



# ILLINOIS TOLLWAY

## *Vendor Responsiveness Training*

Presented by: Meiyu Liu and Jennifer Soldat, Sr. Procurement Training Specialists

04/25/2022



# AGENDA

- **Introduction to BidBuy and the Illinois Procurement Gateway**
- **Goods and Services**
- **Contract Services**
  - **Construction**
  - **Professional Services**
- **Questions**



# BIDBUY

**BidBuy is the State of Illinois' e-Procurement System, utilized by the agencies under the Chief Procurement Officer of General Services.**

- The Tollway is required to utilize BidBuy for all procurements
- Currently, the Tollway is only accepting electronic bids/proposals through BidBuy. Paper bids/proposals and bids/proposals via fax or email are not accepted.
- Procurement opportunities and awards are listed for the Public to view on the BidBuy website (no login is required)
- Bidders must register in BidBuy to submit Bids to the Tollway

# BIDBUY REGISTRATION

## Registration

- If your company is registered in IPG, a BidBuy registration will have been started for you. You will need to simply complete the registration by creating a username and password
- However, if your company is registered in BidBuy, your company will also need to register in the IPG if you'd prefer to submit Forms B as opposed to Forms A
- Ensure to register under the NIGP codes that best match your company's interests
- Solicitations are advertised utilizing NIGP codes that correspond to the topic of the solicitation
- If your company is registered under that NIGP code in BidBuy, you will receive an automated email notification informing your company of the bid opportunity
- If your company is not registered under the NIGP code(s) a that a solicitation was solicited under, you may still view the opportunity on the BidBuy website, but must be registered to submit a response

# ILLINOIS PROCUREMENT GATEWAY (IPG)

- Centralized repository for standard submittal forms (also known as Forms B):
  - Financial Disclosure and Conflict of Interest Forms
  - Standard Certification Forms, i.e. vendor certifies that it is a legal entity, certifies it is not barred from having a contract, etc.
- Vendor **must** have an approved registration at the time of bid
- Even with approved registration, Forms B **must** still be completed and submitted with each bid or proposal
- Registration interfaces to BidBuy registration - one way
- The website can be found at: <https://ipg.vendorreg.com>
- Login is required for detailed information; however, without logging in, one can still see some items like small business registrations.

***Benefit: Forms B requires less time to complete versus completing the “long forms” Forms A with each procurement bid.***



# PROCUREMENT CODE AND RULES

All Tollway contracts are procured according to the Illinois Procurement Code, Joint Committee on Administrative Rules (JCAR) and CPO Notices.

## Illinois Procurement Code

30 ILCS 500:

<https://www.ilga.gov/legislation/ilcs/ilcs5.asp?ActID=532&ChapterID=7>

30 ILCS 535 (Qualification-Based Selection Act):

<https://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=538>

## Joint Committee on Administrative Rules (JCAR)

- Title 44, Part 1 Chief Procurement Officer for General Services Standard Procurement, (for non-construction supplies and services procurements).

<https://www.ilga.gov/commission/jcar/admincode/044/04400001sections.html>

- Title 44, Part 6 Chief Procurement Officer for the Department of Transportation – Contract Procurement, (for construction procurements).

<https://www.ilga.gov/commission/jcar/admincode/044/04400006sections.html>

- Title 44, Part 625 Selection of Architectural, Engineering and Land Surveying Services, (for Professional Services procurements).

<https://www.ilga.gov/commission/Jcar/admincode/044/04400625sections.html>

## CPO Notices

The Chief Procurement Officer releases updates and changes in conjunction with the Procurement Code and Rules through the use of CPO Notices. These notices may also update or change other policies and procedures. Notices can be found at:

<https://www2.illinois.gov/cpo/general/Pages/CPONotices.aspx>

# PROCUREMENT – GOODS AND SERVICES

## “Goods”

Commodities such as rock salt, roadway materials, vehicles, office supplies and software licenses

## “Services”

Procurements for temporary staffing services, IT consulting services and repair services



## Common Procurement Approaches

**Invitation for Bid (IFB)** – Awarded to lowest responsible and responsive bidder

**Request for Proposal (RFP)** – Awarded to vendor that provides the overall best value and includes technical criteria in addition to price

