

**NOTICE
INVITATION TO BID
TO
METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO
BENEFITS CONSULTING SERVICES
CONTRACT 22-RFP-23**

The Metropolitan Water Reclamation District of Greater Chicago (“District”) requests proposals from any prospective Proposer for the above captioned subject which is described in document 22-RFP-23.

PROPOSALS ARE DUE: FEBRUARY 10, 2023

Sealed proposals, endorsed as above, will be submitted 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. (Central Standard Time “CST”) on the date stated above.

No bids will be accepted after 11:00 A.M. (CST) on the above scheduled due date. Mail or hand delivered proposals will not be accepted. There is no Bid Depository safe for this purpose.

The District is seeking a vendor to provide benefits consulting services. A complete description of the required services is provided in the proposal document, Section II, *Scope of Work*. The contract for these services will be for the period July 1, 2023 through June 30, 2026. The Cost Estimate for this Contract is \$150,000.00. Funding of all contract items is subject to the Board of Commissioners’ approval of the budget for those years.

The Affirmative Action Goals for this Request for Proposal are 5% Minority Business Enterprises (MBE) and/or Women Business Enterprises (WBE).

Copies of the Request for Proposal are only available online from the District’s website at www.mwrd.org (DOING BUSINESS → PROCUREMENT & MATERIALS MANAGEMENT → CONTRACT ANNOUNCEMENTS). No fee is required for the Request for Proposal documents. Any questions regarding the downloading of Request for Proposal documents should be directed to contractdesk@mwrd.org or call (312) 751-6643.

Further, 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.mwrd.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.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 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 up to 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 the request for proposal is James E. Fisher, Human Resources Manager. This contact person will provide online responses to online inquiries.

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

Metropolitan Water Reclamation District
of Greater Chicago

Darlene A. LoCascio
Director of Procurement & Materials Management

DATE OF ADVERTISEMENT: Wednesday, January 11, 2023