



Metropolitan District Commission



Procurement Department

How to Business with the MDC

June 4, 2014



Metropolitan District Commission

The Metropolitan District (MDC) is a non-profit municipal corporation chartered by the Connecticut General Assembly in 1929 to provide potable water and sewerage services on a regional basis. **Today, the MDC provides quality water supply, water pollution control, mapping, and household hazardous waste collection to eight member municipalities -- Bloomfield, East Hartford, Hartford, Newington, Rocky Hill, West Hartford, Wethersfield and Windsor -- and to portions of other towns in the region.**

The mission of the MDC is to provide our customers with safe, pure drinking water, environmentally protective wastewater collection and treatment and other services that benefit the member towns.



MDC Procurement Overview



- ✓ Types of purchases/contracts/opportunities
- ✓ Supplier Diversity Programs
- ✓ What is generally required for construction and other contracts
- ✓ Introduction to our e-Procurement website, ProcureWare:
mdc.procureware.com/home

Procurement Opportunities



Procurement Opportunities



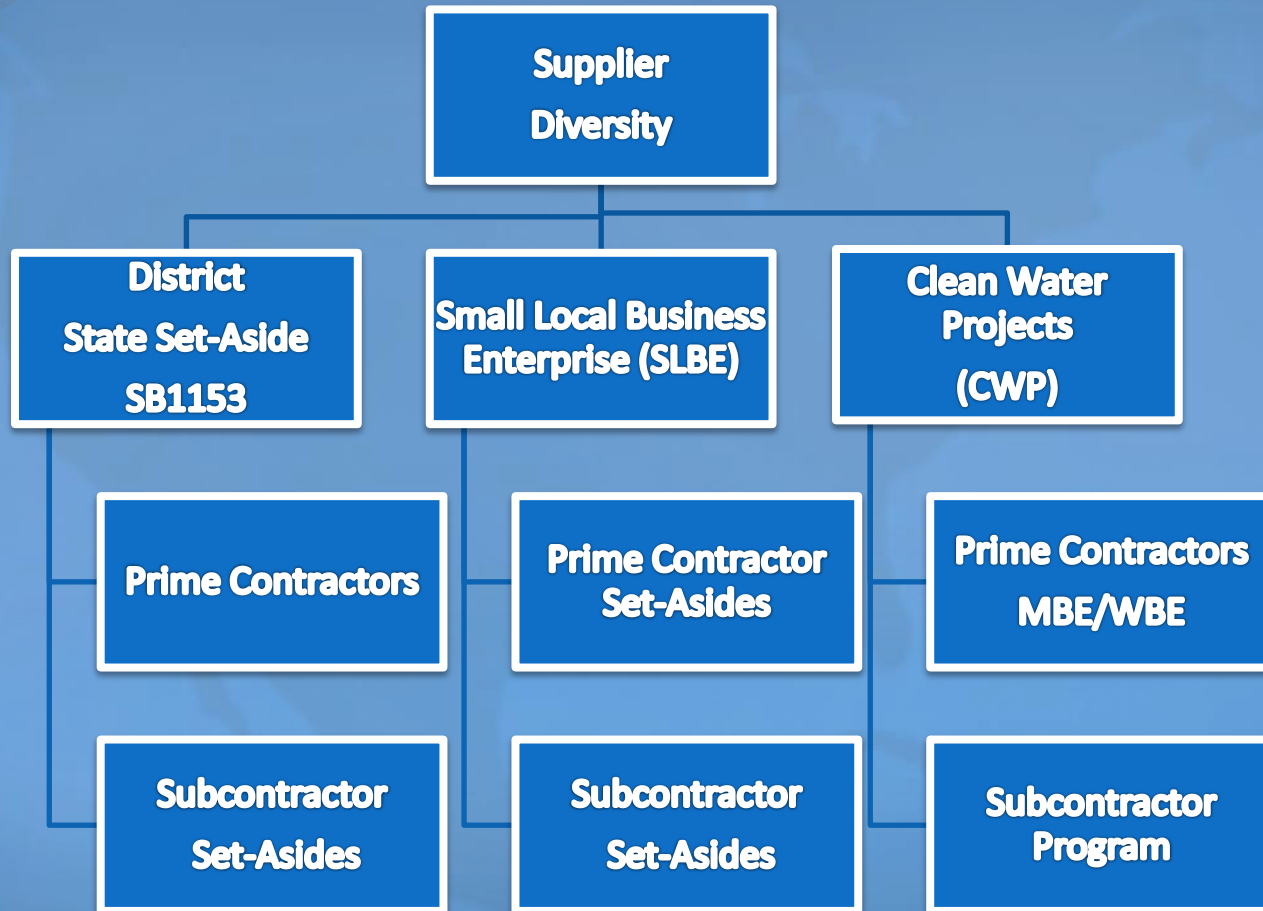
Goods and Services We Procure:

