

**NOTICE  
INVITATION TO BID  
TO  
METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO  
  
FURNISH AND DELIVER LABEL PRINTERS, BARCODE  
SCANNERS, AND ACCESSORIES  
CONTRACT 23-115-12 (RE-BID)**

**PROPOSALS ARE DUE SEPTEMBER 12, 2023**

Sealed proposals, endorsed as above, will be submitted back 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 (CT), on the bid opening date, and will be opened publicly by the Director of Procurement & Materials Management or designee at 11:00 A.M. September 12, 2023.

The public cannot attend but can view the bid opening at <https://mwr.org/bid-opening>.

**No bids will be accepted after 11:00 A.M. CT 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.org/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.” Bids will be deemed non-responsive if not submitted using the Bonfire-project specific URL link, provided by the District with the bidding documents.**

Specifications, proposal forms and/or plans may be obtained from the Department of Procurement & Materials Management by downloading online from the District’s website at [www.mwr.org](http://www.mwr.org) (Doing Business → Procurement and 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@mwr.org](mailto:contractdesk@mwr.org) or call 312-751-6643.

Failure to submit the required documents as specified may render the bid non-responsive and the bid may be rejected.

**Tenders are invited to furnish and deliver label printers, barcode scanners, and printing accessories from the award of the purchase order through December 31, 2023.**

**The Contract is comprised of nine (9) items. Bidders must submit bids for all nine (9) items or the bid will be rejected as non-responsive. The District intends to award one (1) Contract to one (1) Bidder for all the items.**

**The cost estimate of this Contract is \$120,000.00.** There is no bid deposit required.

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.

If any potential Bidder 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](http://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.

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 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.

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](http://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.

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 contact person for this contract is Mr. Mark Lopatka. Mr. Lopatka will provide online responses to online inquiries.

**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  
August 23, 2023