

# Doing Business with the Great Lakes Water Authority

*Michigan Department of Transportation  
(MDOT) Presentation*

*July 15, 2020*



# Introduction

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Ann Williams

DBE Outreach and Recruitment Specialist

Michigan Department of Transportation



# Meeting Information



Summary of  
Agenda



Virtual Meeting  
Etiquette and  
Questions



Availability of  
Presentation

# What is GLWA?

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Susan Kopinski

Financial Services

Director of Special Projects

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# GLWA Mission and Vision Statement

## 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

## OUR VISION

Through regional collaboration, GLWA strives to be the provider of choice, dedicated to efficiently delivering the nation's best water and sewer services in partnership with our customers

# Who Are We?

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- Michigan's largest regional water and sewer authority.  
Separate entity from DWSD
- Water
- Wastewater



# Water System

5     

Treatment Plants



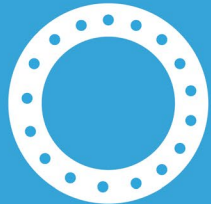
816 miles of  
transmission main



**88** Member Partners  
across **112** communities

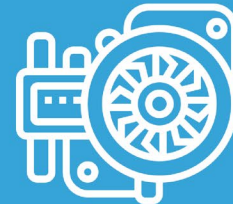


**3.8 MILLION**  
PEOPLE SERVED



**3** Water  
Intakes 

**19** BOOSTER  
PUMP STATIONS



Treatment capacity of **1,720**  
million gallons per day

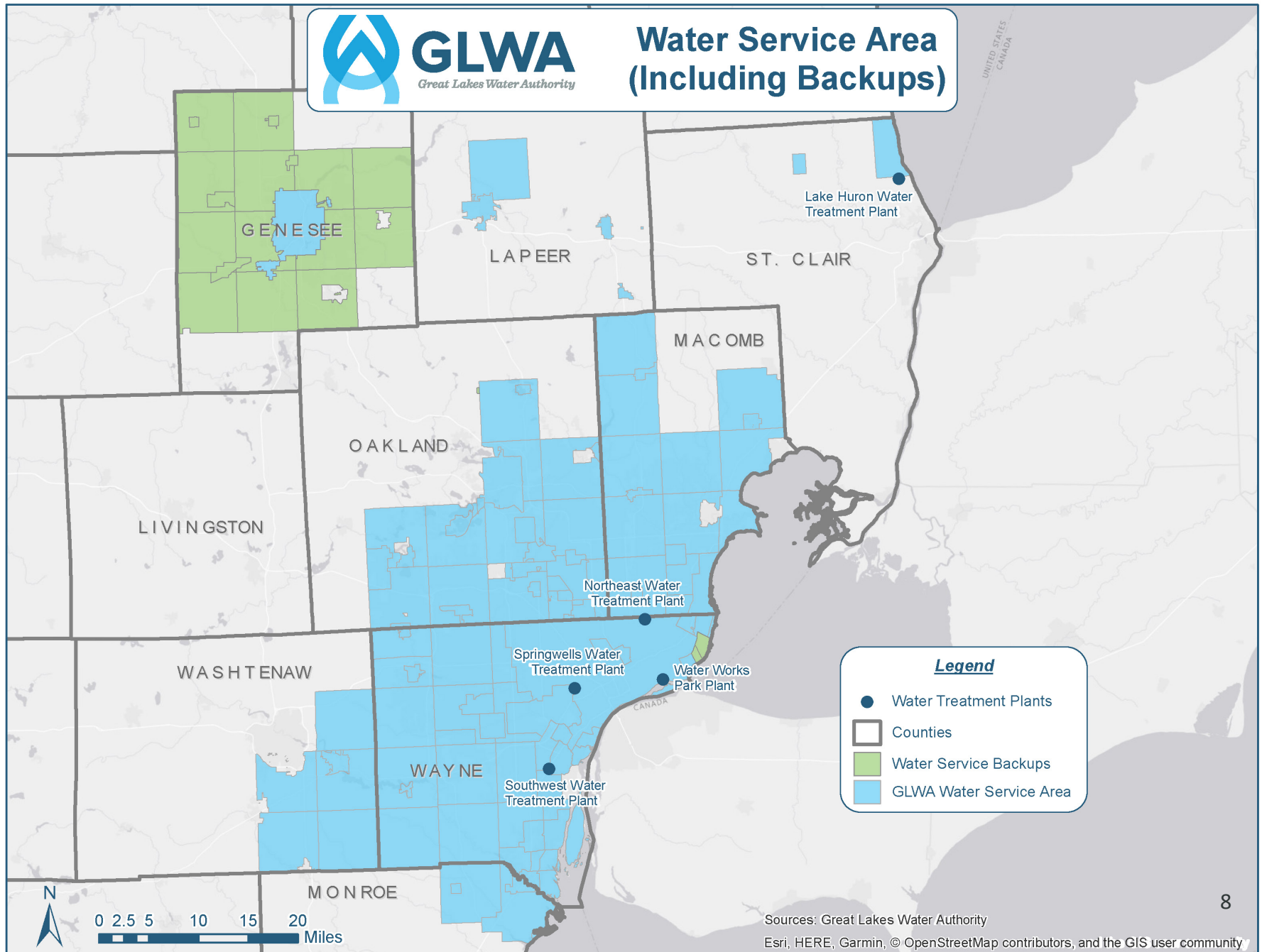


**1,698 SQ. MILE**  
service area



