

**NOTICE
INVITATION TO BID**

**TO
METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO
FOR**

**ANNUAL MAINTENANCE, REPAIRING, RECHARGING, AND HYDROSTATIC PRESSURE
TESTING OF PORTABLE FIRE EXTINGUISHERS FOR A THIRTY-SIX (36) MONTH PERIOD**

CONTRACT 17-304-11

PROPOSALS ARE DUE NOVEMBER 14, 2017

Sealed proposals, endorsed as above, will be deposited in the sealed bid depository located in the lobby of the Metropolitan Water Reclamation District Administration Building, 100 East Erie Street, Chicago, Illinois 60611, from the date of the Invitation to Bid, up to 11:00 a.m. CDT, on the bid opening date, and will be opened publicly by the Director of Procurement & Materials Management or her designee at 11:00 a.m. CDT on November 14, 2017.

NO BIDS WILL BE ACCEPTED AFTER 11:00 A.M. CDT ON THE ABOVE SCHEDULED BID DATE. ALL BIDS FAXED, OR ELECTRONICALLY TRANSMITTED, TO THE METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO WILL BE RETURNED TO THE BIDDER. PROPOSALS TRANSMITTED BY U.S. MAIL OR OTHER DELIVERY WILL BE CONSIDERED ONLY WHEN SAID PROPOSALS ARE IN THE DEPOSITORY AT THE TIME FIXED OF OPENING THEREOF. THE METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO DOES NOT GUARANTEE THAT THE PROPOSAL RECEIVED BY MAIL OR OTHER DELIVERY WILL BE DEPOSITED IN TIME FOR SUCH OPENING.

Tenders are invited to perform annual maintenance, repairs, recharging and hydrostatic pressure testing of portable fire extinguishers, on an as needed basis, throughout the District from the issuance of the purchase order through October 31, 2019.

Funding of all contract items is subject to the Board of Commissioners approval of the budget for years 2018 and 2019.

The Cost Estimate for this contract is: \$135,000.00.

The Contract is divided, for purposes of bidding, into thirty-one (31) Groups. Bidders must submit bids for all Groups as set forth in the proposal. The District intends to award one contract for the proposed work in this contract.

Specifications, proposal forms and plans may be obtained from the Procurement and Materials Management Department, Room 508, 100 East Erie Street, Chicago, Illinois 60611, Monday - Friday, between 8:45 a.m. and 4:15 p.m. CDT. Documents will be mailed in response to a **fax request (312-751-3042)**. Specifications, proposals and/or plans may also be downloaded online from the District's website: www.mwrd.org. No fee is required for the contract documents.

The District assumes no responsibility for documents sent through the U.S. mail. Further, the District assumes no liability or responsibility for the failure or inability of any Bidder 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 Bidder, whether caused by the District or other parties, directly or indirectly.

Bid proposals must be submitted on proposal forms. Proposal forms are to be placed in the special envelope furnished by the Metropolitan Water Reclamation District of Greater Chicago. If proposal forms are downloaded online from the District's website, the Bidder is responsible for submitting the complete set of contract documents. This volume is to remain intact. The Bidder shall place the complete set of contract documents in a sealed envelope clearly marked as follows:

Sealed Bid Depository, MOB Lobby
Metropolitan Water Reclamation District of Greater Chicago
100 East Erie
Chicago, Illinois 60611
Proposal for: Contract Number 17-304-11

Failure to submit the complete set of contract documents as specified may render the bid non-responsive and the bid may be rejected.

Bidders are to include with their bid 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 rejection of any bid. If bidding documents are available online, any addenda issued for this contract will be available online at the District's website www.mwrd.org. Addenda will also be mailed, delivered or faxed to each person receiving a set of such contract documents and to such other prospective bidders as shall have requested that they be furnished with a copy of all addenda.

Each proposal must be accompanied by a bid deposit in the form of cash (U.S. currency only), cashier's check, certified check, money order or bid bond, as stated in the General Requirements, Specifications and Conditions contained in the contract document.

THE BID DEPOSIT FOR THIS CONTRACT IS \$6,750.00.

Bidders on contracts in excess of Ten Thousand Dollars (\$10,000.00) will be required to comply with the President's Executive Order No. 11246 as amended to date, regarding NON-DISCRIMINATION IN EMPLOYMENT. The requirements for Bidders and Contractors under this order are explained in Appendix C of the Contract Documents. The provisions of Appendix C also apply to each Subcontractor on contract in excess of Ten Thousand Dollars (\$10,000.00).

All bidders are strongly urged to attend a pre-bid technical conference to be held on October 24, 2017, at 10:00 a.m. CDT, at the Safety Headquarters located at the Stickney Water Reclamation Plant, 6001 West Pershing Road, Stickney, Illinois. The purpose of this pre-bid technical conference is to review the scope of work, to provide for identification and discussion of potential problems that might arise during the administration of this contract, and to seek clarification of technical or procedural aspects of this Contract.

Bidders should read page G-4, under interpretation of contract documents regarding questions on this contract.

Any potential bidder with questions regarding the meaning of any part of the specifications or other bidding documents should submit such inquiries online at the District's website, www.mwrd.org, under the "Contracts and Proposals" section of the website. 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 does not guarantee the timeliness of the 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 District will only respond to questions received online up to ONE WEEK prior to the bid opening date of the bidding documents. The District will not respond to questions received after this date.

The contact person for this contract is Jay Carlson. This contact person will provide online responses to online inquiries.

All Contracts for the Construction of Public Works are subject to the Illinois Prevailing Wage Act (820 ILCS 130/1 et.seq.).

The Metropolitan Water Reclamation District of Greater Chicago reserves the right to reject any or all bid Proposals.

Metropolitan Water Reclamation District
of Greater Chicago

By: Darlene A. LoCascio
Director of Procurement and Materials Management

Chicago, Illinois
October 11, 2017