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NOTICE

INVITATION TO BID TO
THE METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO
FOR

PUBLIC TENDER OF BIDS FOR A 10-YEAR LEASE ON 860± SQUARE FEET OF DISTRICT REAL ESTATE LOCATED AT 100 EAST ERIE STREET IN CHICAGO, ILLINOIS.

LEASE NUMBER: 26-361-11

PROPOSALS ARE DUE: April 28, 2026

Sealed proposals, endorsed as above, will be submitted back to the District via an electronic upload to the Euna Portal only, from the date of the Invitation to Bid, up to 11:00 A.M. (Central Standard Time), on the bid opening date, and will be opened publicly by the Director of Procurement and Materials Management or designee at 11:00 AM on **April 28, 2026**. The public cannot attend but can view the bid opening at <https://mwrld.org/bid-opening>.

No bids will be accepted after 11:00 AM on the above scheduled bid opening date. All bids faxed, mailed, emailed, or hand-delivered will not be considered and will be returned to the Bidder. There is no bid depository safe available for mailing or hand delivering bids. The District will only accept bids electronically uploaded to the Euna Portal (please see instructions on how to upload the bid response on pages Euna-1 and Euna-2). Please see specific instructions on how to upload your bid to the Euna Portal in the bid document entitled “Submission via the Euna Portal.” Bids will be deemed non-responsive if not submitted using the Euna-project specific URL link, provided by the District with the bidding documents.

The property to be leased is 860± square feet of office space located within the District’s Barbara J. McGowan Main Office Building (“MOB”) at 100 East Erie Street, in Chicago, Illinois. The space is currently used by a credit union that services employees and retirees of the Metropolitan Water Reclamation District of Greater Chicago (“MWRD”). All utility costs (electrical, internet, telecommunication, etc.) will be the responsibility of the lessee, but will be coordinated with the District.

The office space is an interior space with access through the MOB main entrance located on Erie Street. The lessee must comply with all of the District’s security guidelines, including passing through the security checkpoint located at the main entrance. There is no separate access to the leasehold, and no street visibility for advertising available or permissible.

Due to the location within the District’s MOB, the use of the leasehold is restricted to providing financial services only to employees and retirees of the MWRD.

The District’s Board of Commissioners has established the minimum initial annual rental bid at \$8,600.00. A form lease to be used in this transaction is attached hereto. The District reserves the right to make any changes or modifications to the lease as it deems necessary prior to award.

The lease shall be awarded to the highest responsible bidder in accordance with bid procedures set forth by state law 70 ILCS 2605/8c *et seq.*, and subject to the acceptance and approval of the bid by the District’s Board of Commissioners. The highest bidder will be required to provide financial statements and/or other information to establish its financial responsibility, and its ability to meet the use restrictions described above.

Copies of the bid documents are only available online from the District’s website at www.mwrld.org (DOING BUSINESS → PROCUREMENT & MATERIALS MANAGEMENT → CONTRACT ANNOUNCEMENTS). No fee is required for the bid documents. Any questions regarding the downloading of bid documents should be directed to contractdesk.org or call (312) 751-6643.

Further, the District assumes no liability or responsibility for the failure or inability of any Proposer to successfully download any and all contract documents, including, but not limited to, specifications, proposal forms and/or plans, as a result of any type of technological computer and/or software system failure or breakdown that restricts, prohibits or prevents successful downloading of any and all District contract documents by the Proposer, whether caused by the District or other parties, directly or indirectly.

Proposers are to include with their proposal signed copies of any addenda, or acknowledge receipt of any addenda, if the District issued any addenda to this contract. Failure to do so may be cause for the rejection of any bid. Bidding documents are available only online, and any addenda issued for this contract will be available online at the District's website, www.mwrd.org (Doing Business→Procurement and Materials Management→Contract Announcements). Addenda will also be emailed/faxed to each person receiving a set of such contract documents and to such other prospective Proposers as shall have requested that they be furnished with a copy of the addenda.

If any potential Proposer contemplating to submit a proposal is in doubt as to the true meaning of any part of the specifications or other contract documents, such inquiry should be submitted online at the District's website, www.mwrd.org. The path is as follows: Doing Business→Procurement and Materials Management→Contract Announcements. The District will provide an online response to such inquiries, as the District deems appropriate. Strings of appropriate questions and answers regarding the bidding documents will be available online on the District's website until the bid opening date of the bidding documents. No questions will be accepted by telephone, fax, email, mail, or any other such form of delivery.

