



Village of Hoffman Estates  
 Engineering Division  
 1900 Hassell Road  
 Hoffman Estates, IL 60169

**2024 Preventative Maintenance Project  
 Request for Authorization to Bid Status**

**SPECIAL NOTICE  
 ELECTRONIC PLANS AND PROPOSALS**

Firms wishing to bid **MUST** request Authorization to Bid.

The Village offers plans and proposals in electronic format **ONLY** for this project.

I plan to bid as a prime contractor and hereby request **Authorization to Bid**.

**TO EXPEDITE THIS REQUEST, FOLLOW INSTRUCTIONS BELOW.**

Email

Requested By

Requestor Phone No

Requestor Fax No

Company Name (\*)

Company Street Address (\*\*)

City

State

Zip Code

Post Office Box No.

For First Class Delivery

City

State

Zip Code

(\*) As completed on your IRS W-9 Form.

(\*\*) Complete street address and post office box information are required.

**Instructions:**

E-mail the completed request form to [roadconstruction@vohe.org](mailto:roadconstruction@vohe.org) prior to bid opening.

**Addenda/Revisions:** All bidders are responsible for reviewing the Village website for addenda/revisions prior to bid opening.

**Who Can Bid?:** Bids will be accepted from only those companies that request and receive **Authorization to Bid** from the Village.

**What Constitutes Authorization to Bid?:** Prospective prime bidders shall submit this form. Once the request has been processed by the Village, the bidder will receive the "Authorization to Bid" report indicating authorization has been granted or denied. If denied, the report will state the reason for denial.

**Who should be called if assistance is needed?** All questions should be directed to the Engineering Division by phone at 847-252-5800 or by email at [construction@vohe.org](mailto:construction@vohe.org)