

**NOTICE
INVITATION TO BID
TO
METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO
FOR**

ELEVATOR MAINTENANCE AT VARIOUS LOCATIONS
CONTRACT 22-614-11

PROPOSALS ARE DUE OCTOBER 25, 2022

Sealed proposals, endorsed as above, will be submitted to the Metropolitan Water Reclamation District of Greater Chicago (District) via an electronic upload to the Bonfire Portal only, from the date of the Invitation to Bid, up to 11:00 A.M. (Central time zone), on the bid opening date, and will be opened publicly by the Director of Procurement and Materials Management or designee at 11:00 AM on October 25, 2022. The public cannot attend but can view the bid opening at <https://mwr.org/bid-opening>.

No bids will be accepted after 11:00 AM on the above scheduled bid opening date. All bids faxed, mailed, emailed or hand delivered will not be considered and will be returned to the Bidder. There is no bid depository safe available for mailing or hand delivering bids. The District will only accept bids electronically uploaded to the Bonfire Portal (<https://mwr.bonfirehub.com/>). Please see specific instructions on how to upload your bid to the Bonfire Portal in the bid document entitled "Submission via the Bonfire Portal."

Tenders are invited to provide all necessary labor, supervision, tools, equipment, materials and appurtenances, including transportation necessary to perform routine monthly maintenance and repair services at various District locations, schedule annual testing and safety inspections with a qualified elevator inspector and submit all the pertinent documents to the Office of the Illinois State Fire Marshal (OSFM) to acquire certificates of operation for the vertical transportation system(s) specified until December 31, 2025.

The Contract is divided, for the purpose of bidding, into three Groups. Bidders may submit bids for any Group or combination of Groups as set forth in the Proposal. For any Group not bid, the Bidder shall insert "NO BID" in the appropriate place. The District reserves the right to issue a Contract or Contracts to any Bidder or Bidders for any Group or combination of Groups as it may deem to be in the best interest of the District.

A more detailed description of the work is provided in the Detail Specifications.

The estimated cost of the work under this Contract is:

Group A - Stickney Service Area	\$459,172.36
Group B - Calumet Service Area	\$229,447.53
Group C - North Side Service Area	\$611,000.11
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TOTAL	\$1,299,620.00

There will be no bid deposit for this Contract.

Funding of all contract items is subject to the Board of Commissioners' approval of the budget for all years the Contract is active.

Specifications, proposal forms and/or plans may be obtained from the Department of Procurement and Materials Management by downloading online from the District's website at www.mwrd.org (Doing Business→Procurement & Materials Management→Contract Announcements). No fee is required for the Contract Documents. Any questions regarding the downloading of the Contract Document should be directed to the following email: contractdesk@mwrd.org or call 312-751-6643.

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.

Bidding documents are only available online, and all addenda issued for this Contract will be available online at the District's website, www.mwrd.org. The path is as follows: Doing Business→Procurement and Materials Management→Contract Announcements. A copy of such addenda will also be emailed/faxed to each person which downloads a set of such contract documents.

Any Proposal which indicates multiple or alternate bids will be deemed non-responsive and will be rejected by the director of Procurement and Materials Management.

Prior to award of the Contract, the lowest responsible Bidder must demonstrate compliance with the MWRDGC October 2019 Multi-Project Labor Agreement by submitting to the Director of Procurement and Materials Management a signed Certification of Compliance with October 2019 Multi-Project Labor Agreement (MPLA). The Agreement and Certificate of Compliance are contained in the contract documents.

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 the Contract in excess of Ten Thousand Dollars (\$10,000.00).

The Bidders agree to fulfill the Special Training Provisions for Apprentices as specified in the Appendix K (attached) Affirmative Action Requirements and to provide training opportunities throughout the life of the Contract. The requirements of the Special Training Provisions for Apprentices are 270 minority and/or female hours for Group A; 0 minority and/or female hours for Group B; and 440 minority and/or female hours for Group C.

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

The Bidder to whom the Contract or Contracts is awarded must be prepared to comply with the requirements of the Affirmative Action Ordinance, Revised Appendix D, during the life of the Contract, as they pertain to Group A, Group B and Group C.

If a waiver from Revised Appendix D requirements is sought, the Bidder should include with the bid package documentation of good-faith efforts to meet the Revised Appendix D utilization goals. The documentation should be provided with the bid package on the Contractor's information form; the form is included in the package containing the Contract documents. Subsequent to the bid opening, and if it is determined by the Diversity Administrator that a Contractor's Information Form is required from the apparent low Bidder, the Bidder must complete and submit the form within three (3) days of receiving the written request.

The type of work to be performed under the Contract is within the "Mechanical" category for establishing Socially and Economically Disadvantaged tailored goals. The Minority Business Enterprises (MBE), Women Business Enterprises (WBE), and Small Business Enterprises (SBE) individual goals for this Contract are 20% Minority Business Enterprises (MBE) and/or Women's Business Enterprises (WBE) and 10% Small Business Enterprises (SBE) for Group A, Group B and Group C. Should you have any questions, please contact the Diversity Office at 312-751-4035.

