

Instructions for BLR 12315 - Page 1 of 1

Note: Instructions should not be included when the form is submitted.

This form shall be used for a Local Public Agency (LPA) to record bids taken for a project. For more information see Chapter 12 of the Bureau of Local Roads and Street Manual (BLRS Manual).

Bidder Number Drop Down	Select the number of bidders for the project from the drop down. NOTE: This drop down will alter the size of the form. Click the 'Reset' button at the top of the form to restore the original form.
Local Public Agency (LPA)	Insert the name of the LPA.
County	Insert the name of the County in which the LPA is located.
Section Number	Insert the section number without dashes of the project for which bids are being taken.
Letting Date	Insert the date the letting was held.
Approved Engineer's Estimate	No entry necessary; this field is completed based on the items entered under the approved engineer's estimate.
Attended by (IDOT Representative)	Insert the name of the IDOT representative(s) that attended the letting.
Bidder	For each bidder enter the following information:
Bidder's Name	Insert the name of the bidder whose bid appears below.
Bidder's Address	Insert the street address for the bidder listed above.
City, State, Zip	Insert the city, state, and zip code of the address listed above.
Proposal Guarantee	Insert the proposal guarantee for this bidder. For a material letting, this will usually be a cashier's or certified check for not less than 5% of the amount of the bid or as shown in LRS #7 - Bidding Requirements and Conditions for Material Proposals. For construction projects, Local Agency Proposal Bid Bond (BLR 12230) will usually be acceptable.
Terms	Insert the terms, if applicable, for this bid.
Item No.	Insert the number from Schedule of Prices (BLR 12001) or Material Proposal Schedule of Prices (BLR 12240).
Item	Insert the name of the item corresponding with the item number from Schedule of Prices (BLR 12222) or Material Proposal of Prices (BLR 12240).
Delivery	Insert the delivery method for the item listed to the left, if applicable.
Unit	Insert the unit of measure for the item listed to the left.
Quantity	Insert the quantity of the item listed to the left.
Unit Price	Insert the engineer's estimated unit cost for the item listed to the left.
Total	This field is automatically calculated; no entry necessary. This is the unit price multiplied by the quantity.
For each bidder enter:	
Unit Price	Enter the bidder's unit price for the item listed to the left, from the submitted bidding documents.
Total	This is a calculated field; no entry necessary. It is the bidders submitted unit price multiplied by the bidder's unit cost.
As Read	Insert the total bid price from the bidder's documents. This will be what the bidder calculated, not what the LPA calculates.
As Calculated	No entry necessary; this will be the sum of the totals listed above for each item. This will be the calculated bid.
Add/Remove Pay Items	Use the +/- buttons to add/remove pay items.

Distribution

Submit one original to district office with the successful bidder's documents.