Sealed proposals, endorsed as above, will be deposited in the sealed bid depository located in the lobby of the Metropolitan Water Reclamation District ("District") Administration Building, 100 East Erie Street, Chicago, Illinois 60611, from the date of the Invitation to Bid, up to 11:00 A.M. CST on the bid opening date, and will be opened publicly by the Director of Procurement and Materials Management or her designee at 11:00 A.M. CST on Tuesday, March 24, 2020.

NO BIDS WILL BE ACCEPTED AFTER 11:00 A.M. ON THE ABOVE SCHEDULED BID DATE. ALL BIDS FAXED OR ELECTRONICALLY TRANSMITTED TO THE METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO WILL BE RETURNED TO THE BIDDER. PROPOSALS TRANSMITTED BY U.S. MAIL OR OTHER DELIVERY WILL BE CONSIDERED ONLY WHEN SAID PROPOSALS ARE IN THE DEPOSITORY AT THE TIME FIXED FOR OPENING THEREOF. THE METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO DOES NOT GUARANTEE THAT PROPOSALS RECEIVED BY MAIL OR OTHER DELIVERY WILL BE DEPOSITED IN TIME FOR SUCH OPENING.

Tenders are invited to provide all necessary material, labor, supervision, safety personnel, materials, tools, equipment, and appurtenances, including transportation, to provide elevator maintenance, preventative maintenance, repair, and inspection services at the Main Office Building Complex for a three-year period, starting May 1, 2020 until April 30, 2023.

The total estimated cost of the work under Contract 20-419-12 (Re-Bid) is: $160,020.00.

The Contract is divided, for purposes of bidding, into eight Items. Bidders must submit bids for all eight items or the bid will be rejected as non-responsive. The District intends to award one Contract to one Bidder for all the work to be performed. Funding of all contract items is subject to the Board of Commissioners' approval of the budget for those years.

Specifications, proposal forms and/or plans may be obtained from the Department of Procurement & Materials Management, Room 508, 100 East Erie Street, Chicago, Illinois 60611, Monday- Friday, between 8:45A.M. and 4:15P.M. Documents will be mailed in response to a fax request sent to 312-751-3042. Specifications, proposal forms and/or plans are also available for download at the District's web site: www.MWRD.ORG. The path is as follows:


Bidders are to include with their proposal signed copies of any addenda, or acknowledgment 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. If bidding documents are available online, any addenda issued will be available online at the District's web site, WWW.MWRD.ORG. The path is as follows: Doing Business -> Procurement and Materials Management -> Contract Announcements. Addenda will also be mailed, delivered, or faxed to each person receiving a set of such contract documents and to such other prospective Bidders as shall have requested that they be furnished with a copy of any addenda.

Any potential Bidder with questions regarding the meaning of any part of the specifications or other bidding documents should submit such inquiries online at the District's website, www.mwrdr.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 on-line on the District's website until the bid opening date of the bidding documents. No questions will be accepted by telephone, fax, e-mail, mail, or any other such form of delivery.

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.

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 administrator for this contract is Mr. John Markovich, Senior Budget and Management Analyst. Mr. Markovich will provide responses to online inquiries.

NOTICE
INVITATION TO BID
TO
METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO
FOR
ELEVATOR MAINTENANCE AND REPAIR SERVICE
AT THE MAIN OFFICE BUILDING COMPLEX
FOR A THREE-YEAR PERIOD
CONTRACT 20-419-12 (Re-Bid)
PROPOSALS ARE DUE MARCH 24, 2020
The District assumes no responsibility for documents sent through the mail. 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.

Proposals must be submitted on proposal forms. Proposal forms are to be placed in the special envelope furnished by the District. If proposal forms are downloaded from the District’s website, the Bidder is responsible to submit the complete set of contract documents. This volume is to remain intact. The Bidder shall place the complete set of contract documents in a sealed envelope clearly marked as follows:

Sealed Bid Depository, MOB Lobby
Metropolitan Water Reclamation District of Greater Chicago
100 E. Erie Street
Chicago, Illinois 60611
Proposal For: Contract # 20-419-12 (Re-Bid)

Failure to submit the complete set of contract documents as specified may render the bid non-responsive and the bid may be rejected.

A Mandatory Pre-Bid Site Walk-Through will be held on Monday, March 16, 2020 at 10:00 a.m., Central Standard Time, in the Board Room, located on the 1st Floor of the Main Office Building, 100 East Erie Street, Chicago, IL. There will be no questions and answer session during the Mandatory Pre-Bid Site walk-through. Potential Bidders may raise any questions they may have at the Mandatory Technical Conference. A Mandatory Technical Conference will be held in the Board Room, at the same location at approximately 11:00 a.m., Central Standard Time, on the same day immediately following the Pre-Bid Site walk-through. The purpose of the 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. All potential Bidders are required to sign an attendance sheet at the conference. The sign-in sheet will be used to verify Bidder’s attendance for the conference. Bidders shall contact Mr. John Markovich, Senior Budget and Management Analyst, at (312) 751-3175, for further information. Bids received from Bidders who did not attend the Mandatory Pre-Bid Site Walk-Through and Mandatory Technical Conference will be considered non-responsive.

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 Multi-Project Labor Agreement. The Agreement and Certificate of Compliance are contained in the Contract Documents.

Bidders should read page R-2, Paragraph 6, in regard 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.).

If, after receipt of the Contract Documents, there are any questions regarding procedural details, please contact the Department of Procurement and Materials Management at (312) 751-6643.

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
March 4, 2020