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## Memorandum

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**Date:** February 12, 2019

**To:** Great Lakes Water Authority Board of Directors

**From:** Nicolette N. Bateson, CPA, Chief Financial Officer & Treasurer

**CC:** Sue F. McCormick, Chief Executive Officer

**RE:** Procurement Group Updates

### **Appointment of Ms. Sonya Collins as Interim Procurement Director**

Presently, Gaylor “Butch” Johnson is on an extended leave. During this leave, Ms. Sonya Collins, CPPB, has agreed to lead the GLWA Procurement during a time of significant activity as well as process improvements. Sonya brings a deep understanding of procurement and mentorship to this role. Effective immediately, Ms. Collins will also take on the role of Chief Procurement Officer (CPO) as defined by the GLWA Procurement policy. Many thanks to Mr. Daniel Edwards who has served with tremendous dedication as CPO for many months.

### ***The Procurement Pipeline***

Today we release the new monthly one-page newsletter *The Procurement Pipeline*. The goals of this communication are to inform the business community about opportunities with GLWA as well as other key updates and topics of interest. Many thanks to Ms. Susan Kopinski, Ms. Sharon Davis-Beavers, and Ms. Phyllis Walsh for delivering a quality project within a condensed timeline.

### **Contract Numbers**

An element of streamlining business processes is eliminating redundancy and utilizing a key numeric field that is common among all databases. For GLWA, procurements touch a minimum of three databases (WAM, BS&A, and Bonfire). For this reason, the combination of letters in codes used in prior procurements is being replaced with the WAM generated seven-digit requisition number to designate the project and contract number (the first two digits represent the year that the requisition was initiated). The graphic below demonstrates the use the new numbering system (Aeration Decks - 1803188) in contrast

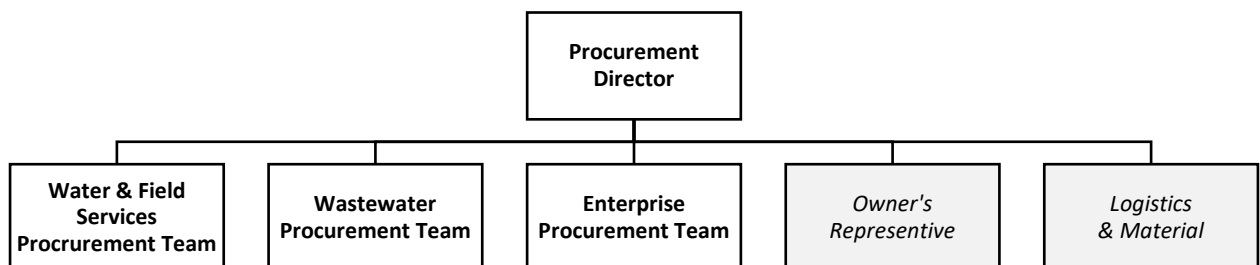
to the prior system (GLWA-CON-238). The new numbers will begin appearing on procurement related Board letters.

Procurement Portal Great Lakes Water Authority			
Open Public Opportunities		Past Public Opportunities	My Opportunities
		Public Contracts	
Status	Ref. #	Project	Close Date
OPEN	RFB-1803188	Aeration Decks 2 & 3 Panel Rehabilitation	Feb 25th 2019, 12:00 PM EST
OPEN	GLWA-CON-238	Chlorination and Dechlorination Process Equipment Improvements at WRRF	Feb 28th 2019, 12:00 PM EST

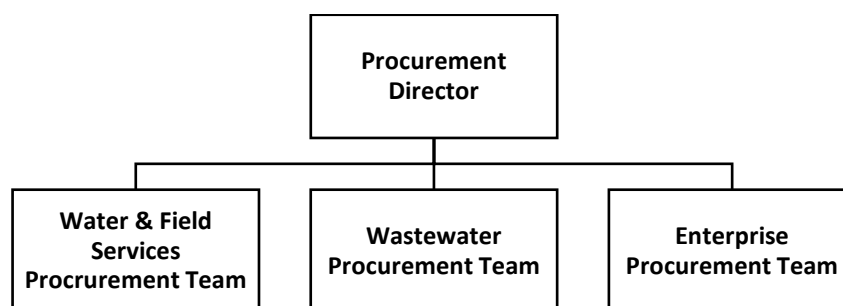
### Reorganization of Procurement Group

Effective immediately, the Procurement Group will be reorganized to focus on core procurement functions . The Owner's Representative and Logistics & Materials team will report directly to the Chief Financial Officer & Treasurer.