It is required that the prospective Bidder indicate participation on Group A and/or Group B and/or Group C, by signing each applicable MBE, WBE and SBE Utilization Plan contained within the Contract Document respective of each of these Groups, for each

Group the Bidder intends to submit a bid. For any Group or Groups that the Bidder chooses not to participate on, then the Bidder shall clearly indicate this by writing "NO Bid" on the unused Utilization Plan, as applicable.

The Bidder agrees that in the event of failure to comply with all requirements listed in APPENDIX C, the District may withhold fifty percent (50%) of the current progress payment due the Bidder. The Bidder also agrees that following the withholding of fifty percent (50%) of the current progress payment, no further progress payments will be made until the Bidder is in compliance with the requirements.

Each Bidder must submit with their proposals a signed and completed **MBE, WBE, SBE Utilization Plan** which lists each business intended to be used as a MBE, WBE, SBE on pages UP-2, UP-3 and UP-4 and supplemental pages as necessary. **The Bidder must sign the Signature Section on UP-5.** Failure to submit a signed MBE, WBE, SBE Utilization Plan will result in a bid being deemed as non-responsive and the bid will be rejected. Also, if a waiver is sought, the Bidder is required to sign pages UP-5 and UP-6, the Waiver Request Form; failure to do so will be viewed as non-responsive and the bid will be rejected.

Each Bidder must submit **with their bid package** an original or facsimile copy of **MBE, WBE, SBE Subcontractor's Letter of Intent, page UP-7** for each subcontractor listed on their MBE, WBE, SBE Utilization Plan. The submitted MBE, WBE, SBE Utilization Plan must be completed and signed by the subcontractor and accompanied with a copy of the subcontractor's current Letter of Certification from a state, local government or agency, or documentation demonstrating that the subcontractor is a MBE, WBE or SBE within the meaning of the **Affirmative Action Ordinance, Revised Appendix D.** Failure to submit the MBE, WBE, SBE Utilization Plan signed by the Bidder at the time of the bid opening and the MBE, WBE, SBE Subcontractor's Letter of Intent signed by each MBE, WBE, SBE will be viewed as non-responsive and the bid will be rejected.

The Contractor agrees to use the Districts online compliance monitoring system administered by the Diversity Section for payment and reporting purposes, in order to fulfill the Affirmative Active Program requirements.

If the Bidder exceeds the allowable **Supplier Utilization** amount which is stated in the bid documents, the bid will be viewed as non-responsive. Therefore, the Bidder may not exceed the use of a MBE, WBE, SBE supplier for more than 25% of each respective MBE, WBE, or SBE goal, unless the Administrator has authorized a Supplier's Exception notated on page AU-1

The MBE, WBE, SBE Utilization Plan MUST be signed by the Bidder, even if the Bidder requests a waiver and/or offers itself to meet any of the Affirmative Action Ordinance Revised Appendix D goals. If the Bidder offers itself to satisfy any of the Affirmative Action Ordinance Revised Appendix D goals, then its name shall be shown in the appropriate space(s) on the MBE, WBE, SBE Utilization Plan.

Where a Bidder is a business owned and controlled by a minority woman (M/WBE) or where the Bidder utilizes a M/WBE in a joint venture or as a subcontractor, the Bidder may count the M/WBE participation either toward the achievement of its MBE or WBE goal, but not both.

The Bidder to whom the Contract is awarded must be prepared to comply with the requirements of the Affirmative Action Ordinance during the life of the Contract.

The Voluntary Technical Pre-Bid meeting will be held online via a Zoom meeting on Wednesday, October 12, 2022, at 10:00 a.m., CST. The link to the Zoom meeting is attached in a separate Word document under the "Additional Documents" column on the District's website at mwr.org (Doing Business→Procurement & Materials Management→Contract Announcements→(Find correct project)→Bidding Documents). The purpose of the Voluntary Technical Pre-Bid meeting 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 seek clarification of technical or procedural aspects of this Contract. There will be a Q&A session at the end of the meeting. Also, suppliers must give their contact information to register prior to entering into the Zoom Pre-Bid meeting.

The Bidders are **STRONGLY URGED** to inspect all areas of the worksites prior to bidding, and shall familiarize himself with the nature of the work and the method of accomplishing the same. The Bidders may visit the work locations between the hours of 8:00 a.m. and 2:00 p.m. CST, Monday through Friday by contacting Mr. Kevin Antoskiewicz at the Calumet Water Reclamation Plant (773-256-3556).

Bidders should read the bidding requirements set forth on pages R-1 through R-6, and in particular page R-2, Paragraph 6, in regards to questions on this Contract.

The Contractor shall be responsible for verifying and determining the extent of the work required hereunder, and is responsible for the accuracy of same.

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. **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.

Failure on the part of the prospective Bidder to receive a written interpretation prior to the time of the opening of bids will not be grounds for withdrawal of proposal.

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 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 Mr. Kevin Antoskiewicz. Mr. Antoskiewicz 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 130/1-12).

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

Metropolitan Water Reclamation District
of Greater Chicago

By Darlene A. LoCascio
Director of Procurement
and Materials Management

Chicago, Illinois
September 28, 2022