

Official Notice #57565

**Request for Proposals:
Provide Supervision and Transportation Services for Transitional Workers**

The Department of City Development (DCD) is requesting proposals (RFP) from qualified firms to provide supervision and transportation services for Transitional Workers.

The RFP can be found on DCD's web site at the following link:

<http://city.milwaukee.gov/Projects/RequestsforProposals.htm>

Questions regarding this RFP should be addressed to Scott Stange in writing via email at: sstang@milwaukee.gov. **Deadline for questions regarding the RFP are due by February 11, 2015.** Any additional information and/or clarification(s) regarding this RFP will be posted in the form of an **addendum by February 12, 2015.** It is the responsibility of the Proposer, prior to submitting a bid, to determine whether all addendums have been received and are included in the RFP response.

Proposals are due February 19, 2015, by 11:00 a.m.

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**DEPARTMENT OF CITY DEVELOPMENT
OF THE CITY OF MILWAUKEE
809 N. Broadway
Milwaukee, Wisconsin 53202**

January 28, 2015

I. BACKGROUND:

In 2013, the State of Wisconsin created the Transform Milwaukee Jobs Program, a transitional employment program to assist unemployed parents and low-income workers to move into the workforce via limited-term, subsidized employment. The Wisconsin Department of Children and Families administers the program, and provides Temporary Assistance for Needy Families (TANF) funds to local jobs agencies to match participants with employers that provide work opportunities and training. In Milwaukee, the Milwaukee Area Workforce Investment Board (MAWIB) and UMOS serve that function.

The City of Milwaukee has committed to employing approximately 130 transitional workers during 2015. Of these, 12 will be placed in the Transitional Workers Property Monitoring and Mentoring Program, working at the Dept. of Neighborhood Services (DNS) and Dept. of City Development (DCD). UMOS will serve as employer of record for these 12 individuals.

These 12 individuals will be between 18 and 64 years old; have been unemployed for at least four consecutive weeks prior to enrollment in the Transform Milwaukee Jobs Program; meet income guidelines, and live within a specified geographic boundary. It is likely that many will have other barriers to employment, including ex-offender status.

These workers will be on the job for approximately six months, beginning in mid- to late March, 2015. They will work for up to 1040 hours. Eleven of the 12 workers will be working in the field, in a combination of training activities and property monitoring activities. At any given time, up to nine individuals will be monitoring and reporting the condition of City-owned foreclosed properties.

This Request for Proposal seeks an agency to provide on-site supervision to the field workers during property monitoring activities, and to provide daily transportation between a "headquarters" location and the neighborhoods in which property monitoring is occurring that day.

Transitional Workers Property Monitoring and Mentoring Program

This work experience includes a training component provided by the DNS residential code enforcement section, and a field work component provided by the DCD foreclosed property management section. The combination of training and job experience is intended to prepare transitional workers to apply for longer-term employment in positions such as entry-level code enforcement inspector internships within DNS or property management jobs with real estate brokers that specialize in the management of foreclosed property.

During the field work portion of their jobs, the workers will spend most of their days on foot, monitoring foreclosed properties owned by the City of Milwaukee, making visual inspections to observe the conditions of those properties, and completing property reports. Field workers also will be expected to clean up litter from the yards of the

properties they monitor. From time to time, field workers may be called upon to undertake other tasks related to foreclosed property, such as affixing “for sale” and “No Trespassing” signs on the exterior, or assisting to clean out vacant houses. For part of each day, the field workers will generate online requests for service, using computers either at a Housing Authority or DCD computer center or at the office of the supervising agency.

During the training portion of their jobs, the workers will be mentored by a DNS residential code enforcement inspector. Through both classroom and on-the-job experiences, the workers will be exposed to the Milwaukee Code of Ordinances, basic Neighborhood Services System applications, entering and answering complaints, surveying building exteriors, and creating violation records.

II. **SCOPE OF WORK**

(DCD) is requesting proposals from qualified firms to provide supervision and transportation services for Transitional Workers.

Specifically, the Agency will:

- 1) VAN TRANSPORTATION: Each work day, provide van transportation as follows:
 - a. From a “headquarters” location designated by the supervising agency to the neighborhood in which property is to be inspected that day.
 - b. From the neighborhood in which property inspections occurred to a computer center that can be used to enter online requests for service. (NOTE: The supervising agency may choose to use their own computer center for this purpose.)
 - c. From the computer center to the headquarters location at the end of the day.

