NOTICE
INVITATION TO BID
TO
METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO
FOR
OPERATING ENGINEERING AND RELATED TRADE SERVICES TO THE MAIN OFFICE
BUILDING COMPLEX FOR A THIRTY-SIX (36) MONTH PERIOD

CONTRACT 21-416-11

PROPOSALS ARE DUE TUESDAY, AUGUST 17, 2021

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), on the bid opening date, and will be opened publicly by the Director of Procurement and Materials Management or designee at 11:00 AM on August 17, 2021. The public cannot attend but can view the bid opening at https://mwrd.org/bid-opening.

No bids will be accepted after 11:00 AM on the above scheduled bid opening date. Do not mail or hand deliver proposals. There is no Bid Depository safe for this purpose. Any bids received by mail or hand delivery will not be considered.

The District will only accept bids electronically uploaded to the Bonfire Portal (https://mwrd.bonfirehub.com/). Please see instructions on how to upload your bid in the separate attachment entitled "Submission via the Bonfire Portal."

Tenders are invited to provide operating engineering and related trade 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 October 1, 2021.

This Contract is divided, for the purposes of bidding, into 15 bid items, including subparts. When bidding, Bidders must submit bids for all items or the bid will be rejected as non-responsive.

Funding for all Contract items is subject to the Board of Commissioners approval of the budget for those years.

The estimated cost of the work under Contract 21-416-11 is $4,847,800.00.

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.mwrd.org (Doing Business →Procurement & Materials Management → Contract Announcements). No fee is required for the Contract Documents.

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.

Any questions regarding the downloading of the Contract Document should be directed to the following email: contractdesk@mwrd.org or call 312-751-6643.
Failure to submit the complete set of contract documents as specified may render the bid non-responsive and the bid may be rejected.

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. 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. 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. 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.

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.

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 documents. The District will not respond to questions received after this date.

The contact person for this contract is John Markovich. Mr. Markovich will provide online responses to online inquiries.

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

THE THERE IS NO BID DEPOSIT REQUIRED AS THIS IS A MAINTENANCE AND REPAIR SERVICES CONTRACT.

Prior to award of the Contract, the lowest responsible Bidder must demonstrate compliance with the District’s Multi-Project Labor Agreement 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 contracts in excess of Ten Thousand Dollars ($10,000.00).

The Contractor agrees to comply with the requirements, goals, terms, and conditions of the Affirmative Action Ordinance Revised Appendix D throughout the life of the Contract. The type of work performed under the Contract is within the “Mechanical” category for establishing Minority-owned Business Enterprises (MBE), Women-owned Business Enterprises (WBE), and Small Business Enterprises (SBE) utilization goals. The MBE and/or WBE, and SBE utilization goals for this Contract are: 2% MBE and/or WBE, and 2% SBE.

Each Bidder shall submit with their proposals a signed and completed MBE, WBE, SBE Utilization Plan which lists each business intended to be used as a MBE, WBE, SBE on pages UP-2, UP-3 and UP-4 and supplemental pages as necessary. **The Bidder must sign the Signature Section on page UP-5.** Failure to submit a signed MBE, WBE, SBE 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-5 and UP-6, 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, SBE Subcontractor’s Letter of Intent, page UP-7** for each Subcontractor listed on their MBE, WBE, SBE Utilization Plan. The submitted MBE, WBE, SBE 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, WBE or SBE within the meaning of the **Affirmative Action Ordinance Revised Appendix D.** Failure to submit the MBE, WBE, SBE Utilization Plan signed by the Bidder at the time of the bid opening and the MBE, WBE, SBE Subcontractor’s Letter of Intent signed by each MBE, WBE, SBE will be viewed as non-responsive and the bid will be rejected.

If the Bidder exceeds the allowable **Supplier Exception** 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 a MBE, WBE, SBE supplier for more than 25% of each respective MBE, WBE, SBE goal, unless the Director of Procurement and Materials Management has authorized a Supplier's Exception notated on page AU-I.

The MBE, WBE, SBE 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, SBE 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 three (3) days of receiving the written request.

It is required that the prospective Bidder indicates participation by signing each applicable MBE, WBE, SBE Utilization Plan contained with the Contract Document.

The Bidder to whom the Contract 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 Bidder agrees to 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 requirements.

**An optional Pre-Bid Site Walk-Through** will be held on **Friday, August 6, 2021, at 10:00 A.M. CDT**, at the Board Room, located on the 1st Floor of the Main Office Building, 100 East Erie Street, Chicago, Illinois 60611. There will be no questions and answer session during the Pre-Bid Site Walk-Through. Potential Bidders may raise any questions they may have at the Technical Conference. An **optional Technical Conference** will be held at the same location, on the same day, immediately following the Pre-Bid Site Walk-Through. The purpose of the Pre-Bid Site Walk-Through/Technical Conference 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 to seek clarification of technical or procedural aspects of this Contract.

Bidders are required to sign the Pre-Bid Site Walk-Through/Technical Conference attendance sheets. Attendees may choose to bring a hard hat and are encouraged to wear appropriate footwear for the site inspection. Bidders should bring a current copy of their business cards. All prospective Bidders shall contact the Senior Budget and Management Analyst before Wednesday, August 4, 2021, to identify themselves and inform of their plans to attend the optional Pre-Bid Site Walk-Through and Technical Conference.

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
July 28, 2021