



**Illinois Department of Transportation**

**RULES FOR  
PREQUALIFICATION OF  
CONTRACTORS,  
AUTHORIZATION TO BID,  
AND  
SUBCONTRACTOR REGISTRATION**

**44IL. ADM.CODE SEC. 650**

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**TITLE 44: GOVERNMENT CONTRACTS, PROCUREMENT AND PROPERTY MANAGEMENT**

**SUBTITLE B: SUPPLEMENTAL PROCUREMENT RULES**

**CHAPTER IX: DEPARTMENT OF TRANSPORTATION**

**PART 650**

**PREQUALIFICATION OF CONTRACTORS, AUTHORIZATION TO BID,  
AND SUBCONTRACTOR REGISTRATION**

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**AUTHORITY:** Implementing Section 4-103 of the Illinois Highway Code [605 ILCS 5/4-103] and Section 2705-595 of the Civil Administrative Code of Illinois [20 ILCS 2705/2705-595] and authorized by Section 4-201.1 of the Illinois Highway Code [605 ILCS 5/4-201.1].

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## SUBPART A: PREQUALIFICATION

### Section 650.10 Purpose

- a) The purpose of this Part is to establish policies and procedures to allow the Illinois Department of Transportation (the Department), in cooperation with the Chief Procurement Officer for the Department, to fulfill its obligations to award all construction and maintenance contracts to the lowest responsive and responsible bidder by prequalifying contractors to determine their responsibility.
- b) A prequalification rating grants neither a license to do business nor a right to bid on or to be awarded a Department contract. It is a preliminary determination of the responsibility of a bidder, who is otherwise in compliance with 44 Ill. Adm. Code 6, to do the work of a construction or maintenance contract advertised by the Department. Contractors prequalified by this Part may also be used by units of local government on contracts approved for letting and award by the Department.

(Source: Amended at 40 Ill. Reg. 7170, effective April 25, 2016)

### Section 650.20 Definitions

**Affidavit of Availability** – A sworn affidavit indicating all work under contract, pending awards, all subcontracts and value of subcontracts.

**Affiliate** – A member of a group of two or more companies related to one another through common ownership, common management, common control or the power to exercise common control. Two corporations are affiliated when one owns less than a majority of the voting stock of the other, or when both are subsidiaries of a third corporation.

**Applicant** – Any prospective contractor who has applied for prequalification in compliance with the procedures delineated in this Part. "Applicant" may be used interchangeably with "Contractor" throughout this Part.

**Application for Prequalification** – A package of forms titled "Application for Prequalification, Statement of Experience, Equipment and Financial Condition" (Form BC-8) required to be submitted by an applicant in support of its request for a determination of responsibility and a prequalification rating.

**Authorization to Bid** – The permission given to a contractor to submit a bid on a given Department letting item and the permission to have that bid made public.

**Available Bidding Capacity** – The applicable available work ratings and the available financial rating.

**Available Financial Rating** – Financial rating as indicated on the Certificate of Eligibility less the total value of all uncompleted work to be done with the applicant's own forces and work subcontracted to others.

**Available Work Rating** – The work rating in a particular category as indicated on the Certificate of Eligibility less all similar uncompleted work to be done with the applicant's own forces (for a listing of available work categories, see Appendix A of this Part).

**Certificate of Appraiser** – The certification by an appraiser that the appraisal is performed with no direct or indirect interest, financial or otherwise, in the business of the applicant.

**Certificate of Eligibility** – A certificate issued to the applicant by the Department indicating the applicant's financial rating, work ratings and the effective period of prequalification.

**Code** – The Illinois Procurement Code [30 ILCS 500].

**Combining Financial Statement** – A comprehensive financial statement that presents the assets, liabilities, net worth, and operating figures of two or more affiliated companies. The statement presents each affiliate's financial data in separate, adjacent columns and a total column for the combined affiliate data.

**Consolidated Financial Statement** – A financial statement that presents the assets, liabilities, and operating accounts of a parent company and its subsidiaries.

**Contract** – The written agreement between the Department and the contractor setting forth the obligations of the parties thereunder, including, but not limited to, the performance of the work, the furnishing of labor and materials, and the basis of payment. The contract consists of the invitation for bids, the proposal, the letter of award, the contract form and contract bond, any specifications and supplemental specifications, any special provisions, any general and detailed plans, and all agreements that are required to complete the construction of the work, including contract time, all of which constitute one instrument.

**Contractor** – The individual, partnership, corporation or other business entity recognized by law contracting with the Department for performance of prescribed work. An applicant which has been issued a Certificate of Eligibility. "Contractor" may be used interchangeably with "Applicant" throughout this Part.

**Department** – The Illinois Department of Transportation.

**Department of Human Rights Identification Number** – A number assigned to an applicant who has prequalified with the Department of Human Rights.

**Director** – The Director of the Division of Highways or the Director's designee.

**Eligible** – Satisfying the appropriate conditions as set forth in the contract solicitation documents.

**Engineer of Construction** – The individual responsible for directing the development of the Department's highway construction policies that assure uniform practices, interpretation and applications in Illinois.

**Financial Rating** – The measured ability of an applicant to sustain adequate cash flow for the duration of an awarded contract based on the submitted application for prequalification.

**Financial Statement** – A presentation of financial data, including accompanying notes, derived from accounting records that are intended to show an applicant's economic resources and obligations at a point in time or the changes therein for a period of time in conformity with a comprehensive basis of accounting.

**Joint Venture** – Two or three contractors combining their available financial and work ratings for the purpose of bidding a construction project.

**Letter of Subordination** – A signed statement from a stockholder, officer, director, employee, parent, subsidiary or affiliate agreeing not to withdraw a specific amount of money loaned to the applicant during the period of prequalification.

**Net Worth** – Total assets minus total liabilities.

**Parent** – A corporation that owns or controls subsidiary companies through the ownership of voting stock. A parent corporation is usually an operating company in its own right. Where the parent has no business of its own, the term "holding company" may apply.

**Prequalification** – The rating process established by the Department required of all prospective bidders, unless waived, prior to being considered for Authorization to Bid, as well as being considered for contracts to be awarded by local agencies requiring approval of award by the Department. Once prequalified, an applicant is issued a Certificate of Eligibility.

**Prequalification Section** – The section within the Bureau of Construction of the Department responsible for determining responsibility, financial ratings, work ratings, and the issuance of bidding proposals.

**Request for Authorization to Bid or Not for Bid Status** – A form, BDE 124, provided by the Department to assist a contractor in making a formal request for Authorization to Bid on the requested items.

**Responsibility** – The capability in all respects to perform fully the requirements of an awarded contract, and the integrity and reliability that will assure good faith performance.

**Special Letting** – A letting that is not listed on the Department's annual letting schedule as posted on the Transportation Procurement Bulletin.

**Specialty Items** – Items that are designated in the contract documents that are considered to require specialized construction techniques that are not ordinarily available in contracting organizations qualified to bid.

**Standard Specifications** – A Department publication entitled Standard Specifications for Road and Bridge Construction that sets forth the contract provisions for road and bridge construction.

**Subsidiary** – A corporation having more than 50% of the voting stock owned by another corporation called the "parent".

**Transportation Procurement Bulletin** – The public document that is the official publication and invitation issued by the Department for bids on construction projects.

**Working Capital** – Current assets less applied discounts and current liabilities.

**Work Rating** – The dollar value of work of a particular category of construction that an applicant can perform with his/her organization and equipment in one construction season.

(Source: Amended at 40 Ill. Reg. 7170, effective April 25, 2016)

### **Section 650.30 Introduction to Prequalification**

- a) As required by Subpart B, each contractor shall be prequalified, or deemed eligible, prior to being granted Authorization to Bid on contracts advertised by the Department.
- b) Except as otherwise provided in Section 650.70, in order to become prequalified, an applicant shall submit an application for prequalification using forms furnished by the Department.
- c) Upon receipt of a completed application, the Prequalification Section evaluates the information, determines the responsibility of the applicant and calculates a prequalification rating for the applicant.
- d) The prequalification rating is a combination of two subratings: the financial rating and the work rating. The policies and procedures used by the Prequalification Section to determine these two subratings are delineated in this Subpart.
- e) After the Prequalification Section determines the applicant to be responsible and calculates the applicant's prequalification ratings, the applicant will be issued a Certificate of Eligibility. Once prequalified, a contractor may be considered for Authorization to Bid on contracts within the contractor's available bidding capacity in accordance with Subpart B.
- f) Pursuant to the Code, an applicant must also be prequalified or submit evidence of application with the Illinois Department of Human Rights (IDHR) prior to obtaining Authorization to Bid on contracts which are subject to the competitive bidding requirements of the Code. Information and forms concerning the rules of IDHR may be obtained from the following website: <http://www.illinois.gov/dhr/publiccontracts/Pages/default.aspx>.
- g) Pursuant to Section 13.05 of the Business Corporation Act of 1983 [805 ILCS 5/13.05], out-of-state contractors are required to secure a certificate from the Illinois Secretary of State authorizing them to do business in Illinois. All contractors are required to be *authorized to transact business or conduct affairs in Illinois prior to submission of a bid* [30 ILCS 500/20-43]. In addition, out-of-state prequalified contractors are required to staff and maintain an office located within the geographic boundaries of the State of Illinois. The in-state office will be the primary office at which all business with the Department will be conducted. The certificate must be obtained prior to the execution of a contract. Application forms can be obtained from the following website: [http://www.cyberdriveillinois.com/departments/business\\_services/home.html](http://www.cyberdriveillinois.com/departments/business_services/home.html).

(Source: Amended at 40 Ill. Reg. 7170, effective April 25, 2016)

## **Section 650.40 Application Requirements**

- a) The application for prequalification is available on the Department's website at <http://www.idot.illinois.gov/doing-business/procurements/construction-services/index> or by writing or calling:
- Illinois Department of Transportation  
Bureau of Construction, Prequalification Section  
2300 South Dirksen Parkway, Room 322  
Springfield, Illinois 62764 or call 217/782-3413
- b) An application for prequalification shall be complete and submitted on the form furnished by the Department and in accordance with this Part.
- c) An application for prequalification shall consist of the following information:
- 1) The applicant's name, address, telephone number and telefax number;
  - 2) The applicant's Federal Employer's Identification Number (F.E.I.N.) or social security number if the applicant does not have a F.E.I.N.;
  - 3) The applicant's Illinois Department of Human Rights Identification Number and registration expiration date;
  - 4) The applicant's completed Statement of Experience and Financial Condition;
  - 5) All other information required by this Part or requested by the Prequalification Section.
- d) Submission of a completed application before the cut-off dates is the sole responsibility of the applicant. Cut-off dates are established based on the date of the letting and whether the applicant is a first-time applicant or an applicant seeking to renew its prequalification ratings (see Section 650.50(a) and (b) for additional information). A schedule of cut-off dates is available at <http://www.idot.illinois.gov/doing-business/procurements/construction-services/construction-bulletins/transportation-bulletin/index>.

(Source: Amended at 40 Ill. Reg. 7170, effective April 25, 2016)

## **Section 650.50 Time for Submission**

- a) An applicant seeking to be prequalified with the Department for the first time must submit a complete application for prequalification no later than 4:30 p.m. prevailing time no later than 21 days prior to the scheduled date of the letting for which the applicant desires to bid. If the day of receipt falls on a weekend or a holiday, the following work day will determine the cut-off. The Department gives public notice of the letting dates and cut-off dates in the Transportation Bulletin. The Prequalification Section will make its determination prior to the relevant letting date.
- b) An applicant seeking to renew its prequalification ratings with the Department must submit a complete renewal application prior to the expiration of the applicant's existing prequalification ratings (see Section 650.100 for additional information).
- c) An applicant seeking to revise its current prequalification ratings with the Department must submit revisions no later than 4:30 p.m. prevailing time no later than 21 days prior to the scheduled date of the letting for which the applicant desires to bid. The Prequalification Section will make its ratings determination prior to the relevant letting date.
- d) If additional projects are advertised for a letting or special letting through the issuance of a supplemental bulletin, the day of receipt for application forms or additional information is seven days after the date of issuance of the supplemental bulletin to submit bids on those projects advertised in the supplemental bulletin.

(Source: Amended at 40 Ill. Reg. 7170, effective April 25, 2016)

## **Section 650.60 Public Disclosure of Contractor Information**

The Department will, to the extent permitted by law, maintain and treat all of the contractor's information as confidential and for use only by the Department or other governmental agencies entitled by law or by agreement to use such information.

## **Section 650.70 Waiver of Prequalification and Additional Responsibility Considerations**

Prequalification may be waived or additional responsibility or eligibility factors may be established for selected contracts advertised in the Transportation Procurement Bulletin. In such contracts, the manner of determining bidder responsibility will be stated in the advertised contract and Transportation Procurement Bulletin. Contracts in which such waiver may be made include, but are not limited to: contracts that require specialized skills not covered by available work categories, contracts for furnished manufactured products, small business set-asides, or contracts in which a waiver is necessary to achieve sufficient competition. However, contractors must still obtain an Illinois Department of Human Rights identification number and comply with the procedures of Subpart B.