- 2) ON-SITE SUPERVISION: Each day, provide one supervisor who stays with the work crew throughout the work day. The supervisor has the following duties:
 - a. Make work assignments.
 - b. Monitor quality of work.
 - c. Provide direction to members of the work crew; respond to questions; trouble-shoot problems.
 - d. Provide ongoing counseling to members of the work crew regarding issues such as appropriate behavior on the job, attendance, teamwork, etc.
 - e. Assist workers to complete written reports of the exterior condition of City-owned properties, and to report public safety concerns at these properties.
 - f. Assist workers to report hazardous conditions at private properties.
 - g. Assist workers to use online systems to file service requests for both public and private properties, using the City’s “Request for Services” system.

- h. In case of on-the-job injury, notify UMOS (the employer of record) in accordance with UMOS procedures, direct the injured worker to contact UMOS for additional assistance, and provide the injured worker with a copy of the UMOS Workers Comp packet.
 - i. Complete an evaluation for each member of the work crew at the mid-point and conclusion of the work period, using the form provided by the City of Milwaukee.
 - j. Report time worked and times absent from work for all members of the work crew, using timesheets provided by UMOS; submit timesheets by the stated deadlines to UMOS.
 - k. Distribute paychecks to members of the work crew, and obtain work crew signatures signifying receipt of checks as directed by UMOS.
 - l. Report problems with work crew members, including attendance, quality of work, inappropriate behavior, etc., to designated DCD contact.
- 3) COMMUNICATION WITH DCD: Maintain ongoing communication with designated DCD contact.
- a. Weekly, speak by telephone to the designated DCD contact to provide feedback on the performance of the work crew, make suggestions to improve the operation of the monitoring activity, report problems and concerns, etc.
 - b. Immediately report hazardous situations requiring immediate attention noted during property monitoring to the designated DCD contact or another member of the DCD real estate management staff.
 - c. Immediately report situations involving work crew members that may require discipline or discharge of the work crew member.
 - d. Report incidents involving employee injury to DCD's personnel officer.
 - e. At the close of the employment period, assist DCD to evaluate the property monitoring program.
- 4) TRAINING: If schedule permits, attend training session regarding effective management of transitional workers.

III. PROJECT REQUIREMENTS

A. Contract: The contract will begin upon the Agency's receipt of a fully executed copy of the contract and will be for six months, with the option to extend the contract for two additional terms. Extension of the contract will depend on: (1) the success of the program; (2) the performance of the vendor; (3) whether the State of Wisconsin continues to provide wage subsidies for transitional workers; and (4) whether future city budgets contain money to pay for this contract. DCD reserves the right to terminate any Contract awarded under this RFP at any time if performance fails to meet the terms and conditions outlined in this Request for Proposals and in the Contract.

B. Coordination: See section entitled "COMMUNICATION WITH DCD" in the Scope of Services.

C. Products: The Agency shall provide deliverables as noted in the Scope of Services. All documentation (including work in progress) from this contract will remain the property of the DCD. DCD will have access to all other working papers or information stored on a computer or computer disk of the Agency concerning this contract; the Agency should check with the DCD (City) prior to destroying any working papers.

D. Insurance: Current evidence of insurance as follows:

<u>Coverage</u>	<u>Amounts</u>
Workers' Compensation	Statutory Limit
Comprehensive General Liability	BI \$500,000 per occurrence \$1,000,000 aggregate PD \$500,000 per occurrence
Automobile Liability	BI \$500,000 per person \$1,000,000 per occurrence PD \$500,000 per occurrence

The Agency/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. 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.

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

The certificate holder shall be noted as:

Department of City Development
809 N. Broadway,
Attn: Purchasing/Contract Services, 3rd Floor
Milwaukee, WI 53202

IV. PROPOSAL FORMAT

In order to simplify the review process and to obtain the maximum degree of comparability, proposals should be organized in the following manner. Failure to comply with these requirements may be cause for the proposal to be considered non-responsive.

A. Letter of Transmittal: This letter should state concisely, in less than one page, the Proposer's understanding of the work to be performed, and the ability of the firm to perform the work.

B. Title Page: The title page should include "Request for Proposals, Supervision and Transportation Services for Transitional Workers," the name of the proposing agency, address, telephone number, name of contact person, email address and the date.

