

Welcome to the December edition of *The Procurement Pipeline*, a monthly newsletter designed to provide updates on doing business with the Great Lakes Water Authority (GLWA).

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

Timely and efficient payment of invoices is a top priority for GLWA. Submitting a complete and accurate invoice is the best way to ensure that your business receives its payments as promptly as possible. A complete invoice should conform to the following guidelines listed below:

1. Name the Great Lakes Water Authority (GLWA) in the “Bill To” area of the invoice and is addressed to GLWA.
2. Include a GLWA purchase order (PO) number.
3. Include your company’s invoice number and invoice date.
4. Include remittance information for payment by paper check.
5. Include accountspayable@glwater.org for invoice submission.
6. Comply with all the required purchase order/contract terms.
7. Provide a description of the services performed and/or the goods shipped.
8. Supply the date for the services performed and/or goods shipped.
9. Ensure invoice items and unit prices match purchase order items and unit prices.
10. 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).
11. Add freight costs, if applicable.

Please note that every purchase order issued by the GLWA Procurement Team is assigned a unique seven-digit PO number. In order to pay an invoice, the invoice must match the PO in our system. Invoices without a PO number require research and

resubmittal – and delay the payment process. 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.

GLWA also encourages 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 delays associated with lost or stolen checks.

For more information on submitting an invoice for payment, or any inquiries related obtaining the payment status of an invoice or registering for GLWA Direct to You, please contact accountspayable@glwater.org.

Virtual Vendor Introduction Meetings

If you are interested in learning more about doing business with GLWA, contact us at GLWAVendorOutreach@glwater.org to schedule a virtual vendor introduction meeting. Topics include information on submitting a competitive bid or proposal to any GLWA solicitation.

Keeping up with GLWA

Our Chief Executive Officer (CEO) Monthly Report provides a wealth of information and news about important initiatives within GLWA’s service territory that impact GLWA, its member partners, and the public. To read the November 2023 Monthly Report, please [click here](#).

What’s Coming Down the Pipe?

Current Solicitations: Register in GLWA’s [Bonfire Procurement Portal](#) for new solicitations and contract award information.

Upcoming Procurements: *Next Three to Nine Months*—See newsletter page 2.

Visit GLWA online!

To see the GLWA vendor homepage, please visit www.glwater.org or contact us via email at procurement@glwater.org.

Upcoming Solicitations December 2023

Category	CIP #	Description/Project Title	Budget Estimate
Water System (next four to nine months)			
Construction	122004	96-Inch Water Transmission Main Relocation - Phase III	\$90,000,000
Construction- Pre-Purchase	122004	96-Inch Water Transmission Main Relocation - Phase III - Pre-Purchase Pipe	\$2,300,000
Construction	122016	Downriver Transmission Main Loop – Phase 1 – Inkster Rd	\$21,000,000
Wastewater Systems (next four to nine months)			
Construction	260510	CSO Outfall Rehabilitation Phase VI	\$15,000,000
Construction	211005.2	WRRF Pump Station 2 VFD Replacements	\$12,000,000
Construction	222001	NWI(Northwest Interceptor) to Oakwood CSO Sewer (NOCOS)	\$75,000,000
Design	270001	Pilot Netting and Disinfection Facilities at B03, B04, and B05	\$8,000,000
Design	270007	CSO Facility Disinfection Improvements	\$3,900,000
Water System (next three months)			
N/A			
Wastewater (next three months)			
N/A			
Projects moved to Procurement Team (Preparing for solicitation on Bonfire)			
Professional Services	O&M	Water and Wastewater Services Charges Consultant	\$300,000
Professional Services	O&M	Internal Auditor	\$650,000
Professional Services	O&M	Good Sewer Metering Practice Analysis & Support Services	\$2,710,000
Professional Services	O&M	Environmental Health and Safety Assistance	\$2,000,000
Professional Services	O&M	Refuse and Recycling Waste Pickup and Disposal Services	\$655,000
Professional Services	170506 & O&M	Water Transmission Main, Valves and Other Urgent Repairs	\$21,500,000
Construction	211007	Pump Station - 2 Bar Rack Replacement and Grit Collection System Improvements	\$110,000,000
Professional Services	213009	Biosolids Study	\$2,500,000

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

Acronyms		
WRRF: Water Resource Recovery Facility	CSO: Combined Sewer Overflow	WTP: Water Treatment Plant