

City of St. Charles

34.5kV Outdoor Padmounted Switchgear Specification

1.0 INSTRUCTIONS TO BIDDERS:

Request for Proposal:

Sealed proposals for 34.5kV, outdoor, padmounted, switchgear, as described in the accompanying technical specification, shall be received **before 11:00a.m, Thursday, May 26, 2016**, at the City of St. Charles City Hall, Two East Main Street, St. Charles, IL 60174, Attention: Mike Shortall, Purchasing Department. At that time and place, the proposals will be publicly opened and read. Any proposal received subsequent to the time specified will be promptly returned to the Bidder unopened.

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 5:00 PM, Tuesday May 18, 2016.

Upon receipt of questions prior to May 18, 2016, 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 5:00 PM, May 18, 2016, shall not be acknowledged or answered. Bidder shall take all necessary steps to propose questions prior to May 18th.

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.