

**DEPARTMENT OF CITY DEVELOPMENT OF THE OF THE CITY OF MILWAUKEE**

809 North Broadway

Milwaukee, Wisconsin 53202

**REQUEST FOR SERVICE PRICING # 57589**

Today's Date: 4/20/15

This DOES NOT represent a commitment to buy. Any ACTUAL order resulting from this solicitation will be confirmed by a Department Of City Development Contract

**ALL SERVICES REQUIRE COMMERCIAL AND PUBLIC LIABILITY INSURANCE TO BE ON FILE IN THE DEPARTMENT OF CITY DEVELOPMENT'S PURCHASING SECTION BEFORE COMMENCING WITH ANY WORK.**

Description (of Service or Commodity)	Total Cost
<p>The Department of City Development (DCD) is requesting quotes from qualified firms to provide the labor and equipment to set up, take down and store temporary "snow fencing" at ten (10) Milwaukee County parks for 4<sup>th</sup> of July firework displays.</p> <p>The undersigned hereby proposes to furnish these services for the Department of City Development (DCD) as set forth in the Detail Specifications/Scope attached at the Base Bid Sum herein, and if successful, hereby agrees to enter into a contract with DCD in accordance with the terms and conditions referenced.</p> <p>Calculated <b><u>BASE BID SUM TOTAL</u></b> shall be based on the following formula:</p> <p>Base Bid= (Linear Foot rate x 12,000)</p> <p>Terms and Conditions incorporated herein for this Purchase Order can be located at the following website:</p> <p><a href="http://city.milwaukee.gov/ImageLibrary/Groups/doaPurchasing/Terms-and-Conditions/POTCs2012.02.01.pdf">http://city.milwaukee.gov/ImageLibrary/Groups/doaPurchasing/Terms-and-Conditions/POTCs2012.02.01.pdf</a></p> <p>Request for Service Pricing for services hereinafter described will be received at the Department of City Development BID DESK, located on the second floor at 809 N. Broadway, Milwaukee, Wisconsin 53202, no later than <b><u>Tuesday, May 11, 2015, at 11:00 A.M.</u></b></p> <p>Please e-mail Jayne Garcia-Lara with any questions regarding this bid. The deadline for questions will be <b>Monday, May 4, 2015</b>. Any additional information and/or clarification(s) regarding this bid will be issued in the form of an addendum to this Bid by the end of the day on <b>Tuesday, May 5, 2015</b>, and will be posted at the following website: <a href="http://www.milwaukee.gov/DCD/RFPs">www.milwaukee.gov/DCD/RFPs</a></p> <p>The work for this project will be awarded immediately following the due date/time. A Contract will be issued no later than June 1, 2015. Contractor must be prepared to deliver to DCD all required paperwork (proof of required insurance, tax form, etc) <b>no later than noon on June 1, 2015</b>.</p> <p>Further, in compliance with all Specification contained herein, the undersigned offers and agrees, if this Bid be accepted and a Purchase Order issued, to furnish any or all necessary labor and equipment to <b>ensure completion of the work no later than noon on July 2, 1015</b>.</p> <hr/> <p>DCD reserves the right to reject any and all bids and all or part of a bid; to waive informalities, technical defects, and minor irregularities in bids received; and to select the bid(s) deemed most advantageous to DCD.</p> <p>IMPORTANT NOTE: If this contract relates to the purchase of food or beverages, the contractor is urged to make Fair Trade products available in accordance with Common Council Resolution Number 070280, declaring the City of Milwaukee a Fair Trade City, effective July 18, 2007.</p>	<p align="center"><b><u>BASE BID SUM TOTAL:</u></b></p> <p align="center">\$ _____</p> <hr/> <p align="center"><u>Unit Cost No.1</u></p> <p align="center">\$ _____ per Ln ft</p>

**Contact Person: Jayne Garcia-Lara: [Jayne.Garcia-Lara@milwaukee.gov](mailto:Jayne.Garcia-Lara@milwaukee.gov)**

_____ SIGNATURE	_____ DATE
_____ PHONE	_____ FAX
_____ COMPANY NAME AND ADDRESS	

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*Specifications*

**Department of City Development**

**Request for Service Pricing #57589**

**4<sup>th</sup> of July  
Temporary “Snow Fencing”**

## I. INSTRUCTIONS TO BIDDERS

A. BID FORM: Submit linear foot unit price as indicated and specified herein. The Contract will be awarded on the Base Bid Sum based of the bid formula included under ‘Bid Evaluation’ in this section.

Bids will not be accepted in any form except on the bid form included with this project manual. The contractor must recognize and abide by the right of the Owner (City of Milwaukee) to accept or reject any or all bids in the best interests of the City.

B. UNIT PRICES: Each bidder shall provide on the Request for Service Pricing form the following unit price. The unit price is to be used in arriving at the Base Bid Sum.

The unit price shall include all cost for labor and equipment including: overhead; Labor Insurance (which shall include Federal and State Unemployment Workers Compensation, and FICA Social Security Insurance and contributions paid by Employer Contractor for each employee); Sales tax, Bid Bonds, Comprehensive General Liability Insurance, Industry Programs, and profit on “Wage Rate” and/or “cost” and other expenses including health insurance benefits for the temporary placements.

### Unit Price No. 1:

State the Linear Foot rate to install, take down and store temporary snow fencing at ten (10) Milwaukee County parks for 4<sup>th</sup> of July fireworks displays. Attached is a list of the parks and the linear feet of fencing that will need to be installed. Also attached, for reference purposes only, are maps/diagrams of the approximate location of the necessary fencing. **The City will provide the posts and fencing.**

C. BID EVALUATION: Bids will be evaluated by multiplying the linear foot unit price cost by 12,000 linear feet. Contract award will be based on calculated BASE BID SUM TOTAL. Base Bid sum defined by following formula:

Base Bid= Linear foot unit cost x 12,000 ln ft)

(The following are figures for bid evaluation **example purposes only**)

### Formula Example:

This column represents  
the amount of a  
bidder’s unit prices  
that would be entered  
into the bid form

Unit Cost for linear foot	↓ \$1.00	x	12,000 (ln ft)	=	\$12,000.00
BASE SUM BID TOTAL				=	\$12,000.00

D. **CONTRACT AWARD:** The Commissioner of DCD will award the contract(s) based on the calculated BASE BID SUM TOTAL.

E. **CONTRACT BREAKDOWN AND CANCELLATION:** The unit price provided with this bid will be used as a basis for payment of work completed.

