

INVITATION TO BID  
AND  
SPECIFICATIONS  
FOR

Mobile Column Lift-2016

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CITY OF ST. CHARLES  
ILLINOIS  
2016

SPECIFICATION #160525  
BID OPENING: May 25, 2016

## CONTENTS

<u>SECTION</u>	<u>TITLE</u>
I.	NOTICE TO BIDDERS
II.	INFORMATION TO BIDDERS
III.	SPECIFICATIONS/SPECIAL PROVISIONS, REFERENCES, & PROPOSAL FORM

SPECIFICATION #160525

BID OPENING : May 25, 2016

SECTION I

NOTICE TO BIDDERS

Sealed bids will be received at the Office of the Purchasing & Inventory Control Manager, Two East Main Street, St. Charles, Illinois, **no later than 2:00 p.m., Wednesday, May 25, 2016,** for (6) Mobile Column Lifts & Light Truck Adapters.

Bids will be opened publicly and read aloud in the Council Chambers, 2 E. Main Street, at 2:00 p.m., Wednesday, May 25, 2016.

Bids are available via the City Website. Alternatively, specifications and bidder information may be obtained at the Office of the Purchasing & Inventory Control Division Manager, City of St. Charles, 200 Devereaux Way, St. Charles, Illinois.

**In the lower left corner, all sealed envelopes must be clearly marked “Mobile Column Lift Bid (2016)—Attn.: Mike Shortall, Purchasing Division.”**

**CITY OF ST. CHARLES**

Mike Shortall

Purchasing & Inventory Control Manager

MWS:cjb

bid information\Bidstart mobile col lift16

**SECTION II**  
**INFORMATION TO BIDDERS**

1. **GENERAL CONDITIONS:**

- A. Bids shall be submitted in a sealed envelope, inserted in a larger sealed envelope. Both envelopes shall be clearly marked with the word "Bid", and the name of the project or subject of the bid. (Sec. 2.33.200A of the St. Charles Municipal Code). The outer envelope shall be addressed "Purchasing Manager, City of St. Charles, Two East Main Street, St. Charles, IL 60174." Include a return address on both envelopes. Bids received after the specified time and date will be returned unopened. Bids shall be on City of St. Charles bid form and shall be returned attached to the original specification sheets. Copies are not acceptable. **All bids submitted are binding for sixty (60) calendar days following the date of the bid opening.**
  
- B. All bid proposals must be signed with the firm name and by an authorized officer or employee of the company. One bid per bidder is allowed.
  
- C. The award of bids shall be made, after determination of the successful bidder by the City Council, by issuance of a City purchase order from the City of St. Charles purchasing manager to the successful bidder.
  
- D. The City of St. Charles reserves the right to waive minor specification deviations and reject any or all bids, and to accept the bid, which is in the opinion of the City Council, the lowest conforming bid from a responsible bidder as defined by state law and Sec. 2.33.230 of the St. Charles Municipal Code.
  
- E. All bids must be quoted on the basis of delivery to the City storeroom, 200 Devereaux Way in St. Charles, IL. The price shall be stated in units and bids made on each item separately. In case of conflict, the unit price shall govern. The City reserves the right to award the bid in aggregate or on individual items.
  
- F. All taxes, storage, handling and delivery costs incurred prior to receipt of the material by the City must be assumed by the successful bidder.
  
- G. All taxes, storage, handling and delivery costs incurred prior to receipt of the material by the City must be assumed by the successful bidder. The City of St. Charles is exempt from paying Illinois Use Tax, Illinois Retailers Occupation Tax, Federal Excise Tax, and Municipal Retailer's Occupation Tax.

The Illinois Department of Revenue tax exempt form can be obtained through the City of St. Charles Office of Purchasing.

The winning bidder will be required to complete the requested information included on this form. It is the purpose of this document to allow the winning bidder to purchase items for the bid project, tax free. It is the intent that the contractor will include the savings into the bid or quote.