(Source: Amended at 40 Ill. Reg. 7170, effective April 25, 2016)

## **Section 650.80 Issuance and Effect of Ratings**

- a) Once the Prequalification Section has completed its analysis of all information relevant to the determination of ratings and has established the ratings of the applicant, a Certificate of Eligibility will be issued to the applicant. A copy of the Certificate of Eligibility will be provided to requesting units of local government.
- b) Prequalification permits the prequalified contractor to make application for Authorization to Bid on contracts in accordance with the procedures of Subpart B. The Certificate of Eligibility may be used by units of local government as evidence of contractor eligibility to bid on contracts advertised and awarded by the units of local government with approval by the Department as required by law.
- c) The Certificate of Eligibility and the ratings therein confer neither a license nor a right to bid on or to be awarded a contract. Prequalification is an initial, preliminary determination of responsibility which must be finally determined at the time of award and execution of a contract advertised by the Department or at the time of approval in the case of contracts subject to Department approval by law.

(Source: Amended at 40 Ill. Reg. 7170, effective April 25, 2016)

## **Section 650.90 Effective Date of Ratings**

The effective date of a firm's prequalification shall be the date on which the ratings are determined and approved unless, for a new applicant, the application or additional information is received during the prequalification cut-off period (see Section 650.50(a)) in advance of a letting. For a renewal applicant, the effective date of prequalification shall be the date on which the ratings are determined and approved unless the application or additional information is received after the authorization to bid cut-off date (see Section 650.330(b)) in advance of a letting. In these instances, the effective date shall be the day following the letting or the date on which the ratings are determined and approved, whichever is later.

(Source: Amended at 40 Ill. Reg. 7170, effective April 25, 2016)

## **Section 650.100 Expiration Date of Ratings**

All prequalification ratings issued by the Department will expire sixteen months from the date of the financial statement (balance sheet). The expiration date of current ratings will be shown on the Certificate of Eligibility issued to the contractor. Four months prior to the expiration date of the Certificate of Eligibility, the Department will mail a renewal notice to the prequalified contractor stating that all required forms can be acquired at <http://www.idot.illinois.gov> if it intends to submit a renewal application in accordance with Section 650.50 of this Part.

(Source: Amended at 30 Ill. Reg. 16373, effective October 10, 2006)



## Section 650.110 Denial or Revocation of Ratings

- a) Prequalification ratings will be denied, or previously issued ratings will be revoked, in the event the Department finds the applicant or contractor to be non-responsible. Reasons or events for a finding of non-responsibility include but are not limited to the following. The Department shall be notified by the applicant or prequalified contractor of any information known to them which is relevant to any of the following reasons:
- 1) the applicant failed to provide complete information regarding each item and schedule set forth in the application for prequalification or otherwise requested by the Department;
  - 2) the applicant provided false information regarding the application;
  - 3) the applicant is suspended pursuant to Sections 20-75 and 50-65 of the Illinois Procurement Code [30 ILCS 500/20-75 and 50-65] by the Department or another State agency;
  - 4) the applicant is suspended or debarred by the United States through a federal agency;
  - 5) the applicant is suspended by the Department of Labor pursuant to Section 11a of the Prevailing Wage Act [820 ILCS 130/11a];
  - 6) the applicant is suspended or debarred because of bid rigging or bid rotating convictions pursuant to the provisions of Article 33E of the Criminal Code of 1961 [720 ILCS 5/Art. 33E];
  - 7) the applicant is suspended or debarred pursuant to the provisions of the Illinois Procurement Code [30 ILCS 500];
  - 8) the applicant is suspended or debarred pursuant to the operation of Section 6 of the Drug Free Workplace Act [30 ILCS 580/6];
  - 9) the applicant is an individual and debarred by operation of the Educational Loan Default Act [5 ILCS 385];
  - 10) the applicant is suspended or debarred by operation of Section 25 of the Procurement of Domestic Products Act [30 ILCS 517/25];
  - 11) the applicant is not eligible pursuant to, or has failed to comply with, the requirements of this Part;
  - 12) the applicant has filed for protection from creditors pursuant to the bankruptcy laws of the United States;
  - 13) the applicant's performance evaluation is at or below the levels provided in Section 650.240(e) and (f) of this Part;
  - 14) the applicant has failed to execute a contract after award, has been declared in default or has otherwise substantially breached its obligations on any contract or contracts awarded or approved for award by the Department; or
  - 15) the applicant has been convicted for the violation of any State or federal law having relevance to the integrity and reliability of the applicant.
- b) If an application is denied or prequalification is revoked by the Department, the applicant shall be sent a notice of denial or revocation in lieu of a Certificate of Eligibility setting forth the reason or reasons for denial or revocation.
- c) A denial or revocation will apply to the applicant or contractor named therein and to any parent, subsidiaries, affiliates or later created, established, formed or reorganized companies, firms or entities having substantially the same ownership, beneficiaries, management or control as the denied or revoked applicant or contractor. Application of the scope of a denial or revocation will be construed broadly by the Department for the express purpose of preventing the circumvention of the decisions of the Department by the means of creating new applicants for prequalification.

**Section 650.120 Extension of Ratings**

- a) A temporary extension of prequalification ratings due for expiration may be granted by the Department for good cause which may include, but is not limited to, the following examples:
  - 1) The contractor has changed the fiscal year end of the company.
  - 2) The contractor has changed the certified public accountant that will perform the audit after the audit has started.
  - 3) The contractor has been granted an extension for filing taxes by the Internal Revenue Service.
  - 4) The contractor's records have been destroyed by fire, wind, water, or such other similar event beyond the contractor's control.
  - 5) The contractor's certified public accountant requests an extension of time because of a heavy workload of tax returns.
  - 6) The contractor's certified public accountant is unable to complete the audit due to his/her illness.
  - 7) The certified public accountant is unable to complete the audit due to illness of the sole owner, stockholder, officer or director of the company being audited.
  - 8) The contractor has a minor organizational change involving ownership, officers or directors without financial impact. An extension will not be granted due to organizational changes involving an acquisition by the contractor.
  - 9) The contractor changes from individual to corporate status.
  - 10) The contractor changes from partnership to corporate status.
- b) A request for an extension must be received by the Department in writing no later than 4:30 p.m. prevailing time on the day of expiration of the prequalification ratings. If this day falls on a holiday or weekend, then the following work day will determine the cut-off. The exception for accepting receipt of an extension request is the 21 day prequalification period in advance of a letting established in Section 650.50 of this Part. Extensions will not be granted if the request for extension is received during the 21 day prequalification cut-off period in advance of a letting and the prequalification ratings expire prior to that letting.
- c) Extensions will be given in 30 day increments with the maximum extension being 90 days.
- d) Requests for a 30, 60 or 90 day extension shall include:
  - 1) A letter from the certified public accountant detailing the reason for the request.
  - 2) Submittal of an adjusted trial balance sheet as of the audit date. This shall be provided by the certified public accountant for 60 and 90 day extension requests only.
- e) Extensions of 60 or 90 days will not be granted if the adjusted trial balance sheet shows more than a 20 percent reduction in the contractor's financial rating.
- f) Extensions of 30, 60 or 90 days will not be granted if such extensions have been granted for two consecutive prior ratings before the current request.
- g) Extensions will not be granted to contractors who are prequalified in an unaudited status or contractors who are changing from an audited status to an unaudited status.

## Section 650.130 Revisions to Prequalification Ratings

- a) Revision to the financial rating that will either increase or reduce the rating may be necessary during the period it is in effect if there has been a change in status of the contractor due to reasons or events that materially impact the financial rating calculation or that affect the current responsibility of the contractor, including but not limited to those listed in this subsection (a). The Department may require a contractor to file a new financial statement at any time it considers such action to be warranted. The statement shall be filed within 30 days after such request. The prequalification of a contractor who fails to file the requested information will be revoked pursuant to Section 650.110 of this Part. The Department shall be notified by the contractor when it has knowledge of any of the following reasons or events:
- 1) The contractor experiences a change involving ownership.
  - 2) The contractor acquires or is acquired by another company.
  - 3) The contractor incurs equipment or plant expenditures through purchase, lease or rental which totals 5 percent or more of the calculated value of the financial rating for a period of one year after the date of the financial statement. Notification of equipment or a plant purchase should include the following:
    - A) Description (i.e., make, model, year, serial number and size or capacity);
    - B) Purchase date;
    - C) Purchase price;
    - D) Book or appraised value; and
    - E) Financial transaction (i.e., cash purchase or how financed).
  - 4) Reduction of any long term notes before their due date.
  - 5) The contractor incurs unanticipated stock repurchases within the period of one year after the date of the financial statement.
  - 6) Contingent liabilities which are paid within one year of the financial statement.
  - 7) Payment of the cash surrenders value of life insurance.
  - 8) The contractor incurs a judgment against it due to a lawsuit.
  - 9) The contractor defaults on a loan agreement which is encumbered or pledged by current or fixed assets of the firm.
  - 10) The contractor defaults on a contract not awarded or approved for award by the Department.
  - 11) The contractor has experienced an event which has a present or future financial impact or reduction in working capital during the prequalification period. Subsequent events which represent a present or possible future reduction in working capital during the prequalification period will be reviewed and the Department will issue new ratings if the reduction in working capital exceeds 30 percent. The Department may request verification from the CPA when applicable.
  - 12) The contractor has Department awarded or approved contract work in progress that has fallen behind the approved progress schedules applicable to the contracts involved due to performance delays caused by the contractor.
  - 13) The contractor has not commenced performance of Department awarded or approved contract work as required by the contract or contracts involved due to performance delays caused by the contractor.
- b) Revision to a work rating that will either increase or reduce the rating may be necessary during the period it is in effect for events or reasons that affect the current responsibility of the contractor to undertake and complete the work category, including but not limited to those listed in this subsection (b). The Department may require the contractor to

provide additional information or verification of information affecting a work rating at any time it considers such actions to be warranted. Failure to provide requested information will result in revocation pursuant to Section 650.110 of this Part. The Department shall be notified if any of the following occur:

- 1) A change in management or departure of key staff required to maintain the work rating.
  - 2) Sale, loss, destruction, damage, obsolescing or other action affecting the availability of equipment required to maintain the work rating.
  - 3) Cancellation of an equipment lease or rental required to maintain the work rating.
  - 4) The contractor's performance evaluation is at or below the levels provided in Section 650.240(e) and (f) of this Part.
  - 5) The contractor has Department awarded or approved contract work in progress that has fallen behind the approved progress schedules applicable to the contracts involved due to performance delays caused by the contractor.
  - 6) The contractor has not commenced performance of Department awarded or approved contract work as required by the contract or contracts involved due to performance delays caused by the contractor.
- c) No revision of a prequalification rating requested by a contractor will be effective for a particular letting unless a revised application for prequalification or other supplemental information pertaining to changes is received within the time specified by Section 650.50 of this Part.
- d) Revision of a prequalification rating initiated by the Department shall be effective when issued.
- e) A revision involving the name, phone number or address of a contractor will not affect prequalification ratings. However, the Department should be notified of these changes as soon as they occur.

(Source: Amended at 24 Ill. Reg. 18775, effective December 7, 2000)

#### **Section 650.140 Transfer of Prequalification Ratings**

Prequalification ratings shall not be assigned or transferred by the contractor.

(Source: Amended at 24 Ill. Reg. 18775, effective December 7, 2000)

#### **Section 650.150 Reconsideration and Appeal**

- a) If an applicant is denied ratings, a contractor has its ratings revoked, a contractor has its ratings revised, or an applicant is issued incorrect ratings on a Certificate of Eligibility, the applicant or contractor may request reconsideration by notifying the Prequalification Section by filing a written Request for Reconsideration within thirty days of the issue date on the face of the Certificate or of the date on the notification of denial or revocation.
- b) A Request for Reconsideration shall clearly state the basis of the request and be supported by information of the type required by this Part which would indicate that the ratings should be amended or that the action of the Prequalification Section should be modified or reversed.
- c) The Engineer of Construction will review the Request for Reconsideration and the applicant or contractor shall provide any additional requested information for purposes of the review. The review will be completed within 14 days after receipt unless the Engineer extends the time for review in order to provide for a full and complete review. Upon completion of the review, the Engineer of Construction shall notify the applicant of the results and provide the applicant or contractor with an amended Certificate of Eligibility or written confirmation of the previous determination or action including an explanation of the reasons for the confirmation.

- d) If the applicant or contractor remains unsatisfied with the results of the Engineer of Construction review, the applicant or contractor may file a written appeal to the Director within fourteen days of the date of the Engineer of Construction final action.
- e) The appeal shall state with specificity the basis of the appeal and the reasons why the decision of the Engineer of Construction is incorrect. No new issues may be raised. The appeal shall further state whether the applicant or contractor requests an opportunity to make a verbal presentation to the Director.
- f) The Director will review all information submitted with the appeal and will consider the verbal presentation of the applicant or contractor. The appeals will be completed within 14 days after receipt unless the Director extends the time in order to provide for a full and complete review. The Director will notify the applicant or contractor of his decision in writing and shall include an explanation of the reasons for the decision. The decision of the Director shall be final.

#### **Section 650.160 Financial Rating – General**

- a) The financial rating serves two functions:
  - 1) To measure the applicant's ability to sustain cash flow for the duration of an awarded contract and
  - 2) To indicate the maximum amount of uncompleted work that the applicant may have under contract at any one time.
- b) When computing an applicant's financial rating, the Department utilizes the financial statement submitted by the applicant as part of the application for prequalification.