C. Qualifications and Experience: Proposers should provide a narrative and supporting documentation regarding their qualifications and previous experience regarding the following activities:

- a. Providing supervision of work teams undertaking field work such as those tasks described in the proposal.
- b. Working with individuals who face barriers to employment.
- c. Supporting individuals enrolled in a transitional jobs program.
- d. Capacity to provide daily transportation to a work crew of up to 9 individuals, including information regarding the vehicle(s) to be used for this purpose (age, size and make/model of vehicle).

D. Staffing: Proposers must identify of the specific people/person who would manage this project and a description of their experience and qualifications, to include, but not limited to the following:

- a. Provide the resume(s) of the individual(s) who will supervise the work team.
- b. Provide detailed information regarding the supervisor's previous experience working with individuals who face barriers to employment, individuals enrolled in a transitional jobs program, and onsite supervision of a work crew.
- c. Provide a copy of the valid driver's license(s) for the driver(s) who will drive the transportation vehicle.

E. Costs: Proposers shall provide a Fee Schedule for services under the proposal. In the Fee Schedule, indicate the hourly costs for on-site supervision. Detail all other costs associated with administering the services under this contract, such as fuel, vehicle use, administration, etc.

The successful Proposer shall be expected to honor the cost estimates identified in their proposal for the duration of the contract, unless modified by mutual agreement in writing.

F. Local Business Enterprise: RFPs 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://www.milwaukee.gov>. Click the departments link, click the Procurement Services (purchasing) link under Business and Development category, click the Important Information link (see also attached forms).

It is your responsibility as a Proposer 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

V. EVALUATION CRITERIA

DCD will use specific criteria for evaluating proposals to perform these services. The evaluation will assign points to each response in a number of categories which are discussed below:

- Qualifications and Experience 35
- Cost/Fee Schedule 35
- Ability/capacity to perform the work as herein described 30

DCD retains the right to request additional information from the most qualified Proposer(s).

If a Local Business Enterprise (LBE) is a responsive and responsible Proposer, an additional number of points equal to 5% of the maximum number of points used in the evaluation of the RFP shall be applied to the total score attained by the LBE.

VI. DELIVERY

All questions and communication regarding this RFP process and scope of services should be submitted in writing (See #1 of General RFP Requirements) to Scott Stange. Questions must be sent in writing no later than **February 11, 2015**. Questions received after **February 12, 2015**, will not be considered. Any additional information, clarification and answers to the questions submitted by the deadline date will be posted on the Internet at website referenced on the front page of this RFP in the form of an addendum to this RFP by **February 12, 2015**.

It is the responsibility of the Proposer, prior to submitting a response to the RFP, to determine whether all addendums have been received and are included in the RFP response.

An **original** and **four copies** of the proposal should be submitted to DCD's Bid Desk no later than **11:00 a.m., February 19, 2015**. The proposals must be submitted along with the required **Affidavit of No Interest**. Late submissions will not be accepted.

Proposals should be mailed or delivered to:
Bid Desk
Department of City Development
809 N. Broadway, 2nd floor
Milwaukee, WI 53202-3617

Proposal to be clearly marked: **Official Notice #57565 – Provide Supervision and Transportation Services for Transitional Workers**

***** Please note: For proposals submitted by courier delivery service (e.g. UPS®, FedEx®, etc.), the building at the address above does not open until 8:00 a.m. Instructions to delivery drivers should be explicit in regard to that time as well as the above noted address of the bid desk. Without such instructions, a package may not be delivered on-time to the correct location within the City complex.**

VII. General RFP Requirements

1. Interpretations of RFP

Any requests for interpretation should be submitted in writing to Scott Stange by email to sstang@milwaukee.gov. No oral interpretations will be made to any Agency as to the meaning of the RFP requirements. All interpretations will be posted and answered on the Internet. If you received your RFP from the Internet you will be responsible for keeping abreast of the addenda as they come in. All such addenda shall become a part of the RFP, and all Agencies shall be bound by such, whether or not received by the Agency.

2. Receipt of Proposals

Proposals received prior to the time of opening will be secure. The officer whose duty it is to open them will decide when the specified time has arrived, and no proposal received thereafter will be considered. No responsibility will be attached to an officer for the premature opening of a proposal not properly addressed and identified.

Agencies are cautioned to allow ample time for transmittal of proposals by mail or otherwise. Agencies should secure correct information relative to the probable time of arrival and distribution of mail at the place where proposals are to be forwarded.

