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**NOTICE
INVITATION TO BID
FOR
CONTRACT 24-425-11**

**FURNISH AND DELIVER PAPER TO VARIOUS DISTRICT LOCATIONS
PROPOSALS ARE DUE May 7, 2024**

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 Zone ("CT"), on the bid opening date, and will be opened publicly by the Director of Procurement and Materials Management or designee at 11:00 AM CT on May 7, 2024. The public cannot attend but can view the bid opening at <https://mwrld.org/bid-opening>.

No bids will be accepted after 11:00 AM CT on the above scheduled bid opening date. Do not mail, email or hand deliver proposals. There is no Bid Depository safe for this purpose. Any bids received by mail, email or hand delivery will not be considered.

The District will only accept bids electronically uploaded to the Bonfire Portal (<https://mwrld.bonfirehub.com/>). Please see instructions on how to upload your bid in the separate attachment entitled "Submission via the Bonfire Portal."

Tenders are invited to furnish and deliver paper to various District facility locations, for a period of thirty-six (36) months.

The estimated cost of this Contract 24-425-11 is \$217,000.00. Funding of all contract items is subject to the Board of Commissioners' approval of the budget for those years.

THERE IS NO BID DEPOSIT REQUIRED FOR THIS CONTRACT.

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.mwrld.org (Doing Business → Procurement & Materials Management → Contract Announcements). No fee is required for the Contract Documents.

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.

Any questions regarding the downloading of the Contract Document should be directed to the following email: contractdesk@mwrld.org or call 312-751-6643.

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

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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.mwr.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. Bidding documents are only available online, and all addenda issued for this contract will be available online at the District's website, www.mwr.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.

The District will only respond to questions received online 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.

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 Karla Lopez. Ms. Lopez 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
April 17, 2024