(Source: Amended at 24 Ill. Reg. 18775, effective December 7, 2000)

#### **Section 650.170 Financial Statement**

An applicant may obtain a financial rating in either an audited or unaudited status. Audited financial information provides the Prequalification Section with reliable information, whereas unaudited financial information is subject to certain restrictions as provided for in subsection (c) of this Section.

- a) Audited Status
 

The Department will require all applicants seeking an audited status to adhere to the following:

  - 1) An applicant shall submit the Department's "Certificate of Accountant" with the completed financial statement. An Independent Auditor's Opinion Letter is acceptable in lieu of the Certificate of Accountant, if the applicant desires to submit only the balance sheet, auditor's notes, and an income statement.
  - 2) All data shall be secured from an audit conducted no more than 12 months prior to the time the financial statement is received by the Department.
  - 3) Financial statements which are only compiled or reviewed by a CPA are not accepted for prequalification in an audited status.
  - 4) The audit of the applicant's records shall be conducted in accordance with generally accepted accounting standards.
  - 5) The financial statement shall be prepared by a Certified Public Accountant (CPA) who has been licensed by the Illinois Department of Financial and Professional Regulation or an out-of-state CPA who has been issued a license by that state. A financial statement will be considered unaudited if prepared by a non-licensed CPA.
  - 6) No certified financial statement will be accepted that has been prepared by an accountant who has a direct or indirect interest, financial or otherwise, in the business of the applicant submitting the statement.

- 7) The applicant shall submit a report prepared by the CPA who conducted the audit if the Department's Certificate of Accountant is not submitted. The report shall contain the following information:
  - A) name, address, and telephone number of the accounting firm involved with the audit;
  - B) the license number, state of license, expiration date of license and signature of the CPA conducting the audit;
  - C) the date of audit;
  - D) the degree of responsibility assumed by the CPA; and
  - E) the accountant's opinion (see subsection (b) of this Section).

b) Opinion of Certified Public Accountant

An auditor's or CPA's opinion is a report that either contains an expression of opinion regarding the financial statements, taken as a whole, or an assertion to the effect that an overall opinion cannot be expressed. When the latter occurs, the CPA should state the reasons. There are several types of opinions a CPA can issue:

- 1) Unqualified opinion – an opinion which contains no exceptions and conveys the CPA's belief that the financial statement presents a fair and accurate statement of the applicant's financial position. An unqualified opinion is the most desirable because it allows the applicant to obtain audited status. Additionally, the unqualified opinion enables the Department to accept the applicant's financial statement with the confidence that the audit was conducted in accordance with generally accepted auditing standards; that the CPA acquired all the information necessary to render an informed opinion; and, that the same accounting principles were used as those used in the preceding year.
- 2) Qualified opinion – an opinion which contains an exception. An exception indicates that the CPA is not in agreement with a certain accounting principle. When a qualified opinion is in order, the CPA shall express the reasons for the qualification, the approximate amount involved, and the overall effect on the financial statement. Depending on the impact of these three factors, the Department may or may not accept the opinion for prequalification purposes. If the Department chooses not to accept the opinion, the applicant's financial statement will preclude prequalification in an audited status.
- 3) Adverse opinion – an opinion expressing the CPA's belief that the applicant's financial statement does not present a fair and accurate statement of the applicant's financial position. Pursuant to the rendering of an adverse opinion, the CPA shall disclose all substantive reasons for issuing such an opinion in his report. The Department shall view the applicant's financial statement as unaudited, thereby precluding prequalification in an audited status.
- 4) Disclaimer of opinion – a report used when a CPA believes an opinion cannot be expressed. Pursuant to the rendering of a disclaimer, the CPA shall present the reasons for refusing to express an opinion, such as client imposed restrictions. The Department shall view the applicant's financial statement as precluding prequalification in an audited status.

c) Unaudited Status

The Department will require all applicants seeking an unaudited status to adhere to the following:

- 1) The financial rating in the unaudited status is determined subject to the following limitations:
  - A) the applicant's financial rating shall be limited to no more than \$750,000 when a balance sheet is prepared and submitted by the applicant; or

- B) the applicant's financial rating shall be limited to no more than \$1,500,000 when a reviewed or compiled financial statement including an opinion letter, balance sheet, accountant's notes to financial statement, and income statement is prepared by an accountant and submitted by the applicant.
  - 2) The financial statement shall be prepared by either the applicant or an accountant. It is not necessary that the statement be prepared and certified by a licensed accountant. The financial statement:
    - A) must be prepared from data secured from the applicant's records;
    - B) must not be more than 12 months old at the time of receipt by the Department;
    - C) must be completed and in balance; and
    - D) the financial information release must be completed and submitted by the applicant's financial institution to verify account balances.
- d) Interest in Other Firms
  - 1) Any parent and all affiliates or subsidiaries of the applicant shall be identified.
  - 2) If an individual, a member of a partnership, or an officer or director of a corporation is interested financially in more than one company, the accountant shall submit a letter explaining such interest, the extent of the investment, and the individual's relationship with such companies. The Department may require these individuals to furnish financial statements from these companies as of the same date as the financial statement submitted by the applicant requesting prequalification.
  - 3) Each applicant shall disclose, in the application for prequalification, the name of each owner, shareholder, partner, member, beneficiary or any other person expected to have a direct pecuniary interest in a contract awarded by the Department who holds an elective office in the State of Illinois; who is appointed to or employed in any office or agency of State government; or who is the spouse or minor child of any such person. If the company is a corporation, the name of all the officers and directors and their respective positions shall be disclosed.

(Source: Amended at 36 Ill. Reg. 1775, effective January 19, 2012)

## **Section 650.180 Balance Sheet Schedules**

In order to provide for the determination of ratings in as objective a manner as possible, the Department has established specific evaluations and classifications for a number of financial rating items. The value attached to the affected financial rating items shall be calculated by decreasing its face value by the discount established in this Part for that item. Where a valuation or classification materially affects an applicant's financial rating, and insufficient information has been submitted, the Department may ask for clarification or substantiation of a classification made by the accountant in preparing the statement. If schedules in the format established in the "Contractor's Statement of Experience and Financial Condition" are not completed, the maximum discounts will be applied. The various financial rating items and their corresponding discounts are delineated as follows:

- a) Current Assets
  - 1) Schedule A – Cash
 

Cash includes currency, personal checks, bank drafts, money orders, cashier checks and money on deposit with banks. The Department classifies cash as a current asset and attaches no discount, provided:

    - A) Deposits made for a sole proprietorship are held in the name of either the proprietor solely or jointly with the proprietor's spouse.

- B) Deposits made for a partnership are held either in the name of any of the general partners, or in the name of the partnership.
- C) Deposits made for a corporation are held in the name of the corporation only.
- D) Deposits are free of debt or obligation. Certificates of deposits and other cash assets that are pledged will be discounted by the amount of debt or obligation.
- E) For a firm in an unaudited status, a financial release must be submitted by the firm's bank to verify balances as of the balance sheet date.

2) Schedule B – Notes Receivable

Notes receivable will be evaluated and classified as follows:

	Discount
A) Secured notes receivable due within one year	0%
B) Unsecured notes receivable	100%
C) Any note receivable, or portion thereof, which will not be due and payable or is not expected to be collected within one year from the statement date	100%
D) Notes receivable from stockholders, officers, directors, employees, parent, subsidiaries and affiliates	100%

3) Schedule C – Certified and Cashier's Checks on Deposit

Deposits which may be included are those which are expected to be refunded within the current period or upon request of the depositor. An example is a deposit for a proposal guarantee. Purchase deposits on real estate and equipment will be included in determining the value of those fixed assets. All other deposits will be discounted 100 percent.

Schedule D – Accounts Receivable – Contracts

Accounts receivable from federal and State agencies for all contracts, and from local agencies for transportation contracts are considered as current assets regardless of the contract completion date. If the applicant has completed work not covered by current pay estimates and an item for such work is shown, the accountant shall obtain evidence in writing from the parties for whom the work was performed to justify such an item. Accounts receivable shall be evaluated as follows:

	Discount
A) From federal and State agency contracts and local agency transportation contracts.	0%



- |    |   |      |
|----|---|------|
| B) | From contractors on federal and State agency contracts and local agency transportation contracts. (Note: The receivables in subsections (a)(4)(A) and (B) must be clearly denoted on Schedule D in order to escape discount.) | 0%   |
| C) | From other contracts or entities.   | 10%  |
| D) | Work completed but unbilled (other entities).   | 10%  |
| E) | Over one year old (other entities).   | 100% |

4) Schedule E – Other Accounts Receivable

- A) Any other account receivable, such as claims for tax refunds, will be carefully considered to determine whether it constitutes an authentic receivable and is collectible within one year.
- B) Other accounts receivable shall be evaluated as follows:

	Discount
i) Accounts receivable offset by accounts payable.	0%
ii) Income tax refunds.	0%
iii) Judgments and insurance claims receivable.	100%
iv) Accounts receivable over one year old.	100%
v) Accounts receivable from stockholders, officers, directors and employees.	100%
vi) Accounts receivable from parent, subsidiaries and affiliates. (See the exception to this discount in subsection (a)(5)(B)(vii) of this Section.)	100%
vii) Accounts receivable from prequalified parent subsidiaries and affiliates whose financial statement date corresponds to the prequalifying company and whose financial statement of the same date shows corresponding accounts payable.	0%

- C) Total discounts for accounts receivable will be offset by any allowance established for bad debt except in cases that involve 100% discounts.
- D) In determining whether the status of a receivable is current, reference will be made to the previous statements submitted by the applicant. The appearance of an item on two or more successive statements indicates that the receivable is not current and perhaps uncollectible. Therefore, the receivable will be considered noncurrent.

5) Schedule F – Stocks and Bonds

- A) In listing stocks, bonds, investments, etc., in Schedule F, the accountant shall show as separate items the applicant's investments in other contracting firms.

B) Stocks, bonds and other investments are evaluated and classified as follows:

		Discount
i)	Municipal, State and U.S. Bonds (cash surrender value)	0%
ii)	U.S. Treasury Bills (cash surrender value)	0%
iii)	Repurchase agreements	0%
iv)	Annuities and Individual Retirement Accounts	10%
v)	Stocks, bonds and investments, including commercial paper	25%
	(book value shown on balance sheet)	33⅓%
	(market value shown on balance sheet)	
vi)	Special Assessment vouchers – tax anticipation warrants	25%
vii)	Stocks of parent, subsidiaries, affiliates, etc., which are themselves prequalified	100%
viii)	Nonmarketable equities – defined as equities not readily available for public sale	100%
ix)	Stock in civic organizations or social clubs (i.e., country club, co-op stock, etc.)	100%
x)	Artwork and collections	100%
xi)	Investments in joint ventures	25%
xii)	Investments in non-prequalified affiliated companies	25%
xiii)	Deferred tax asset	33⅓%
xiv)	Personal effects (sole proprietor)	100%

6) Schedule G – Material in Stock

A) Inventories are evaluated and classified as follows:

		Discount
i)	Verified value of material in stock for current contracts except sod and growing nursery stock	0%
ii)	Verified value of other material in stock	10%

- iii) Verified book or appraised value of sod and growing nursery stock 50%

B) In completing Schedule G, the accountant shall exclude the value of any material for which a material allowance has been paid.

7) Schedule H – Cash Surrender Value of Life Insurance

Cash surrender value, not face value, of life insurance is considered a current asset provided the amount of any policy loan is considered as a current liability.

8) Schedule I – Prepaid Items

All prepaid items will be discounted 100%.

9) Schedule J – Relation of Billings and Costs

A) This schedule is established for the convenience of those contractors that report income for Federal tax purposes on the cash method (completed contract), but who prepare financial statements on the accrual method (percentage of completion).

B) Where the applicant classifies his billings in excess of costs as a fixed or other liability, the Department shall reclassify it as a current liability.

C) The discount applied to billings and costs by the Department is as follows:

	Discount
Costs in excess of billings (current assets)	10%

b) Fixed Assets

1) Schedule K – Real Estate

A) No consideration is given if title-held land and improvements are not verified by the certified public accountant for audited financial statements.

B) The allowance for real estate is the value of title-held land and improvements less long term encumbrances from commercial lending institutions times a factor of 50 percent.

C) The value may be based on an accredited real estate appraisal which is not more than 24 months old at the time of receipt by the Department. The appraiser's background, experience and references must be submitted. The information on the appraiser is not required if a tax assessment value is provided. The firm must request the use of the appraisal and note any deletions or additions (with corresponding values) since the appraisal date.

D) An applicant shall submit the Department's Certificate of Appraiser.

E) If an appraisal is not submitted or accepted, the allowance will be based on book value.

F) If the net appraised or book value is less than long term encumbrances, no reclassification of excess encumbrance will be made to current liabilities if current year's payments are provided for in current liabilities.

- G) No allowances are given for oil leases, leasehold improvements, mineral leases or land lease prepayments.

