



# Vendor Outreach – COVID-19 Pandemic Resource Guide

Issued: May 22, 2020

***Note: NEW vendor testing  
requirement effective May 26, 2020***

Visit us online at <https://www.glwater.org/vendors/doing-business-with-glwa/>

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May 22, 2020

Greetings to Our Vendor Community,

On behalf of the Great Lakes Water Authority (GLWA), I want to thank you for your continued engagement with, and service to, our regional water authority – especially during these unprecedented times.

A key to success in navigating tremendous challenges is communication. To that end, we are providing this resource guide as a compilation of the many coronavirus (COVID-19) pandemic communications that have been developed for the vendor community. A high-level summary of the requirements from these communications is in the table below.

| <b>Frequency</b>                      | <b>Vendor Impact</b>   | <b>COVID-19 Memo #</b> |
|---------------------------------------|--|------------------------|
| Daily                                 | Non-critical business travel suspended   | 2                      |
| Daily                                 | Participate in Temperature Checks at Facility Entrances  | 22                     |
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The communication cycle is only complete if we also hear from you. What is going well? Where do we need to improve? Please do not hesitate to reach out to me or the Procurement Team at [procurement@glwater.org](mailto:procurement@glwater.org) or to our Chief Financial Officer/Treasurer Nicolette Bateson at [cfo@glwater.org](mailto:cfo@glwater.org)

Highest Regards,

Sonya Collins  
Procurement Director

## Memorandum

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**Date:** May 22, 2020

**To:** Vendor Community

**From:** Sonya Collins, Procurement Director

**CC:** All Great Lakes Water Authority Team Members

**RE:** Coronavirus Update # 42 - Mandatory COVID-19 Testing Required for Vendor Personnel Onsite at GLWA

**Background:** The health and safety of the work environment is a top priority at GLWA. Throughout the coronavirus (COVID-19) pandemic, we have instituted many operational changes in accordance with the recommendations of the Centers for Disease Control and Prevention (CDC), including the use of personal protective equipment (PPE), face masks, temperature screenings at GLWA facility entrances, and social distancing measures.

**What's New:** Effective May 26, 2020, GLWA is providing mandatory COVID-19 testing for its team members and staff augmentation contractors. Concurrently, GLWA mandates that its vendor community establish a similar testing protocol for their employees and subcontractors who will be working on-site at GLWA facilities. By following the same best practice, we will be able to work together to slow the spread of the virus.

**Step One - Initiate Testing:** Effective immediately, GLWA requires that its vendors provide a testing and documentation reporting program for their employees and subcontractors who are working on-site at GLWA facilities and projects. Please note that many testing facilities may take a week to provide results. Therefore, GLWA is allowing two weeks for the submittal of test results with a due date of June 5, 2020. Vendors must maintain standards that ensure that their employees and subcontractors working on-site at GLWA facilities have provided documentation of a negative COVID-19 test result within a

14-day time period beginning May 26, 2020. The tests must be performed by a licensed testing facility.

**Step Two – Submit Documentation:** By June 5, 2020, submit testing results to GLWA Procurement at [vendor.testing@glwater.org](mailto:vendor.testing@glwater.org). Please complete the attached form and provide written proof of negative COVID-19 test results from the testing facility. Please complete one form for each GLWA contract (the form is attached to this memo). Unless a member of GLWA contacts your employee or subcontractor submitting the test results via email, presume that the submittal was accepted within one business day.

**Step Three – Clearance to Provide Onsite Services:** The GLWA Procurement Team will provide a list to GLWA Security & Integrity and your GLWA Project Manager with the names of vendor employees and subcontractors cleared to be on-site and at project locations. GLWA will make every attempt to keep the test results in a secure file location with limited access. Any questions about this process should be directed to [vendor.testing@glwater.org](mailto:vendor.testing@glwater.org)

**Follow-up Testing:** At this time, subsequent testing on a future 14-day cycle for those who tested negative is not required. Individuals who tested positive for COVID-19 will not be admitted until negative COVID-19 test results are provided. Vendor employees and subcontractors who a) will begin work at, or b) will be initially returning to work at GLWA facilities after June 5, 2020 will be required to submit the attached form and documentation of a negative test result within the previous 14 days.

**Non COVID-19 Questions?** If you have questions regarding operational matters, please direct them to your GLWA Project Manager. All other questions should be directed to [procurement@glwater.org](mailto:procurement@glwater.org).