**RFP Professional and Artistic (RFP P&A)** – Qualified by education, experience and technical ability

**Small Purchase – Request for Quote (RFQ)** – Procurements less than small purchase threshold (\$105,600)

# REQUIRED DOCUMENTS FOR BID SUBMISSIONS GOODS AND SERVICES SOLICITATIONS

Bidders should refer to the specific solicitation documents for a complete listing of all documents required to be returned with their bid or proposal. Bidders must complete, sign, and upload all required documents with their Quote in BidBuy to be considered responsive. Below is a sample listing of typically-required documents:

- Signed Contract
- Pricing
- FORMS A or FORMS B
  - Bidder must have a valid IPG Registration Number to submit FORMS B
- BEP / VSB Utilization Plan (if applicable)
- Bid or Performance bond (if applicable)
- BOE Registration (\$50K and over)
- SOS Registration (Formal Solicitations)

## *AVOID DISQUALIFICATION*

- ❖ *Ensure to review solicitation documents completely and complete and return all required documents with the Bid/Offer submission in BidBuy*
- ❖ *Late Submittals are not accepted. Ensure to start your quote in BidBuy well in advance of the due date and time to allow time for troubleshooting*



# AVOID COMMON MISTAKES

- ✓ **Read solicitations** in detail and include all required forms
- ✓ **Complete required Financial Disclosures and Conflicts of Interest forms, Standard Certifications, and TIN Page** (either Forms A or Forms B must be submitted)
- ✓ **Resolve any delinquent debt prior to submitting a bid or offer.** Bidders or Offerors with delinquent debt of \$1,000 or greater, outstanding 90 days or more with no established payment plan will render the bidder or offeror non-responsive.
- ✓ **Electronic bids still require a signed offer** along with applicable forms to be uploaded
- ✓ If solicitation contains a BEP and/or a Veteran goal, **a U-Plan must be submitted**
- ✓ **Get BEP/Veteran certified** and stay current (must certify on an annual basis)
- ✓ **Submit on time**
- ✓ Remember – **bid opportunities are price competitive!**



# GOODS AND SERVICES RESOURCES

<https://www.illinoistollway.com/doing-business/goods-and-services>

**Here you will be able to access the following information:**

- Goods and Services Buying Plan
- As-Read Bid Results



# PROCUREMENT – CONTRACT SERVICES

## *Construction and Professional Services*

### **Construction – Invitation for Bids (IFB)**



### **Professional Services Bulletin (PSB)**

Includes the following:

- General Engineering Consultant, Traffic Engineering Consultant and Program Management Office
- Design contracts
- Construction management
- Other specialty services such as surveying, geotechnical engineering, environmental studies, etc.

# CONSTRUCTION CONTRACT SUBMITTAL OVERVIEW

- **Bid Bond**
- **P-Pages**
- **Compliance Packages**
- **Certificates**
- **Financial Disclosures**
- **Tollway Standard Terms and Conditions**
- **Plant and Equipment Questionnaire and Current Contractual Obligations**
- **Responsible Bidder Affidavit**
- **Preferences, Contacts and Affidavit**
- **Non-Collusion Affidavit**



# AVOID COMMON MISTAKES

- **Disclosures not submitted (Forms A & Forms B)**
- **DBE Utilization Plan (DBE 2026) and Veteran-Owned Small Business Utilization Plan (VOSB 2026)**
- **Resolve any delinquent debt prior to submitting a bid or offer.**
- **Small Business Set Aside Registration**
- **Bid Bond**
- **Blank pay item**
- **Not IDOT or CDB prequalified**
- **Late Submittals**



# REQUIRED DOCUMENTS – PROFESSIONAL SERVICES BULLETINS

**Statement of Interest:** Submit one per item proposed  
**Firm's Commitment and Signature form**

**Exhibit A:** Proposed Staff

**Exhibit B:** Location/Design Studies –  
Environmental Questionnaire, if applicable

**Exhibit C:** Current Obligations

**Exhibit D:** Availability of Key Project Personnel

**Exhibit E:** Partnering for Growth Program, if applicable

**Exhibit F:** VOSB/SDVOSB Utilization Plan and  
Letter of Intent

**Exhibit G:** Contract Participation (Current & Past  
DBE/VOSB/BEP Participation)

**Exhibit H:** DBE Utilization Plan and Letter of Intent

**DBEs and VOSB/SDVOSBs:** Current Proof of  
Certification

## **Certification Disclosure Forms**

- Forms A OR Forms B
- Illinois Tollway Standard Business Terms and Conditions

**SOITEAM Data:** Required in e-Builder

# AVOID COMMON MISTAKES

- ❖ *Disclosures not submitted (Forms A or Forms B)*
- ❖ *Statement of Interest not submitted*
- ❖ *Exhibit F: VOSB/SDVOB Utilization Plan and letter of intent*
- ❖ *Exhibit G: Contract Participation (Current & Past DBE/VOSB/BEP Participation)*
- ❖ *Exhibit H: DBE Utilization Plan and letter of intent*
- ❖ *Resolve any delinquent debt prior to submitting a bid or offer.*
- ❖ *Late Submittals*



