NORTHFIELD TOWNSHIP ROAD DISTRICT
237 Melvin Drive, Northbrook, IL 60062 · 847-894-8423 · mike.korman@ntroad.com
Michael J. Korman, Highway Commissioner

PUBLIC BID OPENING PACKET

Procedure · Script · Bid Receipt Log · Public Bid Opening Record · Sign-In Sheet

Document number	NTRD-BID-001, Rev. C
Date issued	September 24, 2026
Revision	Rev. C, September 24, 2026: competitive-bidding threshold corrected from $20,000 to $30,000 (Public Act 103-0125). Rev. B named the recorder (Dorothy Moran). Supersedes Revs. A and B.
Project	Sanders Road Sidewalk and Signalization (NTRD-2026-05)
Bid identifier	IFB-NTRD-Sanders-01 | 2026-0-2026/MJK (bid name: NTRD-Sanders-Sidewalk and Signalization | 01-2026)
Advertised	DemandStar, broadcast August 14, 2026
Bid deadline and opening	Friday, September 25, 2026, 11:00 a.m. Central
Place	Road District office, 237 Melvin Drive, Northbrook, IL 60062
Presiding officer	Michael J. Korman, Highway Commissioner
Recorder	Dorothy Moran, Road District staff
Witness	_____
Addenda issued	____ (list: _____)

Part 1 — Procedure

1.1 Authority

Road District contracts over $30,000 for construction, materials, supplies, machinery or equipment (other than professional services) are let by competitive bid after at least one advertisement published at least 10 days before the bid opening, and are awarded to the lowest responsible bidder (605 ILCS 5/6-201.7, as amended by Public Act 103-0125, effective June 30, 2023). The Invitation to Bid and the bid documents for this project govern where they are more specific than this procedure.

1.2 Roles

- **Presiding officer** (Highway Commissioner): runs the opening, opens each envelope and reads each bid aloud.
- **Recorder:** writes each bid on the Public Bid Opening Record as it is read, then reads it back.
- **Witness:** confirms each envelope was sealed, watches each reading, and signs the Record.

At least two District representatives must be present for the whole opening. No one opens, reads or records a bid alone.

1.3 Before the opening (by 10:45 a.m.)

1. Set the official clock: one clock in the room, synced to time.gov. Announce it at 10:55 a.m. Only this clock decides whether a bid is on time.
2. Keep every bid received in a locked location until the opening. Log each one on the Bid Receipt Log (Part 3) with the date, the time, who received it, and whether the envelope was sealed.
3. Stamp or write the date and time received on each envelope. Do not open any envelope before the deadline.
4. Set out the Sign-In Sheet (Part 5). Signing in is voluntary; anyone may attend without signing.

5. Have ready: the Bid Receipt Log, a blank Public Bid Opening Record, a letter opener, pens, and a copy of the bid form showing where the total, bid security and addenda acknowledgments appear.

1.4 At the deadline (11:00:00 a.m.)

6. At 11:00 a.m. by the official clock, the presiding officer declares bidding closed. After that, no bid is accepted, withdrawn or changed.
7. A bid that arrives after the deadline is late. It is not opened. Mark the envelope "LATE — received [date, time] — not opened", note it on the Record, and return it to the bidder unopened.

1.5 Opening and reading

8. Open the bids in the order received, as shown on the Bid Receipt Log.
9. For each bid, before opening: the witness confirms the envelope is sealed.
10. For each bid, read aloud: (a) bidder name; (b) total base bid, plus any alternates the bid form calls for; (c) bid security, type and amount; (d) addenda acknowledged, by number; (e) whether the bid form is signed.
11. Read what is written. Do not correct math, interpret, or decide at the opening whether a bid is responsive. If something is missing or unclear, read it as "not shown" or "unclear", and the recorder notes it.
12. The recorder writes each bid on the Record and reads it back. The witness confirms.
13. Do not answer questions about the merits of any bid, or about who will get the award. Say: "All bids will be reviewed by the project engineer. The results will be posted on ntroad.com."

1.6 After the opening

14. The presiding officer, recorder and witness sign the Public Bid Opening Record.
15. Put the original bids, the Record, the Bid Receipt Log and the Sign-In Sheet in one envelope, seal it, sign across the seal, and lock it up. Copies go to the project engineer for the certified bid tabulation.
16. Post the signed Public Bid Opening Record and the Sign-In Sheet to the project page on ntroad.com. The names and totals read aloud are public. The bid submittals themselves are exempt from FOIA release until award (5 ILCS 140/7(1)(h)).
17. From the opening until award, communicate with bidders about the bids only in writing. Any information given to one bidder is given to all bidders at the same time. Corrections or substitute pages submitted after the opening are not accepted. They are logged and kept, but do not replace the bid as opened.

1.7 Optional — for the Highway Commissioner to decide

- Record the opening on audio or video and post the recording with the Record.
- Set a deadline for posting the Record, for example within one business day of the opening.
- Announce the apparent low bid as read, subject to review (see the script, Step 7).

1.8 Adoption

I adopt this procedure and script for the public opening of bids for this project, and for later Road District bid openings until it is revised.

