

A nighttime photograph of a multi-lane highway. The road is illuminated by streetlights, and the long exposure of the camera has created vibrant light trails from the cars, appearing as streaks of white, yellow, and red. In the background, a building with the word 'Presidio' is visible under a dark blue sky with some clouds. The overall scene is a blend of urban infrastructure and natural light patterns.

ILLINOIS TOLLWAY

Building for Success

Navigating BidBuy

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BidBuy and the Illinois Tollway

- **How does the Illinois Tollway Utilize BidBuy?**
- **Required Documents for Bid Submission**
- **Avoid Common Mistakes**
- **Questions?**



How Does the Illinois Tollway Utilize BidBuy?

BidBuy is the State of Illinois' e-Procurement System, utilized by the agencies under the Chief Procurement Officer of General Services.

- The Tollway is required to utilize BidBuy for all procurements
- Currently, the Tollway is only accepting electronic bids through BidBuy. Paper bids and bids via fax or email are not accepted.
- Procurement opportunities and awards are listed for the Public to view on the BidBuy website (no login is required)
- Bidders must register in BidBuy to submit Bids to the Tollway

How does the Illinois Tollway Utilize BidBuy?

The Illinois Tollway currently utilizes BidBuy to solicit opportunities for bid and post notices of contract awards for:

- **Goods and Services**
 - “Goods” – Commodities such as rock salt, roadway materials, vehicles, office supplies and software licenses
 - “Services” – Include procurements for temporary staffing services, IT consulting services and repair services
- **Construction Contracts (IFBs)**
- **Professional Service Bulletins (PSBs)**
 - General Engineering Consultant, Traffic Engineering Consultant and Program Management Office
 - Design contracts
 - Construction management
 - Other specialty services such as surveying, geotechnical engineering, environmental studies, etc.



How Does the Illinois Tollway Utilize BidBuy?

Registration

- If your company is registered in IPG, a BidBuy registration will have been started for you. You will need to simply complete the registration by creating a username and password
- However, if your company is registered in BidBuy, your company will also need to register in the IPG
- Ensure to register under the NIGP codes that best match your company's interests
- Bids are advertised utilizing NIGP codes that correspond to the topic of the solicitation
- If your company is registered under that NIGP code in BidBuy, you will receive an email notification inviting your company to submit a bid ("Quote" in BidBuy terminology)
- If you are not registered under the NIGP code(s) a bid was solicited under, you may still view the opportunity on the BidBuy website, but must be registered to submit a response

Required Documents for Bid Submissions Goods and Services Solicitations

Bidders should refer to the specific solicitation documents for a complete listing of all documents required to be returned with their bid or proposal. Bidders must complete, sign, and upload all required documents with their Quote in BidBuy to be considered responsive. Below is a sample listing of typically-required documents:

- Contract
- Standard Certifications
- FORMS A or FORMS B
 - Bidder must have a valid IPG Registration Number to Submit FORMS B
- Letter of Intent (if applicable)
- BEP / VSB Utilization Plan (if applicable)
- Redacted copy of Bid (if applicable)
- Exceptions to Solicitation Contract Terms and Conditions (if applicable)
- References (if applicable)
- Bid or Performance bond (if applicable)

AVOID DISQUALIFICATION

- ❖ *Ensure to review solicitation documents completely and complete and return all required documents with the Bid/Offer submission in BidBuy*
- ❖ *Late Submittals are not accepted. Ensure to start your quote in BidBuy well in advance of the due date and time to allow time for troubleshooting*

Required Documents for Bid Submissions

PSBs

Bidders should refer to the specific solicitation documents for a complete listing of all documents required to be returned with their bid. Bidders must complete, sign, and upload all required documents with their Quote in BidBuy to be considered responsive. Below is a sample listing of typically-required documents:

Statement of Interest: Submit one per item proposed

Firm's Commitment and Signature

Exhibit A: Proposed Staff

Exhibit B: Location/Design Studies – Environmental Questionnaire, if applicable

Exhibit C: Current Obligations

Exhibit D: Availability of Key Project Personnel

Exhibit E: Partnering for Growth Program, if applicable

Exhibit F: VOSB/SDVOSB Utilization Plan and Letter of Intent DBE/VOSB/SDVOSB

Exhibit G: Contract Participation (Current & Past DBE/VOSB/BEP Participation)

DBEs and VOSB/SDVOSBs: Current Proof of Certification

Certification Disclosure Forms

- Forms A OR Forms B
- Illinois Tollway Standard Business Terms and Conditions

SOITEAM Data: Required in e-Builder

AVOID DISQUALIFICATION

- ❖ *Disclosures not submitted (Forms A or Forms B)*
- ❖ *SOI not submitted*
- ❖ *Exhibit F: VOSB/SDVOB Utilization Plan and letter of intent*
- ❖ *Exhibit G: Contract Participation (Current & Past DBE/VOSB/BEP Participation)*
- ❖ *Late Submittals*

AVOID COMMON MISTAKES

- ✓ **Read solicitations** in detail and include all required forms
- ✓ **Complete required Financial Disclosures and Conflicts of Interest forms, Standard Certifications, and TIN Page** (either Forms A or Forms B must be submitted)
- ✓ If solicitation contains a BEP and/or a Veteran goal, **a U-Plan and LOI must be submitted**
- ✓ **Submit on time**
- ✓ **Get BEP/Veteran certified** and stay current (must certify on an annual basis)
- ✓ **Electronic bids still require a signed offer** along with applicable forms to be uploaded
- ✓ Remember – **bid opportunities are price competitive!**





Questions?

- **Tollway-Specific Questions?**
 - Contact the Solicitation Contact for each individual solicitation.
- **BidBuy System-Specific Questions?**
 - BidBuy Vendor Help Desk
 - il.bidbuy@Illinois.gov
 - 866-455-2897





THANK YOU