

A long-exposure photograph of a multi-lane highway at night. The sky is a deep blue with some clouds. In the foreground, a streetlight pole with two bright lights is visible on the left. The road surface is dark, and the lanes are marked with white and yellow lines. Long, horizontal light trails from cars stretch across the road, with white and yellow trails on the left side and red trails on the right side. In the background, there are some buildings, including one with a 'Presidio' sign, and more streetlights. The overall scene is illuminated by the streetlights and the light trails.

SEIZE THE OPPORTUNITY

Procurement Department

February 28, 2020



PROCUREMENT – GOODS AND SERVICES

350+ contracts valued over \$1.1 billion

Non-construction supplies and services are procured under the rules of the Joint Committee on Administrative Rules (JCAR)

- Examples of “goods” include various commodities such as rock salt and roadway materials, vehicles, office supplies, and software licenses
- Examples of “services” include procurements for temporary staffing services, IT consulting services, and repair services



PROCUREMENT APPROACHES

Invitation for Bid (IFB)

- Awarded to lowest responsible and responsive bidder

Request for Proposal (RFP)

- Awarded to vendor that provides the overall best value, includes technical criteria in addition to price

RFP Professional and Artistic (RFP P&A)

- Qualified by education, experience and technical ability

Small Purchase – Request for Quote (RFQ)

- Procurements less than the small purchase threshold (\$101,800)



SMALL BUSINESS SET-ASIDE PROGRAM

How does the program work?

- Over 600 product and service categories at any dollar amount
- Procurements less than \$101,800 – most products or services qualify
- Any other procurement the Chief Procurement Office deems appropriate to set aside

What is a “Small Business”?

- One that is independently owned and operated, headquartered in Illinois, and meets the required size status and the following sales limitations:
 - No WHOLESALE business can exceed \$13 million in annual sales
 - No RETAIL business can exceed \$8 million in annual sales and receipts
 - No CONSTRUCTION business can exceed \$14 million in annual sales and receipts
 - No MANUFACTURING business can employ more than 250 persons

Firms are listed in the small business database on the IPG

- Annual registration along with submittal of the company’s annual report is required

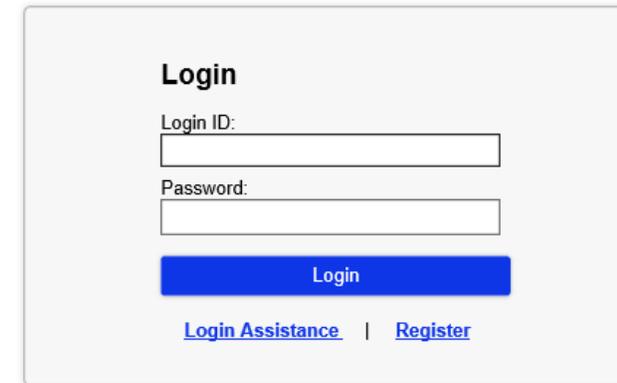


BIDBUY

State of Illinois eProcurement System -
www.bidbuy.illinois.gov

Tollway is required to utilize BidBuy for
all procurements

Procurement opportunities and awards
are listed for all State agencies



Login

Login ID:

Password:

Login

[Login Assistance](#) | [Register](#)

*This is the
first step.*

[Register](#)

Register here to begin using BidBuy.
Vendors, please read this [disclaimer](#) prior to registering.

[Complete Registration](#)

Complete registration here to begin using BidBuy.
Vendors, please read this [disclaimer](#) prior to completing registration.

[Open Bids](#)

Browse open bid opportunities.

Allows for viewing of open bids.

[Active Contracts](#)

Browse active Contracts/Blankets.

[Contract & Bid Search](#)

Search for Bids and active Contracts/Blankets.

[Registered Vendor Search](#)

Search for registered vendors.



