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.