

**City of St. Charles Electric Services**  
**Substation Packaged Engine Generator Replacement**  
**Invitation to Bid**

The City of St. Charles is seeking sealed bids from qualified Contractors to install new natural gas generators at two of its substations. At St. Charles Electric Substation #5 located at 2561 DuKane Drive, St. Charles, IL 60174 the contractor is to remove the existing Kohler 20RZ natural gas generator, transfer switch and provide and install a new Kohler model 24RCL, single phase natural gas generator. At St. Charles Electric Substation #9 located at 850 Equity Drive, St. Charles, IL 60174 the contractor is to provide and install a new Kohler model 24RCL, single phase natural gas generator.

Please bid the lowest price and best delivery on items listed. Advise what discount will be allowed for the existing Kohler 20RZ generator set. Terms and delivery data must be specified. 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.

A **MANDATORY pre-proposal meeting** will be held on-site at Substation #5 located at 2561 DuKane Drive, on **Tuesday, October 17<sup>th</sup>, 2017 at 10:00 a.m.** Immediately followed by a pre-proposal meeting at Substation #9 located at 850 Equity Drive.

Prior to submitting their bids, it is the contractor's responsibility to check the City web-site; <http://www.stcharlesil.gov/bids-proposals> for important information on submitting bids or proposals and for any addenda associated with this Invitation to Bid.

**SUBMITTL OF PROPOSAL**

Sealed proposals for the **Electric Substation Packaged Engine Generator Replacement** as described in the accompanying Scope of Work shall be received before **2:00 p.m., Thursday, October 26<sup>th</sup>, 2017 at the:**

City of St. Charles City Hall, Council Chambers  
Two East Main Street  
St. Charles, IL. 60137  
Attention: Mike Shortall, Purchasing Office

At that time and place the proposal will be publicly opened and read. Any proposal 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 (Electric Services) and Mike Shortall (Purchasing) via e-mail to the following e-mail address:

[edrennan@stcharlesil.gov](mailto:edrennan@stcharlesil.gov)

[mshortall@stcharlesil.gov](mailto:mshortall@stcharlesil.gov)

**before Friday October 20th, 2017.**

Upon receipt of the questions 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 posted to the city’s website as soon as practical.

**Questions submitted after Friday, October 20th, 2017, shall not be acknowledged or answered. Bidder shall take all necessary steps to propose question prior to Friday, October 20<sup>th</sup>, 2017.**

The 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.