

NOTICE TO BIDDERS

Bids are available via the City Website. Alternatively, specifications and bidder information may be obtained at the Office of the Purchasing & Inventory Control Division Manager, City of St. Charles, 200 Devereaux Way, St. Charles, Illinois.

All sealed envelopes must be clearly marked for which proposal they pertain to.

1.0 SUBMITTAL OF PROPOSAL

Sealed proposals for the **12.47-kV Recloser & Recloser Control** as described in the accompanying technical specification, shall be received **before 2:00 PM, Thursday, August 17, 2017**, at the City of St. Charles City Hall, Two East Main Street, St. Charles, IL 60174, Attention: Mike Shortall, Purchasing Division. 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 Michael Shortall and provide name, phone number, and e-mail address.

Any questions shall be submitted to both Erika Drennan (Engineer) and Michael Shortall (Purchasing) via e-mail to the following e-mail addresses:

edrennan@stcharlesil.gov

mshortall@stcharlesil.gov

before 5:00 PM Tuesday, August 15, 2017

Upon receipt of questions prior to August 15, 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 August 15, 2017, shall not be acknowledged or answered. Bidder shall take all necessary steps to propose questions prior to August 15.

City reserves the right to extend the due date. Should an extension be necessary, communication of such shall be placed on the city Web page as an addendum.

NOTE: It is the responsibility of the bidders to periodically check the city web page for changes and addenda's.

All equipment provided with the transformers shall be clearly identified with the equipment tag number, the purchase order number, and an item list. The substation 9 project is under development by the City of St. Charles, IL (hereinafter interchangeably called the "CITY," "Owner" and "Purchaser") and is known as the City of St. Charles.

For the purposes of these specifications, the terms "Bidder," "Manufacturer," and "Vendor" may be regarded as interchangeable to refer to the Party of Agency responding to the Owner's request for bids under this project.

CITY OF ST. CHARLES

Michael Shortall
Inventory Control & Purchasing Manager