



State of Illinois  
Illinois Department of Transportation

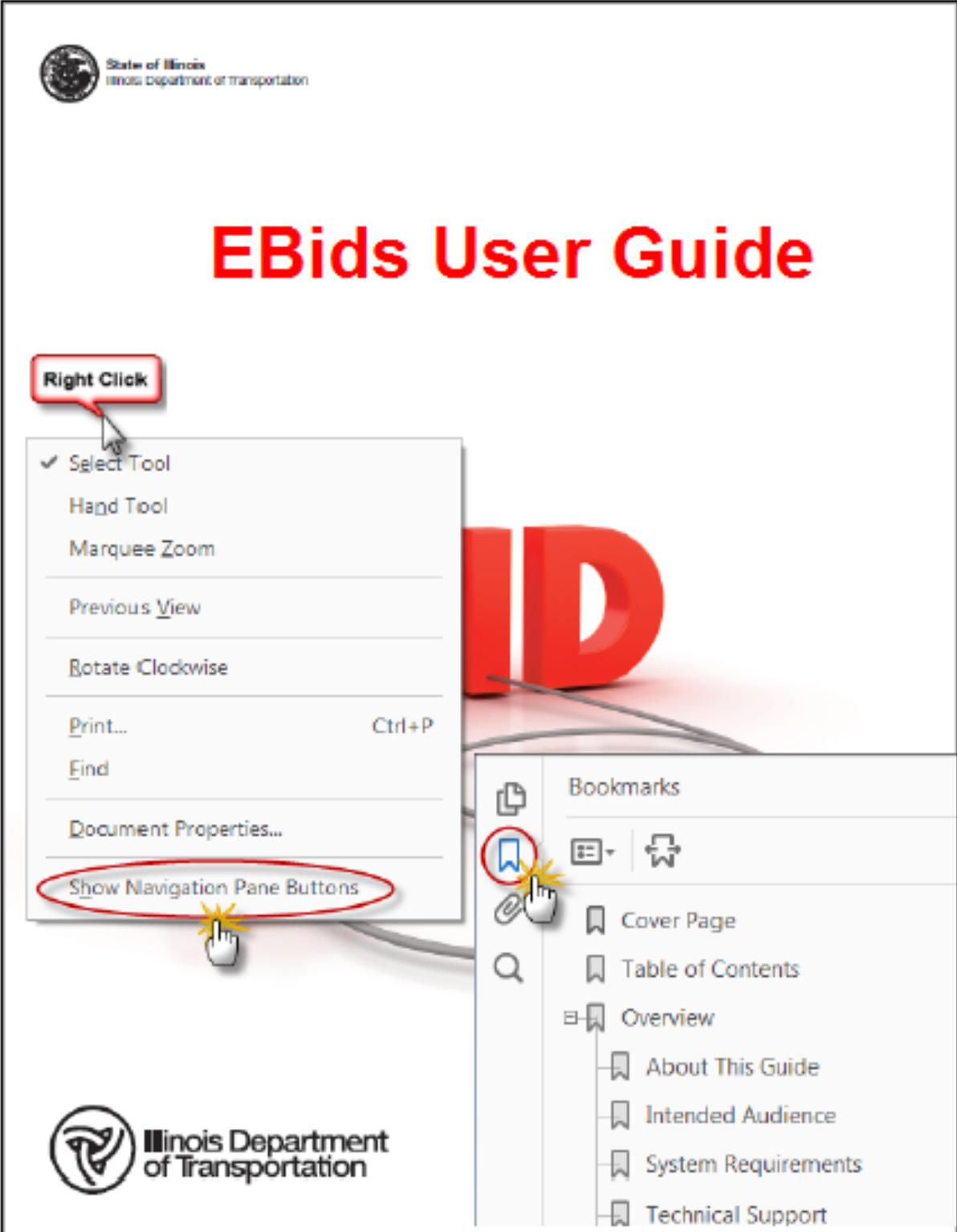
# EBids User Guide

January 2019



Illinois Department  
of Transportation

For your convenience, this Adobe Acrobat (.pdf) document contains bookmarks, which will help you easily navigate to your specific topic of interest. To use Bookmarks, right click to display the menu and choose “Show Navigation Pane Buttons,” then click the Bookmarks icon.



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## EBids

### IDOT Vendor Portal

Registration in the IDOT Vendor Portal requires a Contractor Number. If you have never been authorized to bid, and you intend to submit a bid, a Contractor Number is necessary. Determine the item(s) in which you would like to bid and submit the “Request for Authorization to Bid/Not For Bid Status” form [BDE 124](#) according to the instructions. When you become authorized to bid for the first time, you will be assigned a permanent Contractor Number. Other documentation may be required for the authorization process.

### System Access

Access to the IDOT Vendor Portal is located here:

<https://webapps.dot.illinois.gov/VendorPortal/>

A valid State of Illinois Public Account is required for login. To create your Public Account, recover your username or reset your password, go to the IDOT Vendor Portal website address:

<https://webapps.dot.illinois.gov/VendorPortal/>

**PLEASE NOTE: When creating your Public Account, please use your name. This ID is specific to the individual logging into the IDOT Vendor Portal, not the company!**

### Create Public Account

To create a State of Illinois Public Account for new users:

1. Click “Public Account”



2. Click "Create a new account"

ILLINOIS.GOV  
Authentication Portal

Sign in with your Public account

Sign in

- [Can't access your account?](#)
- [Create a new account](#)

3. Enter your First Name
4. Enter your Last Name
5. Enter your Email Address
6. Confirm your Email Address by entering it again
7. Choose your Username
8. Create a Password (Note: Click "Click here for requirements" to review the password complexity requirements.)
9. Confirm your Password by entering it again
10. Click "Register"

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Accounts > Create a new Account

### Create a new Account

Self-Registration Form

All fields are required in order to create your Illinois Public Account

First Name:

Last Name:

Email Address:

Confirm Email Address:   
Confirm your email address. The two email addresses must match exactly.

Choose your Username:  Good  
Your Username can include letters, numbers, and periods (may not start or end with a period); and must be between 6 and 20 characters long.  
Examples: JohnSmith, JSmith

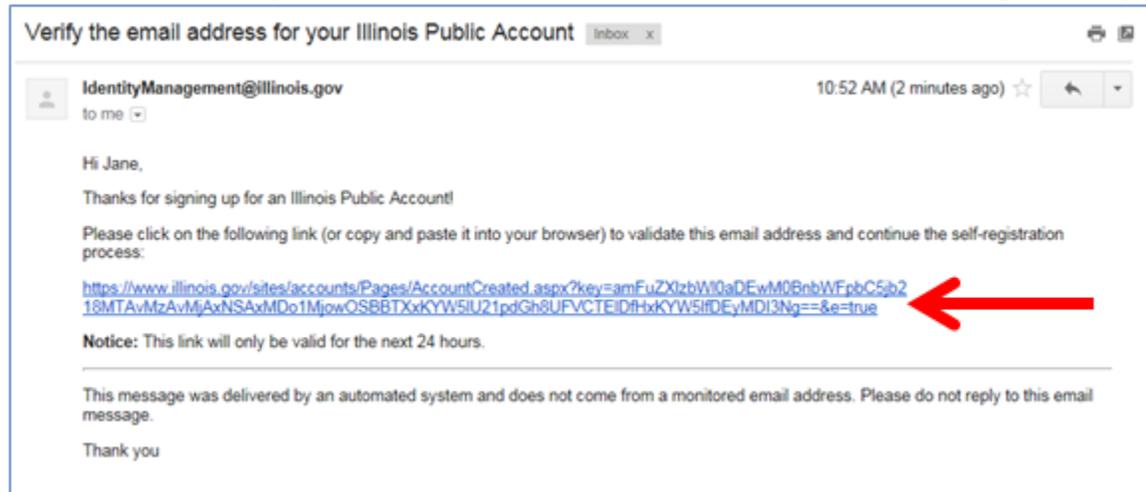
Password:  Good  
Enter a password that conforms to the State of Illinois password requirements ([Click here for requirements](#)).

Confirm Password:   
Confirm your password. The two passwords must match exactly.

11. A confirmation email has been sent to the email address you provided above



12. Click the link provided in the confirmation email to continue the self-registration process



13. Click "Continue"



You now have a State of Illinois Public Account. You will receive an email identifying the Username you created.

Illinois.gov Self-Registration Email Completion Inbox x  

 **IdentityManagement@illinois.gov** 10:58 AM (42 minutes ago) ☆    
to me ▾

Hi Jane,  
You have successfully created an Illinois Public Account.  
Your Username is **JaneSmith**  
Please retain this email for your records

---

This message was delivered by an automated system and does not come from a monitored email address. Please do not reply to this email message.

Thank you

## Unable to Access Public Account

Some issues with logging into your public account require intervention by the Illinois Department of Innovation and Technology. If you do not know your password **AND** the email account you used when creating the account is not accessible, or if you are getting an error and cannot log in, please contact [Betsy.Calcara@Illinois.gov](mailto:Betsy.Calcara@Illinois.gov) or call 217-782-9332 immediately!

## Manage Public Account

If you need to change the email address or other information used when you created your account, go to: <https://www.illinois.gov/sites/accounts/Pages/default.aspx>

## Password Reset

**If you forget your password or it has expired, you can reset your password from the IDOT Vendor Portal login screen:**

<https://webapps.dot.illinois.gov/VendorPortal/>

### To reset your password:

1. Click "Public Account" (Note: This screen may not display if you have already clicked it once and it is cached in your browser history.)



2. Click "Can't access your account?"

ILLINOIS.gov  
Authentication Portal

Sign in with your Public account

Sign in

- [Can't access your account?](#)
- [Create a new account](#)

3. Click "Reset your password"

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Accounts Help

## Can't Access Your Account?

As a reminder, passwords expire annually. Prior to your password expiring you will receive an email with instructions on how to change it.

If your password expires before you change it, you will be unable to login until you [Reset your password](#).

### What problem are you having?

- [I forgot my password](#)
- [Reset your password](#)
- [My password has expired](#)
  - [Reset your password](#)
- [I know my password and username, but can't sign in](#)
  - Be sure that Caps Lock isn't on (passwords are case sensitive)
  - If you still can't sign in, [reset your password](#)
- [I forgot my username](#)
  - [Recover your Username](#)

4. Enter your Username
5. Enter the image code provided
6. Click "Continue"

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Accounts » Reset your password

## Reset your password

Reset your password?

To reset your password fill in the information below, then select Continue.

Username: JaneSmith

356627

Type the image code: 356627

(Note: If you cannot read the numbers in the above image, click the refresh icon to load a new image.)

Continue Cancel

7. Click "Receive an email message with an identity confirmation code at your email address"
8. Click "Continue"

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Accounts » Reset your password

## Reset your password

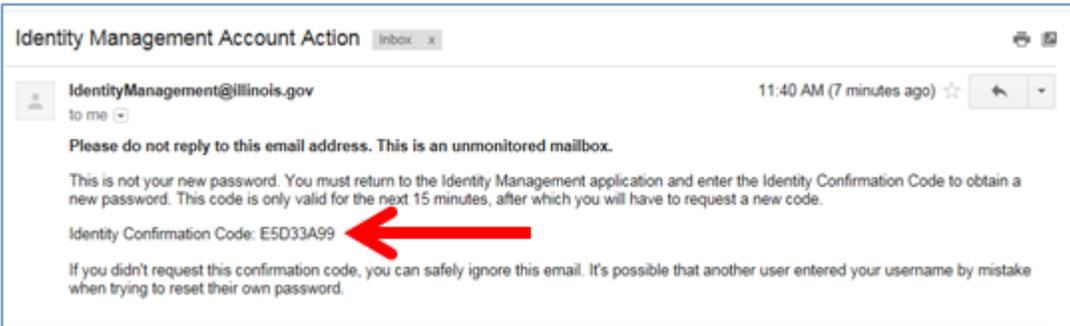
### Verify Your Identity

Step 1: Please select one of the following options to continue:

Receive an email message with an identity confirmation code at your email address  
jan\*\*\*\*\*@gma\*\*.\*

Continue

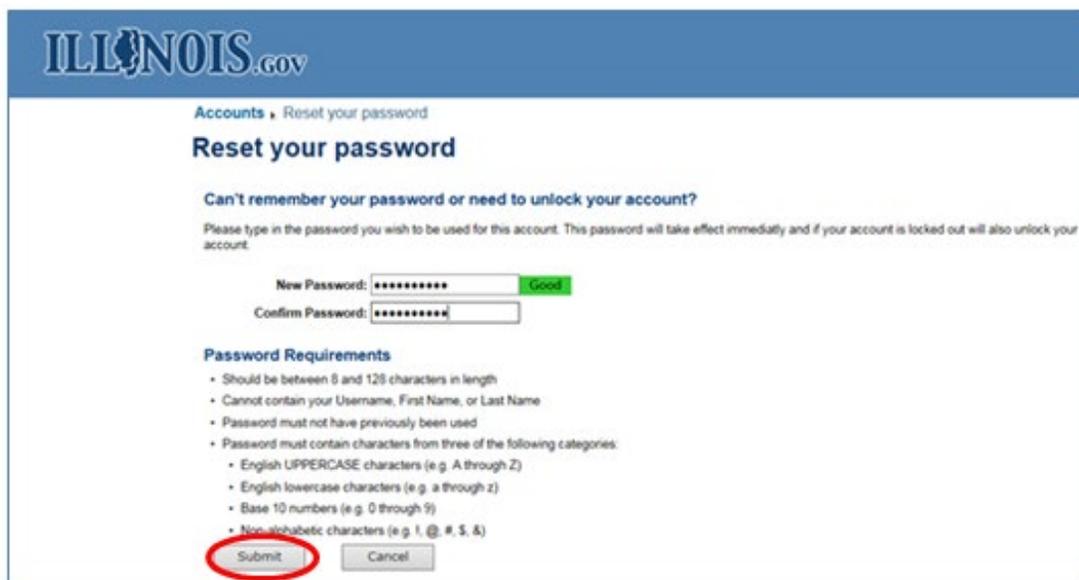
9. Copy the Identity Confirmation Code received in the password reset email



10. Paste the Identity Confirmation Code  
11. Click "Continue"



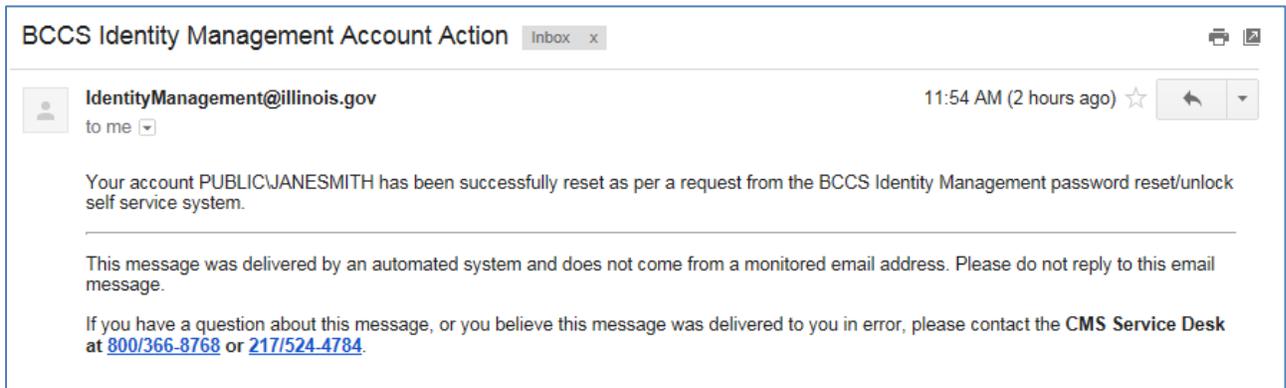
12. Enter a New Password  
13. Confirm the New Password by entering it again  
14. Click "Submit"



Your account password is successfully reset. A successful password reset message displays on the screen.



A successful password reset email is received.



## Recover Username

If you forget your username, you can recover it from the IDOT Vendor Portal login screen:

<https://webapps.dot.illinois.gov/VendorPortal/>

### To recover your username:

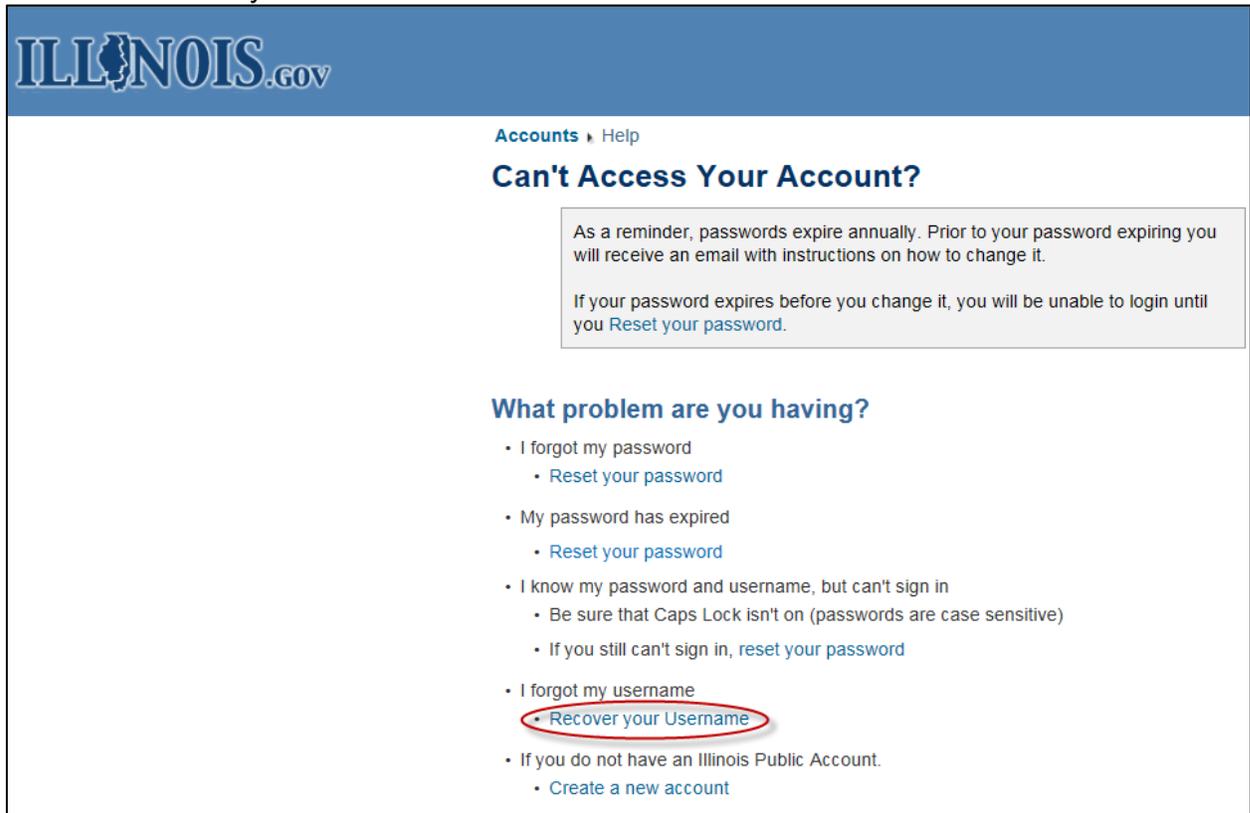
1. Click "Public Account" (Note: This screen may not display if it is cached in your browser history.)



2. Click "Can't access your account?"



3. Click "Recover your Username"



The screenshot shows the Illinois.gov website's account recovery page. At the top left is the Illinois.gov logo. To the right, there are links for "Accounts" and "Help". The main heading is "Can't Access Your Account?". Below this is a grey box with text explaining password expiration and providing a link to "Reset your password". Underneath is a section titled "What problem are you having?" with a list of common issues. The option "Recover your Username" is circled in red.

**ILLINOIS.gov**

[Accounts](#) [Help](#)

## Can't Access Your Account?

As a reminder, passwords expire annually. Prior to your password expiring you will receive an email with instructions on how to change it.

If your password expires before you change it, you will be unable to login until you [Reset your password](#).

### What problem are you having?

- I forgot my password
  - [Reset your password](#)
- My password has expired
  - [Reset your password](#)
- I know my password and username, but can't sign in
  - Be sure that Caps Lock isn't on (passwords are case sensitive)
  - If you still can't sign in, [reset your password](#)
- I forgot my username
  - [Recover your Username](#)
- If you do not have an Illinois Public Account.
  - [Create a new account](#)

4. Enter your email address (must be the email address you used when creating the account)
5. Type the image code shown on the screen
6. Click "Continue"

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Accounts > Recover your Username

### Recover your Username

**Recover Username**

To recover your Username fill in the information below, then select Continue.

Email Address:



Type the image code:

(Note: If you cannot read the numbers in the above image, click the refresh icon to load a new image.)

You will receive this message:

An email has been sent to **youremail@email.com** containing your Username.

If **youremail@email.com** is not your recovery email address, you will not receive an email.

If you can't find the message we sent you, please check the [I didn't receive a recovery email](#) page.

To retrieve your username, access your email account:

From: <[IdentityManagement@illinois.gov](mailto:IdentityManagement@illinois.gov)>  
Date: Jul 24, 2017 10:25 AM  
Subject: Username Reminder Email  
To: <youremail@email.com>  
Cc:

Your Public Username is: **JohnDoe12345**

If you received this mail in error, it's likely that another user entered your email address by mistake while trying to recall their username. If you didn't initiate the request, you don't need to take any further action and can safely disregard this email.

---

This message was delivered by an automated system and does not come from a monitored email address. Please do not reply to this email message.

Thank you

## Vendor Portal Login

Once you have created your State of Illinois Public Account, you are ready to login to the Vendor Portal.

### To login to the Vendor Portal:

1. Go to <https://webapps.dot.illinois.gov/VendorPortal/>
2. Click "Public Account" (Note: This screen may not display if it is cached in your browser history.)



3. Enter your Username and Password
4. Click "Sign in"



## Initial Vendor Registration

You are now ready to register your company. As the first person to register your company, you are automatically assigned the role of Administrator.

### To register your company:

1. Click "My Profile"
2. Click "New Vendor"

Illinois Department of Transportation  
Randall S. Blankenhorn, Secretary

### IDOT Vendor Portal

Home | Welcome Jane Smith | Email janeysmith103@gmail.com [Change](#) | No Vendor Selected

**My Profile**

Firm Name	Title	Role	Default Firm	Status	View	Edit	Delete
No records to display.							

Displaying items 0 - 0 of 0

**New Vendor**

3. Enter you Contractor # and then press Tab on the keyboard
4. Enter your TIN
5. Enter your Firm Name
6. Enter your Fax number
7. Enter your Phone number
8. Enter your Email address (Bid submission verification email will send to this address)
9. Enter your Physical Address
10. Enter your Mailing Address if it is different than your Physical Address
  - a. Click "Same as Physical Address" if both addresses are the same
11. Click "Submit"

Illinois Department of Transportation  
Randall S. Blankenhorn, Secretary

### IDOT Vendor Portal

Home | My Profile | Welcome Jane Smith | Email janeysmith103@gmail.com [Change](#) | No Vendor Selected

#### Add Vendor

**Instructions:**

1. Enter your Contractor #.
2. Enter your TIN.
3. Enter your Firm Name.

\* Contractor #: 0101  
\* TIN: 010101010  
\* Firm Name: Smith Contracting  
Fax: 2175551215  
Phone: 2175551212  
Email: smithcontracting@gmail.com

**Physical Address**

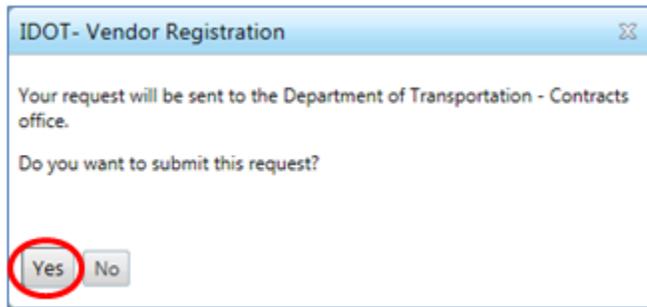
\* Address1: 123 Main St  
Address2:  
\* City: Springfield  
\* State: Illinois  
\* Zip: 62704

**Mailing Address**  Same as Physical Address

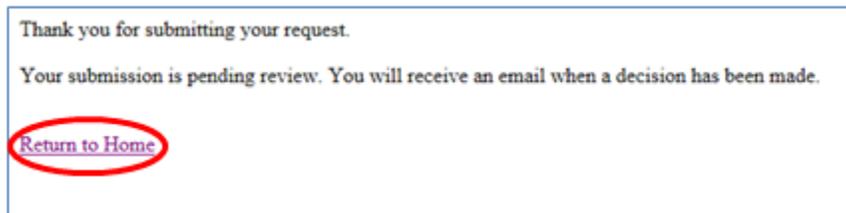
\* Address1: 123 Main St  
Address2:  
\* City: Springfield  
\* State: Illinois  
\* Zip: 62704

[Cancel](#) [Submit](#)

12. Click “Yes” in the message to submit the request

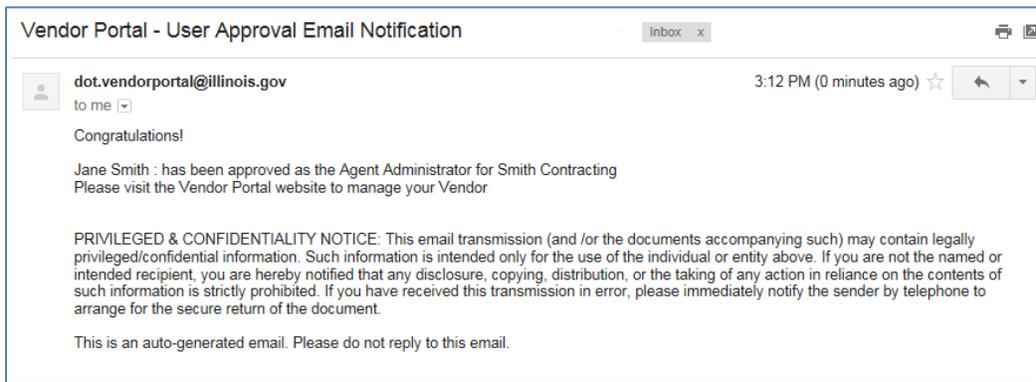


13. Click “Return to Home” in the message confirming that your request was submitted

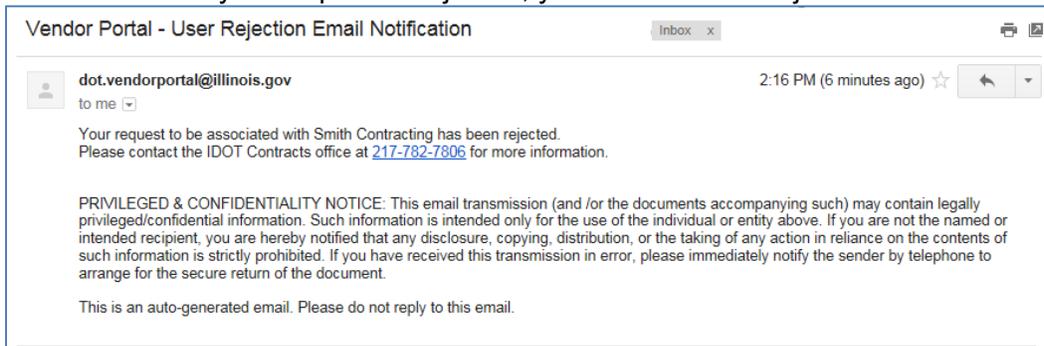


14. The IDOT Contracts Office will receive notification of your request, and will either approve or reject your request

a. If your request is approved, you will receive a confirmation email



b. If your request is rejected, you will receive a rejection email



## Manage Vendor Details

To view or change your company's details:

1. Click "Manage Vendor"
2. Make needed change(s)
3. Click "Save Vendor Details"

Illinois Department of Transportation  
Randall S. Blankenhorn, Secretary

**IDOT Vendor Portal**

Home | Welcome Jane Smith | Email janeysmith103@gmail.com [Change](#)

My Profile

ICX

**Manage Vendor**

**Vendor Portal**

Illinois Department of Transportation  
Randall S. Blankenhorn, Secretary

**IDOT Vendor Portal**

Home | Welcome Jane Smith | Email janeysmith103@gmail.com [Change](#)

My Profile

ICX

Manage Vendor

**Manage Vendor**

Vendor Details

Firm Name:  TIN:  Contractor #:

Fax:  Phone:  Email:

Physical Address

\* Address1:  Address2:

\* City:  \* State:  \* Zip:

Mailing Address(  Same as Physical Address)

\* Address1:  Address2:

\* City:  \* State:  \* Zip:

**Manage User(s)**

Show:

User	Email	Status	Role	Active	Edit	Delete
Jane Smith	janeysmith103@gmail.com	Approved	Administrator	Yes (Active)	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Displaying items 1 - 1 of 1

## User Registration

If your company is registered and approved by IDOT, other users from your company may now register with your company. **If users do not have a State of Illinois Public Account, they must create one for themselves.**

**It is now your company's Administrator(s)' responsibility to manage user associations to the company.**

**User must log into the Vendor Portal:**

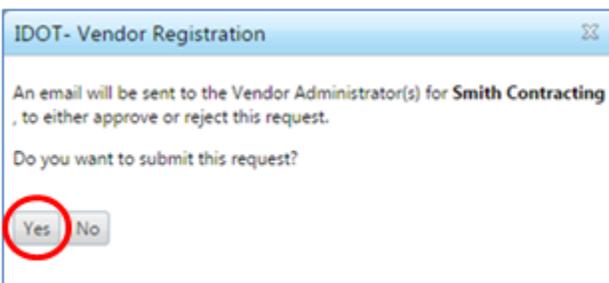
1. Click "My Profile"
2. Click "New Vendor"



