

**NOTICE  
REQUEST FOR PROPOSAL  
METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO  
20-RFP-02**

**DELIVER AND IMPLEMENT A LABORATORY INFORMATION MANAGEMENT SYSTEM**

The Metropolitan Water Reclamation District of Greater Chicago (“District”) requests proposals from any prospective Proposer for the above captioned subject which is described in the attached document number 20-RFP-02.

**PROPOSALS ARE DUE: August 14, 2020**

Proposals, endorsed as above, will be submitted back to the District via an electronic upload to the Bonfire Portal only. See “Submission Via the Bonfire Portal” for instructions. Proposals will be accepted from the date of the Invitation to Bid, up to 11:00 A.M. (Chicago time), on the bid opening date, August 14, 2020.

**No bids will be accepted after 11:00 AM on the above scheduled bid opening date. Mail or hand delivered proposals will not be accepted. There is no Bid Depository safe for this purpose.**

Copies of the Request for Proposal are only available online from the District's website at [www.mwrdr.org](http://www.mwrdr.org) (Doing Business→Procurement & Materials Management→Contract Announcements). No fee is required for the Request for Proposal documents. Any questions regarding the downloading of the Request for Proposal documents should be directed to [contractdesk@mwrdr.org](mailto:contractdesk@mwrdr.org) or call (312) 751-6643.

Appendices F, G, and H must be included with the proposal. Failure to submit the required documents as specified may render the bid non-responsive and the bid may be rejected.

The primary objective of this Request for Proposal is to deliver and implement a Laboratory Information Management System (LIMS).

The estimated cost for this service is less than \$1,000,000.00. There is no bid deposit required. The anticipated service period will begin upon the award of the purchase order for a term of approximately 12 to 18 months.

The District assumes no liability or responsibility for the failure or inability of any Proposer to successfully download any and all contract documents, including but not limited to specifications, proposal forms and/or plans, as a result of any type of technological computer and/or software system failure or breakdown that restricts, prohibits or prevents successful downloading of any and all District contract documents by the Proposer, whether caused by the District or other parties, directly or indirectly.

Proposers are to include with their proposal signed copies of any addenda, or acknowledge receipt of any addenda, if the District issued any addenda to this contract. Failure to do so may be cause for the rejection of any bid. Bidding documents are available only online, and any addenda issued for this contract will be available online at the District’s website, [www.mwrdr.org](http://www.mwrdr.org) (Doing Business→Procurement and Materials Management→Contract Announcements). Addenda will also be emailed/faxed to each person receiving a set of such contract documents and to such other prospective Proposers as shall have requested that they be furnished with a copy of the addenda.

If any potential Proposer contemplating to submit a proposal is in doubt as to the true meaning of any part of the specifications or other contract documents, such inquiry should be submitted online at the District’s website, [www.mwrdr.org](http://www.mwrdr.org). The path is as follows: Doing Business→Procurement and Materials Management→Contract Announcements. The District will provide an online response to such inquiries, as the District deems appropriate. Strings of appropriate questions and answers regarding the bidding documents will be available online on the District’s website until the bid opening date of the bidding documents. No questions will be accepted by telephone, fax, email, mail, or any other such form of delivery.

The District will only respond to questions received online ONE WEEK prior to the date set to receive proposals. The District will not respond to questions received after this date. The District does not guarantee the timeliness of responses provided online, nor does the District guarantee that such responses will be provided in adequate time to affect the submission of bids. The District shall provide responses online ONLY if the responses do not interpret or otherwise change the bidding documents.

The District's responses online are NOT official responses and, therefore, are not binding to the bidding documents. Any official interpretation or change to the bidding documents will be made only by addenda duly issued to all plan holders on record by the Director of Procurement and Materials Management.

**The contact person for this request for proposal is Mr. Pawel Grunwald. This contact person will provide online responses to online inquiries.**

The District reserves the right to accept any Proposal or any parts thereof or to reject any and all Proposals.

The Metropolitan Water Reclamation District of Greater Chicago

By \_\_\_\_\_  
Darlene A. LoCascio  
Director of Procurement and Materials Management

Date of Advertisement: July 15, 2020