

OFFICIAL NOTICE
PUBLISHED BY THE DEPARTMENT OF NEIGHBORHOOD SERVICES
OF THE CITY OF MILWAUKEE

**REQUEST FOR PROPOSALS FOR REMOVAL OF ASBESTOS CONTAINING, HAZARDOUS OR OTHER
REGULATED MATERIALS PRIOR TO DECONSTRUCTION AND/OR DEMOLITION OF THE STRUCTURES**

THE COMMISSIONER OF THE DEPARTMENT OF NEIGHBORHOOD SERVICES OF THE CITY OF MILWAUKEE will receive sealed proposals for performing all work necessary for and incidental to the removal of regulated Asbestos Containing material within designated buildings prior to demolition until **9:00 a.m. on WEDNESDAY, NOVEMBER 29, 2023**. Any proposals received after that time may be rejected and returned unopened. Names of those submitting proposals along with the name of the contractor selected will be made available to the public.

Award will be made to the most qualified, responsive and responsible contractor as outlined in the Request for Proposals.

All proposals shall be held open for a period of 60 days subsequent to the opening of proposals and no proposal may be withdrawn without the written consent of the Commissioner. **IN THE EVENT THE COMMISSIONER DURING THE SIXTY DAYS FOLLOWING PROPOSAL OPENING, TAKES NO ACTION RELATIVE TO THE PROPOSAL OR PROPOSALS RECEIVED, THEN THE PROPOSAL OR PROPOSALS SHALL BECOME NULL AND VOID WITHOUT RECOURSE OF ANY KIND BY EITHER THE CONTRACTOR OR COMMISSIONER, ACTING ON BEHALF OF THE CITY.**

The Commissioner reserves the right to reject any and all proposals at any time, if it is in the best interests of the City, and to waive any informalities in the proposals.

Proposals must be dropped off in the secure drop box labeled Demo Bids & Decon RFPs outside of Room 105 at 841 North Broadway. Any proposals deposited in the wrong location or received after that time may be rejected and returned unopened.

As part of the Proposal, each Proposer shall submit a full and complete list of all the proposed subcontractors and the class of work to be performed by each, which list shall not be altered without the written consent of the Commissioner.

Attention is called to the fact that: (a) the successful proposer will not discriminate against any qualified employee or qualified applicant for employment because of sex, race, religion, color, national origin or ancestry, age, disability, lawful source of income, marital status, sexual orientation, gender identity or expression, past or present membership in the military service, familial status, or based upon affiliation with, or perceived affiliation with any of these categories as provided by Section 109-9 of the Milwaukee Code of Ordinance This provision must be included in all subcontracts. (b) Contractor agrees that they will comply with all applicable requirements of the Americans with Disabilities Act of 1990, 42 U.S.C. 12101 et seq. (c) both parties understand that the City 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. Section 19.21, et seq. Contractor acknowledges that it is obligated to assist the City 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 Contractor must defend and hold the City harmless from liability under that law. Except as otherwise authorized, those records shall be maintained for a period of seven (7) years after receipt of final payment under this Agreement.

Successful proposer will be required to complete an Affidavit of Compliance/Disclosure of Participation in or Profits Derived from Slavery by Contractors before contract can be executed, if the company was established in or before 1865.

Small Business Enterprise (SBE) requirement for this project is 25% of the contract base bid. **For a complete listing of City of Milwaukee certified SBE firms please contact the Office of Equity and Inclusion (formerly the Office Small Business Development) at 414-286-5553.** More information can be found at <https://city.milwaukee.gov/Equity-and-Inclusion>

Payment Monitoring Requirements: All Contractors awarded a contract valued at \$25,000 or more with SBE participation requirements shall participate in training on and report regular payments in the City of Milwaukee's Compliance Reporting and Certification System (CRCS). Contractors must complete the training no later than 30 days after the date of contract award. Throughout the contract term, Contractors are required to provide timely monthly payment information in the City's CRCS at <https://milwaukee.diversitycompliance.com/>. Please contact the Office of Equity and Inclusion at 414.286.5553 or OEI@milwaukee.gov if you have any questions regarding the training and reporting process.

This Request for Proposals includes a Local Business (LBE) incentive in accordance with Chapter 365 Milwaukee Code of Ordinances. IT IS YOUR RESPONSIBILITY AS A PROPOSER TO FAMILIARIZE YOURSELF WITH THIS ORDINANCE PRIOR TO SUBMITTING YOUR PROPOSAL.

This proposal includes Socially-Responsible Contractors (SRC) incentive in accordance with Chapter 310 Milwaukee Code of Ordinances. More information can be found at:

<https://city.milwaukee.gov/Purchasing/Programs/Socially-Responsible-Contractors-SRC-Program>.

COPIES OF THE CONTRACT DOCUMENTS MAY BE OBTAINED ELECTRONICALLY AT
<http://city.milwaukee.gov/Demobids>

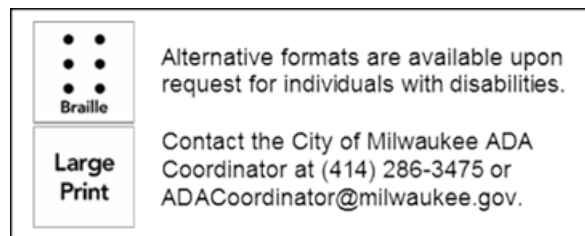
PRINTED COPIES MAY BE PURCHASED IN PERSON AT THE DEPARTMENT OF NEIGHBORHOOD SERVICES AT THE ADDRESS SHOWN BELOW. THE COST IS \$.20 PER PAGE.

DEPARTMENT OF NEIGHBORHOOD SERVICES
OF THE CITY OF MILWAUKEE
841 NORTH BROADWAY RM 105
MILWAUKEE WI 53202-3650

November 8, 2023

November 9, 2023

This material is available in alternative formats for individuals with disabilities upon request. Please contact the City of Milwaukee ADA Coordinator @ (414) 286-3475 or ADACoordinator@milwaukee.gov. *Provide a 72 hour advance notice for large print and 7 days for braille documents.*



DEPARTMENT OF NEIGHBORHOOD SERVICES OF THE CITY OF MILWAUKEE
841 NORTH BROADWAY, ROOM 105
MILWAUKEE, WISCONSIN 53202-3650

**CITY OF MILWAUKEE
DEPARTMENT OF NEIGHBORHOOD SERVICES
REQUEST FOR PROPOSALS**

**PRE-DEMOLITION REMOVAL OF ASBESTOS-CONTAINING (ACM)
OR OTHER HAZARDOUS MATERIALS**

DUE 9:00 A.M. ON WEDNESDAY, NOVEMBER 29, 2023

**CITY OF MILWAUKEE
DEPARTMENT OF NEIGHBORHOOD SERVICES
REQUEST FOR PROPOSALS**

DESCRIPTION OF WORK

The City of Milwaukee Department of Neighborhood Services contracts for the razing and removal of various types of buildings. In 2024, DNS plans to refer at least 80 properties to the department of public works for demolition. Prior to demolition and/or deconstruction of the structures, DNS will contract for the abatement of all regulated asbestos and/or other hazardous materials including but not limited to universal wastes requiring special removal techniques that may be present in each building.

Proposals are being solicited from qualified firms to perform the abatement as required for each property. The abatement will entail removal of suspect material on both the interior and exterior of each property for asbestos, solid hazardous wastes, stored hazardous materials, and universal waste as identified by a pre-demolition inspection provided by the city of Milwaukee.

The abatement contractor will be responsible for supplying the City of Milwaukee and its designee with a written report indicating compliance with DNR procedures for asbestos notification and abatement as regulated by DNR form 4500-113 and verification of removal and proper disposal of any regulated hazardous materials found on the property. Lead abatement is not part of this contract.

The department must receive disposal manifest and other documentation supporting the proper abatement and disposal of ACM impacted areas as well as documentation supporting proper removal of other hazardous materials each in a separate type-written or electronically submitted report.

The successful proposer will be awarded a 12-month contract. The contract may be extended for three additional 12-month periods at the option of the Department. If the contract should be renewed after its initial one-year term, the rate of payment shall be increased effective the first day on any such renewal term in the ratio that the Milwaukee Consumer Price Index has changed from the initial date of the contract or from the date of the last rate adjustment.

SELECTION CRITERIA

Before a firm will be awarded a contract, the firm must have supplied to the City of Milwaukee Department of Neighborhood Services the firm's resume with business references and an outline of the training and qualifications of the personnel who will be performing the abatement and proof of insurance as outlined in this Request for Proposals.

All proposals shall include information about your firm's capabilities and past experiences, particularly relative to the type being undertaken in this project. All proposals shall include a sample of an asbestos notification and disposal manifest for work previously performed. Persons conducting asbestos abatement must be certified by the Wisconsin Department of Health Services. Proof of certifications must be included in the proposal. Any other information which will demonstrate abilities to perform the required services should also be included.

A contract, if awarded, will be awarded to the successful proposer based on cost of services, training and experience and the ability to meet the City's needs.

Proposals will be evaluated using the following percentages:

Cost of services	40%
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Experience of firm for providing services of similar size and scope.	25%
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Ability to meet City needs.	35%
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(estimated time for performance, number of abatements performed per week and a sample of invoice)

Ability to meet SBE requirements	Pass/Fail
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REQUIREMENTS AND CONDITIONS

A. GENERAL

The asbestos abatement and removal of other hazardous and non-regulated material work performed under this contract shall consist of the identification, measuring, quantifying, testing and estimating the cost of removal of RACM, Category I and Category II non-friable asbestos containing materials.

The hazardous material abatement performed under this contract shall consist of the removal of any hazardous materials on the site to include location, quantity, type and required disposal documentation. Besides asbestos, hazardous materials/universal waste may include but not be limited to:

- ◆ CFC's (chlorofluorocarbons)
- ◆ HCFC's (hydrochlorofluorocarbons)
- ◆ Mercury
- ◆ PCB's (polychlorinated biphenyls)
- ◆ Batteries
- ◆ Oil, petroleum based products
- ◆ Tires
- ◆ Tanks (filled of unfilled)
- ◆ Paints

Contractor shall be required to remove, abate and properly dispose of all materials identified in the asbestos inspection report and other materials discovered during demolition.

On request, contractor must be able to assist DNS/DPW contractors in abatement of possible additional asbestos containing materials or other hazardous materials when discovered during the demolition process.

B. SCOPE OF WORK

Successful Proposer (contractor) will be given a copy of the pre-demolition inspection report and be required to inspect each referred property and return a cost of project summary within 3 business days to the Department of Neighborhood Services. During the pre-abatement inspection, contractor will be responsible for determining and verifying the materials listed in the pre-demolition inspection report as well as determining the presence of reasonably assumed materials such as pipe or duct runs in walls or ceiling areas.

Contractor must note the presence, type and quantity of any additional or discovered materials in the Cost of Project Summary sheet for each parcel.

Parcels will be referred to contractor for abatement by the Department after review and approval of Contractor's Cost of Project Summary. **Project prices will be final and binding based on Contractor's Cost of Project summary.**

Contractor will be required to file DNR Permit 4500 within 2 business days of written referral for abatement from the City for each parcel, listing City of Milwaukee, Department of City Development as owner of property. Cost of filing must be included in Contractor's Cost of Project for each parcel.

Contractor will be required to obtain an abatement permit from the Department of Neighborhood Services prior to commencing abatement for each parcel. **Cost of permit must be included in Contractor's Cost of Project for each parcel. Permit fees do not apply to City of Milwaukee owned parcels.**

Contractor will be required to commence and complete abatement activities and deliver a written report, which must include a copy of the DNR permit 4500, of abatement activities to the Department within the time specified by Proposer in the Cost of Services section of this request for proposals.

All abatement activities must be performed in strict accordance with local, state and federal regulations.

Contractor will be responsible at its own cost for properly re-securing all openings where abatement activity causes the removal of doors, windows, wall panels or components thereof.

Liquidated damages of \$100 per day may be assessed in cases where Contractor fails to meet abatement turnaround time as provided in proposal documents and/or fails to and return a cost of project summary within 3 business days.

Contractor understands that payments will not be processed until all complete and accurate supporting documentation for each billed parcel is submitted and approved. Contractor is responsible for supplying complete and accurate SBE program documentation, wage reports, abatement reports, disposal manifests, copies of all permits including written DNR notification. A written notice of dispute will be sent to the contractor outlining areas of deficiency when documentation is found to be missing or insufficient.

C. Small Business Enterprise (SBE) Provisions

The Small Business Enterprise (SBE) requirement for this project is 25% of the contract base proposal. **For a complete listing of City of Milwaukee certified SBE firms, please contact the Office of Equity and Inclusion at 414-286-5553. More information can be found at <https://city.milwaukee.gov/Equity-and-Inclusion> .**

D. 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) at 414-286-5553 should you have any questions or concerns regarding the training process.

E. Local Business Enterprise

This request includes a Local Business Enterprise (LBE) incentive in accordance with Chapter 365 Milwaukee Code of Ordinance. **IT IS YOUR RESPONSIBILITY AS A PROPOSER TO FAMILIARIZE YOURSELF WITH THIS ORDINANCE PRIOR TO SUBMITTING YOUR PROPOSAL.**

F. SOCIALLY RESPONSIBLE CONTRACTOR

This proposal includes Socially-Responsible Contractors (SRC) incentive in accordance with Chapter 310 Milwaukee Code of Ordinances. More information can be found at:

<https://city.milwaukee.gov/Purchasing/Programs/Socially-Responsible-Contractors-SRC-Program>.

G. Insurance

A. General Requirements

A certificate of insurance acceptable to City evidencing the insurance requirement is to be provided to the Commissioner. Certification shall state that the insurance policies issued to the Contractor meet the requirements as outlined below. All certificates are to be provided prior to final execution of this Contract. If the Contractor does not comply with this provision of the Contract, the City of Milwaukee has the authority to declare this Contract terminated.

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 policy/ies providing Earlier Notice of Cancellation or Non-Renewal. Such endorsement must contain the following stipulation:

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

Insurance companies must be acceptable to City and must have a current A.M. Best rating of A- VIII or better.

All policies shall be written on an occurrence form.

If subcontractors are used, each must meet all of the requirements herein.

B. The minimum insurance requirements are as follows:

(1) Worker's Compensation and Employer's Liability

Worker's Compensation	Statutory Coverage
Bodily Injury by Accident	\$100,000 each accident
Bodily Injury by Disease	\$500,000 policy limit
Bodily Injury by Disease	\$100,000 each employee

Employer's Liability at limits noted above or higher limits if needed to meet Umbrella underlying insurance requirements.

Coverage shall be modified to include a Waiver of subrogation Endorsement in favor of City including its directors, officers, agents, employees and volunteers.

(2) Commercial General Liability

Commercial General Liability	\$1,000,000 each occurrence
General Aggregate	\$2,000,000 aggregate
Personal & Advertising Injury Limit	\$1,000,000 each occurrence
Products - Completed Operations Aggregate	\$2,000,000 aggregate
Medical Expense	\$ 5,000 each person

Coverage must be equivalent to ISO form CG0001 or better.

The City of Milwaukee shall be added as an additional insured using ISO form CG2026 or its equivalent.

Coverage shall be modified to include a Waiver of Subrogation Endorsement in favor of City including its directors, officers, agents, employees and volunteers.

The policy shall include independent contractors (owners/contractors protective) and contractual liability.

Coverage will apply on a primary and non-contributory basis. We suggest the following wording:

“If you have agreed in a written contract that this policy will be primary and without right of contribution from any insurance in force for an Additional Insured for liability arising out of your operations, and the contract was executed prior to the bodily injury, property damage, personal injury or advertising injury, then this insurance will be primary over, and we will not seek contribution from, such insurance.”

Coverage shall apply to the risks associated with or arising out of the services provided under this contract, including but not limited to asbestos abatement, lead abatement and air, ground or water pollution.

(3) Auto Liability

Combined Single Limit	\$1,000,000 each accident
Uninsured/Underinsured Motorists	\$1,000,000 each accident
Medical Expense	\$ 5,000 each person

Coverage shall be modified to include a Waiver of Subrogation Endorsement in favor of City including its directors, officers, agents, employees and volunteers.

If the Contractor owns or leases any vehicles, coverage must be for Any Auto (Symbol 1). If there are no owned or leased vehicles then coverage must be for Hired and Non-Owned Autos (Symbols 8 and 9).

Coverage shall include contractual liability for risks assumed in this contract.

(4)	Umbrella (Excess) Liability	\$5,000,000 per occurrence
	Umbrella (excess) Liability	\$5,000,000 aggregate

The Umbrella Liability insurance shall provide coverage excess of the Employer's Liability, Commercial General Liability and Auto Liability Coverages.

C. Worker's Compensation Insurance

The Contractor shall carry or require that there be carried Worker's Compensation insurance for all employees and those of any subcontractors engaged in work at the site, in accordance with State of Wisconsin Worker's Compensation Laws, Chapter 102, Stats.

D. Proof of Coverage

Before a contract will be awarded to it, the Contractor shall submit evidence of the insurance coverage required above to the Commissioner for review and approval. The policies shall be scheduled on approved forms, and approved as to form and execution by the City Attorney's Office. New policies from other companies shall be provided in place of those disapproved. Such insurance shall be carried with financially responsible insurance companies, licensed in the State and approved by the City Attorney, and shall be kept in force until the Contractor's work is accepted by the Commissioner. Contracts of insurance (covering all operations under this contract) which expire before the completion of all work to be performed under this contract shall be renewed and extended at least up through and including the date of such completion and evidence submitted to the Commissioner for approval.

E. Additional Requirements

The Contractor's policies of insurance, except for Worker's Compensation, shall specifically name the City of Milwaukee as an additional insured.

The said insurance carrier shall be authorized to sell insurance in the State of Wisconsin and shall submit its agent's license with the certificate. Such certificate of insurance shall also have affixed thereto an affidavit setting forth that no officer, official or employee of the City has any interest, directly or indirectly, in any premium, commission or fee, or furnishing of such certificate of insurance.

Any insurance provision listed herein requiring a change in the types or amounts of coverages previously required of contractors shall become effective on the next policy renewal date for all existing policies in effect on the date the contract is entered into.

F. Indemnification

The Contractor shall indemnify, defend and hold harmless the City of Milwaukee, its officers, employees, and agents, against all liability for damages occasioned by the digging up, use or occupancy of the street, alley, highway, public grounds, and private

grounds, or which may result therefrom, or which may result in any way from the negligence or carelessness of the Contractor or the Contractor's agents, employees, or workers, by reason of the elements, unforeseen or unusual difficulties, obstructions, or obstacles encountered in the prosecution of the work. Further, the Contractor shall indemnify and hold the city harmless for all claims and liabilities, actions, causes of action, and liens for materials furnished or labor performed in the execution of the work and from all costs, charges, and expenses incurred in defending such suits or actions and from and against all claims and liabilities for injury or damage to persons or property emanating from the acts, errors, omissions and negligence of the Contractor, including but not limited to defective or careless work methods.

