

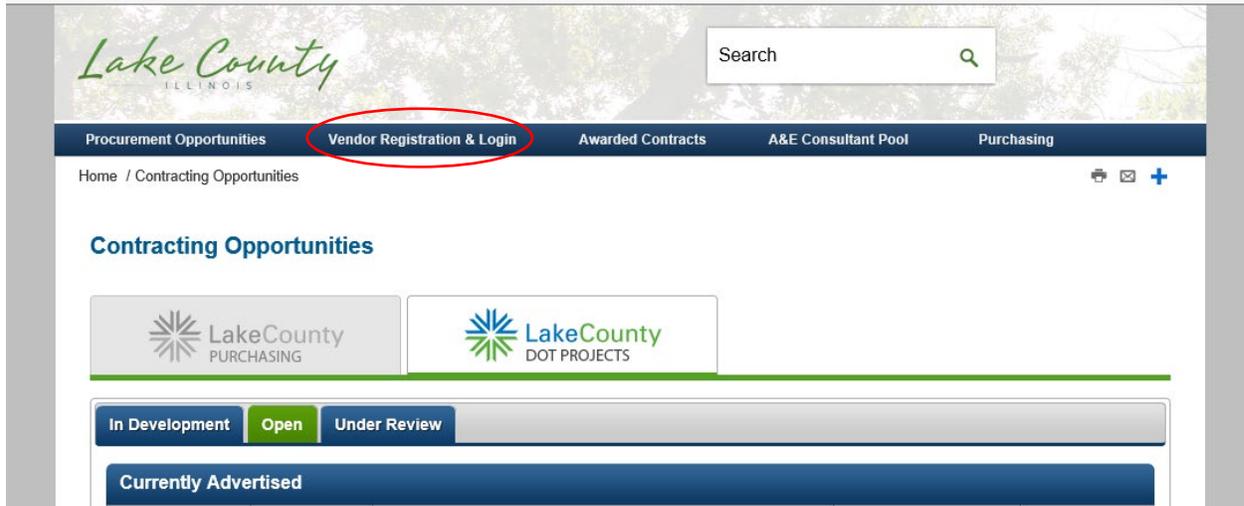
Accessing DOT Projects on the Lake County Purchasing Portal

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:	<input type="text"/>
Address 1:	<input type="text"/>
Address 2 (optional):	<input type="text"/>
Country:	<input type="text" value="United States"/> ▼
City:	<input type="text"/>
State:	<input type="text"/> ▼
Zip Code:	<input type="text"/>
Contact Name:	<input type="text"/>
Contact Title:	<input type="text"/>
Company Phone:	<input type="text"/>
Lake County Office/Location?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Status of Ownership:	<input type="checkbox"/> Minority Business <input type="checkbox"/> Female Owned Business <input type="checkbox"/> Veteran Owned Business
	<input type="checkbox"/> 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
- **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.

Industry:

- 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

Submit

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.

Commodity and Service List

Please identify the services and/or commodities that you or your company provide. If you are a distributor, manufacturer, retailer, or wholesaler, then please indicate.

Industry:

- 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:

Select "Update" at the bottom of the page to complete the update process.

Update

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.

- 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

The screenshot shows the top navigation bar with two logos: 'Lake County PURCHASING' and 'Lake County DOT PROJECTS'. The 'DOT PROJECTS' logo is circled in red. Below the logos is a tabbed interface with three tabs: 'In Development', 'Open', and 'Under Review'. The 'Open' tab is currently selected. Below the tabs is a table titled 'Currently Advertised' with the following data:

Section Number	Department	Title ▼	Advertised Date	Let Date
20-00000-00-TE	Division of Transportation	Access DOT Projects	01/15/20	01/23/20 6:00 AM
20-00000-01-ZZ	Division of Transportation	MZ DLR Project	01/09/20	01/23/20 10:00 AM
20-00000-00-XM	Division of Transportation	MZ Trial Project	01/16/20	01/28/20 10:00 AM

At the bottom of the table area, it says 'Rows: 1 - 3 of 3' and 'Page: 1 of 1'.

