

**NOTICE**

**INVITATION TO BID**

to

METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

for

**CONTRACT 25-006-11**

**FURNISH & DELIVER JANITORIAL SUPPLES  
TO VARIOUS LOCATIONS FOR A ONE-YEAR PERIOD**

**DUE MARCH 18, 2025**

Sealed proposals, endorsed as above, will be submitted to the Metropolitan Water Reclamation District of Greater Chicago (District) via an electronic upload to the Bonfire Portal, from the date of the Invitation to Bid, up to 11:00 A.M. (Central Standard Time) on the bid opening date, and will be opened publicly online by the Director of Procurement and Materials Management or designee at 11:00 AM on March 18, 2025. The public cannot attend but can view the bid opening at <https://mwrdd.org/bid-opening>.

**No bids will be accepted after 11:00 AM 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 (please see instructions on how to upload the bid response on pages Bonfire-1 and Bonfire-2). Bids will be deemed non-responsive if not submitted using the Bonfire-project specific URL link, provided by the District with the bidding documents.**

Tenders are invited to furnish and deliver janitorial supplies.

The estimated cost of this contract is as follows:

Group A — Brushes, Brooms, Mops, Etc.:	\$40,000.00
Group B — PortionPac:	\$56,000.00
Group C — Skin Care Systems (DEB):	\$34,000.00
Group D — Janitorial Supplies:	<u>\$68,000.00</u>
TOTAL:	\$198,000.00

No bid deposit is 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.mwrdd.org](http://www.mwrdd.org) (the path is: 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 you may call 312-751-6643.**

Failure to submit the required documents as specified may render the bid non-responsive and the bid may be rejected

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.

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.mwrdd.org](http://www.mwrdd.org). The path is as follows: Doing Businesses → 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.mwr.org](http://www.mwr.org). The path is as follows: Doing Businesses → 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.

The District will only respond to questions received online up to ONE WEEK prior to the bid opening date of the bidding.

The contact person for this contract is Scott Kowalski. Mr. Kowalski will provide on-line responses to on-line inquiries regarding this contract.

The Metropolitan Water Reclamation District of Greater Chicago reserves the right to reject any or all Proposals.

Metropolitan Water Reclamation District  
of Greater Chicago

Chicago, Illinois  
March 5, 2025

Darlene A. LoCascio,  
Director of Procurement & Materials Management