



Illinois Department  
of Transportation

# **Prime Contractor Prequalification and Subcontractor Registration**

**Presented by Herman Senior, Prequalification Analyst**

# Prequalification

- What is the purpose of prequalification?
- What are benefits of Prequalification?
- How is prequalification determined?
- What else do you need to know?

# Prequalification

State law requires that contracts be  
awarded to the lowest *responsive*  
and *responsible* bidders.

## *Responsive Bidder*

A bidder that complies with the bidding requirements.

## *Responsible Bidder*

A bidder with the financial capacity, equipment and experience to complete a project.

# Prequalification

- Protects the State and the Contractor
- Requirement since 1934
- Approx. 650 contractors are prequalified
- 47 work categories
- Does not apply to material suppliers, trucking companies, Consultants, or subcontractors

# Prequalification

The Rules for Prequalification of Contractors,  
Authorization to Bid and Subcontractor  
Registration -  
44 IL Adm. Code Section 650

- Information required from Contractor
- Analysis of information



Illinois Department of Transportation

**RULES FOR  
PREQUALIFICATION OF  
CONTRACTORS,  
AUTHORIZATION TO BID,  
AND  
SUBCONTRACTOR REGISTRATION**

44IL. ADM.CODE SEC. 650

ADOPTED JULY 2, 1994

AMENDED APRIL 25, 2016

# Prequalification

The Rules also include:

- Deadlines for submittal, i.e. cut-off dates
- Requirements from other state agencies
- Requirements for submitting a bid
- Descriptions and equipment requirements



# Prequalification

## Financial Rating

- Financial statements

## Work Ratings

- Experience, equipment, and performance

# Prequalification

## Certificate of Eligibility

- Shows Financial and Work Ratings
- Allows Requesting to bid on State lettings
- Allows Subcontracting on State projects
  - Competitive advantage
- Allows bidding on Local Agency projects

# Prequalification Application

1	General Information	11	Certificate of Accountant, audited
2-3	General Questions		
4	Work Categories	12	Balance Sheet
5-6	Work Experience	13-19	Schedules (p. 18)
7	Personnel Experience	20	Letter of Subordination
8	Resumes	21-23	Affidavits
9	Equipment	24	Guaranty Agreement
10	Affidavit of Possession, leases	25	Financial Release
		26	Check Sheet



Balance Sheet Date _____	<input type="checkbox"/> Audited	<input type="checkbox"/> Unaudited
	<input type="checkbox"/> New	<input type="checkbox"/> Renewal
Business Name of Applicant _____		
Contractor Number _____		
Business Address (Street or P.O. Box) _____		
City _____	State _____	Zip Code _____
Telephone ( ) _____	Telefax No. ( ) _____	
E-Mail Address _____		
Illinois Office Address _____		
	City _____	Zip Code _____
Illinois Telephone No. ( ) _____		
F.E.I.N. No. _____	I.D.H.R. No. _____	IDHR No. Expires _____

#### Instructions

**Each item must be answered.** Whenever a particular item does not apply, write "none" or "n/a" (not applicable). Please complete electronically in Microsoft Word, use typewriter or print legibly in dark ink when preparing the application. If additional space is needed, attach a separate sheet.

Submit the completed application to the Illinois Department of Transportation, 2300 South Dirksen Parkway, Bureau of Construction: Room 322, Springfield, IL 62764. Phone: (217) 782-3413

## WORK CATEGORIES AND DESCRIPTIONS

<b>001</b>	Earthwork	<b>022</b>	Fencing
<b>002</b>	Portland Cement Concrete (PCC) Paving	<b>023</b>	Guardrail
<b>003</b>	Hot-Mix Asphalt (HMA) Plant Mix	<b>024</b>	Grouting
<b>005</b>	HMA Paving	<b>025</b>	Painting & Cleaning
<b>006</b>	Cleaning & Sealing Cracks & Joints	<b>026</b>	Signing
<b>007</b>	Soil Stabilization and Modification	<b>27A</b>	Pavement Markings (Paint)
<b>08A</b>	Aggregate Bases & Surfaces (Type A)	<b>27B</b>	Pavement Markings (Thermoplastic)
<b>08B</b>	Aggregate Bases & Surfaces (Type B)	<b>27C</b>	Pavement Markings (Epoxy)
<b>09A</b>	Structures (Highway)	<b>27D</b>	Pavement Markings (Polyurea)
<b>09B</b>	Structures (Railroad)	<b>27E</b>	Pavement Markings (Modified Urethane)
<b>09C</b>	Structures (Waterway)	<b>030</b>	Installation of Raised Pavement Markers
<b>010</b>	Structures Repair	<b>031</b>	Pavement Texturing & Surface Removal
<b>011</b>	Anchors & Tiebacks	<b>032</b>	Cold Milling, Planing & Rotomilling
<b>012</b>	Drainage	<b>033</b>	Erection
<b>013</b>	Drainage Cleaning	<b>034</b>	Demolition
<b>014</b>	Electrical	<b>035</b>	Fabrication
<b>15A</b>	Cover & Seal Coats (Type A)	<b>036</b>	Tunnel Excavation
<b>15B</b>	Cover & Seal Coats (Type B)	<b>037</b>	Expressway Cleaning
<b>016</b>	Slurry Applications	<b>038</b>	Railroad (Track) Construction
<b>017</b>	Concrete Construction	<b>039</b>	Marine Construction
<b>018</b>	Landscaping	<b>040</b>	Hydraulic Dredging
<b>019</b>	Seeding & Sodding	<b>041</b>	Hot (In-Place) Recycling
<b>020</b>	Vegetation Spraying	<b>042</b>	Cold (In-Place) Recycling
<b>021</b>	Tree Trimming & Selective Tree Removal		