BIDBUY – REGISTRATION

Correct NIGP codes must be selected so that proper notification of solicitations is provided

Contact information must stay current

Good practice to have more than one individual registered

1. Click **Commodity/Service Codes** tab, if you are not already on this tab.
2. To add codes, select from the **NIGP Class** and **NIGP Class Item** drop-downs. You can also search by entering a **Keyword**
3. Click **Search**



The screenshot shows the BidBuy Illinois Procurement registration page. The user is logged in as 'Kirk Enterprises - Kirksmith@gmail.com'. The page has several tabs: 'Company Information', 'Addresses', 'Terms', 'Categories & Certifications', 'Commodity/Service Codes', and 'Summary'. The 'Commodity/Service Codes' tab is active. Below the tabs is a 'Search' section with the following fields: 'NIGP Class' (a dropdown menu), 'NIGP Class Item' (a dropdown menu), 'NIGP Keyword' (a text input field), and 'Search using' (a dropdown menu set to 'ALL of the criteria'). A green circle with the number '3' is placed over the 'Search' button. A small green arrow points to the 'NIGP Class' dropdown. At the bottom of the search section, there is a note: 'Use the NIGP Commodity Code Search Engine if you are familiar with the NIGP code. If not use the NIGP Code Search below.'

ILLINOIS PROCUREMENT GATEWAY (IPG)

- Centralized repository for standard submittal forms (also known as Forms B):
 - Financial Disclosure and Conflict of Interest Forms
 - Standard Certification Forms, i.e. vendor certifies that it is a legal entity, certifies it is not barred from having a contract, etc.
- Minimizes risk of vendor disqualification for administrative errors at the time of bid opening
- Creates an electronic company record that may be updated at any time
- Vendor must have an approved registration at the time of bid
- Even with approved registration, Forms B must still be completed and submitted with each bid or proposal
- Registration interfaces to BidBuy registration - one way

www.ipg.vendorreg.com



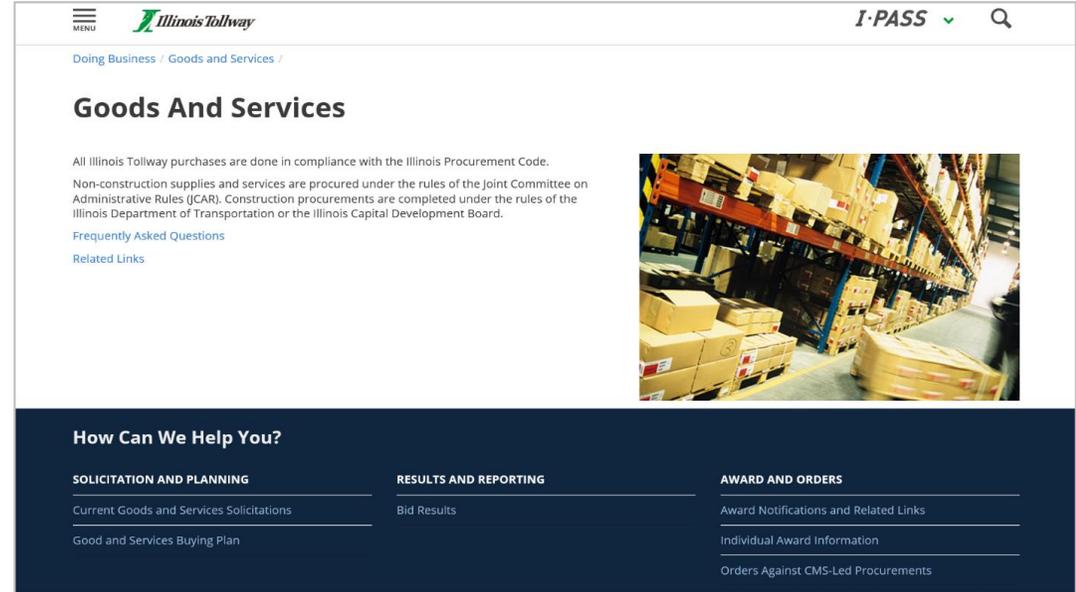
PROCUREMENT OPPORTUNITIES ON TOLLWAY'S WEBSITE

Doing Business section of
illinoistollway.com

Frequently Asked Questions

Current Goods and Services Solicitations

Goods and Services Buying Plan



The screenshot shows the 'Goods And Services' page on the Illinois Tollway website. At the top, there is a navigation bar with the Illinois Tollway logo, a menu icon, and the 'I-PASS' logo. Below the navigation bar, the page title 'Goods And Services' is displayed. The main content area includes a paragraph explaining that all purchases are done in compliance with the Illinois Procurement Code and that non-construction supplies and services are procured under the rules of the Joint Committee on Administrative Rules (JCAR). There are also links for 'Frequently Asked Questions' and 'Related Links'. To the right of the text is a photograph of a warehouse with high shelves filled with yellow boxes and pallets. At the bottom of the page, there is a dark blue footer with the heading 'How Can We Help You?' and three columns of links: 'SOLICITATION AND PLANNING' (Current Goods and Services Solicitations, Good and Services Buying Plan), 'RESULTS AND REPORTING' (Bid Results), and 'AWARD AND ORDERS' (Award Notifications and Related Links, Individual Award Information, Orders Against CMS-Led Procurements).