Contractors will be responsible for utilizing this tax exempt form in a legal and responsible way. The contractor must sign a certification that the tax exempt form will be solely used for the purpose stated above. Abuse of the City's tax exempt status to avoid sales tax liability on other contractor purchases shall not be tolerated and may disqualify the contractor from being awarded future City contracts or business.

- H. If applicable, material is to be delivered on a flatbed trailer and ready to be unloaded from the side of the trailer without driving a forklift onto the trailer. Advance notice of 48 hours is required by calling 630-377-4421. Deliveries can be made to the City between the hours of 7:00 a.m. - noon and 12:30 p.m. - 3:30 p.m.
- I. Each bidder shall make an accurate statement in the proposal of the smallest number of calendar days in which delivery can be made after placement of the order.
- J. Any firm bidding this/these unit(s) must have a full service shop which includes parts and service mechanics capable of making any adjustments or repairs as may be required. The firm must also have service truck capabilities.
- K. Materials will be paid within 30 days of receipt/acceptance of same and receipt of invoice, or if a discount is allowed and is advantageous to the City, within five (5) days of receipt/acceptance of same and receipt of the invoice. Bids will be evaluated on both thirty (30) day and discount pricing.

REQUIRED \_\_\_\_\_ NOT REQUIRED X \_\_\_\_\_

- L. Travel time (incl. on-site repairs and/or pick up and delivery) is included within the labor or service warranty.

REQUIRED \_\_\_\_\_ NOT REQUIRED X \_\_\_\_\_

2. **MATERIALS:**

Only new, unused, first quality material and/or equipment shall be offered by the bidder.

3. **BID RESULTS:**  
The bidder must supply a self-addressed, stamped envelope for obtaining bid results. **NO** bid results will be given by telephone.

4. **ADDENDUM**  
Any interpretation of the specifications will be mailed to each bidder receiving a set of the bid documents. Bidders shall acknowledge receipt of such addendum by returning the addendum form.

5. **BID DEPOSIT**  
A 10% bid deposit (certified check, cashier's check, or bank draft) or bid bond **is** required to accompany this bid. Failure to do so will eliminate the bid.

REQUIRED \_\_\_\_\_ NOT REQUIRED X \_\_\_\_\_

6. **PERFORMANCE & PAYMENT BONDS**

A performance bond in the amount of 100% of the bid submitted **is** required within ten (10) calendar days of acceptance of the bidder's proposal by the City.

The performance bond of the successful bidder shall have a minimum "A" rating as defined in Best's Key Rating Guide, be conditioned on the faithful performance of the requirements of the contract, and shall have as surety a corporate surety authorized to act as such in Illinois. The performance and payment bonds shall cover payment for all labor and material, and insure completion of the project. The bidder will be responsible for all claims for injuries to persons or damages to property or premises arising out of or in connection with his or her operations prior to the acceptance of the finished work or supplies, and that he or she will promptly make payments to all persons supplying him or her or them with labor or materials in the prosecution of the work provided for in the contract; and shall guarantee to indemnify and save the City and its officers and employees harmless from all costs, damages, and expenses arising out of or by reason of the bidder's failure to comply and perform the work and complete the contract in accordance with the specifications.

The performance and payment bonds shall be in conformance with the requirements of the Illinois Act in relation to bonds of bidders entering into contracts for public construction. (Illinois Compiled Statutes Ch. 30, Sec. 550/1, et seq.)

REQUIRED \_\_\_\_\_ NOT REQUIRED X \_\_\_\_\_

7. **GENERAL GUARANTY**

The bidder agrees to (a) hold the City, its agents, and employees harmless from liability of any nature or kind for the use of any copyrighted or un-copyrighted

composition, secret process, patented or unpatented, invention, article, or appliance furnished or used in the performance of the contract in which the bidder is not the patentee, assignee, licensee, or owner; (b) protect the City against latent defective material or workmanship and to repair or replace any damages or marring occurring in transit or delivery; (c) pay for all permits, licenses, and fees and give all notices and comply with all laws, ordinances, and rules of the City and State of Illinois; (d) indemnify City against all claims for personal injury, death, and/or property damage arising out of the project.