2) Equipment

- A) In the case of audited financial statements, the accountant shall verify the correctness of the equipment schedule. All equipment which is still serviceable, even though fully depreciated, shall be included and listed by classification such as graders, scrapers, front-end loaders, bulldozers, cranes, etc.
- B) The allowance for equipment is the value of owned construction equipment, including purchase deposits and capital leases, less long term encumbrances to commercial lending institutions times a factor of 70 percent. No value will be given for operating leases or rental equipment.
- C) The value may be based on an accredited equipment appraisal (physical inspection) that is not more than 24 months old at the time of receipt by the Department. The appraiser's background, experience and references shall be submitted. The firm must request the use of the appraisal and note any deletions or additions (with corresponding values) since the appraisal date.
- D) An applicant shall submit the Department's Certificate of Appraiser.
- E) An appraisal that includes only the fair market value will be discounted 20% before being included in the calculation of an applicant's financial rating.
- F) If an appraisal is not submitted or accepted, the allowance will be based on book value.
- G) The accountant may restate any accelerated depreciated value to straight-line depreciation for determining book value.
- H) If the net appraised or book value is less than long term encumbrances, no reclassification of excess encumbrance will be made to current liabilities if current year's payments are provided for in current liabilities.

c) Schedule L – Other Current or Fixed Assets

If an applicant lists other assets not described in this Part, they shall be described in sufficient detail to be considered. Allowances for this category include, but are not limited to, the following:

	Discount
1) Non-construction equipment (classify to equipment)	0%
2) Accrued interest and dividends with adequate detail	10%
3) Grain and livestock (classify to inventory)	25%
4) Interest and dividends from stockholders, officers, directors, employees, parent, subsidiaries and affiliates	100%
5) Organization expense/good will	100%
6) Investment credit	100%

(Source: Amended at 30 Ill. Reg. 16373, effective October 10, 2006)

## **Section 650.190 Other Factors Considered in Determining Financial Ratings**

### **a) Notes and Accounts**

- 1) Long term notes and accounts payable to stockholders, officers, directors, employees, parent, subsidiaries and affiliates will not be considered a liability if subordinated. A subordination is not permitted if it takes place more than one year from the date of the financial statement. Long term notes that are not subordinated will be considered as current liabilities. Subordinations that are not honored will not be considered on subsequent financial statements.
- 2) Long term notes (that are in the company's name) payable to banks or other financial institutions when secured by the personal assets of the owners, officers or directors will be considered as additional working capital if properly subordinated. If not subordinated, they will be considered as liabilities against current assets.
- 3) Notes payable due within one year from the financial statement date are considered current liabilities. Installments on notes due beyond one year are considered deferred liabilities.
- 4) When notes payable are secured by all assets of a firm, the amount of the loan is deducted from the value of fixed assets (against equipment first, then real estate) in determining the financial rating. No excess of encumbrance will be charged against working capital. When notes payable are unsecured, there will be no deductions from the value of fixed assets with the exception of Section 650.180(a)(1)(D).
- 5) The reduction of long term notes before their due date will cause a reduction in the computed financial rating. In the event of long term debt reduction, the contractor shall furnish in writing the details of the transaction. This information shall be verified by a certified public accountant for those contractors' who have an audited status.
- 6) Any long term unsecured notes payable shall be accompanied by a signed statement from the lending agency and the contractor indicating that a decrease in the unsecured borrowing shall be reported to the Department immediately. In addition, the contractor shall provide a copy of the loan agreement that shall disclose the date of the loan, the termination date, the terms of payment, a statement that the loan is free of conditions and whether it is interest or noninterest bearing. Any unsecured note payable not accompanied by such a statement and loan agreement shall be considered a current liability for prequalification rating purposes.

### **b) Income Taxes**

The Department shall utilize the maximum corporate tax rate as stipulated by the Internal Revenue Code to reclassify deferred taxes as a current liability. This situation occurs when an applicant reports its income to the Internal Revenue Service on the cash or completed contract method, but submits such to the Department on the accrual method, thus deferring 100 percent of any income taxes due on its receivables. When deferred taxes are represented as a long term asset, the asset will be given no credit.

### **c) Dividends**

Where dividends of the applicant, declared or proposed, have neither been paid nor included as a current liability in the submitted application for prequalification, the Department shall establish reserve distributions equal to the unpaid portion.

### **d) Treasury Stock**

If debentures have been issued, or, if long term obligations have been assumed by an applicant for repurchase of treasury stock, the Department will not consider the long term portion of these obligations as long as the applicant has provided for repayment of any current portion.

e) Related Companies

- 1) Applicants may be related to other concerns or companies by virtue of a parent, subsidiary or affiliate connection. Also, two or more concerns or companies may operate in a coordinated manner to maintain a single set of ratings. Applicants seeking a prequalification financial rating based upon the financial strength of the applicant and a related company or seeking a financial rating in conjunction with the financial strength of a group of related companies will be evaluated and issued ratings based upon an assessment of the financial statements submitted in accordance with this subsection (e) provided that the operational roles of the related companies in the business activity of the applicant are consistent with the work ratings applied for pursuant to this Part.
- 2) A consolidated financial statement from a parent corporation may be used to prequalify a subsidiary corporation or group of subsidiary corporations. A Guaranty Agreement must be submitted with the financial statement. If more than one subsidiary is identified by a holding company for bidding purposes, the Department will establish the bidding identity for each subsidiary.
- 3) The Department may request a consolidated financial statement from the parent corporation of a subsidiary requesting prequalification. The Department will deny credit for assets of a subsidiary that are unduly burdened or otherwise heavily encumbered, or are not available because of the financial condition of the parent corporation.
- 4) A combining financial statement may be used to prequalify an affiliated company or group of affiliated companies. Separate financial statements may be used to prequalify two or more related companies that provide the material production and construction capability necessary to support a work rating classification. An applicant seeking a financial rating for a group of affiliated companies based upon the combined affiliate data presented in a combining financial statement or separate financial statements shall present a full description of the businesses' operations and interdependencies. A Guaranty Agreement will be required. The Department will not credit assets between affiliates for purposes of individual affiliate financial ratings without a Guaranty Agreement and any necessary lease agreements in accordance with Section 650.260(b)(2) of this Part. In all instances, if more than one affiliate is identified for bidding purposes, the Department will establish the bidding identity for each affiliate.

f) Letters of Credit

Bank letters or letters of credit will not be considered in the computation of the financial rating.

(Source: Amended at 32 Ill. Reg. 7989, effective May 8, 2008)

**Section 650.200 Methods of Improving a Financial Rating**

- a) Personal assets of stockholders, officers, directors, members, partners, beneficiaries or employees may not be pledged to improve the financial rating of the contractor seeking prequalification.
- b) Assets of another company may not be pledged to improve the financial rating of the contractor seeking prequalification.
- c) Loans which are renegotiated and involve the time frame or the encumbrance of assets of the company may be reconsidered. Only loans which total in excess of \$100,000 will be considered. A copy of the new loan agreement is required.
- d) Subsequent efforts to increase capitalization or to otherwise increase a financial rating which take place more than one year from the date of the financial statement will not be permitted to improve the financial rating of a company. Only subsequent efforts that are made within one year from the date of the financial statement which the Department considers material will be used to increase financial ratings.

### Section 650.210 Computation of Financial Rating

The Department will use the financial data required by Sections 650.180, 650.190, and 650.200 of this Part to determine an applicant's financial rating by means of the formula set forth below. If the rating determined by the formula resulted in a negative value, the applicant will not be prequalified.

- |    |   |                     |      |
|----|---|---------------------|------|
| a) | Total Current Assets  | \$ _____            | (1)  |
| b) | Discounted Assets   | \$ _____            | (2)  |
| c) | Net Current Assets<br>(line 1 minus line 2)   | \$ _____            | (3)  |
| d) | Current Liabilities   | \$ _____            | (4)  |
| e) | Allowable Net Current Assets<br>(line 3 minus line 4)   | \$ _____            | (5)  |
| f) | Total Allowable Real Estate   | \$ _____            | (6)  |
| g) | Total Allowable Equipment   | \$ _____            | (7)  |
| h) | Total Allowable Net Current Assets,<br>Real Estate and Equipment<br>(line 5 plus line 6 plus line 7)  | \$ _____            | (8)  |
| i) | Multiplication Factor<br>(if line 8 is negative to \$200,000 use 10)<br>(if line 8 is between \$200,001 and \$300,000 use 11)<br>(if line 8 is over \$300,001 use 12) | <u>10, 11 or 12</u> | (9)  |
| j) | Maximum Financial Rating<br>(line 8 x line 9 and round table nearest thousand)  | \$ _____            | (10) |

### Section 650.220 Work Rating – General

The work rating measures the applicant's capability to perform work in specific categories. A complete list of categories currently available is contained in Section 650. Appendix A of this Part.

### Section 650.230 Determination of Work Ratings

- a) The work rating is expressed as the dollar value of work of a particular category that the applicant can perform with its own organization and facilities in one construction season. The Work Rating (WR) is determined using the following factors:
- 1) The Performance Factor (PF);
  - 2) The Experience Factor (EF);
  - 3) The Equipment Factor (EqF); and
  - 4) The Capacity to Perform (CP).
- b) The General Questions form, the Experience form, the Record of Past Experience form, the Resume form, the Schedule of Contractor's Equipment form and the Affidavit of Possession form are used to calculate work ratings. Contractor performance reports (BC-1777) are also utilized (see Section 650.240 of this Part for more information concerning the Contractor's Performance Reports).

## Section 650.240 Performance Factor (PF)

- a) The Performance Factor is a numerical value which is determined by the contractor's performance evaluation in a work category during the previous year. At the close of each construction season, the Department, other State agencies or authorities using contractors based on the prequalification decisions of the Department and officials of a unit of local government administering a contract approved for award by the Department will evaluate each contractor who performed work for them during the previous year either as a prime contractor or as a subcontractor. This information is submitted on the Contractor's Annual Performance Report (BC-1777), and will be held confidential from disclosure in accordance with Section 7(1)(a) of the Freedom of Information Act [5 ILCS 140/7(1)(a)]. The performance evaluations are based on:
- 1) The quality of work performed for each work category defined in Section 650.Appendix A of this Part.
  - 2) The overall execution of work as measured by evaluating six categories.
    - A) Organization and prosecution of the work;
    - B) Cooperation with public agency personnel responsible for contract administration and inspection;
    - C) Traffic control and site protection as provided by contract requirements;
    - D) Compliance with EEO and labor requirements;
    - E) Erosion Control; and
    - F) Contractor's ability to meet the Quality Control/Quality Assurance (QC/QA) plan as provided by contract requirements for materials production/construction quality control.
- b) The performance evaluation scale is a rating from 2.0 to 8.0 in accordance with the following definitions:
- |     |              |
|-----|--------------|
| 8.0 | Excellent    |
| 7.0 | Good         |
| 6.0 | Satisfactory |
| 4.0 | Marginal     |
| 2.0 | Poor         |
- c) The quality and evaluating categories under execution of work are defined and rated as follows.
- 1) Quality – the project's durability and appearance, the knowledge of supervisory personnel, and the compliance with contract requirements (i.e., plans, specifications, field inspection, etc.) are considered.
  - 2) Quality Scale
    - 8.0 The contractor exceeded project requirements in all areas considered.
    - 7.0 The contractor exceeded project requirements in a majority of areas considered.
    - 6.0 The contractor met project requirements in all areas considered.
    - 4.0 The contractor did not meet project requirements in one area considered.
    - 2.0 The contractor did not meet project requirements in two or more areas considered.
  - 3) Organization/Prosecution – The contractor's ability to diligently prosecute work by planning and scheduling labor, materials and the work of subcontractors on the project site are considered.
  - 4) Organization/Prosecution Scale



- 8.0 The contractor exceeded project requirements in all areas considered and completed the project well ahead of schedule.
  - 7.0 The contractor exceeded project requirements in a majority of areas considered and the project was completed slightly ahead of schedule.
  - 6.0 The contractor met project requirements in all areas considered and the scheduled completion date was met.
  - 4.0 The contractor did not meet project requirements in one area considered and occasionally did not work when conditions permitted. The scheduled completion date was met.
  - 2.0 The contractor did not meet project requirements in two or more areas considered and the scheduled completion date was not met.
- 5) Cooperation – the contractor's willingness to negotiate contract disputes, to respond to reasonable requests by the resident engineer and to respond to various Departmental correspondence are considered.
- 6) Cooperation
- 8.0 The contractor exceeded project requirements in all areas considered.
  - 7.0 The contractor exceeded project requirements in a majority of areas considered.
  - 6.0 The contractor met project requirements in all areas considered.
  - 4.0 The contractor did not meet project requirements in one area considered.
  - 2.0 The contractor did not meet project requirements in two or more areas considered
- 7) Traffic Control/Site Protection – The appearance of the traffic control devices, the response to repair deficient devices and the contractor's willingness to comply with the Traffic Control Plan (TCP) are considered. Traffic Control/Site Protection
- 8.0 The contractor exceeded project requirements in all areas considered.
  - 7.0 The contractor exceeded project requirements in a majority of areas considered.
  - 6.0 The contractor met project requirements in all areas considered.
  - 4.0 The contractor did not meet project requirements in one area considered.
  - 2.0 Either the contractor did not meet project requirements in two or more areas considered or the contractor committed an act or omission which seriously compromised the safety of the public
- 8) EEO/Labor Compliance – The contractor's compliance with the Equal Employment Opportunity program and compliance with labor laws are considered.
- 9) EEO/Labor Compliance
- 8.0 The contractor exceeded project requirements.
  - 7.0 The contractor met project requirements through extraordinary effort and initiative.
  - 6.0 The contractor met project requirements with minimum effort and initiative.
  - 4.0 The contractor met project requirements, but had to be motivated by Department personnel.
  - 2.0 The contractor did not meet project requirements.
- 10) Erosion Control – The contractor's compliance with the project's erosion control plan and all pertinent federal and State laws, permits and regulations.