**GLWA**  
Great Lakes Water Authority

## Water Service Area (Including Backups)

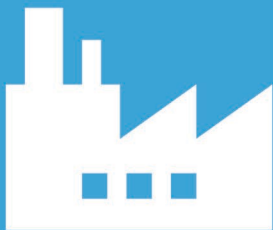






# Wastewater System

W  
R  
R  
F



The largest single-site  
wastewater treatment  
facility in the United  
States



195 miles of trunk  
sewers & interceptors



**19** Member Partners  
across **79** communities



**2.8 MILLION**  
PEOPLE SERVED

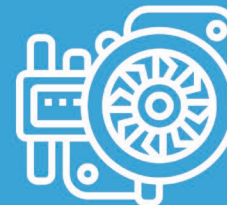


**8**  
CSOs



**3**  
Interceptors

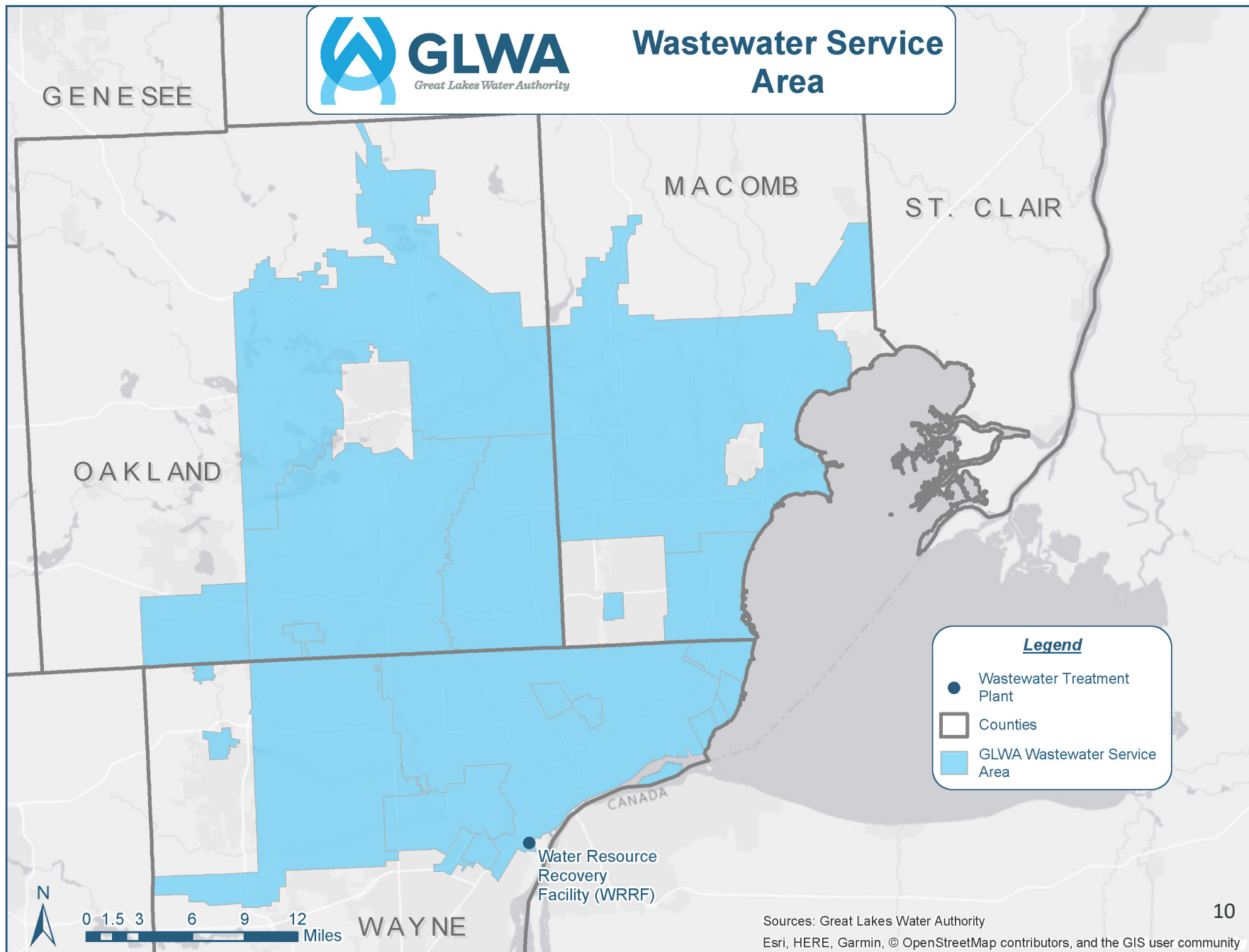
**9** PUMP  
STATIONS



Treatment capacity of **1,700**  
million gallons per day



**944 SQ. MILE**  
service area





## GLWA Spend

- 💧 \$200 million annually in Operations and Maintenance spend
- 💧 Capital Improvement Plan of \$1.5 billion over 5 years

# GLWA Procurement

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# COVID-19 Impact on Vendors

- Visitor Questionnaires
- COVID-19 Testing for all Vendors working at GLWA facilities and project sites
- Vendor must provide PPE for all on-site personnel
- Continuous updates to the vendor community

# Types of Contracts

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- Construction
- Design Build
- Professional Services
- A/E Professional Services
- Information Technology
- Supplies
- Task Order Engineering Services
- Job Order Contracts

# What does GLWA procure?

## *Goods*

- Chemicals and Solvents
- Gases
- Acids and Alkalis
- Lumber
- Fuel, oil, grease, and lubricants
- Acid and caustic cleaners
- Plumbing equipment
- Gas analysis equipment
- Safety equipment (PPE)
- Water and sewer equipment
- Information technology and software
- Maintenance Repair and Operations (MRO)
- Fleet
- Office furniture
- Office equipment and supplies
- Promotional materials

## *Services*

- Consulting services
- Construction services
- Management services
- Architectural, engineering, and design services
- Delivery services
- Janitorial services
- Public utilities (water, sewer, gas) maintenance and repair services
- Building and equipment maintenance repair services (HVAC)
- Inspection and certification services
- Refuse and recycling services
- Water disposal services
- Managed IT services
- Staffing services



# Who Should Bid?

- Any qualified company licensed to do business in Michigan
- No certifications required
- Do not have to go through a prime contractor





# Navigating The Website

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<https://www.glwater.org/>



# June 2020 Procurement Pipeline

Welcome to the June edition of *The Procurement Pipeline*, a monthly newsletter designed to provide informative updates on doing business with the Great Lakes Water Authority (GLWA). This edition of *The Pipeline* focuses on the ongoing operational updates regarding COVID-19 testing requirements for vendor personnel and changes to our visitor questionnaire. As GLWA begins to welcome back more vendors to our facilities and project sites in the coming weeks, we remain committed to protecting the health and safety of our shared working environment.

