




## Notice 2025.07 General Services

To: Agency Procurement Staff  
Central Management Services Bureau of Strategic Sourcing  
State Purchasing Officers

From: Ellen H. Daley 

Date: February 24, 2025

Subject: Illinois Business Affidavit

CC: Procurement Compliance Monitors  
Procurement Policy Board  
Commission on Equity and Inclusion

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This notice is effective immediately.

When procuring construction services for projects with a total value that exceeds the small purchase maximum, construction agencies shall include the *Affidavit Illinois Business Bid Preference 30 ILCS 500/45-105* form with solicitation documents published on BidBuy. The form accompanies this notice. Agencies shall use the most current version of the form found on the Chief Procurement Office for General Service's website.

When procuring construction services for projects with a total value that exceeds the small purchase maximum established in the Illinois Procurement Code (Code), Section 45-105 of the Code requires that construction agencies shall provide a bid preference to a responsive and responsible bidder that is an Illinois business as defined in this Section.

Section 45-105 of the Code also provides that the chief procurement officer shall require at the time of submission of a bid that the bidder or contractor submit an affidavit and other supporting documents demonstrating that the bidder or contractor is an Illinois business and, if applicable, submit an affidavit and other supporting documents demonstrating that the bidder or contractor is eligible for a 4% bid preference.

If you have questions regarding this notice, please contact your State Purchasing Officer.

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