8. **ASSIGNMENT**

Assignment of this contract or any part thereof, or any funds to be received thereunder by the bidder shall be subject to the approval of the City of St. Charles.

9. **DEFAULT**

The contract may be cancelled or annulled by the purchasing manager in whole or in part by written notice of default to the bidder upon nonperformance or violation of contract terms. An award may be made to the next lowest bidder, or articles specified may be purchased on the open market similar to those so terminated. In either event, the defaulting bidder (or his surety) shall be liable to the City for costs to the City in excess of the defaulted contract prices. The bidder shall continue the performance of this contract to the extent not terminated under the provisions of this clause. Failure of the bidder to deliver materials or services within the time stipulated on his or her bid, unless extended in writing by the purchasing manager, shall constitute contract default.

10. **INSURANCE**

Detailed insurance requirements are included under City of St. Charles Certificate of Insurance Requirements.

The bidder **shall** secure and maintain in effect at all times, at his or her expense, insurance of the following kinds and limits to cover all locations of the bidder's operations in connection with work on his or her company's projects, naming the City of St. Charles as an additional insured. The bidder shall furnish Certificates of Insurance to the City Finance Department Purchasing Office before starting construction or within 10 days after the execution of the contract, whichever date is reached first. All insurance policies shall include a non-cancellation clause provision preventing cancellation without 30 days written prior notice to the City. In case of insurance cancellation, bidder shall obtain a new insurance policy in compliance with this paragraph prior to the effective date of cancellation.

Certificates of insurance must be completed on the ACORD 25-S form, with the cancellation clause revised and revisions initialed. An example is enclosed.

**REQUIRED**   X   **NOT REQUIRED** \_\_\_\_\_

For this **specific** project, the City of St. Charles is requiring a liability umbrella of \$ 5,000,000 (aggregate for this project).

REQUIRED   X   NOT REQUIRED \_\_\_\_\_

11. **CERTIFICATE OF COMPLIANCE**

All bidders are required to complete the Certificate of Compliance (attached) as per the Illinois Compiled Statutes Ch. 65, Sec. 11-42.1-1, which will be returned with the bid.

12. **HEALTH AND SAFETY ACT**

All work under this contract shall comply with the Occupational Safety and Health Act (OSHA) of 1975, and all other federal, state or local statutes, rules or regulations affecting the work done under the contract.

13. **PREVAILING WAGE RATE**

This contract calls for the construction of a "public work," within the meaning of the Illinois Prevailing Wage Act, 820 ILCS 130/.01 *et seq.* ("the Act"). The Act requires contractors and subcontractors to pay laborers, workers and mechanics performing services on public works projects no less than the current "prevailing rate of wages" (hourly cash wages plus amount for fringe benefits) in the county where the work is performed. The Department publishes the prevailing wage rates on its website at <http://labor.illinois.gov/>. The Department revises the prevailing wage rates and the contractor/subcontractor has an obligation to check the Department's web site for revisions to prevailing wage rates. For information regarding current prevailing wage rates, please refer to the Illinois Department of Labor's website. All contractors and subcontractors rendering services under this contract must comply with all requirements of the Act, *including but not limited to*, all wage requirements and notice and record keeping duties.

The successful bidder and each subcontractor shall submit monthly, in person, by mail, or electronically, a certified payroll to the City of St. Charles. The certified payroll shall consist of records of all laborers, mechanics, and other workers employed by them on the project. The records shall include each worker's name, address, telephone number (when available), the last four digits of the worker's social security number, classification or classifications, the hourly wages paid in each period, the number of hours worked each day, and the starting and ending times of work each day. The certified payroll shall be accompanied by a statement signed by the bidder or subcontractor which avers that:

- A. Such records are true and accurate;
- B. The hourly rate paid to each worker is not less than the general prevailing rate of hourly wages required; and

- C. The bidder or subcontractor is aware that filing a certified payroll that he or she knows to be false is a Class B misdemeanor.

