

# Doing Business with the Great Lakes Water Authority

*PMBC/Flint and Genesee County Meet  
the Buyer Virtual Event*

*August 27, 2020*



# Introduction to GLWA

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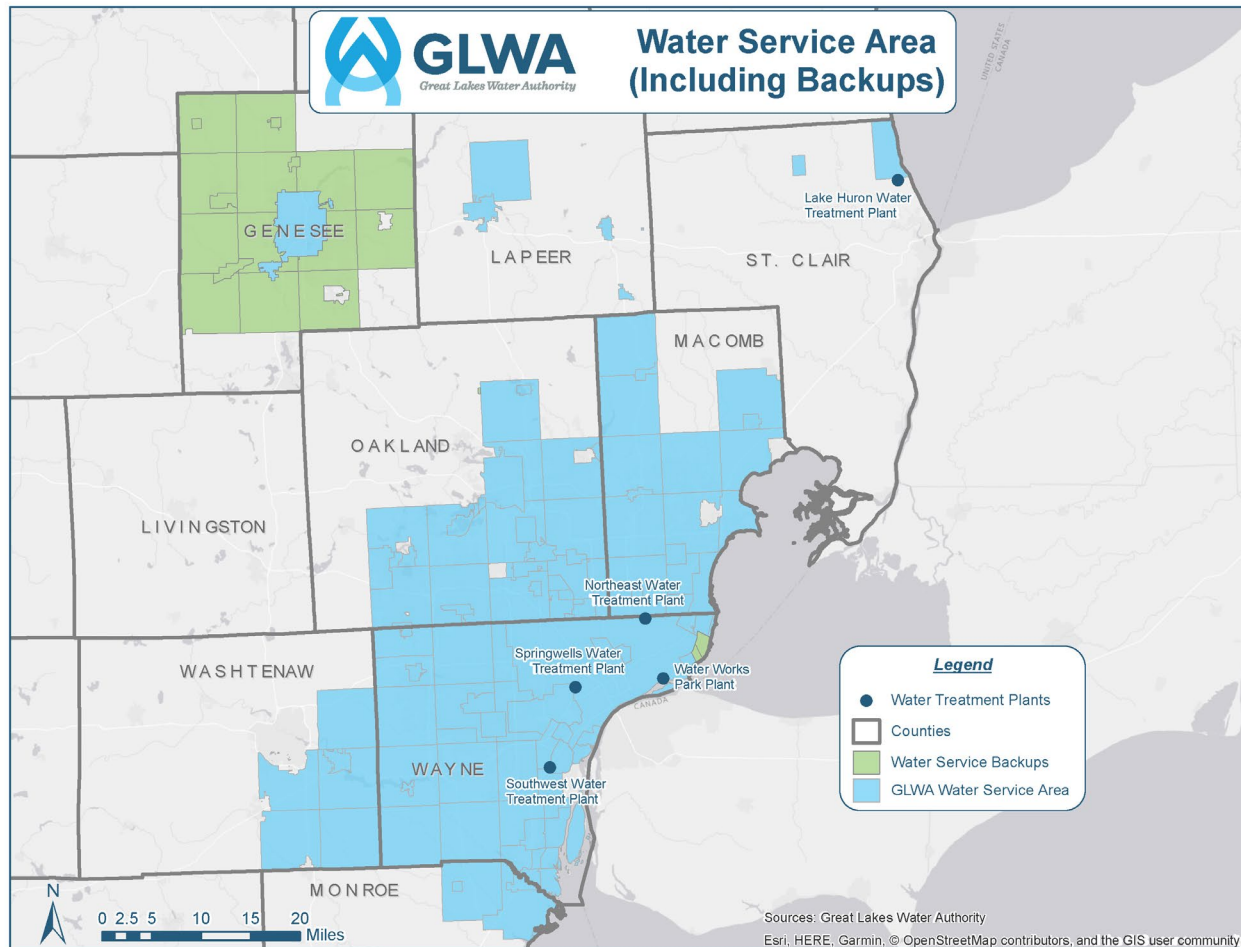
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# Who We Are