# Vendor COVID-19 Testing Submittal Form

By June 5, 2020, vendors with employees working on-site at GLWA facilities will need to submit COVID-19 testing results to GLWA Procurement at [vendor.testing@glwater.org](mailto:vendor.testing@glwater.org). Please complete the attached form below and provide proof of negative COVID-19 test results from the licensed testing facility for each employee working on-site at a GLWA facility. **One form can be used for several vendor employees but testing documentation must be submitted for each employee.** Unless a member of GLWA contacts your employee or subcontractor, please presume that the submittal was accepted within one business day.

**Completion of this form complies with Coronavirus Update #42.**

## Vendor Name and Contract Number

Vendor Name \_\_\_\_\_

Contract Number \_\_\_\_\_

Contact Person \_\_\_\_\_

Contact Email \_\_\_\_\_

Contact Phone # \_\_\_\_\_

## Employee First and Last Name

Employee #1 \_\_\_\_\_

Employee #2 \_\_\_\_\_

Employee #3 \_\_\_\_\_

Employee #4 \_\_\_\_\_

Employee #5 \_\_\_\_\_

Employee #6 \_\_\_\_\_

Employee #7 \_\_\_\_\_

Employee #8 \_\_\_\_\_

## Memorandum

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**Date:** May 22, 2020

**To:** All GLWA Team Members

**From:** Sue McCormick, Chief Executive Officer

**RE:** Coronavirus Update #43 - GLWA Visitor COVID-19 Questionnaire  
(Supersedes Coronavirus Update #19 - GLWA Visitor COVID-19 Questionnaire)

The health and safety of our team members remains a top priority for GLWA. Given the spread of COVID-19 (Coronavirus) across the United States, including throughout Michigan, GLWA continues to make operational changes to help minimize team member's potential risk.

Previously, we advised you of operational changes related to completing a GLWA Visitor COVID-19 Questionnaire. That form inquired about a visitor's (a) medical condition, (b) contact with individuals infected with the COVID-19 virus, and (c) travel history. We are now expanding this questionnaire to include documentation of a negative COVID-19 test result within the previous 14 calendar days of entering a GLWA facility and/or project site.

In addition, visitors will continue to be subject to temperature reads by GLWA's Security and Integrity Team. Visitor is defined broadly as any individual that is not employed by GLWA.

This means:

- Effective June 5, 2020, the new *GLWA Visitor COVID-19 Questionnaire with COVID-19 Testing Requirements* (attached) will replace the existing questionnaire that was issued with Coronavirus Update #19 - GLWA Visitor COVID-19 Questionnaire memo dated March 23, 2020.
- The new COVID-19 visitor questionnaire will be required to be submitted via email to [COVID19VisitorQuestionnaire@glwater.org](mailto:COVID19VisitorQuestionnaire@glwater.org);
- If a visitor has been previously approved to enter this new questionnaire does not need to be completed until the existing form on file expires on its 14-day cycle;
- If a visitor is approved, and is allowed to access a specific GLWA facility or project site, for the subsequent 14 calendar days, there is no need to repeat the questionnaire, unless the responses change;
- Changes should be reported to the authorized GLWA Team Member that is responsible for the visitor's project/contract, generally this will be the project manager;
- This questionnaire needs to be completed every two weeks until further notice.

Thank you for your ongoing efforts to ensure a safe work environment and partnership as we work together to understand the risks associated with COVID-19 and take appropriate precautions.



# GLWA Visitor COVID-19 Questionnaire With COVID-19 Testing Requirements

The safety of Great Lakes Water Authority’s Team Members, member partners, families and visitors is a top priority. GLWA’s operating protocol requires that visitors to GLWA facilities and project sites complete this questionnaire beginning June 5, 2020. Visitor is defined broadly as any individual that is not employed by GLWA. Please help ensure that GLWA can continue to provide essential, uninterrupted water and wastewater services throughout our Member Partner communities by completing this questionnaire.