The City of St. Charles is required to keep the certification records submitted for a period of not less than five years. Furthermore, these records, except an employee's address, telephone number, and social security number, shall be made available in accordance with the Freedom of Information Act.

14. **EXECUTION OF CONTRACT, INSURANCE, & PERFORMANCE & PAYMENT BONDS**

The successful bidder, within ten (10) business days after acceptance of the bidder's offer by the City, shall execute all requested contract documents, supply satisfactory evidence of required insurance, and furnish a satisfactory performance and payment bonds when required by the bid documents. In the event that the bidder fails to furnish required documents, insurance, and performance and payment bonds within ten (10) business days after acceptance of the bidder's offer by the City, then the City's acceptance of the offer shall automatically terminate, and the bid deposit of the bidder shall be retained by the City as reimbursement for administrative costs.

15. **RELEASE OF BID DEPOSITS**

Within a reasonable time after the bid opening, bid deposits of all except the three lowest responsible bidders will be released. The remaining deposits will be released after the successful bidder has executed the contract documents and furnished evidence of the insurance and bonds required by the bid documents.

16. **EQUAL OPPORTUNITY EMPLOYER**

The City of St. Charles is an equal opportunity employer, and all bidders are required to be equal opportunity bidders as defined by all applicable state and federal laws and regulations.

17. **VETERANS PREFERENCE**

The City of St. Charles, per Illinois Compiled Statutes Ch. 330, par. 55/1-55/3, gives preference to veterans for public works contracts, should a tie bid arise between local OR non-local bidders.

18. **CERTIFICATE OF NON-DISQUALIFICATION**

All bidders are required to submit a completed Certificate of Non-Disqualification (attached), as required under Illinois Compiled Statutes, Ch. 720, Sec. 33 E-11.

19. **PROVISIONS OF ST. CHARLES MUNICIPAL CODE**

All bids and contracts shall be in accordance with Title 2, Ch. 2.33 of the City of St. Charles Illinois Municipal code, as from time to time amended, which shall take precedence over and control all aspects of this contract, and which are incorporated herein by reference.

20. **SURVIVAL**

The provisions hereof shall survive and shall not merge with the resulting purchase order or contract awarded to the successful bidder, but shall be additional terms thereof; and the submission of a bid shall be deemed as acceptance of these terms.

21. **CERTIFICATE OF COMPLIANCE WITH SAFETY STANDARDS**

All bidders are required to submit a completed Certificate of Compliance with Safety Standards (attached).

22. **CERTIFICATE OF COMPLIANCE WITH PUBLIC ACT 87-1257 OF THE ILLINOIS HUMAN RIGHTS ACT**

All bidders are required to submit a completed Certificate of Compliance with Public Act 87-1257 of the Illinois Human Rights Act (attached).

23. **WAIVERS OF MECHANICS LIEN**

A. With each application for payment, submit waivers of mechanics liens from the bidder, subcontractors, and suppliers for the construction period covered by the current application. Payment will not be released until the bidder has supplied the City with the waiver of liens.

1. Submit partial waivers on each item for the amount requested, prior to deduction for retainage, on each item.
2. When an application shows completion of an item, submit final or full waivers.
3. The City reserves the right to designate which entries involved in the work must submit waivers.
4. Waiver Delays: submit each application for payment with the bidder's waiver of mechanics lien for the period of construction covered by the application.