In the event that a park is removed from the list by the City, the City reserves the right to reduce the contract amount by that park's total linear foot amount. In the event that a park is added to the list by the City, the City reserves the right to increase the contract amount by that park's total linear foot amount.

F. **EXCLUSIVITY OF WORK:** There is no guarantee of work or amount of work and no exclusivity for work. The intent of this contract is to install, take down and store temporary snow fencing at ten (10) Milwaukee County parks for 4<sup>th</sup> of July fireworks displays. Scheduling and volume of annual work may vary depending on funding available.

The City reserves the right based on availability and need to acquire services outside this contract to best meet the needs of the City.

G. **CONTRACT EXTENSION:** This contract may be extended for two (2) additional one (1) year periods upon mutual consent of both parties. Extension of the contract is on a one year basis and is subject to the conditions, including, but not limited to those listed below:

1. Satisfactory completion of work performed.
2. Satisfactory response time, meeting requirements of contract
3. Available funding

H. **EXAMINE DOCUMENTS:**

1. Before submitting a bid proposal, bidders should carefully examine the contract manual; fully inform themselves as to all existing conditions and limitations, including those of labor; and shall include in the bid proposal a sum sufficient to cover the cost of all items contemplated by the contract documents. In signing and submitting this bid, the bidder assures DCD that the all documents, for this particular project have been read and understood and that the furnishing of the subject work, material, labor and services is under bidder's control. If the bidder's performance is contingent upon the acts of another party, the bidder assures that they have the necessary commitments to complete the contract which may be awarded.

2. Each sub-bidder further represents that he is familiar with the scope of the proposed work to ascertain any obstacles that might be encountered and other matters and conditions relevant to this work.

3. Additional charges will not be considered for work which, prior to bidding, could reasonably be inferred as appropriate by examination of the contract documents, and closely reviewing the work as indicated above.

## II. GENERAL REQUIREMENTS

### A. INSURANCE

1. Before commencing work the Contractor/Vendor shall furnish the Department of City Development (DCD), for review and approval, evidence of the following insurance coverage:

Coverage	Amounts
Workers' Compensation	Statutory Limit
Comprehensive General Liability	BI (Bodily Injury) \$500,000 per occurrence \$1,000,000 aggregate PD (Property Damage) \$500,000 per occurrence
Automobile Liability	BI \$500,000 per person \$1,000,000 per occurrence PD \$500,000 per occurrence

2. The Contractor/vendor shall provide the DCD with Certificates of Insurance evidencing the above referenced coverage. The insurance carrier must be licensed to do business in the State of Wisconsin. The City shall be named as an additional insured with respect to liability coverage, except for the Professional Liability. Failure to provide the insurance required shall permit the DCD terminate a Contract. The City, as an additional insured, shall be provided with at least 30 days written notice of cancellation, non-renewal or material limitation of coverage of any and all insurance policies required by this contract/ for any reason, including non-payment of premium. **This should be accomplished through the addition of an endorsement to the policies providing Earlier Notice of Cancellation or Non-Renewal. Such endorsement must contain the following stipulation:**

[Insurance Company] will mail notice of cancellation (including for non-payment of premium), non-renewal or material limitation of coverage to the organization shown in the schedule above. [Insurance Company] will mail the notice at least 30 days before the effective date of our action.

3. The contractor shall not permit the coverage to lapse and shall furnish evidence of coverage to the DCD.

4. The certificate holder shall be noted as:

City of Milwaukee  
809 N. Broadway, 2<sup>nd</sup> floor  
Attn: Purchasing/Contract Services,  
Milwaukee, WI 53202

### B. INVOICING:

1. Payments will be made upon submission of an itemized statement

2. All statements and invoices shall be submitted to: Department of City Development, Attn: Sally Witte; 809 N. Broadway, 2nd floor; Milwaukee, WI 53202

3. Payments will be held if contract administrative requirements are not met i.e. living wages or paper work for requirements are not up to date.

C. LIVING WAGE APPLIES: LIVING WAGE APPLIES - In accordance with Chapter 310-13 of the Milwaukee Code of Ordinances, the living wage rate is required for this Contract. By executing the work on this Contract, the Contractor certifies that it knows of the provisions of this section, and would comply with them and would pay all workers employed by the Contractor in the performance a contract, whether on a full time or part time basis, a base wage of not less than \$10.66 per hour. Contractor would be required to sign and have notarized the attached Affidavit of Compliance - Living Wage Provision and submit the Living Wage Compliance Report within 10 days following completion of the work or every 3 months, whichever comes first. Currently, Section 310-13 requires that on March 1, 2016, and each March 1 thereafter, the minimum hourly wage shall be adjusted to the amount required to produce, for 2080 hours worked, an annual income equal to the average of the U.S. Department of Health and Human Services most recent guidelines for a family of three and a family of four; however, the Contractor would be required to comply with any amendments to Section 310-13, including those pertaining to the amount of the wage, or the timing of any adjustments to the wage.

D. SCHEDULE - Contractor must have all the work completed by **noon on Monday, July 2, 2015** (and by noon on July 2<sup>nd</sup> of each subsequent contract extension). At the request of the County Park's Managers, **Contractor will not be allowed to start installing the fencing more than 2 weeks prior to this date.** Efforts shall be made to perform all work during normal working hours unless otherwise specifically approved. The contractor will be held liable for any damage caused to the building(s) and ancillary structures resulting from the execution of the work or from not exercising proper precautionary protective measures. Any cost of repair/replacement resulting from damages shall be at the contractor's expense.

E. LABOR AND EQUIPMENT - Contractor shall furnish all labor and equipment required to complete the work. All labor shall be performed by persons qualified and experienced in the respective trade.