Each proposal must be accompanied by a bid deposit to be paid to the District via ACH (Automated Clearing House) transfer in an amount equal to fifty percent (50%) of the initial annual rental based on bidder's Proposal. Payment of such bid deposit by check of any kind will not be accepted, and all bid deposits must be received no later than the bid opening time. Any proposal submitted without a timely submitted bid deposit will not be considered and will not be read after it is publicly opened.

To submit a bid deposit, visit the District's website at www.mwrd.org. The path is as follows: DOING BUSINESS → PROCUREMENT & MATERIALS MANAGEMENT → CONTRACT ANNOUNCEMENTS. At the Contract Number for this Lease, click the "*Submit Bid Deposit*" link then fill in all required fields and carefully review your information on the subsequent pages (SUBMIT BID DEPOSIT → PAYMENT → CONFIRMATION → RECEIPT). You will not be allowed to continue to each next page unless all required fields are properly filled in. Upon completion of the process, an email will be sent to your attention acknowledging that payment of your bid deposit has been initiated and that payment, once approved, will be applied to your account. If you do not receive a confirmation email, please check your spam and junk email folders. Ensure the MWRD emails are not filtered as spam. Any questions concerning making such deposits should be directed to the District's Clerk/Director of Finance Jacqueline Torres at 312-751-6500 or by email to torresj@mwrd.org, or Financial Analyst Jack Lesnicki at 312-751-6522 or by email to lesnickij@mwrd.org.

The required bid deposit will be forfeited in the event the successful bidder fails to execute a lease agreement within 13 days of its tender. All other deposits will be returned to the respective depositors. The form of the lease currently used for this transaction is available for inspection at the District office identified below.

The successful bidder, if other than the initial applicant, will pay to the District the cost for obtaining the applicant's two (2) appraisal reports, the cost of which will be documented upon execution of the lease. In order for the initial applicant to be reimbursed for its costs in obtaining 2 appraisal reports, said initial applicant must submit a qualifying bid in this matter.

The District reserves the right to reject any or all proposals.

The District offers all prospective tenants that are awarded leases through competitive bidding the opportunity to participate in the District's **Green Infrastructure Program**. Participation is voluntary for all private non- governmental entities. Under the program, private entities can receive a credit equal to \$0.50 on the \$1.00, up to 10% of the annual rent owed to the District, capped at the first 10 years of the lease, for expenditures related to pre-approved green infrastructure. If interested, see the *Green Infrastructure Program Information Sheet* included with this Bid Package.

If any potential Proposer contemplating to submit a proposal is in doubt as to the true meaning of any part of the specifications or other contract documents, such inquiry should be submitted online at the District's website, www.mwrd.org. The path is as follows: Doing Business→Procurement and Materials Management→Contract Announcements. The District will provide an online response to such inquiries, as the District deems appropriate. Strings of appropriate questions and answers regarding the bidding documents will be available online on the District's website until the bid opening date of the bidding documents.

No questions will be accepted by telephone, fax, email, mail, or any other such form of delivery.

The District will only respond to questions received online ONE WEEK prior to the date set to receive proposals. The District will not respond to questions received after this date. The District does not guarantee the timeliness of responses provided online, nor does the District guarantee that such responses will be provided in adequate time to affect the submission of bids. The District shall provide responses online ONLY if the responses do not interpret or otherwise change the bidding documents.

The District's responses online are NOT official responses and, therefore, are not binding to the bidding documents. Any official interpretation or change to the bidding documents will be made only by addenda duly issued to all plan holders on record by the Director of Procurement and Materials Management.

The contact person for the request for proposal is Principal Attorney Nick O'Connor. Mr. O'Connor will provide online responses to online inquiries.

The District reserves the right to accept any Proposal or any part thereof or to reject any and all Proposals.

METROPOLITAN WATER RECLAMATION DISTRICT
OF GREATER CHICAGO

By: _____
Darlene A. LoCascio
Director of Procurement & Materials Management

April 8, 2026, April 15, 2026, and April 22, 2026
Chicago Tribune #