Accessing DOT Projects on the Lake County Purchasing Portal

Beginning with the March 17, 2020 letting, the Lake County Division of Transportation will be using a new web page to support the bidding process. The location of the project documents and method of access will change, but the basic steps involved with bidding will remain the same.

1. The Lake County DOT Projects can be accessed directly on the Lake County Purchasing Portal at https://www.lakecountypurchasingportal.com/

2. To view project documents, Contractors, Consultants and Vendors will be required to register with Lake County. The full registration process will only need to be completed once. Contractors, Consultants and Vendors may pre-register using the link on the main Purchasing Web page “Get Registered & Vendor Login”.
Contractors, Consultants and Vendors may also use link at the top of the Purchasing Portal for “Vendor Registration & Login”.

Alternatively, Contractors, Consultants and Vendors may complete the registration process when selecting their first project to view. The registration consists of three parts.

Part 1 includes of the company and contact information.

**Vendor Registration**

**Applicant Information**

All fields are required unless stated otherwise.

- **Company Name:**
- **Address 1:**
- **Address 2 (optional):**
- **Country:** United States
- **City:**
- **State:**
- **Zip Code:**
- **Contact Name:**
- **Contact Title:**
- **Company Phone:**

**Lake County Office/Location?**

- [ ] Yes
- [x] No

**Status of Ownership:**

- [ ] Minority Business
- [ ] Female Owned Business
- [ ] Veteran Owned Business
- [ ] None

Part two identifies the services and/or commodities the Contractor, Consultant or Vendor provide. Please click on each of the Industry lists and check the applicable boxes for your company.
For DOT projects:

- **Contractors:** Check the types of work they are pre-qualified for on the IDOT Prequalification Categories list.
- **Consultants:** Choose the appropriate category(s) from the DOT Professional Services list.
- **Vendors:** Select the appropriate materials from the Materials Lettings list.

**Commodity and Service List**

Please identify the services and/or commodities that you or your company provide.

- Construction/Building Services/Facilities Mgt.
- DOT Professional Services
- Goods/Equipment/Services
- Health Department
- IDOT Prequalification Categories
- Materials Lettings
- Professional Services
- Stormwater Management Commission

Please provide a brief description of the services your company provides:

Part three contains the account username/email address and password. Contractors, Consultants or Vendors will need the username and password to register for individual projects and view the project documents. *Please note the system only allows one account per username/e-mail address.*

Username/Email: 
Confirm Email: 
Password: 
Confirm Password: 

Contractors, Consultants and Vendors may elect to receive email notifications and can indicate their preferred e-mail format. Select “Submit” at the bottom of the page to complete the registration process.

Would you like to receive email notifications on current Procurement Opportunities and Procurement Updates?
- [ ] Yes
- [ ] No

*Email Format:
- [ ] HTML
- [ ] Plain Text

Contractors, Consultants and Vendors who have previously registered with Lake County Purchasing will not need to register again to view DOT projects. However, you should login and update the services and/or commodities you provide - specifically the IDOT Prequalification Categories list, the DOT Professional Services list and/or the Materials Lettings list.
Select “Update” at the bottom of the page to complete the update process.

3. To update their registration Contractors, Consultants and Vendors will use the previously mentioned “Get Registered & Vendor Login” link on the main Purchasing Web page or the “Vendor Registration & Login” link at the top of the Purchasing Portal page (see page 2).

With the launch of this web page LCDOT will use the registered vendors list to send out notifications for upcoming projects. Notifications will be generated based on the applicable IDOT Prequalification, DOT Professional Service and/or Materials Letting categories. LCDOT will no longer maintain a separate list of Contractors, Consultants and/or Vendors. Each Contractor, Consultant and/or Vendor will responsible for updating and maintaining their contact information.
4. When the Purchasing Portal is open, select the Lake County DOT PROJECTS tab at the top. This will access DOT projects only. Note that Contractors, Consultants and Vendors can also access professional services and/or bidding opportunities from the Lake County Purchasing Division by selecting the PURCHASING tab.

**Contracting Opportunities**

<table>
<thead>
<tr>
<th>Section Number</th>
<th>Department</th>
<th>Title</th>
<th>Advertised Date</th>
<th>Let Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>20-00000-00-TE</td>
<td>Division of Transportation</td>
<td>Access DOT Projects</td>
<td>01/15/20</td>
<td>01/23/20 6:00 AM</td>
</tr>
<tr>
<td>20-00000-01-ZZ</td>
<td>Division of Transportation</td>
<td>MZ DLR Project</td>
<td>01/09/20</td>
<td>01/23/20 10:00 AM</td>
</tr>
<tr>
<td>20-00000-00-XM</td>
<td>Division of Transportation</td>
<td>MZ Trial Project</td>
<td>01/16/20</td>
<td>01/26/20 10:00 AM</td>
</tr>
</tbody>
</table>

Rows: 1 - 3 of 3

5. Select the “Open” tab to view LCDOT projects currently out for bid or soliciting Statements of Interest (SOI) with Statements of Qualifications (SOQ).

