

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

FURNISH AND DELIVER HVAC AND REFRIGERATION PARTS AND SERVICES  
TO VARIOUS LOCATIONS

CONTRACT 24-618-11

**PROPOSALS ARE DUE APRIL 9, 2024**

Sealed proposals, endorsed as above, will be submitted back to the 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 and Materials Management or designee at 11:00 A.M. on April 9, 2024. The public cannot attend but can view the bid opening at <https://mwrdd.org/bid-opening>.

**No bids will be accepted after 11:00 A.M. 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://mwrdd.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 and Materials Management by downloading online from the District's website at [www.mwrdd.org](http://www.mwrdd.org) (Doing Business→Procurement & 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@mwrdd.org](mailto:contractdesk@mwrdd.org) or call 312-751-6643.

Tenders are invited to provide repair services on an as-needed basis, by trained and fully qualified technicians and all necessary labor, tools, materials, instruments, equipment, parts, supplies, gases, portable gas meter, consumables, insurance, expertise, supervision, management, transportation, and appurtenances necessary to service, regulate, adjust, and repair HVAC and refrigeration equipment at the District's

various facilities throughout Cook County, Illinois for a 36-month period.

The Contract is divided, for purposes of bidding, into three Groups. Bidders may submit a bid for any Group or combination of Groups, as set forth in the Proposal. For any Group bid, Bidders shall submit bids for every Item within that Group or the bid will be considered non-responsive. For any Group not bid, the Bidder shall insert "NO BID" in the appropriate place. The District reserves the right to issue a Contract or Contracts to any Bidder or Bidders for any Group or combination of Groups as it may deem to be in the best interest of the District to do so.

The estimated cost of the work under this Contract is the following:

Group A - North Service Area	\$215,463.00
Group B - Stickney Service Area	\$361,847.00
Group C - Calumet Service Area	<u>\$406,845.00</u>
TOTAL	\$984,155.00

**Note: The total estimated cost of this contract is \$984,155.00. Notwithstanding the unit costs, extensions, and total bid, the total value of the work ordered for each group will not exceed the amounts stated above. The District intends to obtain as much work as possible without exceeding the above-stated values. However, Bidders are cautioned that, due to unforeseen operating conditions, the full amount may not be expended.**

There is no bid deposit required.

A contractor's bond will be required. Please refer to the Agreement section and the Contractor's Bond section for additional information about this requirement.

Funding for all Contract items is subject to the Board of Commissioners' approval of the District's budget for all years of this Contract.

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.

Prior to award of the contract, the lowest responsible Bidder must demonstrate compliance with the District's Multi-Project Labor Agreement (MPLA) by submitting to the Director of Procurement and Materials Management a signed Certificate of Compliance with the Multi-Project Labor Agreement. The Agreement and Certificate of Compliance are contained in the Contract Documents.

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).

Each Bidder must submit with their proposals a signed and completed **MBE/WBE Utilization Plan** which lists each business intended to be used as a MBE and WBE on pages UP-2 and UP-3 and supplemental pages as necessary. **The Bidder must sign the Signature Section page on UP-4.** Failure to submit a signed MBE/WBE 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 pages UP-4 and UP-5, the Waiver Request Form; failure to do so will be viewed as non-responsive and the bid will be rejected.

Each Bidder must submit **with their bid package** an original or facsimile copy of MBE/WBE **Subcontractor's Letter of Intent, page UP-6** for each subcontractor listed on their MBE/WBE Utilization Plan. The submitted MBE/WBE 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 an MBE or WBE within the meaning of the **Affirmative Action Ordinance Revised Appendix D**. Failure to submit the MBE/WBE Utilization Plan signed by the Bidder at the time of the bid opening and the MBE/WBE Subcontractor's Letter of Intent signed by each MBE and WBE 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 an MBE or WBE supplier for more than 50% of each respective MBE or WBE, goal, unless the Administrator has authorized a Supplier's Exception notated on page AU-1.

The Contractor must 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 Program requirements.

The MBE/WBE Utilization Plan **MUST** be signed by the Bidder, even if the Bidder requests a waiver and/or offers itself to meet any of the Affirmative Action Ordinance Revised Appendix D goals. If the Bidder offers itself to satisfy any of the Affirmative Action Ordinance Revised Appendix D goals, then its name shall be shown in the appropriate space(s) on the MBE/WBE 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.

Subsequent to the bid opening, and if it is determined by the Affirmative Action Administrator that a Contractor's Information form is required from the apparent low Bidder, the Bidder must complete and submit the form within (3) days of receiving the written request. The type of work to be performed under the Contract is within the "Mechanical" category for establishing Socially and Economically Disadvantaged Individuals utilization goals. The Minority Business Enterprises (MBE) and Women Business Enterprises (WBE) utilization goals for this Contract are 20% Minority Business Enterprises (MBE) and/or Women's Business Enterprises (WBE). Should you have any questions, please contact the Diversity Office at 312-751-4035.

The Bidders to whom the Contract or Contracts is awarded must be prepared to comply with the requirements of the Affirmative Action Ordinance, Revised Appendix D, during the life of the Contract. The Contractor agrees to comply with the requirements, goals, terms, and conditions of the Revised Appendix D throughout the life of the Contract.

It is required that the prospective Bidder indicates participation on either Group A, Group B, or Group C, by signing each applicable Utilization Plan contained with the Contract Document. If the Bidder chooses to participate on only Group A, Group B or Group C, it should be clearly indicated by writing "No Bid" on the unused Utilization Plan.

#### PRE-BID TECHNICAL CONFERENCE

**The Voluntary Technical Pre-Bid meeting will be held online via a Zoom meeting on Tuesday, 03/26/2024, at 10:30 a.m. CT.** The link to the Zoom meeting is attached in a separate document under the "Additional Documents" column on the District's website at [mwrdd.org](http://mwrdd.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.

**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 the method of accomplishing the same.** To schedule a site inspection, Bidders are asked to contact the Resident Engineer, Ms. Andrea Conrath, Monday through Friday, 7:00 a.m. to 1:30 p.m. CST (time) at 708-588-42565. Bidders are reminded that no questions will be taken during any site inspections. The District's website ([www.mwrd.org](http://www.mwrd.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 & Materials Management → Contract Announcements→(Find correct project)→Ask a Question.

The contact person for this contract is Ms. Andrea Conrath. Ms. Conrath will provide online responses to online inquiries.

Bidders should read page R-2, paragraph 6, in regards to questions on this Contract.

All Contracts for the Construction of Public Works are subject to the Illinois Prevailing Wage Act (820 ILCS 130/1 et. Seq.)

**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  
March 13, 2024