**Completion of this form complies with GLWA Coronavirus Update #43.**

| Visitor Name:              |   | Visitor Phone #:  |   |
|----------------------------|---|---|---|
| Visitor Organization:      |   | GLWA Facility Visiting:                                     |   |
| Project/Contract #:        |   | Project/Contract Name:                                      |   |
| GLWA Team Member Visiting: | Team Member Contact #:  | Area Chief Name:  |   |
| Questions                  |   | Response  | Additional Information  |
| 1                          | Have you experienced any cold or flu-like symptoms in the last 14 days (fever, cough, sore throat, respiratory illness, or difficulty breathing)?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |   |
| 2                          | Have you been in close contact with individuals potentially exposed or diagnosed with COVID-19 within the past 14 days?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |   |
| 3                          | Have you returned from any travel outside the GLWA service area within the past 14 days? If so, where, including within the State of Michigan? Please include locations of any layovers you had during your travel.                                   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | If yes, identify locations:   |
| 4                          | Have you been in close contact with any individual who has traveled outside the GLWA service area within the past 14 days? If so, where, including within the State of Michigan? Please include any layovers they might have had during their travel. | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | If yes, identify locations:   |
| 5                          | Are you assigned to work to work at multiple GLWA facilities? (Note that travel is restricted among GLWA facilities without prior authorization from the Area Chief.)   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | If yes, identify locations:   |
| 6                          | For visitors who do not have a GLWA Security & Integrity issued badge, have you been tested for COVID-19 within 14 calendar days?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | If yes, results? (check one)<br><input type="checkbox"/> Positive (access denied) <input type="checkbox"/> Negative<br>Test Date: _____<br>If Negative, please present a viewable copy of the test results. |

**Note to Visitor:** Please advise the GLWA Team Member you are visiting immediately if any of your responses to the above questionnaire change.

Visitor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**GLWA Only** Access to Facility:  Approved  Denied

Name (printed) \_\_\_\_\_ Signature: \_\_\_\_\_

**Note to GLWA Team Members:** Completed, approved forms should be emailed to [COVID19VisitorQuestionnaire@glwater.org](mailto:COVID19VisitorQuestionnaire@glwater.org). If a visitor is approved, and is scheduled to access the GLWA facility above, for the subsequent 14 calendar days, there is no need to repeat the questionnaire, unless the responses change. Changes should be reported to the GLWA Team Member identified above. This questionnaire needs to be completed every two weeks.



## Memorandum

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**To: All GLWA Team Members**

**From: Sue McCormick, CEO**

**Date: March 12, 2020**

**RE: Coronavirus Update #2 - Suspension of All Contractor Non-Critical Business Travel to GLWA Facilities Due to Concerns about Coronavirus**

The health and safety of our team members is a top priority for GLWA. Given the spread of Covid 19 (Coronavirus) across the United States and its recent appearance in Michigan, GLWA is making operational changes to help minimize team member's potential risk associated with to the virus.

Yesterday, we advised you of operational changes made regarding GLWA team members' business travel. Today, we wish to address business travel by vendors, contractors, and/or consultants (collectively "Contractors") located outside the GLWA service area who help to support our operations.

Effective immediately, all non-critical business travel to GLWA facilities by Contractors located outside of the GLWA service area taking place before June 10, 2020 is **canceled**.

This means:

- Any requests for business-critical travel by Contractors to GLWA facilities taking place on or before June 10, 2020 require written approval of the CEO or her designee;
- To obtain CEO approval for business-critical Contractor travel, please provide a memorandum approved by your Operating Area Chief, indicating the dates of the travel, the purpose, and explaining why the Contractor's travel and support is business-critical.

GLWA will continue to monitor the situation and will provide updates or modifications to this business directive as may be necessary.

Thank you for your understanding and your partnership as we work together to understand the risks associated with Covid19 and take appropriate precautions.



**Nicolette N. Bateson, CPA**  
**Chief Financial Officer/Treasurer**  
735 Randolph Street, Suite 1608  
Detroit, Michigan 48226  
Phone: 313-964-9201

## Memorandum

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**Date:** March 26, 2020

**To:** All GLWA Team Members

**From:** Nicolette N. Bateson, CPA, Chief Financial Officer & Treasurer

**CC:** Sonya Collins, Procurement Director

**RE:** Coronavirus Update #21 - Critical Infrastructure Vendor Letter

**Background:** On March 23, 2020, Governor Gretchen Whitmer issued Executive Order 2020-21, the “Stay Home, Stay Safe” Order. This Order permits critical infrastructure organizations to continue operations. Under Section 8 of the Order, “water and wastewater” operations are critical infrastructure and healthy workers in this sector may continue to work.

Section 9 of the Order addresses the vendor community that supports critical infrastructure operations. Key provisions of that Order include the following.

