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

AGENDA MANAGEMENT SOLUTION

CONTRACT 24-RFP-14

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 24-RFP-14.

PROPOSALS ARE DUE DECEMBER 6, 2024

Sealed proposals, endorsed as above, will be submitted to the 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), on December 6, 2024, as stated above. Bids will be deemed non-responsive if not submitted using the Bonfire-project specific URL link, provided by the District with the bidding documents.

No bids will be accepted after 11:00 A.M. (Central Time) on the above scheduled due date. Faxed, mailed, emailed, or hand-delivered proposals will not be accepted. There is no Bid Depository safe for this purpose.

The purpose of this request for proposal is to engage a qualified vendor to provide the District with a hosted agenda management solution to automate all aspects of the legislative process, including the creation of agendas, live board meeting management, post-meeting minutes, and ad hoc report generation. The contract for this Request for Proposal shall be for approximately sixty (60) months, beginning approximately July 1, 2025.

The estimated cost for this service is \$300,000. No bid deposit is required.

Copies of the Request for Proposal are only available online from the District's website at www.mwrdd.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 the District's Contract Desk at contractdesk@mwrdd.org or (312) 751-6643.

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.

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.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 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 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 available only online, and any addenda issued for this contract will be available online at the District's website, www.mwrd.org (Doing Business → Procurement and Materials Management → Contract Announcements). Addenda will also be emailed 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.

Proposers are to include with their proposals 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 bids.

The contact person for this request for proposal is Jacqueline Torres, Clerk / Director of Finance. Ms. Torres will provide online responses to online inquiries.

The District reserves the right to accept any Request for Proposal or any parts thereof or to reject any and all Request for Proposals.

Metropolitan Water Reclamation District of Greater
Chicago

By: Darlene A. LoCascio
Director of Procurement and Materials Management

DATE OF ADVERTISEMENT: Wednesday, November 6, 2024