









**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

STS-70 (R-2/98)  
ST-496 (R-2/98)  
IL 10-000-3322  
10-0001417



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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.

**City of St. Charles**  
**City Hall Elevator Hydraulic Modernization**

The City of St. Charles [City] is seeking a Contractor to perform a hydraulic modernization of the single-car elevator unit located at the City Hall building at 2 East Main Street, St. Charles, Illinois. The project shall include all labor, materials and parts necessary to complete the project in compliance with the Illinois Elevator Safety and Regulation Act, 225 ILCS 312.

The projects shall consist of removing and replacing hydraulic system components to allow for safe, reliable service and simple troubleshooting. The system shall have a digital read display, updated wiring, and modern alarm notification functions.

**Optional Pre-Bid Meeting**

There will be an optional Pre-Bid meeting at City Hall to view the existing conditions on **Monday, January 25, 2016, at 9:00 AM.**

**Timeline**

The City anticipates the following timeline for award.

Bids Due	2:00 pm, February 3, 2016
Materials due to Government Services Committee	February 8, 2016
Government Services Committee Approval	February 22, 2016
City Council Approval	March 7, 2016
Notice to Proceed	March 8, 2016

**Hydraulic Improvements Specifications**

1. **Pump Unit** – The Contractor shall supply and install the following new equipment and new materials.
  - a. Power Unit
  - b. Isolation Couplings
  - c. Shut Off Valve Kit
  - d. Oil Line
  - e. Oil Threader Setup

The existing oil shall be removed, safely disposed of, and replaced with new oil.

2. **Control System** – The Contractor shall supply and install a new Tank-Mounted Controller and replace/provide all corresponding new wiring, panels, and fuses in the Machine Room.
3. **Car Door Equipment** – The Contractor shall supply and install a new Front Car Door Operator/Kit, new Side Car Door Operator Kit, and new Infrared Door Detector.
4. **Cab/Platform/Car Fixtures** – The Contractor shall supply and install the following new equipment and materials.
  - a. Main Car Station
    - i. Custom Finish

- ii. Applied Panel
  - iii. Braille Plates
  - iv. Digital Position Indicators
  - v. Standard Key Switch Package
  - vi. Locked Service Cabinet
  - vii. ADA [Americans with Disabilities Act of 1990] Compliant Telephone System
  - viii. Emergency Light
  - ix. Swing Return
  - x. Vandal Resistant Floor Buttons
- b. Car Position Indicator in the COP [Car Operating Panel]
  - c. Car Riding Lantern (2 [two])
  - d. Hands Free Telephone
  - e. Emergency Lighting
5. **Hall and Lobby Fixtures** – The Contractor shall supply and install new Hall Stations [excluding Egress], new Egress Hall Stations in the lobby, new Jamb Braille and new Hoistway Access Switch in the Hall Stations.
  6. **Hoistway Equipment** – The Contractor shall supply and install a new Leveling Unit/Landing System.
  7. **Hoistway Wiring** – The Contractor shall supply and install new Traveling Cable/Car Wiring, new Hoistway Wiring Package and new Hoistway Duct Kit.
  8. **Pit** – The Contractor shall supply and install a new Pit Switch.
  9. **Testing** – The Contractor shall conduct all Adjusting, Pretesting and Inspection of the above-referenced equipment and materials.
  10. **Miscellaneous** – The Contractor shall supply daily cleaning of the work area and daily refuse removal. The Contractor shall provide painting services, material handling and mobilization.

### **Work Schedule**

The work schedule shall be coordinated by the City and the Contractor. A written work schedule shall be agreed upon by the City and the Contractor prior to the commencement of work. All specified work shall be completed no later than fifteen (15) weeks from the issuance of the City's *Notice to Proceed* to the Contractor.

The Contractor may not start work before 7 a.m. Monday through Friday. All work, daily clean up and refuse removal must be completed by 3 p.m. Monday through Friday. Additional hours prior to 7 a.m. and after 3 p.m. must be approved in advance by the designated City representative. The Contractor may be restricted with respect to work hours each day depending on special events in the area and/or weather events. Weekend hours [Saturday and Sunday] must

be approved in advance by the designated City representative and generally will not be permitted.

Upon commencement of the work specified herein, the Contractor shall work from 7 a.m. to 3 p.m. on consecutive regular work days, without delay, until completion of the specified work.

**Work Delay – Cost of Labor and Materials**

Any change in the above-referenced work schedule must be agreed upon by both parties. The contract price will remain fixed from the execution of the contract by the City and the Contractor through the completion of the specified work.

**Professional Standard**

The Contractor is required to have at least five (5) years experience installing hydraulic single-car elevator units in compliance with the Illinois Elevator Safety and Regulation Act, 225 ILCS 312.

**Temporary Elevator Service**

The Contractor shall guarantee that the single-car elevator unit located at the City Hall building at 2 East Main Street, St. Charles, Illinois, shall not be out of service more than three (3) consecutive days, and shall be in service at least sixty (60) minutes prior to the scheduled start time of all public City meetings. Such public City meetings are generally held on Monday evenings.

