



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



Application for Prequalification:  
Statement of Experience,  
Equipment and Financial  
Condition

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

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

# 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



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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 &  
Administration

Stay  
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"/>
		*Zip	<input type="text"/>
*Contact First Name	<input type="text"/>	Contact MI	<input type="checkbox"/>
		*Contact Last Name	<input type="text"/>
*Tax ID Type	Select One <input type="text"/>	*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	Select One <input type="text"/>		
*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)**

- Aggregate Bases and Surfaces
- Cold Milling, Planing and Roto Milling
- Concrete Construction
- Cover and Seal Coats
- Demolition
- Drainage
- 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.