3. Withdrawal of Proposals

Proposals may be withdrawn on written request dispatched by the Agency in time for delivery in the normal course of business prior to the time fixed for closing. Negligence on the part of the Agency in preparing a proposal for offer to DCD confers no right of withdrawal or modification of the proposal after such proposal has been opened. In case of withdrawal of a proposal by a Agency, the Agency will be disqualified thereby from submitting a second proposal on the contract at hand. See Section 66.0901(5), Wisconsin Statutes.

4. Rejection of Proposals

DCD reserves the right to reject the proposal of any Agency who has previously failed to perform properly or to complete on time contracts of a similar nature, who is not in a position to perform the contract, or who has habitually and without just cause neglected the payment of bills or otherwise disregarded his obligations to subcontractors or employees.

5. Award of Contract

DCD Staff will evaluate proposals. All proposals will be evaluated against the evaluation factors stated in this RFP. While the Contract Management Team intends to select a Agency based on the proposals received, the Contract Management Team may invite the highest ranked firm/individual(s) to participate in an interview. If one or more interviews are to be scheduled, a letter will be sent to the firm/individual(s) that is/are selected to participate, and this/these firm/individual(s) may be asked to provide more specific written information about their qualifications, methodology, and costs. Firms/individuals participating in the interviews must send the project manager and staff who will work on this project.

After the contract is awarded, all of the firms who submitted a proposal will receive a written acknowledgment of their proposals. DCD will not reimburse firms for any expenses associated with the submission of proposals or participation in the interviews.

6. Contract Payments

DCD and the Agency will agree on a performance and payment schedule. The Agency will submit to DCD invoices itemizing the services performed and cost incurred since the last request for payment. Payment will be made after review of the Agency's work product and upon acceptance by DCD of the services performed.

7. Termination of Contract for Cause

If, through any cause, the Agency shall fail to fulfill in a timely and proper manner his obligations under this contract or if the Agency shall violate any of the covenants, agreements or stipulations of this contract, DCD shall thereupon have the right to terminate this contract by giving written notice to the Agency of such termination and specifying the effective date thereof, at least five work days before the effective date of such termination. In such event, all finished or unfinished documents, data, studies, surveys, reports, or other material related to the services prepared by the Agency under this contract shall, at the option of the DCD, become the property of DCD. Notwithstanding the above, the Agency shall not be relieved of liability to DCD for damages sustained by DCD by virtue of any breach of the contract by the Agency.

8. Sales Tax

Pursuant to Section 77.54(9a) of the Wisconsin State Statutes, the City of Milwaukee is exempt from Wisconsin Use and Sales Tax. Agencies, therefore, shall not add State of Wisconsin sales tax or use tax to their proposals, but shall include in their lump sum proposals only the taxes they will be required to pay directly as a consumer, when obtaining materials, etc. to fulfill the contract requirements should they be the selected Agency. Agencies are, however, responsible for determining the impact of the State of Wisconsin's Sale and Use Tax on their proposal.

9. Request for Proposal

This RFP is not an offer to buy and must not be assumed as such. However, in the event a proposal results in contractual negotiations, the Agency has the option to not convey and/or sell if compliance with any mandated clause or provision is undesirable or impossible.

No information will be available to any Agency regarding the status of his response. However, DCD reserves the right to enter into discussion with Agencies for purposes of clarification or further information.

10. Miscellaneous

DCD reserves the right to waive informalities in any proposals, reject any or all proposals in whole or in part, with or without cause, and to accept that proposal which in its judgment best meets its needs. DCD will require an Affidavit of No Interest, which

provides that no official or employee of DCD, the Contract Management Team, and/or the City of Milwaukee has or will receive anything of value in connection with the issuance of this contract.

11. Equal Employment Opportunity

The Agency agrees that there will not be discrimination as to race, sex, sexual orientation, religion, color, age, creed, or national origin in regard to obligation, work, and services performed under the terms of any contract ensuing from this RFP. Agency must agree to comply with Executive Order No. 11246, entitled "Equal Employment Opportunity" and as amended by Executive Order No. 11375, as supplemented by the Department of Labor Regulations (41 CFR, Part 60).

12. Indemnification

The Agency agrees that it will indemnify, save and hold harmless DCD and the City of Milwaukee, their officers, employees, or agents, from and against all claims, demands, actions, damages, loss, costs, liabilities, expenses, judgments, and litigation costs, including reasonable attorneys fees, photocopying expenses and expert witness fees, recovered from or asserted against DCD or the City of Milwaukee on account of injury or damage to person or property or breach of contract to the extent that such damage, injury, or breach may be incident to, arising out of, or be caused, either directly or proximately, wholly or in part, by an act or omission, negligence or misconduct on the part of the Agency or any of its agents, servants, employees or subcontractors.