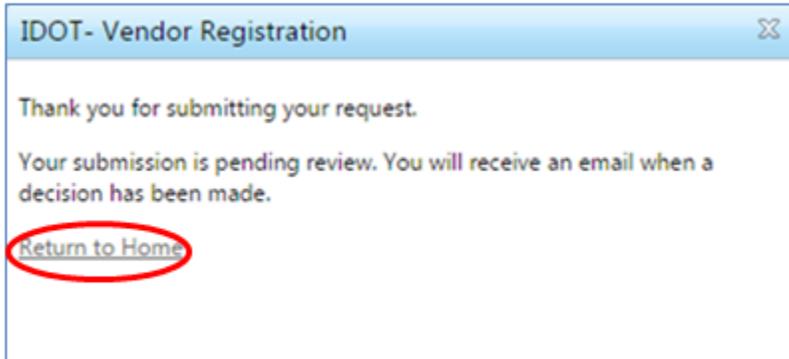
3. Enter your Contractor # and then press Tab on the keyboard
  - a. The Firm Name will automatically populate because the company has already been registered
4. Enter your company's TIN
5. Click "Submit"



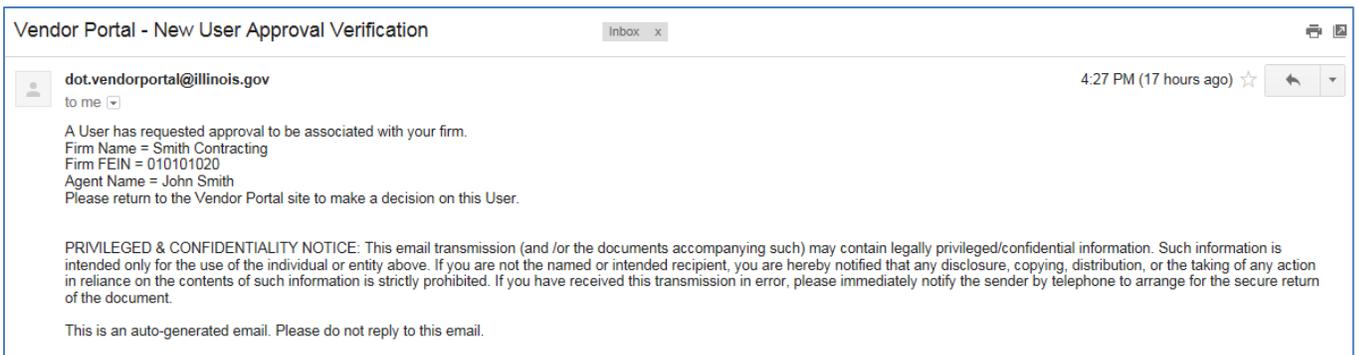
6. Click "Yes" in the message to submit the request



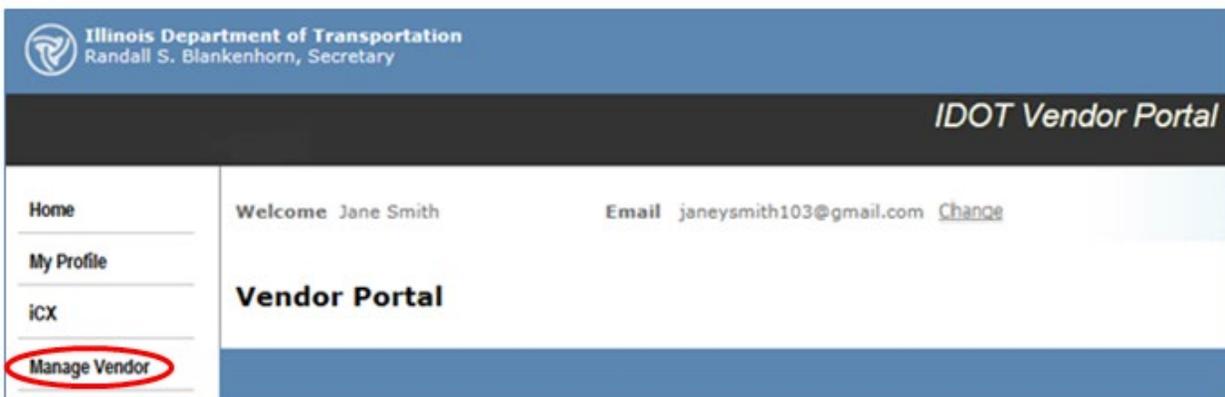
7. Click "Return to Home" in the message confirming that your request was submitted



8. The Administrator within your company will receive an email notification of your request to be associated to the company

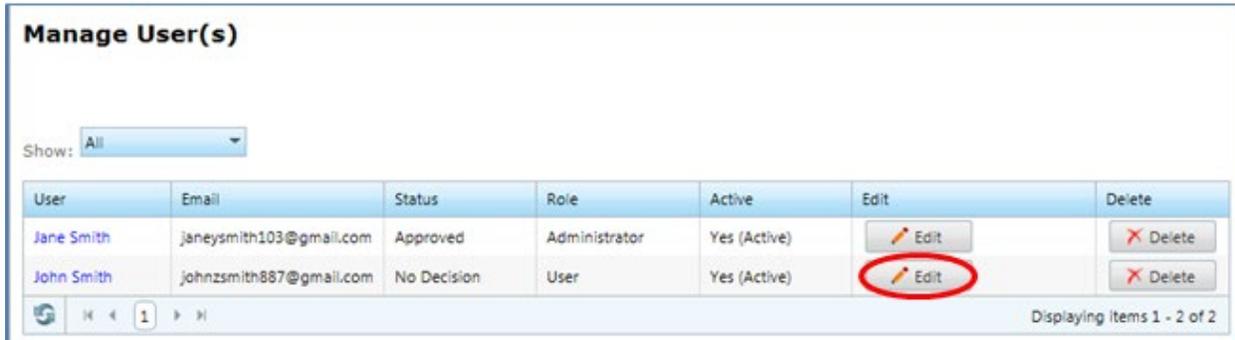


9. The Administrator logs into the IDOT Vendor Portal and navigates to the "Manage Vendor" menu option

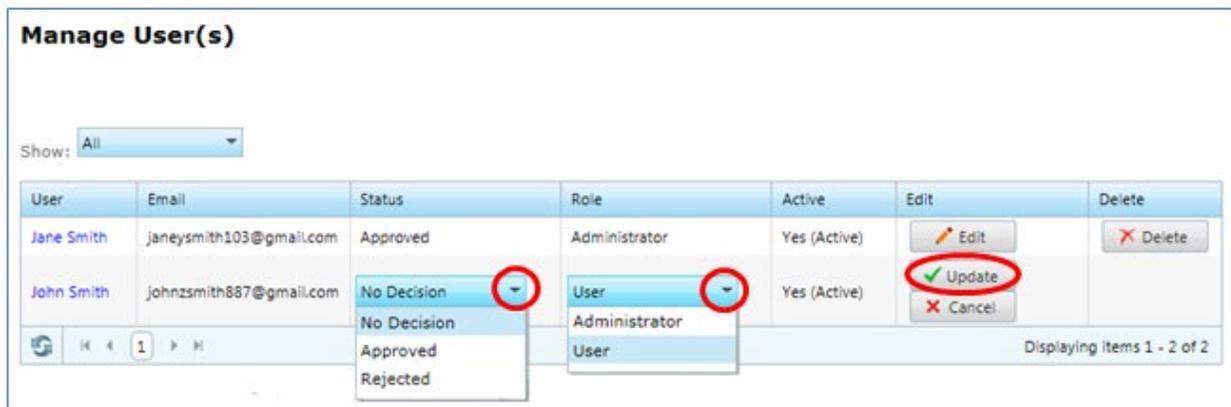


In the Manage User(s) portion of the Manage Vendor screen, the new user's name and email address appear in the grid. To approve the user:

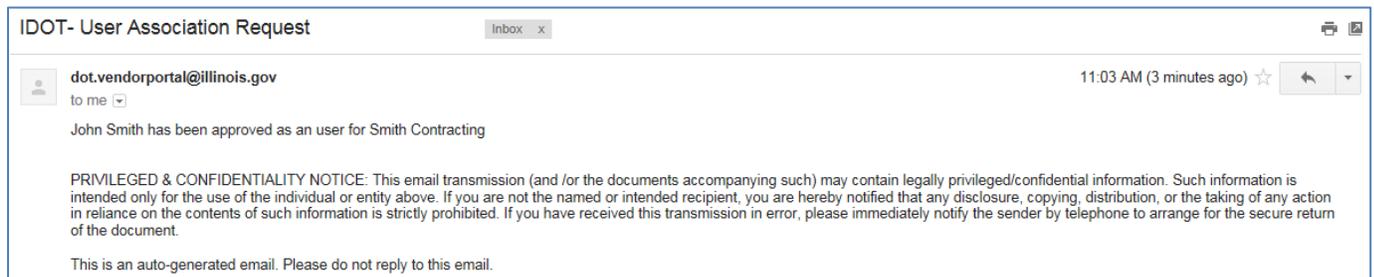
1. In the Edit column, click "Edit"



2. In the Status column, click the drop-down arrow
3. Click "Approved" (or "Rejected" if necessary)
4. In the Role column, click the drop-down arrow
5. Click the appropriate Role (Note: If the user request was rejected, there is no need to choose a role.)
6. In the Edit column, click "Update"



The user association request is now approved (or rejected if necessary). The user will receive an email notification of the approval (or rejection).



## User Management

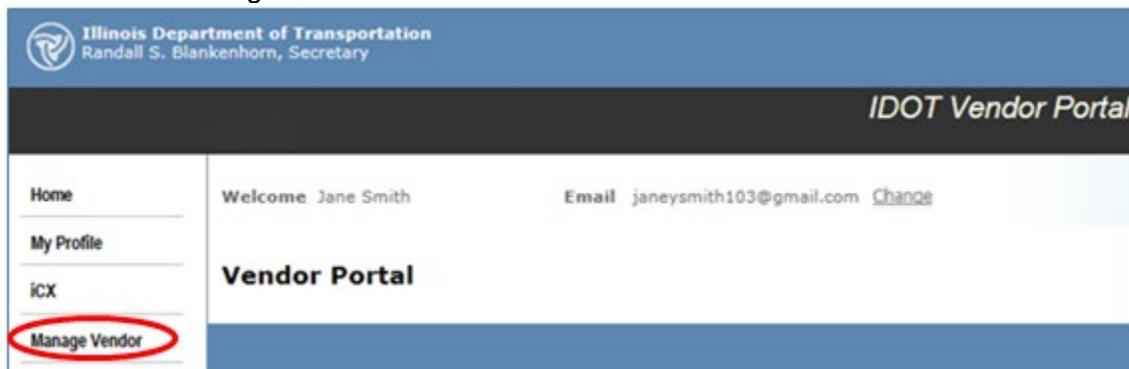
If you are an Administrator for your company, you are responsible for managing users. If a user is already associated to your company and needs their role to be changed, or a user needs deleted, you can perform these actions through the Manage Vendor/Manager User(s) screen in the Vendor Portal. **It is imperative you manage users immediately who leave your company!**

**Note: There are three roles in the IDOT Vendor Portal/iCX:**

- **Administrator** (Ability to complete bid, submit bid, manage users, manage vendor)
- **User** (Ability to complete bid)
- **SCP User** (Ability to enter subcontractor payments only)
- **SCP ReadOnly** (Ability to see only the subcontractor payment module)

**To change a user's role:**

1. Click "Manage Vendor"

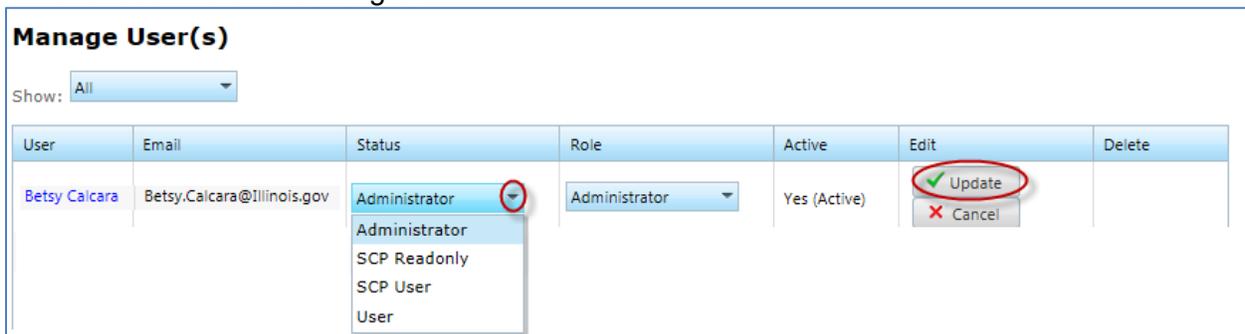


2. In the Edit column, click "Edit"



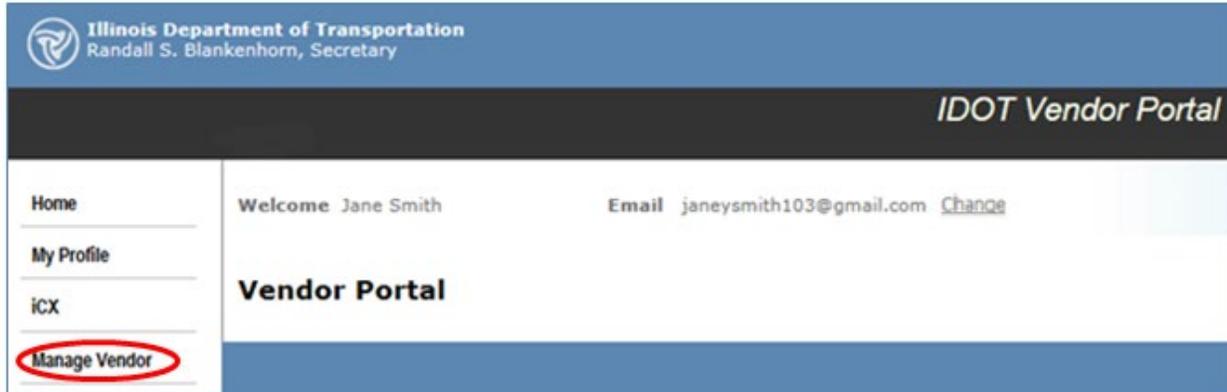
3. In the Role column, click the dropdown arrow
4. Click the appropriate Role
5. In the Edit column, click "Update"

The user's Role is now changed.

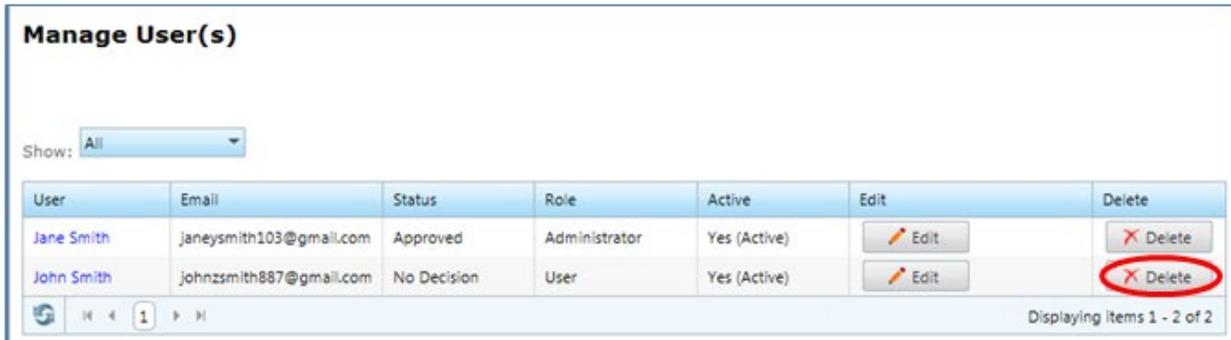


**To delete a user:**

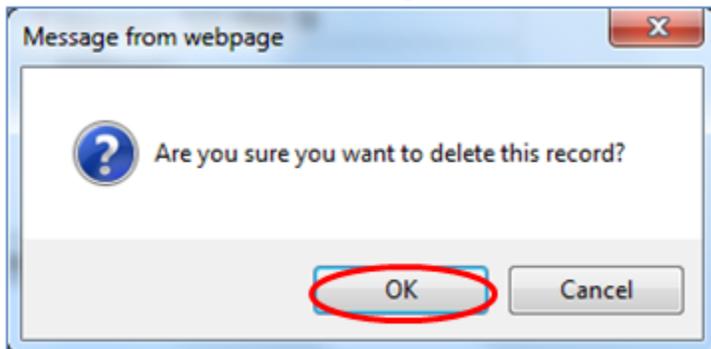
1. Click "Manage Vendor"



2. In the Delete column, click "Delete"



3. Click "OK" in the message to confirm the delete (or click "Cancel" to cancel the delete)



The user is now deleted and is no longer listed in the Manage User(s) grid.

## Manage Email

To add an email address:

1. Click "Manage Vendor"
2. In the "Manage Email" section, click the "New Email" button
3. In the "Email Type" dropdown, select "U-Plan"
4. In the "Email" field, type a valid email address
5. Click the "Save Email" button

The screenshot displays the 'Manage Vendor' interface. The left sidebar contains navigation links: Home, My Profile, ICX, and **Manage Vendor**. The main content area is titled 'Manage Vendor' and includes a 'Vendor Details' section with fields for Firm Name (Betsy Test), TIN (123456789), Contractor # (3333), and Physical Address (123 Main, Springfield, Illinois, 62707). Below this is the 'Manage User(s)' section, which shows a table of users:

User	Email	Status	Role	Active	Edit	Delete
Betsy Calcara	Betsy.Calcara@Illinois.gov	Approved	Administrator	Yes (Active)	Edit	Delete
Elizabeth Calcara	betsy.calcara@Illinois.gov	Approved	User	Yes (Active)	Edit	Delete

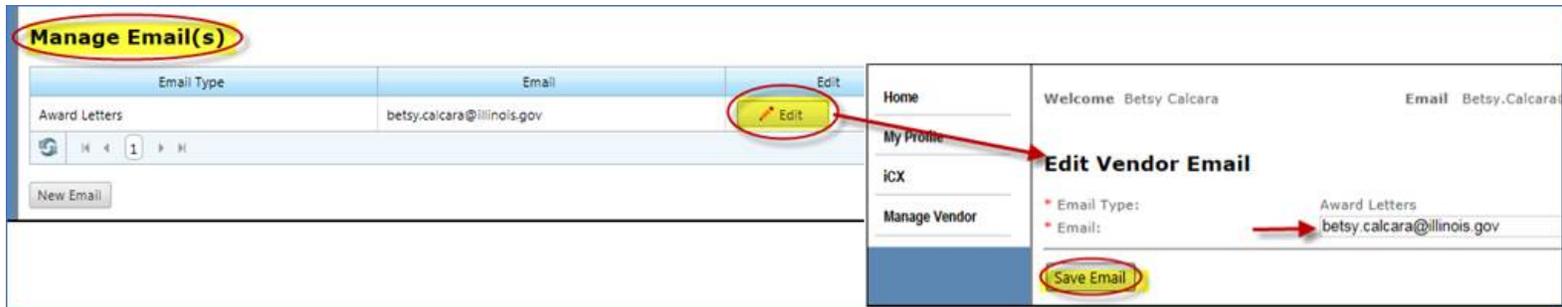
Below the user table is the 'Manage Email(s)' section, which shows a table of email addresses:

Email Type	Email	Edit	Delete
Award Letters	betsy.calcara@Illinois.gov	Edit	Delete

A 'New Email' button is highlighted in the 'Manage Email(s)' section. A modal window titled 'Add Vendor Email' is shown, with a 'Save Email' button and a dropdown menu for 'Select email type' (options: Bid Submission, Bidders List, Sub Payment Reporting).

**To edit an email address:**

1. In the “Manage Email” grid, click “Edit”
2. Enter the correct email address
3. Click “Save Email”



**The email type are as follows:**

- Award Letters
  - We are now sending electronic award letters only
  - This email address can be edited, but not deleted.
- Bidders Lists
- Bid Submission Confirmation
- Subcontractor Payment Reporting

**Note:**

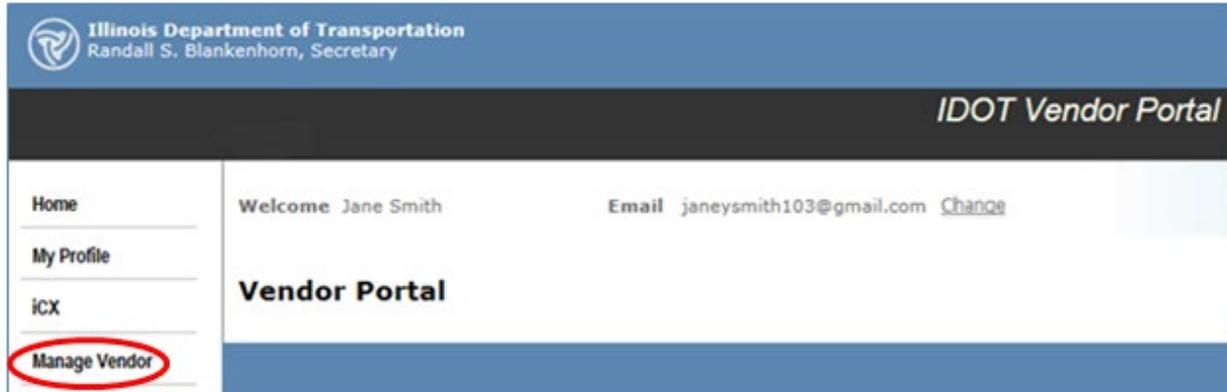
**The same email address can be used for multiple purposes if needed. We recommend adding an email address for all purposes.**

## Change Vendor Details

If your company's information changes, your company's Administrator(s) can change the information in the Manage Vendor screen. **\*\*Please Note: This does not relieve you of the responsibility to notify the IDOT Bureau of Construction, Pre-Qualification Section of any changes.\*\***

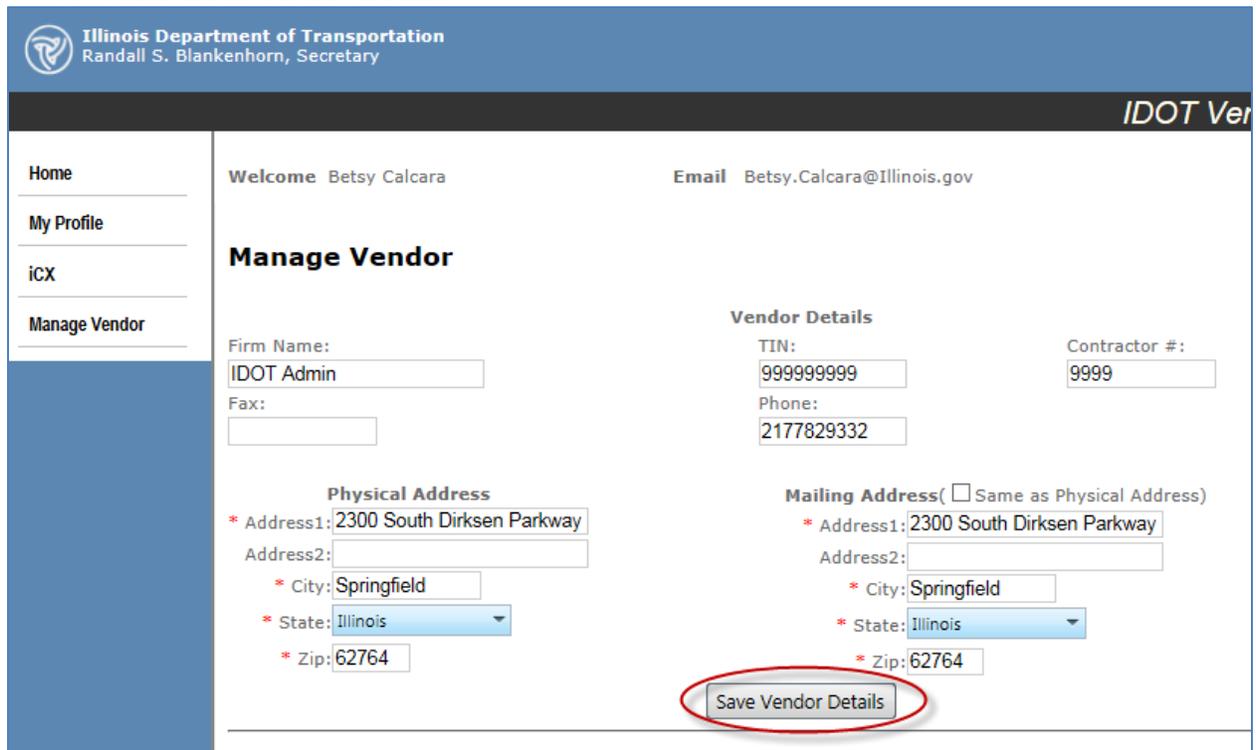
To change your company's details:

1. Click "Manage Vendor"



The screenshot shows the IDOT Vendor Portal interface. At the top, it says "Illinois Department of Transportation" and "Randall S. Blankenhorn, Secretary". The page title is "IDOT Vendor Portal". On the left, there is a navigation menu with links for "Home", "My Profile", "iCX", and "Manage Vendor". The "Manage Vendor" link is circled in red. The main content area shows a welcome message for "Jane Smith" and an email address "janeysmith103@gmail.com" with a "Change" link next to it.

2. Change necessary information
3. Click "Save Vendor Details"



The screenshot shows the "Manage Vendor" screen. At the top, it says "Illinois Department of Transportation" and "Randall S. Blankenhorn, Secretary". The page title is "IDOT Ver". On the left, there is a navigation menu with links for "Home", "My Profile", "iCX", and "Manage Vendor". The main content area shows a welcome message for "Betsy Calcara" and an email address "Betsy.Calcara@Illinois.gov". Below this, there is a "Vendor Details" section with the following information:

Vendor Details		
Firm Name:	TIN:	Contractor #:
IDOT Admin	999999999	9999
Fax:	Phone:	
	2177829332	

Below the Vendor Details section, there are two address sections: "Physical Address" and "Mailing Address". Both sections have the same information: "Address1: 2300 South Dirksen Parkway", "Address2:", "City: Springfield", "State: Illinois", and "Zip: 62764". The "Mailing Address" section has a checkbox for "Same as Physical Address". At the bottom right, there is a "Save Vendor Details" button circled in red.

The vendor details are now changed.

## Manage State of Illinois Public Account Information

If you need to update your name, email address, phone number or password, go to:  
<https://www.illinois.gov/sites/accounts/Pages/default.aspx>

### To update your account information:

1. Click "Manage Your Account"
2. Enter your Username and Password
3. Click "Sign In"



1. Click the edit icon and change information
2. Click "Save"
3. Click "Done" when finished changing information

**ILLINOIS**.GOV

Accounts > Manage your Account

## Manage your Account

Manage your Account Logout

Click or tap an option to make changes.

### Personal Profile

---

**Name**

Elizabeth Calcara 

**Email**

betsy.calcara@illinois.gov 

Your email is also used for account recovery.

### Security

---

**Password**

Change your Password 

These account recovery options, along with your email, may be used to reset your password or unlock your account.

**Recovery Cell Phone**

Click or tap to add cell phone 

**Recovery Questions**

Click or tap to add security questions 

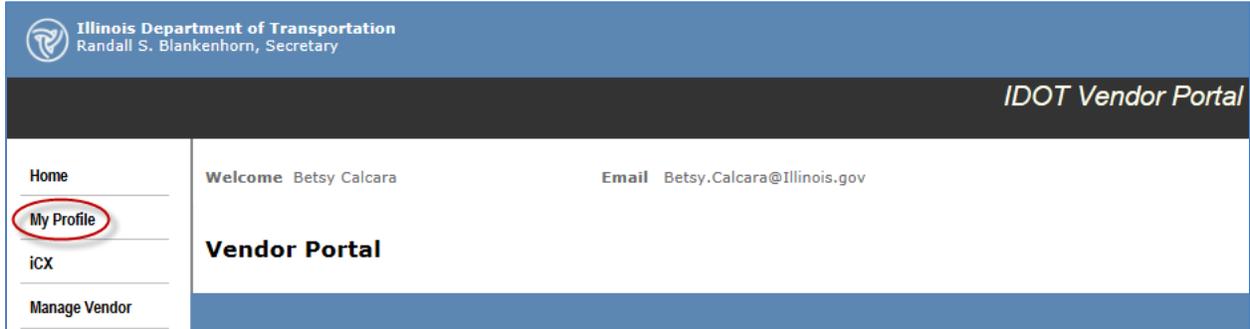
**Done**

## Select a Default Vendor

If you have more than one company or a registered joint venture and prefer to have one company selected automatically when you log into the Vendor Portal, you may choose to make that company your default.

