



City of Wheaton
303 W. Wesley Street
Wheaton, IL 60187-0727
630-260-2000

City of Wheaton, Illinois

www.wheaton.il.us

TO: Sharon Barrett-Hagen, City Clerk
All Interested Bidders

FROM: Joan M. Schouten, MBA CPIM CPPB Procurement Officer

DATE: March 29, 2016

RE: Notice to Bidders

HVAC Preventive Maintenance and Service

Formal solicitation documents for the above project will be available on March 29, 2016 on the City of Wheaton's website: <http://www.wheaton.il.us/bids/>.

Mandatory Pre-Bid Meeting: Wednesday, April 13, 2016 9:00am City Hall Basement Elevator Lobby

Last Date for Questions: Friday, April 18, 2016 end of business

Response Required: Thursday, April 21, 2016 prior to 10:00am local time

Public Bid Opening: Friday, April 22, 2016 10:00am local time

Location: City Hall Council Chambers; 303 West Wesley St.; Wheaton, IL

**The Prevailing Wage Act (820 ILCS 130/1-12) does apply.

- The City of Wheaton's website. <http://www.wheaton.il.us/bids/> is the official source for all documents related to this solicitation. The City is not responsible for documents distributed through any other means.
- Submittals are to be according to the Instructions, Terms and Conditions, and Statement of Work stated in the solicitation package. All responses must be on the specified forms.
- If you have any questions, please contact the Procurement Officer within the timeframe stated at JSchouten@wheaton.il.us
- To facilitate timely notice of updates, submitters are encouraged to sign up for an RSS feed for Bid Documents for the Department of: Facilities.

Contact with anyone other than the Procurement Officer for matters relative to this solicitation during the solicitation process is prohibitive.