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

CONTRACT 25-RFP-17

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 25-RFP-17.

PROPOSALS ARE DUE Friday, June 27, 2025

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 ("CT"), on the date 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. CT 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 (RFP) is to provide scanning to USB Flash Drives and pick-up and delivery services, as identified in Section II - Scope of Work. The work will begin on approximately November 1, 2025.

The estimated cost for this service is not to exceed \$715,500.00 over a thirty-six (36) month period. The District intends to obtain as much work as possible without exceeding the stated value. However, bidders are cautioned that, due to unforeseen operating conditions, the full amount may not be expended. Funding of all contract items is subject to the Board of Commissioners' approval of the budget for those years. There is no proposal deposit required.

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

The Affirmative Action Goals for this Request for Proposal are 20% Minority-owned Business Enterprises (MBE), 10% Women-owned Business Enterprises (WBE) and 3% Veteran-owned Business Enterprises (VBE).

Further, 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.

Proposers are to include with their proposal 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 bid. 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/faxed 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.

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.

There will be an **optional Pre-Proposal Walk-Through/Inspection** for this RFP for Scanning Services. 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 method of accomplishing the same. The optional Pre-Proposal Walk-Through/Inspection will be held at the following time and location:

- Tuesday, June 17, 2025, 10:00 A.M.: Stickney Water Reclamation Plant (SWRP)
 - 6001 W. Pershing Rd., Cicero, IL 60804
 - SWRP Rm. A266

Bidders interested in attending the optional Pre-Proposal Walk-Through/Inspection shall pre-register by Friday, June 13th at 1:00 P.M. Please pre-register for the walk-through/inspection by e-mailing Vince Ambrose, Budget & Management Analyst, at AmbroseV@mwrd.org. Vince Ambrose will provide registration confirmation and provide any further details if applicable. Attendees are advised to wear appropriate footwear and clothing, and to bring a current business card. Bidders are also encouraged to allow ample time to clear security, as state-issued identification will be required to attend the inspection. Bidders are reminded that no questions will be taken during the walk-through/inspection. The District's website (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 and Materials Management → Contract Announcements → (Find correct project) → Ask a Question.

The Voluntary Technical Pre-Proposal meeting will be held online via a Zoom meeting on **Wednesday, June 18, 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 (Doing Business → Procurement & Materials Management → Contract Announcements → (Find correct project) → Bidding Documents). The purpose of the Voluntary Technical Pre-Proposal 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-Proposal meeting.

The contact person for the request for proposal is Vince Ambrose, Budget & Management Analyst. This contact person will provide online responses to online inquiries.

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

Metropolitan Water Reclamation District
of Greater Chicago

By Darlene A. LoCascio,
Director of Procurement & Materials Management

Date of Advertisement: Wednesday, June 4, 2025