To choose a default vendor:

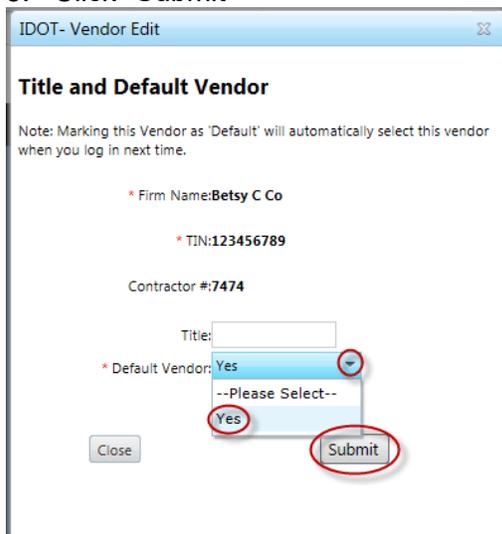
1. Click "My Profile"



2. In the Edit column, click "Edit"

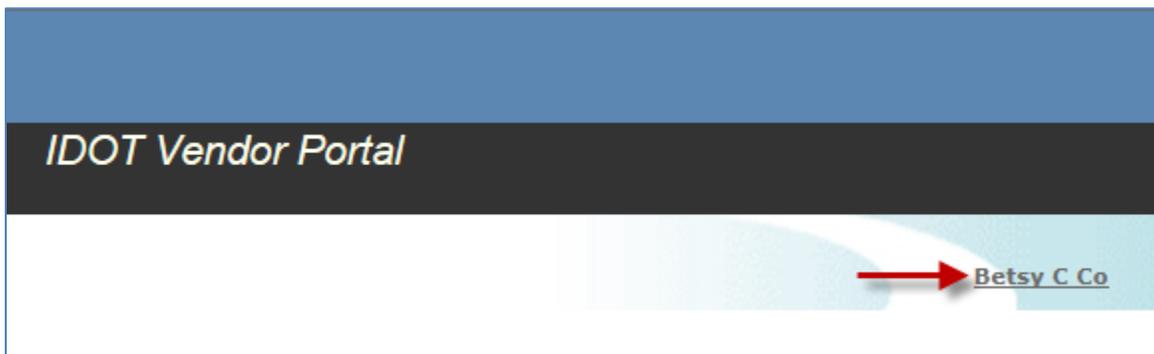
Firm Name	Title	Role	Default Firm	Status	View	Edit	Delete
Betsy C Co		Administrator	Yes	Approved	<input type="button" value="View"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Betsy Test		Administrator	No	Approved	<input type="button" value="View"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

3. In the Default Vendor field, click the dropdown arrow
4. Click "Yes"
5. Click "Submit"



The default company is now changed in the My Profile grid.  
At next login, the new default vendor will display at the top of the screen.

Firm Name	Title	Role	Default Firm	Status	View	Edit	Delete
Betsy C Co		Administrator	Yes	Approved	<input type="button" value="View"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

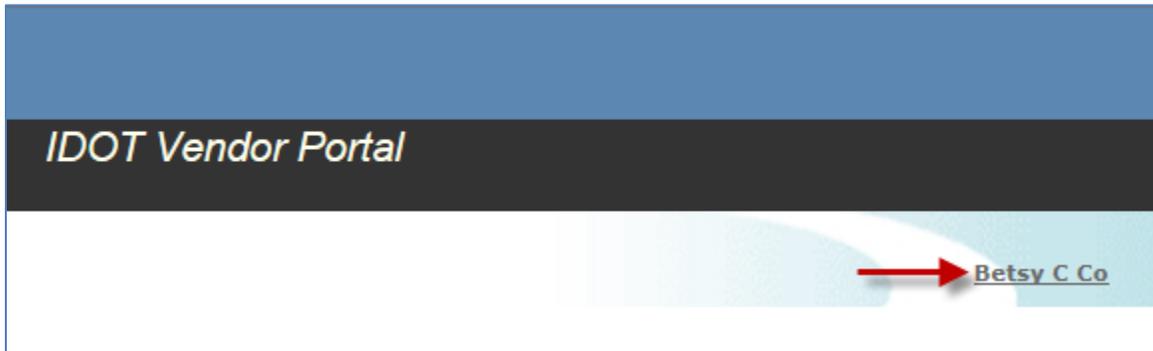


## Select a Bidding Vendor

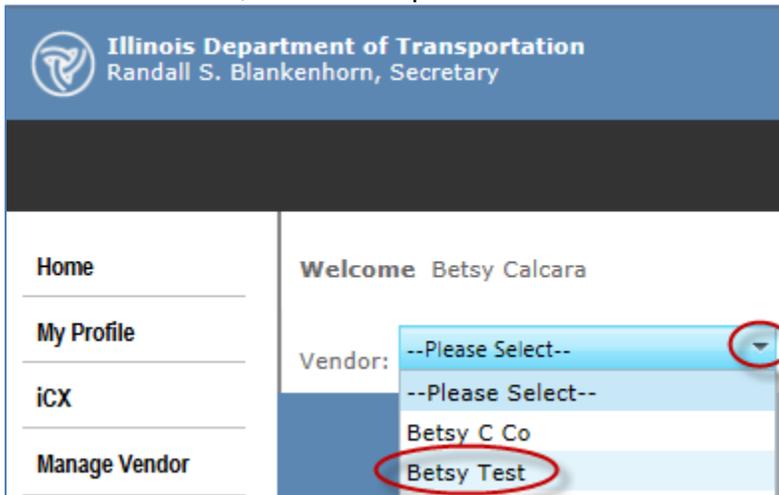
If you have more than one company or a registered joint venture, prior to accessing the iCX to submit a bid, **you must have the appropriate company selected to ensure you are bidding under the appropriate company name.**

To select a vendor for bidding:

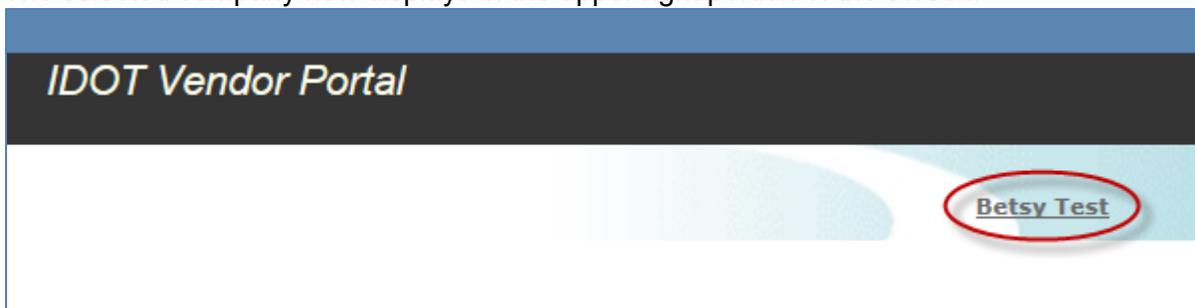
1. Click the vendor name in the upper right portion of the screen (Note: This may say “No Vendor Selected” if there is no vendor selected.)



2. In the Vendor field, click the drop-down arrow



3. Click on the company you wish to submit a bid for  
The selected company now displays in the upper right portion of the screen.



## Joint Venture

If your company has never bid a joint venture a company, a new contractor number will be assigned to the new joint venture when authorization to bid is granted. If you have previously bid with a company, you will register in the IDOT Vendor Portal with the existing contractor number.

1. The managing partner for the Joint Venture should register the JV (refer to the [Initial Vendor Registration](#) section of this Guide for registration instructions, as this process is the same as registering your company for the first time).
2. Manage the association requests from JV members if applicable (Refer to the [User Management](#) section of this Guide the Approve users and assign role(s)).
3. Be sure to select the Joint Venture prior to accessing the iCX (Refer to the [Select a Bidding Vendor](#) section of this Guide for instructions).

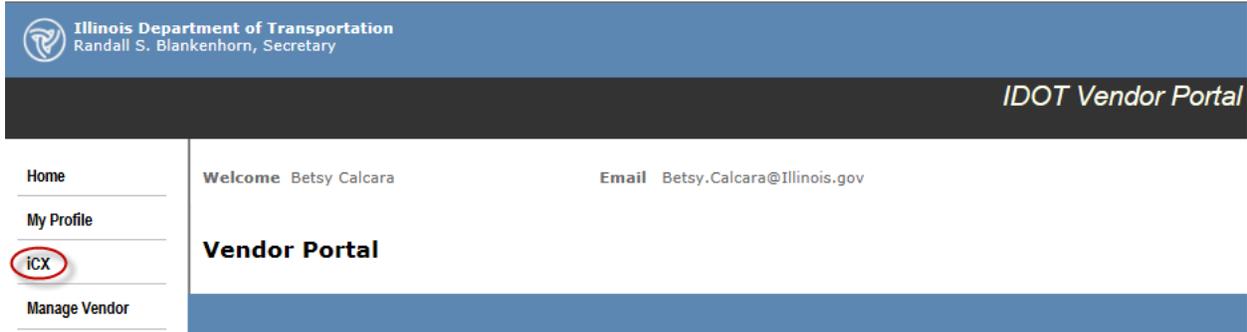
For more help with Joint Ventures, please contact Betsy Calcara, IDOT Contracts Office at 217-782-9332 or email [Betsy.Calcara@Illinois.gov](mailto:Betsy.Calcara@Illinois.gov)

## iCX Access

Once you have selected your bidding vendor, you are ready to go to the iCX (Integrated Contractor's Exchange) electronic bidding application.

**To access the iCX electronic bidding application:**

1. Click "iCX"



The iCX electronic bidding application will launch in a new window. The Vendor Portal window will stay active.

For information regarding the use of the iCX application, please click the "Help" link in the iCX application to access the searchable help files.

**To report a problem with the iCX application, please call ExeVision, Inc. directly, (866) 304-2844. If you have questions regarding bid submission or business-related questions, please email [Betsy.Calcara@Illinois.gov](mailto:Betsy.Calcara@Illinois.gov) or call 217-782-9332.**

## Electronic Bid Submission Overview

1. Complete Financial Disclosures (Form A and Form B)
2. Access Authorized Project
3. Enter Unit Prices Manually or Export/Import
4. Acknowledge Addenda (if required)
5. Complete all Certifications
6. Complete Bid Guaranty
7. View the Bid Draft (if desired)
8. Submit Bid before [Deadline](#)

## iCX (Integrated Contractor Exchange)

### Menu

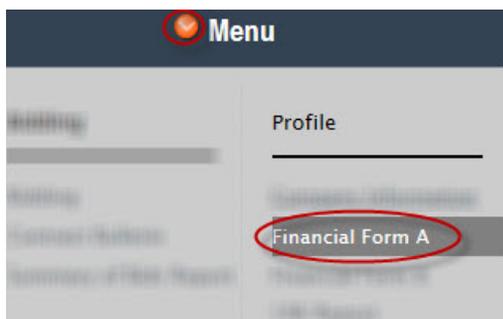
### Financial Form A

The “Financial Form A” window is used to collect the financial information for companies submitting bids for IDOT projects as required by State of Illinois statute. **Information in the “Form A” window is entered once and will be submitted automatically with each bid.** Information in “Form A” only requires editing if there are changes to your information. If you certify your “Form A” is updated and accurate in the “IV. Disclosures (Form A/10K Report)” certification, this form will be required to submit your bid.

#### IV. Disclosures (Form A/10K Report)

- Under penalty of perjury, I have determined that no individuals associated with this organization meet the criteria that would require a conflict of interest certification.
- I certify that my Financial Disclosure Information ([Form A](#)) is updated and accurate according to [instructions](#) on the IDOT website.
- I certify my [10K report](#) is updated, accurate and has been uploaded to iCX.

1. Click “Menu” then click “Financial Form A”



2. Click “Add Form A.”
3. Complete the form and click “Save.”

Note: To ensure your data in each field is saved, you must click outside of each field after data is entered. The data in the field will not save if you do not do this and may result in your “Form A” being incomplete in the system.

This will prevent you from submitting your bid!

To print the "Form A" click the "Report" button  
To delete the "Form A" click the "Delete Form A" button

Dashboard Financial Form A

Financial Disclosure Betsy Calcara

**Regular text on the name indicates form is complete.**

Form A Financial Information and Potential Conflicts of Interest Disclosure

Disclosure of the information contained in this Form is required by [Section 50-35 of the Code \(30 ILCS 500\)](#). Vendors desiring to enter into a contract with the State of Illinois must disclose the financial information and potential conflict of interest information as specified in this Disclosure Form. This information shall become part of the publicly available contract file. This Form A must be completed for bids in excess of \$50,000, and for all open-ended contracts. **A publicly traded company may submit a 10K disclosure (or equivalent if applicable) in satisfaction of the requirements set forth in Form A. [See Disclosure Form Instructions.](#)**

*The current annual salary of the Governor is \$177,412.00.*

**DISCLOSURE OF FINANCIAL INFORMATION**

**1. Disclosure of Financial Information.** The individual named below has an interest in the Bidder (or its parent) in terms of ownership or distributive income share in excess of 5%, or an interest which has a value of more than 60% of the annual salary of the Governor. **(A separate Disclosure Form A must be created for each individual meeting these requirements)**

\* Name: Betsy Calcara

\* Address: 123 Main

Type of ownership/distributable income share:  Stock  Sole Proprietorship  Partnership  Other (explain below)

% or \$ value of ownership/distributable income share: 100

**2. Disclosure of Potential Conflicts of Interest.** Check "Yes" or "No" to indicate which, if any, of the following potential conflict of interest relationships apply. If the answer to any question is "Yes", please indicate any potential conflict of interest in the space provided.

(a) State employment, currently or in the previous 3 years, including contractual employment of services.

Yes  No

**Example of bolded text, which indicates the form is incomplete. Check the last field on the bottom of this form to ensure entered data was saved.**

Add Form A Delete Form A Report Save

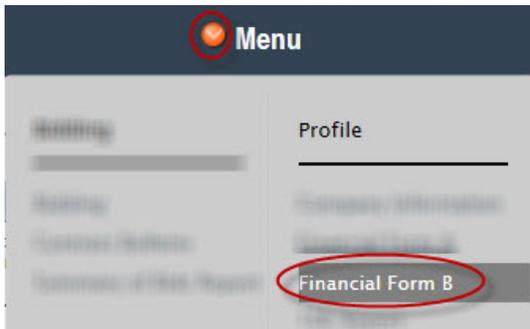
## Financial Form B

The “Financial Form B” window is used to collect the financial information for companies submitting bids for IDOT projects as required by State of Illinois statute. **Information in the “Form B” window is entered once and will be submitted automatically with each bid.** Information in “Form B” only requires editing if there are changes to your information. You must certify your “Form B” is updated and accurate in the “IV. Disclosures (Form B)” certification and is required to submit your bid.

**IV. Disclosures (Form B)**

I certify that my Contract and Procurement Information ([Form B](#)) is updated and accurate according to [instructions](#) on the IDOT website.

1. Click “Menu” then click “Financial Form B”



1. Click “Add Form B.”
2. Complete the form and click “Save.”

Note: To ensure your data in each field is saved, you must click outside of each field after data is entered. The data in the field will not save if you do not do this and may result in your “Form A” being incomplete in the system.

This will prevent you from submitting your bid!

To print the "Form B" click the "Report" button  
To delete the "Form B" click the "Delete Form B" button

Dashboard Financial Form B x

iCXWeb Menu Welcome Betsy Calcara Log Out Help

Financial Disclosure

Betsy C Co

**Regular text on the company name indicates form is complete**

Form B Other Contracts and Procurement Related Information Disclosure

Name: Betsy C Co

Disclosure of the information contained in this Form is required by [Section 50-35 of the Code \(30 ILCS 500\)](#). This information shall become part of the publicly available contract file. This Form B must be completed all bids.

**DISCLOSURE OF OTHER CONTRACTS AND PROCUREMENT RELATED INFORMATION**

**Identifying Other Contracts and Procurement Related Information.** The BIDDER shall identify whether it has any pending contracts (including leases), bids, proposals, or other ongoing procurement relationship with any other State of Illinois agency:

Yes  No

**"Yes" is checked.** Identify each such relationship by showing State of Illinois agency name and other descriptive information such as bid or project number. [SEE DISCLOSURE FORM INSTRUCTIONS:](#)

See Affidavit of Availability (BC 57)

Add Form B Delete Form B Report Save

Financial Disclosure

Betsy C Co

**Bolded text on the company name indicates form is incomplete. Ensure all fields are complete and click "Save"**

## 10K Report

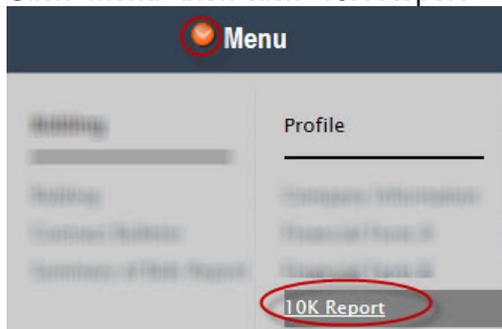
The 10K Report window is used to upload the SEC Form 10K Report for companies that choose this method to disclose the relevant financial information. If the 10K Report pertains to your company, you must acknowledge your 10K Report is updated, accurate and has been uploaded in the iCX application in the “IV. Disclosures (Form A/10K Report)” certification.

**NOTE: Your 10K Report is to be uploaded each reporting period and will be automatically submitted with every bid. If your 10K Report information changes outside of the reporting period, you must edit the document, delete the currently uploaded document, and upload the corrected document.**

### IV. Disclosures (Form A/10K Report)

- Under penalty of perjury, I have determined that no individuals associated with this organization meet the criteria that would require disclosure.
- I certify that my Financial Disclosure Information ([Form A](#)) is updated and accurate according to [instructions](#) on the IDOT website.
- I certify my [10K report](#) is updated, accurate and has been uploaded to iCX.

1. Click “Menu” then click “10K Report”



2. Click "File Upload"
3. Click "Select"
4. Navigate to and select your 10K Report file. Ex: Desktop
  - 1.5 GB maximum file size
5. Click "Open"
6. Click "Continue"

Your 10K Report is now uploaded

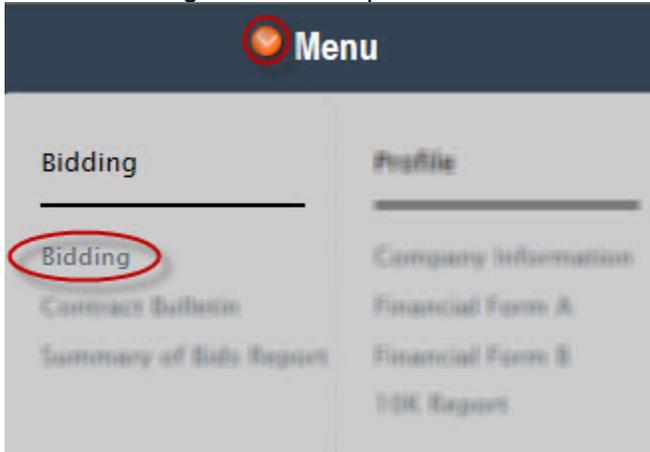
The image illustrates the file upload process on the iCXWeb platform. It is divided into three main sections:

- Top Section:** The iCXWeb interface shows the "10K Report" page. The "File Upload" button is circled in red. Below it, an "Upload" dialog box prompts the user to "Select" a file, with the "Select" button also circled in red. A note indicates "Max file upload size is 1.5 GB".
- Middle Section:** A "Choose File to Upload" dialog box is shown. The "Desktop" folder is selected in the "Favorites" list. The file "10K Report.docx" (Microsoft Word Document, 12.3 KB) is selected in the file list and circled in red. The "Open" button is also circled in red.
- Bottom Section:** The iCXWeb interface shows the "10K Report" page with the file "10K Report.docx" listed in a table. The "Continue" button is circled in red. A red arrow points from the "Continue" button in the middle section to the "Continue" button in this section. A red text box at the bottom of the table says "To Delete your 10K Report, select the row and click 'Delete File'", and the "Delete File" button is circled in red.

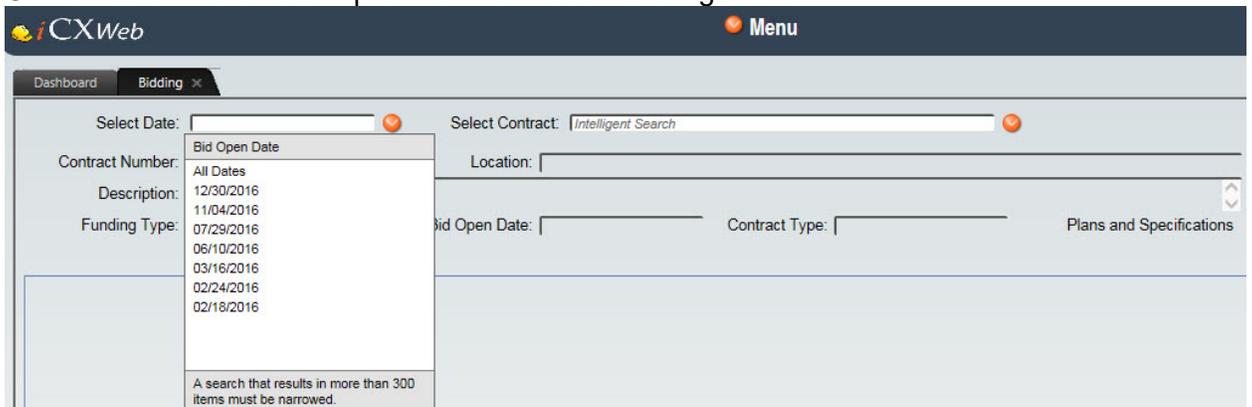
## Bidding

Menu option to access authorized project(s) or previous lettings/bids:

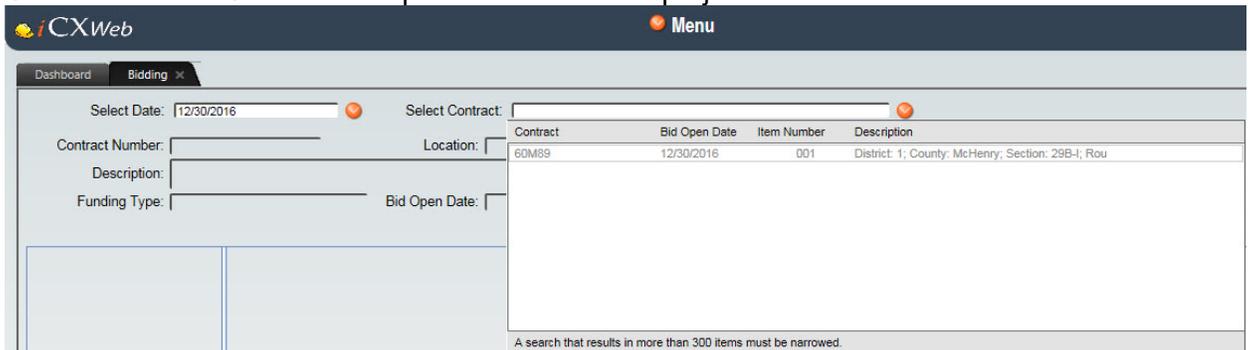
1. Click the orange “Menu” dropdown.



2. Click the “Select Date:” dropdown and select the letting date.



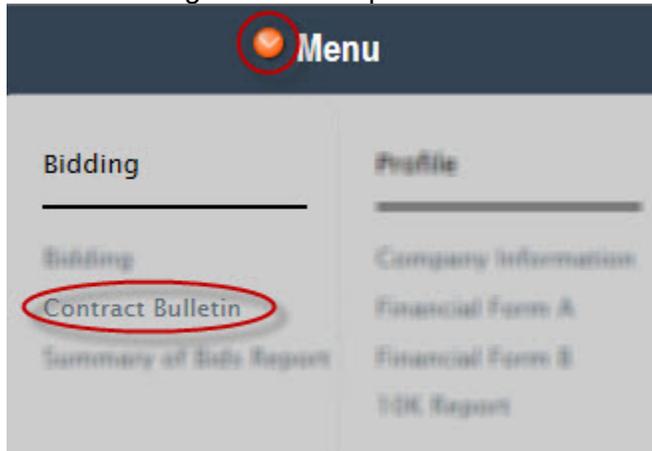
3. Click the “Select Contract:” dropdown and select a project.



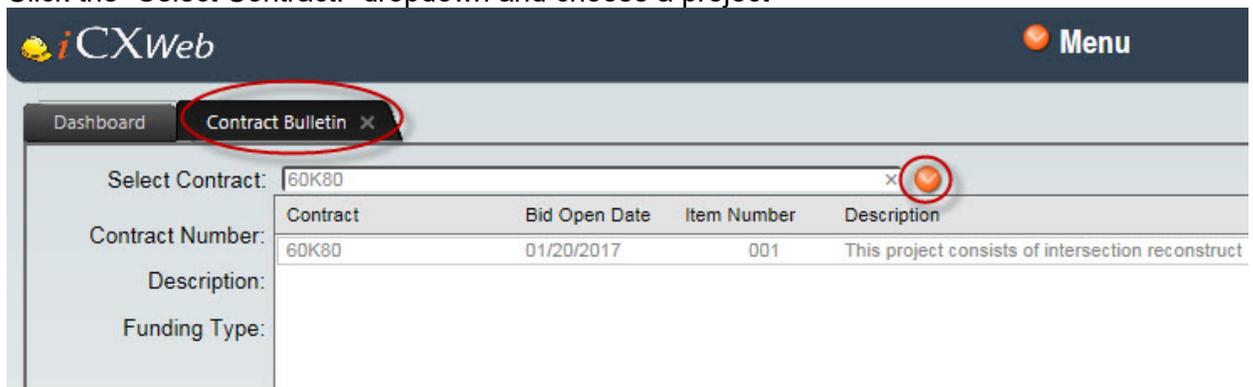
## Contract Bulletin

This feature is provided to view or export the Schedule of Prices for a project on the current letting. Authorization on the project is not required. This export is compatible with a spreadsheet, HCSS, Bid2Win, or Hard Dollar and can be used later to import into the iCX if authorization is obtained.

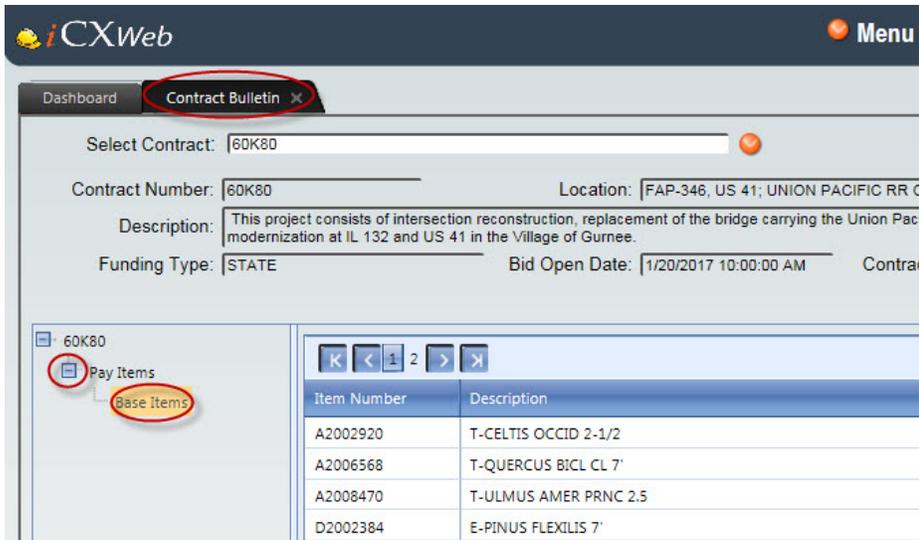
1. Click the orange “Menu” dropdown.



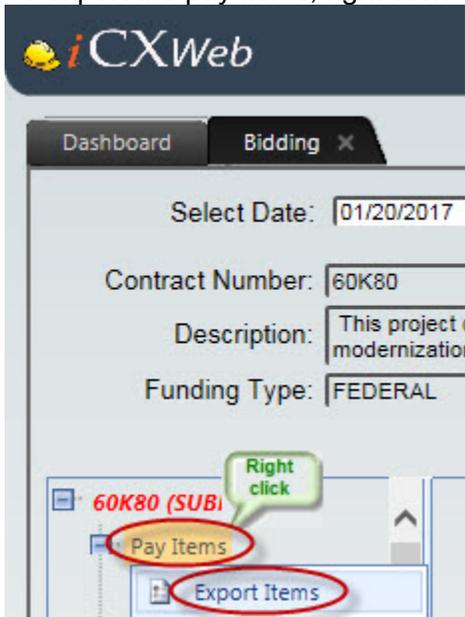
2. Click the “Select Contract:” dropdown and choose a project



3. To **view** the pay items, click the “Pay Items” tree view, then click “Base Items.”



- To export the pay items, right click "Pay Items" then click "Export Items."



- Choose your program from the list and click "Export" (this example will only show the "Spreadsheet" option, however, the process is similar when choosing other programs).



6. A browser message will display at the bottom of the screen. Click "Open." Excel will launch.



- Enter unit prices in the "UNIT\_PRICE" column. Please Note: If you obtain authorization on this project, you will be able to import this worksheet into that project. Do not edit any other part of this spreadsheet, as it will not import properly.

