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., on the bid opening date, and will be opened publicly by the Director of Procurement & Materials Management or her designee at 11:00 a.m. on March 31, 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 repair and furnish HVAC and refrigeration parts and technical support at the District’s various facilities throughout Cook County, Illinois for a 36 months period.

The estimated cost of this Contract is $900,000.00. There is no bid deposit for this Contract.

The Contract is divided, for purpose of bidding into four Items. Bidders must submit bids for all four 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.

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 8:45 a.m. and 4:15 p.m. Documents will be mailed in response to a fax request (11) 751-3842. Specifications, proposal forms and/or plans are also available for download at the district’s website, WWW.MWRD.ORG. The path is as follows: Doing Business Procurement and Materials Management Contract Announcements. No fee is required for the Contract Documents.

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 online, 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:


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

Any proposal which indicates multiple or alternate bids will be deemed non-responsive and will be rejected by the Director of Procurement and Materials Management.

Bidders 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. Any 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. 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.

Prior to award of the contract, the lowest responsible bidder must demonstrate compliance with the MWROG 2017 Multi-Project Labor Agreement by submitting to the Director of Procurement and Materials Management a signed Certification of Compliance with 2017 Multi-Project Labor Agreement (MPLA). The Agreement and Certificate of Compliance are contained in the contract documents.

Bidders on contracts in excess ofTen 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 the contract in excess of Ten Thousand Dollars ($10,000.00).

The Bidder to whom the Contract or Contracts 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 Contractor agrees to comply with the requirements, goals, terms, and conditions of the Revised Appendix D throughout the life of the Contract.

The type of work to be performed under the Contract is within the “Mechanical” category for establishing Socially and Economically Disadvantaged Individuals utilization goals. The Minority Business Enterprises (MBE), Small Business Enterprises (SBE) and Women Business Enterprises (WBE) utilization goals for this Contract are 25% Minority Business Enterprises (MBE), 9% Women’s Business Enterprises (WBE) and 10% Small Business Enterprises (SBE) and 3% Veteran-Owned Business Enterprises (VBE).
Each Bidder must 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 submit pages UP-5 to UP-7 for each subcontractor listed on their MBE, WBE, SBE Utilization Plan. The submitted MBE, WBE, SBE Utilization Plan must be completed and signed by the subcontractor and accompanied with a copy of the MBE’s, WBE’s and/or SBE’s current Letter of Certification from a state, local government or agency or documentation demonstrating that the MBE, WBE, or SBE is in fact an 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 Utilization 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 noted on page AU-1.

Each Bidder must submit with their proposals a completed VBE Commitment Form which lists each business 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 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 MBE, WBE, SBE as a subcontractor or as a sub- or joint venture, the bidder may count the M/WBE participation toward the achievement of either its MBE or WBE goal, but not both.

If a waiver from Revised Appendix D requirements is sought, the bidder should include with the bid package documentation of good-faith efforts to meet the Revised Appendix D utilization goals. The documentation should be provided with the bid package on the Contractor’s Information form; the form is included in the package containing the contract documents. Submission to the Bid opening, signature of the Bid opening, and 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. The work under this contract is classified as “Mechanical” and the MBE/WBE/SBE participation goals are 20% Minority-Owned Business Enterprises, 9% Women-owned Business Enterprises, 10% Small Business Enterprises and 3% Veteran-Owned Business Enterprises (VBE). It is required that the prospective Bidder indicate participation by signing each applicable Utilization Plan contained within the Contract Document. The bidder to whom the contract is awarded must be prepared to comply with the requirements of the Affirmative Action Ordinance during the life of the contract.

A mandatory Pre-Bid Technical Conference will be held on Tuesday, March 17, 2020, at 10:00 a.m., Central Standard Time, at the Calumet Water Reclamation Plant, 400 East 130TH Street, Chicago, Illinois, 60628, in the Administration Building Conference Room. 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 the contract, and to seek clarification of technical or procedural aspects of this contract. Bids received from bidders who do not attend the mandatory Pre-Bid Technical Conference will be considered non-responsive.

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.mwrd.org. The path is as follows: Doing Business Procurement and Materials Management; Contract Announcement – Contract #17334. The District will provide an online response to questions. District’s questions are not official responses 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.

All Contract documents for the Construction of Public Works are subject to the Illinois Prevailing Wage Act (820 ILCS 130/1 at et seq.)

Bidders should refer to the bidding requirements set forth on pages R-1 through R-6 in regard to questions on this contract.

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 contact person for this contract is Ms. Kinga Stanek. This contact person will provide online responses to online inquiries.

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

By Darlene A. LoCascio
Director of Procurement and Materials Management

Metropolitan Water Reclamation District of Greater Chicago
March 4, 2020

Chicago, Illinois