F. SUPERVISION OF WORK:

1. Contractors shall furnish the services of an experienced foreman or superintendent.
2. He shall be constantly in charge of the installation of the work together with all subcontractors, helpers, and labor required to unload, transfer, erect, connect up, adjust, start, operate and test each fencing system.
3. He shall be thoroughly acquainted with and be responsible for the various subcontractors' work so that it is properly coordinated and supervised to the satisfaction of the Commissioner of DCD or his representative.

G. INSPECTIONS - DCD will inspect and determine acceptability of all finished work and/or services. If the work and/or services are not acceptable, the Contractor will be called in to review

and correct all problem areas immediately, but no later than within 1 days of receiving notification, without any additional cost to the DCD.

H. LIQUIDATED DAMAGES: Failure of the Contractor to adhere to the Performance Schedule shall be grounds for a determination by DCD that the Contractor is not prosecuting the Contract with sufficient diligence to ensure completion by **noon on Monday, July 2, 2015** (and by noon on July 2<sup>nd</sup> of each subsequent contract extension). Following such determination, the City may terminate the contract and procure the services of another Contractor (Secondary) to complete the work. The Contractor shall be financially liable for Work Not Performed, including the difference between the Contractor's bid price and the Secondary Contractor's bid price, plus a \$250.00 administrative fee for each occurrence. Differential costs paid to the Secondary Contractor for Work Not Performed, plus administrative fees, shall be deducted from the Contractor's outstanding invoices or otherwise invoiced.

I. LOCAL BUSINESS ENTERPRISE: Bids that are issued on or after August 10, 2009, include a Local Business Enterprise (LBE) bid incentive in accordance with Chapter 365 of the Milwaukee code of ordinances. Please note that the LBE criteria has been revised, effective December 18, 2009, information regarding the LBE incentive and revised criteria can be found by accessing the city's web site: <http://city.milwaukee.gov/home>, click the Directory tab, click the Procurement Services (purchasing) link under Business and Development category, click the Programs link, and then click on the LBE link (see also attached forms).

It is your responsibility as a bidder to familiarize yourself with this ordinance prior to submitting your bid. Local Business Enterprise means a business which satisfies **all of the following criteria**:

1. Owns or leases property **within the geographical boundaries of the City of Milwaukee**. Post office boxes shall not suffice to establish compliance as a Local Business Enterprise. A residential address may suffice to establish compliance as a Local Business Enterprise, but only if the business does not own or lease other real property, either within or outside the geographical boundaries of the City of Milwaukee. Leased property shall not suffice to establish compliance as a local business enterprise unless at least half of the acreage of all the real property owned or leased by the business is located within the geographical boundaries of the City of Milwaukee.
2. Has owned or leased real property and has been doing business within the geographical boundaries of the City of Milwaukee for at least one year.
3. Is not delinquent in the payment of any local taxes, charges or fees, or has entered into an agreement to pay any delinquency and is abiding by the terms of the agreement
4. Will perform at least 10% of the monetary value of the work required under the contract.

J. PAYMENT MONITORING REQUIREMENTS - All Contractors awarded a contract valued at \$25,000.00 or more are required to participate in training on the City of Milwaukee's contract compliance software. Contractors must complete the training no later than 30 days after the date of contract award. Throughout the contract term, Contractors are required to regularly provide timely payment information in the City's contract compliance software. Please contact the Office of Small Business Development (OSBD) should you have any questions or concerns regarding the training process at (414) 286.5553.

### III. SCOPE OF WORK

#### A. GENERAL

1. Prior to installation of the fencing, Contractor will be required to contact Digger's Hotline (<http://www.diggershotline.com/>) and the Milwaukee County Maintenance Hotline to obtain clearance of the areas in which the fences will be required to be installed.

2. **The Contractor shall have in its employ a sufficient force of qualified and competent personnel to ensure all of the required fencing is installed by noon on Monday, July 2, 2015 (and by noon on July 2<sup>nd</sup> of each subsequent contract extension). At the request of the County Park's Managers, Contractor will not be allowed to start installing the fencing more than 2 weeks prior to this date. Further, if needed and requested by parks personnel (i.e. to cut grass, etc), contractor shall provide an opening for temporary access prior to the 4<sup>th</sup> of July fireworks celebration)**

3. HARMONIOUS RELATIONS - The Contractor shall work in harmony and coordinate with each of the County Park's Managers to complete set-up and take down of the fencing. In case of dispute the decision of the Commissioner of DCD shall be final and binding upon the Contractor

4. SAFETY - Contractor must comply with safety rules including, but not limited to OSHA, fire safety regulations, local and state codes, and any other prevailing regulations. The Contractor shall provide all personal safety equipment necessary to complete the work referenced herein.

#### B. INSTALLATION

1. Contractor shall be required to pick up all of the orange fencing materials from a location dictated by DCD. The fence posts will be at each park location. There will be one post for every 12 linear feet of fencing. Contractor is responsible for purchasing zip ties.

2. Contractor shall coordinate with each of the County Park's Managers to ensure the layout, location and installation of the fencing is proper (in accordance with the fencing material's standards) in order to prevent the creation of nuisances and promote the general welfare of the public from the firework display launching areas in each designated park (see attached maps for general layout. These maps are for reference only)

3. Contractor shall obtain final inspection and approval from DCD's representative Sally Witte, no later than **noon by noon on, July 2nd.**

C. TAKE DOWN - Contractor shall begin to remove all posts and fencing materials beginning the day after the conclusion of the fireworks display and have the fencing completely removed and the grounds back to its original condition no later than **July 18<sup>th</sup>.**

D. STORAGE - Upon completion of removal of all posts and fencing materials, Contractor will be required to provide storage for the fencing materials offsite until such time in the following year to begin installation. Contractor will remove stakes and store at park locations as directed by park managers. Contractor will be responsible for maintaining the condition of these materials until

such time that they would need to be installed the following year. Contractor is not to use any of the City owned materials for other uses outside of the scope of this contract. .

