

Welcome to the August edition of *The Procurement Pipeline*, a monthly newsletter designed to provide informative updates on doing business with the Great Lakes Water Authority (GLWA). Though we continue to operate with the utmost caution during these unusual times, this month's edition of *The Pipeline* returns to familiar territory and provides some helpful tips for the vendor community regarding the GLWA payment process as well as a reminder about Advanced Shipment Notifications.

### **Procurement Tip of the Month: Submitting Invoices and GLWA Direct to You!**

Timely and efficient payment of invoices is a top priority for GLWA. To ensure that your business receives its payments as promptly as possible, please submit invoices must meet these seven criteria:

1. Submitted **after** goods are shipped or services are completed
2. Includes the GLWA purchase order (PO) number provided by the GLWA Buyer (GLWA PO numbers are seven digits; currently five numbers preceded by two zeroes)
3. Include a valid remittance address
4. Have an invoice number
5. Be addressed to Great Lakes Water Authority
6. Invoice items and unit prices match purchase order items and unit prices
7. Exclude a charge for sales tax (The Exemption form is located [here](#). Please note that there are exceptions to GLWA tax-exempt status for construction contracts; see the [July 2020 Pipeline](#) for more information.)

We also strongly encourage vendors to register for *GLWA Direct to You!* to receive payment via ACH-Direct Deposit. In addition to improved cashflow, *Direct to You!* offers a secure online vendor portal, identifies all invoices paid, and eliminates the delays associated with lost or stolen checks.

For more information about invoices, the payment process, or registering for *GLWA Direct to You!*, contact us at [accountspayable@glwater.org](mailto:accountspayable@glwater.org).

### **Reminder: Advanced Shipment Notifications**

On March 17, 2020, GLWA instituted an Advanced Shipment Notifications (ASNs) protocol. This requires that vendors send ASN's prior to all deliveries to GLWA warehouse facilities. ASNs must be sent to [LM-Shipment-Notifications@glwater.org](mailto:LM-Shipment-Notifications@glwater.org) and include the following information.

1. Vendor name
2. Vendor address
3. GLWA Warehouse address
4. Delivery date
5. Shipment detail (including SKU and quantity)

Providing ASNs ensures that our GLWA warehouses can make the proper preparations to accept the delivery quickly and efficiently. We thank the vendor community for their cooperation. If you have any additional questions related to this matter, please contact your GLWA Buyer directly.

### **GLWA's First Virtual Vendor Outreach Event**

While the COVID-19 pandemic has forced us to cancel many of our regularly scheduled in-person vendor outreach events, we are pleased to announce that on July 15, 2020, GLWA conducted our first virtual training session on "Doing Business with the Great Lakes Water Authority." Over 70 individuals pre-registered for the virtual presentation, which was hosted by the Michigan Department of Transportation (MDOT). The presentation reviewed registering and navigating Bonfire as well as the ABC's of submitting a competitive bid or proposal to a GLWA solicitation. A copy of the presentation is located on the [GLWA vendor page](#). Thank you to all who participated, and we look forward to more events like these in the future!

### **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 August 2020

Category	Description	Budget Estimate
<b>Water System (next three months)</b>		
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
Construction	Phase II – 14 Mil Transmission Loop Project	\$91,000,000
<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
Construction	WRRF Rehabilitation of Ferric Chloride Feed System in PS-1 and Complex B Sludge Lines (CIP #211008)	\$7,500,000
<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
Design	WRRF Rehabilitation of the Circular Primary Clarifier Scum Removal System (CIP #211009)	\$1,000,000
Design	WRRF Improvements to Sludge Feed Pumps at Dewatering Facilities (CIP #213006)	TBD
Design	WRRF Rehabilitation of the Secondary Clarifiers (CIP #212007)	\$700,000
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	
<b>WRRF:</b> Water Resource Recovery Facility	<b>CSO:</b> Combined Sewer Overflow