#### Procurement Group *Before*



#### Procurement Group *Effective Immediately*



**Welcome to the first edition of The Procurement Pipeline**, a monthly newsletter designed to bring you informative updates on doing business with GLWA. As requested by our vendor community, we will begin publishing upcoming procurements.

**The Procurement Pipeline #1 Tip: Bonfire!** Want to learn about opportunities at GLWA? It's as easy as registering, for free via [GLWA Vendors](#) page.

All open solicitations and related documents are on [Bonfire](#). Registered users receive automatic notifications based on the commodity codes they select. Bonfire also allows for communication between vendors and the buyer for each solicitation. Please don't hesitate to [contact us](#) if you need assistance.

### New! Amended Board Procurement Policy

The GLWA Board of Directors approved an amended [Procurement Policy](#) on November 14, 2018. It is important for all Vendors to read the Policy, whether you have done business with us in the past, or if you want to begin doing business with us. Not only does the Policy explain the procurement process, but it also clarifies the roles and responsibilities of GLWA representatives as well as vendors.

### Small Business Initiative

GLWA's Small Business Initiative (SBI) was launched in April 2018 to recruit local small businesses to bid on the available opportunities. GLWA is committed to hosting four small business meetings per year where we provide information about doing business with GLWA, introduce resources and provide networking opportunities. In November 2018, GLWA entered into a partnership with the U.S. Small Business Administration – further strengthening resources to engage the small business community.

### Keeping Up With GLWA

Our [CEO's monthly report](#) provides a wealth of information and news about important initiatives.

### Visit us online!

See the Vendors page at [www.glwater.org](http://www.glwater.org) or contact us via [procurement@glwater.org](mailto:procurement@glwater.org).

### Where to Meet GLWA

We participate in many outreach events throughout southeast Michigan in addition to hosting our own Vendor Outreach event, which is scheduled for May 2019 (event details later this month). We welcome you to stop by the GLWA table at the following events

Note: event sponsors may require pre-registration and/or a fee.

- ♦ [MDOT's DBE Annual Small Business Development Conference](#) on March 18, 2019
- ♦ [Public Sector Construction Forum's 2019 Small Business Industry Day](#) on April 10, 2019
- ♦ [Michigan Public Purchasing Officers' Association Reverse Trade Fair](#) on April 12, 2019

### What's Coming Down the Pipe?

*Current Solicitations:* Available on [Bonfire](#).

*Major Procurements for Next Three Months:* Listed below (dates and projects subject to change) with the [capital improvement plan](#) (CIP) project number from the most current CIP presented to the Board.

- ♦ New Restroom at WRRF Warehouse (Construction) Estimate: \$200,000
- ♦ Safety Equipment (multiple years) Estimate: \$3,000,000
- ♦ Tools (multiple years) Estimate: \$217,000
- ♦ Oils and Lubricants (multiple years) Estimate: \$4,400,000
- ♦ Transmission Loop to the Downriver System CIP# 122016
- ♦ Schoolcraft Road 48" Water Transmission Main CIP #122005
- ♦ West Service Center Pump Station-Duval Rd. Valve Upgrades (Design Build) CIP# 132010
- ♦ Roof Replacements at Various Water Facilities (Design Build) CIP# 171500
- ♦ Wick Rd. 48" Water Main (Construction) CIP# 122006
- ♦ Two New High Lift Pumps, Flow Meter & Yard Improvements (Design Build) CIP# 111009

**Thank you!** to Walbridge who provided meeting space and speakers from their successful diversity program at the recent GLWA SBI meeting.

