

**CITY OF ST. CHARLES  
ELECTRIC DIVISION**

**INVITATION TO BID  
RIDE-ON TRACTOR/TRENCHER**

The City of St. Charles is seeking sealed bids from qualified contractors to purchase one (1) each of 2014 or newer Ride-On Tractor/Trencher as specified herein.

**Please bid lowest price and best delivery on listed items. Advise what discount will be allowed for the trade in of 2001 Vermeer V8550 Rubber Tire Trencher, 2400hrs, B9300 backhoe w/18" bucket and 9"-60" chain, photos. available via email request.** 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 option 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.

Prior to submitting their bids, it is the contractor's responsibility to check the City's 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 bid for the **Ride-On Tractor/Trencher** as described in the accompanying technical specification shall be received **before 10:00 a.m., Friday, March 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 email address.

Any questions shall be submitted to both Gary Sittler (Electric) and Mike Shortall (Purchasing) via email to the following email addresses:

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

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

**before Thursday, March 19, 2015.**

Upon receipt of question prior to March 19, the bidder shall receive a reply email 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.

Question submitted after March 19, 2015, shall not be acknowledge or answered. Bidder shall take all necessary steps to propose question prior to March 19.

City reserves the right to extend the due date. Should an extent be necessary, communication of such shall be emailed to all resisted bidders.