

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 angie.westjohn@moultriecountyil.gov.
- 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 prior to the bid opening will result in the bid not being accepted. **Unless your company was pre-authorized and received plan packet by mail.**

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.