

**CITY OF ST. CHARLES
FIRE DEPARTMENT**

**FIRE STATION NUMBER 2-25 kW PACKAGED ENGINE GENERATOR SYSTEM
INVITATION TO BID**

City of St. Charles is seeking sealed bids from qualified contractors to remove and replace the existing Onan generator at Fire Station #2 located at 2900 Production Drive, St. Charles Illinois, as specified herein.

Please bid lowest price and best delivery on items listed. Advise what discount will be allowed for the existing Onan generator set. Terms and delivery date 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 Fire Station Number 2, 2900 Production Drive, on Thursday January 29, 2015, at 10:00 a.m.

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 proposals for the **Fire Station Generator Replacement** as described in the accompanying technical specification shall be received **before 10:00a.m, Friday, February 27,** at the

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

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.

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 Jim Malkowski (Engineering) and Mike Shortall (Purchasing) via e-mail to the following e-mail addresses:

jmalkowski@stcharlesil.gov
mshortall@stcharlesil.gov

before Thursday, February 12, 2015.

Upon receipt of questions prior to February 12, 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 February 12, 2015, shall not be acknowledged or answered. Bidder shall take all necessary steps to propose questions prior to February 12.

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.