AVOID COMMON MISTAKES

- Read solicitations in detail, utilize vendor checklist document available in the solicitation
- Complete required disclosures forms (either Forms A or Forms B must be submitted)
- If solicitation contains a BEP and/or a Veteran's 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
- Provide detailed RFP responses
- Remember – bid opportunities are price competitive!



PROCUREMENT – CONTRACT SERVICES

Construction and Professional Services

700+ open contracts valued over \$7.3 billion

Construction – Invitation for Bids (IFB)

Professional Services Bulletin - (PSB)

- Includes, but is not limited to, the following:
 - Consulting Services
 - Design Contracts
 - Construction Management
 - Geotechnical Services



BID LETTING SCHEDULE

The Tollway Bid Letting schedule lists all Tollway Construction IFBs above the small purchase threshold and includes the following:

- Type of Work
- Project Description
- Advertise Date
- Bid Opening Date
- Estimated Board Date
- Estimated Contract Completion Date



CHICAGO AREA MAJOR TRANSPORTATION AGENCIES

CONSTRUCTION CONTRACT BID LETTING SCHEDULE (sorted by Advertise Date)

Information in this document is subject to change.

ROUTE	TYPE OF WORK	PROJECT DESCRIPTION	PROJECT NUMBER	ADVERTISE DATE	BID OPENING DATE	ESTIMATED BOARD APPROVAL	ESTIMATED CONTRACT COMPLETION DATE	COST REVENUE (See Map)
78A	Signals	Interchange Signal Replacement on I-55/US 41 at I-55	4471	26-Jul-19	25-Aug-19	15-Aug-19	1-Aug-19	U
80	Signals	Interchange Signal Replacement on I-55/US 41 at I-55	4471	27-Jul-19	25-Aug-19	15-Aug-19	12-Sep-19	U
SW	Paint and Marking	SNV Pavement Marking	8215	2-Jul-19	25-Jul-19	15-Aug-19	12-Sep-19	U
DOT		DOT Oil Leaking			28-Sep-19			
1	Mobile	444 Interchange Construction on I-55/US 41	4310	16-Aug-19	24-Sep-19	7-Oct-19	21-Sep-19	U
29	Water Treatment	Roadway and Bridge Rehabilitation on I-55/US 41	4442	11-Sep-19	15-Oct-19	21-Nov-19	3-Jan-20	C
SW	Tree Planting	SNV Landscape Planting, 3rd I-55/US 41 Interchange	4172	19-Sep-19	19-Oct-19	21-Nov-19	22-Dec-19	USA
29	Paintwork	Paint on Concrete	TD0221551	24-Sep-19	22-Oct-19	21-Nov-19	18-Jan-20	U
98	Accessories	SNV SNV Cable Protection System	1103, 5, 6, 10	14-Sep-19	24-Oct-19	21-Nov-19	21-Nov-19	U
SW	Tree Planting	SNV Landscape Planting, 3rd I-55/US 41 Interchange	4473	25-Sep-19	24-Oct-19	21-Nov-19	23-Dec-19	USA
80	Retain Wall	Roadway and Bridge Rehabilitation on I-55/US 41	4174	21-Sep-19	21-Oct-19	21-Nov-19	9-Jan-20	C
98	Inspection	Light Pole Replacement on I-55/US 41	TD0221551	28-Sep-19	28-Oct-19	21-Nov-19	3-Jan-20	USA
29	Water Treatment	Roadway and Bridge Rehabilitation on I-55/US 41	4444	16-Sep-19	19-Oct-19	21-Nov-19	17-Jan-20	U



NON-CUREABLE FOR CONSTRUCTION

Disclosures not submitted (Forms A & Forms B)

DBE 2026

VOSB 2026

Bid Bond (Construction Only)

Blank pay item (Construction Only)

Small Business Set Aside

Not IDOT or CDB prequalified (Construction Only)