# Prequalification

## Important Items

- Deadlines strictly adhered to
- Signatures & Notary seal (originals)
- Balance sheet
- Financial verification
- Will not accept outdated applications
  - Current application BC 8 (Rev. 07/01/16)

<http://www.idot.illinois.gov/doing-business/procurements/construction-services/index#Bulletins>

## Illinois Department of Transportation

[About IDOT](#) [Doing Business](#) [Travel Information](#) [Transportation System](#)

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## Construction Services

The actual construction of projects identified in IDOT's [Multi-Modal Multi-Year Transportation Improvement Program](#) is outside of IDOT's scope of work. IDOT utilizes outside contractors to fulfill this role. The department is committed to maintain the state's highway system through a successful business venture with the contractor community.

Prequalification

Subcontractors

Truckers /  
Suppliers

Partnerships

Compliance &  
AdministrationStay  
Connected

## Prequalification

In order to work for IDOT in this capacity, contractors must first seek prequalification in specialized categories. Once prequalified, a firm is eligible to submit a bid on state and locally advertised projects. If awarded the contract, the firm follows department rules and regulations until fulfillment of the contractual obligation.

Any firm interested in bidding on construction projects for IDOT, local entities, and/or Department of Natural Resources (DNR) as a prime contractor must first be prequalified. The prequalification process is governed by [Title 44 Illinois Administrative Code Section 650](#). There are approximately 750 firms currently prequalified to bid on state highway and locally advertised projects in Illinois. Updated every Monday, the List of Prequalified Firms ([Text File](#) | [Excel File](#)) provides the name, address, phone, fax numbers and the numerical work categories for which each firm is prequalified.

Outlined below is information on prequalification, human rights, renewal, and revising or adding prequalification categories:

- ▶ Prequalification
- ▶ Obtain an Illinois Department of Human Rights' Number
- ▶ Renewal
- ▶ Revising/Adding Prequalification Categories

Click on  
Prequalification  
for application  
and rules.

## Quick Links

- [Contractor Resources](#)
- [EBIDS](#)
- [Industry Marketplace](#)
- [Notice of Contract Awards Transportation Bulletin](#)
- [Surety Company Contract Status](#)
- [Vendor Documents](#)



# Subcontractor Registration

- Required to subcontract if not Prequalified
- Not required for Prequalified Contractors
- Can only register through IDOT website

# Subcontractor Registration

- [www.idot.illinois.gov](http://www.idot.illinois.gov)
- “Doing Business”
  - Procurements
    - Construction Services
      - Subcontractors
        - » Subcontractor Registration

or go directly to  
<http://www.idot.illinois.gov/doing-business/procurements/construction-services/index#Bulletins>

# Subcontractor Registration

- Firm Name
- Address
- Phone, Fax, E-Mail
- Tax ID number
- Form of Organization
- Ownership Information
- Contact Information
- Annual Gross Revenue
- Work Categories

[Home](#)

Subcontractor

- [Register](#)
- [Renew](#)

Trucker/Supplier

- [Register](#)
- [Renew](#)

## Illinois Department of Transportation Subcontractor Registration Form

Please Note: Fields marked by an asterisk are mandatory

Please Fill out the form, then click on the "Submit" button

*Firm Name	<input type="text"/>		
*Firm Address	<input type="text"/>		
*City	<input type="text"/>	*State	<input type="text"/>
*Contact First Name	<input type="text"/>	Contact MI	<input type="text"/>
		*Contact Last Name	<input type="text"/>
*Tax ID Type	<input type="text" value="Select One"/>	*Tax ID	<input type="text"/>
*Contact Phone	<input type="text"/>	Fax	<input type="text"/>
		Email	<input type="text"/>
*Annual Gross Revenue	<input type="text"/>		
*Date Established	<input type="text"/>		
*Form of Organization	<input type="text" value="Select One"/>		
*Owner Number 1	<input type="text"/>	Owner Number 2	<input type="text"/>
Owner Number 3	<input type="text"/>	Owner Number 4	<input type="text"/>
Owner Number 5	<input type="text"/>	Owner Number 6	<input type="text"/>

*Work Categories (select all that apply)
<input type="checkbox"/> Aggregate Bases and Surfaces
<input type="checkbox"/> Cold Milling, Planing and Roto Milling
<input type="checkbox"/> Concrete Construction
<input type="checkbox"/> Cover and Seal Coats
<input type="checkbox"/> Demolition
<input type="checkbox"/> Drainage
<input type="checkbox"/> Earthwork

# Subcontractor Registration

- Registration Number
  - 1-2 days
  - e-mail
- Expiration Date – 1 year from registration or renewal
- Give number to Prime Contractor

# Subcontractor Registration

## Renewal On Line

- Notification letter or E-mail
- Change information on-line
- Renew, do not register again!

[www.idot.illinois.gov](http://www.idot.illinois.gov)



or contact the Prequalification Section at  
(217) 782-3413.

- Tara Elston, Prequalification Engineer [Tara.Elston@Illinois.gov](mailto:Tara.Elston@Illinois.gov)
- Herman Senior, Prequalification Analyst [Herman.Senor@Illinois.gov](mailto:Herman.Senor@Illinois.gov)
- Chad Coombs, Prequalification Analyst [Chad.Coombs@Illinois.gov](mailto:Chad.Coombs@Illinois.gov)