1. Critical infrastructure workers also include workers at designated suppliers and distribution centers whose continued operation is necessary to enable, support, or facilitate the work of critical infrastructure operations.
2. Such suppliers, distribution centers or service providers may designate workers as critical infrastructure workers only to the extent those workers are necessary to enable, support or facilitate the work of the original operation’s or business’s critical infrastructure.
3. Designated suppliers, distribution centers and service providers may, in turn, designate additional suppliers, distribution centers and service providers whose continued operation is necessary to enable, support or facilitate the work of their critical infrastructure workers.
4. Such additional suppliers, distribution centers and service providers may designate workers as critical infrastructure workers only to the extent that those workers are necessary to enable, support or facilitate the work of the critical infrastructure workers at the supplier, distribution center or service provider that has designated them.

5. Critical infrastructure organizations, such as GLWA, “...must make all designations in writing to the entities they are designating” as supporting critical infrastructure operations by April 1, 2020. GLWA’s goal is to notify vendors on or before March 27, 2020.
6. It should also be noted that the Order states that businesses, operations, suppliers, distribution centers and service providers that abuse their designation authority shall be subject to sanctions to the fullest extent of the law.

**Next Steps – March 26, 2020:** The GLWA Procurement Team has worked with the Area Chiefs and their designees to identify which vendors fall within the category of critical infrastructure. The categories, for that effort, include the following.

- Extraordinary = Impact within 24 Hours to public health and safety
- High = Impact within 24 to 72 hours to core operations and systems
- Medium = Impact within two weeks
- Low = Impact after two weeks (presumed two weeks through April 13, 2020)
- No = No impact before April 13, 2020 (End date of Governor Whitmer's Order)

As a result of that effort, over 100 firms will receive a letter indicating that they are considered a critical infrastructure vendor for GLWA’s operations. The letter also requests that they continue to supply these services consistent with the requirements of Governor Whitmer’s Order. The letters are being emailed to key contact(s) at those companies. Once that effort has been completed, a copy of that list will be distributed to GLWA group leadership team members for their reference, as well as posted on the procurement page on One Water Connect.

Please note that the focus of the Governor Whitmer’s order is to “Stay Home, Stay Safe.” **The critical infrastructure vendor letters are intended to be for firms that are required to travel.** Many of your vendors are performing work for us from their remote location and are not required to travel. Those businesses do not need a letter. If the travel need changes, please see the process below to obtain a letter.

**Next Steps – After March 26, 2020:** It is feasible that additional vendors will need to be added to the list. If so, **send an email to [michael.lasley@glwater.org](mailto:michael.lasley@glwater.org)** with the following information so that a letter may be sent within one business day:

**Subject:** Critical Vendor Letter

**CC:** Area Chief

**Reason:** Indicate extraordinary, high, medium or low as defined above

**Other:** Please provide the contact email address and corporate address

**Note:** Only Procurement is authorized to issue the critical infrastructure vendor letter to document compliance with the Order and ensure alignment across all GLWA operations. In addition, vendors may have drafted their own form, which they may ask you to sign. GLWA Team members are required to refrain from signing any non-GLWA forms related to the Governor Whitmer’s Order as it relates to this topic.

**Follow-up:** If you have any questions, or would like a Procurement team member to meet with your team to further explain the letter or the business process, please contact Mike Lasley, Procurement Manager, at [michael.lasley@glwater.org](mailto:michael.lasley@glwater.org)



**Sue F. McCormick**  
Chief Executive Officer  
735 Randolph Street  
Detroit, Michigan 48226

## Memorandum

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**Date:** March 28, 2020

**To:** All GLWA Team Members

**From:** Sue McCormick, Chief Executive Officer

**RE:** Coronavirus Update #22 – Temperature Checks Begin at All GLWA Facilities

As identified in Governor Gretchen Whitmer's "Stay Home, Stay Safe" executive order (EO 2020-21) delivered on March 23, 2020, GLWA has critical infrastructure workers because we provide essential water and wastewater services to a very large population of the citizens in Michigan.

In an effort to safeguard against the spread of the Coronavirus (COVID-19), GLWA will begin screening ALL team members, visitors and deliveries to our locations effective on or about March 28, 2020 to determine whether the individuals are exhibiting flu-like symptoms.

GLWA Security Officers will stop team members, visitors and deliveries and direct them to a screening area where a forehead temperature check will be taken. Questions will be asked to determine whether the individual is exhibiting any flu like symptoms (i.e. a fever, cough, or shortness of breath) or to learn if the individual has been exposed to someone that has tested positive with COVID-19. Your cooperation is critical to limiting potential exposure and to help stop the spread of this disease.