**Mandatory COVID-19 Testing for Vendor Personnel** — On May 26, 2020, GLWA began COVID-19 testing our team members and concurrently mandated that our vendor community to do the same. Following the recommendations of the Centers for Disease Control and Prevention (CDC), GLWA now requires that all vendor personnel working onsite provide documentation of a negative COVID-19 test result in the 14 days preceding their return to GLWA facilities or project sites. Please see the steps below outlining this process:

1. **Vendors Initiate Testing:** [Viral](#) COVID-19 tests must be performed by a licensed facility and may take up to one week to provide results.
2. **Vendors Submit Documentation:** Attach negative COVID-19 tests results from the testing facility to the vendor testing form and submit via email to [vendortesting@glwater.org](mailto:vendortesting@glwater.org).
3. **GLWA to Provide Clearance for Onsite Services:** The GLWA Procurement Team will provide a list of all vendor personnel cleared for onsite work to your GLWA project manager as well as GLWA Security & Integrity.

COVID-19 testing on a reoccurring 14-day cycle for those who tested negative is **not required** at this time. GLWA thanks our vendor community for their efforts to uphold these testing standards as we collectively work to slow the spread of the virus and maintain workplace safety for all.

**COVID-19 Testing Facilities** — We have collected the following resources on local testing facilities to

help our vendor community find a convenient location for COVID-19 testing.

- [Coronavirus Community Care Network Drive Thru Testing:](#) COVID-19 testing is available by appointment to any resident of Wayne, Oakland, or Macomb County at the Joe Dumars Fieldhouse at the State Fairgrounds.
- [Michigan.gov COVID-19 Test Finder:](#) This database allows you to input your address to locate a COVID-19 testing facility near you.
- A list of COVID-19 testing facilities for [Macomb](#), [Oakland](#), and [Genesee County](#). Wayne County is directing its residents to the [Michigan.gov COVID-19 Test Finder](#).

Testing eligibility for COVID-19 has been expanded in Michigan to include individuals who are not displaying symptoms. Please note that many facilities require that an appointment be made.

**Updated Visitor Questionnaire** — On June 5, 2020, the new *GLWA Visitor COVID-19 Questionnaire with COVID-19 Testing Requirements* replaced the existing *GLWA Visitor COVID-19 Questionnaire* issued on March 23. Until further notice, this questionnaire needs to be completed every two weeks and submitted via email to [COVID19VisitorQuestionnaire@glwater.org](mailto:COVID19VisitorQuestionnaire@glwater.org). Any changes to your responses must be immediately reported to the GLWA Project Manager and will necessitate COVID-19 retesting.

**COVID-19 Pandemic Resource Guide** — For the full GLWA-issued memorandums on vendor testing and the visitor questionnaire, as well as the appropriate forms for each, please refer to the [COVID-19 Pandemic Resource Guide](#). Any additional questions regarding these matters may be directed to [procurement@glwater.org](mailto:procurement@glwater.org).

### 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).

# Procurement Pipeline: Upcoming Solicitations

## Upcoming Solicitations June 2020

Category	Description	Budget Estimate
<b>Water System (next three months)</b>		
Design Build	RFP 20000644 WTP Power Monitor Installation Project	\$1,200,000
Design Build	RFP 2001051 Southwest WTP SCADA Infrastructure Upgrade	\$3,000,000
Study	1903426 Arc Flash Study	\$995,000
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
Design Build	Garland, Hurlbut, Bewick Water Transmission System Rehabilitation	\$5,000,000
Construction	1904231 – Flocculator Improvements – Northeast Water Treatment Plant (CIP #112006)	\$2,700,000
Engineering	North Service Center Pumping Station Improvements (CIP # 132016)	\$10,000,000
<b>Wastewater System (next three months)</b>		
Design	Oakwood HVAC Improvements	\$500,000
Design	Study and Design of NWI Relief Sewer to Oakwood RTB	\$5,000,000
Design	Rehabilitation of Remaining CSO Outfalls and Some Trunk Sewers	\$7,000,000
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	WTP Ovation Workstation Upgrade Project (CIP 170303)	TBD
Construction	Springwells Water Treatment Plant Medium Voltage Electrical System Replacement (CIP #114002 Project B)	\$30,000,000
Design Build	Southwest Water Treatment Plant Chlorine Scrubber and Raw Water Screen Replacement (CIP #113006)	\$6,000,000
<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
Construction	Rehabilitation of Outfalls – Phase III (B-39)	\$7,000,000
Construction	Rehabilitation of Woodward Sewer	\$26,000,000
Construction	Rehabilitation of CSO Outfall Backwater Gates	\$5,000,000
<b>Enterprise (next four to nine months)</b>		
Information Technology	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