DCD shall tender the defense of any claim or action at law or in equity, arising out of or otherwise related to an act or omission, negligence, misconduct, or breach of contract on the part of the Agency or any of its agents, servants, employees or subcontractors, to the Agency or its insurer and, upon such tender, it shall be the duty of the Agency and its insurer to defend such claim or action without cost or expense to DCD.

13. Slavery Disclosure

The successful Agency will be required to submit an affidavit of compliance of slavery disclosure before a purchase order/contract can be executed (unless you have already done so and it is on file with the Business Operations Division of the City of Milwaukee).

14. Ethics

It is the policy of the Department of City Development, that contracts shall not be awarded to any Agency team that includes individuals who have left City employment within the past 12 months, or individuals who are currently members of any City boards or commissions.

15. Wisconsin Public Records Law

Both parties understand that the City of Milwaukee is bound by the Wisconsin Public Records Law, and as such, all of the terms of this Agreement are subject to and conditioned on the provisions of Wis. Stat. 19.21, *et seq.* The Agency acknowledges that it is obligated to assist DCD in retaining and producing records that are subject to Wisconsin Public Records Law, and that the failure to do so shall constitute a material

breach of this Agreement, and that the Agency must defend and hold DCD harmless from liability under that law. Except as otherwise authorized, those records shall be maintained for a period of seven years after receipt of final payment under this Agreement.

ATTACHMENT B

DESIGNATION OF CONFIDENTIAL AND PROPRIETARY INFORMATION

Material submitted in response to DCD’s Request for Proposals No. 57565 includes proprietary and confidential information that qualifies as a trade secret, as provided in Wis. Stats. §§ 19.36(5) & 134.90, or is otherwise material that can be kept confidential under the Wisconsin Public Records Law. As such, the proponent asks that certain pages, as indicated below, of this proposal be treated as confidential material and not released, to the extent allowed by Wisconsin law. Therefore, I am providing the following information with the express understanding that it is being submitted to DCD under a pledge of confidentiality. I would not have submitted this information had DCD not pledged to keep it confidential* and request that the following pages not be released:

<u>Section</u>	<u>Page</u>	<u>Topic</u>

*NOTE: Proponents are cautioned that the ENTIRE PROPOSAL WILL NOT FALL WITHIN THE CONFINES OF THE PLEDGE OF CONFIDENTIALITY. PLEASE LIMIT DESIGNATIONS OF CONFIDENTIALITY ONLY TO PROPRIETARY OR TRADE SECRET INFORMATION, OR OTHER LIMITED INFORMATION THAT YOU PROVIDE ONLY UPON RECEIPT OF A PLEDGE OF CONFIDENTIALITY

IN THE EVENT THE DESIGNATION OF CONFIDENTIALITY OF THIS INFORMATION IS CHALLENGED, THE UNDERSIGNED HEREBY AGREES TO PROVIDE LEGAL COUNSEL OR OTHER NECESSARY ASSISTANCE TO DEFEND THE DESIGNATION OF CONFIDENTIALITY.

Failure to include this designation in the proposal response may mean that all information provided, as part of the proposal response will be open to examination and copying.

Signature (Authorized Representative)	Telephone Number
Name (Please Print)	Company Name
Title	Date

NOTE: DCD, as custodian of these public records has the obligation, pursuant to the Public Records Law, to determine whether the above information can be kept confidential.

DCD will notify any proponent if a determination is made that the requested information cannot be kept confidential.

PROPRIETARY INFORMATION: Proprietary information submitted in response to this request for proposal will be handled in accordance with applicable DCD procurement regulations. A proponent responding to this proposal should not include any proprietary information as part of its proposal unless the proponent 1) designates the specific information that it maintains is proprietary and the reason(s) for such designation in a separate document to DCD, Purchasing/Contract Services Division and 2) identifies the specific information when it occurs within the proposal.

DCD’s preference is for the proponent to segregate all information designated as confidential into one section of the Request for Proposal and/or a separate document for easier removal to maintain its confidential status. The response to the proposal should indicate which portion of the requested information is confidential and where this information is located within the response, i.e. under separate cover, in confidential Section No. _____, etc. Data contained in the proposal and all documentation becomes the property of the DCD, Purchasing Division.

Generally, proposals are available for public review after the Purchasing/Contract Services Division has awarded and executed a contract.

Rev. 8/09



**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