

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

FURNISH AND DELIVER REPAIR PARTS AND SERVICES  
FOR TRUCKS AND TRAILERS AT VARIOUS LOCATIONS

CONTRACT 23-674-11

**PROPOSALS ARE DUE NOVEMBER 15, 2022**

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), on the bid opening date, and will be opened publicly by the Director of Procurement and Materials Management or her designee at 11:00 A.M. on November 15, 2022. The public cannot attend but can view the bid opening at <https://mwrp.org/bid-opening>.

**NO BIDS WILL BE ACCEPTED AFTER 11:00 A.M. ON THE ABOVE-SCHEDULED BID OPENING DATE. ALL BIDS FAXED, MAILED, E-MAILED 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://MWRP.BONFIREHUB.COM/](https://mwrp.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 furnish and deliver parts and provide large scale repairs to medium duty trucks, heavy duty trucks, vans, trailers and other miscellaneous vehicles that are based at the District's various facilities for an approximate period of three (3) years.

The estimated cost of the work under this Contract is not to exceed \$483,300.00. The estimated 2023, 2024 and 2025 expenditures are not to exceed \$161,100.00, \$161,100.00 and \$161,100.00, respectively.

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

The Contract is divided, for the purposes of bidding, into four (4) Items. Bidders must submit bids for all four (4) 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 work to be performed.

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](http://www.mwrd.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 e-mail: [contractdesk@mwrd.org](mailto:contractdesk@mwrd.org) or call 312-751-6643.

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.

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 Bidder agrees to comply with the requirements, goals, terms, and conditions of the Affirmative Action Ordinance, Revised Appendix D throughout the life of the Contract. The work under this Contract is classified as "Hauling Services" for the MBE, WBE and SBE utilization goals contained in the Affirmative Action Ordinance, Revised Appendix D.

**The associated tailored MBE, WBE and SBE utilization goals, for this Contract, are 20% Minority Business Enterprises (MBE) and/or Women's Business Enterprises (WBE) and 10% Small Business Enterprises (SBE).** Questions regarding the associated goals shall be directed to the Diversity Office at 312-751-4035.

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 page on UP-5.** Failure to submit a signed MBE, WBE, SBE Utilization Plan will result in a bid being deemed non-responsive and the bid will be rejected. Also,

if a Waiver is sought, the Bidder is required to sign the Waiver Request Form, on pages UP-5 and UP-6; failure to do so will be viewed as non-responsive and the bid will be rejected. Should you have any questions, please contact the Diversity Office at 312-751-4035.

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 Subcontractor's Letter of Intent 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.

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, SBE goal, unless the Administrator has authorized a Supplier's Exception notated on page AU-1.

The Contractor agrees to use the District's online compliance monitoring system administered by the Diversity Section for payment and reporting purposes in order to fulfill the Affirmative Action requirements.

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 Revised Appendix D goals. If the Bidder offers itself to satisfy any of the 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 an M/WBE in a joint venture or as a subcontractor, the Bidder may count the M/WBE participation toward the achievement of either its MBE or WBE goal, but not both.

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 (1) 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.

Bidders are encouraged to inspect all areas of the work sites prior to bidding, in order to familiarize themselves with the nature of the work and the method of accomplishing the same.

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.

A Voluntary Technical Pre-Bid meeting will be held online via a Zoom meeting on Wednesday, November 2, 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 [mwrd.org](http://mwrd.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 the Zoom Pre-Bid meeting.

The Resident Engineer for this contract is Mr. Paul Sobanski. Mr. Sobanski 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  
October 19, 2022