

# MOULTRIE COUNTY HIGHWAY DEPARTMENT BID LETTING INSTRUCTIONS

## REQUIREMENTS

- ALL BIDDERS MUST FILL OUT THE AUTHORIZATION FORM TO BE AUTHORIZED TO BID.
- The AUTHORIZATION FORM must be emailed to [cathy.gerould@co.moultrie.il.us](mailto:cathy.gerould@co.moultrie.il.us).
- A current copy of your IDOT CERTIFICATE OF ELIGIBILITY is also required unless you are a material supplier.

**Failure to submit** the completed Authorization to Bid Form a **minimum of seven calendar days prior to the bid opening** will result in the bid not being accepted.

Contractors may verify we have received their AUTHORIZATION FORM BY CHECKING THE Plan Holders List.

If an email address is provided, a Notice of Addenda will be sent when updates become available.