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

Contracting Opportunities

This screenshot is identical to the one above, showing the 'Open' tab selected. The 'Open' tab is now circled in red. The table content remains the same:

Section Number	Department	Title ▼	Advertised Date	Let Date
20-00000-00-TE	Division of Transportation	Access DOT Projects	01/15/20	01/23/20 6:00 AM
20-00000-01-ZZ	Division of Transportation	MZ DLR Project	01/09/20	01/23/20 10:00 AM
20-00000-00-XM	Division of Transportation	MZ Trial Project	01/16/20	01/28/20 10:00 AM

At the bottom of the table area, it says 'Rows: 1 - 3 of 3' and 'Page: 1 of 1'.

The "In Development" tab lists upcoming LCDOT projects that will be advertised in next few months.

Contracting Opportunities



LakeCounty
PURCHASING



LakeCounty
DOT PROJECTS

In Development
Open
Under Review

In Development

Section Number	Department	Title ▼	Target Advertised Date	Target Let Date
20-00000-14-GM	Division of Transportation	2020 Native Landscape Maintenance	01/23/20	02/11/20 10:00 AM
18-00055-07-SS	Division of Transportation	Wadsworth Road Storm Sewer	01/23/20	02/11/20 10:00 AM

Rows: 1 - 2 of 2
Page: 1 of 1

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



LakeCounty
PURCHASING



LakeCounty
DOT PROJECTS

In Development
Open
Under Review

Under Review

Section Number	Department	Title ▼	Status	Let Date	Bid Tabulations
18-00102-25-DR	Division of Transportation	St Mary's Rd at Metra Railroad	Under Review	08/06/19 10:00 AM	Bid Tabulation

Rows: 1 - 1 of 1
Page: 1 of 1

- 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



LakeCounty
PURCHASING



LakeCounty
DOT PROJECTS

In Development
Open
Under Review

Currently Advertised

Section Number	Department	Title ▾	Advertised Date	Let Date
20-00000-00-TE	Division of Transportation	Access DOT Projects	01/15/20	01/23/20 6:00 AM
20-00000-01-ZZ	Division of Transportation	MZ DLR Project	01/09/20	01/23/20 10:00 AM
20-00000-00-XM	Division of Transportation	MZ Trial Project	01/16/20	01/28/20 10:00 AM

Rows: 1 - 3 of 3
Page: 1 of 1

- 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

Info
Events
Download List

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: 8479845855

DOT Email: rmc Morris@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

Register for this bid

Back

- 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

Home / Vendor Registration & Login

Vendor Registration & Login

Please enter your e-mail and password or **register** if you are a first time user.

E-mail: >

Password: >

[Forgot your password?](#)

- 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

Info Events Download List

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: 8479845855
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](#) ←

10. The “Events” tab will list any bid related events e.g. pre-bid meetings.

Bid Details

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

Info	Events	Download List
Number: 20-00000-00-TE		
Title: Access DOT Projects		
Event Date	Bid Status	Details
01/17/2020 10:00 AM	Open	Live Launch Review

Back

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

Bid Details

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

Info	Events	Download List				
Number: 20-00000-00-TE						
Title: Access DOT Projects						
Company	Address	City	State	Country	Zip	Contact
Design	600 W Winchester Road	Libertyville	IL	United States	60048	Rich McMorris rmmorris@lakecountyil.gov Tel: 8473777400

Back

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.

Contractors & Vendors only

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

Info	Events	Download List
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: 8479845855		
DOT Email: rmcmorris@lakecountyll.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		

[Back](#)

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

[Attach a Document \(IDOT Prequalification\)](#)

Company Name: Design

Contact Name: ←

Address: 600 W Winchester Road
Libertyville IL, 60048

Email: ←

Phone: ←

Fax:

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

Info	Events	Download List
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: 8479845855		
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		
Addendum		
The 'Authorize Form' already submitted for this bid		

[Back](#)

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.

Contracting Opportunities



LakeCounty
PURCHASING



LakeCounty
DOT PROJECTS

In Development
Open
Under Review

Under Review

Section Number	Department	Title ▼	Status	Let Date	Bid Tabulations
18-00102-25-DR	Division of Transportation	St Mary's Rd at Metra Railroad	Under Review	08/06/19 10:00 AM	Bid Tabulation

Rows: 1 - 1 of 1
Page: 1 of 1