Late Submittal



QUALIFICATIONS-BASED SELECTION PROCESS

Professional Services Bulletin (PSB)

- PSB lists opportunities available
- Interested firms electronically submit a Statement of Interest detailing:
 - Demonstrated ability of personnel
 - Past experience, record and performance data
 - References, workload and ability to meet time constraints
 - Geotechnical Services

PROFESSIONAL SERVICES BULLETIN 19-2

STATEMENTS OF INTEREST (SOIs) are due by 4:30:00 p.m. (Central Time)
Due Date: September 9, 2019
Successful Firm(s) will be notified.
Overall results will be posted on the Illinois Chief Procurement Officer's eProcurement System at: <https://www.bidbuy.illinois.gov>

Professional Services Bulletin

No. 19-2 August 23, 2019

ISTHA web site: www.illinoistollway.com



Illinois Tollway
2700 Ogden Avenue, Downers Grove, IL 60515

PSB 19-2 August 23, 2019



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

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



BID OPPORTUNITIES AND RESOURCES

Illinoistollway.com/doing-business/construction-engineering

Construction And Engineering Overview

This section serves as a central repository for Tollway engineering standards and publications.

Documents found on this site will principally be used by Tollway project managers to guide design section engineers and construction managers during design development and contract implementation. The most current and up-to-date documents adopted by the Tollway will be posted.

View construction pay estimates and professional services invoices for work completed on Illinois Tollway contracts.



[Construction Contract Tracker](#)

[Earned Credit Program](#)

[Job Order Contracting](#)

[Online Plan Room](#)

[Training Programs](#)



How Can We Help You?

CONSULTANT RESOURCES

[Bulletins](#)

[Contract Forms](#)

[Invoicing Forms](#)

[Manuals](#)

[Partnering for Growth Agreements on Awarded Contracts](#)

[Professional Services Bulletin](#)

[Professional Services Questions](#)

CONTRACTOR RESOURCES

[Approved Materials and CCDD Facilities Lists](#)

[Bidding and Letting](#)

[Construction Bid Calendar](#)

[Construction Bid Specifications](#)

[Contractor Forms](#)

[Manuals](#)

[Online Plan Room](#)

JOINT RESOURCES

[A Forms and AC Forms](#)

[Active Construction and Professional Services Contracts](#)

[Awards and Change Orders](#)

[Capital Program Budget](#)

[Financial and Consultant Reports](#)

[Permit and Utility Information](#)

[Processes and Guidelines](#)



PROCUREMENT – CONTRACT COMPLIANCE

The Tollway's Contract Compliance Team is responsible for monitoring all compliance requirements applicable to the following programs:

- Disadvantaged Business Enterprise (DBE)
- Business Enterprise Program (BEP)
- Veteran Business Enterprise (VBE)
- Equal Employment Opportunity (EEO) Program
- State of Illinois Prevailing Wage requirements



PRE-AWARD

Diversity Goal Setting

- BEP: Goods & Services (CMS)
- DBE: Construction & Professional Services
- VOSB: Both

Pre-Bid Meetings

Pre-Award Meetings

Pre-construction Meetings

Responsiveness Check/U-Plan Review – (SP and IFB)

Evaluations/Scoring/Ranking – (PSB, RFP)



AFTER CONTRACT EXECUTION

Compliance Monitoring Systems

- B2Gnow – DBE, BEP & VBE payment monitoring
- LCPtracker – Payroll/EEO monitoring
- Catapult – Transfers payment data into B2Gnow

Pay estimate/invoice review

Site Visits – to construction project sites

Vendor training on compliance systems & requirements

Change Order/Extra Work Order/Supplemental review

Review waivers of lien/sworn statements – as part of pay estimate submittals



UTILIZATION PLAN FORMS

These forms are to be completed and submitted for DBE, BEP, & VBE programs:

- Form 2026: DBE Utilization Plan
- Form 2025: Letter of Intent for DBE Subcontractors, Suppliers, Consultants
- Certification Letter
- Form 2023: Good Faith Efforts Documentation

COMING SOON...

LCPtracker Labor Compliance Monitoring System - for construction contracts (Prevailing Wage & EEO)

Waivers of Lien/Sworn Statements – for pay estimates/invoices

Transitioning the monitoring of Tollway BEP contracts from CMS to the Tollway's B2GNow System – Goods & Services





QUESTIONS?



THANK YOU