

## Bidding Instructions

1. Register To Bid: All persons or companies that would like to bid on Livingston County projects must register by contacting the Livingston County Highway Department at (815) 842-1184 or email [highway@livingstoncountyil.gov](mailto:highway@livingstoncountyil.gov) . “Authorization to Bid” form can be found on the Bidding and Letting section of the website. The registration is to create a Bidder’s List and allow for all bidders to receive any Addendums that are released prior to the bid letting. Livingston County, its agents, employees, and representatives are not responsible for notifying non-registered bidders of published addendums. Pre-qualification is required as listed in section 5.

2. Bidding Instructions: Bidding shall be performed by a sealed bid process. All bids must be submitted in compliance with the following-

A. Due Date: All bids are due no later than date and time noted in the Notice To Bidders on page 2 of the proposal, by the Livingston County Highway Department, 1705 S Manlove St in Pontiac, IL 61764. Any bid received after this time will be rejected. The Livingston County Highway Department cannot be responsible for the late arrival of any bids for any reason.

B. Bid Submission: Bids must be sealed in an envelope and preferably marked on the outside with Livingston County or the Road District and the Section # with the date and time of the bid letting. Bids may only be submitted on the forms obtained from the Highway Department and must be completed stating all required information. All bids must be received via Parcel/mail delivery or in person. Submittals delivered by mail must be addressed to Livingston County Highway Department, 1705 S Manlove St in Pontiac, IL 61764.

3. Rejection of Bids: The Livingston County Highway Committee reserves the right to accept or reject any and all bids and to waive technicalities.

4. Withdrawal: Permission is given to withdrawal a proposal if the bidder makes the request in writing or in person before the time of the letting.

5. Prequalification: All prospective bidders must be prequalified by Livingston County prior to bidding. If you have not previously contracted with Livingston County or its Road Districts, you must contact the Highway Department prior to bidding.

6. Additional Information: For additional questions, contact the Livingston County Highway Department at (815) 842-1184.