The screenshot shows the Microsoft Excel interface with the following content:

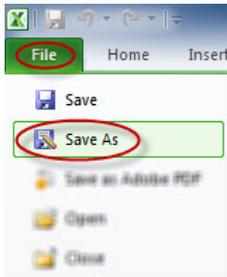
**Instructions (Rows 1-10):**

- Row 1: DO NOT DELETE THIS LINE: 2250121~
- Row 2: (Empty)
- Row 3: NOTE: Please do not edit any columns other than the UNIT\_PRICE and QUANTITY columns.
- Row 4: Also do not change the format of any columns.
- Row 5: Doing so will cause the import of this file back into iCX to fail.
- Row 6: (Empty)
- Row 7: NOTE: Some bid items cannot be altered. Additionally you may change the quantity of
- Row 8: some bid items but not the price. Refer to the items listed in the Bidding
- Row 9: screen in iCX to be sure you are setting the value of the bid item correctly.
- Row 10: (Empty)

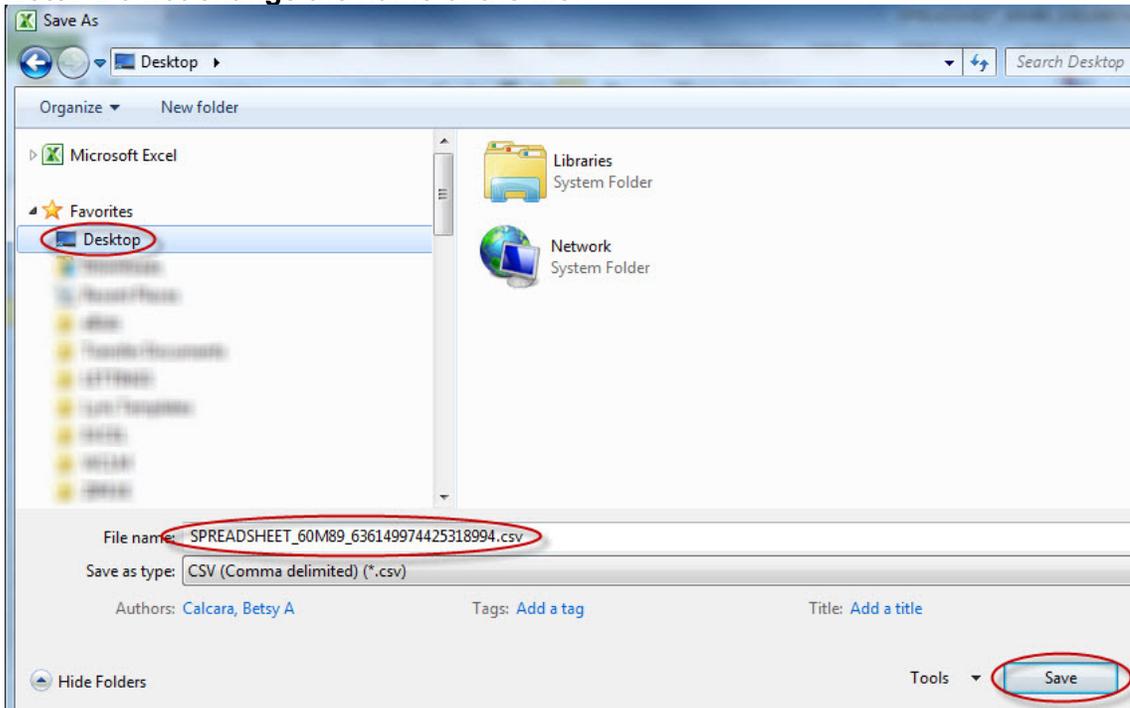
**Data Table (Rows 11-28):**

	A	B	C	D	E	F	G	H	I
11	CONTRAC	SEQUENCE	ITEM_ID	CATEGOR	ITEM_NUM	ITEM_DES	UNIT	QUANTITY	UNIT_PRICE
12									
13	2250121	5	2250161	Base Item	X0326276	TEMP LGH L	SUM	1	2
14	2250121	10	2250162	Base Item	X0327980	PAVMT M	SQ FT	1065	2
15	2250121	15	2250163	Base Item	X4810200	AGGREGA	CU YD	100	2
16	2250121	20	2250164	Base Item	X7010216	TRAF CON	L SUM	1	2
17	2250121	25	2250165	Base Item	X7030030	WET REF	T FOOT	2604	2
18	2250121	30	2250166	Base Item	X7030055	WET REF	T FOOT	12	2
19	2250121	35	2250167	Base Item	Z0004552	APPROAC	SQ YD	254	2
20	2250121	40	2250168	Base Item	Z0006014	BR DK LTX	SQ YD	453	2
21	2250121	45	2250169	Base Item	Z0012130	BR DECK	S SQ YD	453	2
22	2250121	50	2250170	Base Item	Z0016002	DECK SLA	SQ YD	6	2
23	2250121	55	2250171	Base Item	Z0030850	TEMP INF	SQ FT	77.1	2
24	2250121	60	2250172	Base Item	Z0073510	TEMP TR	S EACH	1	2
25	2250121	65	2250123	Base Item	20200100	EARTH EX	CU YD	60	2
26	2250121	70	2250124	Base Item	31102100	SUB GRAN	SQ YD	540	2
27	2250121	75	2250125	Base Item	42000080	PVT CON	S SQ YD	247	2
28	2250121	80	2250126	Base Item	44000100	PAVEMEN	SQ YD	625	2

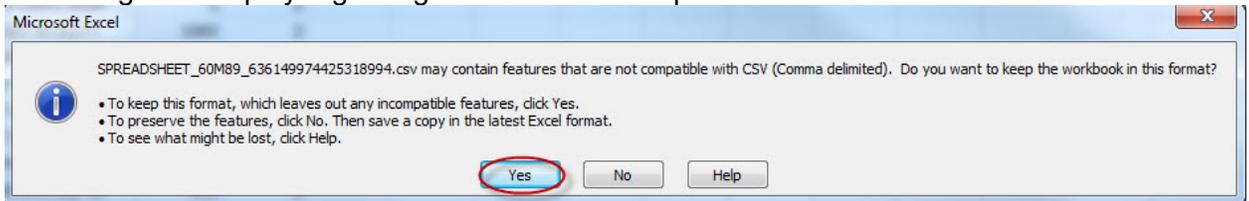
8. Click “File” then “Save As.”



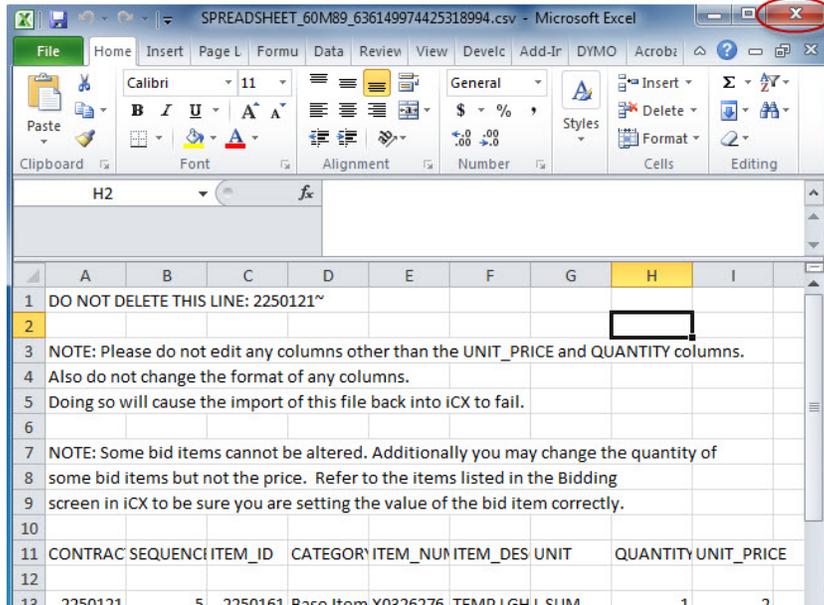
9. Navigate to a location to save the file, then click “Save.”  
**Note: Do not change the name of the file.**



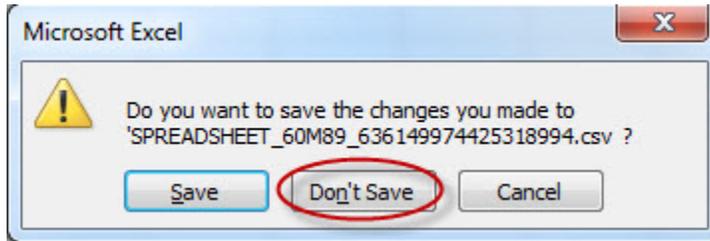
10. A message will display regarding the format of the spreadsheet. Click “Yes.”



11. Click the “X” in the upper right corner of the screen to close the spreadsheet.



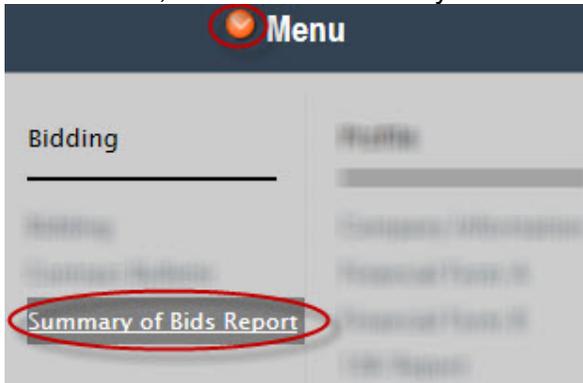
12. Click “Don’t Save.” The spreadsheet will close.



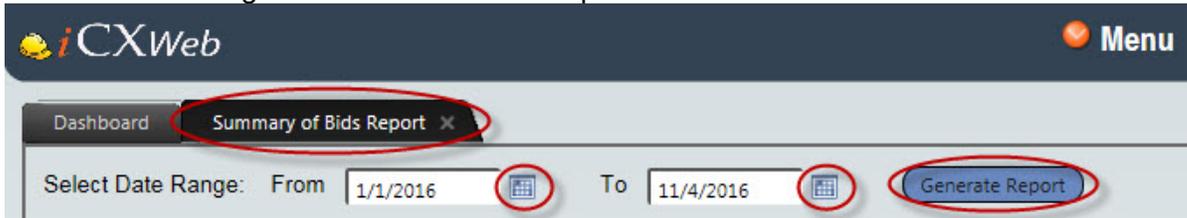
## Summary of Bids Report

The “Summary of Bids Report” is provided to the bidder to create a report of all bids submitted within a date range and can be exported to different formats.

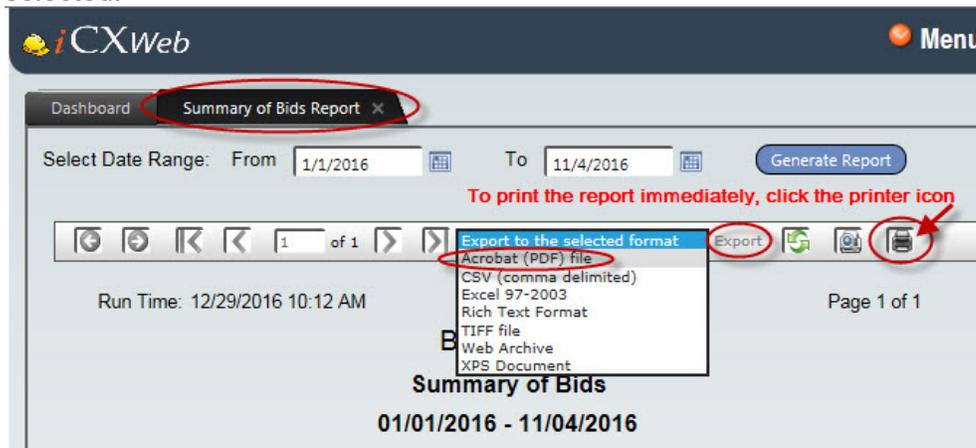
1. Click “Menu,” then click “Summary of Bids Report”



2. Select a Date Range and click “Generate Report”



3. View and print the report immediately from this screen or click “Export to the Selected Format.” Select your format and click “Export.” The report will launch in the format you selected.



## ExeVision iCX Bidding Results Report

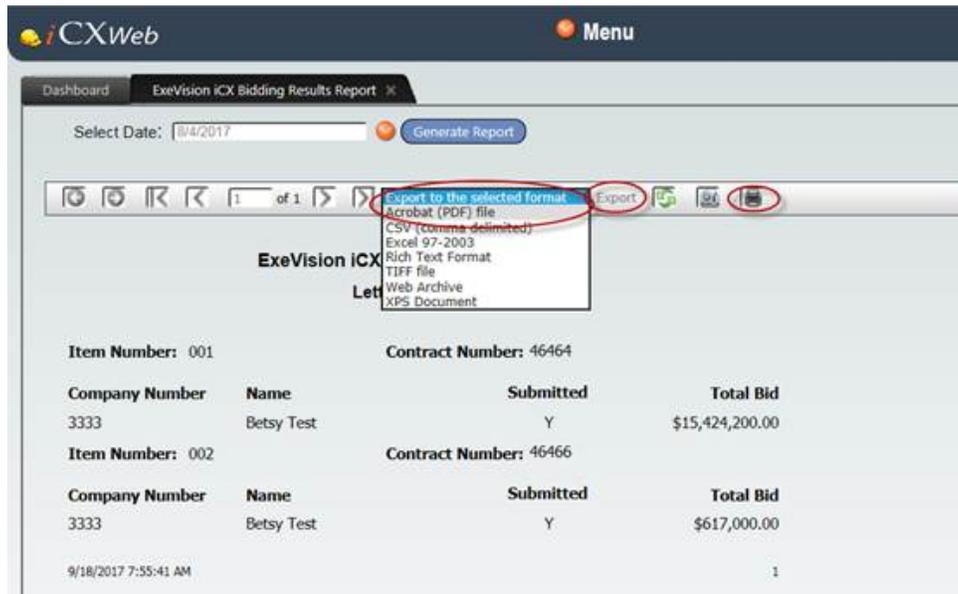
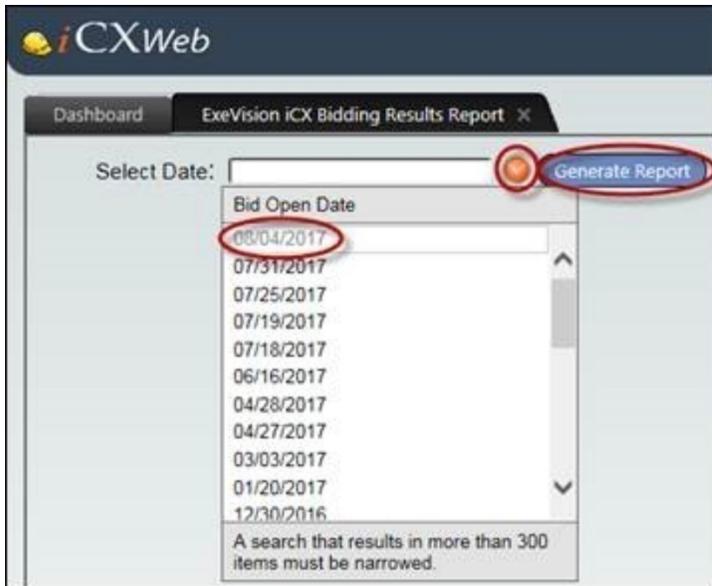
To better serve our industry partners, IDOT created an enhancement to provide you with a new letting day bidding results report. The “ExeVision iCX Bidding Results Report” is now available to you in the iCX application. The report will be available at approximately 10:01a on letting day.

To access the report:

1. Click the orange “Menu” button
2. Click “ExeVision iCX Bidding Results Report”
3. Select the letting date from the dropdown menu
4. Click “Generate Report.”

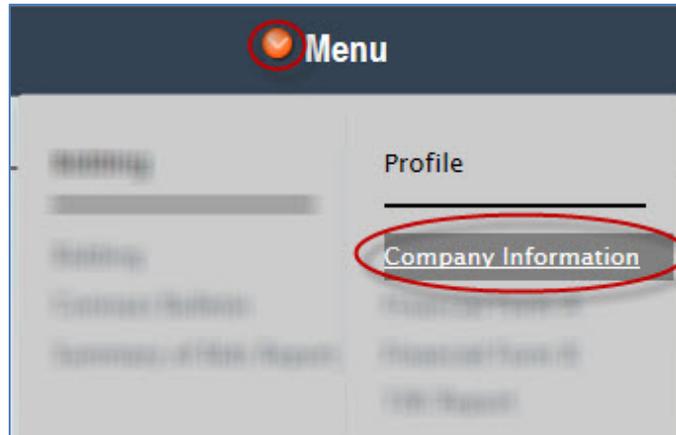
The report can be viewed or printed from this screen, and can be exported to multiple file formats, such as Adobe Acrobat .pdf.





## Company Information

This feature displays your company information, all registered users, and their roles. This is helpful to confirm you have selected the correct "[Bidding Vendor](#)" prior to accessing the iCX.



A screenshot of the iCXWeb application's "Company Information" page. The page header shows the iCXWeb logo and a "Menu" button. The "Company Information" tab is selected and highlighted with a red oval. The form contains the following fields:

- Contractor Number: 3333
- Name: Betsy Test
- Address 1: 123 Main
- Address 2:
- City: Springfield
- State: IL Zip Code: 62707
- Phone Number:
- Bid Submission Email:
- Subcontractor Payment Email:

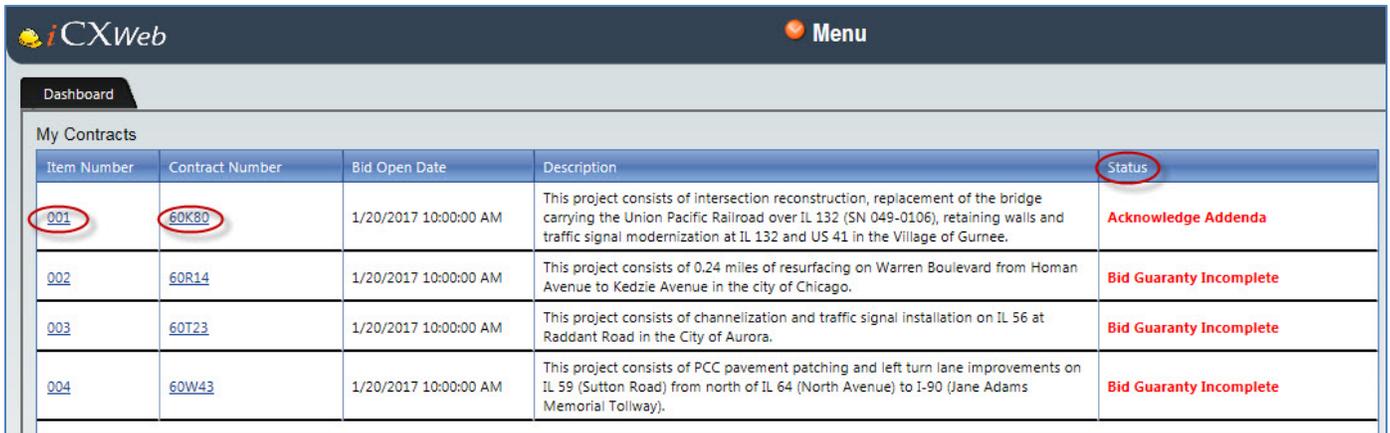
Below the form is an "Employee:" section with a table:

First Name	Last Name	Role
Betsy	Calcara	ADMINISTRATOR

## Dashboard

The dashboard displays a list of the bidder's authorized projects with some key information and allows users to navigate directly to these projects. The "Status" column is displayed to inform the bidder of any unfulfilled requirements of the bid proposal. It is imperative the bidder monitor the "Dashboard" even after bid submission, as addenda is often issued that require acknowledgement and possibly require re-submission of the bid. **To access previous bids, see the [Bidding](#) section of this Guide.**

1. To access your authorized projects, click either the Item Number or the Contract Number



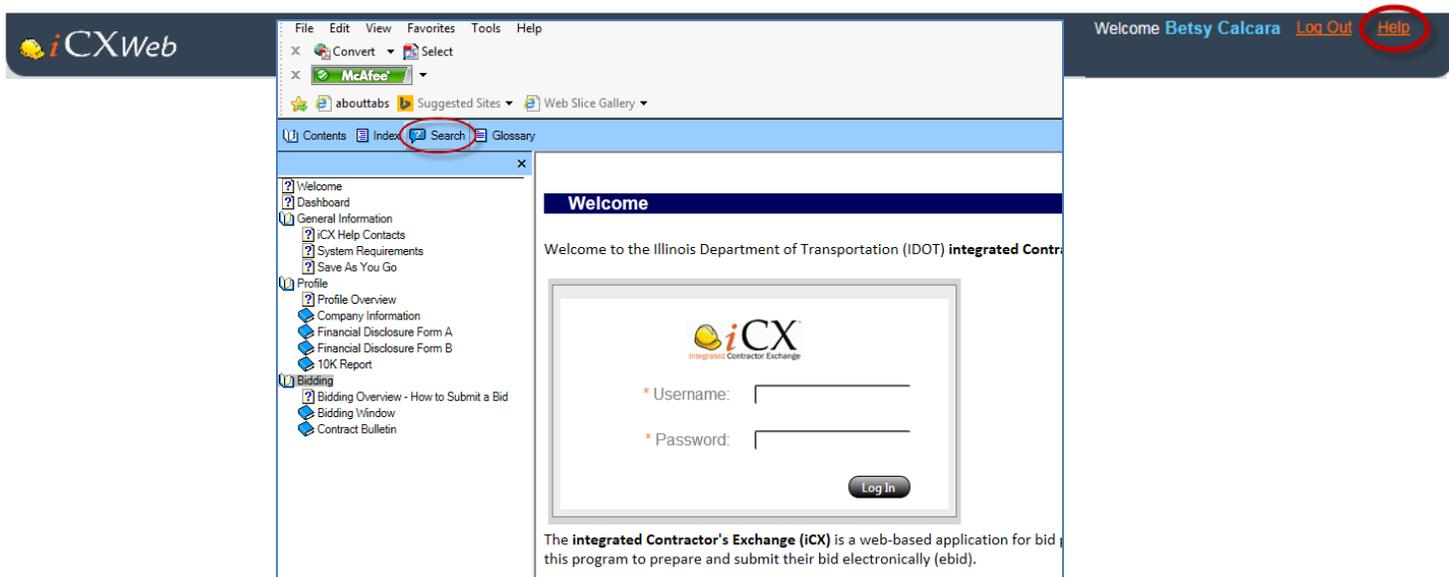
Item Number	Contract Number	Bid Open Date	Description	Status
001	60K80	1/20/2017 10:00:00 AM	This project consists of intersection reconstruction, replacement of the bridge carrying the Union Pacific Railroad over IL 132 (SN 049-0106), retaining walls and traffic signal modernization at IL 132 and US 41 in the Village of Gurnee.	Acknowledge Addenda
002	60R14	1/20/2017 10:00:00 AM	This project consists of 0.24 miles of resurfacing on Warren Boulevard from Homan Avenue to Kedzie Avenue in the city of Chicago.	Bid Guaranty Incomplete
003	60T23	1/20/2017 10:00:00 AM	This project consists of channelization and traffic signal installation on IL 56 at Raddant Road in the City of Aurora.	Bid Guaranty Incomplete
004	60W43	1/20/2017 10:00:00 AM	This project consists of PCC pavement patching and left turn lane improvements on IL 59 (Sutton Road) from north of IL 64 (North Avenue) to I-90 (Jane Adams Memorial Tollway).	Bid Guaranty Incomplete

## Help Files

ExeVision has provided searchable help files in the iCX application.

1. To access the iCX help files, click the "Help" icon in the upper, right corner of the screen

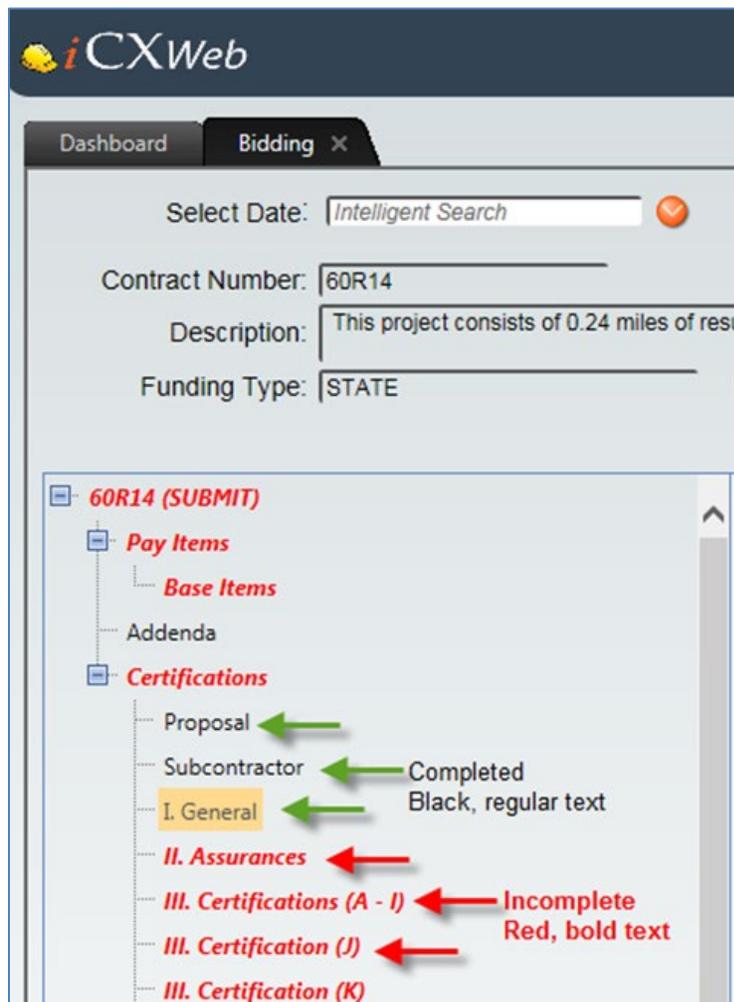
The help files are easily searchable



The screenshot shows the iCXWeb application interface. In the top right corner, there is a "Help" icon circled in red. Below it, the user is logged in as "Betsy Calcara". The main content area displays a "Welcome" message and a login form with fields for "Username" and "Password", and a "Log In" button. A sidebar menu on the left contains various navigation options, with "Search" highlighted in red.

## iCX Helpful Tips

- When accessing the iCX application for the first time, it is suggested you complete your Form A(s) (or 10k Report) and Form B immediately.
  - These forms are completed one time (unless your company's ownership or distributive income information changes) and are submitted with your bid(s) automatically
  - Must be completed to submit a bid
- Internet Explorer 9+ browser is the preferred, tested browser for this application
- When completing your bid, you will notice the text on the tree structure will be red, bold and italics prior to completing the certification. Once complete, the text will change to black, regular text. All text must be black in order for your bid to submit. See example:



- When entering text into the last field on the form, you must click outside of that field in order for the browser to recognize there is text in the field. See example below:

**3. Communication Disclosure.**

Disclose the name and address of each lobbyist and other agent of the bidder or offeror who is not identified in Section 2 of this form, who is has communicated, is communicating, or may communicate with any State officer or employee concerning the bid or offer. This disclosure is a continuing obligation and must be promptly supplemented for accuracy throughout the process and throughout the term of the contract. If no person is identified, enter "None" on the line below:

Name and address of person(s):

test

**4. Suspension or Debarment Disclosure.** For each of the persons identified under Sections 2 and 3 of this form, disclose whether any of the following has occurred within the previous 10 years: suspension or debarment from contracting with any governmental entity; professional licensure discipline; bankruptcies; adverse civil judgments and administrative findings; and criminal felony convictions. This disclosure is a continuing obligation and must be promptly supplemented for accuracy throughout the procurement process and term of the contract. If no person is identified, enter "None" on the line below:

Name of person(s):

test

Nature of disclosure: **Click anywhere outside of the text box in order for the data to be recognized. This is especially important for the last field on each form.**

test

- If you submit a bid and need to change something, please **DO NOT withdraw the bid.** Simply access the item again, make the change(s), save the bid and submit it again.
  - The most recent bid overwrites previous bid
  - Only withdraw a bid if you have decided to NOT BID on that item



## Please **DO NOT** upload the following items in EBids:

### “Proposal Signature Sheet”

- The bid is being electronically signed at time of submission.
- **Exception!** if you are bidding as a Joint Venture, the “Joint Venture Proposal Signature Sheet” **is required** to be uploaded in the appropriate location in the iCX application.

### 0% Percent Veterans Business Preference

- If the Proposal states 0%, VBP documentation is not required.

### Bid Bond Copies

- We require either electronic bid bonds or notarized originals.

### State Board of Elections Registration Certificate

- This is no longer required to be submitted with your bid.

### Affidavit of Illinois Office

- This form is no longer required to be included with your bid.

## Special Documents

Projects may have special documents pertinent to the bidder. The documents will appear as a link on the bidding screen.

The screenshot displays the iCXWeb Bidding interface for contract 60R79. The contract details include: Contract Number: 60R79, Location: FAP-334, US12 (RAND RD) OVER NIPPERSINK LAKE CHANNEL IN VILLAGE OF FOX LAKE, Description: Bridge deck overlay and bridge joint repairs at two structures carrying US 12 over Nippersink Lake Channel and over Pistkee Lake Channel, Funding Type: FEDERAL, Bid Open Date: 12/31/2018 10:00:00 AM, and Contract Type: HIGHWAYS. A red circle highlights three links: [Special Waste Document 1](#), [Special Waste Document 2](#), and [Special Waste Document 3](#). The interface also shows a left-hand navigation menu with categories like Pay Items, Addenda, and Certifications. The main content area includes sections for Bid Guaranty (Guaranty Amount: \$0.00, Surety Type, Bond #, and Bond or Check Status: Not Validated), Vault Clock (Date: December 06, 2018, Time: 12:46:02 Central Time), Bid Amount (Base Items: \$7,900.00), Bid History (No records to display), and Uploaded Documents (No records to display).

**Contract Details:**

- Select Date: Intelligent Search
- Select Contract: Intelligent Search
- Contract Number: 60R79
- Location: FAP-334, US12 (RAND RD) OVER NIPPERSINK LAKE CHANNEL IN VILLAGE OF FOX LAKE.
- Description: Bridge deck overlay and bridge joint repairs at two structures carrying US 12 over Nippersink Lake Channel and over Pistkee Lake Channel.
- Funding Type: FEDERAL
- Bid Open Date: 12/31/2018 10:00:00 AM
- Contract Type: HIGHWAYS

**Special Documents:**

- [Special Waste Document 1](#)
- [Special Waste Document 2](#)
- [Special Waste Document 3](#)

**Navigation Menu:**

- 60R79 (SUBMIT)
- Pay Items
  - Base Items
- Addenda
- Certifications
  - Proposal
  - Subcontractor
  - I. General
  - II. Assurances
  - III. Certifications
    - III. Certification (J)
    - III. Certification (L)
    - III. Certification (M)
  - IV. Disclosures (A and B)
  - IV. Disclosures (Form A/10K Report)
  - IV. Disclosures (Form B)
  - AR - Workforce Projection Instructions
  - AR - Workforce Projection Form (BC 1256)
  - AR - Additional Federal Requirements
  - AR - Proposal Signature Sheet
  - AR - DBE Utilization Plan and Good Faith Effort
  - Misc - Bituminous Adjustment SP
  - Miscellaneous Document Upload

**Bid Guaranty:**

- Guaranty Amount: \$0.00
- Surety Type: [Dropdown]
- Bond #: [Text]
- Bond or Check Status: Not Validated
- Validate Bond

**Vault Clock:**

- Date: December 06, 2018
- Time: 12:46:02 Central Time

**Bid Amount:**

- Base Items: \$7,900.00

**Bid History:**

Conf.#	Action	Bid Date	Submitter	Bid Amount
No records to display.				

**Uploaded Documents:**

Name	Description
No records to display.	