H. CONFLICT OF INTEREST

By submitting a proposal, the proposer agrees that neither the proposer, nor any officer, partner, agent or employee of the proposer, shall have any affiliation with, or financial interest in, a company performing demolition services for the City, a company performing asbestos inspection activity for the city, a company performing asbestos abatement activities or removal of hazardous materials in conjunction with demolition services for the City. This includes, but is not limited to, asbestos abatement, lead abatement, tank assessment or removal, waste tire hauling and disposal.

I. COLLUSIVE AGREEMENTS

Each contractor must execute and include with the proposal an affidavit in the form provided to the effect that contractor has not colluded with any other person, firm or corporation in regard to any proposal submitted.

J. EQUAL EMPLOYMENT OPPORTUNITY

Contractor agrees to not discriminate against any qualified employee or qualified applicant for employment because of sex, race, religion, color, national origin or ancestry, age, disability, lawful source of income, marital status, sexual orientation, gender identity or expression, past or present membership in the military service, familial status, or based upon affiliation with, or perceived affiliation with any of these protected categories, and Contractor also agrees to include a similar provision in all subcontracts. Contractor must agree that they will comply with all applicable requirements of the Americans with Disabilities Act of 1990, 42 U.S.C. ss. 12101 et seq.

K. PROMPT PAYMENT

It is the City's policy to pay all invoices within 30 days. If the City does not make payment within 45 days after receipt of properly completed supporting payment and other required contract documentation, the City shall pay simple interest beginning with

the 31st calendar day at the rate of one percent per month (unless the amount due is subject to a good-faith dispute and, before the 45th day of receipt, notice of the dispute is sent to the contractor by first-class mail, personally delivered, or sent in accordance with the notice provisions in the contract). If there are subcontractors, consistent with s.66.0135(3), Wis. Stats., the prime contractor must pay the subcontractors for satisfactory work within seven days of the contractor's receipt of payment from the City of Milwaukee, or seven days from receipt of a properly submitted and approved invoice from the subcontractor, whichever is later. If the contractor fails to make timely payment to a subcontractor, the contractor shall pay interest at the rate of 12 percent per year, compounded monthly, beginning with the 8th calendar day. Reference Common Council File No. 101137 adopted January 2011.

L. PUBLIC RECORDS LAW

Both parties understand that the City is bound by the Wisconsin Public Records Law, and such, all of the terms of this Agreement are subject to and conditioned on the provisions of Wis. Stat. Ss 19.21, *et seq.* Contractor acknowledges that it is obligated to assist the City 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 Contractor must defend and hold the City harmless from liability under that law. Except as otherwise authorized, those records shall be maintained for a period of seven years after the receipt of final payment under this Agreement.

PROPOSAL DOCUMENTS

ALL PROPOSALS MUST BE SUBMITTED USING THESE FORMS:

FIELD EXERCISE

PROPOSERS MUST USE THE ATTACHED ASBESTOS INSPECTION REPORTS TO COMPLETE A COST OF PROJECT SUMMARY FOR EACH PROPERTY. PLEASE NOTE THAT EACH REPORT CONTAINS A SHEET DEPICTING ADDITIONAL MATERIALS FOUND IN WALL AND CEILING SPACES AND THAT INFORMATION IS TO SUPPLEMENT THE INSPECTION REPORT AND SUBSTITUTES AN ACTUAL SITE VISIT/EVALUATION FOR THIS EXERCISE.

COST OF SERVICES

TOTAL LABOR AND MATERIALS CHARGE TO PERFORM INITIAL INSPECTION AND DELIVER COST OF PROJECT SUMMARY TO CITY WHERE ADDITIONAL SERVICES ON A PARCEL ARE NOT REQUESTED:

TOTAL TRIP CHARGE COST TO VISIT ABATED PARCEL DURING DEMOLITION TO ANSWER QUESTIONS AND/OR ADDRESS CONCERNS

PROPOSER MUST COMPLETE THE ATTACHED **UNIT COST OF SERVICES** FORM

EXPERIENCE OF FIRM IN PROVIDING SERVICE OF SIMILAR SCOPE AND SIZE

TOTAL NUMBER OF SINGLE-FAMILY, DUPLEX AND SIMILARLY SIZED MIXED-USE PROPERTIES YOUR FIRM HAS CONDUCTED ASBESTOS ABATEMENT AND/OR HAZARDOUS/REGULATED MATERIALS REMOVAL IN DURING 2020 - 2023. (PLEASE ATTACH A LIST OF ADDRESSES AND INCLUDE BUILDING TYPE)

TOTAL NUMBER OF COMMERCIAL PROPERTIES YOUR FIRM HAS CONDUCTED ASBESTOS ABATEMENT AND/OR HAZARDOUS/REGULATED MATERIALS REMOVAL IN DURING 2020 - 2023. PLEASE ATTACH A LIST OF ADDRESSES AND INCLUDE BUILDING SIZE AND USE)

PROVIDE A LIST ANY AND ALL OFFICIAL REGULATORY ENFORCEMENT ACTIONS PURSUED AGAINST YOUR BUSINESS FOR ABATEMENT RELATED ACTIVITIES. IF AN ACTION IS CURRENTLY PENDING, LIST THE CASE OR FILE NUMBER. INCLUDE JURISDICTION, TYPE OF ACTION, DATE AND FINAL DISPOSITION. INCLUDE ANY PENDING CIVIL ACTIONS AGAINST YOUR BUSINESS.

MEETING THE CITY'S NEEDS

TIME NEEDED TO FULLY ABATE PROPERTY AFTER WRITTEN PROCEED NOTICE IS RECEIVED FROM THE DEPARTMENT OF NEIGHBORHOOD SERVICES. ESTIMATE TIME USING THE SUBJECT PROPERTIES OF THE ATTACHED ASBESTOS REPORTS. THIS TURN-AROUND TIME MUST INCLUDE PROPER NOTIFICATIONS, PERMITS, COMPLETION OF ABATEMENT ACTIVITIES AND SUBMITTAL OF ABATEMENT ACTIVITY REPORT TO THE DEPARTMENT.

_____ BUSINESS DAYS

RESPONSE TIME TO JOB SITE WHEN ADDITIONAL ASBESTOS CONTAINING MATERIALS OR OTHER HAZARDOUS/REGULATED MATERIALS ARE DISCOVERED DURING DEMOLITION ACTIVITIES.

_____ HOURS

EXPLAIN IN WRITING HOW YOUR COMPANY WILL RESPOND TO SHORT-NOTICED REQUESTS TO ADDRESS EMERGENCY DEMOLITION NEEDS. ADDRESS TIMELINESS OF RESPONSE AS WELL AS ANY AND ALL UP-CHARGES OR ADDITIONAL EXPENSE TO THE CITY.

SBE PARTICIPATION GOALS

PROPOSER MUST SUBMIT A SMALL BUSINESS ENTERPRISE **FORM A (AFFIDAVIT OF COMPLIANCE)** WITH THIS PROPOSAL. PROPOSALS LACKING THE **FORM A (AFFIDAVIT OF COMPLIANCE)** WILL BE REJECTED AS INCOMPLETE. Provide statement of proposed percentage of SBE participation.

signature

date

SPECIAL INTERESTS

DOES ANY OFFICER, EMPLOYEE, AGENT, MEMBER OF A GOVERNING BODY OR PUBLIC OFFICIAL OF THE CITY OF MILWAUKEE WHO EXERCISES ANY FUNCTIONS OR RESPONSIBILITIES IN CONNECTION WITH THE REVIEWING, APPROVING OR ADMINISTERING THE CARRYING OUT OF ANY SERVICES OR REQUIREMENTS TO WHICH THIS PROPOSAL PERTAINS HAVE ANY PERSONAL INTEREST, DIRECT OR INDIRECT, IN THIS PROPOSAL AND ANY CONTRACT THAT MAY RESULT THEREOF?

NO _____

YES _____ EXPLAIN _____

SIGNATURE OF PROPOSER: _____

PRINT NAME: _____

COMPANY NAME & MAILING ADDRESS (PLEASE PRINT OR TYPE)

NAME AND PHONE NUMBER OF PRIMARY CONTACT PERSON

NAME AND PHONE NUMBER OF SECONDARY CONTACT PERSON

FAX NUMBER OF CONTRACTOR

E-MAIL ADDRESS OF PRIMARY CONTACT

PROPOSAL INCLUDING NON-COLLUSION AFFIDAVIT MUST BE SUBMITTED IN A SEALED ENVELOPE WITH "RFP DUE NOVEMBER 29, 2023 " WRITTEN ON ENVELOPE TO THE CITY OF MILWAUKEE, DEPARTMENT OF NEIGHBORHOOD SERVICES, ATTENTION: CHRIS KRACO, 841 NORTH BROADWAY, ROOM 105, MILWAUKEE,

WISCONSIN 53202 BY MONDAY, NOVEMBER 29, 2023, AT 9:00 A.M. CENTRAL STANDARD TIME.

COMPANY'S RESUME WITH TRAINING AND EXPERIENCE MUST BE SUBMITTED WITH THE PROPOSAL.

QUESTIONS MAY BE E-MAILED TO CHRIS KRACO AT ckraco@milwaukee.gov BEFORE TUESDAY, NOVEMBER 21, 2023, 10:00 A.M.

QUESTIONS AND RESPONSES TO ALL QUESTIONS WILL BE SENT BY 3:00 P.M., NOVEMBER 21, 2023 TO ANY PROPOSER OR INTERESTED PARTY WHO SUBMITS AN EMAIL TO ckraco@milwaukee.gov BEFORE TUESDAY, NOVEMBER 21, 2023, 2:00 P.M. WITH "**ASBESTOS ABATEMENT RFP QUESTIONS**" IN THE SUBJECT LINE.

Unit Cost of Services

List cost per unit for all of the items listed below. Prices submitted must reflect proposer's costs to perform abatement activities in compliance with all local, state and federal requirements and be inclusive of all labor, materials, equipment and disposal costs necessary to complete each item – Proposer is to assume abatement quantities commensurate with single-family and duplex sized buildings when completing this Unit Cost of Services breakdown. These unit costs will be used in negotiating change orders and additions to contracted work where it is deemed necessary by the Commissioner of Neighborhood Services. **Items left blank at time of proposal will be considered services provided to the City at no cost.**

ROOFING

Cost per square foot to abate asbestos containing shingled or rolled roof system. Assume 2 story building with gabled roof system having 3 layers of shingle.

Cost per square foot to abate simple built up roof system.

Cost per square foot of friable asbestos roof flashing.

Cost per square foot of non-friable asbestos roof flashing.

Cost per square foot of transite roofing.

Cost per square foot for asbestos roof underlayment paper or Nicolet white roofing paper.

Cost per square foot for asbestos (parapet) ceramic tiles or shingles.

Cost per square foot for asbestos containing rolled roofing.

Cost per square foot for asbestos roofing paint (grey/silver).

BUILDING EXTERIOR

Cost per square foot to abate transite siding. Assume fully sided 2 story building with gabled roof.

Cost per square foot to abate transite sided gable ends. Assume 2 story building.

Cost per square foot to abate asbestos containing stucco finish. Assume 2 story building with gabled roof.

Cost per typical sized window opening to abate window glazing compound. Unit cost must include cost to secure opening once glass, sash or frame is removed. Contractor responsible for leaving buildings in a secured state during and after abatement activities.

Cost per square foot of asbestos vapor barriers.

Cost per square foot for asbestos containing brick mortar.

Cost per square foot for galbestos siding.

Cost per square foot for asbestos containing underlayment felt for siding. _____

BUILDING INTERIOR

Cost per square foot to abate asbestos containing vinyl floor tiles **over wood substrate** where mastic does not contain asbestos.

1 layer _____
2 layers _____
3 layers _____

Cost per square foot to abate vinyl floor tiles **over wood substrate** where mastic contains asbestos.

1 layer _____
2 layers _____
3 layers _____

Cost per square foot to abate asbestos containing vinyl floor tiles **over concrete substrate** where mastic does not contain asbestos.

1 layer _____
2 layers _____
3 layers _____

Cost per square foot to abate vinyl floor tiles **over concrete substrate** where mastic contains asbestos.

1 layer _____
2 layers _____
3 layers _____

Cost per square foot to abate asbestos containing asphalt floor tiles **over wood substrate** where mastic does not contain asbestos.

1 layer _____
2 layers _____
3 layers _____

Cost per square foot to abate asphalt floor tiles **over wood substrate** where mastic contains asbestos.

1 layer _____
2 layers _____
3 layers _____

Cost per square foot to abate asbestos containing asphalt floor tiles **over concrete substrate** where mastic does not contain asbestos.

1 layer _____
2 layers _____
3 layers _____

Cost per square foot to abate asphalt floor tiles **over concrete substrate** where mastic contains asbestos.

1 layer _____
2 layers _____
3 layers _____

Cost per square foot to abate asbestos containing vinyl sheet flooring **over wood substrate** where mastic does not contain asbestos.

1 layer _____
2 layers _____
3 layers _____

Cost per square foot to abate vinyl sheet flooring **over wood substrate** where mastic contains asbestos.

1 layer _____
2 layers _____
3 layers _____

Cost per square foot to abate asbestos containing vinyl sheet flooring **over concrete substrate** where mastic does not contain asbestos.

1 layer _____
2 layers _____
3 layers _____

Cost per square foot to abate vinyl sheet flooring **over concrete substrate** where mastic contains asbestos.

1 layer _____
2 layers _____
3 layers _____

Cost per square foot to abate asbestos containing ceramic tiles over wood substrate where mastic, mortar or grout does not contain asbestos.

1 layer _____
2 layers _____
3 layers _____

Cost per square foot to abate ceramic tiles over wood substrate where mastic, mortar or grout contains asbestos.

1 layer _____
2 layers _____
3 layers _____

Cost per square foot to abate asbestos containing ceramic tiles over concrete substrate where mastic, mortar or grout does not contain asbestos.

1 layer _____
2 layers _____
3 layers _____

Cost per square foot to abate ceramic tiles over concrete substrate where mastic, mortar or grout contains asbestos.

1 layer _____
2 layers _____
3 layers _____

Cost per square foot to abate asbestos containing carpet adhesive over wood substrate.

1 layer of carpet _____

Cost per square foot to abate asbestos containing carpet adhesive over concrete substrate.

1 layer of carpet _____

Cost per square foot to abate asbestos containing poured flooring system such as light weight concrete, terrazzo, tile wet bedding or poured leveling compounds. Assume 2" thick with non-asbestos containing flooring over surface.

Cost per square foot for asbestos floor underlayment felt or paper _____

1 layer _____

2 layers _____

3 layers _____

Cost per square foot for asbestos containing sub-floor slip sheet. _____

Cost per square foot to abate asbestos containing wall surfacing ("popcorn" ceiling texture) materials where plaster or wallboard/joint finishes do not contain asbestos.

Cost per square foot to abate asbestos containing plaster walls.

Cost per square foot to abate asbestos containing wallboard(drywall, sheetrock, gypboard, rock lath, etc.)/ joint compound walls.

Cost per square foot to abate asbestos containing construction adhesives used to fasten non-asbestos containing wood or other wall paneling to non-asbestos containing plaster or drywall walls.

Cost per square foot to abate asbestos containing plaster ceilings.

Cost per square foot to abate asbestos containing wallboard(drywall, sheetrock, gypboard, rock lath, etc.)/ joint compound ceilings.

Cost per square foot for asbestos containing vinyl wall board or coverings.

Cost per square foot for asbestos containing acoustic plaster or wall coverings.

Cost per square foot of asbestos spackling compounds.

Cost per square foot to abate adhesive applied asbestos containing ceiling tiles where the adhesive/mastic contains asbestos.

Cost per square foot to abate adhesive applied asbestos containing ceiling tiles where the adhesive/mastic does not contain asbestos.

Cost per square foot to abate asbestos containing mechanically fastened ceiling tiles or ceiling panel system.

Cost per square foot to abate interior asbestos chaulking, glazing, or putties .

Cost per square foot for asbestos containing fire bricks.

Cost per linear foot of asbestos taping compounds.

HVAC, DUCTING, PIPING, & INSULATION

Cost per square foot of interior asbestos containing duct tape.

Cost per square foot of asbestos furnace wrap insulation.

Cost per square foot for asbestos duct tape/paper on HVAC systems.

Cost per square foot for HVAC asbestos duct insulation.

Cost per sq foot for asbestos boiler and tank insulation.

Cost per square foot for asbestos breaching insulation.

Cost per number of asbestos containing flexible connectors in ductwork (air duct seam and vibration cloth).

Cost per linear foot for friable asbestos TSI.

Cost per linear foot of asbestos containing cement pipes.

Cost per number of friable asbestos fittings.

Cost per square foot for friable fire proofing material.

Cost per square foot for spray applied asbestos insulation.

Cost per sq foot for blown in asbestos insulation (vermiculite).

Cost per square foot for asbestos block insulation.

Cost per square foot for asbestos containing paper on fiberglass insulation.

Cost per number of asbestos containing gaskets.

Cost per number of asbestos containing packing materials (wall/floor penetrations). _____

MISCELLANEOUS ASBESTOS

Cost per number of asbestos fire blankets, fire curtains, and fire hoses. _____

Cost per square foot other asbestos containing construction mastics. _____

Cost per square foot for asbestos containing chalkboards. _____

Cost per number of asbestos containing incandescent light fixture backings. _____

Cost per number of asbestos containing fire doors. _____

Cost per number of asbestos containing electrical panel partitions. _____

Cost per number of asbestos containing spark arrestors, insulators, & conduits. _____

Cost per number of asbestos containing elevator brake shoes. _____

Cost per sq foot of asbestos containing table tops, counters, and lab benches. _____

Cost per square foot of asbestos containing electrical cloth. _____

Cost per linear foot of asbestos containing electrical wiring insulation. _____

Cost per number of asbestos containing sink insulation. _____

MISCELLANEOUS REGULATED MATERIALS

Cost per unit for mercury (temperature, pressure gauges, switches, neon lights, & appliances).

Cost per unit for PCBS (polychlorinated bi-phenols) (transformers, chaulking, capacitors, light ballasts & appliances).

Cost per square foot for yellow lead paint on concrete floors. _____

Cost per square foot for exterior lead paint removal. _____

Cost per square foot for interior lead paint removal. _____

Cost per unit for CFCs (chlorofluorocarbons) and halons removal (appliances, air conditioners, coolers, water fountains etc).

