

Welcome to the October edition of *The Procurement Pipeline*, a monthly newsletter designed to provide informative updates on doing business with the Great Lakes Water Authority (GLWA). This month's edition of the *Pipeline* provides tips on submitting a complete invoice, an update on vendor outreach opportunities, and a reminder to stay safe in the COVID-19 era.

Tip of the Month: Submitting a Complete Invoice – the Key to Faster Payment

Submitting a complete invoice is key to timely payment for your work. A complete invoice:

1. Names Great Lakes Water Authority (GLWA) in the “Bill To” area of the invoice;
2. Includes a GLWA purchase order (PO) number;
3. Includes your company's invoice number;
4. Complies with all the required purchase order/contract terms;
5. Provides a description of the services performed and/or the goods shipped;
6. Supplies the dates for the services performed and/or the goods shipped;
7. Adds freight costs, if applicable.

Important: Every purchase order issued by the GLWA Procurement Team is assigned a unique seven-digit PO number. In order to pay an invoice, we need to match the PO number on the invoice to a PO number in our procurement system. Invoices without a PO number require research – and delay the payment process. Please note that GLWA payment terms apply only to complete and properly submitted invoices. If asked to provide goods or services without a purchase order, please contact procurement@glwater.org.

accountspayable@glwater.org is your one source for all matters related to invoicing and payment! Use this email address to:

- ✓ Submit an invoice for payment;
- ✓ Obtain the payment status of an invoice;
- ✓ Ask any questions related to invoicing.

The accounts payable team looks forward to working with you!

Reminder to STAY SAFE this Fall and Winter!

As the weather grows colder and the number of COVID-19 cases continues to rise throughout the state of Michigan, it remains vital that we keep working together to slow the spread of the coronavirus. Wearing face coverings, maintaining social distance of six feet or more, and washing hands regularly ensures that we maintain workplace safety for all. In addition, please note that *all GLWA COVID-19 safety protocols and procedures, including the Visitor's Questionnaire and the Vendor COVID-19 Testing Requirement, remain in effect.* (Please see “COVID-19 Vendor Requirements and Related Forms” on the [GLWA vendor page](#) for more information.) We thank the vendor community for your continued cooperation with these safety measures—you make it possible for GLWA to provide essential water and wastewater services to the communities we serve!

Virtual Introduction Meetings with GLWA

If you are interested to learn more about doing business with GLWA, contact us at GLWAVendorOutreach@glwater.org to schedule an introductory meeting. Topics include navigating our e-procurement software Bonfire, as well as tips on submitting a competitive bid or proposal to a GLWA solicitation.

Where to Meet GLWA

GLWA attends vendor outreach events throughout southeast Michigan. We welcome you to join us at the Southwest Michigan PTAC Meet the Buyer virtual event on October 27, 2020 from 1-4:30pm. [Event flyer and registration link.](#)

What's Coming Down the Pipe?

Current Solicitations: Be sure to register in [Bonfire](#) for new solicitations and contract award information.

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

Visit GLWA online! See the Vendors page at www.glwater.org or contact us via email at procurement@glwater.org.

Upcoming Solicitations October 2020

Category	Description	Budget Estimate
Water System (next three months)		
Maintenance Services	5-Year Sludge Removal and Disposal Services at Northeast, Springwell's & Southwest Water Plants	\$55,000,000
Engineering	North Service Center Pumping Station Improvements (CIP #132016)	\$10,000,000
Construction	Phase II – 14 Mile Transmission Loop Project	\$91,000,000
Design	LHWTP Flocculator Improvements (CIP #111012)	\$3,000,000
Design Build	Southwest Water Treatment Plant Chlorine Scrubber and Raw Water Screen Replacement (CIP #113006)	\$6,000,000
Design Build	Belle Isle Seawall Rehabilitation (CIP #116005)	\$1,740,000
Wastewater System (next three months)		
Design	Rehabilitation of Remaining CSO Outfalls and Some Trunk Sewers	\$7,000,000
Construction	WRRF Rehabilitation of Ferric Chloride Feed System in PS-1 and Complex B Sludge Lines (CIP #211008)	\$7,500,000
Maintenance	UPS Maintenance and Repair Services (CSO/WRRF)	TBD
Construction	Baby Creek Roof Replacement & Conner, St. Aubin, and Leib Roof Improvements	\$450,000
Design	Control System Upgrade – St. Aubin, Leib, and 7 Mile CSO Facilities	TBD
Water System (next four to nine months)		
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
Wastewater System (next four to nine months)		
Design Build	Baby Creek Outfall Improvements Projects (CIP #277001)	TBD
Design	St. Aubin Chemical Disinfection & Screening Improvements	TBD
Design	WRRF Rehabilitation of the Secondary Clarifiers (CIP #212007)	\$700,000
Services	Actuator Maintenance	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
Construction	Connor Creek Dike Improvements	TBD
Construction	Air Balancing of CSO HVAC Systems	TBD
Construction	CSO Generator Improvements (Controls upgrades, Generator modifications)	TBD
Enterprise (next four to nine months)		
Information Technology	Project Management Information System	TBD

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

Acronyms	
WRRF: Water Resource Recovery Facility	CSO: Combined Sewer Overflow