- 11) Erosion Control
  - 8.0 The contractor exceeded project requirements.
  - 7.0 The contractor exceeded project in a majority of the areas considered.
  - 6.0 The contractor met project requirements in all areas.
  - 4.0 The contractor did not meet the project requirements in one area considered.
  - 2.0 The contractor did not meet the contract requirements in two or more areas.
- 12) QC/QA – the contractor's ability to meet QC/QA inspection, testing, and documentation requirements; take control of the product; take corrective action; and communicate production/construction issues to Department personnel are considered.
- 13) QC/QA Scale
  - 8.0 The contractor exceeded QC/QA requirements in all areas considered.
  - 7.0 The contractor exceeded QC/QA requirements in a majority of areas considered.
  - 6.0 The contractor met QC/QA requirements in all areas considered.
  - 4.0 The contractor did not meet QC/QA requirements in one area considered
  - 2.0 The contractor did not meet QC/QA requirements in two or more areas considered.
- d) The Performance Factor is calculated by first determining the Project Cost Ratio (PCR) for the relevant work category. The PCR is the ratio of the value of all contracts being evaluated to the value of all contracts performed. Secondly, a weighted performance evaluation value is established for each performance evaluation completed by determining the product of the PCR, the rating for quality given on the relevant performance evaluation and the averaged ratings for execution given on the relevant performance evaluation divided by 6. Finally, the summation of all weighted performance evaluation values is divided by 6 to arrive at the PF.
- e) A work rating will be subject to denial or revocation if the summation of all weighted performance evaluation values for a work rating category is less than 6.0 for two successive years. A work rating will be subject to denial or revocation if the summation of all weighted performance evaluation values for a work rating category is less than 4.0 for one year.
- f) The Department will evaluate performance on any individual contract or group of contracts for purposes of determining the current responsibility of a contractor when the Engineer of Construction has determined that performance on any contract or contracts may not be acceptable and that an immediate evaluation is necessary to assess the responsibility of a contractor in order to protect the interests of the State in sound procurement practices. If the evaluation ordered by the Engineer of Construction results in the quality of work or the average overall execution of work ratings being rated at less than 4.0, the work ratings evaluated will be revoked.
- g) If a contractor receives a Quality of Work Rating of 2 for any work category being evaluated on any one contract, the work rating will be revoked.
- h) The contractor shall be notified of the performance evaluation in writing within 14 days with a detailed explanation of any substandard items. If a performance evaluation results in a denied, reduced or revoked work rating, the contractor may proceed with the review procedures in accordance with Section 650.150 of this Part.

- i) If an applicant did not have a contract with the Department in the previous year, the last evaluation issued within a five year period will be used. If an applicant has not had an evaluation in the last five years or is applying for an initial rating in a category and lists no public agencies or private customers as references, a Performance Factor of "1" will be used until an actual evaluation is made.

(Source: Amended at 30 Ill. Reg. 16373, effective October 10, 2006)

#### **Section 650.250 Experience Factor (EF)**

- a) The Experience Factor is the cumulative dollar value of work performed in a given work category by the applicant's own forces. To be given credit for this experience, the work must have been performed either for the Department or other entity the Department considers to be a source of valid and verifiable information. The experience is the total experience of the applicant as a continuously operating entity. Credit will not be given for work performed as an owner or employee of another firm. Applicants will receive incremental credit for successfully completed work in a work category even though the contract is not completed.
- b) To accurately evaluate an applicant's experience, the following shall be provided for each project.
  - 1) The project owner's name, address (City and State) and phone number.
  - 2) The dollar value of work performed for each work category within the project.
  - 3) The year the work was performed.
- c) Applicants requesting a work rating for the first time should list experience for a minimum of three years (if available) to assist the Department in the evaluation of their capabilities. As prequalification is renewed, and subsequent records of past experience are filed, the Department will compute the cumulative dollar value of work performed for each work category.

#### **Section 650.260 Equipment Factor (EqF)**

- a) Work categories which require the applicant to have specific equipment and plant facilities are indicated in Appendix A. Determination of work ratings in these categories requires the calculation of an Equipment Factor which measures the physical productive capacity of the applicant's equipment and facilities. Equipment Factors are based on standards which produce an average dollar value of productivity as set forth in Appendix A. The Department may adjust the standards as necessary to reflect increases in construction costs. The word "equipment" used in this Section includes all machines, tools and plant facilities.
- b) In calculating Equipment Factors, the Department will consider:
  - 1) Equipment owned outright.
  - 2) Rented equipment. Confirmation of rented equipment available for use by the lessee shall be by submittal of a signed and notarized affidavit. No credit will be given for rented equipment not available to establish an equipment factor. Applicants shall submit a copy of the rental agreement, which must contain the following:
    - A) Time period.
    - B) Make, model, year, serial number and size or capacity of the equipment.
    - C) Monetary consideration.
    - D) Signature of the lessee and lessor.
- c) Credit for equipment will not be given until the applicant provides proof that all required federal, State or local permits or licenses to operate the equipment have been obtained.
- d) No credit will be given for any piece of equipment that is not serviceable, that is in

disrepair or that is inoperable. A disassembled piece of equipment, including new equipment, that is in all other respects serviceable, operable if assembled and available in accordance with subsection (f) may be credited provided that it will be assembled for the performance of contracts awarded during the period of prequalification. For example, a batch plant supporting a Portland Cement Concrete Paving work rating may be disassembled, stored and reassembled for use on contracts awarded during the period of prequalification.

- e) Equipment, including but not limited to front-end loaders, motor graders and cranes are versatile and can perform several types of work. If the contractor does not assign equipment to a specific category, the Department will assign the equipment on the basis of the contractor's work experience and requested ratings.
- f) The Department will give credit for equipment that is available for a work rating category. Conditions rendering equipment unavailable may include but are not limited to the following:
  - 1) Equipment owned but leased to another individual or business.
  - 2) Equipment that is devoted to a business enterprise of the applicant unrelated to or inconsistent with making the equipment available for the work category sought. Examples of this unavailability condition include but are not limited to the following. An applicant may have front-end loaders that are used in a quarry. This equipment would not be considered available for the work category of Earthwork. An applicant may sell the product of a concrete plant to the public by retail sales. This plant would not be available for the work category of Portland Cement Concrete Paving.
  - 3) Equipment that is not readily transported or relocated and that is not located within the State of Illinois or a bordering state or commonwealth at a location sufficiently proximate to the State of Illinois necessary to satisfy contract delivery requirements.
  - 4) Equipment that is readily transported or relocated but the applicant does not demonstrate, with intent and action, the transportation or relocation to the State of Illinois or a bordering state or commonwealth at a location sufficiently proximate to the State of Illinois necessary to satisfy contract delivery requirements.
  - 5) Equipment not available to the applicant or not capable of being used to perform contracts for any reason.g). The applicant shall make equipment available for inspection by the Department to verify possession, to determine serviceability, and to confirm availability for use in the work category.

(Source: Amended at 40 Ill. Reg. 7170, effective April 25, 2016)

#### **Section 650.270 Capacity to Perform (CP)**

- a) The Capacity to Perform represents the annual dollar value of work completed by an applicant that is related to the category of work for which a rating is requested. The work must have been performed for the Department or other entity the Department considers to be a source of valid and verifiable information. The performance of the applicant must be that as a continuous operating entity. Credit will not be given for work performed as an owner or employee of another firm.
- b) The Capacity to Perform is the average of the three highest volume years in the last ten years. If a new applicant does not have three years of experience or if there is an increase in the volume of work performed, the Department will use a value that does not exceed the highest volume year as the capacity to perform.

(Source: Amended at 30 Ill. Reg. 16373, effective October 10, 2006)

#### **Section 650.280 Calculation of Work Ratings**

- a) Applicants assigned work ratings in the categories of Earthwork, Portland Cement

Concrete Paving, Bituminous Plant Mix, Bituminous Aggregate Mixtures, Aggregate Bases & Surfaces (type A or B) and Cover & Seal Coats are required to possess specific equipment or plant facilities which are assigned Equipment Factors. Work ratings in these categories are calculated by the primary formula.

$$WR = PF \times \left( \frac{EF}{2} + \frac{EqF}{2} \right)$$

- b) Equipment Factors based on plant production may be quite large, but new or inexperienced contractors may not be able to realize the full potential of their capacity. For this reason, the primary formula considers experience as well as equipment and plant capacity. In the simplest case, a new applicant with no experience and a presumed performance factor of 1.0 will receive a work rating equal to one half the calculated Equipment Factor. As the applicant gains experience, the work rating will increase. When the Experience Factor equals or exceeds the Equipment Factor, the work rating is calculated by the advanced formula below.

$$WR = PF \times EqF$$

- c) All remaining work categories are calculated by the secondary formula.

$$WR = PF \times CP \times 1.2$$

- d) The secondary formula does not utilize an equipment factor because of the immeasurable productive capacity of the equipment or plant facility; however, equipment must be owned by or leased to the applicant. See Section 650.Appendix A of this Part for a listing of equipment or plant facilities. The secondary formula includes a factor of 1.2 to provide a margin for growth.
- e) An applicant's capacity to perform may exceed the calculated equipment factor. This can occur by good management, efficiency and additional hours of work. When this occurs, the primary and advanced formulas will be replaced by the secondary formula.
- f) The work rating in any given category may not exceed the financial rating of the applicant.
- g) A work rating may be designated as "Illinois Work Only." This work rating indicates the dollar value of work which the applicant's own forces can perform within the State of Illinois in one construction season. This rating will be established by the Department if the applicant does work in more than one state or outside the continental United States and it would be impractical to verify all outstanding work.
- h) Prior to any consideration for establishing a work rating value, the applicant shall provide a list of all technical, supervisory and key personnel who would manage a project awarded by the Department. This list should include the individual's job title and number of years of construction experience. The Department may also require the submittal of resumes of the above individuals. Applicants prequalifying with the Department for the first time shall be required to submit resumes. Insufficient personnel may be justification for a reduction in the rating of a work category as determined by the primary, advanced or secondary formula. Hiring of additional personnel may be justification for an increase in the rating of a work category. Applicants without experienced personnel for a requested work category may be denied the rating.
- i) Methods to Improve a Work Rating
- 1) Hiring of additional personnel.
  - 2) Purchase, lease or rental of additional equipment.
  - 3) Completion of additional work.
- j) A contractor may request additional rating in a work category at any time during the prequalification period by submitting a revised application or supplemental information.

(Source: Amended at 24 Ill. Reg. 18775, effective December 7, 2000)

## **SUBPART B: AUTHORIZATION TO BID**

### **Section 650.290 Advertising for Bids**

The procedures for procuring contracts are set out in the Chief Procurement Officer's rules for contract procurement found at 44 Ill. Adm. Code 6. The procedures of this Subpart B govern the granting of authority to bid on contracts advertised for bids in the Transportation Procurement\_Bulletin in accordance with the Chief Procurement Officer's rules for contract procurement.

(Source: Amended at 40 Ill. Reg. 7170, effective April 25, 2016)

### **Section 650.300 Request for Authorization to Bid or Not for Bid Status**

A Request for Authorization to Bid or Not for Bid Status (Form BDE 124) is published with the Transportation Procurement Bulletin. The Form BDE 124 shall be used by contractors to request Authorization to Bid on contracts advertised in the Transportation Procurement Bulletin. Anyone may obtain proposal forms and plans regardless of prequalification status. An Authorization to Bid must be granted in accordance with this Part before a prequalified contractor may submit a bid, unless prequalification is waived.

(Source: Amended at 40 Ill. Reg. 7170, effective April 25, 2016)

### **Section 650.310 Affidavit of Availability**

- a) An Affidavit of Availability (Form BC-57) is attached to the Transportation Bulletin and must be submitted with a request for Authorizations to Bid. It is a sworn statement concerning the contractor's present and pending contract commitments. The contractor shall not omit or misrepresent its work outstanding. When the contractor has uncompleted or pending work as a party of a joint venture, the contractor's responsible portion of the work shall be shown. The affidavit shall be signed by an officer or director of a corporate contractor, and otherwise, an owner shall sign. The affidavit is not required when Authorization to Bid is not being requested. The affidavit shall include:
  - 1) The amount of all uncompleted work, by type, either as a principal or subcontractor together with the name of the agency under whose jurisdiction the work is being performed. All uncompleted work shall be based upon the engineer's or owners most recent estimate.
  - 2) The commitment of equipment and personnel on a payroll or rental basis even though no formal contract exists.
  - 3) All work on which the contractor is the low bidder and which has not yet been awarded.
  - 4) A listing of all subcontractors and the value of work sublet.
- b) Prospective bidders shall notify the Department within two working days of any low bids pending award or contracts awarded after submission of the affidavit.
- c) Facsimiles of the affidavit will be accepted for analysis purposes. Authorization to Bid will not be issued without a correct, signed and notarized original affidavit in the Department's Central Bureau of Construction's possession by the cut-off date specified in the Transportation Bulletin.
- d) A contractor may request to forego filing an affidavit if it has a financial rating at either of the following levels. The Prequalification Section will grant such a request provided the contractor's existing contracts with the Department are not behind approved contract progress schedules and provided the most recent performance evaluation rating is not less than 6.0 in the performance factor calculation. (See Section 650.240 of this Part.)
  - 1) A financial rating of \$300 million.
  - 2) A financial rating of at least \$150 million or a Department calculated net worth of at least \$40 million, either in conjunction with two or more work ratings calculated to equal or exceed \$50 million each.