Team members with temperatures of approximately 100.4 degrees will be sent home. If you have a fever, the U.S. Center for Disease Control and Prevention (CDC) recommends that you self-monitor symptoms (i.e. a fever, cough, or shortness of breath), STAY HOME, seek medical attention and clearance to return to work.

Please contact Organizational Development at (313) 964-9826 for assistance in navigating this process. For more information, please reference ["FAQ related to the Coronavirus \(COVID-19\) Pandemic and GLWA Work Policies."](#)

## Memorandum

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**Date:** April 14, 2020

**To:** Vendor Community

**From:** Nicolette Bateson, Chief Financial Officer/Treasurer

**CC:** All Great Lakes Water Authority Team Members

**RE:** **Coronavirus Update #31-Vendor Community Policy During COVID-19 Emergency - Use of PPE Including Masks, Respirators & Other Face Covers When Performing Work at the Great Lakes Water Authority**

On Friday, April 10, 2020, the Centers for Disease and Prevention Control (CDC) updated its guidelines to recommend that non-healthcare workers wear a basic cloth or fabric face covering (“mask”) in public settings where other social distancing measures may be difficult to maintain. The face covering shall securely cover the nose and mouth. Information on how to make a face covering and the proper way to wear one is at [cdc.gov](https://www.cdc.gov).

On Monday, April 13, 2020, GLWA issued a memorandum<sup>1</sup> requiring all GLWA team members to wear a face covering while in or about GLWA sites or working in the field on GLWA projects.

Effective April 14, 2020, the key provisions of that business operations change memo are extended to vendors, contractors, consultants, agents, authorized personnel and subcontractors. The essence of that memorandum is that any individual not wearing a face covering will be asked to leave GLWA’s premises immediately and may only return when the individual wears an appropriate face covering. Face coverings that contain offensive words, pictures, cartoons, terms, logos, and phrases are expressly prohibited. Vendor business logos are permissible.

Please note that this effort to comply with the CDC face covering guideline is consistent with GLWA contract requirements which includes the following, as applicable:

- Professional Services Contract, Section 6.04
- Construction Agreement, General Conditions, Article 10
- Job Order Contracting Agreement, General Conditions, Article 10
- Design Build Agreement, General Conditions, Article 10
- Engineering Services Contract, General Conditions, Section 7.3
- Task Order Engineering Services Agreement, General Conditions, Article 2, Section 2.1.2

The health and safety of our work environment is a top priority for GLWA. Given the spread of Coronavirus (COVID-19) across the United States and Michigan, GLWA is making the following operational changes to help minimize potential risk associated with the virus.

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<sup>1</sup> GLWA Coronavirus Update #28 Change to Business Operations During COVID-19 Emergency - Use of PPE Including Masks, Respirators & Other Face Covers

1. Vendor Representatives includes vendor employees, contractors, consultants, agents, authorized personnel and subcontractors.
2. Personal Protective Equipment (PPE)
  - a. Standard PPE: It is expected that vendors continue to provide PPE to their representatives according to service sector standards (Standard PPE) consistent with current safety practices.
  - b. Project Required PPE: It is expected that vendors continue to provide the appropriate PPE to their representatives to perform certain job functions. Examples of these functions may include but are not limited to welding, confined space entry, painting or paint removal, etc.
3. Operational Changes and the use of Face Coverings during COVID-19 Emergency Operations:
  - a. On March 10, 2020, GLWA began its Emergency Operations response to the Coronavirus (COVID-19) pandemic. As a part of that response, GLWA put in place several operational changes which remain in effect until June 10, 2020. Recently, President Donald Trump and Governor Gretchen Whitmer recommended that individuals should cover their mouth and nose while in public;
  - b. It is important to note that the CDC indicates that covering the face does not protect the wearer from COVID-19 exposure. Rather, this protects other individuals near the wearer and, if followed by all, should help to slow the spread of COVID-19. Appropriate face coverings range from scarves or bandanas to surgical face masks;
  - c. All GLWA vendor representatives working at GLWA sites shall, when possible, wear face covering when interacting with others at GLWA sites;
  - d. Where Standard PPE or Project Required PPE is necessary to perform a job function, vendor representatives are expected to use that PPE;
  - e. Other vendor representatives who are not required to use Standard PPE or Project Required PPE must use their own face covering in line with federal and state guidance and GLWA's dress code policy;
  - f. All PPE, including masks, respirators, face coverings and gloves, shall be disposed of only in designated areas at GLWA or vendor facilities;
  - g. Vendor representatives found not wearing a face covering will be asked to leave GLWA's premises immediately and may only return when the representative wears an appropriate face covering.
4. Vendor representatives are expected to continue with other previously outlined COVID-19 precautionary measures, including but not limited to, hand washing, avoiding touching their face and social distancing.
5. The operational changes covered in this communication may be extended by GLWA beyond June 10, 2020, to maintain quality and continuity of operations and to protect the health and well-being of team members.
6. Questions regarding operational matters should be directed to the GLWA Project Manager. Other questions to should be directed to [procurement@glwater.org](mailto:procurement@glwater.org).



