



Department of Public Administration - Maintenance Operations
Architecture, Facility Management Services and Street Light Utility

1532 West Michigan Street • Duluth, Minnesota • 55806
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July 28, 2010

TO BIDDERS:

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| Lagerquist Elevators 302 West Superior Street Suite 508 Lonsdale Building Duluth, MN 55802 | Schindler Elevator Corp. 301 West 1 st Street Duluth, MN 55802 | Thyssen Krupp Elevator 4511 West 1 st Street Duluth, MN 55806 |
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Minnesota Elevator, Inc.
19336 - 607th Avenue
Mankato, Minnesota 56001

In compliance with the State of Minnesota regulations governing modernization of public elevators, the City of Duluth is proposing the decommissioning of two elevators and the modernization of two elevators located within City Hall at 411 West First Street. Bids for the proposed work will be due on August 24, 2010 @ 2:00 PM CST. Please mail you proposals to:

PURCHASING – Bid Packet 10-28DS
Suite 100 – City Hall
411 West First Street
Duluth, MN 55802

Attached to this cover letter are the specifications and location drawings of the elevators involved within this project. Please review the information and familiarize yourself with building by visiting the site. We have planned to have a Pre-Bid Walk Through, on site, the morning of August 10, 2010 at 10:00 AM. We encourage everyone to attend this meeting for a guided tour of the facility and the elevator equipment rooms.

As you review these specifications and bid packets, due to the specific nature of the work being proposed, we ask that any questions you have relative technical specifications be addressed to our consultant:

Ted Smith, President
Elevator Advisory Group, Inc.
375 Kellogg Boulevard East
St, Paul, MN 55101
Telephone: 651-293-0595
info@elevatoradvisorygroup.com

We look forward to the successful completion of this essential project.

Thank you!

Terry L. Groshong, AIA
City Architect
1532 West Michigan Street
Duluth, MN 55806