# NOTICE

**HOURLY RATE FOR EMPLOYEES WORKING ON CITY  
OF MILWAUKEE CONTRACTS SHALL NOT BE LOWER THAN**

**\$10.66 PER HOUR**

**REFERENCE MILWAUKEE CODE OF ORDINANCES 310-13**

**Rate Effective 3/1/2015**

**Per Section 310-13, Milwaukee Code of Ordinances**

**CITY OF MILWAUKEE - DEPARTMENT OF CITY DEVELOPMENT**



DEPARTMENT OF ADMINISTRATION-PROCUREMENT SERVICES SECTION

AFFIDAVIT OF COMPLIANCE - LIVING WAGE PROVISION

BID/RFP NUMBER: \_\_\_\_\_ DATE: \_\_\_\_\_

The undersigned hereby agrees to pay all workers employed by the Contractor in the performance of this contract, whether on a full-time or part-time basis, a base wage of not less than **\$10.66** per hour. The undersigned agrees to make a sworn report within 10 days following the completion of the contract, or every 3 months, whichever occurs first, and to procure and submit a like sworn report from every subcontractor employed by the contractor, to the DCD - Procurement Services Division. Such report shall include, but not be limited to, for the specified time period, the person's name, address, type of work performed, total hours worked on the service contract, hourly wage rate, gross earnings, and employer's contribution to vacation, welfare and trust funds. Said reports or affidavits shall be accompanied by a statement that each and every employee has been paid in full the amount of not less than **\$10.66** per hour, and that there has not been, nor is to be, any rebate or refund of any part of said wages by the employee to the employer.

ALL OF OUR EMPLOYEES RECEIVE AN HOURLY WAGE THAT IS GREATER THAN **\$10.66/HOUR**. **NOTE: REPORTS AS STATED ABOVE ARE STILL REQUIRED.**

I/We hereby state that I/we will comply with Section 310-13 of the City of Milwaukee Code of Ordinances as stated above:

AUTHORIZED SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

Personally came before me on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ ,  
(he/she) \_\_\_\_\_ who acknowledges that he/she executed the foregoing document for the purpose therein contained for and on behalf of said company. IN WITNESS WHEREOF, I have hereunto set my hand and official seal.

(SEAL)

\_\_\_\_\_  
NOTARY PUBLIC SIGNATURE

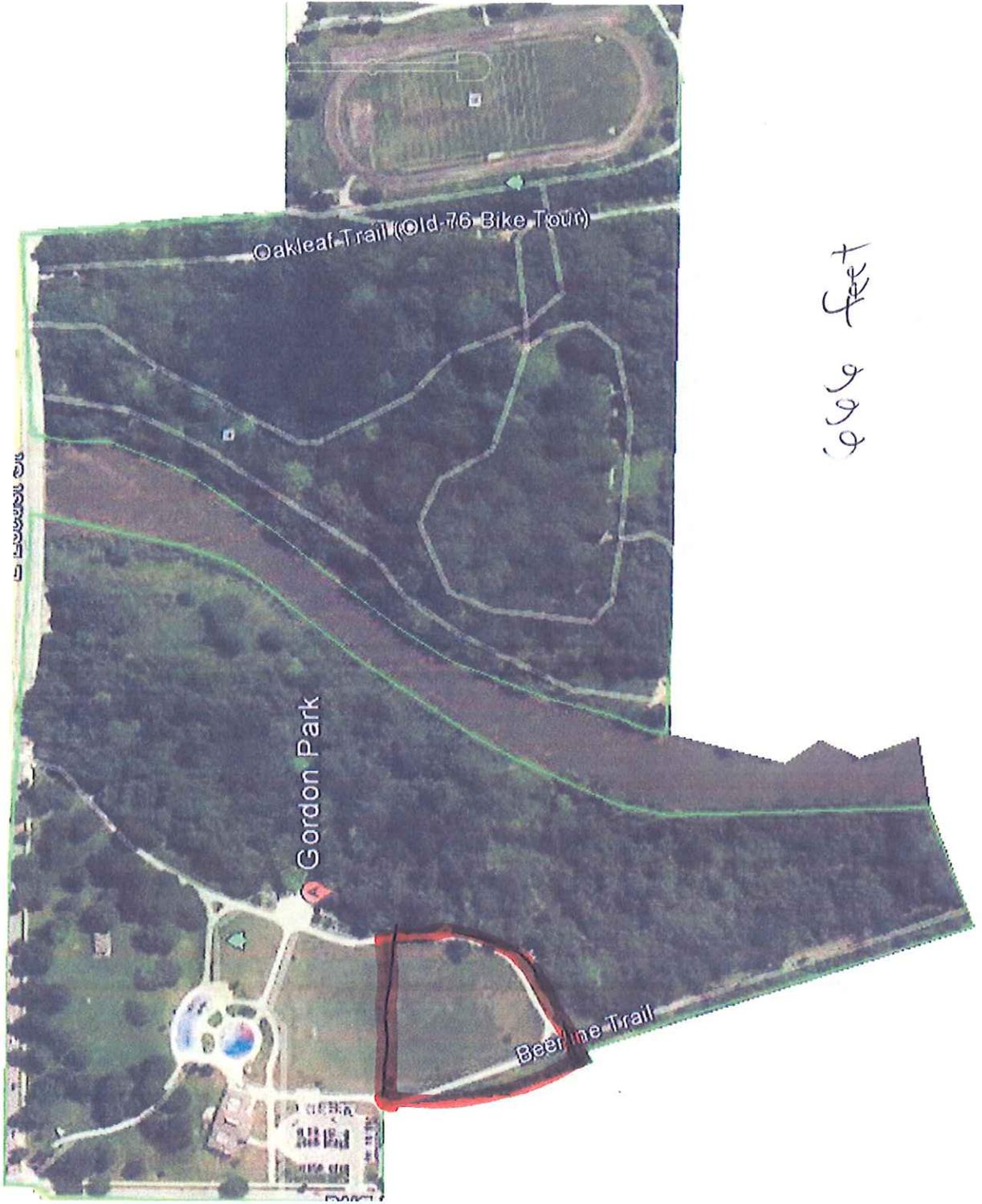
\_\_\_\_\_  
PRINT NAME

My commission expires: \_\_\_\_\_

Fireworks Fencing estimate

Park Name	Ln. feet
Gordon	675
Humboldt	2375
Jackson	1650
Lake	1500
Lincoln	925
Mitchell	725
Noyes	1575
Washington	1175
Wilson	750
Alcott	650