(Source: Amended at 24 Ill. Reg. 18775, effective December 7, 2000)

### **Section 650.315 Disclosure of Other Procurement Relationships**

- a) Section 50-35(h) of the Illinois Procurement Code [30 ILCS 500/50-35(h)] requires that all bids of more than \$50,000 be accompanied by disclosure of all current or pending contracts, proposals, leases, or other ongoing procurement relationships the contractor has with any other unit of State government.
- b) The Department provides the form for making the required disclosure of other procurement relationships with the Invitation for Bids in the Transportation Procurement Bulletin.
- c) Contractors submitting an Affidavit of Availability with a request for Authorization to Bid may incorporate by reference on this disclosure form the contents of the Affidavit of Availability that are responsive to the disclosure requirement. Procurement relationships that are not included in the Affidavit of Availability shall be disclosed on the form.

(Source: Amended at 40 Ill. Reg. 7170, effective April 25, 2016)

### **Section 650.320 Analyzing Requests for Authorization to Bid**

- a) In analyzing a contractor's request for Authorization to Bid, it is necessary to determine the contractor's available bidding capacity.
  - 1) The total value of all uncompleted work awarded to the contractor, as shown on the Affidavit of Availability, is deducted from the financial rating shown on the Certificate of Eligibility. The result is the Available Financial Rating.
  - 2) The value of each type of work uncompleted and included in pending low bids the contractor will perform with its own forces as a prime or subcontractor, as shown on the Affidavit of Availability, is deducted from the corresponding category of work rating shown on the Certificate of Eligibility. The result is the Available Work Rating in each category. If a contractor has a work rating designated for "Illinois Work Only," then only Illinois work is deducted from the corresponding category of work rating; however, all work must be shown on the affidavit to determine the Available Financial Rating.
  - 3) When the proposed work requires more than one construction season (18 months or 168 working days) to complete, the work ratings shown on the Certificate of Eligibility are multiplied by the number of construction seasons required for completion. The Available Work Rating is then determined as stated in subsection (a)(2) of this Section. Similar consideration is given to work reported on the Affidavit of Availability. Each work category of a project is divided by the number of construction seasons to complete the project. The Available Work Rating is then determined as stated in subsection (a)(2) of this Section.
  - 4) Contractors who have ratings in major work categories are given credit for work in applicable minor work categories. For example, a contractor with a rating in Portland Cement Concrete Paving or Structures is given credit for work in the minor work category of Concrete Construction. The work category definitions in Appendix A of this Part will indicate if a minor work category is applicable. Credit given for a minor work category is deducted from the contractor's available rating in the corresponding major work category.
- b) In order to be issued an Authorization to Bid, a contractor's Available Work Ratings for all applicable categories must equal or exceed 50 percent of the estimated value of the contract, less designated specialty items. For Division of Aeronautics work, the Available Work Ratings must equal or exceed 51 percent of the estimated value. A contractor's Available Financial Rating must equal or exceed the total estimated value of each contract. However, the low bidder will not be awarded the contract unless the Available Financial Rating equals or exceeds the actual price bid.
- c) The Department will occasionally advertise for bids a contract which consists of an item or items which are of the type commonly constructed by the Capital Development Board

(such as general building construction, roofing, plumbing, heating, ventilation and air conditioning) rather than by the Department of Transportation. In such instances, the advertisement will indicate waiver of prequalification under the rules of the Department according to Section 650.70 and will specify prequalification by the Capital Development Board pursuant to 44 Ill. Adm. Code 950. Any contractor requesting Authorization to Bid on such a project should include a current "Capital Development Board Certificate of Contractor Prequalification."

(Source: Amended at 32 Ill. Reg. 7989, effective May 8, 2008)

#### **Section 650.330 Issuance of Authorization to Bid**

- a) There is no limit to the number of Authorizations to Bid issued a contractor as long as the available bidding capacity satisfies the requirements of each individual contract. If the contractor is the low bidder on two or more contracts and the sum of the bids exceeds the available bidding capacity, the Department will select the contract or contracts for award.
- b) Authorization to Bid will not be issued on documentation received after 4:30 p.m. prevailing time on the cut-off date indicated in the Transportation Bulletin. In addition, any request to be removed from the bidder's list or to dissolve a joint venture must be received prior to the time indicated in the previous statement.
- c) Under certain circumstances, the Department may issue Authorization to Bid to a firm without restriction based on available bidding capacity. To be considered for unrestricted authorization, the contractor must satisfy either of the following conditions, must not be behind the approved contract progress schedule on any current contract, and must be rated not less than 6.0 in the performance factor calculation. (See Section 650.240 of this Part.)
  - 1) A financial rating of \$300 million.
  - 2) A financial rating of at least \$150 million or a Department calculated net worth of at least \$40 million, either in conjunction with two or more work ratings calculated to equal or exceed \$50 million each.

(Source: Amended at 24 Ill. Reg. 18775, effective December 7, 2000)

#### **Section 650.340 Joint Ventures**

- a) Prequalified contractors may combine their available bidding capacity and request an Authorization to Bid for a single contract to bid as a joint venture after Department approval.
- b) Each request for approval of a joint venture shall be indicated by the filing of a Certificate of Joint Venture for each of the contracts for which joint venture approval is sought. The form is available from the Prequalification Section. It identifies the managing partner and indicates the joint venture agreement shall be available to the Department for inspection. In addition, each joint venture partner firm shall submit an Affidavit of Availability. The Certificate must be received no later than 4:30 p.m. prevailing time at least seven days prior to the scheduled date of the letting for which bidding proposals are sought.
- c) The proposed joint venture shall not be approved for the issuance of bidding proposals if the establishment of a joint venture would unduly restrict competition. A determination that a proposed joint venture would unduly restrict competition is limited to any of the following reasons:
  - 1) That the proposed joint venture would consist of more than three prequalified contractors unless the project is designated by the Department in the advertisement for bids as open for unrestricted joint venturing due to the magnitude, complexity and risks of the work.
  - 2) That for letting items estimated by the Department to be bid at less than \$1,000,000, more than one of the proposed joint venture partners has the individual prequalification ratings and bid capacity to bid the item without the approval of the venture. This determination shall not apply to joint ventures



between affiliated contractors based upon 51 percent or more common controlling ownership or common management where the officers, directors or general partners control the board of directors and/or management of each contractor.

- d) Contractors whose financial ratings are based upon unaudited financial statements will not be permitted to joint venture with each other to bid contracts that are estimated to exceed \$750,000 or \$1,500,000, depending on the contractor's unaudited status (see Section 650.170(c)(1)(A) and (B)). However, such contractors may be permitted to joint venture with contractors who have a financial rating based upon an audited statement to bid contracts estimated to exceed \$750,000.
- e) If a joint venture work rating is limited by its maximum financial rating, the full value of the computed work rating will be used in analyzing the joint venture request for a bidding proposal. However, the combined maximum work rating in any category shall not exceed the combined maximum financial rating of the joint venture.

(Source: Amended at 40 Ill. Reg. 7170, effective April 25, 2016)

### **Section 650.350 Denial of Authorization to Bid**

The Department will not issue Authorization to Bid for any of the following reasons:

- a) The contractor is not prequalified under the provisions of this Part.
- b) The contractor will not be prequalified on the day of the scheduled letting which is the subject of the Request for Authorization to Bid.
- c) The contractor has uncompleted work on previously awarded contracts which, in the judgment of the Department, might hinder or prevent the prompt completion of additional work if awarded.
- d) The contractor has provided false information on a bidder's Affidavit of Availability or has not promptly notified the Department of subsequent awarded contracts or pending awards.
- e) The contractor has failed to submit final documentation on any open contract or to pay, or satisfactorily settle, all bills due for labor and material on previously awarded contracts in force at the time of issuance of proposal forms.
- f) The contractor has failed to comply with this Part or the bidding procedures of the Department.
- g) The contractor has defaulted or otherwise breached its obligations on Department awarded contracts or contracts approved for award by the Department; has failed to execute an awarded contract; or has caused the re-advertisement of a project through mistakes or neglect in the bidding procedures.
- h) When any agent, servant, employee, associated organization, affiliate or related entity of the contractor has participated in the preparation of plans, specifications or special provisions for the proposed work.
- i) The contractor is subject to revocation of prequalification ratings in accordance with Section 650.110 of this Part or revision of prequalification ratings in accordance with Section 650.130 of this Part.

(Source: Amended at 24 Ill. Reg. 18775, effective December 7, 2000)

## **SUBPART C: SUBCONTRACTOR REGISTRATION**

### **Section 650.360 Purpose**

Federal regulations establishing and implementing the disadvantaged business enterprise (DBE) program (49 CFR 26) applicable to all United States Department of Transportation programs require the Department to maintain a participant list that includes all firms that bid on federal-aid contracts and that bid or quote on subcontracts to federal-aid contracts. The purpose of this Subpart C is to establish and maintain a participant list of all firms that are participating or are attempting to participate on federal-aid contracts. This Subpart C also extends coverage of the list to all Department contracts regardless of funding.

(Source: Added at 24 Ill. Reg. 18775, effective December 7, 2000)

### **Section 650.370 Registration of Subcontractors**

- a) All firms desiring to bid or quote subcontract work to prequalified contractors holding authorization to bid on contracts advertised by the Department shall register on an annual basis for inclusion in the participant list. Prequalified contractors are included automatically on the participant list. Participant firms that are not subcontractors or prequalified but that desire to bid or quote work or materials on any Department contract shall register in accordance with this Subpart C.
- b) The Department shall furnish an electronic registration form for use by potential subcontractors and other participant firms desiring registration. The electronic form is obtained and shall be completed at the Department's website at <http://www.idot.illinois.gov/doing-business/procurements/construction-services/index>. Requests for information regarding registration and the electronic form may be made by mail or by telephone to:

Illinois Department of Transportation  
Bureau of Construction, Prequalification Section  
2300 S. Dirksen Parkway, Room 322  
Springfield IL 62764  
217/782-6667

- c) The following information will be required to be reported on the registration form:
  - 1) the firm's name;
  - 2) the firm's address and telephone number;
  - 3) the firm's tax ID type and tax ID number;
  - 4) the date the firm was established and its form of business organization;
  - 5) the annual gross receipts of the firm for the prior fiscal year of the firm;
  - 6) the owners of the firm; and
  - 7) type of work.
- d) A registered firm will be issued a confirmation number.

(Source: Amended at 40 Ill. Reg. 7170, effective April 25, 2016)

### **Section 650.380 Eligibility to Quote or Perform Subcontract Work**

A prequalified contractor who is issued an authorization to bid in accordance with this Part may solicit or accept bids or quotes from potential subcontractors, for the performance of work on contracts that are not registered with the Department. However, subcontractors must be registered in accordance with Subpart C before being approved to work on projects. This requirement will be enforced by appropriate contract provisions.

(Source: Amended at 40 Ill. Reg. 7170, effective April 25, 2016)

## **APPENDIX A Available Work Categories**

1. Earthwork
2. Portland Cement Concrete (PCC) Paving
3. Hot-Mix Asphalt (HMA) Plant Mix
- 4.
5. HMA Paving
6. Cleaning and Sealing Cracks & Joints
7. Soil Stabilization and Modification
8. Aggregate Bases & Surfaces (Type A and Type B)
9. Structures (Highway, Railroad, and Waterway)
10. Structures Repair
11. Anchors and Tiebacks
12. Drainage
13. Drainage Cleaning
14. Electrical
15. Cover and Seal Coats (Type A and Type B)
16. Slurry Applications
17. Concrete Construction
18. Landscaping
19. Seeding and Sodding
20. Vegetation Spraying
21. Tree Trimming and Selective Tree Removal
22. Fencing
23. Guardrail
24. Grouting
25. Painting and Cleaning
26. Signing
27. Pavement Markings (Paint, Thermoplastic, Epoxy, Polyurea, and Modified Urethane)
- 28.
- 29.
30. Installation of Raised Pavement Markers
31. Pavement Texturing and Surface Removal
32. Cold Milling, Planing and Rotomilling
33. Erection
34. Demolition
35. Fabrication
36. Tunnel Excavation
37. Expressway Cleaning
38. Railroad (Track) Construction
39. Marine Construction
40. Hydraulic Dredging
41. Hot (in-place) Recycling
42. Cold (in-place) Recycling

## **1 – EARTHWORK**

Consists of clearing, grubbing, tree removal (except selective tree removal), hedge removal, roadway excavation, channel excavation, borrow excavation, special excavation, topsoil excavation and placement, ditch excavation, common excavation, solid rock excavation, mine refuse excavation, pavement removal, hauling, embankment (earth, stone, gravel or other materials), backfilling (all types of materials), grading, compacting and trenching. This category is also applicable to projects involving Demolition (see definition), riprap installation, construction of aggregate ditch, construction of gabions, slope mattress and revetment mats (riprap or interlocking concrete blocks) and removals. In addition, this category is applicable to Seeding for Land Reclamation projects.