Michael J. Korman _____ Date/time: 24SEP2026

Michael J. Korman, Highway Commissioner, Northfield Township Road District

Michael J. Korman Digitally signed by Michael J. Korman Date: 2026.09.24 12:27:58 -05'00'

Part 2 — Bid Opening Script

*Read the **SAY** lines exactly as written. Fill in the blanks out loud. **DO** lines are actions, not spoken.*

Step 1 — 10:55 a.m.: Time check

> **SAY:** Good morning. The official clock for this bid opening is this clock, set to official U.S. time. It now reads 10:55 a.m. Bids for the Sanders Road Sidewalk and Signalization Project will be accepted until 11:00 a.m.

DO: *Take any bid handed in now. Log it on the Bid Receipt Log with the time.*

Step 2 — 11:00 a.m.: Close bidding and call to order

> **SAY:** It is now 11:00 a.m. Central Time on Friday, September 25, 2026. The time for receiving bids has passed, and bidding is closed. No further bids will be accepted.

> **SAY:** This is the public bid opening for the Northfield Township Road District's Sanders Road Sidewalk and Signalization Project, bid number IFB-NTRD-Sanders-01, 01-2026. It was advertised on DemandStar beginning August 14, 2026. My name is Michael Korman, Highway Commissioner. With me are Dorothy Moran of the Road District staff, who will record the bids, and _____, who will witness.

> **SAY:** ____ addenda were issued for this project: Addendum numbers _____.

Step 3 — Report bids received

> **SAY:** The District received ____ sealed bids before the deadline. ____ bids were received after the deadline. Late bids will not be opened and will be returned to the bidder.

Step 4 — Ground rules

> **SAY:** Bids will be opened and read aloud in the order they were received. For each bid I will read the bidder's name, the total base bid, the bid security, the addenda acknowledged, and whether the bid form is signed.

> **SAY:** Reading a bid today does not accept it. No bid is evaluated or awarded today. The project engineer will check every bid for accuracy and completeness before any recommendation is made. I won't answer questions about the merits of any bid. A signed record of this opening will be posted on ntroad.com.

Step 5 — Open and read each bid (repeat for every bid)

DO: *Witness inspects the envelope.*

> **SAY:** Bid number ____. [Witness], is the envelope sealed?

WITNESS: "The envelope is sealed." (or "The envelope is not sealed." — the recorder notes it)

DO: *Open the envelope. Find the bid form.*

> **SAY:** Bidder: _____. Total base bid: _____ dollars. [Alternates, if any: _____.] Bid security: [bid bond / cashier's check / certified check] in the amount of _____. Addenda acknowledged: numbers _____. The bid form [is / is not] signed.

RECORDER: reads the entry back: "Bid number ____, [bidder], [total], [security], addenda [numbers], signed [yes/no]."

WITNESS: "Confirmed."

DO: *Put the bid face down on the "read" pile. Go to the next envelope.*

Step 6 — If something is missing or unclear

> **SAY:** The bid form does not show [item]. It is recorded as "not shown." Whether this affects the bid will be decided in the review, not today.

Step 7 — Close the reading

> **SAY:** That completes the reading of all ____ bids received on time.

Optional: *"As read, and subject to review, the apparent low bid is _____ dollars from _____."*

Step 8 — Adjourn

> **SAY:** The project engineer will now review the bids. The signed record of this opening will be posted on the project page at ntroad.com, under Bid Letting Transparency. Questions about the process can be sent in writing to mike.korman@ntroad.com. This bid opening is closed at ____:____ a.m. Thank you.

DO: *Presiding officer, recorder and witness sign the Record. Secure all originals as described in 1.6.*

Part 3 — Bid Receipt Log

Fill in when each bid arrives. Keep it with the sealed bids until the opening.

No.	Bidder (as shown on envelope)	Date received	Time received	Envelope sealed? (Y/N)	Received by (print and initial)
1					
2					
3					
4					
5					
6					
7					
8					

Part 4 — Public Bid Opening Record

Project	Sanders Road Sidewalk and Signalization · IFB-NTRD-Sanders-01 | 01-2026 · NTRD-2026-05
Date, time and place	Friday, September 25, 2026 · Bidding closed at ____:____ a.m. by the official clock · 237 Melvin Drive, Northbrook, IL 60062
Addenda issued	____ (numbers: _____)
Bids received on time / late	On time: ____ Late (not opened): ____

No.	Bidder	Sealed? (Y/N)	Total base bid ($)	Bid security (type and amount)	Addenda acknowledged	Bid form signed? (Y/N)	Notes
1							
2							
3							
4							
5							
6							
7							
8							

Late bids (not opened): _____

Bid opening closed at ____:____ a.m.

_____
Presiding officer: Michael J. Korman, Highway Commissioner
Signature · Date

_____
Recorder: Dorothy Moran, Road District staff
Signature · Date

_____
Witness (print name)
Signature · Date

Part 5 — Public Bid Opening Sign-In Sheet

Sanders Road Sidewalk and Signalization · IFB-NTRD-Sanders-01 | 01-2026 · September 25, 2026, 11:00 a.m. · 237 Melvin Drive, Northbrook

Signing in is voluntary. Anyone may attend without signing. This sheet is a public record and will be posted on ntroad.com.

No.	Name (print)	Company or affiliation	Email or phone (optional)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			