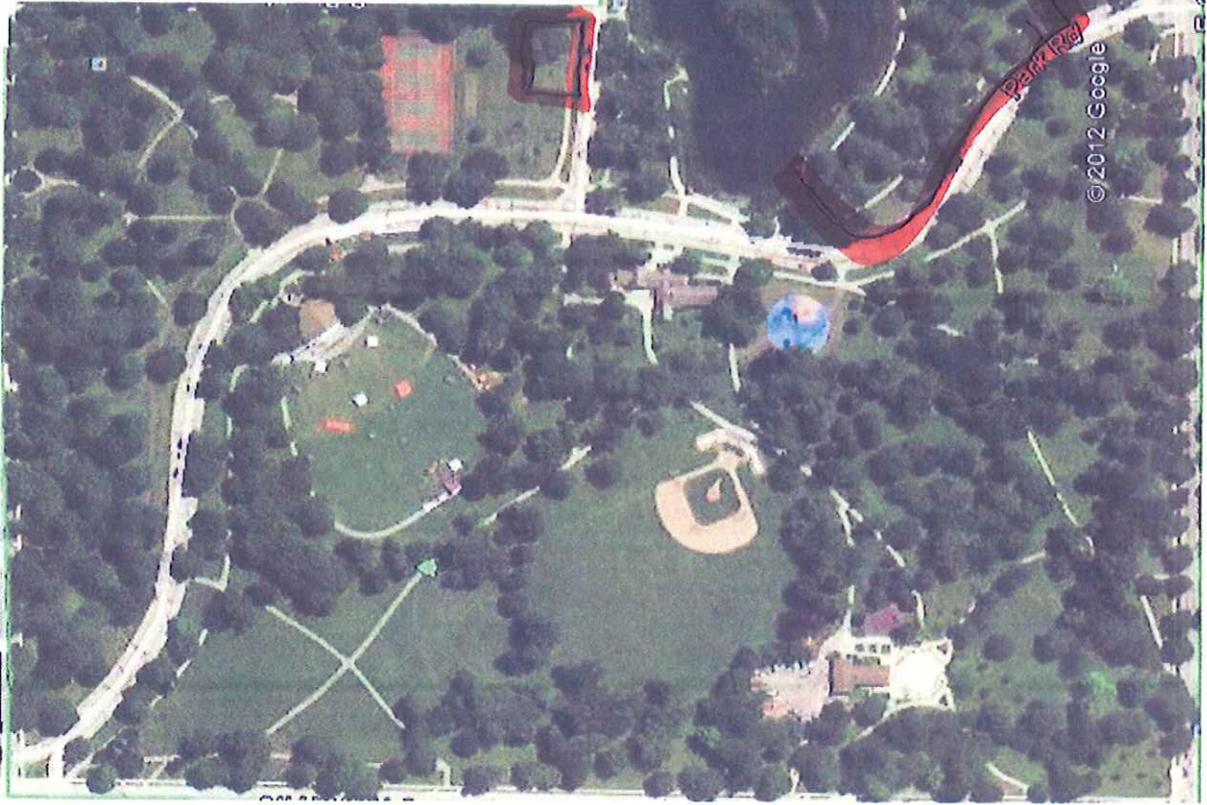
**Total** 12000



6000 feet

# Humboldt Park

2384ft



1645 ft  
Jackson Park



Imagery Date: 7/29/2011 2000

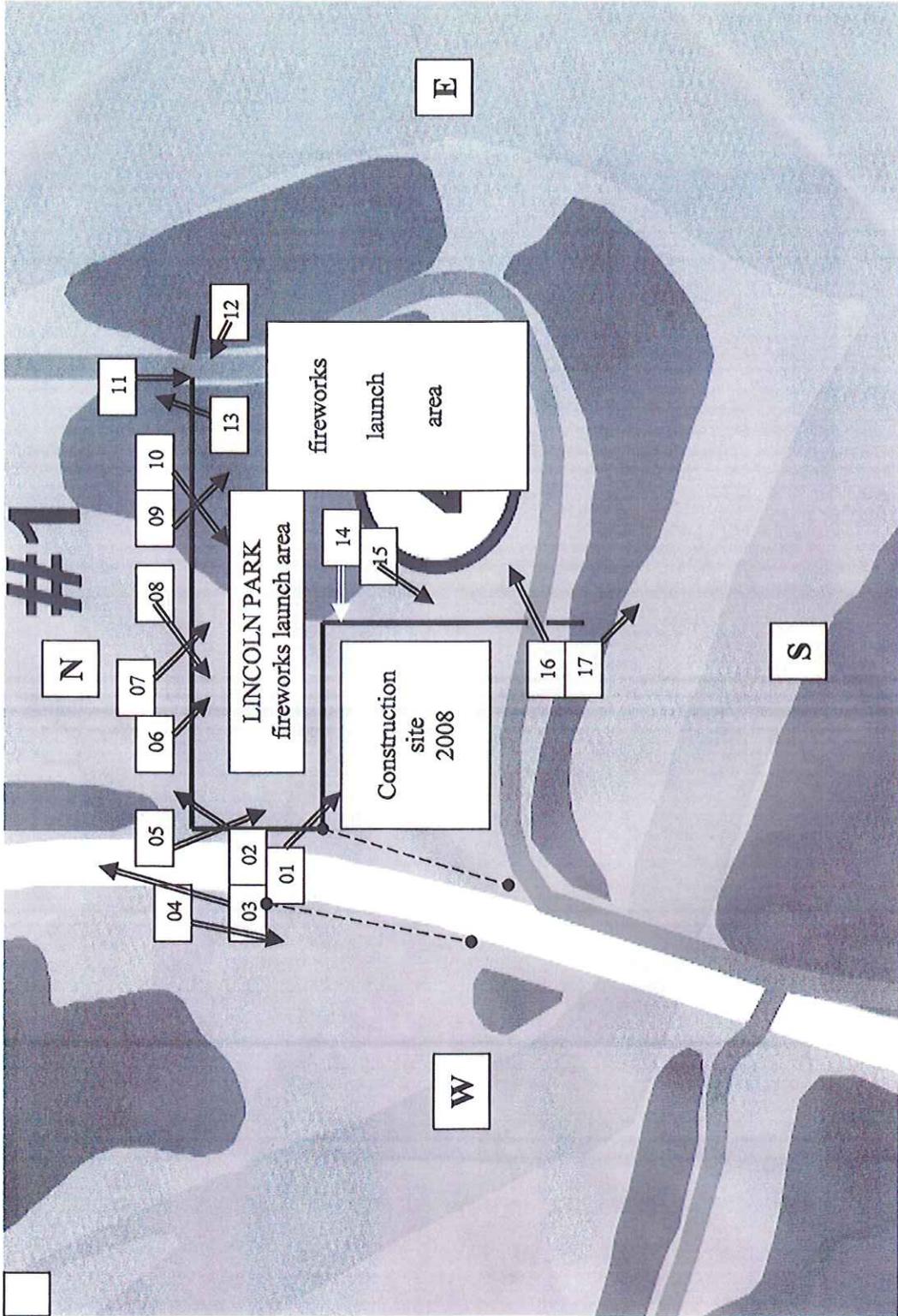
N Lincoln Memorial Dr  
Oakleaf Trail (Old-76 Bike Tour)