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Rows: 1 - 3 of 3
The “In Development” tab lists upcoming LCDOT projects that will be advertised in next few months.

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<th>Department</th>
<th>Title</th>
<th>Target Advertised Date</th>
<th>Target Let Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>20-00000-14-GM</td>
<td>Division of Transportation</td>
<td>2020 Native Landscape Maintenance</td>
<td>01/23/20</td>
<td>02/11/20 10:00 AM</td>
</tr>
<tr>
<td>18-00005-07-SS</td>
<td>Division of Transportation</td>
<td>Wadsworth Road Storm Sewer</td>
<td>01/23/20</td>
<td>02/11/20 10:00 AM</td>
</tr>
</tbody>
</table>

Rows: 1 - 2 of 2

The “Under Review” tab lists projects that were recently let i.e. bids opened and are currently in the award and contract execution process. Following a letting Contractors and Vendors can access the Bid Tabulation with the link in the last column.

Contracting Opportunities

<table>
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<th>Status</th>
<th>Let Date</th>
<th>Bid Tabulations</th>
</tr>
</thead>
<tbody>
<tr>
<td>18-00102-25-DR</td>
<td>Division of Transportation</td>
<td>St Mary’s Rd at Metra Railroad</td>
<td>Under Review</td>
<td>08/06/19 10:00 AM</td>
<td>Bid Tabulation</td>
</tr>
</tbody>
</table>

Rows: 1 - 1 of 1
6. To view an individual project, select the Section Number link – e.g. to view the Access Dot Projects project select the section number 20-00000-00-TE link.

Contracting Opportunities

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<tbody>
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<td>Access DOT Projects</td>
<td>01/15/20</td>
<td>01/23/20 6:00 AM</td>
</tr>
<tr>
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<td>Division of Transportation</td>
<td>MZ DLR Project</td>
<td>01/09/20</td>
<td>01/23/20 10:00 AM</td>
</tr>
<tr>
<td>20-00000-00-XM</td>
<td>Division of Transportation</td>
<td>MZ Trial Project</td>
<td>01/16/20</td>
<td>01/28/20 10:00 AM</td>
</tr>
</tbody>
</table>

7. Contractors, Consultants and Vendors will need to register for each project they wish to view by entering their username/e-mail address and password. To register select the “Register for this bid” button at the bottom of the project information. Use the red Back button to return to the “Open” projects list.

Bid Details

Contract No. 20-00000-00-TE - Access DOT Projects

- Section Number: 20-00000-00-TE
- Title: Access DOT Projects
- Description: Steps to access LCDOT project on the Lake County Purchasing Portal
- DOT Contact: Richard D. McMorris, PE
- DOT Phone: 8473777457
- DOT Fax: 8479846585
- DOT Email: rcmcmorris@lakecountyil.gov
- Location: Lake County Division of Transportation : 600 W Winchester Road Libertyville, Illinois 60048 United States
- Advertised Date: 01/15/20
- Let Date/Time: 01/23/2020 6:00 AM CST

Register for this bid
8. Contractors, Consultants and Vendors who have not already registered will complete the registration process by selecting the green “register” link. Contractors, Consultants and Vendors who previously registered will enter their username/email address and password and select the Login button.

9. The “Info” tab shows basic project information. Links for the project documents e.g. Contract Specifications, Plan Sets and CBID are at the bottom of the page.

**Bid Details**

**Contract No. 20-00000-00-TE - Access DOT Projects**

- **Section Number:** 20-00000-00-TE
- **Title:** Access DOT Projects
- **Description:** Steps to access LQDOT project on the Lake County Purchasing Portal
- **DOT Contact:** Richard D. McMorris, PE
- **DOT Phone:** 847-777-7457
- **DOT Fax:** 847-984-5855
- **DOT Email:** rmcmorris@lakecountyil.gov
- **Location:** Lake County Division of Transportation | 600 W Winchester Road | Libertyville, Illinois 60048 | United States
- **Advertised Date:** 1/15/2020
- **Let Date/Time:** 01/23/2020 6:00 AM, CST

**Documents**

- **Contract Specifications**
  - Request Authorization
10. The “Events” tab will list any bid related events e.g. pre-bid meetings.