A. Initial application for payment: administrative actions and submittals, that must precede or coincide with submittal of the first application for payment, include the following:

1. List of subcontractors.
2. List of principal suppliers and fabricators.
3. Schedule of values.

REQUIRED \_\_\_\_\_ NOT REQUIRED  X  \_\_\_\_\_











**CERTIFICATE OF COMPLIANCE WITH SALES TAX FORM**

The undersigned, upon being first duly sworn, hereby certifies to the City of St. Charles, Kane and DuPage Counties, Illinois, that \_\_\_\_\_  
\_\_\_\_\_(bidder) shall comply with General Conditions, Paragraph 1.G. and the Illinois Department of Revenue tax exempt form.

\_\_\_\_\_  
Name of Bidder

By:\_\_\_\_\_

State of \_\_\_\_\_),  
ss.

County of \_\_\_\_\_)

Subscribed and sworn to  
before me this \_\_\_\_\_ day  
of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public



**Illinois Department of Revenue**

Office of Local Government Services  
Sales Tax Exemption Section, 3-520  
101 W. Jefferson Street  
Springfield, IL 62702  
217 782-8881

January 2, 2015

CITY OF ST CHARLES  
DIRECTOR OF FINANCE  
TWO EAST MAIN ST  
ST CHARLES IL 60174

Effective January 1, 2015, we have renewed your governmental exemption from payment of the Retailers' Occupation Tax, the Service Occupation Tax (both state and local), the Use Tax, and the Service Use Tax, as required by Illinois law.

We have issued the following new tax exemption identification number:

E9996-0680-07  
to  
CITY OF ST CHARLES  
of  
ST CHARLES, IL

The terms and conditions governing use of your exemption number remain unchanged.

Office of Local Government Services  
Illinois Department of Revenue

Issued To: \_\_\_\_\_  
Company: \_\_\_\_\_  
Date Issued: \_\_\_\_\_  
Project: \_\_\_\_\_  
Dates Valid: \_\_\_\_\_

Christopher A. Minick, Director of Finance



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## City of St. Charles Certificate of Insurance Requirements

Contractors shall carry all insurance coverage required by law. In addition, the Contractor shall carry, at its own expense, at least the following insurance coverage with a duly licensed and registered insurance company in the State of Illinois having a minimum A.M. Best rating of A-VI:

- (a) Workers' Compensation & Occupational Diseases Insurance – Statutory amount for Illinois
- (b) General Liability Insurance:
  - 1) Bodily injury, with limits of not less than \$1,000,000 each occurrence/  
\$2,000,000 aggregate;
  - 2) Property damage, with limits of not less than \$1,000,000 each occurrence/  
\$2,000,000 aggregate;
  - 3) Contractual insurance – broad form, with limits of not less than \$1,000,000 each occurrence/\$2,000,000 aggregate.
- (c) Automotive Liability Insurance:
  - 1) \$1,000,000 each occurrence/  
\$2,000,000 aggregate;
  - 2) Property damage, with limits of not less than \$1,000,000 each occurrence/  
\$2,000,000 aggregate. Property damage insurance coverage shall include non-owned, hired, leased, or rented vehicles, as well as owned vehicles.
- (d) Umbrella liability \$5,000,000.



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- (e) Contractor's insurance policy shall name City as an additional insured on the General Liability, Automotive Liability and Excess Liability insurance policies. The insurance coverage shall be written with insurance companies acceptable to City. All insurance premiums shall be paid without cost to City. The Contractor shall furnish to City a Certificate of Insurance attesting to the respective insurance coverage for the full contract term. Contractor shall submit satisfactory proof of insurance simultaneously with the execution of the contract.
  
  - (f) All insurance policies shall provide that the City shall receive written notice of cancellation or reduction in coverage of any insurance policy thirty (30) days to the effective date of cancellation.