# What is BONFIRE?

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# Vendor & GLWA Benefits

## *Vendor Benefits*

- ✓ Solicitation alerts customized to products or services provided
- ✓ Advanced notification of term-contracts
- ✓ Immediate and on-demand access to local government opportunities
- ✓ E-bid and e-quote submission
- ✓ Timely delivery of notifications, addendums, and documents

## *GLWA Benefits*

- ✓ Assists in protecting fair bidding practices
- ✓ Streamlining, Consistency, and Customization
- ✓ Centralized portal for all RFx's
- ✓ Online response evaluation process
- ✓ Transparency and Accuracy
- ✓ Technical support


# Entering & Maintaining Contact Information in Bonfire

1. Use full and unabbreviated company name.
2. Update contact information as needed.




# Bonfire Registration

**Procurement Portal**  
Great Lakes Water Authority



[Log in](#) [Open Public Opportunities](#) [Past Public Opportunities](#) [Public Contracts](#)

 **Register as a Vendor**

**Organization Name**

**First Name**


**Last Name**


**Email**

**Email (Again)**


**Password**

**Password (Again)**

 **Log in with your Bonfire Account**  
[Show account login screen »](#)

 **Need Help?**  
[Contact Bonfire Support here »](#)

[Technical Support](#) [Portal Security](#) [Terms of Service](#) [Privacy Policy](#)

Powered by  
 **Bonfire**

# Commodity Codes

The screenshot shows a web browser window with the URL `glwater.bonfirehub.com/vendors#/344548`. The page is titled "Vendor Details" and shows information for "GLWA", registered on 28 Jan 2020. A calendar view shows the registration date in January 2020. Below the calendar, the "Commodity Codes" tab is selected, displaying a list of codes and descriptions. A message states: "These are the commodity codes that 'GLWA' has selected. You cannot edit these."

**Navigation**

- Projects
- Contracts

**Vendor Details**

**GLWA**  
Registered on 28 Jan 2020

**Calendar**

Nov 2019, Dec, Jan 2020, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct

**Details**

**Vendor Information** | **Commodity Codes**

These are the commodity codes that 'GLWA' has selected. You cannot edit these.

**Commodity Code** | **Title** | **Description**

031	Air Conditioning, Heating, And Ventilating Equipment, Parts And Accessories (See Class 740 Also)	
072	Trucks (Including, Diesel, Gasoline, Electric, Hybrid, And Alternative Fuel Units)	
180	Chemical Raw Materials (In Large Quantities Primarily For Manufacturing Janitorial And Laundry Products)	
190	Chemicals And Solvents, Commercial (In Bulk)	
203	Computer Accessories And Supplies, Environmentally Certified By An Agency Accepted Certification Entity	
204	Computer Hardware And Peripherals For Microcomputers	
205	Computer Hardware And Peripherals For Microcomputers, Environmentally Certified By An Agency Accepted Certi...	
206	Computer Hardware And Peripherals For Mini And Main Frame Computers	
208	Computer Software For Microcomputers, Systems, Including Cloud-Based (Preprogrammed)	
450	Hardware And Related Items	

**Help**

**Performance Reviews**

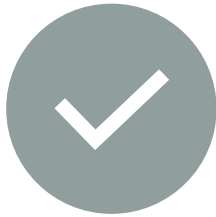


# The ABC's of submitting a bid or proposal

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# Discussion Topics



**PROJECT  
DETAILS**



**IMPORTANT  
EVENTS**



**SUPPORTING  
DOCUMENTS**



**REQUESTED  
INFORMATION**



**MESSAGES**



**SUBMISSION**

# RFB-1902433 - Standby Generator Preventative Maintenance and Repair

Great Lakes Water Authority [Back to list](#)



