

Department of City Development, City of Milwaukee

Invitation for Bid #57332  
Carpentry Maintenance

Addendum #1  
January 26, 2012

**THIS ADDENDUM TO THE SPECIFICATION IS ISSUED TO MODIFY, CLARIFY OR CORRECT THE ORIGINAL DOCUMENTS AND IS HEREBY MADE A PART OF SAID DOCUMENTS.**

In the Bid Package, the following additions and revisions shall be included:

On Page 2 of the bid document:

DELETE: The SWMBE Requirement for this Project is: 25%

INSERT: The Small Business Enterprise (SBE) Requirement for this Project is: 25%

On page 6 of the Bid Document, the ACKNOWLEDGEMENTS PAGE:

DELETE: The bidder's commitment for SWMBE participation on this project is 25 %

INSERT: The bidder's commitment for Small Business Enterprise (SBE) participation on this project is 25 %

In the Specifications for the Bid Package, Section II (C), SBE/MBE/WBE Participation, shall now read:

The City ordinance relating to Small/Women/Minority business enterprises (SWMBE) program is attached hereto and incorporated herein by reference as Appendix A. Complete Form A – Compliance Plan, attached and included within Appendix A, and submit with your bid. The requirement for this contract is a Small Business Enterprise (SBE) participation of 25% of the total contract dollars (as certified by the City of Milwaukee). Should you have any questions or concerns or for a listing of SBE firms certified by the City of Milwaukee, please contact Ossie Kendrix, the Manager of the Office of the Small Business Development in the Department of Administration at 414-286-5553.

The attached “Form A – Compliance Plan”, shall replace in its entirety the “Form A - SWMBE Participation For Subcontractors and/or Material Suppliers” included in the original Bid packet.

ALL PROPONENTS SHALL ACKNOWLEDGE RECEIPT AND ACCEPTANCE OF ADDENDUM NUMBER 1 (DATED January 25, 2012) FOR INVITATION FOR BID #57322, BY SIGNING IN THE SPACE PROVIDED AND SUBMITTING THE SIGNED ADDENDUM WITH YOUR REQUEST FOR PROPOSAL. PROPOSALS SUBMITTED WITHOUT THIS ADDENDUM MAY BE CONSIDERED NON-RESPONSIVE.

SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
SIGNATURE

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



**CITY OF MILWAUKEE  
OFFICE OF SMALL BUSINESS DEVELOPMENT  
FORM A - COMPLIANCE PLAN**

This compliance plan must be completed in its entirety and is a **required** submission with an Invitation to Bid or a Request for Proposal regardless of M/W/SBE participation or the lack thereof.

**I. GENERAL INFORMATION (REQUIRED)**

BID # _____  Description: _____ _____ _____	Participation		
	MBE		
	African-American	%	Description MBE - Minority business enterprise WBE - Woman-owned business enterprise SBE - Small business enterprise
	Asian-American	%	
	Hispanic	%	
	Native American	%	
	WBE	%	
SBE	%		

**II. PRIME CONTRACTOR INFORMATION (REQUIRED)**

Contractor Name: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

City of Milwaukee Certified: \_\_\_\_\_ MBE \_\_\_\_\_ WBE \_\_\_\_\_ SBE

**III. ACKNOWLEDGEMENT (REQUIRED)**

I certify that the information included in this Compliance Plan is true and complete to the best of my knowledge. I further understand and agree that this compliance plan is a condition of my Bid/RFP responsiveness. Failure to submit this form and/or meet the specified M/W/SBE requirements may render the Bid/RFP unresponsive.

Name of Authorized Representative: \_\_\_\_\_ Title: \_\_\_\_\_

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

**FOR STAFF USE ONLY**

Purchasing Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contracting Department: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Title: \_\_\_\_\_

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

Data entered by OSBD Staff: \_\_\_\_\_ Date: \_\_\_\_\_

**CITY OF MILWAUKEE  
OFFICE OF SMALL BUSINESS DEVELOPMENT  
CONTRACTOR COMPLIANCE PLAN**

List all subcontractor information in its entirety. Only M/W/SBE firms certified through the City Of Milwaukee Office of Small Business Development will be counted towards specified M/W/SBE requirements. Please visit the OSBD website [www.milwaukee.gov/osbd](http://www.milwaukee.gov/osbd) for a complete list of certified firms.

**IV. SUBCONTRACTOR INFORMATION**

Subcontractor Name: \_\_\_\_\_

Work performed / Materials supplied: \_\_\_\_\_

City of Milwaukee Certification: \_\_\_\_\_ MBE \_\_\_\_\_ WBE \_\_\_\_\_ SBE

Proposed Award: \$ \_\_\_\_\_ / \_\_\_\_\_ %

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
Owner/Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Subcontractor Name: \_\_\_\_\_

Work performed / Materials supplied: \_\_\_\_\_

City of Milwaukee Certification: \_\_\_\_\_ MBE \_\_\_\_\_ WBE \_\_\_\_\_ SBE

Proposed Award: \$ \_\_\_\_\_ / \_\_\_\_\_ %

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
Owner/Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Subcontractor Name: \_\_\_\_\_

Work performed / Materials supplied: \_\_\_\_\_

City of Milwaukee Certification: \_\_\_\_\_ MBE \_\_\_\_\_ WBE \_\_\_\_\_ SBE

Proposed Award: \$ \_\_\_\_\_ / \_\_\_\_\_ %

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
Owner/Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*PLEASE DUPLICATE AS NEEDED TO PROVIDE ADDITIONAL SUBCONTRACTOR INFORMATION\***

Department of Administration - Business Operations Division  
Office of Small Business Development  
City Hall, Room 606  
200 East Wells Street  
Milwaukee, WI 53202  
Information Line: 414-286-5553 Fax: 286-8752  
[www.milwaukee.gov/osbd](http://www.milwaukee.gov/osbd)