**EQUIPMENT:** Scrapers, gradalls, graders, cranes, shovels, excavators, backhoe loaders, front-end loaders, skid-steer loaders, bulldozers, sheeps foot rollers, vibratory rollers or fine grading equipment are required to establish a rating.

**CALCULATION OF WORK RATING:** Primary or advanced formula.

<b><u>Equipment</u></b>	<b><u>Equipment factor (EqF)</u></b>
Self-propelled scrapers	\$21,000 per cubic meter of heaped capacity \$16,000 per cubic yard of heaped capacity
Pull type scrapers	\$12,000 per cubic meter of heaped capacity \$9,000 per cubic yard of heaped capacity
Gradalls	\$115,000 each
Graders	\$100,000 each
Cranes, shovels, excavators and backhoe loaders	\$360,000 for .5 cubic meter bucket size \$405,000 for .75 cubic meter bucket size \$480,000 for 1 cubic meter bucket size \$580,000 for 1.25 cubic meter bucket size \$730,000 for 1.5 cubic meter bucket size \$800,000 for 1.75 cubic meter bucket size \$880,000 for 2 cubic meter bucket size \$1,060,000 for 2.5 cubic meter bucket size \$1,400,000 for 3 cubic meter bucket size \$1,730,000 for 3.5 cubic meter bucket size \$375,000 for .75 cubic yard bucket size \$405,000 for 1 cubic yard bucket size \$460,000 for 1.25 cubic yard bucket size \$550,000 for 1.5 cubic yard bucket size \$635,000 for 1.75 cubic yard bucket size \$750,000 for 2 cubic yard bucket size \$835,000 for 2.5 cubic yard bucket size \$1,010,000 for 3 cubic yard bucket size \$1,210,000 for 3.5 cubic yard bucket size \$1,440,000 for 4 cubic yard bucket size \$1,610,000 for 4.5 cubic yard bucket size
Front-end loaders	\$115,000 for less than 1.5 cubic meter bucket size \$210,000 for 1.5 to 2 cubic meter bucket size \$340,000 for 2.1 to 3 cubic meter bucket size \$475,000 for 3.1 to 4 cubic meter bucket size \$605,000 for greater than 4 cubic meter bucket size \$115,000 for less than or equal to 2 cubic yard bucket size \$230,000 for 2.1 to 3 cubic yard bucket size \$375,000 for 3.1 to 4 cubic yard bucket size \$460,000 for 4.1 to 5 cubic yard bucket size \$605,000 for greater than 5 cubic yard bucket size
Skid-steer loaders	\$50,000 each
Bulldozers	\$200,000 each
Fine grading equipment	\$200,000 each
Self-propelled rollers	\$50,000 each

Pull-type rollers	\$15,000 each
Disc	\$15,000 each
Water truck	\$1.35 per liter
	\$5 per gallon
Off-road and bottom-dump trucks	\$20,000 per cubic meter of heaped capacity
	\$15,000 per cubic yard of heaped capacity

## **2 – PORTLAND CEMENT CONCRETE (PCC) PAVING**

Consists of constructing pcc pavement, continuously reinforced pcc pavement, pcc base course and pcc base course widening, cement aggregate mixture sub-base, pozzolanic stabilized mixture sub-base and pozzolanic stabilized base course. This category is also applicable to Concrete Construction.

**EQUIPMENT:** A central mix plant or a batch plant with truck mixers, formless paver and finishing machine. A concrete plant with either a formless paver or a finishing machine is the minimum equipment requirement.

**CALCULATION OF WORK RATING:** Primary or advanced formula.

<b><u>Equipment</u></b>	<b><u>Equipment Factor (EqF)</u></b>
Central Mix Plant and Batch Plant*	$(C.M./Batch) \times (20 \text{ Batches/Hr.}) \times (8 \text{ Hrs./Day}) \times (80 \text{ Days/Yr.}) \times (\$105/C.M.) \times (1.0) \text{ for an approved plant}$  $(C.Y./Batch) \times (20 \text{ Batches/Hr.}) \times (8 \text{ Hrs./Day}) \times (80 \text{ Days/Yr.}) \times (\$80/C.Y.) \times (1.0)$
Central Mix Dual Plant and Dual Batch Plant*	$(C.M./Batch) \times (20 \text{ Batches/Hr.}) \times (8 \text{ Hrs./Day}) \times (80 \text{ Days/Yr.}) \times (\$105/C.M.) \times (1.7) \text{ for an approved plant}$  $(C.Y./Batch) \times (20 \text{ Batches/Hr.}) \times (8 \text{ Hrs./Day}) \times (80 \text{ Days/Yr.}) \times (\$80/C.Y.) \times (1.7)$

\* To receive the maximum equipment factor (EqF) for a batch plant, the contractor shall possess a minimum of one truck mixer for every cubic yard of batch capacity of the plant.

## **3 – HOT-MIX ASPHALT (HMA) PLANT MIX**

The placement of HMA pavement (Full Depth), binder and surface course (Class I and Superpave), base course widening, base course, stabilized sub-base, shoulder, shoulder curb, sidewalk, driveway, median, patching, open graded asphalt friction course and incidental surfacing. Also includes placement and hot recycling of reclaimed aggregates and asphaltic cements, and placement and production of cold mix stabilized base. This category is also applicable to HMA Paving.

**EQUIPMENT REQUIRED:** An approved HMA plant, an approved HMA spreading and finishing machine and compaction equipment.

**CALCULATION OF WORK RATING:** Primary or advanced formula.

<b><u>Plant Production Rating</u></b>	<b><u>Equipment Factor (EqF)</u></b>
Metric Tons Per Hour (MTPH)	$MTPH \times (8 \text{ Hrs./Day}) \times (80 \text{ Days/Yr.}) \times (\$72/Ton)$
Tons Per Hour (TPH)	$TPH \times (8 \text{ Hrs./Day}) \times (80 \text{ Days/Yr.}) \times (\$69/Ton)$

Note: An approved HMA plant is a new or used plant that is used to calculate the EqF pursuant to Section 650.260 of this Part, and that is assigned a nominal production rating by the Bureau of Materials and Physical Research for the work category. Contracts may require the production of Class I or

Superpave mixtures. The approved plant will be rated for production of Class I and Superpave mixtures prior to the production of such mixtures.

#### **5 – HMA PAVING**

Consists of placing HMA base, surface, widening or shoulders with a HMA spreading and finishing machine. This category is restricted to either 1,200 tons in any one contract (Class I, BAM, or Superpave) or as specified by the local agency. HMA, sidewalk, driveway, median and patching are not to be included in the tonnage determination. This work can also be completed under HMA Plant Mix.

**EQUIPMENT REQUIRED:** An approved HMA spreading and finishing machine and compaction equipment.

**CALCULATION OF WORK RATING:** Secondary formula.

#### **6 – CLEANING AND SEALING CRACKS & JOINTS**

Consists of routing and sealing cracks for asphaltic and concrete pavements.

**EQUIPMENT REQUIRED:** Router and melter.

**CALCULATION OF WORK RATING:** Secondary formula.

#### **7 – SOIL STABILIZATION AND MODIFICATION**

Consists of constructing soil-cement base course and lime modified soils.

**EQUIPMENT REQUIRED:** Grader, rotary speedmixer, mechanical spreader, water tanker and compaction equipment.

**CALCULATION OF WORK RATING:** Secondary formula.

#### **8 – AGGREGATE BASES & SURFACES (TYPE A)**

Consists of constructing granular sub-base, aggregate base course, aggregate surface course, aggregate shoulders and aggregate-turf pavement. Also includes construction of cement aggregate mixture sub-base, pozzolanic stabilized mixture sub-base, pozzolanic stabilized base course, lime modified soils (disc harrow method), calcium chloride applications, and sub-ballast.

#### **8 – AGGREGATE BASES & SURFACES (TYPE B)**

Consists of hauling and spreading aggregate.

**EQUIPMENT REQUIRED:** Grader or mechanical spreader, and compaction equipment if applicable.

**CALCULATION OF WORK RATING:** Primary or advanced formula.

<b><u>Equipment</u></b>	<b><u>Equipment Factor (EqF)</u></b>
Grader and compaction equipment (Type A)	\$375,000 each
Mechanical spreader and compaction equipment (Type A)	\$375,000 each
Grader (Type B)	\$375,000 each
Mechanical spreader (Type B)	\$375,000 each
Widener	\$200,000 each

### **9 – STRUCTURES (HIGHWAY)**

Consists of excavation for structures (includes cofferdams, temporary cribs, etc.), constructing concrete structures (bridges, box culverts, etc.), membrane waterproofing, constructing steel structures (bridges, corrugated structural plate drainage structures, etc.), constructing metal railings, constructing timber structures (bridges, etc.), erection, installation of reinforcement bars, piling (all types), and construction of temporary bridges. This category is also applicable to Structures Repair, Demolition, Concrete Construction, Fencing and Signing.

**EQUIPMENT REQUIRED:** see Structures (Waterway) Equipment.

**CALCULATION OF WORK RATING:** see Structures (Waterway) Calculation.

### **9 – STRUCTURES (RAILROAD)**

Consists of items listed above. This category is specific to structures carrying railroad transportation.

### **9 – STRUCTURES (WATERWAY)**

Consists of the construction of major structures and appurtenances for water storage and distribution, flood control and recreation. This includes dams, spillways, spillway crest gates, sluiceway, sluiceway gates, canals, channel appurtenances (culverts, flumes, inverted siphons, etc.), pump stations (including mechanical equipment), aqueducts, irrigation structures (checks, dams, gates, etc.), locks and dams, dikes, groins and jetties. This category also includes excavation for structures (includes cofferdams, temporary cribs, etc.), piling (all types), de-watering and Demolition

**EQUIPMENT:** Bulldozers, front-end loaders, shovels, cranes, backhoe loaders, excavators, pile hammers and bridge deck finishing machines. A crane is the minimum equipment requirement. However, a crane is not required for those contractors requesting a structures rating for \$150,000 or less.

**CALCULATION OF WORK RATING:** Secondary formula.

### **10 – STRUCTURES REPAIR**

Consists of bridge deck repair or bridge deck removal and replacement. This includes the use of latex modified concrete, polymer concrete, epoxy and other materials for patching, deck overlays, sealing, etc. Also includes membrane waterproofing, constructing metal railings, installation of reinforcement bars, superstructure repairs such as replacement of joints, replacement of bearings, beam straightening (heat or mechanical), repair and retrofit of fracture and fatigue distressed steel girders, member strengthening, etc. Substructure repairs are also included and consist of the use of epoxy, shotcrete and other materials for minor repairs of spalled or deteriorated concrete. This category is also applicable to Concrete Construction, Fencing and Signing.

This work can be completed under the Structures (Highway) category.

**EQUIPMENT:** Front-end loaders, cranes, backhoe loaders, excavators and bridge deck finishing machines. A crane is the minimum equipment requirement. However, a crane is not required for those contractors requesting a structures repair rating for \$150,000 or less.

**CALCULATION OF WORK RATING:** Secondary formula.

### **11 – ANCHORS AND TIEBACKS**

Construction of all types of anchors and tiebacks that provide resistance to lateral and uplift forces in bridge abutments, retaining walls, bulkheads, dams, deep excavations and various support systems (underpinning, etc.).

**EQUIPMENT REQUIRED:** Auger, drilling, or jacking equipment. Grouting equipment to include air compressor, mixing equipment, agitator-type reservoir tank and grout pump.

**CALCULATION OF WORK RATING:** Secondary formula.

## **12 – DRAINAGE**

Consists of the installation and removal of precast concrete box culverts, installation and removal of pipe culverts and storm sewers, relining of pipe culverts and storm sewers, installation of pipe drains and pipe underdrains, exploration trenches for locating farm underdrains, minor boring and jacking of pipe-in-place, installation of cast iron soil pipe, installation of water mains and water service lines, adjusting sanitary sewers and water service lines, construction of catch basins, manholes, inlets, inspection holes and valve vaults, minor cleaning of catch basins, adjustment and reconstruction of catch basins, manholes, inlets, inspection holes and valve vaults, installation and adjustment of frames and grates, filling existing manholes, catch basins, inlets, wells and drainage structures, moving fire hydrants, moving domestic meter vaults and water service boxes, riprap installation, construction of aggregate ditch, installation of excelsior blanket, fiber mat and fiberglass roving, construction of gabions, slope mattress and revetment mats (riprap or interlocking concrete blocks), construction of trench and backfill for communication cables, ducts and conduits, construction of inverted siphons, construction of flumes, construction of pump stations (including mechanical equipment) and installation of corrugated structural plate drainage structures. This category is also applicable to de-watering projects, well drilling, slurry trench cut-off walls (soil-bentonite or cement-bentonite), and Drainage Cleaning.

