



City of Wheaton, Illinois

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

[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 8, 2016

**RE:** Notice to Bidders

## *DESKTOP and LAPTOP REPLACEMENTS*

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/>.

**Mandatory Pre-Bid Meeting:** none

**Last Date for Questions:** Wednesday, July 20, 2016 end of business

**Sealed Bid Submittals due:** Thursday, July 28, 2016 prior to 10:00am local time

**Public Bid Opening:** Friday, July 29, 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 not 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: Information Technology.

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