



Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

BDE PROCEDURE MEMORANDUM

NUMBER: 11-02

SUBJECT: BDE Manual Revision – Chapter 66

DATE: February 3, 2011

Chapter 66 of the BDE Manual has been revised to reflect the current procedures for the letting process and the execution of contracts. See Chapter 66 of the BDE Manual on-line to view the revisions:

Background

Section 66-4.04(b) – Previously proposal checks or bid bonds of bidders, no longer being considered for a construction project, were returned by certified mail with a return receipt. Due to the accessibility and accuracy of the United Parcel Service (UPS) package tracking system, all guaranty checks will be returned via the UPS.

Section 66-4.05 – Previously the contract documents were returned to the contractor with a letter requesting acknowledgement of receipt. It was found tracking of the receipt was time consuming and unnecessary, therefore the contractor's copy will now be returned via the United Parcel Service (UPS) utilizing the UPS tracking system.

Engineer of Design and Environment

A handwritten signature in black ink, appearing to read 'Scott Smith', written over a horizontal line.