The Metropolitan District Commission has a broad range of purchasing needs with requirements that can vary greatly depending on location, and/or business unit. Listed below are many of the goods and services we currently buy from our diverse supplier base:

Adhesives Advertising Architectural Services Automobiles and Supplies Barricades Bed wash supplies Blueprint, Maps and Charts Chemicals Chlorine Clothing and Apparel Collection Agencies Computer Accessories Computer Systems Design Computer Training Communications Equipment and Supplies Construction Services (horizontal and vertical) Consultants (Professional Services) Copying Services Courier Services Electrical Contractor	Electrical Supplies Electronics Engineering Services Equipment Rental Excavation Work Facilities Supplies Fire Equipment Furniture (Office and Warehouse) Gases Hardware Hatcheries (Trout) Hazardous (Material and removal) Heating, Ventilating, Air Conditioning (HVAC) Health and Allied Services Human Resources Services and Recruiting Industrial Machinery Industrial Supplies Janitorial Services and Supplies Laboratory Equipment and Supplies Landscaping Lights	Locksmith Lumber Products Material Disposal Meter and Meter Repair Maintenance Repair Operating Supplies Odor Control Chemicals Office Supplies Oil and Lubricant Orthophosphates Packaging Supplies Payroll Services Petroleum Products Pest Control Services Plumbing and Heating Polymers Printing Services Professional Services Promotional Items Safety Clothing Salt and Sand Sand (Filters) Security Services Seminars and Conventions	Small Tools Signs Software Storage Telecommunications (and Reseller) Temporary Employees Testing Laboratories Training (Consultants) Transportation Logistics Travel services (air, Hotel and Car Rental) Tree Removal Trucks Bodies and Repairs Tools and fixtures
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MDC Diversity Programs



What is Required for Invitations To Bid: Construction



Mandatory Bid Requirements		
✓ Bid Security	✓ Non-Collusion Affidavit	✓ CT DAS Contractor Prequalification Certificate (>\$500K)
✓ Payment and Performance Bond Letter	✓ Bidder's Qualification Form	✓ CT DAS Update (Bid) Statement
✓ Contractor Safety Program and Questionnaire	✓ Certificate of Corporate Authority	✓ List of Sub-Contractors who will work on contract
✓ Price Proposal	✓ Required Insurance	✓ Certificate of legal existence from bidder's state
✓ MBE/WBE Requirements acknowledgement	✓ OSHA Compliance History Certification	✓ Fair Employment Practices Qualification Form

Construction Contract Requirements



- Upon notification of pre-award of contract, the contractor must submit the following:





What is Required for Invitations To Bid: Supplies

- ✓ Signed Bid/Proposal
 - ✓ Delivery Information
 - ✓ Price Proposal
 - ✓ References (if required)
- ✓ Form Requirements
 - ✓ Non-Collusion Affidavit
 - ✓ Fair Employment Practices Qualification Form
 - ✓ Non-Discrimination Affidavit
 - ✓ Bonding (if applicable)



What is Required for Request for Proposals: Services


- ✓ Technical Proposal
- ✓ Past Performance Proposal
- ✓ Price Proposal
- ✓ Form Requirements
 - ✓ Insurance
 - ✓ Fair Employment Practices Qualification Form
 - ✓ Affidavit of Non-Collusion
 - ✓ Non-Discrimination Affidavit
 - ✓ Bonding (if applicable)



MDC Online Procurement Process




• **Electronic Bidding System:**


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- All solicitations are posted on the ProcureWare system; including terms and conditions, specifications and drawings
 - Contractors/suppliers must register
 - Registration for online bidding can be completed at mdc.procureware.com/home
 - Once registration has been approved, you will be able to download all solicitations.




Key Attributes of E-Bid



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- Contractors/Subcontractors/Suppliers must select business categories when registering
 - Solicitation announcements are sent automatically based on chosen categories.

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- Contractors must physically submit their bids directly to the MDC as instructed in the solicitation with the required proposal documentation.

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- For ITBs, 48 hours after bid opening, registered users can view bid results.
 - For RFPs, no pricing information is posted. A formal evaluation process is conducted by the MDC.
 - The MDC provides award notification in writing.

Questions and Answers



Questions & Answers