Welcome to the May edition of *The Procurement Pipeline*, a monthly newsletter designed to bring you informative updates on doing business with the Great Lakes Water Authority (GLWA). This edition of *The Pipeline* focuses on how GLWA is continuing to operate despite the impacts of the COVID-19 pandemic. As we look forward to the months ahead, we remain focused on our mission: *To exceed our customers' expectations by utilizing best practices in the treatment and transmission of water and wastewater, while promoting healthy communities and economic growth.*

**Business as a New Normal at GLWA** — Governor Whitmer's [MI Safe Start Plan](#) outlines a phased approach to re-engage the Michigan economy. Like other organizations, GLWA is evaluating how this plan impacts business processes, safety



protocol, and vendor activity. During this period of careful transition, we want to assure our vendor

community that we are committed to sustaining business while also providing for the safety of all our team members, partners, and vendors. For now, the following modifications, previously reported to you, remain in place.

- All emergency COVID-19 measures (including visitors' questionnaires, temperature screenings, and mandatory face-coverings at all GLWA facilities) are in effect
- Critical Infrastructure Vendor letters have been issued to those vendors working on projects that must continue
- Bidders' conferences will continue via Skype invitation
- Accounts Payable will continue to be processed weekly. If you have not already, we encourage you to sign up for GLWA Direct to You! so that you can receive your payments electronically. Contact [accounts.payable@glwater.org](mailto:accounts.payable@glwater.org)
- Many projects at GLWA have continued, some at a slower pace, and a few have been paused. In

each case, the GLWA Project Managers are communicating with vendors regarding the status of contracted projects in process

We encourage our vendors to continue reading *The Pipeline* for further up-to-date information about GLWA's ongoing response to the COVID-19 pandemic, and to send us any questions, comments, or concerns please contact us via [email](#). Thank you for your cooperation as we work to maintain operations while preserving the health and safety of our team.

### **Audit Bonfire Registrations for Accuracy and Current Vendor Contact Information**

— During these critical times, we want to ensure that our vendor representatives are receiving *The Procurement Pipeline* and other important communications on doing business with GLWA. Recently, we discovered that many vendors have created multiple registrations with different company names and/or registrations in the name of former employees. Since Bonfire is our link to the vendor community, it is critical that complete, accurate and consistent information be maintained. We, therefore, strongly encourage all vendors to please review your Bonfire accounts to confirm that:

1. **The correct corporate name is used for your Bonfire registration** - vendors should provide their full and unabbreviated company name; and
2. **The contact information associated with your Bonfire registration is correct** - vendors should update this information regularly to reflect employee turnover.

We appreciate your assistance with maintaining clear and open lines of communication. For any inquiries, please contact us via [email](#).

### **What's Coming Down the Pipe?**

*Current Solicitations:* Be sure to register in [Bonfire](#) to monitor new solicitations and contract awards.

*Upcoming Procurements: Next Three to Nine Months* - See page 2

**Visit GLWA online!** See the Vendors page at [www.glwater.org](http://www.glwater.org) or contact us via email at [procurement@glwater.org](mailto:procurement@glwater.org).