Lake Park

1500 ft

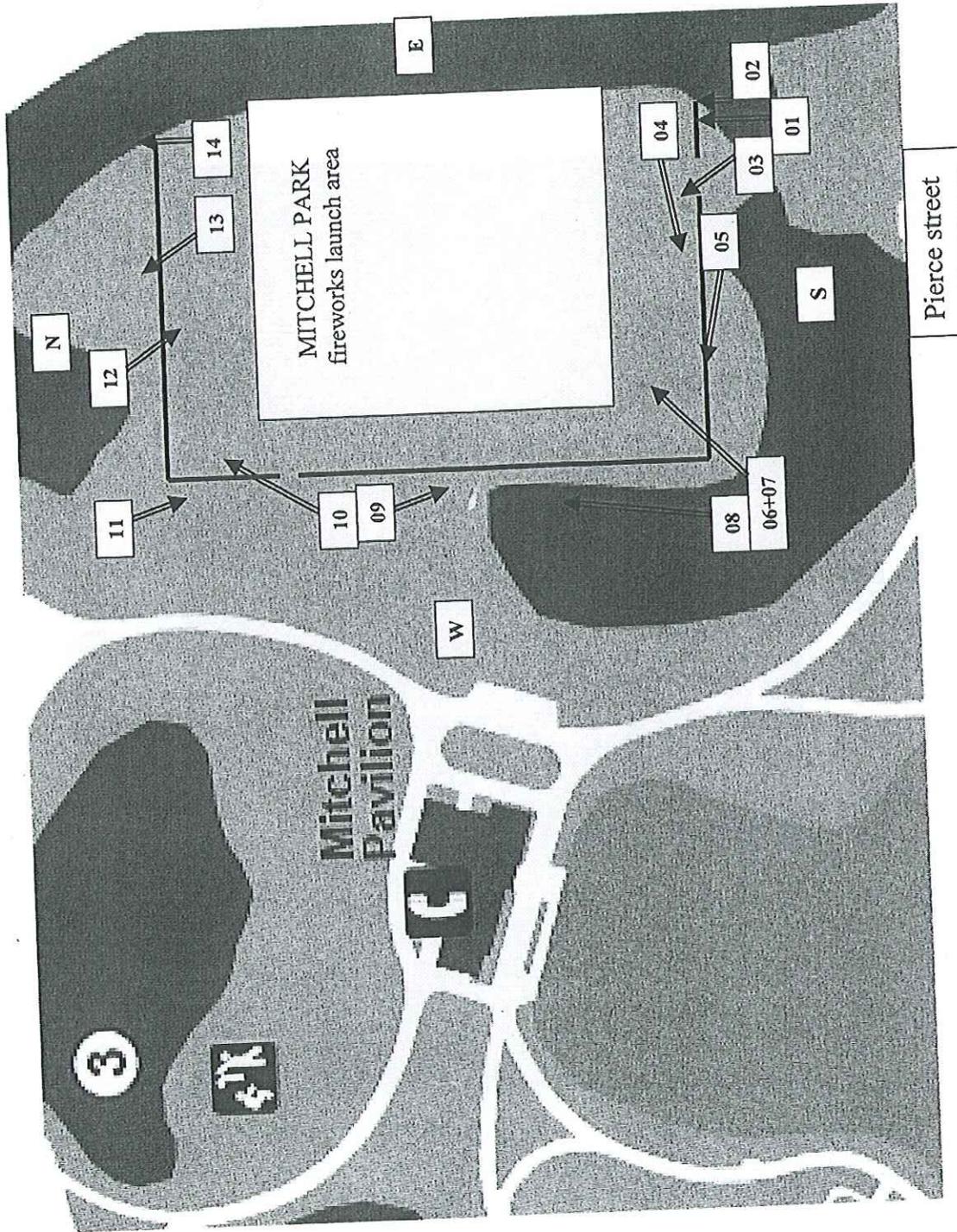


Lincoln

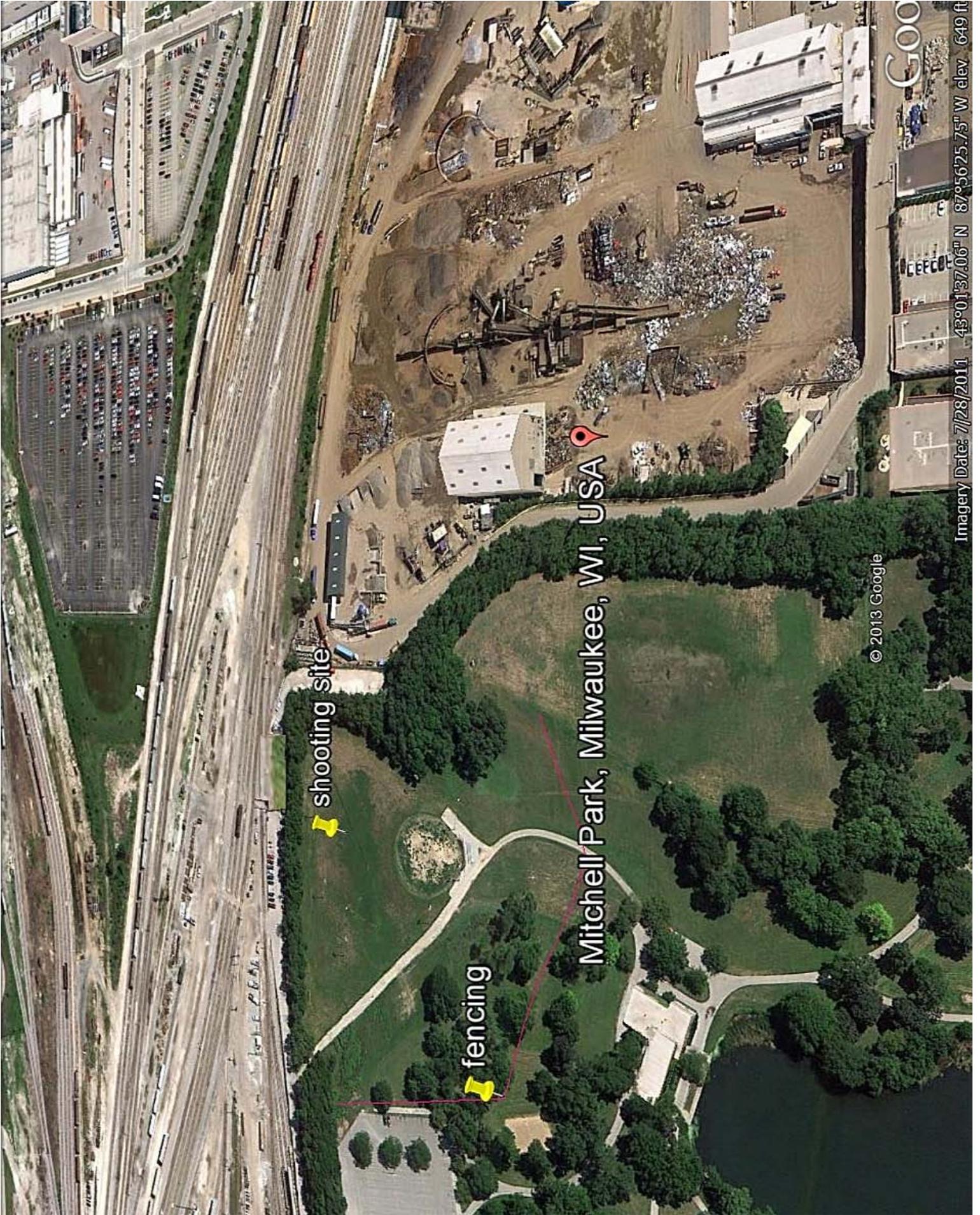


Construction fence ●-----●

(Mitchell Park photo #1)



(Mitchell Park photo #2)



