

**NOTICE  
INVITATION TO BID  
TO  
METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO  
FOR  
JANITORIAL SERVICES FOR THE MAIN OFFICE BUILDING COMPLEX  
CONTRACT 25-408-11  
PROPOSALS ARE DUE TUESDAY, JANUARY 28, 2025**

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 January 28, 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 CT 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. The Bonfire link is unique to each solicitation.**

Tenders are invited to provide janitorial services to the Main Office Building Complex ("MOBC"), located at 100 and 111 East Erie Street, Chicago, Illinois 60611 for a thirty-six (36) month period. The approximate start date of the Contract is April 1, 2025.

This Contract is divided, for the purposes of bidding, into five (5) bid items. When bidding, Bidders must submit bids for all items, or the bid will be rejected as non-responsive. The District intends to award one (1) Contract to one (1) Bidder for all the work to be performed.

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 estimated cost of the work under Contract 25-408-11 is \$2,900,000.00.**

No bid deposit is required for this contract.

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.

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.

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 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 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.mwrdd.org](http://www.mwrdd.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.

The contact person for this contract is Karla Lopez. Ms. Lopez will provide online responses to online inquiries.

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 contracts 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 an MBE and/or 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, and the Waiver Request Form; failure to do so will be viewed as nonresponsive and the bid will be rejected.

Each Bidder must submit **with their bid package** an original or facsimile copy of the **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 a 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.

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 of its MBE or WBE goal, but not both.

Each Bidder's Utilization Plan must commit to MBE and/or WBE participation equal to or greater than the associated goals unless the Bidder indicates a partial or total waiver request on Page UP-5. If a waiver from Appendix D requirements is sought, the Bidder will be required to provide documentation of "Good Faith Efforts" to meet the Appendix D utilization goals, as defined in Section 15(e) of the Affirmative Action Ordinance Revised Appendix D. Subsequent to the bid opening, and if it is determined by the Diversity Administrator that a Contractor's Information Form is required from the apparent low Bidder, the Bidder must complete and submit the form within (3) calendar days of receiving the written request.

Each Bidder must submit with their proposals a completed **VBE Commitment Form** which lists each business intended to be used as a VBE. The Bidder must make a "**Good Faith Effort**" to identify eligible Veteran Owned-Businesses by completing the VBE Commitment Form. If the Bidder is unable to identify qualified VBE subcontractors capable of providing goods or services required by the contract, the Bidder must write "**no participation**" on the

VBE Commitment Form. Where a Bidder has failed to meet the VBE participation goal, the Administrator shall require the Contractor to submit a Veteran's Business Enterprise Good Faith Efforts Documentation Request Form and provide additional documentation of its good faith efforts in attempting to fulfill the VBE goal.

The type of work performed under the Contract is within the "Miscellaneous Building Construction" category for establishing Minority-owned Business Enterprises (MBE), Women-owned Business Enterprises (WBE) and Veteran-Owned Business Enterprise (VBE) utilization goals contained in the Affirmative Action Ordinance Revised Appendix D. **The associated goals are 20% Minority-owned Business Enterprises (MBE), 9% Women-owned Business Enterprises (WBE) and 3% Veteran-Owned Business Enterprise (VBE). Should you have any questions, please contact the Diversity Office at 312-751-4035.**

**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 Bidder to whom the Contract(s) is (are) awarded must be prepared to comply with the requirements, goals, terms, and conditions of Appendix C, the Affirmative Action Ordinance Revised Appendix D and the Appendix V, throughout the life of the Contract. Should you have any questions, please contact the Diversity Office at 312-751-4035.

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. **An optional Pre-Bid Walk-Through will be held on Tuesday, January 14, 2025, at 10:00 A.M. CT**, at the Board Room, located on the 1st Floor of the Main Office Building, 100 East Erie Street, Chicago, Illinois 60611. Attendees are advised to bring a hard hat and appropriate footwear for an industrial type of facility and a current business card. Bidders are encouraged to give themselves enough time to clear security. 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. All prospective Bidders shall contact Baha Awadallah, Senior Budget and Management Analyst, at [awadallahb@mwrd.org](mailto:awadallahb@mwrd.org) **before Monday, January 13, 2025**, to identify themselves and inform of their plans to attend the optional Pre-Bid Site Walk-Through.

**The Voluntary Technical Pre-Bid meeting** will be held online via a Zoom meeting on **Wednesday, January 15, 2025, at 10:30 A.M. CT**. The link to the Zoom meeting is attached in a separate Word document under the "Additional Documents" column on the District's website at [mwrd.org](http://mwrd.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 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  
January 8, 2025