## Project Details

**Project:** Standby Generator Preventative Maintenance and Repair

**Ref. #:** RFB-1902433

**Type:** RFB

**Status:** OPEN

**Open Date:** Sep 17th 2019, 5:00 PM EDT

**Questions Due Date:** Oct 4th 2019, 12:00 PM EDT

**Close Date:** Nov 1st 2019, 12:00 PM EDT

**Days Left:** 17

**Project Description:**

Provide recurring preventative maintenance and repair services for standby generators for Great Lakes Water Authority (GLWA) CSO Basins, Water Facilities ant the Water Resource Recovery Facility

October 2019

prev next

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
OPEN						
6	7	8	9	10	11	12
OPEN						
13	14	15	16	17	18	19
OPEN						
20	21	22	23	24	25	26
OPEN						
27	28	29	30	31	1	2
OPEN						

# Important Events

## Important Events:

Status	Event Name	Location	Description	Dates	Mandatory
ONGOING	Open Date	Online Portal	Posting date for the Opportunity	Sep 17th 2019, 5:00 PM EDT	N/A
UPCOMING	Close Date	Online Portal	Deadline for Submissions	Nov 1st 2019, 12:00 PM EDT	N/A
PASSED	Questions Due Date	Online Portal	Deadline to submit Questions	Oct 4th 2019, 12:00 PM EDT	N/A

# Supporting Documentation

## Supporting Documentation:

File	Type	Description	Date Created	Actions
1902433 - Pre-bid Meeting Agenda.pdf	Other	Document - Addendum No. 1	Oct 9th 2019, 12:52 PM EDT	<a href="#">Download</a>
1902433 - Pre-bid Meeting Sign in Sheet.pdf	Other	Document - Addendum No. 1	Oct 9th 2019, 12:52 PM EDT	<a href="#">Download</a>
Addendum No. 1.pdf	Other	Document - Addendum No. 1	Oct 9th 2019, 12:52 PM EDT	<a href="#">Download</a>
Attachment 1.pdf	Documentation	Sample Contract - Terms and Conditions with Insurance Requirements	Sep 17th 2019, 1:02 PM EDT	<a href="#">Download</a>
Attachment 2.xlsx	Documentation	Bid Table	Sep 10th 2019, 3:21 PM EDT	<a href="#">Download</a>
Attachment 3.xlsx	Documentation	Proposed Maintenance Technician Listing	Sep 10th 2019, 3:21 PM EDT	<a href="#">Download</a>
Attachment 4.pdf	Documentation	Standby Generator PM Specification	Sep 10th 2019, 3:22 PM EDT	<a href="#">Download</a>
Attachment 5.pdf	Documentation	Enclosure 1 - All Generators and Locations	Sep 10th 2019, 3:23 PM EDT	<a href="#">Download</a>
Attachment 6.pdf	Documentation	Enclosure 2 - Maintenance Completion Supplement	Sep 10th 2019, 3:23 PM EDT	<a href="#">Download</a>
Attachment 7.pdf	Documentation	ESR-FAR Form - Shut Down Request / Facility Access Form	Sep 10th 2019, 3:28 PM EDT	<a href="#">Download</a>
Attachment 8.pdf	Documentation	GLWA-Temporary Access Request Form	Sep 10th 2019, 3:29 PM EDT	<a href="#">Download</a>
RFB 1902433 - final (2).pdf	Documentation	Request for Bid	Sep 17th 2019, 12:55 PM EDT	<a href="#">Download</a>

# Request for Proposal (RFP)

**Please note:** all requested information MUST be uploaded by a vendor to complete their submission

## Requested Information:

Listed below are the documents and information needed to complete your submission:

Name	Type	# Files	Requirement	Instructions	Actions
Appendix A - Administrative Information	File Type: PDF (.pdf)	1	REQUIRED		
Appendix B – Technical Work Plan/Approach (Evaluation Criteria)	File Type: PDF (.pdf)	1	REQUIRED		
Appendix C – Experience and Qualifications (Evaluation Criteria)	File Type: PDF (.pdf)	1	REQUIRED		
Appendix D – Project Team and Key Individuals (Evaluation Criteria)	File Type: PDF (.pdf)	1	REQUIRED		
Appendix E - Covenant of Equal Opportunity	File Type: PDF (.pdf)	1	REQUIRED		
Appendix F - Non-Collusion Affidavit	File Type: PDF (.pdf)	1	REQUIRED		
Appendix G – Cost Schedule	File Type: PDF (.pdf)	1	REQUIRED		
Appendix H Terms and Conditions / Exceptions Checklist	File Type: PDF (.pdf)	1	REQUIRED		
Appendix I Sample Project Specific Scope of Services (Evaluation Criteria)	File Type: PDF (.pdf)	1	REQUIRED		
RFP-Hourly Rates (BT-35HU)	BidTable: Excel (.xlsx)	1	REQUIRED	You will need to fill out the provided Response Template for this BidTable.	<a href="#">Download</a>