# SPECIFICATIONS/SPECIAL PROVISIONS

## Mobile Column Lifts - Matched set of six (6)

**Bid Opening Time:** 2:00 p.m.  
**Date:** May 25, 2016  
**Location:** City of St. Charles  
City Hall  
2 E. Main Street  
St. Charles, IL 60174

### GENERAL INFORMATION

The City of St. Charles (the "City") will accept sealed bids for the purchase of a matched set of six (6) new Mobile Column Lifts and a set of four (4) Light Truck Wheel Adapters. All items described here within shall be manufactured by the same company and shall be fully compatible. The lifts and all accessories specified here within shall comply with OSHA, UL-201 standards and the latest ANSI standards and be independently tested and certified by the Automotive Lift Institute (ALI), American National Standard for Automotive Lifts - Safety Requirements for Construction, Testing and Validation, to ANSI, ALI/ETL ALCTV-2011 standards.

Units with "certifications pending" shall not be acceptable. In addition, wireless or battery powered units shall not be acceptable. No prototype lifts, adaptors or accessories shall be acceptable.

A product specification sheet and monthly, quarterly and annual inspection checklists of the Mobile Column Lift Set and Light Truck Adapters must be submitted as part of the bid package.

The City of St. Charles reserves the right to reject any and all bids or to waive any technicalities, discrepancies, or information in the bids.

Prices quoted must be valid for a minimum of 120 days from the date of the bid opening.

### Specifications

This specification is to set forth the minimum requirements for a mobile lifting system

1. The system shall consist of six (6) columns. The system shall be able to function fully in any arrangement of two (2), four (4) or six (6) columns.
2. Each column shall have a rated capacity of 18,000 lbs, and shall be rated for 108,000lbs as a set of six.
3. The minimum total lifting height as measured from the floor to the bottom of the lifting cradle shall not be less than sixty-seven (67) inches.
4. Each column shall be equipped with an emergency stop button to allow rapid halting of lifting/lower operation. The emergency stop function shall be easily reset to proceed with regular operation.
5. The following lifting mechanisms are acceptable:

5.1 ACME threaded screw, bronze load bearing nut and a steel back up nut. It shall be non-reversible and guaranteed self-locking in operation. The lifting assembly shall consist of a non-reversible bronze load nut and a steel backup safety nut which can be visually monitored for wear.

5.2 Ball Screw design, 5-Race 90 ball bearings sealed with a grease fitting.

6. The overall height of the column shall at no point exceed one hundred (100) inches. Columns which extend in overall height as the lifting height of the carriage increases will not be considered.
7. The lifting column shall not weigh more than 1,100 lbs for ease of portability.
8. The standard fork of the column shall accept tire sizes from R 20.00" to R 24.00" inclusive. Adapters to accommodate tire sizes down to a 13 inches rim shall be available. Adjustable forks will not be accepted.
9. The primary "1" column shall come with an interactive touch screen pad. The pad shall be easy to interpret giving the operator the ability to select modes of operation of all columns, pairs and single lifts. The touch screen pad shall illustrate the mode of operation selected by the operator.
10. A graphic showing the height of each column in the operational set shall be accessible on the touch screen pad.
11. The screen display located on the primary "1" column shall have the ability to view real time amperage draw, cycles completed, date lifts first used and annual inspection due date.
12. Operation of the lifts shall be achieved with a hand held remote control which is detachable and connect into any of the columns in the selected mode. The length of the cable shall be sufficient to allow the operator to stand back at least 9 feet from the column.
13. The lift will have the ability to rise in unison at variable speeds, determined by the operator, dependent on the weight of the load being raised. Vertical displacement of the lifting cradle shall be at the rate of 67 inches per minute when empty and 27 inches when fully loaded. An overload protection device will prevent the operator raising a load faster than permitted by the weight of the vehicle.
14. Operational faults shall be communicated in words to the operator on the touch screen pad.
15. Interconnecting cables shall be of a heavy duty type, maximum thickness of ¾ inch for ease of set up. They shall be OSHA approved yellow or orange in color for safety. They shall be oil and fuel resistant.
16. Connecting cables shall be easy disconnecting plugged at each end for ease of replacement. Cables which are hard wired at one end will not be accepted.
17. Columns shall be able to be operated from the detachable hand held control from each column, in pairs from either column in the selected axle pair and the entire lift system shall be capable of being operated in synchronization from any of the columns in the set.
18. Column construction shall be of a single mast design to facilitate in the maneuverability of the column and to provide for minimal obstruction with vehicle mounted mirrors and accessories.