# Upcoming Solicitations May 2020

| Category  | Description  | Budget Estimate |
|---|--|-----------------|
| <b>Water System (next three months)</b>             |  |                 |
| Design Build  | Southwest Water Treatment Plant Chlorine Scrubber and Raw Water Screen Replacement (CIP #113006)                     | \$6,000,000     |
| Construction  | 2001456 SPWTP 1958 Settled Water Conduit and Loading Dock Concrete – Springwells Water Treatment Plant (CIP #114016) | \$1,652,000     |
| Maintenance Services                                | 5-Year Sludge Removal and Disposal Services at Northeast, Springwell's & Southwest Water Plants                      | \$55,000,000    |
| Construction  | 1904231 – Flocculator Improvements – Northeast Water Treatment Plant (CIP #112006)                                   | \$2,700,000     |
| <b>Wastewater System (next three months)</b>        |  |                 |
| Design  | Oakwood HVAC Improvements  | \$500,000       |
| Construction  | Baby Creek Gate Repair   | \$155,000       |
| Construction  | Baby Creek Chemical Feed Tank Repair   | \$250,000       |
| <b>Water System (next four to nine months)</b>      |  |                 |
| Design Build  | 7 Mile/Nevada Water Transmission Main Rehab and Flow Control Station (CIP #122017)                                   | \$5,000,000     |
| Engineering   | North Service Center Pumping Station Improvements (CIP #132016)  | \$10,000,000    |
| Construction  | Springwells Water Treatment Plant Medium Voltage Electrical System Replacement (CIP #114002 Project B)               | \$30,000,000    |
| <b>Wastewater System (next four to nine months)</b> |  |                 |
| Progressive Design Build                            | Baby Creek Outfall Improvements Projects (CIP #277001)   | TBD             |
| Design  | St. Aubin Chemical Disinfection & Screening Improvements   | TBD             |
| Design  | Control System Upgrade – St. Aubin, Lieb, and 7 Mile CSO Facilities  | TBD             |
| Maintenance   | Crane Services   | TBD             |
| Services  | Actuator Maintenance   | TBD             |
| Maintenance   | UPS Maintenance and Repair Services (CSO/WRRF)   | TBD             |
| <b>Enterprise (next four to nine months)</b>        |  |                 |
| IT  | Project Management Information System  | TBD             |
| Facilities  | HVAC Repairs and Maintenance   | TBD             |

Vendors should continue to monitor [Bonfire](#) for solicitation updates.

| Acronyms - Facilities |                                  |
|-----------------------|----------------------------------|
| WRRF                  | Water Resource Recovery Facility |
| CSO                   | Combined Sewer Overflow          |

Welcome to the April edition of *The Procurement Pipeline*, a monthly newsletter designed to bring you informative updates on doing business with the Great Lakes Water Authority (GLWA). This edition of the Pipeline focuses on providing helpful resources and information for our small business vendor community as you navigate the Coronavirus (COVID-19) pandemic.

**COVID-19 UPDATE: Face Coverings Now Required at all GLWA sites** - All GLWA vendors and vendor representatives (including vendor employees, contractors, consultants, agents, authorized personnel, and subcontractors) are now required to wear a face covering while in or around GLWA facilities or in the field working on GLWA projects. A few notes about these measures:

- ✓ They are based upon the Centers for Disease Control and Prevention (CDC) guidelines which recommend a basic cloth or fabric face covering for all individuals in public settings where social distancing measures are otherwise difficult to maintain;
- ✓ The face covering should securely cover the nose and mouth, and remain free from any offensive words, pictures, cartoons, terms, logos, or phrases. Vendor business logos are permissible;
- ✓ Any individual not wearing a face covering will be asked to leave immediately and may only return when wearing an appropriate face covering;
- ✓ These operational changes will remain in effect until June 10, 2020;
- ✓ For more information on making a face covering and the proper way to wear one, please visit the [CDC's website](https://www.cdc.gov).

## What's Coming Down the Pipe?

*Current Solicitations:* Be sure to register in [Bonfire](#) to monitor new solicitations and contract awards.

*Upcoming Procurements: Next Three to Nine Months* - See page 2

## Resources for Small Businesses

At GLWA, we are committed to ensuring that our small business vendor community has access to the resources you need to get through the COVID-19 pandemic. To this end, we have gathered a variety of resources to connect you with our partners in the administration of federal and state relief and assistance programs, as well as other helpful information for running your small business during these difficult times.

***U.S. Small Business Administration (SBA) COVID-19 Small Business Guidance and Loan Resource:*** a hub for funding options, local and federal, as well as guidance for businesses on everything from workforce capacity to changing market demands. For more info [click here](#).

***Michigan Economic Development Corporation (MEDC) Pure Michigan Business Connect:*** a repository of links to business relief programs administered through local nonprofits and federal programs, as well as information for both employers and employees regarding unemployment benefits. For more info [click here](#).