# A Complete and Responsive RFx

- Follow instructions
- Adhere to all deadlines/due dates
- Complete all required forms
- Obtain and submit all third-party forms such as proof of insurance, bonds, etc.
- Contact information
- Sign
- Submit

# ACCOUNTS PAYABLE

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**GLWA**  
*Great Lakes Water Authority*





## Working Together: Vendors, Procurement & Accounts Payable

Timely payment of vendor invoices is important to GLWA. Working together and following the procurement process ensures timely payment.

- ✓ Purchasing need (goods or services) is recognized within GLWA.
- ✓ Requisition is entered and approved.
- ✓ Procurement team researches vendor and secures contract for requested purchase.
- ✓ Purchase Order (PO) is created by Procurement team and sent to vendor.
- ✓ Vendor submits invoice (with correct PO number) to Accounts Payable for prompt processing, approval, and payment.

**Please Note:** This process should begin *before* goods are ordered and services provided. Invoices received by Accounts Payable that include rates and/or services that do not match the purchase order, or invoices without a purchase order number, risk significant delay in payment.

# Invoice Guidelines

- ✓ Invoices must be submitted ***after*** goods are shipped or services are completed
- ✓ Invoices must have a valid remit to address
- ✓ Invoices must have an invoice number
- ✓ Invoices must be addressed to Great Lakes Water Authority (GLWA)
- ✓ Submit invoice with GLWA purchase order (PO) number provided by our Procurement buyer
  - GLWA purchase order numbers are 7 digits; currently 5 numbers preceded by 2 zeros: **00XXXXXX**
- ✓ Invoice items must match purchase order items
- ✓ Unit prices must match unit prices on purchase order
- ✓ Invoices must be submitted without sales tax
  - GLWA is a tax-exempt governmental agency\*

**\*Exemption form can be located at:**

<https://www.glwater.org/wp-content/uploads/2018/06/GLWA-MI-Sales-and-Use-Tax-Certificate-Exemption.pdf>

# Invoice Submission

**GLWA Payment Terms:**  
**45 DAYS**



- *Submit invoices electronically to [accountspayable@glwater.org](mailto:accountspayable@glwater.org)*
- *Note: Invoices are processed daily, as received.*

# ***GLWA Direct to You!***

## ***What is GLWA Direct to You!?***

- A program that offers payment via ACH-Direct Deposit.

## ***Benefits of GLWA Direct to You!:***

- Prompt settlements (payments made directly to your bank account)
- Secure vendor portal
- Detailed remittance information (identifies all invoices paid)
- Improved controls (no lost or stolen checks)
- Improved cash flow for your business (eliminate the time from our mailbox to yours)

*For more information on how to enroll, please contact GLWA at [accountspayable@glwater.org](mailto:accountspayable@glwater.org)*

# SMALL BUSINESS INITIATIVE

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# Financial Services Area Small Business Initiative

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**Nicolette Bateson**

Chief Financial Officer | Treasurer

**Michael Lasley**

Procurement Manager

**Megan Torti**

Vendor Outreach Coordinator

## Executive Summary

The Small Business Initiative (SBI) is an effort to increase regional small business participation with Great Lakes Water Authority.

The program focuses on marketing GLWA and recruiting small businesses by attending trade fairs and “meet the buyer” events.

In addition, strategic partnerships have been formed with minority and women professional organizations as well as government agencies such as the U.S. Small Business Administration.

# Small Business Initiative - Objectives

- Build brand awareness of GLWA as a customer/client of choice among the vendor community
- Leverage existing small, women-owned, and minority-owned business networks to increase competitive responses to GLWA procurement requests
- Build a communication pipeline to the vendor community through the Small Business Initiative meetings







Questions