## Complete the Proposal

### Pay Items

The Pay Items window is a table of the pay items in a contract, with relevant information about each pay item including Item Number, Description, UOM (Unit of Measure), Quantity, Unit Price and Extended Price (Quantity multiplied by Unit Price). In most cases, the bidder is required to provide a Unit Price for the pay items. In some instances, IDOT will use a "Fixed Unit Price" which will show a pre-populated Unit Price. Fixed unit prices cannot be modified by the bidder.

Notes:

- At least one pay item must have a non-zero price to be considered complete, to be able to submit a bid
- The base, alternate, and additive group names, and the "Pay Items" node in the tree structure will change from red, bold, and italic text to normal, black text when non-zero prices have been entered for all the pay items in the group or contract.
- If a pay item addendum modifies the quantity of a pay item in the contract, the Unit Price will reset to \$0.00. The user must re-visit the contract to enter their new Unit Price and resubmit the bid.

There are two options to enter Unit Prices into the iCX application:

1. Manually enter the Unit Prices into the iCX application.
2. Export the Schedule of Prices to a supported format and import Unit Prices back into the contract.

### Option 1: Manually Enter Unit Prices

1. Click the tree view symbol next to "Pay Items"
2. Click "Base Items"
3. In the "Unit Price" column, type the unit price.

Use the tab key to move to the next field or use your mouse and click into the field.

To delete a Unit Price, click into the field and use "Backspace" on the keyboard, or click the "X"

The screenshot shows the iCXWeb Bidding interface. At the top, there is a navigation bar with the iCXWeb logo, a menu icon, and the user name "Welcome Betsy Calcara" with links for "Log Out" and "Help". Below this is a breadcrumb trail: "Dashboard" > "Bidding".

The main content area contains several form fields:

- Select Date: Intelligent Search
- Select Contract: Intelligent Search
- Contract Number: 60K80
- Location: FAP-346, US 41; UNION PACIFIC RR OVER IL RT 132 WITHIN VILL- AGE OF GURNEE.
- Description: This project consists of intersection reconstruction, replacement of the bridge carrying the Union Pacific Railroad over IL 132 (SN 049-0106), retaining walls and traffic signal modernization at IL 132 and US 41 in the Village of Gurnee.
- Funding Type: STATE
- Bid Open Date: 1/20/2017 10:00:00 AM
- Contract Type: SBI

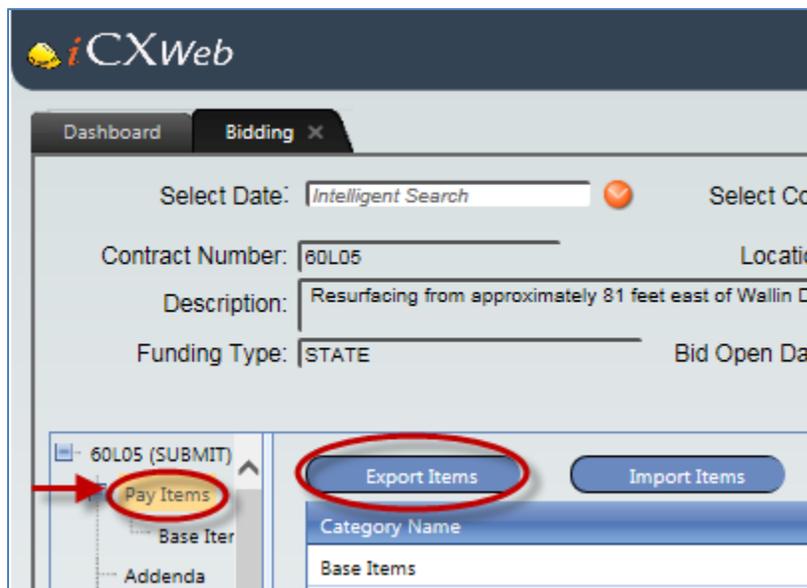
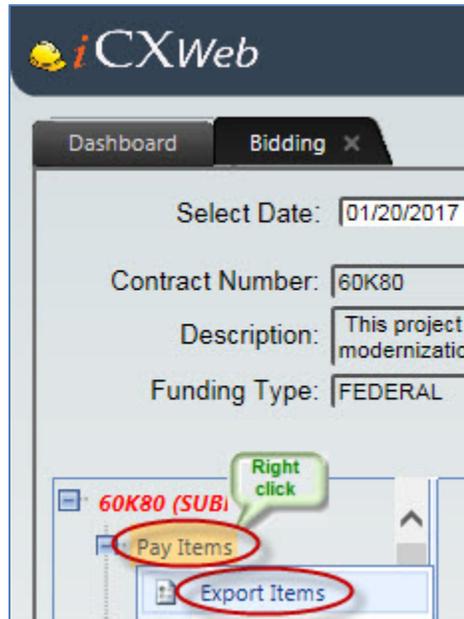
On the left side, there is a tree view for "60K80 (SUBMIT)" with sub-items: "Pay Items", "Base Items" (circled in red), "Addenda", and "Certifications".

The main table displays a list of items with the following columns: Item Number, Description, UOM, Quantity, Unit Price, and Extended Price. The "Unit Price" column is highlighted with a red box, and the values are being manually entered. The "Base Items" sub-item is also circled in red.

Item Number	Description	UOM	Quantity	Unit Price	Extended Price
A2002920	T-CELTIS OCCID 2-1/2	EACH	6.000	\$2.00	\$12.00
A2006568	T-QUERCUS BICL CL 7'	EACH	6.000	\$2.00 X	\$12.00
A2008470	T-ULMUS AMER PRNC 2.5	EACH	7.000	\$2.00	\$14.00
D2002384	E-PINUS FLEXILIS 7'	EACH	9.000	\$2.00	\$18.00

**Option 2: Export/Import:**

1. To export the pay items, right click "Pay Items" then click "Export Items" **OR** click on "Pay Items" and click "Export Items"



2. Choose your program from the list and click “Export” (this example will only show the “Spreadsheet” option, however, the process is similar when choosing other programs).
3. A browser message will display at the bottom of the screen. Click “Open.” Excel will launch.



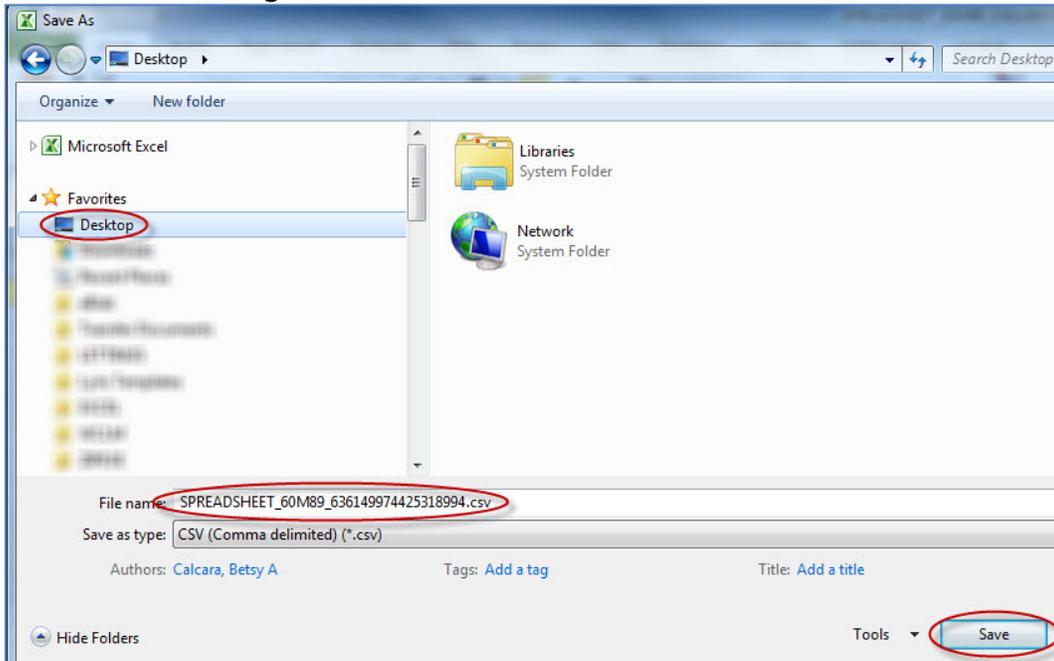
4. Enter unit prices in the "UNIT\_PRICE" column. Please Note: If you obtain authorization on this project, you will be able to import this worksheet. Do not edit any other part of this spreadsheet, as it will not import properly.
5. Click "File" then "Save As."

The screenshot shows an Excel spreadsheet with the following data table:

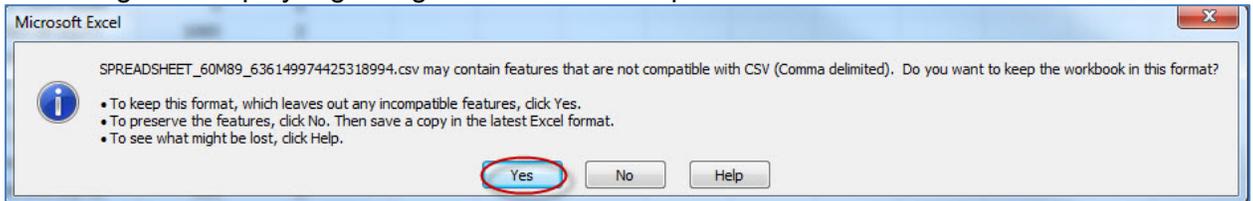
	A	B	C	D	E	F	G	H	I
1	DO NOT DELETE THIS LINE: 2250121~								
2									
3	NOTE: Please do not edit any columns other than the UNIT_PRICE and QUANTITY columns.								
4	Also do not change the format of any columns.								
5	Doing so will cause the import of this file back into iCX to fail.								
6									
7	NOTE: Some bid items cannot be altered. Additionally you may change the quantity of								
8	some bid items but not the price. Refer to the items listed in the Bidding								
9	screen in iCX to be sure you are setting the value of the bid item correctly.								
10									
11	CONTRAC	SEQUENC	ITEM_ID	CATEGOR	ITEM_NUM	ITEM_DES	UNIT	QUANTIT	UNIT_PRICE
12									
13	2250121	5	2250161	Base Item	X0326276	TEMP LGH L SUM		1	2
14	2250121	10	2250162	Base Item	X0327980	PAVMT M SQ FT		1065	2
15	2250121	15	2250163	Base Item	X4810200	AGGREGA CU YD		100	2
16	2250121	20	2250164	Base Item	X7010216	TRAF CON L SUM		1	2
17	2250121	25	2250165	Base Item	X7030030	WET REF T FOOT		2604	2
18	2250121	30	2250166	Base Item	X7030055	WET REF T FOOT		12	2
19	2250121	35	2250167	Base Item	Z0004552	APPROAC SQ YD		254	2
20	2250121	40	2250168	Base Item	Z0006014	BR DK LTX SQ YD		453	2
21	2250121	45	2250169	Base Item	Z0012130	BR DECK S SQ YD		453	2
22	2250121	50	2250170	Base Item	Z0016002	DECK SLAE SQ YD		6	2
23	2250121	55	22					77.1	2
24	2250121	60	22					1	2
25	2250121	65	22					60	2
26	2250121	70	22					540	2
27	2250121	75	22					247	2
28	2250121	80	22					635	2

The 'File' menu is open, showing the 'Save As' option highlighted. The 'UNIT\_PRICE' column header and the values in that column are circled in red.

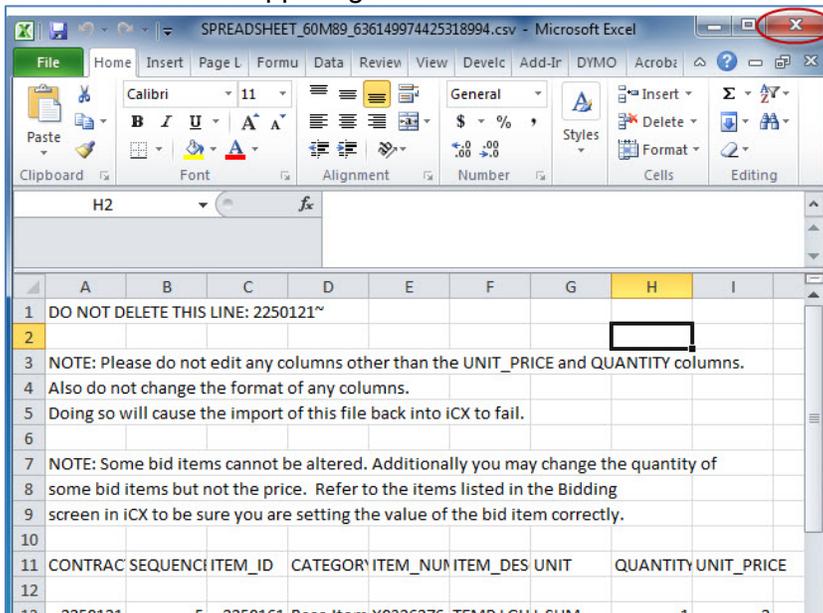
6. Navigate to a location to save the file, then click “Save.”  
**Note: Do not change the name of the file.**



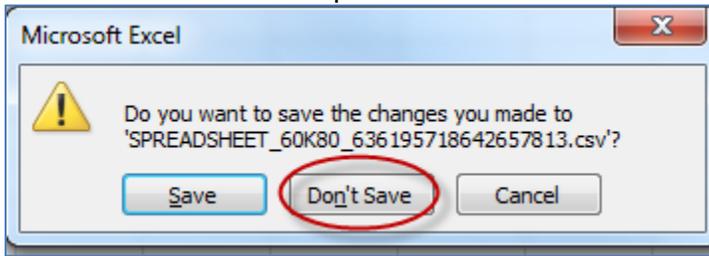
7. A message will display regarding the format of the spreadsheet. Click “Yes.”



8. Click the “X” in the upper right corner of the screen to close the spreadsheet.

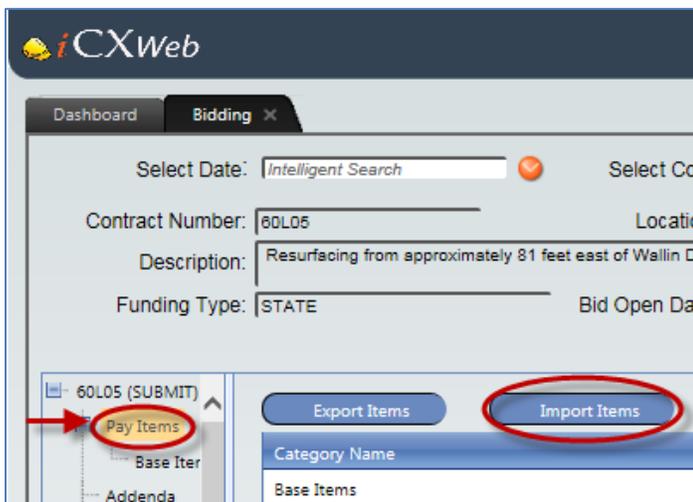
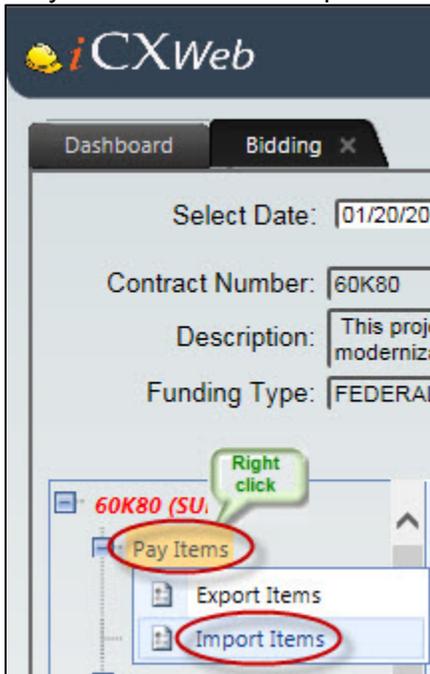


9. Click "Don't Save." The spreadsheet will close.

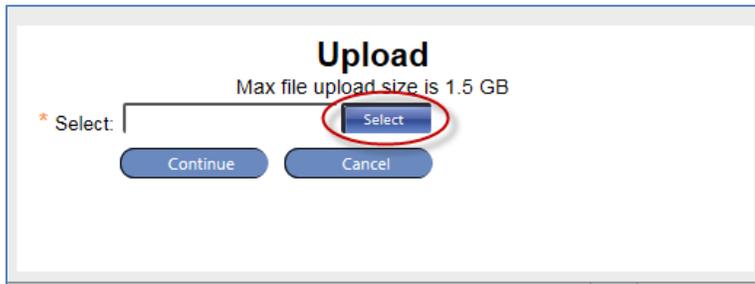


**To Import Unit Prices back into Contract:**

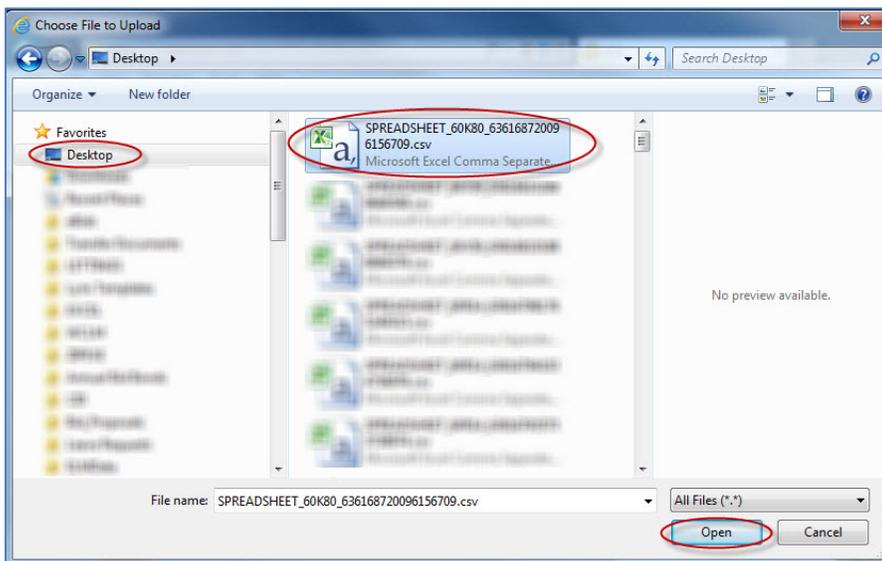
1. To import the pay items, right click "Pay Items" then click "Import Items" **OR** click on "Pay Items" and click "Import Items"



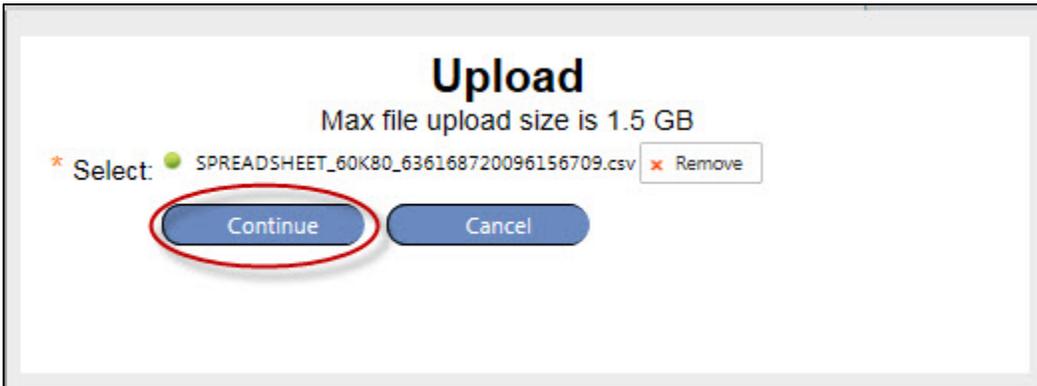
4. Click "Select"



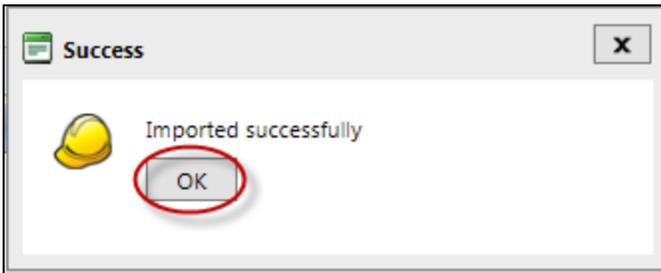
5. Navigate to the spreadsheet and click "Open"



6. Click "Continue"



7. Click "OK"

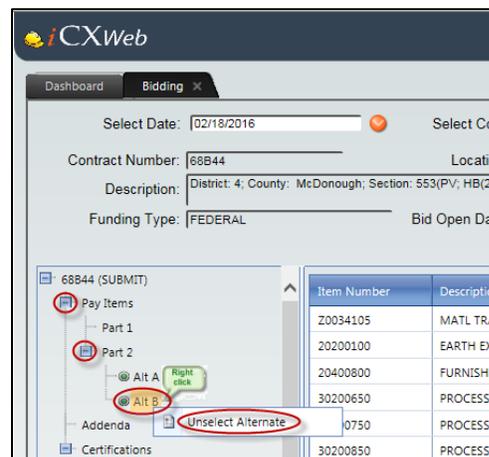
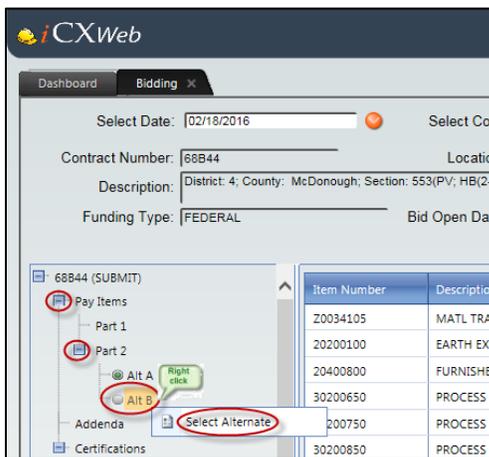


Your Unit Prices are now imported.

## Alternates

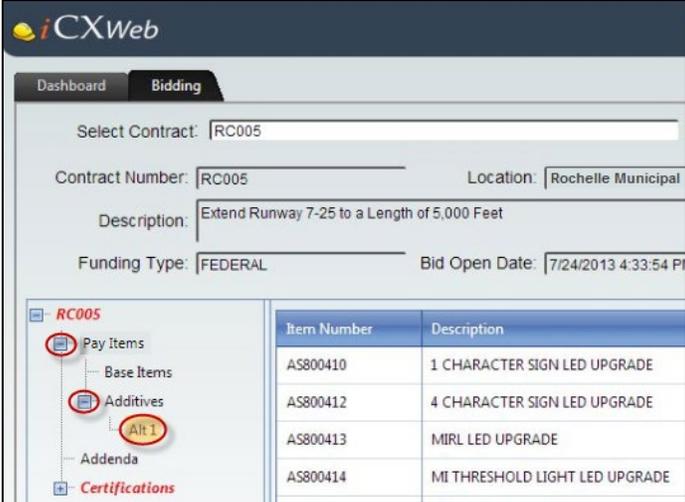
The iCX application handles projects with alternates. Projects with alternates will show the items that compose the alternates under a separate category in the item tree on the left of the window. If a project has Alternates, you must select at least one and at least one item in the alternates must have a non-zero unit price.

1. Click to expand “Pay Items”
2. Click to expand “Part 2”
3. To select an alternate, right click on either Alt A or Alt B and click “Select Alternate”
4. To unselect and alternate, right click on either Alt A or Alt B and click “Unselect Alternate”



## Additives

The iCX application handles contracts with additives. Contracts with additives will show the items that compose the additives under a separate category in the item tree on the left of the window. A non-zero unit price must be entered for at least one item in each additive before the bid may be submitted.



The screenshot displays the iCXWeb Bidding interface for contract RC005. The contract details include: Contract Number: RC005, Location: Rochelle Municipal, Description: Extend Runway 7-25 to a Length of 5,000 Feet, Funding Type: FEDERAL, and Bid Open Date: 7/24/2013 4:33:54 PM. The left sidebar shows a tree view with categories: RC005, Pay Items, Base Items, Additives (highlighted with a red circle and 'Alt 1'), Addenda, and Certifications. The main area displays a table of additives:

Item Number	Description
AS800410	1 CHARACTER SIGN LED UPGRADE
AS800412	4 CHARACTER SIGN LED UPGRADE
AS800413	MIRL LED UPGRADE
AS800414	MI THRESHOLD LIGHT LED UPGRADE

## Addenda

After the Plans and Proposals are published on the internet, and IDOT issues an addendum, acknowledgement of addenda is required before the bid can be submitted.

1. Click “Addenda”
2. Click on the URL symbol, which directs you back to the IDOT website
3. Review the addendum
4. Click the check box in the “Acknowledge” column in the grid

The screenshot shows the iCXWeb Bidding Dashboard for contract 60K80. The dashboard includes search filters for Date, Contract, Contract Number, Location, Description, Funding Type, Bid Open Date, and Contract Type. A table lists four addenda items. The first item, dated 12/15/2016, is a 'Certification Change' and has a globe icon and a checkmark in the 'Acknowledge' column. The 'Addenda' link in the left sidebar is circled in red, and the globe icon and checkmark for the first addendum are also circled in red.

Add #	Date	Description	URL	Acknowledge
1	12/15/2016	Certification Change		<input checked="" type="checkbox"/>
2	12/15/2016	Fund Type Change		<input checked="" type="checkbox"/>
3	12/15/2016	Pay Item Addendum		<input checked="" type="checkbox"/>
4	01/09/2017	Certification Change		<input checked="" type="checkbox"/>

**NOTE: It is important to monitor the Dashboard, especially after you have submitted a bid. The Dashboard will display “Acknowledge Addenda” or if a pay item addendum has been issued, “Acknowledge Addenda and Resubmit.”**

Item Number	Contract Number	Bid Open Date	Description	Status
<b>001</b>	<b>12345</b>	<b>1/20/2017, 10:00am CST</b>	<b>Resurface I-55</b>	<b>Acknowledge Addenda and Resubmit</b>

## Certifications

The Certifications Window shows the certification text and contractor's response for the certification selected in the tree view on the left of the window. The bidder is required to provide a response to each certification before submitting a bid. All visible elements (checkboxes, text fields, radio buttons, etc.) in the certifications window must have a response to be complete. The individual certification names and the "Certifications" node in the tree structure change from red, bold and italic text to normal, black text when all the certification information in the node is complete. All items under the "Certifications" node in the tree structure must be complete before the system will allow bid submission.

## Proposal

1. Read through document carefully
2. Click the check box next to "I acknowledge, understand, and accept these terms and conditions."

The screenshot displays the iCXWeb Bidding interface. At the top, the user is logged in as Betsy Calcara. The main content area shows contract details for contract number 60K80, located at FAP-346, US 41; UNION PACIFIC RR OVER IL RT 132 WITHIN VILL- AGE OF GURNEE. The description states: "This project consists of intersection reconstruction, replacement of the bridge carrying the Union Pacific Railroad over IL 132 (SN 049-0106), retaining walls and tra modernization at IL 132 and US 41 in the Village of Gurnee." The funding type is FEDERAL, the bid open date is 1/20/2017 10:00:00 AM, and the contract type is SBI. A tree view on the left shows the contract structure, with the "Certifications" node expanded to show a "Proposal" sub-item. The main content area displays the certification text, including sections 7, 8, and 9, and a checkbox for "I acknowledge, understand, and accept these terms and conditions."

Select Date:  Select Contract:  Save

Contract Number: 60K80 Location: FAP-346, US 41; UNION PACIFIC RR OVER IL RT 132 WITHIN VILL- AGE OF GURNEE.

Description: This project consists of intersection reconstruction, replacement of the bridge carrying the Union Pacific Railroad over IL 132 (SN 049-0106), retaining walls and tra modernization at IL 132 and US 41 in the Village of Gurnee.

Funding Type: FEDERAL Bid Open Date: 1/20/2017 10:00:00 AM Contract Type: SBI Plans and

**60K80 (SUBMIT)**

- Pay Items
  - Base Items
- Addenda
- Certifications**
  - Proposal**
  - Subcontractor**
    - I. General**
    - II. Assurances**
    - III. Certifications (A -**
    - III. Certification (J)**
    - III. Certification (L)**
    - III. Certification (M)**
    - IV. Disclosures (A anc**
    - IV. Disclosures (Form**
    - IV. Disclosures (Form**
    - AR - Workforce Proje**

bid specified in the schedule below, and that the combination bid shall be prorated against each section in proportion to the bid submitted for the same. If an error is found to exist in the gross sum bid for one or more of the individual sections included in a combination, the combination bid shall be corrected as provided in the specifications.

**When a combination bid is submitted, the schedule below must be completed in each proposal comprising the combination. If alternate bids are submitted for one or more of the sections comprising the combination, a combination bid must be submitted for each alternate.**

**7. SCHEDULE OF PRICES.** The undersigned bidder submits herewith, in accordance with the rules and instructions, a schedule of prices for the items of work for which bids are sought. The unit prices bid are in U.S. dollars and cents, and all extensions and summations have been made. The bidder understands that the quantities appearing in the bid schedule are approximate and are provided for the purpose of obtaining a gross sum for the comparison of bids. If there is an error in the extension of the unit prices, the unit prices shall govern. Payment to the contractor awarded the contract will be made only for 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 provided elsewhere in the contract.

**8. AUTHORITY TO DO BUSINESS IN ILLINOIS.** Section 20-43 of the Illinois Procurement Code (30 ILCS 500/20-43) provides that a person (other than an individual acting as a sole proprietor) must be a legal entity authorized to transact business or conduct affairs in the State of Illinois prior to submitting the bid.

**9. EXECUTION OF CONTRACT:** The Department of Transportation will, in accordance with the rules governing Department procurements, execute the contract and shall be the sole entity having the authority to accept performance and make payments under the contract. Execution of the contract by the Chief Procurement Officer or the State Purchasing Officer is for approval of the procurement process and execution of the contract by the Department. Neither the Chief Procurement Officer nor the State Purchasing Officer shall be responsible for administration of the contract or determinations respecting performance or payment there under except as otherwise permitted in the Illinois Procurement Code.