Cost per self-luminous exit signs (tritium). _____

Cost per computer items (lead, cadmium, chromium, and mercury). _____

Cost per unit for batteries (smoke detectors, emergency lighting systems, elevator control panels, exit signs, security systems and alarms). _____

Cost per unit for tire removal. _____

Cost per gallon or drum for waste oil removal. _____

Cost per gallon or drum for other hazardous material removal. _____

COST OF PROJECT SUMMARY

Project Address: 2716 W Meinecke Street

Date of Referral: NOVEMBER 15, 2023

Date Inspected: _____

Additional Materials Found/Notes:

I/We have inspected this property and have noted the presence of all other discovered materials above. I/We will complete the abatement of all asbestos containing materials and other hazardous and/or regulated materials listed in the supplied Asbestos Inspection Report as well as that listed above for the price of:

\$ _____ (_____ dollars and _____ cents)

I/We understand that no abatement work is to commence until written notice is received from the Department of Neighborhood Services.

Signature: _____ **Date:** _____

COST OF PROJECT SUMMARY

Project Address: 2410 W Garfield Ave

Date of Referral: NOVEMBER 15, 2023

Date Inspected: _____

Additional Materials Found/Notes:

I/We have inspected this property and have noted the presence of all other discovered materials above. I/We will complete the abatement of all asbestos containing materials and other hazardous and/or regulated materials listed in the supplied Asbestos Inspection Report as well as that listed above for the price of:

\$_____ (_____ dollars and _____ cents)

I/We understand that no abatement work is to commence until written notice is received from the Department of Neighborhood Services.

Signature: _____ Date: _____

SUPPLEMENTAL INFORMATION FROM MOCK SITE EVALUATION

2410 W Garfield Ave.

Discovered during destructive inspection (chasing suspect pipe and duct runs):

44 linear feet of 3"X10" metal ducting wrapped in asbestos containing paper and tape found in plaster wall space.

20 linear feet of 3"X10" metal ducting wrapped in asbestos containing paper and tape found in plaster wall space.

11 linear feet of asbestos containing tsi covered water pipe in exterior plaster covered wall.

Approximately 15 square feet of asbestos containing bat insulation in wall space with tsi covered pipe cited above.

30 miscellaneous cans of paint, 8 gallons of used motor oil, 10 car tires and 2 asbestos containing 3' commercial fire doors dumped in basement after inspection date of Asbestos Inspection Report.

SUPPLIMENTAL INFORMATION FROM MOCK SITE EVALUATION

2716-18 West Meinecke Street

NO ADDITIONAL MATERIALS FOUND

NON-COLLUSION AFFIDAVIT OF PROPOSER

STATE OF _____)
)SS
COUNTY OF _____)

_____, being first duly sworn, deposes and says that:

- (1) S/he is _____,
(owner, partner, officer, representative or agent)
of _____, the Proposer that has submitted the attached Proposal.
- (2) S/he is fully informed respecting the preparation and contents of the attached Proposer and of all pertinent circumstances respecting such Proposal.
- (3) Such proposal is genuine and is not a collusive or sham proposal.
- (4) Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Proposer, firm or person to submit a collusive or sham Proposal in connection with the Contract for which the attached Proposal has been submitted or to refrain from proposing in connection with such Contract, or has had or will have communication or conference with any other Proposer, firm or person to fix the price or prices in the attached Proposal or of any other Proposer or to fix the overhead, profit or cost element of the price or the price of any other Proposer, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Department of Neighborhood Services of the City of Milwaukee or any person interested in the proposed Contract.
- (5) The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.
- (6) Attached and following this affidavit is a full and complete list of all subcontractors and the class of work to be performed by each, which the Proposer intends to use.

Subscribed and sworn to before me
this ___ day of _____, 20__

_____ Title

Notary Public
My commission expires: _____
Rev. 11/23

COMPLETE LIST OF SUBCONTRACTORS

	Name of Proposed Subcontractor	Class of Work
1.	_____ _____ Address	_____
2.	_____ _____ Address	_____
3.	_____ _____ Address	_____
4.	_____ _____ Address	_____
5.	_____ _____ Address	_____
6.	_____ _____ Address	_____
7.	_____ _____ Address	_____
8.	_____ _____ Address	_____
9.	_____ _____ Address	_____
10.	_____ _____ Address	_____

City of Milwaukee
Department of Public Works
Local Business Enterprise Provisions

I. General:

- A. In accordance with Chapter 365 of the Milwaukee Code of Ordinances, the application of a Local Business Enterprise (LBE) program is required in all contracting activities of the Department of Public Works, unless contrary to federal, state or local law or regulation. To this end, the Commissioner of Public Works, as a contracting officer of the City, will apply an award standard in all bids so that an otherwise responsive and responsible bidder which is a Local Business Enterprise shall be awarded the contract, provided that its bid does not exceed the lowest bid by more than 5%.
- B. Bidders seeking the Local Business Enterprise preference shall prepare and submit with the bid an accurate affidavit certifying their LBE status. Failure to do so may result in an LBE forfeiting their rights to be considered for the program.
- C. Sanctions – If any document submitted to the city by a contractor under this chapter for the purpose of participating in any city contract contains false, misleading or fraudulent information, the Commissioner of Public Works, may direct the imposition of any of the following sanctions on the offending contractor:
1. Withholding of payment.
 2. Termination, suspension or cancellation of the contract in whole or in part.
 3. Denial to participate in any further contracts awarded by the City.
- D. Penalty – Any person, firm or corporation knowingly engaging in fraud, misrepresentation or in any attempt, direct or indirect, to evade the provisions of this chapter by providing false, misleading or fraudulent information shall, upon conviction, forfeit not less than \$2,000 nor more than \$5,000 together with the costs of prosecution.
- E. Right to Appeal – All contracts awarded under ss. 7-14-2 and 7-22 of the City Charter shall be awarded by the Commissioner of Public Works to the lowest responsible bidder determined in accordance with any applicable City Ordinances relating to the participation of Local Business Enterprises. Following the opening of any bid where the Commissioner has considered compliance with such City Ordinances, the Commissioner shall publish in an official City newspaper his or her determination as to the lowest responsible bidder. Any bidder who objects to the determination based on the consideration of such City Ordinances, may appeal the recommendation by filing a written appeal with the

Commissioner within five (5) working days of the date of publication. The appeal shall state the specific objection to the determination, including supporting documentation, and specify an alternative determination. Any appeals that do not conform to this section shall not be considered. The Commissioner shall schedule a hearing before the Public Works Contract Appeals Committee which shall be comprised of the chair of the Economic Development Committee or his or her designee, and a member of the Economic Development Committee selected by the chair and the Director of Administration or his or her designee to be held within five days of receipt of the appeal. The Public Works Contract Appeals Committee shall have the authority by majority vote to affirm or set aside the determination of the Commissioner and their decision in this regard shall be final. In the event that a timely appeal meeting the requirements of this paragraph is not filed, or the Committee affirms the commissioner's determination following a timely appeal, the Commissioner shall make an award in accordance with his or her determination.

-1-

II. Definitions:

A. 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 status as a Local Business Enterprise.
2. A residential address may qualify, 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.
3. Leased property may qualify but only if 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.
4. Has been doing business in the City of Milwaukee for at least one (1) year.
5. 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.
6. Will perform at least 10% of the monetary value of the work required under the contract.

III. Local Business Enterprise requirement:

- A. Department of Public Works shall, unless contrary to federal, state or local law or regulation, apply an award standard in all bids so that an otherwise responsive and responsible bidder which is a Local Business Enterprise shall be awarded the contract, provided that its bid does not exceed the lowest bid by more than 5%.

- B. If the bids of two or more Local Business Enterprises do not exceed the lowest bid by more than 5%, the contract shall be awarded to the Local Business Enterprise that submitted a bid that exceeded the lowest bid by the smallest amount.

- C. If a bid submitted by a non-Local Business Enterprise and a bid submitted by a Local Business Enterprise are identical, the contract shall be awarded to the Local Business Enterprise, even if the bids are only identical due to the 5% award standard provided for in this chapter.

- D. If two bids submitted by two Local Business Enterprises are identical, the winner will be determined in accordance with the process for tie-breakers as established by the city purchasing director.

- E. If the difference between the low bidder's amount and the lowest Local Business Enterprise amount is within 5% of the low bidder and exceeds \$25,000, then the provisions in section III-A shall not apply.

- F. Paragraph III-A shall only be applied to the "base bid".

Revised December 17, 2009

Revised February, 2010



DEPARTMENT OF NEIGHBORHOOD SERVICES
CONTRACT DIVISION

LOCAL BUSINESS ENTERPRISE (LBE) PROGRAM
AFFIDAVIT OF COMPLIANCE

IMPORTANT: This form must be submitted with your proposal 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:

1. 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.
2. 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.

3. 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.
4. 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.
5. 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.
6. The business will perform at least 10% of the monetary value of the work required under the contract.

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.

If applicable, initial here _____ if criteria in #3 above is satisfied.

Initial

(continued on next page)

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 PROPOSAL* TO:

DEPT. OF NEIGHBORHOOD SERVICES

841 NORTH BROADWAY, ROOM 105

MILWAUKEE, WISCONSIN 53202



DEPARTMENT OF NEIGHBORHOOD SERVICES
CONTRACT DIVISION

LOCAL BUSINESS ENTERPRISE (LBE) PROGRAM
BUSINESS PROPERTY LOCATION FORM

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

Bid / RFP # _____

Property Location 1 Check one: Own [] Lease []

Name:	
Address:	
City, State, Zip	

Property Location 2 Check one: Own [] Lease []

Name:	
Address:	
City, State, Zip	

Property Location 3

Check one: Own [] Lease []

Name:	
Address:	
City, State, Zip	

Property Location 4

Check one: Own [] Lease []

Name:	
Address:	
City, State, Zip	

PLEASE SUBMIT THIS FORM *WITH YOUR PROPOSAL* TO:

DEPT. OF NEIGHBORHOOD SERVICES

841 NORTH BROADWAY, ROOM 105

MILWAUKEE, WISCONSIN 53202



CITY OF MILWAUKEE | OFFICE OF EQUITY & INCLUSION
FORM A – CONTRACTOR 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 (RFP) if the solicitation includes an SBE requirement and/or if a Proposer is seeking to earn SBE bonus points as it relates to an RFP. Additionally, in order to qualify, an active (non-expired) certificate confirming Small Business Enterprise (SBE) certification issued by the City of Milwaukee Office of Equity and Inclusion for each SBE firm must accompany this form. The SBE firm must be certified at the time of bid opening and/or RFP closing.

I. GENERAL INFORMATION (REQUIRED)

Bid/RFP # _____ Total SBE % _____ Total proposed Bid/RFP amount \$ _____

Description of SBE Firm Participation

[Empty rectangular box for description of SBE firm participation]

II. PRIME CONTRACTOR INFORMATION (REQUIRED)

Contractor Name _____

Address _____

City, State, Zip Code _____

Contact Person _____ Title _____

Phone Number _____ E-mail Address _____

Prime Contractor City of Milwaukee SBE certified? Yes _____ No _____

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 with my response and/or meet the specified SBE requirements may render the Bid/RFP unresponsive.

Name of Authorized Representative _____ Signature _____

Title _____ Date _____

FOR STAFF USE ONLY

SBE Firm(s) providing service/commodity consistent with NAICS Code(s) and Prime's scope of service? Yes _____ No _____

SBE certification(s) verified? Yes _____ No _____

Staff Name _____ Staff Signature _____

Title _____ Date _____



CITY OF MILWAUKEE | OFFICE OF EQUITY & INCLUSION

FORM A – CONTRACTOR COMPLIANCE PLAN

List all subcontractor information in its entirety, identifying the Contractor’s SBE designation. Individual subcontractor SBE percentages should equal the overall participation as listed on Page 1. Please visit the following website to access the list of City of Milwaukee SBE certified firms: <https://milwaukee.diversitycompliance.com/>

IV. SUBCONTRACTOR INFORMATION

Contractor Name _____
Address _____
City, State, Zip Code _____
Contact Person _____ Title _____
Phone Number _____ E-mail Address _____
Subcontractor SBE-certified? Yes _____ No _____

Please identify the proposed commodity or service, award amount and contract percentage the subcontractor will fulfill.

Proposed award amount \$ _____ Percentage of contract _____ %
Work performed/materials provided _____
Name of Owner/Representative _____
Signature of Owner/Representative _____ Date _____

Contractor Name _____
Address _____
City, State, Zip Code _____
Contact Person _____ Title _____
Phone Number _____ E-mail Address _____
Subcontractor SBE-certified? Yes _____ No _____

Please identify the proposed commodity or service, award amount and contract percentage the subcontractor will fulfill.

Proposed award amount \$ _____ Percentage of contract _____ %
Work performed/materials provided _____
Name of Owner/Representative _____
Signature of Owner/Representative _____ Date _____

If you need to provide additional subcontractor information, please duplicate this page as needed.



DEPARTMENT OF ADMINISTRATION-PURCHASING DIVISION

**SOCIALLY-RESPONSIBLE CONTRACTORS (SRC)
AFFIDAVIT OF COMPLIANCE**

NOTE: *This affidavit must be completed in its entirety and submitted with your bid or proposal to be considered for SRC bid incentive.*

Bid or RFP #: _____

Company Name: _____

Address, City, State, Zip: _____

A “Socially-Responsible Contractor” or “SRC” is an entity submitting a bid as part of the City’s formal competitive bidding or Request for Proposal (RFP) process that has acted or implemented a program to eliminate, or significantly reduce, barriers to employment for current and prospective employees of the contractor. Actions or implemented programs shall include at least three (3) of the programs listed in **Section I** below. To indicate which programs you have acted or implemented, place a checkmark in the box next to each item pertaining to the business entity as a bidder or proposer for the City of Milwaukee.

I. SRC CRITERIA

- A. Hire persons with felony convictions;
- B. Assist current or prospective employees with earning their high school diploma;
- C. Underwrite or facilitate industry-linked career-assessed pre-employment services and subsidized work experience including: internships, job shadowing, on-the-job training, and summer employment;
- D. Partner with an employment service agency to monitor and track individualized employment plans;
- E. Provide, underwrite, or facilitate industry-linked career-based instruction to current or prospective employees in areas such as the following: blueprint reading, basic math and measurement, technical math, labor history, construction culture and essential skills, health and safety awareness, manufacturing processes and production, maintenance, and budgeting and financial literacy;
- F. Provide or facilitate occupational skills training and related adult mentoring and networking;
- G. Underwrite or facilitate subsidized or unsubsidized programs which provide supportive services for current or prospective employees to obtain or fund the following:
 - A valid driver’s license
 - Transportation vouchers to work and home
 - Appropriate work attire, work safety gear, and other needed equipment
 - Testing and certification fees
 - Legal aid services
 - Child care and family-related dependent care
 - Emergency housing, health care, and short-term emergency assistance
 - Career and training services
 - School supplies, books, and fees
 - Referrals for medical services and exams
 - Reasonable accommodations for persons with disabilities
- H. Partner with employment agencies to supplement subsidized wages to ensure employees receive a living wage;
- I. Provide breast feeding facilities for employees who are nursing children;
- J. Provide a minimum of 120 hours of paid sick leave;
- K. Provide a minimum of five (5) paid sick days;
- L. Provide an employer-assisted housing program providing homebuyer assistance in the form of mortgages, down payment assistance, or homebuyer education for residences within walking distance of their employer;
- M. Provide assistance to reduce fees and penalties on tardy child support payments, manage payment of child support arrears, and become current on child support obligations.

II. DISCLOSURE

The purpose of the *Socially-Responsible Contractor* Program (SRC) is to ensure contributions toward community betterment made by socially-responsible contractors are recognized and rewarded. Each bidder or proposer seeking to qualify for the SRC bid incentive shall submit, as part of its bid or proposal, this sworn affidavit describing actions taken and programs implemented to eliminate, or significantly reduce, the barriers to employment for current and prospective employees of the contractor. The outcomes of these actions and programs shall be described in verifiable detail in the section below. (Please include an attachment if additional line space is required).

This signed and notarized affidavit of compliance will be the contractor's sworn statement that the business satisfies the criteria for Socially-Responsible Contractors pursuant to Chapter 310-10 of the City of Milwaukee Code of Ordinances.

I hereby declare compliance with Chapter 310-10 of the City of Milwaukee Code of Ordinances.

Authorized Signature: _____
Printed Name: _____
Date: _____

III. 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 SUBMISSION ON BONFIRE
AS INSTRUCTED IN THE SOLICITATION.**



ASBESTOS INSPECTION REPORT

Job Site:

**One Family Dwelling & Garage
2410 West Garfield Avenue
Milwaukee, Wisconsin**

For:

City of Milwaukee
Department of Neighborhood Services
Attn: Marge Piwaron
841 North Broadway 1st Floor
Milwaukee, Wisconsin 53202-3613

**HMG Report No.: 13-2000-068.2410
Contract No.: 360-13-0745**

Dean Jacobsen
Asbestos Inspector No. AII – 14370

Prepared by:

HARENDA MANAGEMENT GROUP
1237 West Bruce Street
Milwaukee, Wisconsin 53204

November 2013

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I. INTRODUCTION

Harenda Management Group (HMG) was retained by the City of Milwaukee Department of Neighborhood Services to conduct an inspection for possible asbestos containing materials in the dwelling at 2410 West Garfield Avenue, Milwaukee, Wisconsin.

The inspection included plaster, stucco, transite siding, tar paper, window glazing compound, floor tile, ceramic tile, ceiling tile, linoleum, fiberboard, blown in insulation, asphalt roofing, flue packing, duct paper, caulk, and mastics to determine if asbestos containing materials were present within the space as required by *US EPA NESHAP regulation 40 CFR 61 Subpart M*.

II. BUILDING SURVEY

Chris Kraco, of the City of Milwaukee Department of Neighborhood Services, authorized HMG to conduct a building survey and to analyze samples taken during the inspection.

On November 4, 2013, HMG conducted an asbestos inspection of a one family dwelling and garage, scheduled for mechanical demolition, located at 2410 West Garfield Avenue, Milwaukee, Wisconsin. The inspection was conducted by Dean Jacobsen, Wisconsin License No. AII – 14370.

The inspection was comprised of three elements:

1. A visual determination as to the extent of suspect materials within the building.
2. Sampling and documentation of observable suspect materials.
3. Quantification of observable positive materials existing within the spaces.

The results of the survey integrated with the Polarized Light Microscopy with Dispersion Staining (PLM/DS) analysis of bulk samples taken are outlined in this document. If you have any questions please contact HMG at (414) 383-4800.

III. THE LABORATORY

A. METHOD OF ANALYSIS

Analysis is performed by using the bulk samples for visual observation and slide preparation(s) for microscopical examination and identification. The slides are analyzed for asbestos (chrysotile, amosite, crocidolite, anthophyllite, and actinolite/ tremolite), fibrous non asbestos constituents (mineral wool, paper, etc.), and nonfibrous constituents. Asbestos is identified by refractive indices (obtained by using dispersion staining), morphology, color, pleochroism, birefringence, extinction characteristics, and signs of elongation. The same characteristics are used to identify the non asbestos constituents.

