



*A quick guide to*

**Doing Business with  
the Metropolitan Water  
Reclamation District of  
Greater Chicago**

## Dear Prospective Vendor:

The Metropolitan Water Reclamation District of Greater Chicago (MWRD) is an award-winning, special purpose, government agency responsible for wastewater treatment and stormwater management in Cook County, Illinois. The MWRD will issue numerous contracts this year to purchase a wide range of materials, services and equipment.

Our procurement process is designed to ensure the most efficient use of taxpayer dollars, and we encourage you to register to become a vendor. Our Procurement and Materials Management Department staff is available to assist your firm and answer questions during all stages of the procurement process.

In addition to direct support from our staff, much of our procurement information is available online at [mwrdd.org](http://mwrdd.org). **From the homepage, select Doing Business >> Procurement and Materials Management.** Visit our web page to view general guidelines for doing business with the MWRD, a summary of goods and services we typically procure, new vendor application forms, current and upcoming bid opportunities, bid opening, status, and award information.

We hope you find this booklet and our other online information helpful, and we look forward to working with your firm.

If you need assistance in completing any of the steps as outlined in this booklet or other materials, please contact us at 312.751.6600.



*Stickney Water Reclamation Plant*

# Seven easy steps

- 1 Your firm can register to become a vendor in order to receive invitations for upcoming bidding opportunities from the MWRD.** Register online at [mwrld.org](http://mwrld.org). Click on the "Doing Business" link on the home page, then select "Procurement and Materials Management." Once on the Procurement page, select "Vendor Application Form" to register as a vendor with the District. Complete the "National Institute of Government Purchasing (NIGP) Commodity/Service List" to indicate the supplies, equipment and services that your firm can provide. Once your vendor application has been approved, you will receive an email indicating your vendor number.
- 2 Once you are registered, your firm will receive invitations to bid.** The MWRD faxes, mails, or emails registered vendors invitations to bid for opportunities that correspond with their selected NIGP codes. Invitations to bid and contract announcements are also advertised in the Sun Times and posted at [mwrld.org](http://mwrld.org) every Wednesday. If your firm would like to be considered, click on the "Doing Business" link on the home page, then select "Procurement and Materials Management." Once on the Procurement page, select "Contract Announcements" to view currently advertised contracts. Download the contract you are interested in, fill it out, and submit per the included submission instructions, by the due date. Once you have downloaded the contract, you are considered a plan holder for that contract. A plan holder list is available online in the "Contract Announcements" section. Any addendum for the contract will be posted online and emailed to all plan holders on record. Also, in the "Contract Announcements" section referenced above, bidders can ask questions and receive responses for advertised contracts and RFPs.
- 3 Submit your bid as indicated in the contract documents.** Sealed bids are to be submitted to the District via an electronic upload to the Bonfire Portal, from the date of the Invitation to Bid, up to 11:00 A.M. (Central Standard Time) on the specified bid opening date. Submission instructions, using the Bonfire Portal, are included in the contract or RFP bidding documents. The sealed bids are opened publicly online by the Director of Procurement and Materials Management or designee. The public can view the bid opening at <https://mwrld.org/bid-opening>. The bid opening results are posted online shortly after the bid opening. To view the bid opening results, click on the "Doing Business" link on the home page, then select Procurement and Materials Management. Once on the Procurement page, select "Contract Bid Opening Results."
- 4 Vendors are selected for award based on the price and quality of goods and services.** If your firm is considered for an award of a contract or purchase order, you will be notified and asked to submit a post qualification form, and issued a purchase order thereafter. The MWRD is committed to finding the best value for our taxpayers and residents.
- 5 The MWRD's Board of Commissioners must approve formal contracts and purchase orders before they are awarded.** Requirements to furnish and deliver material, supplies and equipment over \$25,000, and requirements for service over \$10,000, including construction, are awarded by the Board of Commissioners at their regularly scheduled Board meetings. To obtain Board award information, click on the "Board Meetings" quick link on the top right side of the home page.
- 6 Once you have provided the specified goods or services, please send your invoice to the MWRD.** The MWRD's purchase order number must be on all invoices. Send invoices by email to [accounts.payable@mwrld.org](mailto:accounts.payable@mwrld.org) or by mail to:

Metropolitan Water Reclamation District of Greater Chicago  
Finance Department  
P.O. Box 10642  
Chicago, IL 60610

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The MWRD follows the *Local Government Prompt Payment Act* and pays for equipment, material or services furnished under contracts and purchase orders within 30 calendar days after satisfactory delivery and acceptance and subsequent receipt and approval of the invoice.

**7** After you have submitted your Vendor List Application and are assigned a vendor number with MWRD, your minority, women, and/or small business enterprise (M/W/S) can apply for certification by submitting a current certification from a sister agency. The sister agencies are the City of Chicago, the County of Cook, the State of Illinois, the Women’s Business Development Center, the Chicago Minority Supplier Development Council, as a Disadvantaged Business Enterprise certified by the Illinois Unified Certification Program, or as a Small Disadvantaged Business certified by the U.S. Small Business Administration. Additionally, your company would qualify for participation on contracts awarded at \$100k or more through the MWRD’s Diversity Program. These contracts have Affirmative Action requirements governed by the MWRD’s Affirmative Action Ordinance Revised Appendix D. The MWRD’s Diversity Program is designed to increase and ensure more equitable participation by minorities and women-owned businesses and other small businesses.

For additional information on Doing Business with MWRD as an M/W/S business, please visit the Affirmative Action Section listed under the Doing Business tab on the [mwrdd.org](http://mwrdd.org) homepage. You can view the MWRD’s Affirmative Action Ordinance Revised Appendix D and Vendor List and plan to attend one of our bi-annual vendor outreach fairs.

Updated 8/17/21

### Contacts

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**DIVERSITY** The MWRD’s Diversity Program is designed to increase and ensure the full and equitable participation of businesses owned by minorities, women and/or small businesses in MWRD’s procurement activities. Program Administrator Regina Berry is available to provide technical assistance to help facilitate participation.

**ABOUT THE MWRD** The MWRD is governed by a nine-member Board of Commissioners, and an Executive Director leads day-to-day operations.

The MWRD’s service area is 882.1 square miles of Cook County, Illinois. Our mission is to protect the health and safety of the public, protect the quality of the water supply source (Lake Michigan), improve the quality of water in Chicago area waterways, protect businesses and homes from flood damage, and manage stormwater. We are committed to achieving the highest standards of excellence in fulfilling our mission.

## Metropolitan Water Reclamation District of Greater Chicago



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