I acknowledge, understand, and accept these terms and conditions.

## Subcontractor

### If your company will use the services of a subcontractor:

1. Click the “Yes (but not known)” radio button
  - You are now finished and ready to move to the next certification
  - Note: It is not necessary to provide subcontractor information at the time of bid, however, the IDOT Bureau of Construction’s form BC 260A “[Request for Approval of Subcontractor](#)” is required before any subcontractor will be allowed to begin work.

### If your company will not use a subcontractor:

2. Click the “No” radio button.
  - You are now finished and ready to move to the next certification

The screenshot displays the iCXWeb Bidding interface. At the top, there is a navigation bar with the iCXWeb logo, a 'Menu' button, and a 'Welcome Betsy' message. Below this is a 'Bidding' tab. The main content area shows search filters for 'Select Date' and 'Select Contract', both set to 'Intelligent Search'. Contract details include 'Contract Number: 46475', 'Location: VARIOUS ROUTES', 'Description: Placing grooved pavement marking lines, letters, and symbols; removal of existing marking lines within the limits specified on individual work orders.', 'Funding Type: STATE', 'Bid Open Date: 9/21/2018 10:00:00 AM', and 'Contract Type: HIGHWAYS'. A link for 'Plans and Specifications' is also present. On the left, a sidebar menu shows '46475 (SUBMIT)' with sub-items: 'Pay Items', 'Base Items', 'Addenda', 'Certifications', 'Proposal', 'Subcontractor' (circled in red), 'I. General', and 'II. Assurance'. The main content area is titled 'Subcontractor' and includes a link for 'Sec. 20-120'. It contains the text: 'Indicate if the services of a subcontractor will be used' followed by radio buttons for 'No' and 'Yes (but not known)'. Below this, it states: 'It is not necessary to provide subcontractor information at the time of bid, however, the “Request for Subcontractor Approval” is required before any subcontractor will be allowed to begin work.'

## General

1. Read through the document carefully
  - Click the check box next to “I acknowledge, understand, and accept these terms and conditions.”

The screenshot shows the iCXWeb Bidding interface. At the top, there is a navigation bar with the iCXWeb logo, a 'Menu' button, and a user greeting 'Welcome Betsy Calcara' with 'Log Out' and 'Help' links. Below this is a 'Dashboard' tab and a 'Bidding' tab. The main content area is divided into several sections:

- Select Date:** Intelligent Search
- Select Contract:** Intelligent Search
- Contract Number:** 60K80
- Location:** FAP-346, US 41; UNION PACIFIC RR OVER IL RT 132 WITHIN VILL- AGE OF GURNEE.
- Description:** This project consists of intersection reconstruction, replacement of the bridge carrying the Union Pacific Railroad over IL 132 (SN 049-0106), retaining walls and traffic signal modernization at IL 132 and US 41 in the Village of Gurnee.
- Funding Type:** STATE
- Bid Open Date:** 1/20/2017 10:00:00 AM
- Contract Type:** SBI

On the left side, there is a navigation menu for contract 60K80 (SUBMIT). The menu items are:

- Pay Items
- Addenda
- Certifications
  - Proposal
  - Subcontractor
    - I. General** (circled in red)
    - II. Assurances
    - III. Certifications (A - J)
    - III. Certification (J)
    - III. Certification (K)
    - III. Certification (L)
    - III. Certification (M)
    - IV. Disclosures (A and B)
    - IV. Disclosures (Form A/10K Report)

The main content area displays the text for 'I. General':

**I. General**

A. Article 50 of the Illinois Procurement Code (Code) establishes the duty of all State CPOs, SPOs, and their designees to maximize the value of the expenditure of public moneys in procuring goods, services, and contracts for the State of Illinois and to act in a manner that maintains the integrity and public trust of State government. In discharging this duty, they are charged by law to use all available information, reasonable efforts, and reasonable actions to protect, safeguard, and maintain the procurement process of the State of Illinois.

B. In order to comply with the provisions of Article 50 and to carry out the duty established therein, all bidders are to adhere to ethical standards established for the procurement process, and to make such assurances, disclosures and certifications required by law. Except as otherwise required in subsection III, paragraphs J-M, by submission of this electronic bid or execution of the Joint Venture Proposal Signature Sheet, the bidder indicates that each of the mandated assurances have been read and understood, that each certification is made and understood, and that each disclosure requirement has been understood and completed.

C. In addition to all other remedies provided by law, failure to comply with any assurance, failure to make any disclosure or the making of a false certification shall be grounds for the CPO to void the contract, and may result in the suspension or debarment of the bidder or subcontractor. If a false certification is made by a subcontractor the contractor's submitted bid and the executed contract may not be declared void unless the contractor refuses to terminate the subcontract upon the State's request after a finding that the subcontractor's certification was false.

At the bottom of the certification text, there is a checkbox that is checked, with the text:  I acknowledge, understand, and accept these terms and conditions.

## II. Assurances

1. Read through the document carefully
2. Click the check box next to "I acknowledge, understand, and accept these terms and conditions."

The screenshot displays the iCXWeb Bidding interface. At the top, there is a navigation bar with the iCXWeb logo, a Menu icon, and a user welcome message for Betsy Calcara. Below the navigation bar, there are search fields for 'Select Date' and 'Select Contract', both set to 'Intelligent Search'. A 'Save' button is located to the right of these fields. The main content area is divided into two columns. The left column contains a tree view of the bidding process, with 'Assurances' highlighted in red and circled. The right column displays the 'Assurances' section, which includes several sub-sections: 'E. Reporting Anticompetitive Practices', 'F. Confidentiality', and 'G. Insider Information'. Each sub-section contains text regarding the bidder's obligations and the Department's policies. At the bottom of the page, there is a checkbox labeled 'I acknowledge, understand, and accept these terms and conditions.', which is checked.

Dashboard Bidding x

Select Date: Intelligent Search Select Contract: Intelligent Search Save

Contract Number: 60K80 Location: FAP-346, US 41; UNION PACIFIC RR OVER IL RT 132 WITHIN VILL- AGE OF GURNEE

Description: This project consists of intersection reconstruction, replacement of the bridge carrying the Union Pacific Railroad over IL 132 (SN 049-0106), retaining walls and traffic signal modernization at IL 132 and US 41 in the Village of Gurnee.

Funding Type: FEDERAL Bid Open Date: 1/20/2017 10:00:00 AM Contract Type: SBI Plans and Specifications

60K80 (SUBMIT)

- Pay Items
- Addenda
- Certifications
  - Proposal
  - Subcontractor
  - I. General
  - II. Assurances**
  - III. Certifications (A - I)
  - III. Certification (J)
  - III. Certification (L)
  - III. Certification (M)
  - IV. Disclosures (A and B)
  - IV. Disclosures (Form A/10K Report)
  - IV. Disclosures (Form B)
  - AR - Workforce Projection Instructions
  - AR - Workforce Projection Form (BC 1256)
  - AR - Additional Federal Requirements
  - AR - Proposal Signature Sheet
  - AR - DBE Utilization Plan and Good Faith Effort
  - Misc - Bituminous Adjustment SP
  - Misc - SBI Qualification and Equipment Inventory
- Miscellaneous Document Upload

This Section applies only to persons who terminate an affected position on or after January 15, 1999.

The bidder assures the Department that the award and execution of the contract would not cause a violation of Section 50-30, and that the bidder has no knowledge of any facts relevant to the kinds of acts prohibited therein.

**E. Reporting Anticompetitive Practices**

[Section 50-40](#), Reporting anticompetitive practices.

When, for any reason, any vendor, bidder, contractor, CPO, SPO, designee, elected official, or State employee suspects collusion or other anticompetitive practice among any bidders, offerors, contractors, proposers, or employees of the State, a notice of the relevant facts shall be transmitted to the Attorney General and the CPO.

The bidder assures the Department that it has not failed to report any relevant facts concerning the practices addressed in Section 50-40 which may involve the contract for which the bid or submission to a vendor portal is submitted.

**F. Confidentiality**

[Section 50-45](#), Confidentiality.

Any CPO, SPO, designee, or executive officer who willfully uses or allows the use of specifications, competitive bid documents, proprietary competitive information, proposals, contracts, or selection information to compromise the fairness or integrity of the procurement, bidding, or contract process shall be subject to immediate dismissal, regardless of the Personnel code, any contract, or any collective bargaining agreement, and may in addition be subject to criminal prosecution.

The bidder assures the Department that it has no knowledge of any fact relevant to the practices addressed in Section 50-45 which may involve the contract for which the bid is submitted.

**G. Insider Information**

[Section 50-50](#), Insider information.

It is unlawful for any current or former elected or appointed State official or State employee to knowingly use confidential information available only by virtue of that office or employment for actual or anticipated gain for themselves or another person.

The bidder assures the Department that it has no knowledge of any facts relevant to the practices addressed in Section 50-50 which may involve the contract for which the bid is submitted.

I acknowledge, understand, and accept these terms and conditions.

### III. Certifications (A – I)

1. Read through the document carefully
2. Click the check box next to “I acknowledge, understand, and accept these terms and conditions.”

The screenshot displays the iCXWeb Bidding interface. At the top, the user is logged in as Betsy Calcara. The main content area shows contract details for contract number 60K80, including the location (FAP-346, US 41; UNION PACIFIC RR OVER IL RT 132 WITHIN VILL- AGE OF GURNEE) and description (intersection reconstruction, replacement of the bridge carrying the Union Pacific Railroad over IL 132 and US 41 in the Village of Gurnee). The funding type is FEDERAL and the bid open date is 1/20/2017 10:00:00 AM.

On the left sidebar, under the 'Certifications' section, 'III. Certifications (A - I)' is highlighted with a red circle. The main content area displays the certification text, which includes:

- (a) Every bid submitted to and public contract executed pursuant to such bid by the State or a unit of local government shall contain a certification by the prime contractor that the prime contractor is not barred from contracting with any unit of State or local government as a result of a violation of either Section 33E-3 or 33E-4 of this Article.
- (b) A contractor who makes a false statement, material to the certification, commits a Class 3 felony.

The text further explains that 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 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 in behalf of the corporation.

The bidder certifies that it is not barred from contracting with the Department by reason of a violation of either Section 33E-3 or Section 33E-4.

**H. International Anti-Boycott**

Section 5 of the International Anti-Boycott Certification Act provides that every contract entered into by the State of Illinois for the manufacture, furnishing, or purchasing of supplies, material, or equipment or for the furnishing of work, labor, or services, in an amount exceeding the threshold for small purchases according to the purchasing laws of this State or \$10,000.00, whichever is less, shall contain certification, as a material condition of the contract, by which the contractor agrees that neither the contractor nor any substantially-owned affiliated company is participating or shall participate in an international boycott in violation of the provisions of the U.S. Export Administration Act of 1979 or the regulations of the U.S. Department of Commerce promulgated under that Act.

The bidder makes the certification set forth in Section 5 of the Act.

**I. Drug Free Workplace**

1. The [Illinois Drug Free Workplace Act](#) applies to this contract and it is necessary to comply with the provisions of the Act if the contractor is a corporation, partnership, or other entity (including a sole proprietorship) which has 25 or more employees.
2. The bidder certifies that if awarded a contract in excess of \$5,000 it will provide a drug free workplace in compliance with the provisions of the Act.

At the bottom of the page, there is a checkbox labeled 'I acknowledge, understand, and accept these terms and conditions.' which is checked with a red circle.

### III. Certification (J)

1. Read through the document carefully
2. Click either “Company has no business operations in Iran to disclose” or “Company has business operations in Iran to Disclose”
  - If “Company has no business operations in Iran to Disclose” is clicked, you are finished and ready to move to the next certification

The screenshot shows the iCXWeb Bidding interface. At the top, there is a navigation bar with 'iCXWeb', a 'Menu' button, and user information 'Welcome Betsy Calcara' with 'Log Out' and 'Help' links. Below this is a 'Dashboard' and 'Bidding' tab. The main content area is divided into a left sidebar and a main panel. The sidebar contains a tree view of navigation items: '60K80 (SUBMIT)', 'Pay Items', 'Addenda', 'Certifications', 'Proposal', 'Subcontractor', 'I. General', 'II. Assurances', 'III. Certifications (A - J)', 'III. Certification (J)' (highlighted with a red circle), 'III. Certification (L)', 'III. Certification (M)', 'IV. Disclosures (A and B)', 'IV. Disclosures (Form A/10K Report)', 'IV. Disclosures (Form B)', 'AR - Workforce Projection Instructions', 'AR - Workforce Projection Form (BC 1256)', 'AR - Additional Federal Requirements', 'AR - Proposal Signature Sheet', and 'AR - DBE Utilization Plan and Good Faith Effort'. The main panel displays the 'III. Certification (J)' section. It includes a 'Section 50-36 of the Code' paragraph, two numbered conditions (1) and (2), and a paragraph defining terms. Below this is a 'Check the appropriate statement:' section with two radio button options: 'Company has no business operations in Iran to disclose.' (selected with a red circle) and 'Company has business operations in Iran as disclosed on the attached document.'

- If “Company **has** business operations in Iran to Disclose” is clicked, a document upload window will display. Additional disclosures are required to be uploaded

1. Click "File Upload"

**iCXWeb** Menu Welcome Betsy Calcara Log Out Help

Dashboard Bidding

Select Date:  Select Contract:  Save

Contract Number: 60K80 Location: FAP-346, US 41; UNION PACIFIC RR OVER IL RT 132 WITHIN VILL- AGE OF GURNEE

Description: This project consists of intersection reconstruction, replacement of the bridge carrying the Union Pacific Railroad over IL 132 (SN 049-0106), retaining walls and traffic signal modernization at IL 132 and US 41 in the Village of Gurnee.

Funding Type: FEDERAL Bid Open Date: 1/20/2017 10:00:00 AM Contract Type: SBI [Plans and Specifications](#)

**60K80 (SUBMIT)**

- Pay Items
- Addenda
- Certifications**
  - Proposal
  - Subcontractor
  - I. General
  - II. Assurances
  - III. Certifications (A - I)
    - III. Certification (J)**
    - III. Certification (L)
    - III. Certification (M)
  - IV. Disclosures (A and B)
  - IV. Disclosures (Form A/10K Report)
  - IV. Disclosures (Form B)
  - AR - Workforce Projection Instructions
  - AR - Workforce Projection Form (BC 1256)
  - AR - Additional Federal Requirements
  - AR - Proposal Signature Sheet
  - AR - DBE Utilization Plan and Good Faith Effort
  - Misc - Bituminous Adjustment SP
  - Misc - SBI Qualification and Equipment Inventory
  - Miscellaneous Document Upload

**III. Certification (J)**

[Section 50-36 of the Code](#) provides that each bid, offer, or proposal submitted for a State contract shall include a disclosure of whether or not the Company acting as the bidder, offeror, or proposing entity, or any of its corporate parents or subsidiaries, within the 24 months before submission of the bid, offer, or proposal had business operations that involved contracts with or provision of supplies or services to the Government of Iran, companies in which the Government of Iran has any direct or indirect equity share, consortiums or projects commissioned by the Government of Iran, or companies involved in consortiums or projects commissioned by the Government of Iran and either of the following conditions apply:

(1) More than 10% of the Company's revenues produced in or assets located in Iran involve oil-related activities or mineral-extraction activities; less than 75% of the Company's revenues produced in or assets located in Iran involve contracts with or provision of oil-related or mineral-extraction products or services to the Government of Iran or a project or consortium created exclusively by that government; and the Company has failed to take substantial action.

(2) The Company has, on or after August 5, 1996, made an investment of \$20 million or more, or any combination of investments of at least \$10 million each that in the aggregate equals or exceeds \$20 million in any 12-month period, which directly or significantly contributes to the enhancement of Iran's ability to develop petroleum resources of Iran.

The terms "Business operations", "Company", "Mineral-extraction activities", "Oil-related activities", "Petroleum resources", and "Substantial action" are all defined in the Code.

Failure to make the disclosure required by the Code may cause the bid, offer or proposal to be considered not responsive. The disclosure will be considered when evaluating the bid, offer, or proposal or awarding the contract. The name of each Company disclosed as doing business or having done business in Iran will be provided to the State Comptroller.

Check the appropriate statement:

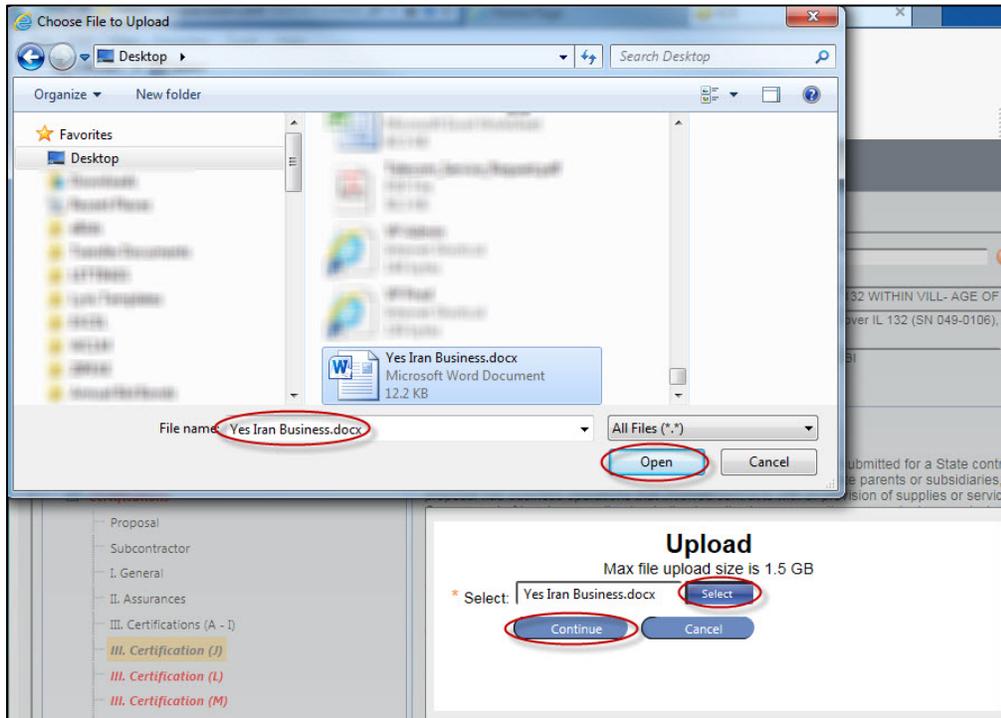
Company has no business operations in Iran to disclose.

Company has business operations in Iran as disclosed on the attached document.

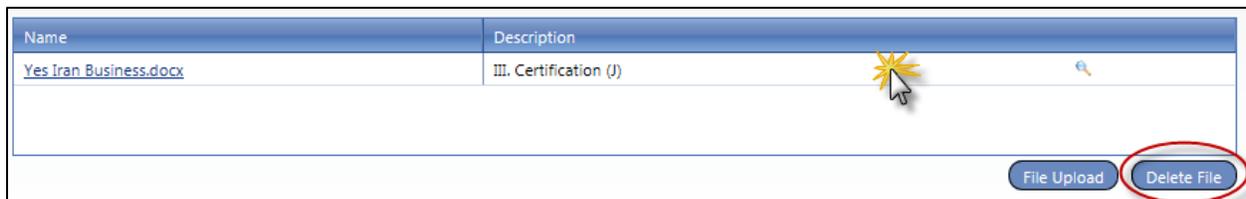
Name	Description
No records to display.	

[File Upload](#) [Delete File](#)

2. Navigate to and select the document
3. Click “Open”
4. Click “Continue”



If you need to delete the uploaded letter, select the row and click the “Delete File”



### III. Certification (K) Apprenticeship and Training Certification

1. Read through the document carefully
2. Enter official name of the program sponsor holding the Certificate of Registration for all types of work or crafts in which the bidder is a participant and that will be performed with the bidder's forces.
  - Information can be copied and pasted into the text box. If you are not able to do this, you may upload a document into the "Miscellaneous Document Upload" area. However, please make every attempt to use the provided text box on this screen.
3. Click the check box next to "I acknowledge, understand, and accept these terms and conditions."

The screenshot shows the iCXWeb Bidding interface. The header includes the iCXWeb logo, a 'Menu' button, and user information: 'Welcome Betsy Calcara', 'Log Out', and 'Help'. The main navigation bar shows 'Dashboard' and 'Bidding'. Below this, there are search fields for 'Select Date' and 'Select Contract', both with 'Intelligent Search' dropdowns, and a 'Save' button. Contract details are displayed: 'Contract Number: 60K80', 'Location: FAP-346, US 41; UNION PACIFIC RR OVER IL RT 132 WITHIN VILL- AGE OF GURNEE', 'Description: This project consists of intersection reconstruction, replacement of the bridge carrying the Union Pacific Railroad over IL 132 (SN 049-0106), retaining walls and traffic signal modernization at IL 132 and US 41 in the Village of Gurnee.', 'Funding Type: STATE', 'Bid Open Date: 1/20/2017 10:00:00 AM', and 'Contract Type: SBI'. A 'Plans and Specifications' link is also present.

The left sidebar shows a tree view of the bidding process, with 'Certifications' expanded and 'III. Certification (K)' selected. The main content area displays the following text:

**III. Certification (K)**  
**K. Apprenticeship and Training Certification (Does not apply to federal aid projects)**

In accordance with the provisions of Section 30-22(6) of the Code, the bidder certifies that it is a participant, either as an individual or as part of a group program, in the approved apprenticeship and training programs applicable to each type of work or craft that the bidder will perform with its own forces. The bidder further certifies for work that will be performed by subcontract that each of its subcontractors submitted for approval either (a) is, at the time of such bid, participating in an approved, applicable apprenticeship and training program, or (b) will, prior to commencement of performance of work pursuant to this contract, begin participation in an approved apprenticeship and training program applicable to the work of the subcontract. The Department, at any time before or after award, 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. Applicable apprenticeship and training programs are those that have been approved and registered with the United States Department of Labor. **The bidder shall list in the space below, the official name of the 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 forces.** Types of work or craft work 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 that does not have an applicable apprenticeship or training program. **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 as reported on the Construction Employee Workforce Projection (Form BC-1256) and returned with the bid is accounted for and listed.**

Additionally, Section 30-22 of the Code requires that the bidder certify that an Illinois office be maintained as the primary place of employment for persons employed for this contract.

The requirements of these certifications and disclosures are a material part of the contract, and the contractor shall require these certification provisions to be included in all approved subcontracts. In order to fulfill this requirement, it shall not be necessary that an applicable program sponsor be currently taking or will take applications for apprenticeship, training or employment during the performance of the work on this contract.

Below the text is a 'Required' text box. At the bottom, there is a checked checkbox next to the text: 'I acknowledge, understand, and accept these terms and conditions.'

Note: Please do not upload your training certificates.

### III. Certification (L) Political Contributions with the State Board of Elections

1. Read through the document carefully
2. Click the check box next to “I acknowledge, understand, and accept these terms and conditions.”

The screenshot shows the iCXWeb Bidding interface. At the top, there is a navigation bar with the iCXWeb logo, a Menu icon, and user information: "Welcome Betsy Calcara Log Out Help". Below this is a "Dashboard" and "Bidding" tab. The main content area displays contract details for contract number 60K80. The contract description is: "This project consists of intersection reconstruction, replacement of the bridge carrying the Union Pacific Railroad over IL 132 (SN 049-0106), retaining walls and traffic signal modernization at IL 132 and US 41 in the Village of Gurnee." The funding type is FEDERAL, and the bid open date is 1/20/2017 10:00:00 AM. The contract type is SBI. A "Save" button is visible in the top right of the contract details section.

On the left side, there is a navigation menu for contract 60K80 (SUBMIT). The menu items are: Pay Items, Addenda, Certifications, Proposal, Subcontractor, I. General, II. Assurances, III. Certifications (A - I), III. Certification (J), **III. Certification (L)** (highlighted with a red circle), III. Certification (M), IV. Disclosures (A and B), IV. Disclosures (Form A/10K Rep), IV. Disclosures (Form B), AR - Workforce Projection Instruc, AR - Workforce Projection Form, AR - Additional Federal Requirem, and AR - Proposal Signature Sheet.

The main content area displays the "III. Certification (L)" section. The title is "III. Certification (L)". Below the title is the sub-section "L. Political Contributions and Registration with the State Board of Elections". The text reads: "Sections 20-160 and 50-37 of the Code regulate political contributions from business entities and any affiliated entities or affiliated persons bidding on or contracting with the state. Generally under Section 50-37, any business entity, and any affiliated entity or affiliated person of the business entity, whose current year contracts with all state agencies exceed an awarded value of \$50,000, are prohibited from making any contributions to any political committees established to promote the candidacy of the officeholder responsible for the awarding of the contracts or any other declared candidate for that office for the duration of the term of office of the incumbent officeholder or a period 2 years after the termination of the contract, whichever is longer. Any business entity and affiliated entities or affiliated persons whose state contracts in the current year do not exceed an awarded value of \$50,000, but whose aggregate pending bids and proposals on state contracts exceed \$50,000, either alone or in combination with contracts not exceeding \$50,000, are prohibited from making any political contributions to any political committee established to promote the candidacy of the officeholder responsible for awarding the pending contract during the period beginning on the date the invitation for bids or request for proposals or any other procurement opportunity is issued and ending on the day after the date of award or selection if the entity was not awarded or selected. Section 20-160 requires certification of registration of affected business entities in accordance with procedures found in Section 9-35 of The Election Code." Below this text is a paragraph: "By submission of a bid, the contractor business entity acknowledges and agrees that it has read and understands Sections 20-160 and 50-37 of the Code, and that it makes the following certification:" followed by a bolded statement: "The bidder certifies that it has registered as a business with the State Board of Elections and acknowledges a continuing duty to update the registration in accordance with the above referenced statutes. If the business entity is required to register, the CPO shall verify that it is in compliance on the date the bid or proposal is due. The CPO shall not accept a bid or proposal if the business entity is not in compliance with the registration requirements." Below this is another paragraph: "These requirements and compliance with the above referenced statutory sections are a material part of the contract, and any breach thereof shall be cause to void the contract under Section 50-60 of the Code. This provision does not apply to Federal-aid contracts." At the bottom of the section, there is a checkbox with a red circle around it, containing the text "I acknowledge, understand, and accept these terms and conditions."

### III. Certification (M) Lobbyist Disclosure

If your company HAS NOT hired any person required to register pursuant to the Illinois Lobbyist Registration Act in connection with this contract:

1. Click the “Bidder has not hired any person required to register pursuant to the Illinois Lobbyist Registration Act in connection with this contract” radio button
  - You are now ready to move to the next certification

**If your company HAS hired any person required to register pursuant to the Illinois Lobbyist Registration Act in connection with this contract:**

1. Click the “Bidder has hired the following persons required to register pursuant to the Illinois Lobbyist Registration Act in connection with the contract” radio button
2. In the text box provided, enter the Name and address of a person and all costs, fees, compensation, reimbursements and other remuneration paid to said person.
  - You are now ready to move to the next certification

The screenshot displays the iCXWeb Bidding interface. At the top, there is a header with the iCXWeb logo, a 'Menu' button, and a user greeting 'Welcome Betsy Calcara' with 'Log Out' and 'Help' links. Below the header, there are tabs for 'Dashboard' and 'Bidding'. The main content area shows contract details: 'Select Date: Intelligent Search', 'Select Contract: Intelligent Search', 'Contract Number: 60K80', 'Location: FAP-346, US 41; UNION PACIFIC RR OVER IL RT 132 WITHIN VILL- AGE OF GURNEE.', 'Description: This project consists of intersection reconstruction, replacement of the bridge carrying the Union Pacific Railroad over IL 132 (SN 049-0106), retaining walls and traffic signal modernization at IL 132 and US 41 in the Village of Gurnee.', 'Funding Type: FEDERAL', 'Bid Open Date: 1/20/2017 10:00:00 AM', and 'Contract Type: SBI'. A left-hand navigation menu lists various sections, with 'III. Certification (M)' highlighted in red. The main content area contains text regarding lobbyist registration, including a radio button selection for whether the bidder has hired any person required to register. A red arrow points to a text box labeled 'Name and address of a person and all costs, fees, compensation, reimbursements and other remuneration paid to said person: Enter required information here and click outside of this text box.'

## IV. Disclosures (A and B)

1. Read through the document carefully
2. Click the check box next to "I acknowledge, understand, and accept these terms and conditions."

The screenshot displays the iCXWeb Bidding interface. At the top, the user is logged in as Betsy Calcara. The main header shows the 'Menu' and navigation tabs for 'Dashboard' and 'Bidding'. Below the header, there are search fields for 'Select Date' and 'Select Contract', both set to 'Intelligent Search'. A 'Save' button is located to the right of these fields.

Contract details are displayed below the search fields:

- Contract Number: 60K80
- Location: FAP-346, US 41; UNION PACIFIC RR OVER IL RT 132 WITHIN VILL- AGE OF GURNEE.
- Description: This project consists of intersection reconstruction, replacement of the bridge carrying the Union Pacific Railroad over IL 132 (SN 049-0106), retaining walls and traffic signal modernization at IL 132 and US 41 in the Village of Gurnee.
- Funding Type: FEDERAL
- Bid Open Date: 1/20/2017 10:00:00 AM
- Contract Type: SBI

A sidebar on the left lists various contract items under the heading '60K80 (SUBMIT)'. The items include 'Pay Items', 'Addenda', and 'Certifications'. Under 'Certifications', several sub-items are listed, including 'IV. Disclosures (A and B)', which is circled in red. Other items include 'AR - Workforce Projection Instruc', 'AR - Workforce Projection Form (', 'AR - Additional Federal Requirem', 'AR - Proposal Signature Sheet', 'AR - DBE Utilization Plan and Go', 'Misc - Bituminous Adjustment SP', and 'Misc - SBI Qualification and Eaui'.

