NOTICE
INVITATION TO BID
TO
METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO
FOR
FURNISH AND DELIVER PARTS AND REPAIR SERVICES FOR
SLUICE GATE VALVE ACTUATORS

CONTRACT 20-654-11

PROPOSALS ARE DUE MARCH 31, 2020

Sealed proposals, endorsed as above, will be deposited in the sealed bid depository 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 and Materials Management or her designee at 11:00 a.m. (CST) on Tuesday, 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 provide all necessary labor, supervision, tools, equipment, materials and appurtenances, including transportation, to furnish and deliver various new and refurbished Limitorque valve actuators and other parts to various locations within the District's service area. The estimated cost of the work under this Contract is not to exceed $444,000.00.

There is no bid deposit for this Contract.

The Contract is divided, for purposes of bidding, into sixteen Items. Bidders must submit bids for all sixteen 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 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: 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 and shall conform to all the terms and conditions of the Bidding Requirements, attached thereto. If proposal forms are downloaded online 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 East Erie Street
Chicago, Illinois 60611
Proposal for: Contract 20-654-11

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

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.

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 the Contract in excess of Ten Thousand Dollars ($10,000.00).

The Bidder 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 work under this Contract is classified as “Mechanical” for the MBE, WBE, SHE utilization goals contained in the Affirmative Action Ordinance Revised Appendix D. The associated tailored goals are 10% Minority-
owned Business Enterprise (MBE) and/or Women-owned Business Enterprise (WBE), 10% Small Business Enterprise (SBE), and 3% Veteran-Owned Business Enterprise (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 sign the Signature Section page on 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 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 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 identify qualified subcontractors, the Bidder must sign that page on the VBE Commitment Form. The Bidder must 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.

VBE goals are separate from Minority-owned Business Enterprise (MBE), Women-owned Business Enterprise (WBE) and Small Business Enterprise (SBE) goals. An Eligible Veteran who is also an MBE, WBE, or SBE may be dual-utilized to fulfill both goals. However, the three-percent (3%) VBE goal must be accomplished in addition to the M/W/SBE goals set forth in a contract.

All MBE, WBE, SBE Subcontractor’s Letter of Intent must conform to the MBE, WBE, SBE Utilization Plan submitted at the time of bid opening.

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 Revised Appendix D goals. If the Bidder offers itself to satisfy any of the 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 Diversity 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 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 11:00 a.m., Central Time Zone, at Office Building #185, Conference Room #A266, Stickney WRP, 6001 West Pershing Road, Cicero, Illinois. The purpose of the Pre-Bid 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 especially as they relate to the Affirmative Action Ordinance, Revised Appendix D requirements. All potential Bidders are required to sign the pre-bid technical conference attendance sheets. The sign-in sheets will be used to verify Bidder's attendance for the technical conference. For further information regarding this technical conference, Bidders may contact the Engineer, Mr. Steven Whitehead, at telephone (708) 588-4080 or via e-mail at whitehead@mwrd.org, between 8:00 a.m. and 5:00 p.m., Monday through Friday. Bids received from Bidders who do not attend the Mandatory Pre-Bid Technical Conference will be considered non-responsive.

Prospective Bidders shall contact the Engineer before Monday, March 16, 2020, to identify themselves and inform him of their plans to attend the Mandatory Pre-Bid Technical Conference. Attendees are advised to bring a current copy of their business card. This Mandatory Pre-Bid Technical Conference will not include a site walk-through. Site walk-throughs may be arranged by contacting the Engineer above.

Bidders are STRONGLY URGED to inspect all areas of the work sites prior to bidding, in order to familiarize themselves with the nature of the work and the method of accomplishing the same.

Bidders should take special note of the stipulations on page R-2, Paragraph 6, in regard to questions on this Contract.

Any potential bidder with questions regarding any of the meaning 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 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 Engineer for this Contract is Mr. Steven Whitehead. Mr. Whitehead will provide online responses to online inquiries.

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
March 4, 2020