**Safety Officer**

The Contractor shall provide a designated Safety Officer contact for the City Inspector to address any safety related concerns that arise on the job. The Safety Officer will be required to respond and address such concerns in a timely manner or within at least one (1) business day.

**Job Show Up**

The City's Public Works facility, upon request, may be utilized as a job show up location. Utility trucks and private cars may be parked within the Public Works fenced-in yard. The City reserves the right to revoke this privilege. The Public Works yard is open Monday through Friday from 6 a.m. until 5:00 p.m. and locked at all other times.

**Prevailing Wages**

The Contractor shall abide by the Illinois Prevailing Wage Act, 820 ILCS 130, and must submit certified payroll records with all payment requests. Any request for payment submitted without certified payroll records will not be processed by the City Accounts Payable Department.

**Testing and Inspection**

All work performed by the Contractor will be completed in accordance with the Illinois Elevator Safety and Regulation Act, 225 ILCS 312, and all applicable federal, state and local codes. In the event such federal, state or local codes change prior to the completion of the specified work, the additional costs [if any] associated with the application of those codes following the execution of the contract between the City and the Contractor, shall be the responsibility of both the City and the Contractor at sixty percent (60%) and forty percent (40%), respectively.

The Contractor shall perform safety, full load, Phase I and Phase II Fire Service tests [as applicable] to ensure that the equipment specified in the contract conforms to applicable federal, state and local codes. The Contractor shall provide the City with written reports of test results generated in connection with the above-referenced tests.

The above-referenced tests conducted by the Contractor shall be performed during regular working hours of regular working days or as agreed upon by both the City and the Contractor. The Contractor shall be liable for any damage to the building structure or the elevator resulting from the performance of any tests it performs pursuant to the contract.

The Contractor's designated representative shall be present at the work/project site for all inspections of the work it has performed. The Contractor shall receive no additional compensation from the City for its time during such inspections.

Final inspection shall be completed by the Illinois State Fire Marshal.

#### **Clean-Up & Waste Disposal**

At the conclusion of its work, the Contractor shall remove all equipment and refuse from the project site. The Contractor shall leave the project side and work area in a condition that, in the sole opinion of the City, is neat and clean.

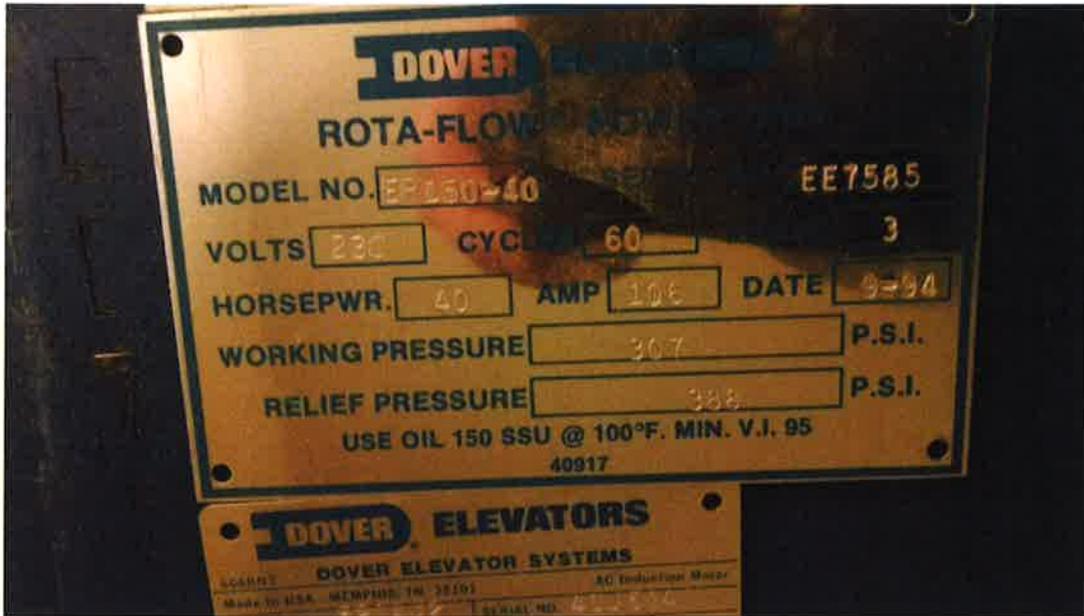
Should special waste disposal be necessary as a result of the work being performed, the Contractor shall safely and properly dispose of all contaminated materials.