**EQUIPMENT REQUIRED:** Trenching machine or backhoe loader or excavator.

**CALCULATION OF WORK RATING:** Secondary formula.

## **13 – DRAINAGE CLEANING**

Consists of cleaning of pipe culverts, storm sewers and catch basins. This work can also be completed under the Drainage Category.

**EQUIPMENT REQUIRED:** Vacuum or jetting equipment.

**CALCULATION OF WORK RATING:** Secondary formula.

## **14 – ELECTRICAL**

Consists of the installation of electric cable, duct and conduits, construction of trench and backfill for cables, ducts and conduits, traffic surveillance and control installations, traffic signal installations, installation of light pole, installation of light tower, installation of vapor luminaire, installation of sign lighting, installation of temporary lighting systems, installation of navigational lighting systems, installation of photocell relay service, installation of airport lighting systems, installation of airport beacon towers and airport rotating beacons, and other appropriate illumination systems. This category is also applicable to electronic weigh scale installations, installation and maintenance of motorist call box systems and installation of electrical controls/mechanical equipment for pump stations.

**EQUIPMENT REQUIRED:** Trenching machine or backhoe loader or excavator or aerial equipment.

**CALCULATION OF WORK RATING:** Secondary formula.

## **15 – COVER AND SEAL COATS (TYPE A)**

Consists of the application of bituminous materials for priming, road oiling, cover coating and seal coating.

## **15 – COVER AND SEAL COATS (TYPE B)**

Consists of sealing parking lots and driveways.

**EQUIPMENT REQUIRED:** Distributor (Type A).

**CALCULATION OF WORK RATING:** Primary or advanced formula.

<b><u>Equipment</u></b>	<b><u>Equipment Factor (EqF)</u></b>
Distributor (Type A)	\$400,000 each



Tanker Truck\* (Type A)

\$50,000 each

\* A maximum of two tanker trucks per distributor will be allowed.

### **16 – SLURRY APPLICATIONS**

Consists of slurry sealing and micro-surfacing.

**EQUIPMENT REQUIRED:** Slurry or micro-surfacing equipment.

**CALCULATION OF WORK RATING:** Secondary formula.

### **17 – CONCRETE CONSTRUCTION**

Consists of masonry work or the construction of concrete barrier, curb, gutter, combination curb and gutter, sidewalk, driveway pavement, median, paved ditch, flumes, slope wall, retaining wall, railroad crossing, pavement, base course, base course widening and all types of pavement patching. This category also includes construction of revetment mats (cast-in-place concrete slabs), construction of foundations (light pole, light tower, etc.) and various undersealing projects that allow the voids to be filled by gravity flow. Removal of concrete that consists of any of the aforementioned items or similar items is applicable to this work rating. This category is also applicable to construction of box culverts and other similar miscellaneous drainage structures. The total of pavement, base course and base course widening cannot exceed 15,000 square yards in any one contract. This work can also be completed under the PCC Paving and Structures (Highways, Waterways) categories.

**EQUIPMENT:** Concrete saws, generators, vibrators, forms, tampers, screeds and concrete placement equipment.

**CALCULATION OF WORK RATING:** Secondary formula.

### **18 – LANDSCAPING**

Consists of planting trees, shrubs, vines and other materials. This category also includes applying fertilizing nutrients, mulching, watering, pruning and selective removal of unwanted plants and Seeding and Sodding.

**EQUIPMENT:** Auger equipment or hoe, tillers, disks, slope harrows, hydraulic seeders, tractor drawn or mounted seeders, rangeland type grass drill, mulch blowers, tree spade and water trucks. Seed bed preparation and seeding equipment, a tractor loader and a water truck is the minimum equipment requirement.

**CALCULATION OF WORK RATING:** Secondary formula.

### **19 – SEEDING AND SODDING**

Consists of seeding, sodding, applying fertilizer nutrients, mulching, watering, installation of excelsior blanket, fiber mat and other erosion work. This work can also be completed under the Landscaping category.

**EQUIPMENT:** Tillers, disks, slope harrows, hydraulic seeders, tractor drawn or mounted seeders, rangeland type grass drill, mulch blowers and water tankers. Seed bed preparation, seeding equipment and a tractor is the minimum equipment requirement.

**CALCULATION OF WORK RATING:** Secondary formula.

### **20 – VEGETATION SPRAYING**

Consists of the application of chemicals to remove or control vegetation.

**EQUIPMENT REQUIRED:** Tanker truck with on- and off-road spraying equipment.

**CALCULATION OF WORK RATING:** Secondary formula. The contractor must have an Illinois Commercial Pesticide Applicator's license. Workers must have an Illinois Commercial Pesticide Operator's license issued by the Illinois Department of Agriculture.

## **21 – TREE TRIMMING AND SELECTIVE TREE REMOVAL**

Consists of commercial arborist work such as trimming and thinning of trees, root pruning and removal of individual trees and tree stumps.

**EQUIPMENT REQUIRED:** Aerial equipment, brush chipper, pruning tools and stump grinder.

**CALCULATION OF WORK RATING:** Secondary formula.

## **22 – FENCING**

Consists of constructing chain link fence, wire fence and wood fence. This category is also applicable to the installation of object markers, delineators and mile post markers. This work can also be completed under the Structural (Highway, Railroad) and Structures Repair categories.

**EQUIPMENT:** Post hole auger equipment needed for Fencing rating of \$200,000 or more.

**CALCULATION OF WORK RATING:** Secondary formula.

## **23 – GUARDRAIL**

Consists of constructing steel plate beam guardrail, wood guardrail, cable road guard, posts (including guard posts), pipe handrail and metal railings. Removal of any of the aforementioned items or similar items is applicable to this work category.

**EQUIPMENT REQUIRED:** Post hammer or post hole auger.

**CALCULATION OF WORK RATING:** Secondary formula.

## **24 – GROUTING**

Consists of shotcrete construction, lime injection systems, clay grouting, chemical grouting, compaction grouting, cement grouting, jet grouting, asphalt grouting and bituminous or cement fly ash undersealing of concrete pavements. Applicable to soil stabilization and rehabilitation of dams, bridges, sewers, tanks, reservoirs, tunnels, culverts, walls, masonry structures, etc. This category is also applicable to mud jacking, slab jacking and various under-sealing projects.

**EQUIPMENT REQUIRED:** Air compressor, mixing equipment, agitator-type reservoir tank and grout pump.

**CALCULATION OF WORK RATING:** Secondary formula.

## **25 – PAINTING AND CLEANING**

Consists of the cleaning, containment and painting of metal surfaces. This includes structural steel, sign structures, sign supports, traffic signal hardware, lighting hardware, etc. This category is also applicable to pressure washing.

**EQUIPMENT REQUIRED:** Air compressor, sandblast equipment, paint spraying equipment, and power washer.

**CALCULATION OF WORK RATING:** Secondary formula.

## **26 – SIGNING**

Consists of installing, relocating, renovating, refurbishing and cleaning sign panels. This category also includes the installation and relocation of sign supports and sign structures, installation of object markers, installation of delineators and installation of mile post markers. Removal of any of the aforementioned items is also applicable to this work category. This work can also be completed under the Structures (Highway) and Structure Repair categories.

**EQUIPMENT REQUIRED:** Auger and aerial equipment. A crane will also meet minimum equipment requirements. Auger only will be limited to roadside signing.

**CALCULATION OF WORK RATING:** Secondary formula.

### **27 – PAVEMENT MARKINGS (PAINT)**

Consists of the installation of paint pavement marking lines, letters and symbols.

Highways.

**CALCULATION OF WORK RATING**: Secondary formula.

### **27 – PAVEMENT MARKINGS (POLYUREA)**

Consists of the installation of polyurea pavement marking lines, letters and symbols.

**EQUIPMENT REQUIRED**: Equipment that is approved by the Bureau of Operations within the Division of Highways.

**CALCULATION OF WORK RATING**: Secondary formula.

### **27 – PAVEMENT MARKINGS (MODIFIED URETHANE)**

Consists of the installation of modified urethane pavement marking lines, letters and symbols.

**EQUIPMENT REQUIRED**: Equipment that is approved by the Bureau of Operations within the Division of Highways.

**CALCULATION OF WORK RATING**: Secondary formula.

### **27 – PAVEMENT MARKINGS (THERMOPLASTIC)**

Consists of the installation of thermoplastic pavement marking lines, letters and symbols.

**EQUIPMENT REQUIRED**: Truck mounted or hand operated equipment that is approved by the Bureau of Operations within the Division of Highways.

**CALCULATION OF WORK RATING**: Secondary formula.

### **27 – PAVEMENT MARKINGS (EPOXY)**

Consists of the installation of epoxy pavement marking lines, letters and symbols.

**EQUIPMENT REQUIRED**: Equipment that is approved by the Bureau of Operations within the Division of Highways.

### **30 – INSTALLATION OF RAISED PAVEMENT MARKERS**

Consist of the installation of raised reflective pavement markers and their removal.

**EQUIPMENT REQUIRED**: Plunge router or saw.

**CALCULATION OF WORK RATING**: Secondary formula.

### **31 – PAVEMENT TEXTURING AND SURFACE REMOVAL**

Consists of grooving or grinding PCC pavement or continuously reinforced PCC pavement.

**EQUIPMENT REQUIRED**: Grooving or grinding equipment.

**CALCULATION OF WORK RATING**: Secondary formula.

### **32 – COLD MILLING, PLANING AND ROTOMILLING**

Consists of bituminous surface removal or texturing bituminous pavements. Also applicable to pulverizing and mixing existing bituminous material.

**EQUIPMENT REQUIRED**: Milling, planing or grinding machine.

**CALCULATION OF WORK RATING**: Secondary formula.

### **33 – ERECTION**

Consists of erecting structural steel or sign trusses. This work can be completed under the Structures (Highway, Railroad) category.

**EQUIPMENT REQUIRED:** Crane.

**CALCULATION OF WORK RATING:** Secondary formula.

### **34 – DEMOLITION**

Consists of the removal of timber, steel and concrete structures and buildings. This work can be completed under the Structures (Highway, Railroad, Waterway) and Earthwork categories.

**EQUIPMENT REQUIRED:** Crane or excavator or front-end loader, backhoe loader or bulldozer.

**CALCULATION OF WORK RATING:** Secondary formula.

### **35 – FABRICATION**

Consists of fabricating, delivering and storing structural steel.

**EQUIPMENT REQUIRED:** Fabrication plant.

**CALCULATION OF WORK RATING:** Secondary formula.

### **36 – TUNNEL EXCAVATION**

Consists of earth and rock excavation for tunnels, and construction of liner plate shafts, steel sheeted shafts and wood sheeted shafts. This category also includes rock bolting and major boring and jacking of pipe-in-place.

**EQUIPMENT REQUIRED:** Tunnel boring machine.

**CALCULATION OF WORK RATING:** Secondary formula.

### **37 – EXPRESSWAY CLEANING**

Consists of sweeping expressways and arterial routes.

**EQUIPMENT REQUIRED:** Motorized street sweeping equipment.

**CALCULATION OF WORK RATING:** Secondary formula.

### **38 – RAILROAD (TRACK) CONSTRUCTION**

Consists of sub-ballast construction, ballast construction, installation of cross-ties and installation of steel rails.

**EQUIPMENT REQUIRED:** Ballast regulator, tamper and lifting equipment.

**CALCULATION OF WORK RATING:** Secondary formula.

### **39 – MARINE CONSTRUCTION**

Consists of the construction of harbors and docking facilities on lakes or rivers. This includes breakwater structures, groins, jetties, seawalls, major revetments (riprap, interlocking concrete blocks and cast-in-place concrete slabs), bulkheads, piers, wharves, fenders and dolphins. This work category is also applicable to excavation for structures (includes cofferdams, temporary cribs, etc.), piling (all types), de-watering, mechanical dredging, underwater inspection and underwater repair.

**EQUIPMENT REQUIRED:** Barge and barge-mounted crane.

**CALCULATION OF WORK RATING:** Secondary formula.

#### **40 – HYDRAULIC DREDGING**

Dredging of various waterways by the use of pumping equipment.

**EQUIPMENT REQUIRED:** Barge and pumping equipment.

**CALCULATION OF WORK RATING:** Secondary formula.

#### **41 – HOT (IN-PLACE) RECYCLING**

A road construction technique that involves a single-pass or a two-pass operation that scarifies and rejuvenates the existing pavement material or combines existing pavement material with virgin material.

**EQUIPMENT REQUIRED:** Either a single recycle machine or a recycling train capable of heating, scarifying, remixing and relaying pavement material. Compaction equipment is also required.

**CALCULATION OF WORK RATING:** Secondary formula.

#### **42 – COLD (IN-PLACE) RECYCLING**

A road construction technique that reuses existing pavement material.

**EQUIPMENT REQUIRED:** Emulsion tanker truck, recycle machine, paver and compaction equipment.

**CALCULATION OF WORK RATING:** Secondary formula.

**EQUIPMENT REQUIRED:** Truck mounted or hand operated painting equipment.

**CALCULATION OF WORK RATING:** Secondary formula.