

**City of St. Charles Electric Services
On Line Load Tap Changer (LTC) Inspection & Maintenance
Invitation to Bid**

The City of St. Charles is seeking sealed bids from qualified contractors to inspect and repair as needed three load-tap-changers located at two substations.

Please bid the lowest price (itemized) and best delivery on items listed. The right is reserved to accept or reject bids on each item separately or as a whole, to reject any or all bids, to waive informalities or irregularities, to negotiate contract terms and options with the successful low bidder, and to contract for the bid to other than the lowest bidder in the best interest of the City of St. Charles.

Prior to submitting their bids, it is the contractor's responsibility to check the City website (See Information to Bidders at <http://www.stcharlesil.gov/bids-proposals>) for any addenda associated with this Invitation to Bid.

1.0 SUBMITTAL OF PROPOSAL

Sealed bids for the **LTC Inspection & Service/Repair** as described in the accompanying Technical Specification shall be received **before 10:00a.m, Monday, December 21**, at the

City of St. Charles City Hall,
Two East Main Street
St. Charles, IL 60174
Attention: Mike Shortall, Purchasing Division.

At that time and place the bids will be publicly opened and read. Any bid received subsequent to the time specified will be promptly returned to the Bidder unopened.

All sealed envelopes must be clearly marked for which bid they pertain to.

Interested Bidders shall "register" with Mike Shortall and provide name, phone number, and e-mail address.

Any questions shall be submitted to both Erika Drennan (Engineer) and Mike Shortall (Purchasing) via e-mail to the following e-mail addresses:

edrennan@stcharlesil.gov
mshortall@stcharlesil.gov

before Monday, December 7, 2015.

Upon receipt of questions prior to December 7, the bidder shall receive a reply e-mail acknowledging the receipt of the question. Response to the question shall be as soon as practical. Should the question result in a clarification that requires addenda, such addenda will be issued to all registered bidders as soon as practical.

Questions submitted after December 7, 2015, shall not be acknowledged or answered. Bidder shall take all necessary steps to propose questions prior to December 7.

City reserves the right to extend the due date. Should an extension be necessary, communication of such shall be e-mailed to all registered bidders.

JM;cb

\\Adv for Bids LTC11-242512-2115