bidder.
Signature	The bidder must sign and date here.
Title	Insert the title of the bidder that signed above.

Distribution:

This form is to be included in the proposal packet, except for federally funded projects, completed by bidder and returned with bid. Upon execution of a formal contract this is to be submitted with the formal contract package to the Department. For a Material/Deliver and Install project this to be maintained by the LPA. Distribution will be as listed on BLR 12200, BLR 12320, BLR 12240.

Completed 05/24/24

Illinois Department of Transportation

Affidavit of Illinois Business Office

Local Public Agency	County	Street Name/Road Name	Section Number
City of Zion	Lake	Various	25-00000-00-GM

I, _____ of _____, _____,
Name of Affiant — City of Affiant — State of Affiant

being first duly sworn upon oath, state as follows:

1. That I am the _____ of _____.
Officer or Position — Bidder

2. That I have personal knowledge of the facts herein stated.

3. That, if selected under the proposal described above, _____, will maintain a business office in the
Bidder

State of Illinois, which will be located in _____ County, Illinois.
County

4. That this business office will serve as the primary place of employment for any persons employed in the construction contemplated by this proposal.

5. That this Affidavit is given as a requirement of state law as provided in Section 30-22(8) of the Illinois Procurement Code.

Signature & Date

Print Name of Affiant

Notary Public

State of IL

County _____

Signed (or subscribed or attested) before me on _____ by
(date)

_____, authorized agent(s) of
(name/s of person/s)

_____.
Bidder

Notary Public Signature & Date

(SEAL)

My commission expires _____

Instructions BLR 12326 - Page 1 of 1

The instructions should not be included when the form is submitted.

This form shall be used for Local Public Agency (LPA) contract proposals and deliver and install proposals. It must be completed by all bidders and submitted with their bids. This is not to be used for Federally Funded projects. See the Bureau of Local Roads and Streets Manual (BLRS) Chapter 12 for more information.

Local Public Agency	Insert the name of the LPA soliciting bids for the project.
County	Insert the name of the County in which the LPA is located.
Street Name/Road Name	Insert the name of the street/road on which the project is located. For projects that include several streets or routes insert various.
Section Number	Insert the section number assigned to this project without dashes.
Name of Affiant	Insert the name of the Affiant.
City of Affiant	Insert the city of residence of the Affiant.
State of Affiant	Insert the State of residence of the Affiant.
Officer or Position	Insert the position held by the Affiant.
Bidder	Insert the bidder's company name.
Bidder	Insert the bidder's company name.
County of	Insert the name of the County the Affiant is in.
Signature	The Affiant must sign and date here.
Name of Affiant	Insert the name of the Affiant (typed or printed).
State	Insert the name of the state where the signer(s) personally appeared before the notary public.
County	Insert the name of the county where the signer(s) personally appeared before the notary public.
Date	Insert the date the notary witnessed the signature(s).
Name	Insert the name(s) of the Affiant.
Bidder	Insert the bidder's company name.
Notary Signature	The Notary must sign and seal here.
Date Commission Expires	The Notary must write the date their commission expires here.

Distribution:

Upon completion this document gets inserted into the Formal Contract Proposal (BLR 12200) or the Material Proposal/Deliver and Install Proposal (BLR 12240) and **must be** submitted with the contractor's bid.

Upon execution of a formal contract this form is to be submitted with the formal contract package to the Department. For a Material/Deliver and Install project this form is to be maintained by the LPA.