19. The motor/gearbox drive should be mounted at the top of the column to minimize the possibility of damage.
20. The height of the outrigger leg should be no more than 5.5 inches for access underneath low vehicles.
21. The electrical and mechanical systems shall be suitable for use indoors or outdoors. Electrical components shall be housed in lockable metal electrical enclosures with a minimum rating of IP55. The lifts shall operate on 480vac 3Ø 60 Hz. Receptacle plug information shall be provided to the successful bidder by the City prior to delivery. Successful bidder shall supply UL approved receptacle plug and install.
22. Each lifting carriage shall be captive within the column and have four rollers with self lubricated, sealed for life bushings. Carriages which come fitted with slide blocks to restrict movement of the carriage will not be accepted.
23. The lifting device should be suspended to avoid bending stresses while under load.
24. All column lifts must have a means to safely lower the units manually in case of power failure or column malfunction.

### **Warranty**

The bidder shall include a minimum factory warranty of 24 months parts and labor. The warranty start date shall be the date the lifts are placed into service. The service date shall commence once the units are delivered to the City and all personnel are trained. No fees for travel time, fuel, or deductibles shall be allowed. Lifts shall be serviced at the City unless successful bidder pays any and all expenses to service off-site.

### **Annual Service & Inspections**

The successful bidder shall include two (2) consecutive annual OSHA compliant inspections and factory maintenance/service per manufacturer's recommendations. The inspections shall be performed by technician/inspectors that are trained and certified by the manufacturer and be certified by the American Lifts Institute (ALI).

### **Bidders Qualifications and References**

All bidders must be qualified and must demonstrate at least five (5) years prior experience as a full-time firm, continuously, and actively engaged in sales and performing services of similar scope to the services indicated herein. All bidders must complete the "References" form included herein.

### **Terms**

Bids shall be in accordance with the specifications provided herein.

### **Bid Prices**

Bid prices shall be Freight on Board (F.O.B.) to the St. Charles Public Works Complex, located at 200 Devereaux Way, St. Charles, Illinois 60174. Delivery, setup and on-site factory training charges shall be included in bid price. Training shall include but not limited to safe operations and inspections.

Specifications and all Contract Documents may be obtained from the City of St. Charles, 2 East Main Street, St. Charles, IL 60174. Prices quoted must be valid for a minimum of 120 days from the date of the bid opening.

Bids will be received at the above address until 2:00 p.m. on Wednesday, May 25, 2016. All bids will be publicly opened immediately thereafter. Bids must be identified as such on the outside of the sealed envelope. Vendor's company name and address are to appear in the upper left corner. Bid information is to appear in the **lower left** corner and shall be marked:

***“Mobile Column Lift Bid (2016) -  
Attn: Mike Shortall, Purchasing Division”***

The City of St. Charles reserves the right to reject any and all bids or to waive any technicalities, discrepancies, or information in the bids.

**All detailed questions concerning the actual bid specifications are to be forwarded to AJ Reineking, Public Works Manager, in writing via e-mail to [areineking@stcharlesil.gov](mailto:areineking@stcharlesil.gov) no less than five (5) business days prior to the scheduled bid opening date.**

The City of St. Charles does not discriminate in admission, access to, treatment, or employment in its programs and activities.

**REFERENCES**

List below other organizations (users of similar size and structure to St. Charles preferred) for which these or other similar services have been provided:

Agency Name: \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Dates of Service \_\_\_\_\_

Agency Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Dates of Service \_\_\_\_\_

Agency Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Dates of Service \_\_\_\_\_

Agency Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Dates of Service \_\_\_\_\_

Agency Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Dates of Service \_\_\_\_\_