shooting site

fencing

Mitchell Park, Milwaukee, WI, USA

© 2013 Google

GOO

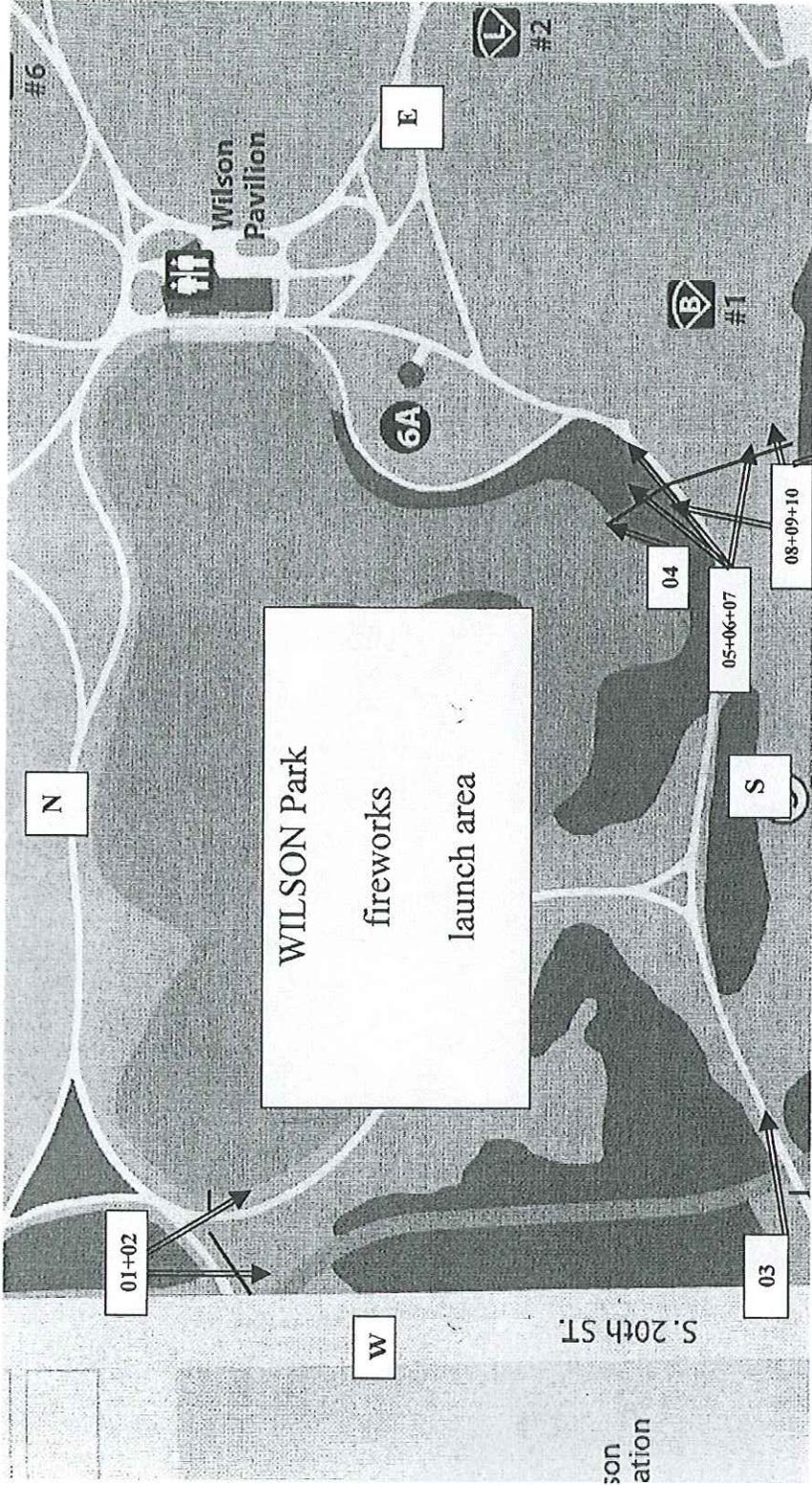
Imagery Date: 7/28/2011 43°01'37.06" N 87°56'25.75" W elev 649 ft