The microscopist visually estimates relative amounts of each constituent using a stereoscope if necessary. The test results are based on a visual determination of relative volume of the bulk sample components. The results are valid only for the item tested. Current US EPA NESHAP

regulations state asbestos materials means material containing more than 1% asbestos as determined using the method specified in Appendix E, Subpart E, 40 CFR Part 763 Section I, Polarized Light Microscopy. Refer to 29 CFR 1926.1101 (Construction) and 29 CFR 1910.1001 (General Industry) for specific OSHA requirements.

IV. FINDINGS AND OBSERVATIONS

The materials identified as suspect asbestos containing materials (ACM) include plaster, stucco, transite siding, tar paper, window glazing compound, floor tile, ceramic tile, ceiling tile, linoleum, fiberboard, blown in insulation, asphalt roofing, flue packing, duct paper, caulk, and mastics. These materials were sampled and the following results were noted:

Sample #	Location and Description	Results	Approximate Quantity	Homogeneous Code
1-2410	Exterior – south wall – transite siding	Positive 25% Chrysotile	2,400 Sq. Ft.	MTP
2-2410	Exterior – east wall – transite siding	Positive 25% Chrysotile	Reference 1-2410	MTP
3-2410	Exterior – north wall – transite siding	Positive 25% Chrysotile	Reference 1-2410	MTP
4-2410	Exterior – south wall – under transite siding – tar paper	Negative	N/A	MPT
5-2410	Exterior – east wall – under transite siding – tar paper	Negative	N/A	MPT
6-2410	Exterior – north wall – under transite siding – tar paper	Negative	N/A	MPT
7-2410	1 st floor – living room – south window – glazing compound	Trace <1% Chrysotile	N/A	MPG
8-2410	2 nd floor – bathroom – east window – glazing compound	Trace <1% Chrysotile	N/A	MPG
9-2410	Basement – west window – glazing compound	Positive 4% Chrysotile	27 Windows	MPG
10-2410a	Exterior – basement level – east wall – gray stucco	Negative	N/A	STC
10-2410b	Exterior – basement level – east wall – tan stucco	Negative	N/A	STC
11-2410	Exterior – basement level – north wall – gray stucco	Negative	N/A	STC
12-2410	Exterior – basement level – west wall – gray stucco	Negative	N/A	STC
13-2410	1 st floor – front entry – top layer – 12” beige floor tile	Negative	N/A	MF12e
14-2410	1 st floor – front entry – 2 nd layer – 12” yellow and red floor tile	Negative	N/A	MF12lr
15-2410a	1 st floor – front entry – 3 rd layer – 12” red and black floor tile	Negative	N/A	MF12rk
15-2410b	1 st floor – front entry – 3 rd layer – under floor tile – brown mastic	Negative	N/A	MF12rk
16-2410a	1 st floor – living room – at fireplace – brown and white ceramic tile	Negative	N/A	MCTMnw
16-2410b	1 st floor – living room – at fireplace – grout	Negative	N/A	MCTMnw
17-2410	1 st floor – living room – at fireplace – under ceramic tile – mortar	Negative	N/A	MCTMM

Sample #	Location and Description	Results	Approximate Quantity	Homogeneous Code
18-2410	1 st floor – kitchen – top layer west side – 12” white and gray floor tile	Negative	N/A	MF12wy
19-2410	1 st floor – kitchen – top layer east side – 12” white and gray floor tile	Negative	N/A	MF12wy
20-2410	1 st floor – kitchen – top layer south side – 12” white and gray floor tile	Negative	N/A	MF12wy
21-2410a	1 st floor – kitchen – west side under plywood – 12” cream floor tile	Negative	N/A	MF12c
21-2410b	1 st floor – kitchen – west side floor tile – yellow mastic	Negative	N/A	MF12c
22-2410a	1 st floor – kitchen – east side under plywood – 12” cream floor tile	Negative	N/A	MF12c
22-2410b	1 st floor – kitchen – east side floor tile – yellow mastic	Negative	N/A	MF12c
23-2410a	1 st floor – kitchen – south side under plywood – 12” cream floor tile	Negative	N/A	MF12c
23-2410b	1 st floor – kitchen – south side floor tile – yellow mastic	Negative	N/A	MF12c
24-2410a	1 st floor – kitchen closet top layer – 12” white and blue floor tile	Negative	N/A	MF12wb
24-2410b	1 st floor – kitchen closet – under white and blue floor tile – black mastic	Negative	N/A	MF12wb
24-2410c	1 st floor – kitchen closet 2 nd layer – 12” brown floor tile	Positive 6% Chrysotile	10 Sq. Ft.	MF12n
24-2410d	1 st floor – kitchen closet 3 rd layer – tan linoleum	Negative	N/A	MFLt
24-2410e	1 st floor – kitchen closet 2 nd layer – under tan linoleum – brown mastic	Negative	N/A	MFLt
25-2410	1 st floor – bathroom – 12” white/blue/black floor tile	Negative	N/A	MF12wbk
26-2410a	2 nd floor – hall – under floor tile and plywood – 12” yellow and green floor tile	Positive 4% Chrysotile	75 Sq. Ft.	MF12lg
26-2410b	2 nd floor – hall – under yellow and green floor tile – yellow mastic	Negative	N/A	MF12lg
27-2410	2 nd floor – southwest bedroom – 1’ x 1’ ceiling tile	Negative	N/A	MSCT11
28-2410	2 nd floor – southeast bedroom – 1’ x 1’ ceiling tile	Negative	N/A	MSCT11
29-2410	2 nd floor – northeast bedroom – 1’ x 1’ ceiling tile	Negative	N/A	MSCT11
30-2410a	2 nd floor – southwest bedroom – north wall – plaster skim coat	Negative	N/A	SPI
30-2410b	2 nd floor – southwest bedroom – north wall – plaster base coat	Negative	N/A	SPI
31-2410a	2 nd floor – northeast bedroom – ceiling – plaster skim coat	Negative	N/A	SPI
31-2410b	2 nd floor – northeast bedroom – ceiling – plaster base coat	Negative	N/A	SPI
32-2410a	2 nd floor – northwest bedroom – south wall – plaster skim coat	Negative	N/A	SPI
32-2410b	2 nd floor – northwest bedroom – south wall – plaster base coat	Negative	N/A	SPI
33-2410a	1 st floor – foyer – east wall – plaster skim coat	Negative	N/A	SPI
33-2410b	1 st floor – foyer – east wall – plaster base coat	Negative	N/A	SPI

Sample #	Location and Description	Results	Approximate Quantity	Homogeneous Code
34-2410a	1 st floor – dining room – west wall – plaster skim coat	Negative	N/A	SPI
34-2410b	1 st floor – dining room – west wall – plaster base coat	Negative	N/A	SPI
35-2410	2 nd floor – bathroom – under wall panels – black mastic	Positive 20% Chrysotile	140 Sq. Ft.	MWMk
36-2410	2 nd floor – bathroom – top layer – 12” cream and red floor tile	Negative	N/A	MF12cr
37-2410	2 nd floor – bathroom – under plywood – 12” tan floor tile	Negative	N/A	MF12t
38-2410a	Attic – south room – blue linoleum	Negative	N/A	MFLb
38-2410b	Attic – south room – under linoleum – black mastic	Negative	N/A	MFLb
39-2410	Attic – south room – under mastic – tar paper #2	Negative	N/A	MPT2
40-2410	Attic – south room – north wall – fiberboard	Negative	N/A	MFB
41-2410	Attic – south room – south wall – fiberboard	Negative	N/A	MFB
42-2410	Attic – south room – west wall – fiberboard	Negative	N/A	MFB
43-2410	Attic – south side under floor – blown in insulation	Negative	N/A	MBI
44-2410	Attic – east side under floor – blown in insulation	Negative	N/A	MBI
45-2410	Attic – west side under floor – blown in insulation	Negative	N/A	MBI
46-2410	Roof – east side top layer – tan asphalt shingle	Negative	N/A	MRSt
47-2410	Roof – northwest top layer – tan asphalt shingle	Negative	N/A	MRSt
48-2410	Roof – southwest top layer – tan asphalt shingle	Negative	N/A	MRSt
49-2410	Roof – east side bottom layer – brown asphalt shingle <i>Quantity includes garage roof</i>	Positive 5% Chrysotile	1,250 Sq. Ft.	MRSn
50-2410	Roof – northwest bottom layer – brown asphalt shingle	Positive 4% Chrysotile	Reference 49-2410	MRSn
51-2410	Roof – southwest bottom layer – brown asphalt shingle	Negative	N/A	MRSn
52-2410	Attic – on chimney – tan flue packing	Negative	N/A	TFPt
53-2410	Basement – south wall – plaster #2	Negative	N/A	SPI2
54-2410	Basement – east wall – plaster #2	Negative	N/A	SPI2
55-2410	Basement – north wall – plaster #2	Negative	N/A	SPI2
56-2410	Basement – bathroom – 12” white floor tile	Negative	N/A	MF12w
57-2410	Basement – on chimney – gray flue packing	Negative	N/A	TFPy
58-2410a	1 st floor – foyer and living room – scattered under carpet – 12” tan and black floor tile	Positive 7% Chrysotile	160 Sq. Ft.	MF12tk
58-2410b	1 st floor – foyer and living room – scattered under floor tile – yellow mastic	Negative	N/A	MF12tk
59-2410	1 st floor – foyer – south side – 2’ x 4’ ceiling tile	Negative	N/A	MSCT24
60-2410	1 st floor – foyer – center – 2’ x 4’ ceiling tile	Negative	N/A	MSCT24
61-2410	1 st floor – foyer – north side – 2’ x 4’ ceiling tile	Negative	N/A	MSCT24
62-2410	2 nd floor – bathroom – on floor duct – duct paper <i>Quantity includes basement boot</i>	Positive 75% Chrysotile	5 Sq. Ft.	TDW
63-2410a	1 st floor – dining room – ceiling – joint compound	Negative	N/A	MDW
63-2410b	1 st floor – dining room – ceiling – drywall	Negative	N/A	MDW
64-2410	Exterior – east side on windows – caulk	Negative	N/A	MCLK
Sample #	Location and Description	Results	Approximate Quantity	Homogeneous Code

65-2410	Exterior – north side on windows – caulk	Positive 40% Chrysotile	27 Windows	MCLK
66-2410	Exterior – south side on windows – caulk	Positive 10% Chrysotile	Reference 65- 2410	MCLK
67-2410	Garage – on interior walls – tar paper #3	Negative	N/A	MPT3
68-2410a	Quality assurance/quality control sample of 26-2410a	Positive 5% Chrysotile	N/A	QA/QC
68-2410b	Quality assurance/quality control sample of 26-2410b	Negative	N/A	QA/QC

Notes: N/A = Not Applicable
Sq. Ft. = Square Feet

Homogeneous Material Codes

SPI	Plaster
SPI2	Plaster #2
STC	Stucco
MTP	Transite
MPT	Tar Paper
MPT2	Tar Paper #2
MPT3	Tar Paper #3
MPG	Glazing Compound
MF12e	12” Beige Floor Tile
MF12lr	12” Yellow & Red Floor Tile
MF12rk	12” Red & Black Floor Tile
MF12wy	12” White & Gray Floor Tile
MF12c	12” Cream Floor Tile
MF12wb	12” White & Blue Floor Tile
MF12n	12” Brown Floor Tile
MF12wbk	12” White/Blue/Black Floor Tile
MF12lg	12” Yellow & Green Floor Tile
MF12cr	12” Cream & Red Floor Tile
MF12t	12” Tan Floor Tile
MF12w	12” White Floor Tile
MF12tk	12” Tan & Black Floor Tile
MCTMnw	Brown & White Ceramic Tile
MCTMM	Mortar
MSCT11	1’ x 1’ Ceiling Tile
MSCT24	2’ x 4’ Ceiling Tile
MWMk	Black Wall Mastic
MFLb	Blue Linoleum
MBI	Blown in Insulation
MDW	Drywall/Joint Compound
MFB	Fiberboard
MRSt	Tan Asphalt Shingle
MRSn	Brown Asphalt Shingle
MCLK	Caulk
TFPt	Tan Flue Packing
TFPy	Gray Flue Packing
TDW	Duct Paper

Note#1: Category I – Non-Friable Asbestos Containing Materials may become friable during mechanical demolition activities or maybe considered friable prior to demolition activities due to its current condition.

Note#2: If additional materials are discovered during demolition that are not listed above they are to be assumed to be asbestos containing.

Note#3: A copy of this report should be transmitted to the demolition contractor.

Note#4: Estimated cost for friable & category II non-friable (transite, glazing compound, and duct paper) asbestos removal.....\$12,500.00

V. EXCLUSIONS

No visible or accessible areas were excluded from the scope of work.

HMG is not and shall not represent the building owner as its agent or representative for the purpose of the US EPA/NESHAP and/or the WDNR/NR447 regulations, as owner/operator.

This report represents the condition of the building and its visible/accessible suspect asbestos containing materials at the date and the times of the onsite inspection. Hidden materials or those materials that could be present at the point of inspection, over and above those stated in the inspection report, are the responsibility of the building owner and the demolition contractor.

VI. LIMITATIONS

The care and skill given to our procedures insures the most reliable test results possible. HMG utilizes Quantem Laboratories for our Polarized Light Microscopy, unless otherwise specified by the client. The findings and conclusions of HMG represent our professional opinions extrapolated from limited data. Significant limited data is gathered during the course of the preliminary asbestos specific site assessment. No other warranty is expressed or implied. Prior to any abatement or renovation activities, it is recommended that HMG be provided the opportunity to review such plans in order that the inspection and assessments contained herein are properly interpreted and implemented.

This report and the information contained herein are prepared for the sole and exclusive use and possession of the City of Milwaukee Department of Neighborhood Services. No other person or entity may rely on this report or any information contained herein. Any dissemination of the Report or any information contained herein is strictly prohibited without prior written authorization from Harenda Management Group.

VII. PRE-DEMOLITION ENVIRONMENTAL CHECKLIST

This guide lists materials and products commonly found in buildings with examples. It is not intended as a substitute for reading the rules and statutes and making your own independent determination of their applicability to your demolition project. These examples presented here do not represent an exhaustive listing of types of materials that may be required to be removed from the building prior to demolition.

ASBESTOS

Persons conducting inspections for asbestos must hold a valid asbestos inspector certification card issued by the State of Wisconsin, Dept. of Health & Family Services. **Please follow the Asbestos Inspection and Sampling Protocol for Buildings to be Demolished or Renovated.**

CFCs and HALONS

Equipment that may contain CFCs and Halons:

<u>N/A</u>	Air Conditioners (roof top, room, and central)
<u>N/A</u>	Dehumidifiers
<u>N/A</u>	Heat Pumps
<u>N/A</u>	Refrigerators, Freezers, Chillers
<u>N/A</u>	Vending Machines, Food Display Cases
<u>N/A</u>	Walk-in Coolers
<u>N/A</u>	Water Fountains (bubblers)
<u>N/A</u>	Fire Extinguishers (both portable and installed HALON suppression systems)
<u>N/A</u>	Water Coolers

LEAD

Lead or Lead Based Paint (LBP) is common in many older buildings. When recycling construction and demolition debris, be aware that wood containing lead paint may not be chipped and spread for landscaping. State law also prohibits the sale or transfer of any fixture or other object containing LBP that might be placed upon any surface of a dwelling, which is ordinarily accessible to children.

MERCURY

Products that may contain mercury:

LIGHTING

<u>N/A</u>	Fluorescent Lights
<u>N/A</u>	High Intensity Discharge -Metal Halide -High Pressure Sodium -Mercury Vapor
<u>N/A</u>	Neon
<u>N/A</u>	Switches for lighting using mercury relays -Look for any control associated with exterior or automated lighting systems such as "Silent" wall switches.

HVAC

Check thermostats and any control associated with air handling units for switches containing mercury.

HEATING, VENTILATING AND AIR CONDITIONING SYSTEMS

<u>N/A</u>	Old Thermostats
<u>N/A</u>	Aquastats
<u>N/A</u>	Firestats
<u>N/A</u>	Manometers
<u>N/A</u>	Thermometers

BOILERS, FURNACES, HEATERS AND TANKS

<u>N/A</u>	Mercury Flame Sensors by pilot lights
<u>N/A</u>	Manometers, Thermometers, Gauges
<u>N/A</u>	Pressure-trol
<u>N/A</u>	Float or Level Controls
<u>N/A</u>	Space Heaters

ELECTRICAL SYSTEMS

<u>N/A</u>	Load Meters and Supply Relays
<u>N/A</u>	Phase Splitters
<u>N/A</u>	Microwave Relays
<u>N/A</u>	Mercury Displacement Relays

PCBs

For electrical devices manufactured prior to 1987, it is safe to assume that they contain PCBs and should be managed accordingly. Most equipment manufactured after this time will say "PCB Free". The following is a list of areas in a building where PCBs may be found:

<u>N/A</u>	Transformers
<u>N/A</u>	Capacitors (appliances, electronic equipment)
<u>N/A</u>	Heat Transfer Equipment
<u>N/A</u>	Light Ballasts
<u>N/A</u>	Specialty Paints (such as for swimming pools or other industrial applications)
<u>N/A</u>	Sumps or Oil Traps (in maintenance and industrial facilities)

OTHER ENVIRONMENTAL ISSUES

<u>N/A</u>	Hazardous Waste
<u>2</u>	Oil Tanks – Basement
<u>N/A</u>	Well Abandonment
<u>2</u>	Junk Auto Tires – Garage
<u>N/A</u>	Junk Vehicles

* 1 Small Propane Tank in Garage

VIII. LABORATORY RESULTS



2033 Heritage Park Drive / Oklahoma City, OK 73120 / (405) 755-7272 / Fax (405) 755-2058

Polarized Light Microscopy Asbestos Analysis Report

Quantem Lab No. 228799	Client: Harenda Management Group
Account Number: B929	Jolene Harenda
Date Received: 11/05/2013	1237 West Bruce St.
Received By: Joanna Mueller	Milwaukee, WI 53204
Date Analyzed: 11/06/2013	Project: DNS
Analyzed By: Sandy Baker	Project Location: Milwaukee, WI
Methodology: EPA/600/R-93/116	Project Number: 13-2000-068.2410

Quantem Sample ID	Client Sample ID	Composition	Color / Description	Asbestos (%)	Non-Asbestos Fiber (%)	Non Fibrous
001	1-2410	Homogeneous	Gray Transite	Asbestos Present Chrysotile 25	NA	CaCO3 Paint
002	2-2410	Homogeneous	Gray Transite	Asbestos Present Chrysotile 25	NA	CaCO3 Paint
003	3-2410	Homogeneous	Gray Transite	Asbestos Present Chrysotile 25	NA	CaCO3 Paint
004	4-2410	Composite	Black Roofing	Asbestos Not Present	Cellulose 50	Tar
005	5-2410	Homogeneous	Black Roofing	Asbestos Not Present	Cellulose 50	Tar
006	6-2410	Homogeneous	Black Roofing	Asbestos Not Present	Cellulose 50	Tar
007	7-2410	Homogeneous	Beige Window Glazing	Asbestos Present Chrysotile <1	NA	CaCO3

Unless otherwise noted, upon receipt the condition of the sample was acceptable for analysis.