The main content area displays the following text:

The CPO may void the bid, or contract, respectively, if it is later determined that the bidder or subcontractor rendered a false or erroneous disclosure. A contractor or subcontractor may be suspended or debarred for violations of the Code. Furthermore, the CPO may void the contract and the surety providing the performance bond shall be responsible for completion of the contract.

**B. Financial Interests and Conflicts of Interest**

1. Section 50-35 of the Code provides that all bids of more than \$50,000 and all submissions to a vendor portal shall be accompanied by disclosure of the financial interests of the bidder. This disclosed information for the successful bidder, will be maintained as public information subject to release by request pursuant to the [Freedom of Information Act](#), filed with the Procurement Policy Board, and shall be incorporated as a material term of the contract. Furthermore, pursuant to Section 5-5, the Procurement Policy Board may review a proposal, bid, or contract and issue a recommendation to void a contract or reject a proposal or bid based on any violation of the Code or the existence of a conflict of interest as provided in subsections (b) and (d) of Section 50-35.

The financial interests to be disclosed shall include ownership or distributive income share that is in excess of 5%, or an amount greater than 60% of the annual salary of the Governor, of the bidding entity or its parent entity, whichever is less, unless the contractor or bidder is a publicly traded entity subject to Federal 10K reporting, in which case it may submit its 10K disclosure in place of the prescribed disclosure. If a bidder is a privately held entity that is exempt from Federal 10K reporting, but has more than 100 shareholders, it may submit the information that Federal 10K companies are required to report, and list the names of any person or entity holding any ownership share that is in excess of 5%. The disclosure shall include the names, addresses, and dollar or proportionate share of ownership of each individual making the disclosure, their instrument of ownership or beneficial relationship, and notice of any potential conflict of interest resulting from the current ownership or beneficial interest of each individual making the disclosure having any of the relationships identified in Section 50-35 and on the disclosure form.

**The current annual salary of the Governor is \$177,412.00.**

In addition, all disclosures shall indicate any other current or pending contracts, proposals, leases, or other ongoing procurement relationships the bidding entity has with any other unit of state government and shall clearly identify the unit and the contract, proposal, lease, or other relationship.

2. Disclosure Forms. Disclosure Form A is attached for use concerning the individuals meeting the above ownership or distributive share requirements. A separate Disclosure Form A must be submitted with the bid for each individual meeting the above requirements. In addition, a second form (Disclosure Form B) provides for the disclosure of current or pending procurement relationships with other (non-IDOT) state agencies and a total ownership certification.

acknowledge, understand, and accept these terms and conditions.

#### IV. Disclosures (Form A/10K Report) (Form A Financial Information and Potential Conflicts of Interest Disclosure)

If your company is not required to provide either the “Form A” or the “10K Report:

1. Click the “Under penalty of perjury, I have determined that no individuals associated with this organization meet the criteria that would require the completion of the Form A or the 10K Report” radio button. For guidance to determine if your company requires either document, please refer to [30 ILCS 500 \(Section 50-35\)](#)
  - You are now ready to move to the next certification
  - You are not required to complete the “Form A” or upload the “10K Report”

If your company is required to provide the “Form A:

1. Click the “I certify that my Financial Disclosure Information (Form A) is updated and accurate according to [instructions](#) on the IDOT website” radio button. For guidance to determine if your company requires either document, please refer to [30 ILCS 500 \(Section 50-35\)](#)
  - You are now required to complete the “Financial Form A” in this application. (See [Menu – Financial Form A](#))

If your company is required to provide the “10K Report:

1. Click the “I certify my 10K report is updated, accurate and has been uploaded to iCX” radio button. For guidance to determine if your company requires the “10K Report,” please refer to [30 ILCS 500 \(Section 50-35\)](#)
  - You are now required to upload your company’s “10K Report” in this application. ([See Menu – 10K Report](#))

**iCXWeb** Welcome **Betsy Calcara** [Log Out](#) [Help](#)

**Menu**

Dashboard **Bidding** ×

Select Date:

Contract Number:

Description:

Funding Type:

**Bidding**

- Bidding
- Contract Bulletin
- Summary of Bids Report

**Profile**

- Company Information
  - Financial Form A**
  - Financial Form B
  - 10K Report

**60K80 (SUBMIT)**

- Pay Items
- Addenda
- Certifications**
  - Proposal
  - Subcontractor
  - I. General
  - II. Assurances
  - III. Certifications (A - I)
  - III. Certification (J)
  - III. Certification (L)
  - III. Certification (M)
  - IV. Disclosures (A and B)
  - IV. Disclosures (Form A/10K Report)**
  - IV. Disclosures (Form B)

**IV. Disclosures (Form A/10K Report)**

Under penalty of perjury, I have determined that no individuals associated with this organization meet the criteria that would require the completion of the [Form A](#) or the [10K Report](#).

I certify that my Financial Disclosure Information ([Form A](#)) is updated and accurate according to [instructions](#) on the IPOT website.

I certify my [10K report](#) is updated, accurate and has been uploaded to ICX.

#### IV. Disclosures (Form B)

1. Read through the document carefully
2. Click the check box next to “I certify that my Contract and Procurement Information (Form B) is updated and accurate according to [instructions](#) on the IDOT website.”
  - You are now required to complete the “Financial Form B” in this application ([See Menu – Financial Form B](#))

The screenshot shows the iCXWeb application interface. At the top, there is a navigation bar with the iCXWeb logo, a 'Menu' button, and a user profile 'Welcome Betsy Calcara' with 'Log Out' and 'Help' links. Below the navigation bar, there is a 'Dashboard' and a 'Bidding' tab. The main content area is divided into several sections. On the left, there is a sidebar with a tree view of the application structure. The tree view includes '60K80 (SUBMIT)', 'Pay Items', 'Addenda', 'Certifications', and 'IV. Disclosures (Form B)'. The 'IV. Disclosures (Form B)' item is highlighted with a red circle. In the main content area, there is a section titled 'IV. Disclosures (Form B)'. This section contains a checked checkbox and a text field with the following text: 'I certify that my Contract and Procurement Information (Form B) is updated and accurate according to [instructions](#) on the IDOT website.' A red arrow points from the 'Financial Form B' option in the 'Menu' to the certification checkbox.

## AR – Workforce Projection Instructions

1. Read through the document carefully
2. Click the check box next to “I acknowledge, understand, and accept these terms and conditions.”

The screenshot shows the iCXWeb Bidding interface. At the top, there is a navigation bar with 'iCXWeb', a 'Menu' button, and a user greeting 'Welcome Betsy Calcara' with links for 'Log Out' and 'Help'. Below this is a 'Dashboard' and 'Bidding' tab. The main area contains a search bar with 'Intelligent Search' and a 'Save' button. Contract details are displayed: Contract Number: 60K80, Location: FAP-346, US 41; UNION PACIFIC RR OVER IL RT 132 WITHIN VILL- AGE OF G, Description: This project consists of intersection reconstruction, replacement of the bridge carrying the Union Pacific Railroad over IL 132 (SN 049-0106), re modernization at IL 132 and US 41 in the Village of Gurnee., Funding Type: FEDERAL, Bid Open Date: 1/20/2017 10:00:00 AM, Contract Type: SBI.

On the left, a sidebar shows a tree view of documents under '60K80 (SUBMIT)'. The 'Certifications' section is expanded, listing various documents. The document 'AR - Workforce Projection Instructions' is highlighted with a red oval. Other documents listed include 'AR - Workforce Projection Form (BC 1256)', 'AR - Additional Federal Requirements', 'AR - Proposal Signature Sheet', 'AR - DBE Utilization Plan and Good Faith Effort', and 'Misc - Bituminous Adjustment CD'.

The main content area displays a 'SPECIAL NOTICE TO CONTRACTORS' section. It states that requirements of the Illinois Department of Human Rights' Act are applicable to bidders. A sub-section titled 'CONSTRUCTION EMPLOYEE UTILIZATION PROJECTION' lists three requirements (a, b, c) regarding the submission and review of Employee Utilization Forms.

At the bottom of the main content area, there is a checkbox with a checkmark inside a circle, followed by the text 'I acknowledge, understand, and accept these terms and conditions.'

## AR – Workforce Projection Form (BC1256)

1. Read through document carefully
2. Enter your company's "Dept. of Human Rights #"
3. Enter the "Duration of Project"
  - This information is found in the Proposal for the Item, in the Special Provisions. Look for the "Completion Date," "Calendar Days," or "Working Days"
  - This field is freeform. You may enter Ex: 1/20/2017, or 75 Calendar Days, per contract specifications.
4. Enter all current workforce information in the grid(s)
  - The total will calculate automatically

5. Enter pertinent information in the remaining fields, if applicable.

**CXWeb** Menu Welcome **Deby Calcars** [Logout](#) [Help](#)

---

Dashboard Bidding

Select Date:  Select Contract:  Save

Contract Number:  Location:  Plans and Specifications

Description:

Funding Type:  Bid Open Date:  Contract Type:

---

**Certifications**

- Proposal
- Subcontractor
- I. General
- II. Assurances
- III. Certifications (A - J)
- III. Certification (J)
- III. Certification (K)
- III. Certification (L)
- III. Certification (M)
- IV. Disclosures (A and B)
- IV. Disclosures (Form A/10K Report)
- IV. Disclosures (Form B)
- AR - Workforce Projection Instructions
- AR - Workforce Projection Form (BC 1256)

**PART I. IDENTIFICATION**

Dept. of Human Rights #  Duration of Project

**PART II. WORKFORCE PROJECTION**

A. The undersigned bidder has analyzed minority group and female populations, unemployment rates and availability of workers for the location in which this contract work is to be performed, and for the locations from which the bidder recruits employees, and hereby submits the following workforce projection including a projection for minority and female employee utilization in all job categories in the workforce to be allocated to this contract.

JOB CATEGORIES	TOTAL EMPLOYEES		MINORITY EMPLOYEES								APPRENTICES		ON THE JOB TRAINEES	
			BLACK		HISPANIC		ASIAN		NATIVE AMERICAN					
	M	F	M	F	M	F	M	F	M	F	M	F	M	F
OFFICIALS (MANAGERS)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SUPERVISORS	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FOREMAN	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CLERICAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0
EQUIPMENT OPERATORS	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MECHANICS	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TRUCK DRIVERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0
IRONWORKERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CARPENTERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CEMENT MASONS	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ELECTRICIANS	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PIPEFITTERS, PLUMBERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PAINTERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0
LABORERS, SEMI-SKILLED	0	0	0	0	0	0	0	0	0	0	0	0	0	0
LABORERS, UNSKILLED	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0

JOB CATEGORY	CURRENT EMPLOYEES TO BE ASSIGNED TO A CONTRACT			
	M	F	M	F
OFFICIALS (MANAGERS)	0	0	0	0
SUPERVISORS	0	0	0	0
FOREMAN	0	0	0	0
CLERICAL	0	0	0	0
EQUIPMENT OPERATORS	0	0	0	0
MECHANICS	0	0	0	0
TRUCK DRIVERS	0	0	0	0
IRONWORKERS	0	0	0	0
CARPENTERS	0	0	0	0
CEMENT MASONS	0	0	0	0
ELECTRICIANS	0	0	0	0
PIPEFITTERS, PLUMBERS	0	0	0	0
PAINTERS	0	0	0	0
LABORERS, SEMI-SKILLED	0	0	0	0
LABORERS, UNSKILLED	0	0	0	0
TOTAL	0	0	0	0

EMPLOYEES IN TRAINING	TOTAL TRAINING PROJECTION FOR CONTRACT							
	TOTAL EMPLOYEES		BLACK		HISPANIC		ASIAN	
	M	F	M	F	M	F	M	F
Apprentices	0	0	0	0	0	0	0	0
On The Job Training	0	0	0	0	0	0	0	0

B. Included in "Total Employees" under Table A is the total number of new hires that would be employed in the event the undersigned bidder is awarded this contract.

The undersigned bidder projects that (number)  new hires would be recruited from the area in which the contract project is located, and/or (number)  new hires would be recruited from the area in which the bidder's principal office or base of operation is located.

C. Included in "Total Employees" under Table A is a projection of numbers of persons to be employed directly by the undersigned bidder as well as a projection of persons to be employed by subcontractors.

The undersigned bidder estimates that (number)  persons will be directly employed by the prime contractor and that (number)  persons will be employed by subcontractors.

**PART III AFFIRMATIVE ACTION PLAN**

A. The undersigned bidder understands and agrees that in the event the foregoing minority and female employee utilization projection included under PART II is determined to be an underutilization of minority persons or women in any job category, and in the event that the undersigned bidder is awarded this contract, he/she will, prior to commencement of work, develop and submit a written Affirmative Action Plan including a specific timetable (geared to the completion stages of the contract) whereby deficiencies in minority and/or female employee utilization are corrected. Such Affirmative Action Plan will be subject to approval by the contracting agency and the Illinois Department of Human Rights.

## AR – Proposal Signature Sheet

### If you are NOT submitting this bid as a Joint Venture:

1. Click “No” radio button
  - You are now ready to move to the next certification

### If you ARE submitting this bid as a Joint Venture:

1. Click “Yes” radio button
  - You are now required to print, sign, scan and upload the “Joint Venture Proposal Signature Sheet
2. Click the “Joint Venture Proposal Signature Sheet” link, which will direct you to the IDOT website.
  - The .pdf file will open
  - Click the print icon
  - All parties must complete required information
  - Scan the document and save the file to a known location Ex: Desktop

#### AR - Proposal Signature Sheet

Is this bid being submitted as a Joint Venture?  
 Yes  No

You must complete and upload the [Joint Venture Proposal Signature Sheet](#).

Name	Description
No records to display.	

### JOINT VENTURE PROPOSAL SIGNATURE SHEET

The undersigned bidder hereby makes and submits this bid on the subject Proposal, thereby assuring the Department that all requirements of the Invitation for Bids and rules of the Department have been met, that there is no misunderstanding of the requirements of paragraph 3 of this Proposal, and that the contract will be executed in accordance with the rules of the Department if an award is made on this bid.

Corporate Name \_\_\_\_\_

By \_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Typed or printed name and title of Authorized Representative

Attest \_\_\_\_\_  
Signature

Business Address \_\_\_\_\_



## To upload the file:

1. Click "File Upload"

**AR - Proposal Signature Sheet**

Is this bid being submitted as a Joint Venture?  
 Yes  No

You must complete and upload the [Joint Venture Proposal Signature Sheet](#).

Name	Description
No records to display.	

3. Click "Select"
4. Navigate to and select the document
5. Click "Open"
6. Click "Continue"

The screenshot illustrates the file upload process in three stages:

- File Selection:** A "Choose File to Upload" dialog box is open, showing the Desktop. The file "JV Signature Sheet.docx" (Microsoft Word Document, 12.3 KB) is selected. The "Open" button is highlighted.
- Upload Confirmation:** An "Upload" dialog box appears, showing "JV Signature Sheet.docx" selected. The "Continue" button is highlighted.
- Form Update:** The "AR - Proposal Signature Sheet" form is shown. The table now contains one record: "JV Signature Sheet.docx" with the description "AR - Proposal Signature Sheet". The "File Upload" button is highlighted.

The document is now uploaded. You are now ready to go to the next certification.

To delete uploaded sheet, select the row and click "Delete File"

**AR - Proposal Signature Sheet**

Is this bid being submitted as a Joint Venture?  
 Yes  No

You must complete and upload the [Joint Venture Proposal Signature Sheet](#).

Name	Description	
<a href="#">JV Signature Sheet.docx</a>	AR - Proposal Signature Sheet	

## AR – DBE Utilization Plan and Good Faith Effort

In the event a project has a DBE goal, the bidder must submit with the bid the DBE Utilization Plan and/or Good Faith Effort and DBE Participation Statement (See DBE special provision to determine DBE goal) by uploading a single .PDF file containing both [SBE 2026](#) and [SBE 2025](#) DBE required documentation. **If you are a certified DBE firm bidding as the prime contractor, the SBE 2026 and SBE 2025 are not required, however, you must upload an informal note stating as such to satisfy this certification.**

1. Read through the certification verbiage carefully
2. Click the check box next to “I acknowledge, understand and accept the terms and conditions of the Disadvantaged Business Enterprise Participation (DBE) special provision”

The screenshot shows the CXWeb Bidding interface. The top navigation bar includes the CXWeb logo, a Menu icon, and user information: Welcome Betsy Calcara, Log Out, Options, and Help. The main content area is titled "Bidding" and displays contract details for contract number 66J11. The contract description is "4.96 miles of shoulder widening and rumble strip installation on IL 49 from just north of E 4300 Rd to 200' south of Mud Creek." The funding type is FEDERAL, and the bid open date is 3/8/2019 10:00:00 AM. The contract type is HIGHWAYS. A sidebar on the left lists various document categories, with "AR - DBE Utilization Plan and Good Faith Effort" highlighted in red. The main content area displays the title "AR - DBE Utilization Plan and Good Faith Effort" and the sub-heading "DISADVANTAGED BUSINESS ENTERPRISE PARTICIPATION DOCUMENTS". The text explains that documentation is required at the time of bid and that the bidder is responsible for ensuring the correct file is selected for upload. A warning message states: "Warning! Failure to upload the correct document may result in bid being declared not-responsive." Below this, there is a checkbox with a red circle around it, followed by the text: "I acknowledge, understand and accept the terms and conditions of the Disadvantaged Business Enterprise Participation (DBE) special provision." A red notice follows: "NOTICE: If you are a certified DBE firm bidding as the prime contractor on this project, the SBE 2026 and SBE 2025 are not required, however, you must upload an informal note stating as such to satisfy this certification." Below the notice is a table with columns "Name" and "Description". The table is empty, displaying "No records to display." At the bottom right of the table, there are two buttons: "File Upload" and "Delete File", both of which are circled in red.

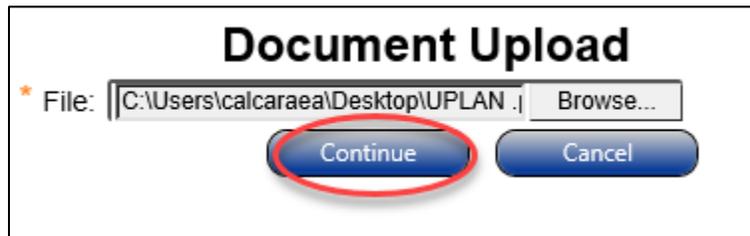
3. Click “File Upload”

This is a close-up screenshot of the "File Upload" button in the DBE Utilization Plan and Good Faith Effort section. The button is circled in red. The surrounding area shows a table with columns "Name" and "Description". The table is empty, displaying "No records to display." At the bottom right of the table, there are two buttons: "File Upload" and "Delete File", both of which are circled in red.

4. Click "Browse"
5. Navigate to and select the single .PDF file



6. Confirm you have carefully selected the appropriate file, then click "Continue"
  - The system will only allow one file to be uploaded



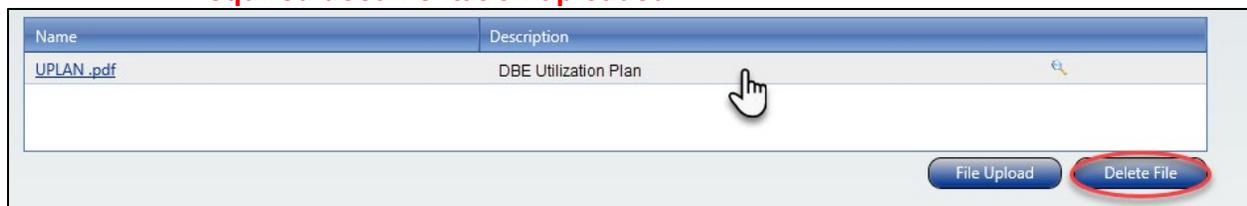
Name	Description
<a href="#">UPLAN .pdf</a>	DBE Utilization Plan

**Note:** It is the responsibility of all bidders to review the DBE special provision accessible via the [Transportation Bulletin](#) website.

In the event a discrepancy exists between the DBE special provision and the iCX application, the bidder is instructed to contact the IDOT Contracts Office at 217-782-7806 or email [DOT.DE-Contracts@Illinois.gov](mailto:DOT.DE-Contracts@Illinois.gov) immediately.

**To delete the file:**

1. Click the row in the file upload grid
2. Click "Delete File"
  - **You will not be able to submit your bid if you do not have your DBE required documentation uploaded**



The following certifications do not apply to ALL contracts. If the contract contains these special provisions, completion is required.

## Misc. – Bituminous Adjustment Special Provision

If you would like to OPT IN for the Bituminous Adjustment:

1. Click the “Yes” radio button
  - You are now ready to go to the next certification

The screenshot shows the CXWeb interface for contract 60K80. The left sidebar lists various certification categories, with 'Misc - Bituminous Adjustment SP' highlighted. The main content area displays the 'Misc - Bituminous Adjustment SP' form, which includes a section for 'OPTION FOR BITUMINOUS MATERIALS COST ADJUSTMENTS'. The 'Contractor's Option' section asks, 'Is your company opting to include this special provision as part of the contract?' and has the 'YES' radio button selected.

If you would like to OPT OUT of the Bituminous Adjustment:

1. Click the “No” radio button
  - You are now ready to go to the next certification

**Misc - Bituminous Adjustment SP**

**OPTION FOR BITUMINOUS MATERIALS COST ADJUSTMENTS**

The bidder shall complete this form for his/her bid. Failure to complete the form shall make this contract exempt of bituminous materials cost adjustments. After award, this form, when completed, shall become part of the contract.

**Contractor's Option:**

Is your company opting to include this special provision as part of the contract?

YES  NO

## Misc. – Fuel Adjustment Special Provision

1. Click the “Yes” or “No” radio buttons next to the appropriate answer
  - You are now ready to go to the next certification

**Misc - Fuel Adjustment SP**

**OPTION FOR FUEL COST ADJUSTMENT**

The bidder shall complete this form for his/her bid. Failure to complete the form shall make this contract exempt of fuel cost adjustments in all categories. Failure to indicate “Yes” for any category of work at the time of bid will make that category of work exempt from fuel cost adjustment. After award, this form, when completed shall become part of the contract.

**Contractor's Option:**

Is your company opting to include this special provision as part of the contract plans for the following categories of work?

Category A Earthwork.  YES  NO

Category B Subbases and Aggregate Base Courses  YES  NO

Category C HMA Bases, Pavements and Shoulders  YES  NO

Category D PCC Bases, Pavements and Shoulders  YES  NO

Category E Structures  YES  NO

## Misc. – Steel Adjustment Special Provision

1. Click the “Yes” or “No” radio buttons next to the appropriate answer
  - You are now ready to go to the next certification

The screenshot shows the iCXWeb Bidding interface. At the top, there is a navigation bar with the iCXWeb logo, a 'Menu' button, and user information: 'Welcome Betsy Calcara' with links for 'Log Out' and 'Help'. Below this is a 'Dashboard' and 'Bidding' tab. The main content area has a search bar with 'Intelligent Search' and a 'Save' button. Contract details are displayed: Contract Number: 60K80, Location: FAP-346, US 41; UNION PACIFIC RR OVER IL RT 132 WITHIN VILL- AGE OF GURNEE. Description: This project consists of intersection reconstruction, replacement of the bridge carrying the Union Pacific Railroad over IL 132 (SN 049-0106), retaining walls and traffic signal modernization at IL 132 and US 41 in the Village of Gurnee. Funding Type: STATE, Bid Open Date: 1/20/2017 10:00:00 AM, Contract Type: SBI. A 'Plans and Specifications' link is also present.

The main content area is titled 'Misc - Steel Adjustment SP' and contains the following text:

**OPTION FOR STEEL COST ADJUSTMENT**

The bidder shall complete this form for his/her bid. Failure to complete the form shall make this contract exempt of steel cost adjustments for all items of steel. Failure to indicate "Yes" for any item of work will make that item of steel exempt from steel cost adjustment. After award, this form, when completed shall become part of the contract.

**Contractor's Option:**

Is your company opting to include this special provision as part of the contract plans for the following items of work?

Metal Piling	<input checked="" type="radio"/> YES <input type="radio"/> NO
Structural Steel	<input type="radio"/> YES <input checked="" type="radio"/> NO
Reinforcing Steel	<input checked="" type="radio"/> YES <input type="radio"/> NO
Dowel Bars, Tie Bars and Mesh Reinforcement	<input type="radio"/> YES <input checked="" type="radio"/> NO
Guardrail	<input checked="" type="radio"/> YES <input type="radio"/> NO
Steel Traffic Signal and Light Poles, Towers and Mast Arms	<input type="radio"/> YES <input checked="" type="radio"/> NO
Metal Railings (excluding wire fence)	<input checked="" type="radio"/> YES <input type="radio"/> NO
Frames and Grates	<input type="radio"/> YES <input checked="" type="radio"/> NO

The sidebar on the left contains a list of navigation options, with 'Misc - Steel Adjustment SP' highlighted in red. Other options include Subcontractor, I. General, II. Assurances, III. Certifications (A - I), III. Certification (J), III. Certification (K), III. Certification (L), III. Certification (M), IV. Disclosures (A and B), IV. Disclosures (Form A/10K Report), IV. Disclosures (Form B), AR - Workforce Projection Instructions, AR - Workforce Projection Form (BC 125), AR - Proposal Signature Sheet, AR - DBE Utilization Plan and Good Faith, Misc - Bituminous Adjustment SP, Misc - Fuel Adjustment SP, and Misc - Steel Adjustment SP.

## Misc. – Project Labor Agreement (PLA) Special Provision

1. Read through the document carefully
2. Click the check box next to “I acknowledge, understand, and accept these terms and conditions.”

The screenshot displays the iCXWeb Bidding interface. At the top, there is a header with the iCXWeb logo, a 'Menu' button, and a user greeting: 'Welcome Betsy Calcara' with links for 'Log Out' and 'Help'. Below the header, there are navigation tabs for 'Dashboard' and 'Bidding'. The main content area contains contract information: 'Select Date: Intelligent Search', 'Select Contract: Intelligent Search', 'Contract Number: 60V00', 'Location: FAP-347, IL 38, ROOSEVELT RD @ INTRSCN W/ ARDMORE AVE IN VILLAGE OF VILLA PARK AND CITY OF OAK', 'Description: Widening to add right turn lanes to Roosevelt Road at the intersection with Ardmore Avenue and resurfacing; located in the Village of Villa Park and the City of Oak Brook Terrace.', 'Funding Type: STATE', 'Bid Open Date: 4/27/2017 10:00:00 AM', and 'Contract Type: SBI'. A 'Save' button is located to the right of the contract details. Below the contract information, there is a left-hand navigation menu with a tree view showing categories like 'Pay Items', 'Addenda', 'Certifications', 'Proposal', 'Subcontractor', and various 'Certification' and 'Disclosures' items. The 'Misc - Project Labor Agreement SP' item is highlighted with a red circle. The main content area displays the document for 'Misc - Project Labor Agreement SP'. The document text reads: 'In accordance with the terms and conditions of the contract for Construction Work on this Project, this Letter of Assent hereby confirms that the Prime Contractor and/or Subcontractor agrees to be bound by the terms and conditions of the Project Labor Agreement established and entered into by the Illinois Department of Transportation in connection with said Project. It is the understanding and intent of the Contractor and/or Subcontractor that this Project Labor Agreement shall pertain only to the identified Project. In the event it is necessary for the Contractor and/or Subcontractor to become signatory to a collective bargaining agreement to which it is not otherwise a party in order that it may lawfully make certain required contributions to applicable fringe benefit funds, the Contractor and/or Subcontractor hereby expressly conditions its acceptance of and limits its participation in such collective bargaining agreement to its work on the Project.' Below this text, there is a checked checkbox followed by the text: 'I acknowledge, understand and accept the terms and conditions of the Project Labor Agreement (PLA) special provision'.

## Misc. – SBI (Small Business Initiative) Qualification and Equipment Inventory

1. Complete Parts I – IV of this form. Be sure to enter all required information. All open text fields must contain data for the certification to be complete
  - In Part 1, if any “Yes” radio buttons are selected, additional information is required to be entered into the provided text fields
  - In Part II, If the “Yes” radio button is selected on the “Does your business have any references?” section, click the “Add” button and enter data for the following fields
    - Gov or Private
    - Gov/Firm Name
    - Contact Person
    - Address
    - Phone
    - Email
    - Services and Date Provided
  - In Part III, click the “Add” button to enter data for the following fields:
    - Year
    - Make
    - Model
    - ID#
    - Capacity
    - Complete Description
    - Owned/Leased
    - Committed
  - In Part IV, if any “Yes” radio buttons are selected, additional information is required to be entered into the provided text fields

Note: You may use the **“Miscellaneous Document Upload”** feature to upload a document that includes all information required in “Part III.”

The screenshot displays the CXWeb application interface. At the top, there is a navigation bar with 'CXWeb' logo, a 'Menu' button, and a user greeting 'Welcome Betsy Calcara' with 'Log Out' and 'Help' links. Below the navigation bar, there is a 'Dashboard' section with 'Bidding' selected. The main content area shows contract details: 'Select Date: [Intelligent Search]', 'Select Contract: [Intelligent Search]', 'Contract Number: 60K80', and 'Location: FAP-346, US 41, UNION PACIFIC RR OVER IL RT 132 WITHIN VILL- AGE OF GURNEE'. The 'Description' field contains text about bridge reconstruction. Below this, there are fields for 'Funding Type: FEDERAL', 'Bid Open Date: 1/20/2017 10:00:00 AM', and 'Contract Type: SBI'. A sidebar on the left lists various document categories, with 'Misc - SBI Qualification and Equipment Inventory' highlighted in red. The main form area is titled 'Misc - SBI Qualification and Equipment Inventory' and contains 'PART I Business and Directory Information'. Section 'a.' asks if the business is a division or subsidiary of another organization, with the 'Yes' radio button selected and a text field for the parent organization's name and address. Section 'b.' asks about affiliations, with the 'Yes' radio button selected and a text field for identifying all affiliated businesses and companies. Section 'c.' is labeled 'Description of business:' and has a text field.

