

**METROPOLITAN WATER RECLAMATION DISTRICT  
OF GREATER CHICAGO**

**REQUEST FOR PROPOSAL  
ENTITLED**

**23-RFP-17**

**MICRO-MARKET & VENDING SERVICES**

**DATE OF ADVERTISEMENT: WEDNESDAY, MARCH 13, 2024**

**PROPOSALS TO BE RECEIVED BY: FRIDAY, APRIL 5, 2024**

**I-1  
NOTICE  
INVITATION TO BID  
TO  
METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO  
  
MICRO-MARKET & VENDING  
SERVICES**

**CONTRACT 23-RFP-17**

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 23-RFP-17.

**PROPOSALS ARE DUE Friday, April 5, 2024 at 11:00 A.M CT**

Sealed proposals, endorsed as above, will be submitted to the Metropolitan Water Reclamation 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 Time (CT) on April 5, 2024.

**No bids will be accepted after 11:00 A.M. CT on April 5, 2024. Faxed, mailed, emailed, or hand delivered proposals will not be accepted. There is no Bid Depository safe for this purpose.**

The objective of this Request for Proposal (RFP) is to provide professional services to i) provide and operate vending services across various District locations; ii) provide and operate two (2) self-checkout micro-market services at the locations specified in the contract documents.

The contract will last for a thirty-six (36) month period and is anticipated to begin on or around June 1, 2024.

The District intends to award the contract to a single vendor for all services requested. The District is not seeking revenue, profit sharing, or rent from the awarded vendor. The District will allow a guaranteed minimum revenue to be generated from the provided micro-markets. The estimated guaranteed minimum revenue for two (2) micro-market services is not to exceed a combined \$60,000.00 per each twelve (12) month period. Funding of all RFP items is subject to the Board of Commissioners' approval of the budget. There is no bid deposit required.

There will be optional Pre-Bid Walk-Throughs for this RFP for the Micro-market services. Bidders are **STRONGLY URGED** to inspect all areas of the work sites prior to bidding to familiarize themselves with the nature of the work and method of accomplishing the same. The optional Pre-Bid Walk-Throughs will be held at the following times and locations:

- Friday, March 22<sup>nd</sup>, 9:00 A.M.: Stickney Water Reclamation Plant (SWRP)
  - 6001 W. Pershing Rd., Cicero, IL 60804
- Friday, March 22<sup>nd</sup>, 11:00 A.M.: Main Office Building (MOB)
  - 100 E. Erie St., Chicago, IL 60611

Bidders interested in attending the optional Pre-Bid Walk-Throughs shall pre-register by Wednesday, March 20<sup>th</sup> at 1:00 P.M. Please pre-register for the walk-through by e-mailing Karla Lopez, Facilities

Administrator at [LopezK@mwrld.org](mailto:LopezK@mwrld.org). Karla Lopez will provide registration confirmation and provide any further details if applicable. [Note on scheduled walk-through times: It is anticipated that there will be a minimum of one (1) hour from the end of Portion A to the beginning of Portion B. Portion B start time may be altered to accommodate a reasonable time period for bidders to re-locate from SWRP to Portion B at the MOB. Any alteration to the start time for Portion B will be communicated at the conclusion of Portion A.] Attendees are advised to wear appropriate footwear and clothing and bring a current business card. Bidders are reminded that no questions will be taken during the walk-through. The District's website ([www.mwrld.org](http://www.mwrld.org)) will be used for addressing any questions, as indicated in the Invitation to Bid documents for this contract. The path is as follows: Doing Business → Procurement and Materials Management → Contract Announcements → (Find correct project) → Ask a Question.

Copies of the Request for Proposal are only available online from the District's website at [www.mwrld.org](http://www.mwrld.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@mwrld.org](mailto:contractdesk@mwrld.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.mwrld.org](http://www.mwrld.org) → DOING BUSINESS → PROCUREMENT & 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.mwrld.org](http://www.mwrld.org). The path is as follows: DOING BUSINESS → PROCUREMENT & 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 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 proposal documents. Any official interpretation or change to the proposal 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 RFP is Vincent Ambrose, Administrative Specialist. This contact person will provide responses to online inquiries through the District's website.

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

Metropolitan Water Reclamation District  
of Greater Chicago

By Darlene A. LoCascio  
Director of Procurement & Materials Management

DATE OF ADVERTISEMENT: Wednesday, March 13, 2024