Quantem is a NVLAP accredited PLM laboratory (Lab Code: 101959-0). This report relates only to the specific items tested. NVLAP accreditation applies only to analysis performed utilizing EPA/600/M4-82-020 and EPA/600/R-93/116 methods. This report may not be used to claim product endorsement by NVLAP or any agency of the US Government. This report may not be reproduced except in full, without the written approval of the laboratory.



2033 Heritage Park Drive / Oklahoma City, OK 73120 / (405) 755-7272 / Fax (405) 755-2058

Polarized Light Microscopy Asbestos Analysis Report

QuantEM Lab No. 228799	Client: Harendra Management Group
Account Number: B929	Jolene Harendra
Date Received: 11/05/2013	1237 West Bruce St.
Received By: Joanna Mueller	Milwaukee, WI 53204
Date Analyzed: 11/06/2013	Project: DNS
Analyzed By: Sandy Baker	Project Location: Milwaukee, WI
Methodology: EPA/600/R-93/116	Project Number: 13-2000-068.2410

QuantEM Sample ID	Client Sample ID	Composition	Color / Description	Asbestos (%)	Non-Asbestos Fiber (%)	Non Fibrous
008	8-2410	Homogeneous	Gray Window Glazing	Asbestos Present Chrysotile <1	NA	CaCO3
009	9-2410	Homogeneous	Light Gray Window Glazing	Asbestos Present Chrysotile 4	NA	CaCO3 Paint
010	10-2410	Layered	Light Gray Plaster	Asbestos Not Present	NA	Quartz Sand Paint
010a		Layered	Gray Plaster	Asbestos Not Present	NA	Quartz Sand
011	11-2410	Homogeneous	Gray Plaster	Asbestos Not Present	NA	Quartz Sand
012	12-2410	Homogeneous	Gray Plaster	Asbestos Not Present	NA	Quartz Sand
013	13-2410	Homogeneous	Yellow/Black Floor Tile	Asbestos Not Present	NA	Vinyl CaCO3

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Polarized Light Microscopy Asbestos Analysis Report

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Account Number: B929	Jolene Harendra
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Received By: Joanna Mueller	Milwaukee, WI 53204
Date Analyzed: 11/06/2013	Project: DNS
Analyzed By: Sandy Baker	Project Location: Milwaukee, WI
Methodology: EPA/600/R-93/116	Project Number: 13-2000-068.2410

Quantem Sample ID	Client Sample ID	Composition	Color / Description	Asbestos (%)	Non-Asbestos Fiber (%)	Non Fibrous
014	14-2410	Homogeneous	Dark Yellow Floor Tile	Asbestos Not Present	NA	Vinyl CaCO3
015	15-2410	Layered	Dark Red Sheet Vinyl	Asbestos Not Present	NA	Foam
015a		Layered	Brown Mastic	Asbestos Not Present	NA	Glue
016	16-2410	Layered	Brown Ceramic Tile	Asbestos Not Present	NA	Clay
016a		Layered	Light Gray Grout	Asbestos Not Present	NA	Quartz Sand
017	17-2410	Homogeneous	Gray Plaster	Asbestos Not Present	NA	Quartz Sand
018	18-2410	Homogeneous	Light Gray Floor Tile	Asbestos Not Present	NA	Vinyl CaCO3

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Polarized Light Microscopy Asbestos Analysis Report

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Methodology: EPA/600/R-93/116	Project Number: 13-2000-068.2410

QuantEM Sample ID	Client Sample ID	Composition	Color / Description	Asbestos (%)	Non-Asbestos Fiber (%)	Non Fibrous
019	19-2410	Homogeneous	Light Gray Floor Tile	Asbestos Not Present	NA	Vinyl CaCO3
020	20-2410	Homogeneous	Light Gray Floor Tile	Asbestos Not Present	NA	Vinyl CaCO3
021	21-2410	Layered	Beige Floor Tile	Asbestos Not Present	NA	Vinyl CaCO3
021a		Layered	Yellow Mastic	Asbestos Not Present	NA	Glue
022	22-2410	Layered	Beige Floor Tile	Asbestos Not Present	NA	Vinyl CaCO3
022a		Layered	Yellow Mastic	Asbestos Not Present	NA	Glue
023	23-2410	Layered	Beige Floor Tile	Asbestos Not Present	NA	Vinyl CaCO3

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Polarized Light Microscopy Asbestos Analysis Report

QuantEM Lab No. 228799	Client: Harenda Management Group
Account Number: B929	Jolene Harenda
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Received By: Joanna Mueller	Milwaukee, WI 53204
Date Analyzed: 11/06/2013	Project: DNS
Analyzed By: Sandy Baker	Project Location: Milwaukee, WI
Methodology: EPA/600/R-93/116	Project Number: 13-2000-068.2410

QuantEM Sample ID	Client Sample ID	Composition	Color / Description	Asbestos (%)	Non-Asbestos Fiber (%)	Non Fibrous
023a		Layered	Yellow Mastic	Asbestos Not Present	NA	Glue
024	24-2410	Layered	Light Gray Floor Tile	Asbestos Not Present	NA	Vinyl CaCO3
024a		Layered	Black Mastic	Asbestos Not Present	NA	Tar
024b		Layered	Brown Floor Tile	Asbestos Present Chrysotile 6	NA	Vinyl CaCO3
024c		Layered	Green Linoleum	Asbestos Not Present	Cellulose 45	Cork
024d		Layered	Brown Mastic	Asbestos Not Present	NA	Glue
025	25-2410	Homogeneous	Light Gray Floor Tile	Asbestos Not Present	NA	Vinyl CaCO3

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Polarized Light Microscopy Asbestos Analysis Report

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Received By: Joanna Mueller	Milwaukee, WI 53204
Date Analyzed: 11/06/2013	Project: DNS
Analyzed By: Sandy Baker	Project Location: Milwaukee, WI
Methodology: EPA/600/R-93/116	Project Number: 13-2000-068.2410

QuantEM Sample ID	Client Sample ID	Composition	Color / Description	Asbestos (%)	Non-Asbestos Fiber (%)	Non Fibrous
026	26-2410	Layered	Blue/Brown Floor Tile	Asbestos Present Chrysotile 4	NA	Vinyl CaCO3
026a		Layered	Yellow Mastic	Asbestos Not Present	NA	Glue
027	27-2410	Homogeneous	White Ceiling Tile	Asbestos Not Present	Cellulose 90	Paint
028	28-2410	Homogeneous	White Ceiling Tile	Asbestos Not Present	Cellulose 90	Paint
029	29-2410	Homogeneous	White Ceiling Tile	Asbestos Not Present	Cellulose 90	Paint
030	30-2410	Layered	White Skim Coat	Asbestos Not Present	NA	CaCO3 Paint
030a		Layered	Gray Plaster	Asbestos Not Present	Animal Hair 3	Quartz Sand

Unless otherwise noted, upon receipt the condition of the sample was acceptable for analysis.

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Polarized Light Microscopy Asbestos Analysis Report

QuantEM Lab No. 228799	Client: Harenda Management Group
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Date Analyzed: 11/06/2013	Project: DNS
Analyzed By: Sandy Baker	Project Location: Milwaukee, WI
Methodology: EPA/600/R-93/116	Project Number: 13-2000-068.2410

QuantEM Sample ID	Client Sample ID	Composition	Color / Description	Asbestos (%)	Non-Asbestos Fiber (%)	Non Fibrous
031	31-2410	Layered	White Skim Coat	Asbestos Not Present	NA	CaCO3 Paint
031a		Layered	Gray Plaster	Asbestos Not Present	Animal Hair	3 Quartz Sand
032	32-2410	Layered	White Skim Coat	Asbestos Not Present	NA	CaCO3 Paint
032a		Layered	Gray Plaster	Asbestos Not Present	Animal Hair	2 Quartz Sand
033	33-2410	Layered	White Skim Coat	Asbestos Not Present	NA	CaCO3 Paint
033a		Layered	Gray Plaster	Asbestos Not Present	Animal Hair	2 Quartz Sand
034	34-2410	Homogeneous	Light Gray Plaster	Asbestos Not Present	Cellulose	2 Quartz Sand Paint

Unless otherwise noted, upon receipt the condition of the sample was acceptable for analysis.

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Polarized Light Microscopy Asbestos Analysis Report

Quantem Lab No. 228799	Client: Harenda Management Group
Account Number: B929	Jolene Harenda
Date Received: 11/05/2013	1237 West Bruce St.
Received By: Joanna Mueller	Milwaukee, WI 53204
Date Analyzed: 11/06/2013	Project: DNS
Analyzed By: Sandy Baker	Project Location: Milwaukee, WI
Methodology: EPA/600/R-93/116	Project Number: 13-2000-068.2410

Quantem Sample ID	Client Sample ID	Composition	Color / Description	Asbestos (%)	Non-Asbestos Fiber (%)	Non Fibrous
035	35-2410	Homogeneous	Black Mastic	Asbestos Present Chrysotile 20	NA	Binder
036	36-2410	Homogeneous	Tan Floor Tile	Asbestos Not Present	NA	Vinyl CaCO3
037	37-2410	Homogeneous	Brown Floor Tile	Asbestos Not Present	NA	Vinyl CaCO3
038	38-2410	Layered	Blue Linoleum	Asbestos Not Present	Cellulose 60	Paint Tar
038a		Layered	Black Mastic	Asbestos Not Present	Cellulose 5	Tar
039	39-2410	Homogeneous	Black Tar Paper	Asbestos Not Present	Cellulose 60	Tar
040	40-2410	Homogeneous	White Ceiling Tile	Asbestos Not Present	Cellulose 90	Paint

Unless otherwise noted, upon receipt the condition of the sample was acceptable for analysis.

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Polarized Light Microscopy Asbestos Analysis Report

QuantEM Lab No. 228799	Client: Harenda Management Group
Account Number: B929	Jolene Harenda
Date Received: 11/05/2013	1237 West Bruce St.
Received By: Joanna Mueller	Milwaukee, WI 53204
Date Analyzed: 11/06/2013	Project: DNS
Analyzed By: Sandy Baker	Project Location: Milwaukee, WI
Methodology: EPA/600/R-93/116	Project Number: 13-2000-068.2410

QuantEM Sample ID	Client Sample ID	Composition	Color / Description	Asbestos (%)	Non-Asbestos Fiber (%)	Non Fibrous
041	41-2410	Homogeneous	White Ceiling Tile	Asbestos Not Present	Cellulose 90	Paint
042	42-2410	Homogeneous	White Ceiling Tile	Asbestos Not Present	Cellulose 90	Paint
043	43-2410	Homogeneous	Gray Insulation	Asbestos Not Present	Cellulose 100	
044	44-2410	Homogeneous	Gray Insulation	Asbestos Not Present	Cellulose 100	
045	45-2410	Homogeneous	Gray Insulation	Asbestos Not Present	Cellulose 100	
046	46-2410	Homogeneous	Tan/Brown Shingle	Asbestos Not Present	Cellulose 30	Quartz Tar
047	47-2410	Homogeneous	Tan/Brown Shingle	Asbestos Not Present	Cellulose 30	Quartz Tar

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Polarized Light Microscopy Asbestos Analysis Report

Quantem Lab No. 228799

Account Number: B929

Date Received: 11/05/2013

Received By: Joanna Mueller

Date Analyzed: 11/06/2013

Analyzed By: Sandy Baker

Methodology: EPA/600/R-93/116

Client: Harenda Management Group

Jolene Harenda

1237 West Bruce St.

Milwaukee, WI 53204

Project: DNS

Project Location: Milwaukee, WI

Project Number: 13-2000-068.2410

Quantem Sample ID	Client Sample ID	Composition	Color / Description	Asbestos (%)	Non-Asbestos Fiber (%)	Non Fibrous
048	48-2410	Homogeneous	Tan/Brown Shingle	Asbestos Not Present	Cellulose 30	Quartz Tar
049	49-2410	Homogeneous	Green/Red Shingle	Asbestos Present Chrysotile 5	Cellulose 30	Quartz Tar
050	50-2410	Homogeneous	Green/Red Shingle	Asbestos Present Chrysotile 4	Cellulose 30	Quartz Tar
051	51-2410	Homogeneous	Gray/Tan Shingle	Asbestos Not Present	Cellulose 30	Quartz Tar
052	52-2410	Homogeneous	Gray Plaster	Asbestos Not Present	Cellulose 6	Quartz Sand
053	53-2410	Homogeneous	Gray Plaster	Asbestos Not Present	Cellulose 3	Quartz Sand
054	54-2410	Homogeneous	Gray Plaster	Asbestos Not Present	Cellulose 3	Quartz Sand

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Polarized Light Microscopy Asbestos Analysis Report

QuantEM Lab No. 228799	Client: Harenda Management Group
Account Number: B929	Jolene Harenda
Date Received: 11/05/2013	1237 West Bruce St.
Received By: Joanna Mueller	Milwaukee, WI 53204
Date Analyzed: 11/06/2013	Project: DNS
Analyzed By: Sandy Baker	Project Location: Milwaukee, WI
Methodology: EPA/600/R-93/116	Project Number: 13-2000-068.2410

QuantEM Sample ID	Client Sample ID	Composition	Color / Description	Asbestos (%)	Non-Asbestos Fiber (%)	Non Fibrous
055	55-2410	Homogeneous	Gray Plaster	Asbestos Not Present	Cellulose 4	Quartz Sand
056	56-2410	Homogeneous	Gray Floor Tile	Asbestos Not Present	NA	Vinyl CaCO3
057	57-2410	Homogeneous	Gray Window Glazing	Asbestos Not Present	Wollastonite 75	Binder
058	58-2410	Layered	Tan/Brown Floor Tile	Asbestos Present Chrysotile 7	NA	Vinyl CaCO3
058a		Layered	Yellow Mastic	Asbestos Not Present	NA	Vinyl CaCO3
059	59-2410	Homogeneous	White Ceiling Tile	Asbestos Not Present	Cellulose 30 Glass Fiber 30	Perlite Paint
060	60-2410	Homogeneous	White Ceiling Tile	Asbestos Not Present	Cellulose 30 Glass Fiber 30	Perlite Paint

Unless otherwise noted, upon receipt the condition of the sample was acceptable for analysis.

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Polarized Light Microscopy Asbestos Analysis Report

Quantem Lab No. 228799

Account Number: B929

Date Received: 11/05/2013

Received By: Joanna Mueller

Date Analyzed: 11/06/2013

Analyzed By: Sandy Baker

Methodology: EPA/600/R-93/116

Client: Harenda Management Group

Jolene Harenda

1237 West Bruce St.

Milwaukee, WI 53204

Project: DNS

Project Location: Milwaukee, WI

Project Number: 13-2000-068.2410

Quantem Sample ID	Client Sample ID	Composition	Color / Description	Asbestos (%)	Non-Asbestos Fiber (%)	Non Fibrous
061	61-2410	Homogeneous	White Ceiling Tile	Asbestos Not Present	Cellulose 30 Glass Fiber 30	Perlite Paint
062	62-2410	Homogeneous	Light Gray Insulation	Asbestos Present Chrysotile 75	NA	Binder
063	63-2410	Layered	White Texture	Asbestos Not Present	NA	CaCO3 Paint
063a		Layered	White Sheetrock	Asbestos Not Present	Cellulose 30	Gypsum
064	64-2410	Homogeneous	White Window Glazing	Asbestos Not Present	NA	CaCO3 Paint
065	65-2410	Homogeneous	Tan Window Glazing	Asbestos Present Chrysotile 40	NA	CaCO3 Binder Paint
066	66-2410	Homogeneous	Tan Window Glazing	Asbestos Present Chrysotile 10	NA	CaCO3 Paint

Unless otherwise noted, upon receipt the condition of the sample was acceptable for analysis.

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Polarized Light Microscopy Asbestos Analysis Report

Quantem Lab No. 228799

Account Number: B929

Date Received: 11/05/2013

Received By: Joanna Mueller

Date Analyzed: 11/06/2013

Analyzed By: Sandy Baker

Methodology: EPA/600/R-93/116

Client: Harenda Management Group

Jolene Harenda

1237 West Bruce St.

Milwaukee, WI 53204

Project: DNS

Project Location: Milwaukee, WI

Project Number: 13-2000-068.2410

Quantem Sample ID	Client Sample ID	Composition	Color / Description	Asbestos (%)	Non-Asbestos Fiber (%)	Non Fibrous
067	67-2410	Homogeneous	Black Tar Paper	Asbestos Not Present	Cellulose 60	Tar
068	68-2410	Layered	Tan/Brown Floor Tile	Asbestos Present Chrysotile 5	NA	Vinyl CaCO3
068a		Layered	Yellow Mastic	Asbestos Not Present	NA	Glue

Sandy Baker, Analyst

11/6/2013

Date of Report

Unless otherwise noted, upon receipt the condition of the sample was acceptable for analysis.