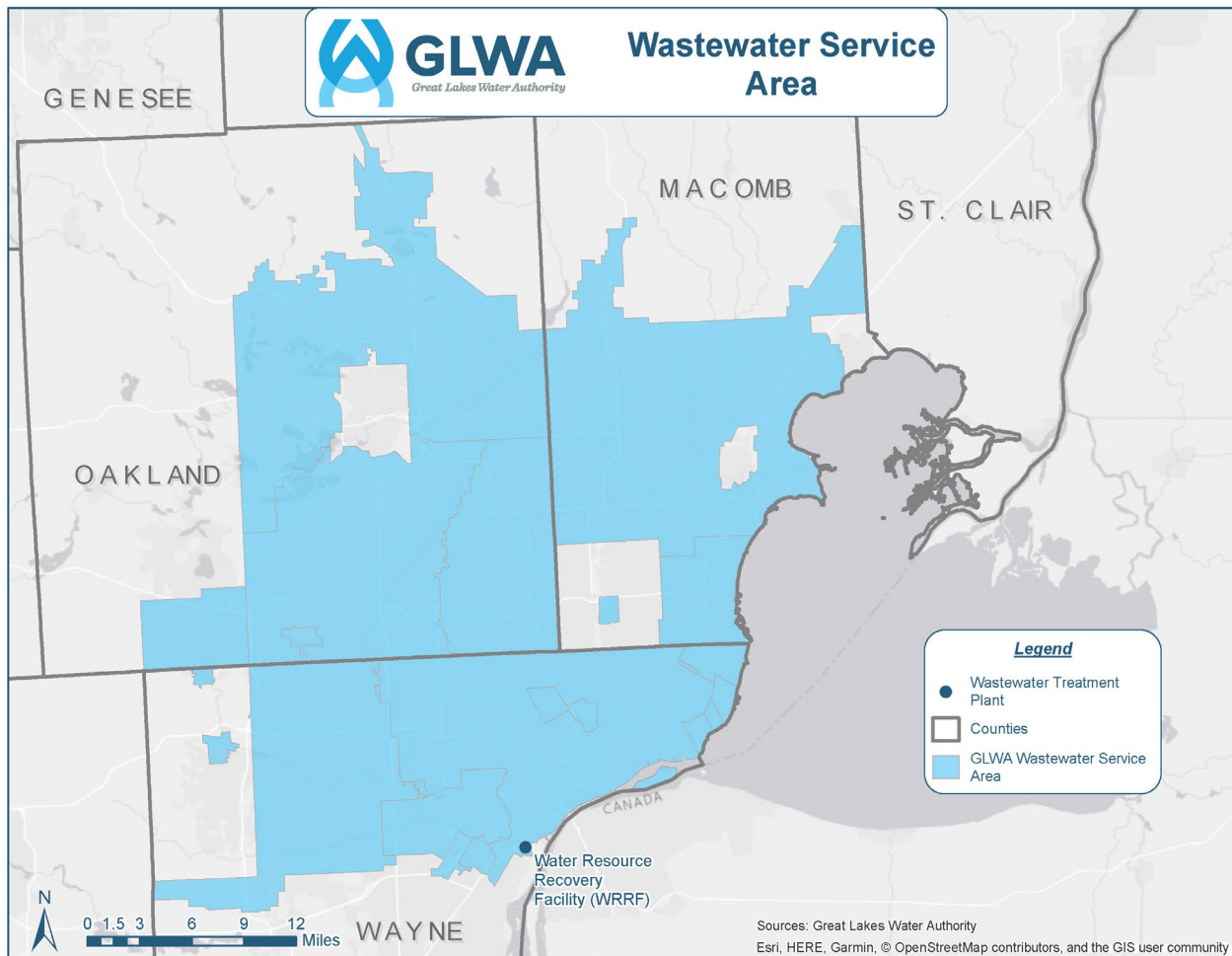
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- Michigan's largest regional water and wastewater authority
- Separate entity from the Detroit Water and Sewage Department (DWSD)
- Established January 1, 2016



## **GLWA WATER**

- ✓ ***5 treatment plants***
- ✓ ***88 Member Partners across 112 communities***
- ✓ ***816 miles of transmission main***
- ✓ ***Treatment capacity of 1,720 million gallons per day***
- ✓ ***3.8 million people served***



## **GLWA** **WASTEWATER**

- ✓ ***Largest single-site wastewater treatment plant in United States***
- ✓ ***19 Member Partners across 79 communities***
- ✓ ***195 miles of trunk sewers & interceptors***
- ✓ ***Treatment capacity of 1,700 million gallons per day***
- ✓ ***2.8 million people served***



## 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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# 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 GLWA Website

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



# August 2020 Procurement Pipeline

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 [accounts payable@glwater.org](mailto:accounts payable@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-Shipments-Notifications@glwater.org](mailto:LM-Shipments-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).

# Procurement Pipeline: Upcoming Solicitations

## 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                               |                              |
|--|------------------------------|
| WRRF: Water Resource Recovery Facility | CSO: Combined Sewer Overflow |

# Bonfire

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**GLWA**

*Great Lakes Water Authority*

# 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 the GLWA Vendors portal. The navigation sidebar on the left includes links for Projects, Contracts, and Vendors. The main content area is titled 'Vendor Details' and shows the vendor 'GLWA' registered on 28 Jan 2020. A calendar view for January 2020 is displayed, with a 'Registered' label on the 28th. Below the calendar, the 'Commodity Codes' tab is selected, showing a list of codes and descriptions. A message states: '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   |             |

# The ABC's of submitting a bid or proposal

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# 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.
- Complete contact information
- Sign
- Submit by due date & time



# ACCOUNTS PAYABLE

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**GLWA**  
*Great Lakes Water Authority*

# 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 submitted to GLWA at [accountspayable@glwater.org](mailto:accountspayable@glwater.org)
- ✓ 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: **00XXXXX**
- ✓ 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\*)
- ✓ GLWA Payment Terms are Net 45 Days
- ✓ Invoices are processed daily

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

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

# ***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)*



Questions