



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

City of Wheaton, Illinois

[www.wheaton.il.us](http://www.wheaton.il.us)

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

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

**DATE:** July 26, 2016

**RE:** [Notice to Bidders](#)

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## *ELEVATOR MAINTENANCE AND SERVICE*

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Formal solicitation documents for the above project will be available on July 8, 2016 on the City of Wheaton's website: <http://www.wheaton.il.us/bids/>.

**Optional Pre-Bid Meeting:** Tuesday, August 2, 2016 at 9:00am  
City Hall; 303 West Wesley St; North Elevator Lobby

**Last Date for Questions:** Thursday, August 4, 2016 end of business

**Sealed Bid Submittals due:** [Thursday, August 11, 2016 prior to 10:00 am local time](#)

**Public Bid Opening:** Friday, August 12, 2016 10:00 am

**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](mailto: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.*