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Lab No. 228799
 Accept Reject

Report Results one box
 QuanTEM Website
 Other_email

Contact Information
 Company: **Harenda Management Group**
 Contact: **Dean Jacobsen**
 Account #: **B929**
 Scanned By: Name: _____
 Project Name: **DNS**
 Project Location: **Milwaukee, WI**
 Project ID: **13-2000-068.2410**
 P.O. Number: _____

Project Information
 Project Name: **DNS**
 Project Location: **Milwaukee, WI**
 Project ID: **13-2000-068.2410**
 P.O. Number: _____

RELINQUISHED BY: Dean Jacobsen DATE & TIME: 11/4/13 1800 VIA: FedEx RECEIVED BY: J. Mueller DATE & TIME: 11/5/13 10:00

REQUESTED SERVICES (Please check the Appropriate Boxes)

Sample ID (10 Containers Max)	Color	PLM		TEM		TEM		TURNAROUND TIME
		<input type="checkbox"/> Bulk Analysis (EPA 600/R-93/116)	<input type="checkbox"/> Vermiculite Attic Insulation (EPA 600/R-04/004)	<input type="checkbox"/> Air- AHERA	<input type="checkbox"/> Air- NIOSH 7402	<input type="checkbox"/> Bulk- Presence / Absence EPA600/R-93/116	<input type="checkbox"/> Bulk- Quantitative [weight%]- Chatfield	
<input checked="" type="checkbox"/> 1-240		<input type="checkbox"/> 400 Point Count	<input type="checkbox"/> Other	<input type="checkbox"/> Air- ISO 10312	<input type="checkbox"/> Drinking Water- EPA 100.2	<input type="checkbox"/> Dust- Presence / Absence	<input type="checkbox"/> Dust- Quantitative [fibers/sq.cm]- ASTM D5755	<input checked="" type="checkbox"/> Same Day
<input type="checkbox"/> 2-240		<input type="checkbox"/> 1000 Point Count		<input type="checkbox"/> Waste Water- EPA 600/4-83-043				<input type="checkbox"/> 24 - Hour
<input type="checkbox"/> 3-240		<input type="checkbox"/> Gravimetric Preparation						<input type="checkbox"/> 3 - Day
<input type="checkbox"/> 4-240		<input type="checkbox"/> Particle ID						<input type="checkbox"/> 5 - Day

No.	Sample ID (10 Containers Max)	Color	Description	Volume / Area (as applicable)	Comments / Notes
1	1-240				
2	2-240				
3	3-240				
4	4-240				
5	5-240				
6	6-240				
7	7-240				
8	8-240				
9	9-240				
10	10-240				



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Lab No. 228799
 Accept
 Reject

Project Information		Project Name: DNS	Project Location: Milwaukee, WI	
Sample ID (40 Characters Max)	To Be Analyzed	Description	Volume / Area (as applicable)	Comments / Notes
11	<input checked="" type="checkbox"/>			
12	<input type="checkbox"/>			
13	<input type="checkbox"/>			
14	<input type="checkbox"/>			
15	<input type="checkbox"/>			
16	<input type="checkbox"/>			
17	<input type="checkbox"/>			
18	<input type="checkbox"/>			
19	<input type="checkbox"/>			
20	<input type="checkbox"/>			
21	<input type="checkbox"/>			
22	<input type="checkbox"/>			
23	<input type="checkbox"/>			
24	<input type="checkbox"/>			
25	<input type="checkbox"/>			
26	<input type="checkbox"/>			
27	<input type="checkbox"/>			
28	<input type="checkbox"/>			
29	<input type="checkbox"/>			
30	<input checked="" type="checkbox"/>			



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Lab No. 228799
<input checked="" type="checkbox"/> Accept <input type="checkbox"/> Reject

Project Information		Project Name: DNS	Project Location: Milwaukee, WI		
No.	Sample ID (10 Characters Max)	Color	Description	Volume / Area (as applicable)	Comments / Notes
31	31-2410				
32	32-2410				
33	33-2410				
34	34-2410				
35	35-2410				
36	36-2410				
37	37-2410				
38	38-2410				
39	39-2410				
40	40-2410				
41	41-2410				
42	42-2410				
43	43-2410				
44	44-2410				
45	45-2410				
46	46-2410				
47	47-2410				
48	48-2410				
49	49-2410				
50	50-2410				



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LEGAL DOCUMENT - PLEASE PRINT LEGIBLY

For Lab Use Only
Lab No. <u>2287A</u>
Accept <input checked="" type="checkbox"/> Reject <input type="checkbox"/>

Project Information		Project Name: DNS	Project Location: Milwaukee, WI			
No.	Sample ID (10 Characters Max)	To Be Analyzed <input checked="" type="checkbox"/>	Color	Description	Volume / Area (as applicable)	Comments / Notes
51	51-2410	<input checked="" type="checkbox"/>				
52	52-2410	<input type="checkbox"/>				
53	53-2410	<input type="checkbox"/>				
54	54-2410	<input type="checkbox"/>				
55	55-2410	<input type="checkbox"/>				
56	56-2410	<input type="checkbox"/>				
57	57-2410	<input type="checkbox"/>				
58	58-2410	<input type="checkbox"/>				
59	59-2410	<input type="checkbox"/>				
60	60-2410	<input type="checkbox"/>				
61	61-2410	<input type="checkbox"/>				
62	62-2410	<input type="checkbox"/>				
63	63-2410	<input type="checkbox"/>				
64	64-2410	<input type="checkbox"/>				
65	65-2410	<input type="checkbox"/>				
66	66-2410	<input type="checkbox"/>				
67	67-2410	<input type="checkbox"/>				
68	68-2410	<input checked="" type="checkbox"/>				
9		<input type="checkbox"/>				
0		<input type="checkbox"/>				

IX. HMG CERTIFICATION



ASBESTOS INSPECTOR

Issued By

STATE OF WISCONSIN

Dept. of Health Services

Dean T Jacobsen
W1316781 Kipling Dr
Monkego WI 53150-3401

		160 lbs	5' 08"
AI-14370	Exp. 12/31/2014	12/12/1963	Male

Training due by: 12/01/2014



ASBESTOS INSPECTION REPORT

Job Site:

**Two Family Dwelling
2716-18 West Meinecke Street
Milwaukee, Wisconsin**

For:

City of Milwaukee
Department of Neighborhood Services
Attn: Marge Piwaron
841 North Broadway 1st Floor
Milwaukee, Wisconsin 53202-3613

**HMG Report No.: 13-2000-068.2716
Contract No.: 360-13-0745**

Dean Jacobsen
Asbestos Inspector No. AII – 14370

Prepared by:

HARENDA MANAGEMENT GROUP
1237 West Bruce Street
Milwaukee, Wisconsin 53204

November 2013

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I. INTRODUCTION

Harenda Management Group (HMG) was retained by the City of Milwaukee Department of Neighborhood Services to conduct an inspection for possible asbestos containing materials in the dwelling at 2716-18 West Meinecke Street, Milwaukee, Wisconsin.

The inspection included plaster, texture, floor tile, flue packing, duct paper, cardboard pipe insulation, fittings, tape wrap, window glazing compound, linoleum, ceramic tile, blown in insulation, asphalt roofing, joint compound patches, paper insulation, caulk, and mastics to determine if asbestos containing materials were present within the space as required by *US EPA NESHAP regulation 40 CFR 61 Subpart M*.

II. BUILDING SURVEY

Chris Kraco, of the City of Milwaukee Department of Neighborhood Services, authorized HMG to conduct a building survey and to analyze samples taken during the inspection.

On November 4, 2013, HMG conducted an asbestos inspection of a two family dwelling, scheduled for mechanical demolition, located at 2716-18 West Meinecke Street, Milwaukee, Wisconsin. The inspection was conducted by Dean Jacobsen, Wisconsin License No. AII – 14370.

The inspection was comprised of three elements:

1. A visual determination as to the extent of suspect materials within the building.
2. Sampling and documentation of observable suspect materials.
3. Quantification of observable positive materials existing within the spaces.

The results of the survey integrated with the Polarized Light Microscopy with Dispersion Staining (PLM/DS) analysis of bulk samples taken are outlined in this document. If you have any questions please contact HMG at (414) 383-4800.

III. THE LABORATORY

A. METHOD OF ANALYSIS

Analysis is performed by using the bulk samples for visual observation and slide preparation(s) for microscopical examination and identification. The slides are analyzed for asbestos (chrysotile, amosite, crocidolite, anthophyllite, and actinolite/ tremolite), fibrous non asbestos constituents (mineral wool, paper, etc.), and nonfibrous constituents. Asbestos is identified by refractive indices (obtained by using dispersion staining), morphology, color, pleochroism, birefringence, extinction characteristics, and signs of elongation. The same characteristics are used to identify the non asbestos constituents.

The microscopist visually estimates relative amounts of each constituent using a stereoscope if necessary. The test results are based on a visual determination of relative volume of the bulk

sample components. The results are valid only for the item tested. Current US EPA NESHAP regulations state asbestos materials means material containing more than 1% asbestos as determined using the method specified in Appendix E, Subpart E, 40 CFR Part 763 Section I, Polarized Light Microscopy. Refer to 29 CFR 1926.1101 (Construction) and 29 CFR 1910.1001 (General Industry) for specific OSHA requirements.

IV. FINDINGS AND OBSERVATIONS

The materials identified as suspect asbestos containing materials (ACM) include plaster, texture, floor tile, flue packing, duct paper, cardboard pipe insulation, fittings, tape wrap, window glazing compound, linoleum, ceramic tile, blown in insulation, asphalt roofing, joint compound patches, paper insulation, caulk, and mastics. These materials were sampled and the following results were noted:

Sample #	Location and Description	Results	Approximate Quantity	Homogeneous Code
1-2716a	1 st floor – front entry – top layer – 12” gray floor tile	Negative	N/A	MF12y
1-2716b	1 st floor – front entry – bottom layer – beige linoleum	Negative	N/A	MFLe
1-2716b	1 st floor – front entry – bottom layer – under linoleum – yellow mastic	Negative	N/A	MFLe
2-2716	1 st floor – bathroom – top layer – linoleum backing	Negative	N/A	MFLback
3-2716a	1 st floor – bathroom – under plywood – tan and gray linoleum	Negative	N/A	MFLty
3-2716b	1 st floor – bathroom – under linoleum – brown mastic	Negative	N/A	MFLty
4-2716	1 st floor – north bedroom closet – 12” beige and blue floor tile	Negative	N/A	MF12eb
5-2716	Basement – on west side of chimney – white flue packing	Positive 30% Chrysotile	2 Sq. Ft.	TFPw
6-2716	Basement – on east side of chimney – gray flue packing	Negative	N/A	TFPy
7-2716	Basement – on south side of chimney – light gray flue packing	Negative	N/A	TFPylight
8-2716	Basement – west side – on return – duct paper <i>Duct paper seen on all wall vents</i>	Positive 75% Chrysotile	50 Sq. Ft.	TDW
9-2716	2 nd floor – kitchen – on west wall vent – duct paper	Positive 70% Chrysotile	Reference 8-2716	TDW
10-2716	1 st floor – dining room – on west wall vent – duct paper	Positive 70% Chrysotile	Reference 8-2716	TDW
11-2716a	Basement – west side - <5” diameter cardboard pipe insulation	Positive 65% Chrysotile	25 Ln. Ft.	TC5
11-2716a	Basement – west side - pipe insulation warp	Negative	N/A	TC5
12-2716	Basement – southwest - pipe insulation warp	Negative	N/A	TC5
13-2716a	Basement – southwest - <5” diameter cardboard pipe insulation	Positive 70% Chrysotile	Reference 11-2716a	TC5
13-2716a	Basement – south - pipe insulation warp	Negative	N/A	TC5
14-2716	Basement – southwest - <5” diameter pipe insulation fitting	Positive 15% Chrysotile	2 Fittings	TF5

Sample #	Location and Description	Results	Approximate Quantity	Homogeneous Code
15-2716a	Basement – north side – ceiling – plaster skim coat	Negative	N/A	SPI
15-2716b	Basement – north side – ceiling – plaster basecoat	Negative	N/A	SPI
16-2716a	2 nd floor – front stair – north wall – patch layer	Negative	N/A	SPI
16-2716b	2 nd floor – front stair – north wall – plaster skim coat	Negative	N/A	SPI
16-2716c	2 nd floor – front stair – north wall – plaster basecoat	Negative	N/A	SPI
17-2716	Attic – east room – ceiling – plaster	Negative	N/A	SPI
18-2716	Attic – south room – south wall – plaster	Negative	N/A	SPI
19-2716	1 st floor – pantry – east wall – plaster	Negative	N/A	SPI
20-2716	1 st floor – living room – south wall – plaster	Negative	N/A	SPI
21-2716	1 st floor – south bedroom – west wall – plaster	Negative	N/A	SPI
22-2716	Basement – southwest – on water pipe – black tape wrap	Positive 20% Chrysotile	1 Ln. Ft.	TTWk
23-2716	Basement – east window – glazing compound	Negative	N/A	MPG
24-2716	2 nd floor – living room – south window – glazing compound	Negative	N/A	MPG
25-2716	Attic – east window – glazing compound	Negative	N/A	MPG
26-2716	Basement – stair – on steps – gray linoleum	Negative	N/A	MFLy
27-2716	1 st floor – rear stair – on bottom steps – brown linoleum	Negative	N/A	MFLn
28-2716a	2 nd floor – rear stair – on landing – gold and gray linoleum	Negative	N/A	MFLdy
28-2716b	2 nd floor – rear stair – on steps – under linoleum – yellow mastic	Negative	N/A	MFLdy
29-2716a	2 nd floor – rear stair – on steps – stair tread	Negative	N/A	MST
29-2716b	2 nd floor – rear stair – on steps – under stair tread – white mastic	Negative	N/A	MST
30-2716a	2 nd floor – kitchen closet – floor – tan ceramic tile	Negative	N/A	MCTMt
30-2716b	2 nd floor – kitchen closet – floor – grout	Negative	N/A	MCTMt
30-2716c	2 nd floor – kitchen closet – floor – under ceramic tile – mortar	Negative	N/A	MCTMt
31-2716	2 nd floor – north bedroom closet – under carpet – linoleum backing #2	Positive 30% Chrysotile	20 Sq. Ft.	MFLback2
32-2716a	2 nd floor – hall floor – pink ceramic tile	Negative	N/A	MCTMp
32-2716b	2 nd floor – hall floor – grout	Negative	N/A	MCTMp
32-2716c	2 nd floor – hall floor – under ceramic tile – mortar	Negative	N/A	MCTMp
33-2716a	2 nd floor – bathroom – west side – cream and gray linoleum	Negative	N/A	MFLcy
33-2716b	2 nd floor – bathroom – west side – under linoleum – yellow mastic	Negative	N/A	MFLcy
34-2716	2 nd floor – bathroom – at toilet – cream linoleum	Positive 30% Chrysotile	5 Sq. Ft.	MFLc
35-2716a	2 nd floor – bathroom – on south wall – blue and white ceramic tile	Negative	N/A	MCTMbw
35-2716b	2 nd floor – bathroom – on south wall – under ceramic tile – yellow mastic	Negative	N/A	MCTMbw
35-2716c	2 nd floor – bathroom – on south wall – grout	Negative	N/A	MCTMbw
36-2716a	2 nd floor – bathroom – on north wall – blue and white ceramic tile	Negative	N/A	MCTMbw

Sample #	Location and Description	Results	Approximate Quantity	Homogeneous Code
36-2716b	2 nd floor – bathroom – on north wall – under ceramic tile – yellow mastic	Negative	N/A	MCTMbw
37-2716a	1 st floor – bathroom – on south wall – blue and white ceramic tile	Negative	N/A	MCTMbw
37-2716b	1 st floor – bathroom – on south wall – grout	Negative	N/A	MCTMbw
38-2716	2 nd floor – dining room entry – green and white linoleum	Negative	N/A	MFLgw
39-2716a	2 nd floor – living room – west wall – joint compound 1	Negative	N/A	MDW
39-2716b	2 nd floor – living room – west wall – joint compound 2	Negative	N/A	MDW
39-2716c	2 nd floor – living room – west wall – drywall	Negative	N/A	MDW
40-2716a	2 nd floor – dining room – north wall – joint compound	Negative	N/A	MDW
40-2716b	2 nd floor – dining room – north wall – drywall	Negative	N/A	MDW
41-2716a	1 st floor – kitchen – south wall – joint compound	Negative	N/A	MDW
41-2716b	1 st floor – kitchen – south wall – drywall	Negative	N/A	MDW
42-2716	2 nd floor – rear stair – ceiling – texture	Negative	N/A	STX
43-2716	1 st floor – dining room – west wall – texture	Negative	N/A	STX
44-2716	1 st floor – living room – east wall – texture	Negative	N/A	STX
45-2716a	1 st floor – pantry – 12” tan floor tile	Negative	N/A	MF12t
45-2716b	1 st floor – pantry – under floor tile – yellow mastic	Negative	N/A	MF12t
46-2716a	1 st floor – kitchen – north side – 12” tan floor tile	Negative	N/A	MF12t
46-2716b	1 st floor – kitchen – north side – under floor tile – yellow mastic	Negative	N/A	MF12t
47-2716a	1 st floor – kitchen – south side – 12” tan floor tile	Negative	N/A	MF12t
47-2716b	1 st floor – kitchen – south side – under floor tile – yellow mastic	Negative	N/A	MF12t
48-2716	2 nd floor – bathroom – south wall – texture #2	Negative	N/A	STX
49-2716	2 nd floor – north bedroom – ceiling – texture #2	Negative	N/A	STX
50-2716	1 st floor – north bedroom – ceiling – texture #2	Negative	N/A	STX
51-2716	Attic – south side – under floor – blown in insulation	Negative	N/A	MBI
52-2716	Roof – southwest – bottom layer – black asphalt shingle	Negative	N/A	MRSk
53-2716	Roof – east – bottom layer – black asphalt shingle	Negative	N/A	MRSk
54-2716	Roof – northwest – bottom layer – black asphalt shingle	Negative	N/A	MRSk
55-2716	Roof – southwest – 3 rd layer – blue asphalt shingle	Negative	N/A	MRSk
56-2716	Roof – east – 3 rd layer – blue asphalt shingle	Negative	N/A	MRSk
57-2716	Roof – northwest – 3 rd layer – blue asphalt shingle	Negative	N/A	MRSk
58-2716	Roof – southwest – 2 nd layer – tan asphalt shingle	Negative	N/A	MRSk
59-2716	Roof – east – 2 nd layer – tan asphalt shingle	Negative	N/A	MRSk
60-2716	Roof – northwest – 2 nd layer – tan asphalt shingle	Negative	N/A	MRSk
61-2716	Roof – southwest – top layer – white asphalt shingle	Negative	N/A	MRSk
62-2716	Roof – east – top layer – white asphalt shingle	Negative	N/A	MRSk

Sample #	Location and Description	Results	Approximate Quantity	Homogeneous Code
63-2716	Roof – northwest – top layer – white asphalt shingle	Negative	N/A	MRSk
64-2716	Attic – on chimney – tan linoleum	Negative	N/A	MFLt
65-2716	2 nd floor – rear stair – west wall – joint compound patch	Negative	N/A	MJC
66-2716	1 st floor – dining room – east wall – joint compound patch	Negative	N/A	MJC
67-2716	1 st floor – living room – north wall – joint compound patch	Negative	N/A	MJC
68-2716	Exterior – around doors – paper insulation	Negative	N/A	MPI
69-2716	Exterior – at base of window casing – caulk	Negative	N/A	MCLK
70-2716	Quality assurance/quality control sample of 2-2716	Negative	N/A	QA/QC
71-2716a	Quality assurance/quality control sample of 3-2716a	Negative	N/A	QA/QC
71-2716b	Quality assurance/quality control sample of 3-2716b	Negative	N/A	QA/QC

Notes: N/A = Not Applicable
Sq. Ft. = Square Feet
Ln. Ft. = Linear Feet

Homogeneous Material Codes

SPI	Plaster
STX	Texture
STX2	Texture #2
MPG	Glazing Compound
MF12y	12" Gray Floor Tile
MF12eb	12" Beige & Blue Floor Tile
MF12t	12" Tan Floor Tile
MFLe	Beige Linoleum
MFback	Linoleum Backing
MFback2	Linoleum Backing #2
MFLty	Tan & Gray Linoleum
MFLy	Gray Linoleum
MFLn	Brown Linoleum
MFLdy	Gold & Gray Linoleum
MFLcy	Cream & Fray Linoleum
MFLc	Cream Linoleum
MFLgw	Green & White Linoleum
MFLt	Tan Linoleum
MST	Stair Tread
MCTMt	Tan Ceramic Tile
MCTMp	Pink Ceramic Tile
MCTMbw	Blue & White Ceramic Tile
MBI	Blown in Insulation
MDW	Drywall/Joint Compound
MRSk	Black Asphalt Shingle
MRSb	Blue Asphalt Shingle
MRSt	Tan Asphalt Shingle
MRSw	White Asphalt Shingle
MJC	Joint Compound
MPI	Paper Insulation
MCLK	Caulk

TFPw	White Flue Packing
TFPy	Gray Flue Packing
TFPyLight	Light Gray Flue Packing
TC5	<5" Diameter Cardboard Pipe Insulation
TF5	<5" Diameter Pipe Insulation Fitting
TDW	Duct Paper
TTWk	Black Tape Wrap

Note#1: Category I – Non-Friable Asbestos Containing Materials may become friable during mechanical demolition activities or maybe considered friable prior to demolition activities due to its current condition.