## Misc. – TMP (Target Market Program) Qualification and Equipment Inventory

1. Complete Parts I – IV of this form. Be sure to enter all required information. All open text fields must contain data for the certification to be complete
  - In Part I, if any “Yes” radio buttons are selected, additional information is required to be entered into the provided text fields
  - In Part II, If the “Yes” radio button is selected on the “Does your business have any references?” section, click the “Add” button and enter data for the following fields
    - Gov or Private
    - Gov/Firm Name
    - Contact Person
    - Address
    - Phone
    - Email
    - Services and Date Provided
  - In Part III, click the “Add” button to enter data for the following fields:
    - Year
    - Make
    - Model
    - ID#
    - Capacity
    - Complete Description
    - Owned/Leased
    - Committed
  - In Part IV, if any “Yes” radio buttons are selected, additional information is required to be entered into the provided text fields

Note: You may use the **“Miscellaneous Document Upload”** feature to upload a document that includes all information required in “Part III.”

The screenshot displays the CXWeb portal interface. At the top, there is a navigation bar with 'Dashboard', 'Bidding', and 'Menu' options. Below this, there are search fields for 'Select Date' and 'Select Contract'. The main content area shows contract details for 'Contract Number: 60M89' and 'Location: FAP-305 US 14 OVER THE KISHWALKEE RIVER IN HARTLAND TOWNSHIP'. A sidebar on the left lists various certification and document upload options, with 'Misc - SBI Qualification and Equipment Inventory' highlighted by a red circle. The main form area is titled 'Misc - TMP Qualification and Equipment Inventory' and contains the following sections:

- PART I Business and Directory Information**
- a. Is this business a division or subsidiary of another organization? (Yes/No radio buttons)
- b. Businesses are affiliates when either one directly or indirectly controls or has the power to control the other... (Yes/No radio buttons)
- c. Description of business: [Text input field]
- d. Length of time in business: [Text input field]
- e. Number of full-time employees (average from most recent Fiscal Year): [Text input field]
- f. Name and title of all officers/managers: [Text input field]

## Misc. – VBP (Veterans Business Preference) and/or MPP (Mentor Protégé Program)

If the contract contains the VBP and/or MPP special provision:

1. Click the [VBP](#) and/or [MPP](#) link
  - The .pdf file will open
  - Click the print icon
  - Complete required information
  - Scan the document and save the file to a known location Ex: Desktop
2. Click the “File Upload” button
3. Click “Select”
4. Navigate to and select the document
5. Click “Open”
6. Click “Continue”

The screenshot displays the iCXWeb interface for a contract. The sidebar on the left contains a tree view with categories like 'Pay Items', 'Base Items', 'Addenda', and 'Certifications'. The main content area is titled 'Misc - Veterans Business Program (VBP) and/or Mentor Protégé Program (MPP) SP'. It features an 'Upload' dialog box with a 'Select' button and a 'File Upload' button. A file explorer window is open, showing the 'Desktop' folder with a file named 'Veterans Business Program RWB.pdf'. The 'Open' button is highlighted. Below the file explorer, another 'Upload' dialog box shows the file selected. At the bottom, a table lists the uploaded document: 'Veterans Business Program RWB.pdf' with a description 'Misc - Veterans Business Program (VBP) and/or Mentor Protégé Program (MPP) SP'. The 'Delete File' button is highlighted, and a note states 'To delete the file, select the row and click "Delete File"'. The sidebar also has a red circle around the 'Misc - Veterans Business Program (VBP) and/or Mentor Protégé Program (MPP) SP' link.

## Miscellaneous Document Upload

This feature may be used to upload miscellaneous items. Please see the list of [items you SHOULD NOT upload](#).

1. Click “File Upload”
2. Click “Select”
3. Navigate to and select document
4. Click “Open”
5. Click “Continue”

The screenshot illustrates the process of uploading a miscellaneous document in the CXWeb application. The interface is divided into several sections:

- Dashboard:** Displays contract information such as Contract Number (6DM89), Location (FAP-305, US 14 OVER THE KISHWAUKEE RIVER IN HARTLAND TOWNSHIP), and Description (District: 1, County: McHenry, Section: 29B-I, Route: FAP 305, Project: ACNHPP-0305049).
- Miscellaneous Document Upload Section:** Contains a table for uploaded files. Initially, it shows "No records to display." After the upload process, it displays a table with one row: "Miscellaneous File.docx" with a description of "Miscellaneous Document Upload".
- File Selection Dialog:** A "Choose File to Upload" dialog box is shown, highlighting the "Desktop" folder and the selected file "Miscellaneous File.docx" (12.3 KB).
- Upload Confirmation Dialog:** An "Upload" dialog box prompts the user to confirm the upload of "Miscellaneous File.docx".

Red circles and arrows highlight key interactive elements: the "File Upload" button in the dashboard, the "Select" button in the upload dialog, the "Open" button in the file selection dialog, the "Continue" button in the upload dialog, and the "Delete File" button in the final table.

Name	Description
Miscellaneous File.docx	Miscellaneous Document Upload

To delete the file, select the row and click “Delete File”

## Bid Guaranty

Validation of the Bid Guaranty is required to submit a bid. The types of bid bonds are:

- Annual – Notarized original mailed to IDOT ([BDE 356A](#))
- Individual – Notarized original mailed to IDOT ([BDE 356B](#))
- Annual – Electronic
  - SurePath
  - Surety 2000
- Individual – Electronic
  - SurePath
  - Surety 2000

**NOTE: Contracts with the SBI (Small Business Initiative) or TMP (Target Market Program) special provision do not require Bid Guaranty validation and will say “Not Required” in the “Bond or Check Status” field.**

**To validate the Bid Guaranty using a Check, Individual Bid Bond, or Annual Bid Bond:**

1. Click on the contract number at the top of the tree structure. Ex: 60K80 (SUBMIT) to access the bid submission screen
2. In the “Bid Guaranty” area, click the “Surety Type:” drop down arrow
3. Click either “Check” or “Individual Bid Bond” or “Annual Bid Bond”
  - **The “Bond #” field will be disabled; no data entry is necessary!** Validation is automatic when “Check,” “Individual Bid Bond,” or “Annual Bid Bond” is selected
4. **The “Bid Guaranty” is now validated. No further action is required for this step.**

Dashboard Bidding

Select Date: 11/04/2016 Select Contract: 60M89

Contract Number: 60M89 Location: FAP-305, US

Description: District: 1; County: McHenry; Section: 29B-I; Route: FAP 305; Project: ACI

Funding Type: STATE Bid Open Date: 11/4/2016 10:

**60M89 (SUBMIT)**

- Pay Items
- Base Items
- Addenda
- Certifications
- Proposal
- Subcontractor

**Bid Guaranty**

Guaranty Amount: \$0.00

Surety Type: [Individual Bid Bond] ✓

Bond #: [disabled]

Bond or Check Status: [Validated]

Check  
Individual Bid Bond  
Annual Bid Bond  
SurePath  
Surety 2000

Vault Clock

**Bid Guaranty**

Guaranty Amount: \$0.00

Surety Type: Individual Bid Bond ✓

Bond #: [disabled]

Bond or Check Status: Validated

Validate Bond

**To validate the Bid Guaranty using an electronic bid bond:**

1. Click on the contract number at the top of the tree structure. Ex: 60K80 (SUBMIT) to access the bid submission screen
  2. Click the Bid Guaranty drop down arrow
  3. Click either "SurePath" or Surety 2000
  4. Enter electronic bid bond number in the "Bond #" field
  5. Click the "Validate" button
- The "Validate" button activates a search to SurePath or Surety 2000
  - If the "Bond or Check Status" field does not change to "Validated," confirm you entered the number correctly. Contact SurePath or Surety 2000 immediately if you are unable to validate:

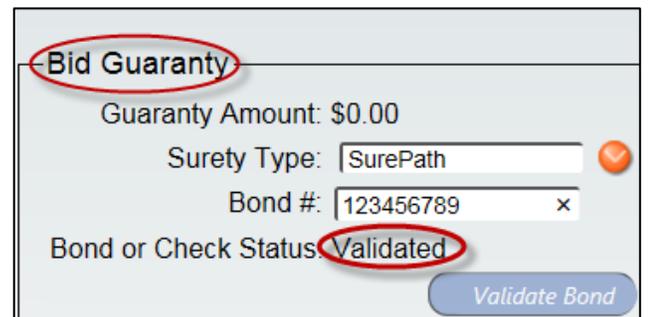
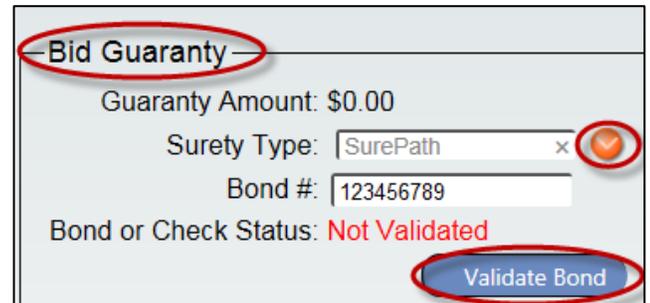
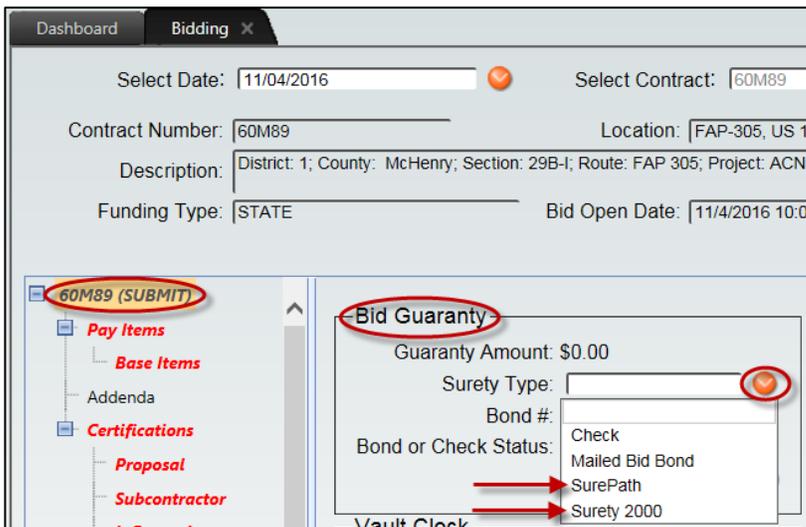
**SurePath**

Website: [www.insurevision.com](http://www.insurevision.com)  
 Email: [support@insurevision.com](mailto:support@insurevision.com)  
 Phone: 818-783-3460

**Surety 2000**

Contact: Lisa Clemens, Vice President  
 Website: [www.surety2000.com](http://www.surety2000.com)  
 E-mail: [help@surety2000.com](mailto:help@surety2000.com)  
 Phone: 800-660-3263

- When successfully validated, the "Bond or Check Status" field will show "Validated"



## Submit Your Bid

Once all requirements of the proposal have been satisfied, the bid can be submitted. On the bid submission screen, review the bid amount for accuracy, and the Bid Guaranty to ensure it is validated. If you do not wish to view or print a draft of the bid, skip to [“To Submit Your Bid.”](#)

To view your bid draft (Optional):

1. Click on the contract number at the top of the tree structure. Ex: 60K80 (SUBMIT)
2. Click “View Bid Draft”

The screenshot shows the iCXWeb Bidding interface. At the top, there are search fields for 'Select Date' and 'Select Contract'. Below that, the 'Contract Number' is 60K80 and the 'Location' is 'FAP-346, US 41; UNION PACIFIC RR OVER IL RT 132 WITHIN VILL- AGE OF GURNEE'. The 'Description' is 'This project consists of intersection reconstruction, replacement of the bridge carrying the Union Pacific Railroad over IL 132 (SN 049-0106), retaining walls and traffic signal modernization at IL 132 and US 41 in the Village of Gurnee.' The 'Funding Type' is 'STATE', 'Bid Open Date' is '1/20/2017 10:00:00 AM', and 'Contract Type' is 'HIGHWAYS'. A 'Plans and Specifications' link is visible.

On the left, a tree structure shows '60K80 (SUBMIT)' selected. The main content area has several sections: 'Bid Guaranty' with 'Guaranty Amount: \$0.00', 'Surety Type: Check', and 'Bond #: ' with a 'Validate Bond' button; 'Vault Clock' showing 'Date: January 09, 2017' and 'Time: 19:18:39 Central Time'; and 'Bid Amount' showing 'Base Items: \$1,941,244.00'. On the right, there are buttons for 'View Bid Draft', 'Submit Bid', 'View Submitted Bid', and 'Withdraw Bid'. Below these is a 'Bid History' table with columns for 'Conf.#', 'Action', 'Bid Date', 'Submitter', and 'Bid Amount', and a note 'No records to display.'

To save and print your bid draft (Optional):

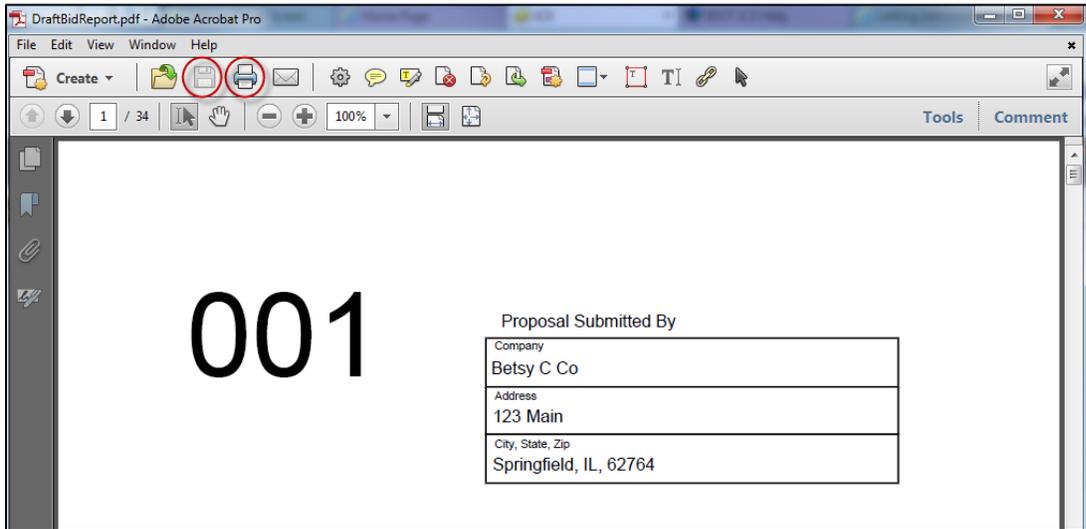
1. Click the “Export to the Selected Format” drop down
2. Select a format. Ex: Acrobat PDF File
3. Click “Export”

The screenshot shows the iCXWeb Bid Draft Report interface. The 'Bid Draft Report' tab is active. The main content area displays a large '001' and a form for 'Proposal Submitted By' with fields for 'Company', 'Address', and 'City, State, Zip'. The 'Company' field contains 'Betsy C Co', the 'Address' field contains '123 Main', and the 'City, State, Zip' field contains 'Springfield, IL, 62764'. A toolbar at the top right includes an 'Export to the selected format' dropdown menu, an 'Export' button, and other icons. The dropdown menu is open, showing options: 'Acrobat (PDF) file', 'CSV (comma delimited)', 'Excel 97-2003', 'Rich Text Format', 'TIFF file', 'Web Archive', and 'XPS Document'.

4. Click "Open"
  - The file will launch in selected format



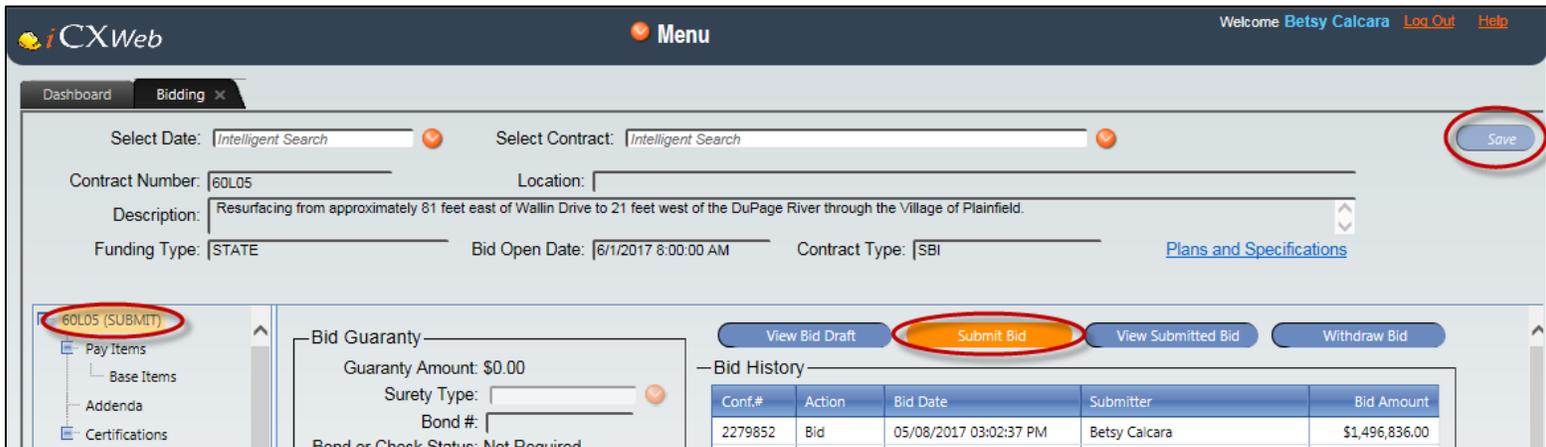
5. Click the "Save" icon on the toolbar
  - Follow the steps to save it to a known location



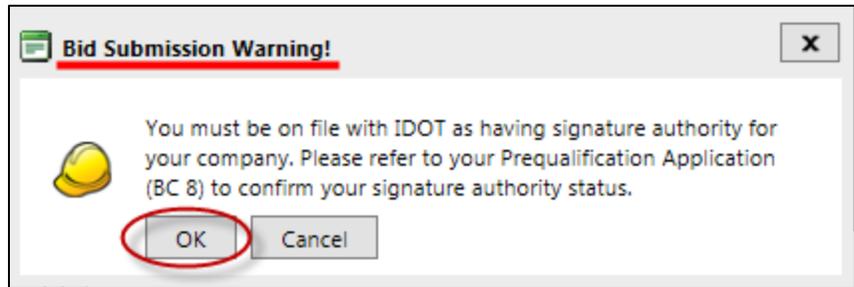
6. Click the "Print" icon on the toolbar
7. Follow the steps to select a printer

### To Submit Your Bid:

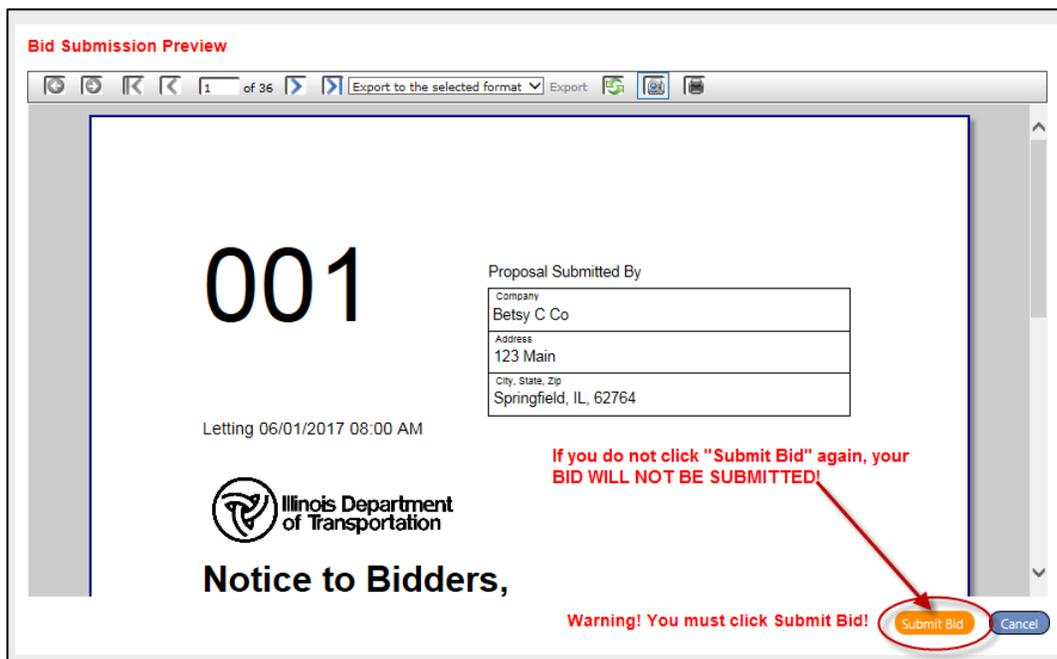
1. Click the contract number (SUBMIT) at the top of the tree structure. Ex: 60L05 (SUBMIT)
2. Click "Submit Bid"



3. You will receive an informational “Bid Submission Warning!” message regarding signature authority. If you are a signature authority for your company, click “OK.” If you are not a signature authority for your company, click “Cancel” and do not submit the bid under your login/digital signature.



4. Preview the bid in the “Bid Submission Preview” window
5. Click “Submit Bid” again



6. Confirm your bid was submitted by checking the Bid History window!
  - If you have an email address entered in the “[Manage Vendor](#)” screen in the IDOT Vendor Portal, you will receive an email confirmation of your bid submission

The Bid History window will display:

- Confirmation #
- Action
- Bid Date
- Submitter
- Bid Amount

— Bid History —				
Conf.#	Action	Bid Date	Submitter	Bid Amount
2279852	Bid	05/08/2017 03:02:37 PM	Betsy Calcara	\$1,496,836.00

The “Bid History” window will show you the newly submitted bid and keeps a history of all submissions for that contract.

## Change Your Bid

NOTE: If you change your bid, you must resubmit your bid! The resubmitted bid overwrites previous submissions.

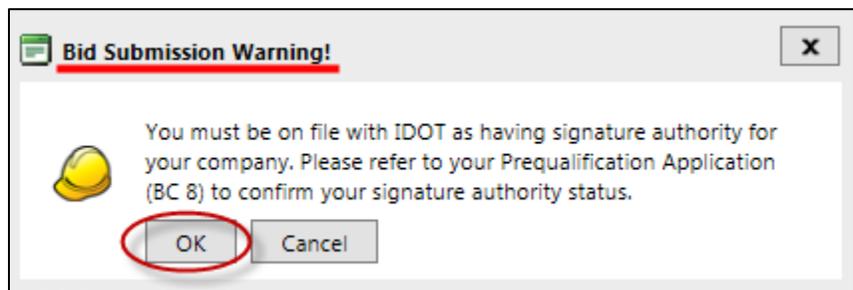
IDOT suggests you submit your bid as early as possible. In the event you need to change something on a previously submitted bid, follow these steps:

1. Open the contract from the Dashboard
2. Make change(s)
3. Click the “Save” button in the upper right area of the screen
4. Click the contract number (SUBMIT) at the top of the tree structure
5. Click “Submit Bid”

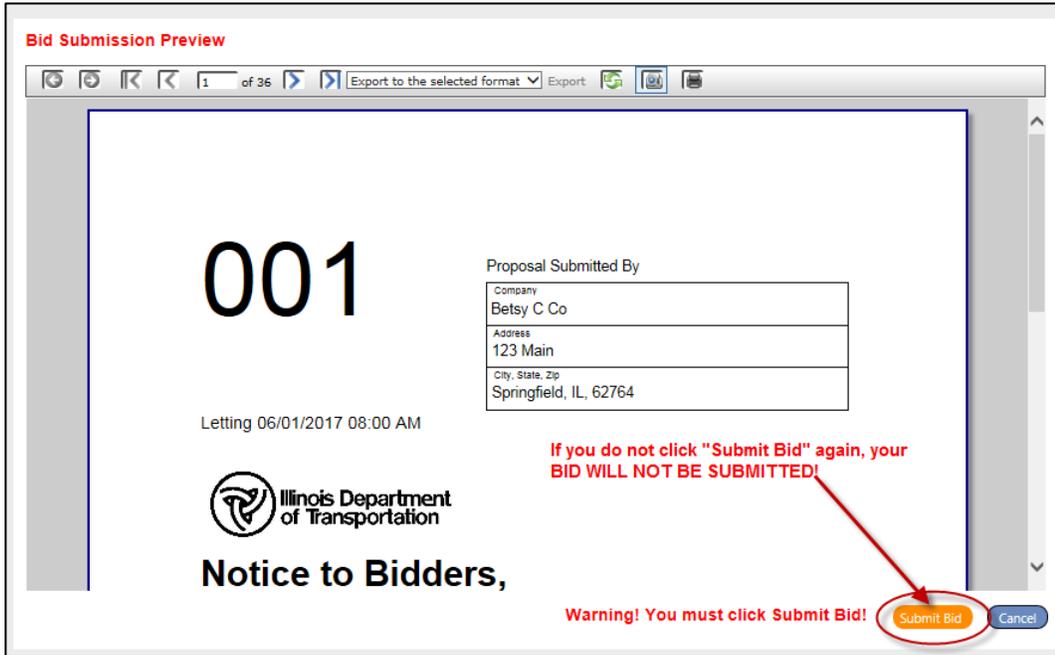
The screenshot shows the iCXWeb Bidding interface. At the top, there is a navigation bar with "iCXWeb" and "Menu". The main header includes "Welcome Betsy Calcara" and links for "Log Out" and "Help". Below this, there are search fields for "Select Date" and "Select Contract", both set to "Intelligent Search". A "Save" button is circled in red in the top right corner. The main content area displays contract details: "Contract Number: 60L05", "Location: [empty]", "Description: Resurfacing from approximately 81 feet east of Wallin Drive to 21 feet west of the DuPage River through the Village of Plainfield.", "Funding Type: STATE", "Bid Open Date: 6/1/2017 8:00:00 AM", and "Contract Type: SBI". A "Plans and Specifications" link is also present. On the left, a tree structure shows "60L05 (SUBMIT)" circled in red. Below the tree, there are buttons for "View Bid Draft", "Submit Bid" (circled in red), "View Submitted Bid", and "Withdraw Bid". The "Bid Guaranty" section shows "Guaranty Amount: \$0.00", "Surety Type: [empty]", and "Bond #: [empty]". The "Bid History" table has the following data:

Conf.#	Action	Bid Date	Submitter	Bid Amount
2279852	Bid	05/08/2017 03:02:37 PM	Betsy Calcara	\$1,496,836.00

6. You will receive an informational “Bid Submission Warning!” message regarding signature authority. If you are a signature authority for your company, click “OK.” If you are not a signature authority for your company, click “Cancel” and do not submit the bid under your login/digital signature.



7. Preview the bid in the “Bid Submission Preview” window
8. Click “Submit Bid” again



9. Confirm your bid was submitted by checking the Bid History window!
  - If you have an email address entered in the “[Manage Vendor](#)” screen in the IDOT Vendor Portal, you will receive an email confirmation of your bid submission

The Bid History window will display:

- Confirmation #
- Action
- Bid Date
- Submitter
- Bid Amount

— Bid History —				
Conf.#	Action	Bid Date	Submitter	Bid Amount
2279852	Bid	05/08/2017 03:02:37 PM	Betsy Calcara	\$1,496,836.00

The “Bid History” window will show you the newly submitted bid and keeps a history of all submissions for that contract.

**NOTE: If you change your bid, you must resubmit your bid! The resubmitted bid overwrites previous submissions.**

**\*\*\*DO NOT WITHDRAW YOUR BID UNLESS YOUR COMPANY HAS DECIDED TO NOT BID ON THE ITEM!\*\*\***

## Withdraw Your Bid

In the event you have submitted a bid and have decided to NOT BID on the item, you can withdraw your bid by following these steps:

1. Open the contract from the Dashboard
2. Click the contract number (SUBMIT) at the top of the tree structure
3. Click "Withdraw Bid"

The "Bid History" window will show the bid was withdrawn and shows a history of a bid activity.

The screenshot displays the iCXWeb Bidding interface. At the top, there is a navigation bar with the iCXWeb logo, a 'Menu' button, and a user greeting 'Welcome Betsy Calcara' with 'Log Out' and 'Help' links. Below this is a 'Dashboard' tab and a 'Bidding' sub-tab. The main content area includes a 'Select Date' dropdown set to '01/20/2017' and a 'Select Contract' dropdown set to '60K80'. A 'Save' button is located to the right. The contract details section shows 'Contract Number: 60K80', 'Location: FAP-346, US 41; UNION PACIFIC RR OVER IL RT 132 WITHIN VILL- AGE OF GURNEE.', 'Description: This project consists of intersection reconstruction, replacement of the bridge carrying the Union Pacific Railroad over IL 132 (SN 049-0106), retaining walls and traffic signal modernization at IL 132 and US 41 in the Village of Gurnee.', 'Funding Type: STATE', 'Bid Open Date: 1/20/2017 10:00:00 AM', and 'Contract Type: HIGHWAYS'. A link for 'Plans and Specifications' is also present. On the left, a tree structure shows '60K80 (SUBMIT)' selected, with sub-items 'Pay Items', 'Addenda', and 'Certifications'. In the center, the 'Bid Guaranty' section shows 'Guaranty Amount: \$0.00', 'Surety Type: Mailed Bid Bond', and 'Bond or Validated'. To the right, there are buttons for 'View Bid Draft', 'Submit Bid', 'View Submitted Bid', and 'Withdraw Bid'. Below these buttons is a 'Bid History' table with the following data:

Conf.#	Action	Bid Date	Submitter	Bid Amount
2264808	Bid	01/10/2017 04:08:21 PM	Betsy Calcara	Withdrawn

**\*\*\*DO NOT WITHDRAW YOUR BID UNLESS YOUR COMPANY HAS DECIDED TO NOT BID ON THE ITEM!\*\*\***