



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)

## ELEVATOR MAINTENANCE AND SERVICE

### Invitation to Bid Amendment #1

The following changes / clarifications / additions have been added to the Invitation to Bid project specifications and plans:

#### **DATES HAVE BEEN CHANGED AS FOLLOWS:**

**Mandatory 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

**Attachments:** updated Label for Sealed Submittal

Contacts for this proposal:

Joan M. Schouten CPIM CPPB; Procurement Officer; [JSchouten@wheaton.il.us](mailto:JSchouten@wheaton.il.us)

---

**CUSTOMIZED MAILING LABEL FOR SEALED BID**

---

XXXXXXXXXX CUT OUT XXXXXXXXXXXX

*Cut along outer border and affix this label to your sealed bid envelope to identify it as a "Sealed Bid".*

**SEALED BID - DO NOT OPEN**

---

---

**PROPOSAL FOR:**

**ELEVATOR MAINTENANCE AND SERVICE**

---

**PROPOSAL FROM:** *(Insert your company name below)*

---

*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

---

---

**TO BE OPENED BY PROCUREMENT OFFICER**

---

---

**MAIL TO:**

**Joan M. Schouten, MBA CPIM CPPB  
Procurement Officer  
City of Wheaton / City Hall  
P.O. BOX 0727  
303 West Wesley Street  
Wheaton, IL 60187-0727**