#### **Warranty**

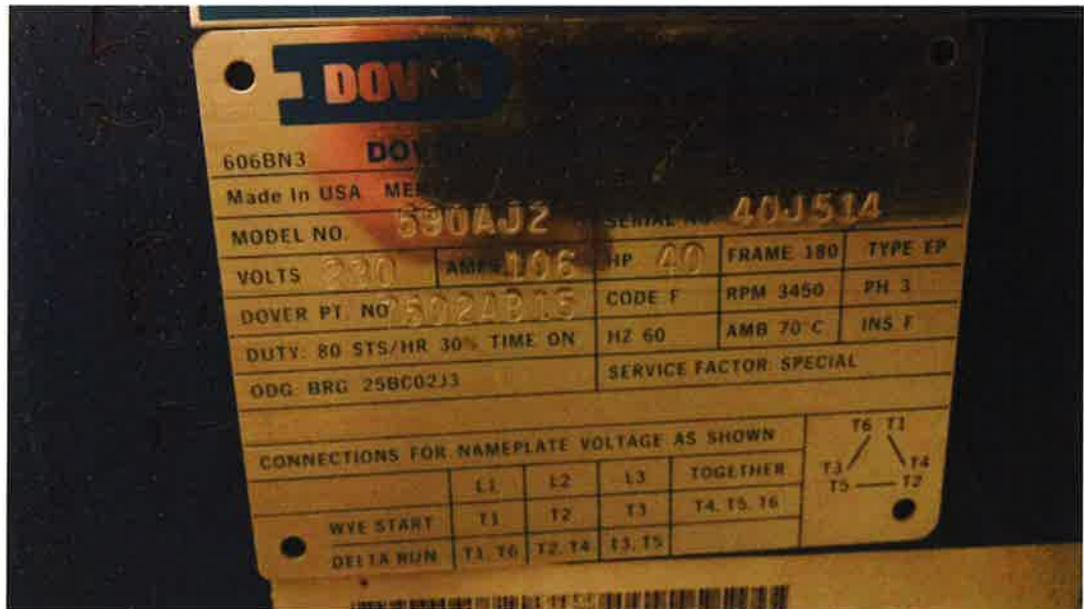
The Contractor shall warrant the labor and the equipment it installs pursuant to the contract against defects in materials and workmanship for a period of three (3) years from the date of completion of the specified work. The City shall provide the Contractor written notice of any defects, and the Contractor shall, at its own expense, correct such defects by repair or replacement.

#### **Existing Equipment**

The below photos include the code data plate details for the existing power unit and hydraulic unit.



Dover Rota-Flow Power Unit Model No. EP150-40; Serial No. EE7585



Dover AC Induction Motor Model No. 590AJ2; Serial No. 40J514

**DOVER ELEVATORS**  
LMH™

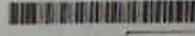
**WARNING**  
MORE THAN ONE LIVE CIRCUIT  
SEE DIAGRAM

**AVERTISSEMENT**  
PLUS D'UN CIRCUIT SOUS TENSION  
VOIR SCHEMA

ThyssenKrupp Elevator ANY  
**FOR SERVICE  
CALL**

**Thyssen Elevator Hydraulic Power Unit**

FILE LR14538    xx     MAX. VAC = 600  
CGA B44.1/ASME A17.5    MAX. HP/KW = 75/56

MODEL	0137746	SERIAL NO.	EE7585
DATE	1/11/01		
PUMP MAKE	IMO	PUMP MODEL	----
FLOW RATE	377 GPM	L/s	23.8
WORKING PRESSURE	341 PSI	MPa	23.51
RELIEF PRESSURE	386 PSI	MPa	26.75

USE OIL 150 SSV 9 100° F OR 32.4  
251 9 38° C. MIN. V.I. 95    1 PSI = 6.895 kPa

    8000F2

CODE DATA PLATE (ASME A17.1 - 2000, 8.9)

CODE USED FOR INSPECTIONS & TESTS

CODE & EDITION IN EFFECT AT TIME OF INSTALLATION

CODE & EDITION IN EFFECT AT TIME OF ALTERATION

Hydraulic Power Unit Model 0137746 Serial No. EE7585

CITY OF ST. CHARLES  
2 E. MAIN STREET  
ST. CHARLES, ILLINOIS 60014

**Bid Opening: Wednesday, February 3, 2016, at 2:00 p.m.**

**Bidder Information**

**Company Name:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Fax:** \_\_\_\_\_  
**City, State, Zip:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Contact Person:** \_\_\_\_\_

**BID PRICE:** City Hall Elevator Modernization \$ \_\_\_\_\_

**Anticipated number of days to complete all work form notice to proceed:** \_\_\_\_\_ **Days**

List any and all deviations from minimum specifications:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that I am acting as an agent for the firm designated below and that the firm will sell to the City of St. Charles the product(s) described herein for the amount specified above. Further, I certify that all exceptions or deviations from the attached detailed specifications are clearly stated in writing and the price quoted shall include all terms specified unless otherwise noted.

\_\_\_\_\_  
Signature of Authorized Representative

PLEASE TYPE OR NEATLY PRINT THE FOLLOWING INFORMATION

\_\_\_\_\_  
Name of Authorized Representative Title

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
(Area Code) Phone Number