# BID LETTING SCHEDULE

The Tollway Bid Letting schedule includes all Tollway Construction bids:  
<https://www.illinoistollway.com/doing-business/construction-engineering>

Bid letting schedule provides vendors with the following:

- Type of Work
- Project Description
- Advertise Date
- Bid Opening Date
- Estimated Board Date
- Estimated Contract Completion Date

**Illinois Tollway Projects**

- Truck Lane Tollway (D-246)
- State Address Memorial Tollway (D-247)
- Chicago Memorial Tollway (D-248)
- Northwest Memorial Tollway (D-249)
- Florida Tollway (FC)
- Systemwide (SW)
- Other Agency Major Projects
- IDOT

**CONSTRUCTION CONTRACT BID LETTING SCHEDULE**  
 (Sorted by Advertise Date)

**CHICAGO AREA MAJOR TRANSFORMATION AGENCIES**

**Information in this document is subject to change.**

ROUTE	TYPE OF WORK	PROJECT DESCRIPTION	PROJECT NUMBER	ADVERTISE DATE	BID OPENING DATE	ESTIMATED BOARD DATE	ESTIMATED DATE TO PROCEED	CONTRACT COMPLETION DATE	COST ESTIMATE (\$M)
104	Signage	Interchange (Interchange) Project 10/10/24	441	22-Jan-16	25-Jun-16	15-Aug-18	1-2-Sep-18	15-Nov-18	11
80	Signals	Advanced Signals and Treatment Project	4171	22-Jan-16	25-Jul-16	15-Aug-18	12-Sep-18	15-Nov-18	11
5040	Traveler Marking	SRP Pavement Marking	9212	2-Jul-16	25-Jul-16	15-Aug-18	12-Sep-18	31-Jul-22	U
1001		IDOT Bid Letting			28-Jun-16				
11	Monitoring	1447 Redundant Communications	4100	16-Aug-16	24-Sep-16	6-Oct-18	2-Jul-19	30-Nov-19	1
124	Water Treatment	Tollway and Bridge on Canal & Parallel	4110	11-Sep-16	15-Oct-16	11-Nov-18	8-Jan-20	16-Jun-23	C
5040	Tree Planting	SRP Landscaping Planting - SRP	4172	18-Sep-18	19-Oct-18	21-Nov-18	22-Dec-18	13-Nov-23	1954
286	Public Works	Place 21 Canopy Replacement	TD021581	24-Sep-19	22-Oct-19	21-Nov-19	18-Jan-20	16-Jul-22	1
38	Accessories	SRP ADA Compliant Phone System	4135/4140/4130	14-Sep-16	21-Oct-16	14-Nov-18	7-Jul-19	14-Jun-21	1
5040	Tree Planting	SRP Landscaping Planting - SRP	4173	18-Sep-18	24-Oct-18	21-Nov-18	25-Dec-18	13-Nov-23	1954
80	Traveler Marking	Roadway and Bridge Pavement Marking	4174	21-Sep-18	21-Oct-18	21-Nov-18	9-Jan-20	30-Dec-21	0
98	Interchange	Capitol Plaza Interchange	TD031414	28-Sep-19	28-Oct-19	21-Nov-19	3-Jun-20	30-Jul-22	1001
10401	Construction	SRP Roadway and Bridge Pavement Marking	4175	28-Sep-19	28-Oct-19	21-Nov-19	7-Jun-20	15-Jul-22	1







# QUESTIONS?

- **Tollway-Specific Questions?**
  - Contact the Solicitation Contact for each individual solicitation.
- **BidBuy System-Specific Questions?**
  - BidBuy Vendor Help Desk
  - [il.bidbuy@Illinois.gov](mailto:il.bidbuy@Illinois.gov)
  - 866-455-2897





THANK YOU