



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.

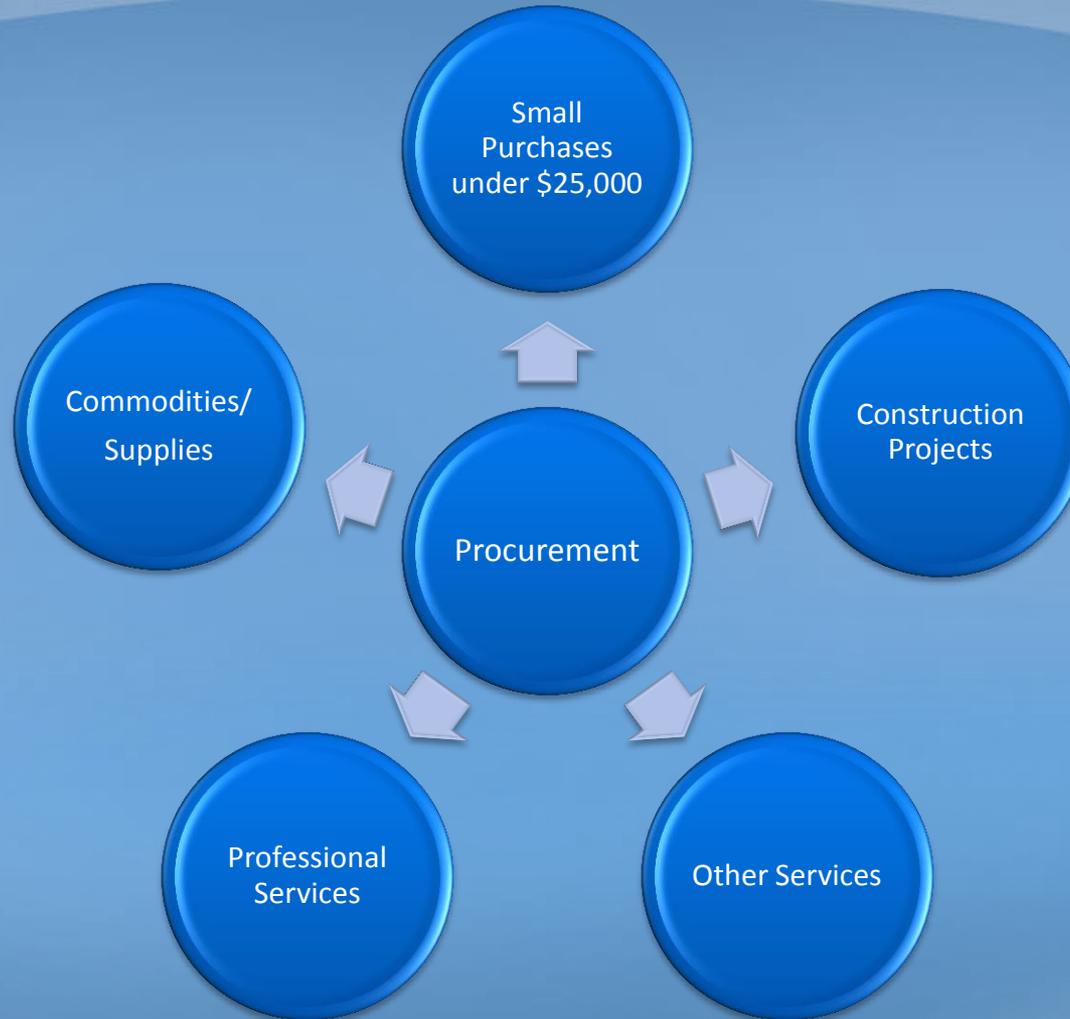


MDC Procurement Overview



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



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

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- Registration for online bidding can be completed at mdc.procureware.com/home

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- 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