***Michigan Department of Transportation (MDOT):*** small business owners can apply for Disadvantaged Business Enterprise (DBE) certification through MDOT to ensure that you have opportunities to participate in federally funded MDOT contracts. For more info [click here](#).

***Michigan Paycheck Protection Program (MiPPP):*** MiPPP provides up to eight weeks of forgivable loans for payroll costs (including benefits) as well as interest on mortgages, rent, and utilities. For more info [click here](#).

***County Covid-19 Small Business Resources:*** resources, information economic relief options, webinars, and individual business counselling for small businesses in [Flint & Genesee County](#), [Macomb County](#), [Oakland County](#), and [Wayne County](#).

**Visit GLWA online!** See the Vendors page at [www.glwater.org](http://www.glwater.org) or contact us via email at [procurement@glwater.org](mailto:procurement@glwater.org).

Welcome to the March/April 2020 Special Edition of *The Procurement Pipeline*, a monthly newsletter designed to bring you informative updates on doing business with the Great Lakes Water Authority. This Special Edition focuses on measures implemented by GLWA to ensure the health and safety of our team members and partners during the Coronavirus (COVID-19) pandemic.

**Critical Infrastructure Vendor Letters:** The GLWA Team has identified the vendors that meet the requirements of “critical infrastructure” workers as defined by [Governor Whitmer’s “Stay Home, Stay Safe” Executive Order 2020-21](#). In particular, the Order requires that individuals, *who are required to travel in order to perform their work for GLWA*, be identified. In addition, the order requires that these vendors maintain sufficient operations to supply their goods and services to GLWA. Relevant sections include 4a, 4b, 8e, and 9b.

- ✓ **Letters Sent** - On March 27, 2020, over 100 letters were sent to vendors who meet these criteria.
- ✓ **Letter Needed** – If you are performing work that requires your personnel to be physically present at GLWA facilities, and have not received a letter, contact the GLWA project manager. The project manager can initiate the internal process to request a letter from Procurement. The letters are issued quickly when the *full name of the specific individuals who require access are provided*. The letters are distributed via email to a company email address.
- ✓ **Letters for Subcontractors** - In accordance with the Order, firms are required to similarly identify and provide written notice to their subcontractors (Section 4b and 9b).

The [State of Michigan’s COVID-19 website](#) provides the updated information on changing conditions.

**Visitor Form and Questionnaire:** Visitors to GLWA facilities must complete a questionnaire that screens for potential COVID-19 exposure risks. The form is required to be updated every two weeks. A visitor is broadly defined as anyone who is not a GLWA employee.

**New High Priority Vendor Categories:** GLWA is seeking additional providers of medical and safety supplies on behalf of the Authority and its member partners. Contact us at [procurement@glwater.org](mailto:procurement@glwater.org) if your company provides these items.

**Daily Temperature Checks at Entrances:** To safeguard against the spread of COVID-19, GLWA performs temperature screening for all team members, visitors, and delivery drivers to all locations. Access is denied to individuals with a temperature of 100.4 degrees or above.

**FEMA:** Expenses related to the COVID-19 pandemic may be eligible for reimbursement by the Federal Emergency Management Agency (FEMA). For this reason, you may be requested to note “COVID-19” on purchase orders and invoices.

### Thank a Critical Infrastructure Worker Today!

While many of our team members can work offsite as required by the Governor’s Order, the majority of GLWA’s workforce is on the frontline covering water and wastewater operations on a 24/7 basis. Some



vendors have asked about gifts for these team members to recognize their dedication and commitment. As a public entity, we refrain from gifts as an ethical matter. However, if you would like to show your appreciation for our critical infrastructure team members,

please consider sending a thank you note to share with team members on our monitors throughout GLWA facilities. Thank you notes may be sent to GLWA’s Public Affairs Team at [info.publicaffairs@glwater.org](mailto:info.publicaffairs@glwater.org).

**Out of Office, But Open for Business:** GLWA team members who generally are assigned to an office are working at remote locations. Thanks to the efforts of the GLWA Information Technology team, we can leverage technology to continue operations. Bidders conferences continue via Skype and accounts payable are processed weekly. If you have not already done so, please consider signing up for GLWA Direct to YOU! so that you can receive electronic payment and avoid the trip to the mailbox.

### What’s Coming Down the Pipe?

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