**Noyes Park**



~~553~~  
1169 ft



2008

Alcott Park, Milwaukee, W



639 f



DEPARTMENT OF ADMINISTRATION
BUSINESS OPERATIONS DIVISION
PROCUREMENT SERVICES SECTION

Affidavit of Compliance
Disclosure of Participation in or Profits Derived from Slavery by Contractors

Company Name:
Address:
City: State: Zip:

This affidavit of compliance will be the contractor's sworn statement that publicly discloses any slavery policies sold by any companies, or profits from slavery by industries or their predecessors who are doing business with the City of Milwaukee as defined in the Milwaukee Code of Ordinances 310-14. NOTE: Effective May 13, 2014, Contractors whose company was established during the slavery era, whether or not subject to competitive bidding, shall complete this Affidavit prior to entering into a contract.

Please check one:

- This business was in existence during or prior to the slavery era (1865). I have searched any and all records for records of investments or profits from slavery, and have found no such records.
This business was in existence during or prior to the slavery era (1865). I have searched any and all records for records of investments or profits from slavery, and am disclosing the findings below.

Findings being disclosed (please attach additional pages, if necessary):

[Empty box for findings]

I hereby declare that all statements are true, accurate and complete as of the date furnished to the City of Milwaukee.

Authorized Signature:
Printed Name: Date:

Subscribed to before me on this day of , 20 , at
County, State.

Notary Public Signature

Printed Name

My commission expires:

(SEAL)

Please Return to:
DOA-BOD-Procurement Services
200 E. Wells Street, Room 601
Milwaukee, WI 53202

procurement.services@milwaukee.gov





**DEPARTMENT OF ADMINISTRATION  
BUSINESS OPERATIONS DIVISION  
PROCUREMENT SERVICES SECTION**

**LOCAL BUSINESS ENTERPRISE (LBE) PROGRAM  
AFFIDAVIT OF COMPLIANCE**

**IMPORTANT: This form must be submitted with your bid to be considered for LBE status.**

Bid/RFP #: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

This affidavit of compliance will be the contractor's sworn statement that the business meets the following criteria:

- The business owns or leases property within the geographical boundaries of the City of Milwaukee. Post office boxes shall not suffice to establish status as a Local Business Enterprise.
- A residential address may suffice to establish compliance as a Local Business Enterprise, but only if the business does not own or lease other real property, either within or outside the geographical boundaries of the City of Milwaukee.
- Leased property shall not suffice to establish compliance as a Local Business Enterprise unless at least half of the acreage of all the real property owned or leased by the business is located within the geographical boundaries of the City of Milwaukee.
- The business has owned or leased real property within the geographical boundaries of the City of Milwaukee *and* the business has been doing business in the City of Milwaukee for at least one (1) year.
- The business is not delinquent in the payment of any local taxes, charges or fees, or the business has entered into an agreement to pay any delinquency and is abiding by the terms of the agreement.
- The business will perform at least 10% of the monetary value of the work required under the contract.

**NOTE:** If you are the primary owner of more than one business location and the other business location(s) is not located within the geographical boundaries of the City of Milwaukee, the business you are seeking to qualify as a Local Business Enterprise must serve as the primary functionally operational entity that is capable of providing the required services, commodities, or supplies for the purposes of this Bid/RFP. If you own more than one business, please list the name of the business(es) and their addresses on the "Business Property Location" form.

**SITE VISITS:** Please note the contractor agrees to allow the City to verify Local Business Enterprise status by allowing City Staff to visit the operation(s) of the business that is seeking Local Business Enterprise status at any time without notice, in an effort to maintain the integrity of the City's bidding process.

I hereby declare compliance with the City of Milwaukee Code of Ordinances Chapter 365.

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

# NOTARIZATION

Subscribed to before me on this \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_, at  
\_\_\_\_\_ County, \_\_\_\_\_ State.

NOTARY PUBLIC SIGNATURE: \_\_\_\_\_

(SEAL)

PRINT NAME: \_\_\_\_\_

My commission expires: \_\_\_\_\_

**PLEASE SUBMIT THIS FORM WITH YOUR BID OR PROPOSAL**



**DEPARTMENT OF ADMINISTRATION  
BUSINESS OPERATIONS DIVISION  
PROCUREMENT SERVICES SECTION**

**LOCAL BUSINESS ENTERPRISE (LBE) PROGRAM  
BUSINESS PROPERTY LOCATION FORM**

**Important Note:** This form must be submitted with your bid to be considered for LBE status.

Bid / RFP # \_\_\_\_\_

**Property Location 1**

Name:	
Address:	
City, State, Zip	

**Property Location 2**

Name:	
Address:	
City, State, Zip	

**Property Location 3**

Name:	
Address:	
City, State, Zip	

**Property Location 4**

Name:	
Address:	
City, State, Zip	

**PLEASE SUBMIT THIS FORM WITH YOUR BID OR PROPOSAL**