

# **Ogle County Highway Department**

## **Authorization to Bid Form**

Addenda will be published to our [Bid Letting page](#) in the same manner as the plans and specifications. It is the sole responsibility of the plan holders to periodically check the website for plan addenda. Please pay special note to Bid Due date in the proposal as this will be different from the Bid Opening date. Also, the bid submittal address will typically be different from the bid opening address.

ALL SUPPLIERS PLANNING TO PLACE A BID MUST FILL OUT THIS FORM TO BE AUTHORIZED TO BID.

- This form must be completed, signed and either faxed to 815-732-9094 or emailed to [highway@oglecounty.org](mailto:highway@oglecounty.org).
- Failure to submit this completed form will result in the bid not being accepted.
- Suppliers may verify we have received their Authorization to Bid form by checking the ["For Bid" Plan Holder List](#).
- If an email address is provided a Notice of Addenda will be sent when updates are available.
- The "For Bid" plan holder list will be updated Tuesdays and Fridays prior to the letting.
- Bid results are typically posted by Noon on the day of the letting.
- The bid results are preliminary until approved by the County Board.

Authorization to Bid Form	
Company Name:	
Address:	
Phone:	
Fax:	
Email:	
Bid Letting Date:	

Projects Intending to Bid:

<u>Section No.</u>	<u>Description</u>

Completed by: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Internal Use Only:     Authorized;     Website;     Email