NOTICE
INVITATION TO BID
TO
METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO
FOR
JANITORIAL SERVICES AT VARIOUS LOCATIONS
CONTRACT 21-970-11
PROPOSALS ARE DUE SEPTEMBER 21, 2021

Sealed proposals, endorsed as above, will be submitted 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) (CT), on the bid opening date, and will be opened publicly by the Director of Procurement and Materials Management or her designee at 11:00 AM (CT) on September 21, 2021. The District cannot attend but can view the bid opening at https://mwrd.org/bid-opening.

NO BIDS WILL BE ACCEPTED AFTER 11:00 A.M. ON THE ABOVE-SCHEDULED BID OPENING DATE. ALL BIDS FAXED, MAILED, OR HAND DELIVERED WILL NOT BE CONSIDERED AND WILL BE RETURNED TO THE BIDDER. THERE IS NO BID DEPOSITORY SAFE AVAILABLE FOR MAILING OR HAND DELIVERED BIDS. THE DISTRICT WILL ONLY ACCEPT BIDS ELECTRONICALLY UPLOADED TO THE BONFIRE PORTAL (HTTPS://MWRD.BONFIREHUB.COM/). PLEASE SEE SPECIFIC INSTRUCTIONS ON HOW TO UPLOAD YOUR BID TO THE BONFIRE PORTAL IN THE BID DOCUMENT ENTITLED “SUBMISSION VIA THE BONFIRE PORTAL.”

Tenders are invited to provide janitorial services at various District facilities located throughout Cook and Will Counties, IL. Locations include the Stickney Water Reclamation Plant (WRP) and various locations within the Stickney Service Area, the Lockport Powerhouse, Egan Water Reclamation Plant, the Calumet Water Reclamation Plant and five seasonal biosolids drying facilities, as well as provide all necessary labor, supervision, tools, equipment, materials, and appurtenances, including transportation necessary to do the required work, per Specifications attached hereto.

The estimated cost of the work under this Contract is not to exceed the following:

<table>
<thead>
<tr>
<th>Group</th>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Stickney Service Area</td>
<td>$49,261.30</td>
</tr>
<tr>
<td>B</td>
<td>Lockport Powerhouse</td>
<td>$26,276.25</td>
</tr>
<tr>
<td>C</td>
<td>Calumet WRP</td>
<td>$117,350.12</td>
</tr>
<tr>
<td>D</td>
<td>Egan WRP</td>
<td>$97,203.75</td>
</tr>
<tr>
<td><strong>TOTAL FOR ALL GROUPS not to exceed</strong></td>
<td>$790,091.42</td>
<td></td>
</tr>
</tbody>
</table>

Funding of all Contract items is subject to the Board of Commissioners’ approval of the District’s budget for all years under this Contract.

The Contract is divided, for purposes of bidding, into four Groups. Bidders may submit bids for any Group or combination of Groups as set forth in the proposal. The District intends to award each Group to the lowest responsible Bidder for that Group. For any Group not bid, the Bidder shall insert “NO BID” in the appropriate place. When bidding on any Group, Bidders must submit bids for all items in that Group, or the bid will be rejected as non-responsive. The District reserves the right to issue a Contract or Contracts to any Bidder or Bidders for any Group or combination of Groups as it may deem to be in the best interest of the District.

When submitting a proposal, the Bidder must bid on all items in that Group, or the bid will be considered non-responsive.

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. Any questions regarding the downloading of the Contract Document should be directed to the following email: contractdesk@mwrd.org or call 312-751-6643.

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.

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.

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 & 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 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 submissions 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 issued to all plan holders on record by the Director of Procurement and Materials Management. Bidding documents are only available online, and all addenda issues for this contract will be available online at the Districts 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.

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.

Bidders should read the bidding requirements set forth on pages R-1 through R-6, and in particular page R-2, Paragraph 6, in regards to questions on this Contract.

The Resident Engineer that will provide online responses to online inquiries is Mrs. Karla Lopez.

All Contracts for the Construction of Public Works are subject to the Illinois Prevailing Wage Act (820 ILCS 130/1-12).

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).

Affirmative Action requirements are applicable to Group A and Group C only.

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, for Groups A and C only. The work under this Contract is classified as “Miscellaneous Building Construction” for the MBE, WBE, SBE utilization goals contained in the Affirmative Action Ordinance Revised Appendix D.

The associated goals are 20% Minority-owned Business Enterprises (MBE), 10% Women-owned Business Enterprises (WBE) and 10% Small Business Enterprises (SBE), for Group A and C only. Affirmative Action goals do not apply for Groups B and D. Questions regarding the associated tailored goals shall be directed to the Diversity Officer at 312-751-4035.

It is required that the prospective Bidder indicate participation on either Group A or Group C by signing each applicable Utilization Plan (Exhibit A) contained with the Contract Document. If the Bidder chooses to participate only on Group A or only on Group C, it should be clearly indicated by writing “No Bid” on the Utilization Plan as applicable.

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 Supplier 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 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, or SBE goal, unless the Administrator has authorized a Supplier’s Exception noted on page AU-1.

The Contractor 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 Program requirements.

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.

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, for Groups A and Group C only.

For all Groups:

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 are advised to verify information contained in these specifications, as floor plans are included for various buildings for bidding purposes only; the actual layout of furnishings and fixtures may vary.

Bidders can attend an Optional Pre-Bid Site Walk-Through on the dates and within the time windows shown below, and are asked to please contact the Resident Engineer for each location, also shown below, to confirm their attendance on or before the day prior to each scheduled walk-through.

For each Group, the Optional Pre-Bid Site Walk-Through is scheduled as follows:

**Group A:**
- Wednesday, September 1, 2021, between 8:00am and 1:00pm
  - Resident Engineer: Ms. Karla Lopez, (708)588-3622
  - LASMA & Outlying Locations Site Engineer: Mr. Raphael Frost, (708)588-4302

**Group B:**
- Thursday, September 2, 2021, between 8:00am and 12:00pm
  - Resident Engineer: Mr. Martin Castro, (312)401-9328

**Group C:**
- Friday, September 3, 2021, between 8:00am and 12:00pm
  - Resident Engineer: Mr. Thomas O'Connor, (773) 256-3505

**Group D:**
- Thursday, September 2, 2021, between 10:00am and 2:00pm
  - Resident Engineer: Mr. Marcus Austin at (847)375-2503

Attendees will be required to wear masks and social distance.

There will be no question-and-answer sessions during the Pre-Bid Site Walk-Through(s). Potential Bidders may raise any questions they may have at the Optional Pre-Bid Technical Conference, or post their question to the District’s Question and Answer Board as discussed above.

Attendees are advised to bring a hard hat, a flashlight, and appropriate footwear for an industrial environment, as the sites may include uneven terrain and areas which may be muddy and wet. Attendees are also advised to bring two copies of their business card and be prepared to sign a liability waiver prior to accessing the worksites.

An Optional Pre-Bid Technical Conference will be held on, Wednesday, September 8, 2021, at 10:00 a.m., Central Time, in the Board Room, located on the 1st Floor of the Main Office Building, 100 East Erie Street, Chicago, Illinois 60611.

The purpose of the Walk Throughs and 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 will be required to sign and attendance sheet at both the Optional Pre-Bid Site Walk-Through and the Optional Pre-Bid Technical Conference.

Bidders may contact Mrs. Karla Lopez at (708)588-3622, to confirm their attendance to the Optional Pre-Bid Technical Conference no later than Tuesday, September 7, 2021.

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
August 25, 2021