<table>
<thead>
<tr>
<th>Number: 20-00000-00-TE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title: Access DOT Projects</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Event Date</th>
<th>Bid Status</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/17/2020 10:00 AM</td>
<td>Open</td>
<td>Live Launch Review</td>
</tr>
</tbody>
</table>

11. The Download List includes anyone who has registered to view the project.

Bid Details
Contract No. 20-00000-00-TE - Access DOT Projects

<table>
<thead>
<tr>
<th>Company</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Country</th>
<th>Zip</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design</td>
<td>600 W Lachester Road</td>
<td>Libertyville</td>
<td>IL</td>
<td>United States</td>
<td>60048</td>
<td>Rich McMorris</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:rmcmorris@lakecountyil.gov">rmcmorris@lakecountyil.gov</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Tel: 8473774400</td>
</tr>
</tbody>
</table>

This completes the process for Consultants. They will continue to submit their SOI/SOQ to the LCDOTBIDINFO@lakecountyil.gov according to the instruction published with the project information.
12. To bid on an LCDOT **CONSTRUCTION PROJECT**, Contractors shall be required to provide a valid IDOT "Certificate of Eligibility" and obtain an approved LCDOT "Authorization to Bid". To bid on an LCDOT **MATERIALS LETTING** Vendors shall be required to obtain an approved LCDOT "Authorization to Bid". To request the Authorization to Bid select the “Request Authorization” link under the documents on the Info tab.

**Bid Details**

**Contract No. 20-00000-00-TE - Access DOT Projects**

Section Number: 20-00000-00-TE  
Title: Access DOT Projects  
Description: Steps to access LCDOT project on the Lake County Purchasing Portal  
DOT Contact: Richard D. McMorrin, PE  
DOT Phone: 847-777-7497  
DOT Fax: 847-964-5955  
DOT Email: rmc Morrin@lakecountyil.gov  
Location: Lake County Division of Transportation: 600 W Winchester Road  
Libertyville, Illinois 60048  
United States  
Advertised Date: 1/15/2020  
Let Date/Time: 01/23/2020 6:00 AM, CST  

[Request Authorization]
13. The Request for Authorization form will prepopulate with the registration information. Contractors and Vendors may change the Contact Name, Email and Phone information along with adding a Fax number. Contractors shall attach a copy of their valid IDOT Prequalification using the link above the company information. Material Suppliers will not need to provide the IDOT prequalification. Select “Submit” to send the request to LCDOT.

**Request For Authorization To Bid Form**

Companies that wish to bid on Lake County Division of Transportation (LCDOT) projects, as the prime contractor, must submit a Request for Authorization to Bid to LCDOT. LCDOT will send an Authorization to Bid letter to the company within 1 working day.

We wish to bid on the following project.

**Access DOT Projects**

Contractors and Vendors may use the Back button to return to the project listing. Please note that it will be necessary to individually request authorization to bid for each project.

14. LCDOT will provide an email response (approved / not approved) to the Request for Authorization submission. Responses are typically sent within a few hours but may take until the end of the next business day. Contractors and Vendors should call LCDOT at (847) 377-7400 if you have not received the authorization to bid email within the above time frame.
15. When there is an addendum required for a project, it will be posted with the other project documents on the project Info tab of the Project Details. LCDOT will continue to e-mail all Contractors and/or Vendors that have requested authorization to bid on the project a notice that an addendum has been posted to the project. Contractors and Vendors are ultimately responsible for monitoring the website for addenda issuance and correctly incorporating all addenda into their bids.

**Bid Details**

**Contract No. 20-00000-00-TE - Access DOT Projects**

<table>
<thead>
<tr>
<th>Info</th>
<th>Events</th>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>DOT Phone: 847-377-7452</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DOT Fax: 847-984-5655</td>
<td></td>
<td></td>
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<td>DOT Email: <a href="mailto:rmcmorris@lakecountyil.gov">rmcmorris@lakecountyil.gov</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Location: Lake County Division of Transportation</td>
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<td></td>
</tr>
<tr>
<td>Libertyville, Illinois 60048</td>
<td></td>
<td></td>
</tr>
<tr>
<td>United States</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advertised Date: 1/15/2020</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Let Date/Time: 01/29/2020 6:00 AM, CST</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Documents**

- **Addendum**

The 'Authorize Form' already submitted for this bid

16. Contractors and Vendors submitting project bids will continue to submit hardcopy bids to LCDOT at 600 W. Winchester Road, Libertyville, Illinois 60048.
17. After the bid letting, projects are moved to the Under Review section of the project listing. Companies and individuals registered with Lake County can access the Bid Tabulation with the link in the last column. Bid Tabulations are typically available within 24 hours after the letting.

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