Note#2: If additional materials are discovered during demolition that are not listed above they are to be assumed to be asbestos containing.

Note#3: A copy of this report should be transmitted to the demolition contractor.

Note#4: Estimated cost for asbestos removal\$2,000.00

V. EXCLUSIONS

No visible or accessible areas were excluded from the scope of work.

HMG is not and shall not represent the building owner as its agent or representative for the purpose of the US EPA/NESHAP and/or the WDNR/NR447 regulations, as owner/operator.

This report represents the condition of the building and its visible/accessible suspect asbestos containing materials at the date and the times of the onsite inspection. Hidden materials or those materials that could be present at the point of inspection, over and above those stated in the inspection report, are the responsibility of the building owner and the demolition contractor.

VI. LIMITATIONS

The care and skill given to our procedures insures the most reliable test results possible. HMG utilizes Quantem Laboratories for our Polarized Light Microscopy, unless otherwise specified by the client. The findings and conclusions of HMG represent our professional opinions extrapolated from limited data. Significant limited data is gathered during the course of the preliminary asbestos specific site assessment. No other warranty is expressed or implied. Prior to any abatement or renovation activities, it is recommended that HMG be provided the opportunity to review such plans in order that the inspection and assessments contained herein are properly interpreted and implemented.

This report and the information contained herein are prepared for the sole and exclusive use and possession of the City of Milwaukee Department of Neighborhood Services. No other person or entity may rely on this report or any information contained herein. Any dissemination of the Report or any information contained herein is strictly prohibited without prior written authorization from Harenda Management Group.

VII. PRE-DEMOLITION ENVIRONMENTAL CHECKLIST

This guide lists materials and products commonly found in buildings with examples. It is not intended as a substitute for reading the rules and statutes and making your own independent determination of their applicability to your demolition project. These examples presented here do not represent an exhaustive listing of types of materials that may be required to be removed from the building prior to demolition.

ASBESTOS

Persons conducting inspections for asbestos must hold a valid asbestos inspector certification card issued by the State of Wisconsin, Dept. of Health & Family Services. **Please follow the Asbestos Inspection and Sampling Protocol for Buildings to be Demolished or Renovated.**

CFCs and HALONS

Equipment that may contain CFCs and Halons:

<u>N/A</u>	Air Conditioners (roof top, room, and central)
<u>N/A</u>	Dehumidifiers
<u>N/A</u>	Heat Pumps
<u>N/A</u>	Refrigerators, Freezers, Chillers
<u>N/A</u>	Vending Machines, Food Display Cases
<u>N/A</u>	Walk-in Coolers
<u>N/A</u>	Water Fountains (bubblers)
<u>N/A</u>	Fire Extinguishers (both portable and installed HALON suppression systems)
<u>N/A</u>	Water Coolers

LEAD

Lead or Lead Based Paint (LBP) is common in many older buildings. When recycling construction and demolition debris, be aware that wood containing lead paint may not be chipped and spread for landscaping. State law also prohibits the sale or transfer of any fixture or other object containing LBP that might be placed upon any surface of a dwelling, which is ordinarily accessible to children.

MERCURY

Products that may contain mercury:

LIGHTING

<u>2</u>	Fluorescent Lights – 2 nd Floor Hall
<u>N/A</u>	High Intensity Discharge -Metal Halide -High Pressure Sodium -Mercury Vapor
<u>N/A</u>	Neon
<u>N/A</u>	Switches for lighting using mercury relays -Look for any control associated with exterior or automated lighting systems such as "Silent" wall switches.

HVAC

Check thermostats and any control associated with air handling units for switches containing mercury.

HEATING, VENTILATING AND AIR CONDITIONING SYSTEMS

<u>1</u>	Old Thermostats – 2 nd Floor Dining Room
<u>N/A</u>	Aquastats
<u>N/A</u>	Firestats
<u>N/A</u>	Manometers
<u>N/A</u>	Thermometers

BOILERS, FURNACES, HEATERS AND TANKS

<u>N/A</u>	Mercury Flame Sensors by pilot lights
<u>N/A</u>	Manometers, Thermometers, Gauges
<u>N/A</u>	Pressure-trol
<u>N/A</u>	Float or Level Controls
<u>N/A</u>	Space Heaters

ELECTRICAL SYSTEMS – 1 Electric Meter in 1st Floor Kitchen. 1 Breaker Box in 2nd Floor North Bedroom. 2 Breaker Boxes in Basement

- N/A Load Meters and Supply Relays
- N/A Phase Splitters
- N/A Microwave Relays
- N/A Mercury Displacement Relays

PCBs

For electrical devices manufactured prior to 1987, it is safe to assume that they contain PCBs and should be managed accordingly. Most equipment manufactured after this time will say "PCB Free". The following is a list of areas in a building where PCBs may be found:

- N/A Transformers
- N/A Capacitors (appliances, electronic equipment)
- N/A Heat Transfer Equipment
- N/A Light Ballasts
- N/A Specialty Paints (such as for swimming pools or other industrial applications)
- N/A Sumps or Oil Traps (in maintenance and industrial facilities)

OTHER ENVIRONMENTAL ISSUES

- N/A Hazardous Waste
- N/A Oil Tanks –
- N/A Well Abandonment
- N/A Junk Auto Tires
- N/A Junk Vehicles

* 2 Gas Meters on Exterior

VIII. LABORATORY RESULTS



2033 Heritage Park Drive / Oklahoma City, OK 73120 / (405) 755-7272 / Fax (405) 755-2058

Polarized Light Microscopy Asbestos Analysis Report

QuantEM Lab No. 228798	Client: Harenda Management Group
Account Number: B929	Jolene Harenda
Date Received: 11/05/2013	1237 West Bruce St.
Received By: Barbara Holder	Milwaukee, WI 53204
Date Analyzed: 11/05/2013	Project: DNS
Analyzed By: Gayle Ooten	Project Location: Milwaukee, WI
Methodology: EPA/600/R-93/116	Project Number: 13-2000-068.2716

QuantEM Sample ID	Client Sample ID	Composition	Color / Description	Asbestos (%)	Non-Asbestos Fiber (%)	Non Fibrous
001	1-2716	Layered	Gray Floor Tile	Asbestos Not Present	Synthetic	2 Vinyl CaCO3
001a		Layered	Yellow Sheet Vinyl	Asbestos Not Present	Cellulose	20 Vinyl
001b		Layered	Yellow Mastic	Asbestos Not Present	NA	Glue
002	2-2716	Homogeneous	Gray Sheet Vinyl Backing	Asbestos Not Present	Cellulose	60 Binder
003	3-2716	Layered	Cream Sheet Vinyl	Asbestos Not Present	Cellulose	20 Vinyl
003a		Layered	Brown Mastic	Asbestos Not Present	NA	Glue
004	4-2716	Homogeneous	Gray Floor Tile	Asbestos Not Present	NA	Vinyl CaCO3

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Methodology: EPA/600/R-93/116	Project Number: 13-2000-068.2716

Quantem Sample ID	Client Sample ID	Composition	Color / Description	Asbestos (%)	Non-Asbestos Fiber (%)	Non Fibrous
005	5-2716	Homogeneous	Gray Insulation	Asbestos Present Chrysotile 30	NA	CaCO3
006	6-2716	Homogeneous	Tan Plaster	Asbestos Not Present	NA	Quartz CaCO3
007	7-2716	Homogeneous	Tan Plaster	Asbestos Not Present	NA	Quartz CaCO3
008	8-2716	Homogeneous	Gray Insulation	Asbestos Present Chrysotile 75	Cellulose 20	Binder
009	9-2716	Homogeneous	Gray Insulation	Asbestos Present Chrysotile 70	Cellulose 20	Binder
010	10-2716	Homogeneous	Gray Insulation	Asbestos Present Chrysotile 70	Cellulose 20	Binder
011	11-2716	Layered	Gray Insulation	Asbestos Present Chrysotile 65	Cellulose 20	Binder

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QuantEM Sample ID	Client Sample ID	Composition	Color / Description	Asbestos (%)	Non-Asbestos Fiber (%)	Non Fibrous
011a		Layered	Brown Insulation	Asbestos Not Present	Cellulose 99	Binder
012	12-2716	Homogeneous	Brown Insulation	Asbestos Not Present	Cellulose 99	Binder
013	13-2716	Layered	Gray Insulation	Asbestos Present Chrysotile 70	Cellulose 20	Binder
013a		Layered	Brown Insulation	Asbestos Not Present	Cellulose 99	Binder
014	14-2716	Homogeneous	Gray Insulation	Asbestos Present Chrysotile 15	NA	CaCO3
015	15-2716	Layered	White Skim Coat	Asbestos Not Present	NA	CaCO3
015a		Layered	Gray Plaster	Asbestos Not Present	NA	Quartz CaCO3

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Methodology: EPA/600/R-93/116	Project Number: 13-2000-068.2716

QuantEM Sample ID	Client Sample ID	Composition	Color / Description	Asbestos (%)	Non-Asbestos Fiber (%)	Non Fibrous
016	16-2716	Layered	White Texture	Asbestos Not Present	NA	CaCO3 Paint
016a		Layered	White Skim Coat	Asbestos Not Present	NA	Quartz CaCO3
016b		Layered	Gray Plaster	Asbestos Not Present	NA	Quartz CaCO3
017	17-2716	Homogeneous	Gray Plaster	Asbestos Not Present	NA	Quartz CaCO3 Paint
018	18-2716	Homogeneous	Gray Plaster	Asbestos Not Present	NA	Quartz CaCO3 Paint
019	19-2716	Homogeneous	Gray Plaster	Asbestos Not Present	NA	Quartz CaCO3 Paint
020	20-2716	Homogeneous	Gray Plaster	Asbestos Not Present	NA	Quartz CaCO3 Paint

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Polarized Light Microscopy Asbestos Analysis Report

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Received By: Barbara Holder	Milwaukee, WI 53204
Date Analyzed: 11/05/2013	Project: DNS
Analyzed By: Gayle Ooten	Project Location: Milwaukee, WI
Methodology: EPA/600/R-93/116	Project Number: 13-2000-068.2716

QuanTEM Sample ID	Client Sample ID	Composition	Color / Description	Asbestos (%)	Non-Asbestos Fiber (%)	Non Fibrous
021	21-2716	Homogeneous	Gray Plaster	Asbestos Not Present	NA	Quartz CaCO3 Paint
022	22-2716	Homogeneous	Black Gasket	Asbestos Present Chrysotile 20	NA	Tar Binder
023	23-2716	Homogeneous	White Window Glazing	Asbestos Not Present	NA	CaCO3
024	24-2716	Homogeneous	White Window Glazing	Asbestos Not Present	NA	CaCO3
025	25-2716	Homogeneous	White Window Glazing	Asbestos Not Present	NA	CaCO3
026	26-2716	Homogeneous	Gray Linoleum	Asbestos Not Present	Cellulose 25	Tar
027	27-2716	Homogeneous	Gray Linoleum	Asbestos Not Present	Cellulose 25	Tar

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Date Received: 11/05/2013

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Analyzed By: Gayle Ooten

Methodology: EPA/600/R-93/116

Client: Harenda Management Group

Jolene Harenda

1237 West Bruce St.

Milwaukee, WI 53204

Project: DNS

Project Location: Milwaukee, WI

Project Number: 13-2000-068.2716

Quantem Sample ID	Client Sample ID	Composition	Color / Description	Asbestos (%)	Non-Asbestos Fiber (%)	Non Fibrous
028	28-2716	Layered	Yellow Sheet Vinyl	Asbestos Not Present	Cellulose 10 Synthetic 10	Vinyl
028a		Layered	Yellow Mastic	Asbestos Not Present	NA	Glue
029	29-2716	Layered	Brown Cove Base	Asbestos Not Present	NA	CaCO3 Binder
029a		Layered	Cream Cove Base Mastic	Asbestos Not Present	NA	Glue
030	30-2716	Layered	Beige Ceramic Tile	Asbestos Not Present	NA	Clay
030a		Layered	White Grout	Asbestos Not Present	NA	CaCO3
030b		Layered	Tan Grout	Asbestos Not Present	NA	Quartz CaCO3

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QuantEM Sample ID	Client Sample ID	Composition	Color / Description	Asbestos (%)	Non-Asbestos Fiber (%)	Non Fibrous
031	31-2716	Homogeneous	Gray Sheet Vinyl Backing	Asbestos Present Chrysotile 30	Cellulose 45	Binder
032	32-2716	Layered	Beige Ceramic Tile	Asbestos Not Present	NA	Clay
032a		Layered	Gray Grout	Asbestos Not Present	NA	Quartz CaCO3
032b		Layered	Tan Grout	Asbestos Not Present	NA	Quartz CaCO3
033	33-2716	Layered	Gray Sheet Vinyl	Asbestos Not Present	Cellulose 15	Vinyl
033a		Layered	Yellow Mastic	Asbestos Not Present	NA	Glue
034	34-2716	Homogeneous	Gray Sheet Vinyl	Asbestos Present Chrysotile 25	NA	Vinyl

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Quantem Sample ID	Client Sample ID	Composition	Color / Description	Asbestos (%)	Non-Asbestos Fiber (%)	Non Fibrous
035	35-2716	Layered	Blue Ceramic Tile	Asbestos Not Present	NA	Clay
035a		Layered	Yellow Mastic	Asbestos Not Present	NA	Glue
035b		Layered	White Grout	Asbestos Not Present	NA	CaCO3
036	36-2716	Layered	Blue Ceramic Tile	Asbestos Not Present	NA	Clay
036a		Layered	Cream Mastic	Asbestos Not Present	NA	Glue
037	37-2716	Layered	White Ceramic Tile	Asbestos Not Present	NA	Clay
037a		Layered	Gray Mastic	Asbestos Not Present	NA	Glue CaCO3

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QuanTEM Sample ID	Client Sample ID	Composition	Color / Description	Asbestos (%)	Non-Asbestos Fiber (%)	Non Fibrous
037b		Layered	White Grout	Asbestos Not Present	NA	CaCO3
038	38-2716	Homogeneous	Gray Floor Tile	Asbestos Not Present	NA	Vinyl CaCO3
039	39-2716	Layered	White Texture	Asbestos Not Present	NA	CaCO3 Paint
039a		Layered	White Joint Compound	Asbestos Not Present	NA	CaCO3
039b		Layered	White Sheetrock	Asbestos Not Present	Cellulose 20	Gypsum
040	40-2716	Layered	White Texture	Asbestos Not Present	NA	CaCO3 Paint
040a		Layered	White Sheetrock	Asbestos Not Present	Cellulose 25	Gypsum

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Date Received: 11/05/2013	1237 West Bruce St.
Received By: Barbara Holder	Milwaukee, WI 53204
Date Analyzed: 11/05/2013	Project: DNS
Analyzed By: Gayle Ooten	Project Location: Milwaukee, WI
Methodology: EPA/600/R-93/116	Project Number: 13-2000-068.2716

QuantEM Sample ID	Client Sample ID	Composition	Color / Description	Asbestos (%)	Non-Asbestos Fiber (%)	Non Fibrous
041	41-2716	Layered	White Texture	Asbestos Not Present	NA	CaCO3 Paint
041a		Layered	White Sheetrock	Asbestos Not Present	Cellulose 20	Gypsum
042	42-2716	Homogeneous	White Texture	Asbestos Not Present	NA	CaCO3 Paint
043	43-2716	Homogeneous	White Texture	Asbestos Not Present	NA	CaCO3 Paint
044	44-2716	Homogeneous	White Texture	Asbestos Not Present	NA	CaCO3 Paint
045	45-2716	Layered	Tan Floor Tile	Asbestos Not Present	NA	Vinyl CaCO3
045a		Layered	Yellow Mastic	Asbestos Not Present	NA	Glue

Unless otherwise noted, upon receipt the condition of the sample was acceptable for analysis.

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2033 Heritage Park Drive / Oklahoma City, OK 73120 / (405) 755-7272 / Fax (405) 755-2058

Polarized Light Microscopy Asbestos Analysis Report

QuanTEM Lab No. 228798	Client: Harenda Management Group
Account Number: B929	Jolene Harenda
Date Received: 11/05/2013	1237 West Bruce St.
Received By: Barbara Holder	Milwaukee, WI 53204
Date Analyzed: 11/05/2013	Project: DNS
Analyzed By: Gayle Ooten	Project Location: Milwaukee, WI
Methodology: EPA/600/R-93/116	Project Number: 13-2000-068.2716

QuanTEM Sample ID	Client Sample ID	Composition	Color / Description	Asbestos (%)	Non-Asbestos Fiber (%)	Non Fibrous
046	46-2716	Layered	Tan Floor Tile	Asbestos Not Present	NA	Vinyl CaCO3
046a		Layered	Black Mastic	Asbestos Not Present	Cellulose	5 Tar
047	47-2716	Layered	Tan Floor Tile	Asbestos Not Present	NA	Vinyl CaCO3
047a		Layered	Black Tar Paper	Asbestos Not Present	Cellulose	60 Tar
048	48-2716	Homogeneous	White Texture	Asbestos Not Present	NA	CaCO3 Paint
049	49-2716	Homogeneous	White Texture	Asbestos Not Present	NA	CaCO3 Paint
050	50-2716	Homogeneous	White Texture	Asbestos Not Present	NA	CaCO3 Paint

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Polarized Light Microscopy Asbestos Analysis Report

QuantEM Lab No. 228798	Client: Harenda Management Group
Account Number: B929	Jolene Harenda
Date Received: 11/05/2013	1237 West Bruce St.
Received By: Barbara Holder	Milwaukee, WI 53204
Date Analyzed: 11/05/2013	Project: DNS
Analyzed By: Gayle Ooten	Project Location: Milwaukee, WI
Methodology: EPA/600/R-93/116	Project Number: 13-2000-068.2716

QuantEM Sample ID	Client Sample ID	Composition	Color / Description	Asbestos (%)	Non-Asbestos Fiber (%)	Non Fibrous
051	51-2716	Homogeneous	Brown Insulation	Asbestos Not Present	Glass Fiber 99	Binder
052	52-2716	Homogeneous	Black Shingle	Asbestos Not Present	Cellulose 20	Quartz Tar
053	53-2716	Homogeneous	Black Tar Paper	Asbestos Not Present	Cellulose 60	Tar
054	54-2716	Homogeneous	Black Shingle	Asbestos Not Present	Cellulose 20	Quartz Tar
055	55-2716	Homogeneous	Black Shingle	Asbestos Not Present	Cellulose 20	Quartz Tar
056	56-2716	Homogeneous	Gray Shingle	Asbestos Not Present	Cellulose 20	Quartz Tar
057	57-2716	Homogeneous	Gray Shingle	Asbestos Not Present	Cellulose 20	Quartz Tar

Unless otherwise noted, upon receipt the condition of the sample was acceptable for analysis.

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Polarized Light Microscopy Asbestos Analysis Report

Quantem Lab No. 228798

Account Number: B929

Date Received: 11/05/2013

Received By: Barbara Holder

Date Analyzed: 11/05/2013

Analyzed By: Gayle Ooten

Methodology: EPA/600/R-93/116

Client: Harenda Management Group

Jolene Harenda

1237 West Bruce St.

Milwaukee, WI 53204

Project: DNS

Project Location: Milwaukee, WI

Project Number: 13-2000-068.2716

Quantem Sample ID	Client Sample ID	Composition	Color / Description	Asbestos (%)	Non-Asbestos Fiber (%)	Non Fibrous
058	58-2716	Homogeneous	Black Shingle	Asbestos Not Present	Cellulose 20	Quartz Tar
059	59-2716	Homogeneous	Gray Shingle	Asbestos Not Present	Cellulose 20	Quartz Tar
060	60-2716	Homogeneous	Gray Shingle	Asbestos Not Present	Cellulose 20	Quartz Tar
061	61-2716	Homogeneous	Gray Shingle	Asbestos Not Present	Cellulose 20	Quartz Tar
062	62-2716	Homogeneous	Gray Shingle	Asbestos Not Present	Cellulose 20	Quartz Tar
063	63-2716	Homogeneous	Gray Shingle	Asbestos Not Present	Cellulose 20	Quartz Tar
064	64-2716	Homogeneous	Beige Sheet Vinyl	Asbestos Not Present	Cellulose 25	Vinyl

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Polarized Light Microscopy Asbestos Analysis Report

QuantEM Lab No. 228798	Client: Harenda Management Group
Account Number: B929	Jolene Harenda
Date Received: 11/05/2013	1237 West Bruce St.
Received By: Barbara Holder	Milwaukee, WI 53204
Date Analyzed: 11/05/2013	Project: DNS
Analyzed By: Gayle Ooten	Project Location: Milwaukee, WI
Methodology: EPA/600/R-93/116	Project Number: 13-2000-068.2716

QuantEM Sample ID	Client Sample ID	Composition	Color / Description	Asbestos (%)	Non-Asbestos Fiber (%)	Non Fibrous
065	65-2716	Homogeneous	White Texture	Asbestos Not Present	NA	CaCO3
066	66-2716	Homogeneous	White Texture	Asbestos Not Present	NA	CaCO3
067	67-2716	Homogeneous	White Texture	Asbestos Not Present	NA	CaCO3
068	68-2716	Homogeneous	Brown Paper	Asbestos Not Present	Cellulose 100	
069	69-2716	Homogeneous	Gray Caulk	Asbestos Not Present	NA	Binder
070	70-2716	Homogeneous	Gray Sheet Vinyl Backing	Asbestos Not Present	Synthetic 45	Binder
071	71-2716	Layered	Beige Sheet Vinyl	Asbestos Not Present	Cellulose 20	Vinyl

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Polarized Light Microscopy Asbestos Analysis Report

Quantem Lab No. 228798

Account Number: B929

Date Received: 11/05/2013

Received By: Barbara Holder

Date Analyzed: 11/05/2013

Analyzed By: Gayle Ooten

Methodology: EPA/600/R-93/116

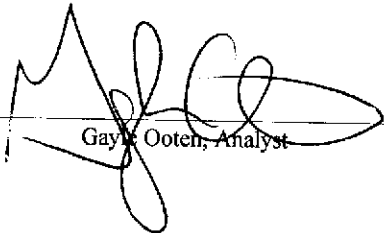
Client: Harenda Management Group
Jolene Harenda
1237 West Bruce St.
Milwaukee, WI 53204

Project: DNS

Project Location: Milwaukee, WI

Project Number: 13-2000-068.2716

Quantem Sample ID	Client Sample ID	Composition	Color / Description	Asbestos (%)	Non-Asbestos Fiber (%)	Non Fibrous
071a		Layered	Brown Mastic	Asbestos Not Present	NA	Glue


Gayle Ooten, Analyst

11/6/2013
Date of Report

Unless otherwise noted, upon receipt the condition of the sample was acceptable for analysis.

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www.QuanTEM.com

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For Lab Use Only
 Lab No. 228798
 Accept Reject

Report Results one box
 QuanTEM Website
 Other_email

Project Information
 Project Name: DNS
 Project Location: Milwaukee, WI
 Project ID: 13-2000-068.2716
 P.O. Number:

Contact Information
 Company: Harenda Management Group
 Contact: Dean Jacobsen
 Account #: B929
 Phone: (414) 383-4800
 Cell Phone:
 E-mail: djacobsen@harenda.com
 Date:

RELINQUISHED BY: [Signature] DATE & TIME: 11/9/13 1800 VIA: FedEx RECEIVED BY: [Signature] DATE & TIME: 10/9 1157B

REQUESTED SERVICES (Please check the Appropriate Boxes)

<input checked="" type="checkbox"/> Bulk Analysis (EPA 600/R-93/116)	<input type="checkbox"/> Vermiculite Attic Insulation (EPA 600/R-04/004)	<input type="checkbox"/> Air- AHERA	<input type="checkbox"/> Bulk- Presence / Absence EPA600/R-93/116	<input type="checkbox"/> Turnaround Time: Rush
<input type="checkbox"/> 400 Point Count	<input type="checkbox"/> Other	<input type="checkbox"/> Air- NIOSH 7402	<input type="checkbox"/> Bulk- Quantitative [weight%]- Chatfield	<input type="checkbox"/> Same Day
<input type="checkbox"/> 1000 Point Count	<input type="checkbox"/> PCM	<input type="checkbox"/> Air- ISO 10312	<input type="checkbox"/> Dust- Presence / Absence	<input checked="" type="checkbox"/> 24 - Hour
<input type="checkbox"/> Gravimetric Preparation	<input type="checkbox"/> NIOSH 7400	<input type="checkbox"/> Drinking Water- EPA 100.2	<input type="checkbox"/> Dust- Quantitative [fibers/sq.cm]- ASTM D5755	<input type="checkbox"/> 3 - Day
<input type="checkbox"/> Particle ID		<input type="checkbox"/> Waste Water- EPA 600/4-83-043	<input type="checkbox"/> Other	<input type="checkbox"/> 5 - Day

To Be Analyzed	Description	Volume / Area (as applicable)	Comments / Notes
<input checked="" type="checkbox"/>	1-2716		
<input type="checkbox"/>	2-2716		
<input type="checkbox"/>	3-2716		
<input type="checkbox"/>	4-2716		
<input type="checkbox"/>	5-2716		
<input type="checkbox"/>	6-2716		
<input type="checkbox"/>	7-2716		
<input type="checkbox"/>	8-2716		
<input type="checkbox"/>	9-2716		
<input checked="" type="checkbox"/>	10-2716		



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 Lab No. 228718
 Accept Reject

Company: Harenda Management Group		Project Name: DNS	Project Location: Milwaukee, WI	
Sample No.	To Be Analyzed	Description	Volume / Area (as applicable)	Comments / Notes
11	<input checked="" type="checkbox"/>			
12	<input type="checkbox"/>			
13	<input type="checkbox"/>			
14	<input type="checkbox"/>			
15	<input type="checkbox"/>			
16	<input type="checkbox"/>			
17	<input type="checkbox"/>			
18	<input type="checkbox"/>			
19	<input type="checkbox"/>			
20	<input type="checkbox"/>			
21	<input type="checkbox"/>			
22	<input type="checkbox"/>			
23	<input type="checkbox"/>			
24	<input type="checkbox"/>			
25	<input type="checkbox"/>			
26	<input type="checkbox"/>			
27	<input type="checkbox"/>			
28	<input type="checkbox"/>			
29	<input type="checkbox"/>			
30	<input checked="" type="checkbox"/>			



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For Lab Use Only	
Lab No. <u>228798</u>	Accept <input checked="" type="checkbox"/> Reject <input type="checkbox"/>

Company: Harenda Management Group		Project Name: DNS	Project Location: Milwaukee, WI
Color	Description	Volume / Area (as applicable)	Comments / Notes
<input checked="" type="checkbox"/>	31 31-2716		
<input type="checkbox"/>	32 32-2716		
<input type="checkbox"/>	33 33-2716		
<input type="checkbox"/>	34 34-2716		
<input type="checkbox"/>	35 35-2716		
<input type="checkbox"/>	36 36-2716		
<input type="checkbox"/>	37 37-2716		
<input type="checkbox"/>	38 38-2716		
<input type="checkbox"/>	39 39-2716		
<input type="checkbox"/>	40 40-2716		
<input type="checkbox"/>	41 41-2716		
<input type="checkbox"/>	42 42-2716		
<input type="checkbox"/>	43 43-2716		
<input type="checkbox"/>	44 44-2716		
<input type="checkbox"/>	45 45-2716		
<input type="checkbox"/>	46 46-2716		
<input type="checkbox"/>	47 47-2716		
<input type="checkbox"/>	48 48-2716		
<input type="checkbox"/>	49 49-2716		
<input checked="" type="checkbox"/>	50 50-2716		



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Lab No. _____
Accept <input type="checkbox"/> Reject <input type="checkbox"/>

Project Information		Project Name: DNS	Project Location: Milwaukee, WI			
Sample No.	Sample Name	To Be Analyzed	Color	Description	Volume / Area (as applicable)	Comments / Notes
51	51-2716	<input checked="" type="checkbox"/>				
52	52-2716	<input type="checkbox"/>				
53	53-2716	<input type="checkbox"/>				
54	54-2716	<input type="checkbox"/>				
55	55-2716	<input type="checkbox"/>				
56	56-2716	<input type="checkbox"/>				
57	57-2716	<input type="checkbox"/>				
58	58-2716	<input type="checkbox"/>				
59	59-2716	<input type="checkbox"/>				
60	60-2716	<input type="checkbox"/>				
61	61-2716	<input type="checkbox"/>				
62	62-2716	<input type="checkbox"/>				
63	63-2716	<input type="checkbox"/>				
64	64-2716	<input type="checkbox"/>				
65	65-2716	<input type="checkbox"/>				
66	66-2716	<input type="checkbox"/>				
67	67-2716	<input type="checkbox"/>				
68	68-2716	<input type="checkbox"/>				
69	69-2716	<input type="checkbox"/>				
70	70-2716	<input checked="" type="checkbox"/>				



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Page 5 of 5

For Lab Use Only
Lab No. <u>228798</u>
<input checked="" type="radio"/> Accept <input type="radio"/> Reject

Project Name: DNS		Project Location: Milwaukee, WI	
Company: Harenda Management Group		Project Name: DNS	
Sample ID	To Be Analyzed	Description	Volume / Area (as applicable)
<u>21 71-2716</u>	<input checked="" type="checkbox"/>		
<u>2</u>	<input type="checkbox"/>		
<u>3</u>	<input type="checkbox"/>		
<u>4</u>	<input type="checkbox"/>		
<u>5</u>	<input type="checkbox"/>		
<u>6</u>	<input type="checkbox"/>		
<u>7</u>	<input type="checkbox"/>		
<u>8</u>	<input type="checkbox"/>		
<u>9</u>	<input type="checkbox"/>		
<u>0</u>	<input type="checkbox"/>		
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<u>2</u>	<input type="checkbox"/>		
<u>3</u>	<input type="checkbox"/>		
<u>4</u>	<input type="checkbox"/>		
<u>5</u>	<input type="checkbox"/>		
<u>6</u>	<input type="checkbox"/>		
<u>7</u>	<input type="checkbox"/>		
<u>8</u>	<input type="checkbox"/>		
<u>9</u>	<input type="checkbox"/>		
<u>0</u>	<input type="checkbox"/>		

IX. HMG CERTIFICATION



Policy Prohibiting Firearms and Dangerous Weapons in the Workplace

Department of Employee Relations

November 10, 2011

Revised February 27, 2012



Policy Statement

The City of Milwaukee has a zero tolerance policy for firearms and dangerous weapons in the workplace. Accordingly, the City of Milwaukee prohibits employees from carrying or possessing a firearm or dangerous weapon while acting in the course and scope of their employment for and on behalf of the City of Milwaukee. This policy applies to all general city employees, including students, volunteers, staffing agency workers or contractors working in the course and scope of their employment with the City of Milwaukee.

Definitions

Employee - Employee includes any person, excluding law enforcement personnel, who performs services for the City of Milwaukee, either compensated or uncompensated.

Firearm or dangerous weapon - for purposes of this policy a firearm or dangerous weapon includes, but is not limited to, the following:

- (1) A firearm, whether loaded or unloaded, from which a shot may be discharged including but not limited to handguns, pistols, revolvers, shotguns, rifles, and bb guns;
- (2) A gun that can discharge a shot or a projectile by means of an explosive or gas, or compressed air;
- (3) A device designed to be used as a weapon, from which can be expelled a projectile by the force of any explosion or force of combustion;
- (4) Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- (5) Any destructive device;
- (6) Any device designed as a weapon and capable of producing great bodily harm, including but not limited to, stun guns, stun batons;
- (7) An electric weapon such as a taser gun;
- (8) Any combustible or flammable liquid, or other substance, device, or instrumentality that, in a manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm, or any fire that is used to produce death or great bodily harm; and,
- (9) Any knife *that is carried with intention or calculation to produce death or great bodily harm. Switchblades are specifically prohibited. (A Leatherman or other small pocket knife is permissible, as long as the blade is 3 inches or less in length. Knives intended to be used as eating utensils, and stored or maintained in office kitchens or lunchrooms do not represent a violation of this policy.)*

Prohibitions

Regardless of whether a city employee possesses a concealed weapons license or is allowed by law to possess a weapon, all employees are prohibited from possessing, transferring, carrying, selling and storing firearms or dangerous weapons while working on city property or while acting within the course of their employment when not on City of Milwaukee property. This prohibition applies anywhere City business is conducted as summarized below:

- working on property owned, leased or controlled by the City;
- performing work for the City at any location including private residences and commercial establishments and other customer or client locations;
- driving or riding as a passenger in a city vehicle;
- attending trade shows, conferences, or training on behalf of the City;
- attending City of Milwaukee directed or sponsored activities or events (intended for city employees only and not the general public) independent of venue;
- Riding any type of mass transit while on City business;
- Working off-site on behalf of the City (excluding the employee's residence);
- performing emergency or on-call work for the City after normal business hours and on weekends;
- Attending training or conferences on behalf of the City.

City employees may possess, carry and store a firearm or dangerous weapon in their own motor vehicles if they have obtained the appropriate license as required by applicable state and federal laws. Employees who use a personal vehicle in the course and scope of their employment are required to keep the permitted firearm or dangerous weapon stored out of sight and in a secure location.

Violation of this Policy is considered a serious offense that endangers the safety of employees and others. Therefore, this any offense may result in severe disciplinary action up to and including discharge from employment. When appropriate a referral to law enforcement may be made which may result in criminal charges.

Safety First

In applying this policy, no employee shall take any action that will risk his or her own safety or the safety of other individuals. No attempt should ever be made by an employee to restrain or forcibly evict an armed person from City premises. Employees in facilities without a designated Police or security force may inform individuals carrying weapons of the law and ask for their compliance. This should be done in an informative, calm and non-confrontational manner. An individual's continued non-compliance after being properly informed of the law should result in notification to the Police Department. Employees in facilities with a designated Police or security force should make all attempts to defer intervention in concealed or open carry situations to those groups by contacting designated security personnel via established reporting mechanisms.

An employee who feels an immediate risk to his or her own safety or the safety or security of others, should avoid any interaction with the individual. Steps should be taken to secure their area

and immediately contact the Police Department by calling 9-911 and their assigned building security (where applicable).

Report of Violations

Employee Violations

Employees are required to report violations of this Policy without regard to the relationship between the individual who initiates the prohibited behavior and the individual reporting it.

An employee who believes that another employee may be in violation of this policy should report the alleged violation to the employee's manager or supervisor, the department head, or the appropriate departmental Human Resources representative.

The City will promptly investigate allegations of violations of this policy. Supervisors and managers are responsible for establishing and modifying procedures as necessary to carry out and comply with this Policy in accordance with applicable laws and City ordinances. Departments are responsible for implementing protocols for handling a prohibited weapon upon discovery.

The City reserves the right to authorize searches for prohibited weapons on its property when a violation is reported or when probable cause or reasonable suspicion is present consistent with law. Employees should be aware that there is no reasonable expectation of privacy with respect to weapons in the workplace. The City's right to conduct searches includes, but is not limited to, such areas and items as lockers, desks, workstations, purses, briefcases, bags, and toolboxes, and lunch bags. Searches of the employee's work area and belongings, as described above, *may* be conducted by the employee's supervisor and another member of management. Searches of all types, including surrounding City property, personal property and the employee may be conducted by law enforcement in accordance with law should reasonable suspicion be present. Any weapon found in violation of this Policy may be confiscated. Refusal to permit a search may result in discipline up to an including discharge.

Visitor Violations

Visitors to posted no-carry City facilities are not allowed to carry a weapon on the premises. If a visitor does bring a weapon into a City facility a determination will need to be made as to the level of risk the visitor carries.

Any visitor carrying a weapon into a posted no-carry City facility is creating an elevated risk to security and safety that warrants a response leading to compliance with the law. If the visitor poses an immediate risk to security or safety the Police Department should be notified immediately by calling 9-911. The visitor should be considered an immediate risk to safety and security if he/she is acting in an aggressive, belligerent, confrontational, suspicious or in an otherwise questionable manner while carrying a weapon.

Anti-Retaliation Provision

No employee or City official may retaliate against an employee who has reported a possible violation of this policy.

Roles and Responsibilities

Employees are responsible for understanding and complying with the Policy Prohibiting Firearms and Dangerous Weapons in the Workplace. Whenever there is a question as to whether an instrument, article or substance is considered a weapon in violation of this policy, it is the employee's responsibility to seek clarification. Employees seeking clarification should direct their questions to their Department Head or the City's Security Operations Manager at 286-2145 prior to bringing the item(s) to City work sites and events, as well as City-owned or leased facilities or vehicles.

City departments shall ensure that employees complete a statement acknowledging receipt and understanding of this policy.

175232