

City Of Milwaukee
Department Of City Development
809 N. Broadway, Milwaukee, Wisconsin 53202

INVITATION TO BID

Commissioner of Department of City Development
Phone: 414-286-5800

OFFICIAL NOTICE NO. 58125

Sealed bids for the work, material, labor, and services hereinafter described will be **RECEIVED VIA E-MAIL** at the following e-mail address: DCDPurchasing@milwaukee.gov , no later than **August 19, 2026, at 11:00 A.M.**

IMPORTANT

This bid is your offer to perform or supply the subject matter under "DESCRIPTION" below according to the terms and conditions set forth in this Invitation to Bid, Specific Official Notice No. 58125, General Specifications, Detailed Specifications, Special Provisions, Plans of this particular project, the proposed contract and Special Conditions when applicable.

Your bid must meet the Detailed Specifications and the Plans for this particular project.

You must agree to comply with all applicable requirements of the Americans with Disabilities Act of 1990, 42 U.S.C. Section 12101, et seq.

The bid must be signed as set forth in the General Specifications and must comply with all the requirements therein set forth, or it will not be considered.

Bids received after the date and the time above specified will not be opened and read and will be deemed rejected.

NOTE: Also read the General Official Notice to Contractors, General and Detailed Specifications, Special Provisions, and Special Conditions when applicable pertaining to this bid.

DESCRIPTION **Plumbing Maintenance Services
City of Milwaukee Habitable and
Improved Neighborhood properties
Milwaukee, WI**

DETAILS OF SPECIFICATIONS: dated July 24, 2026

FOR: **Plumbing Maintenance Services**
City of Milwaukee Habitable and
Improved Neighborhood properties
Milwaukee, WI

*****All Bids MUST BE SUBMITTED BY E-MAIL to DCDPurchasing@milwaukee.gov**

DCD cannot and does not guarantee that emailed proposals are received. Emailed proposals must be received in their entirety before the bid closing time.

****Please note, the size of one email cannot exceed 50MB**

The SBE Goal for this Project is: 25% SBE Participation

Liquidated damages: See Specifications

Time of contract: Contract to be executed and effective October 1, 2026. Term of the contract will expire 3 years after the effective date of the contract. Plumbing Services will be on an as needed, as requested, project by project basis.

DETAILED SPECIFICATIONS: July 24, 2026

NOTE: BIDS ARE BEING OPENED REMOTELY AT THIS TIME. PLEASE E-MAIL DCD PURCHASING AT DCDPurchasing@milwaukee.gov IF YOU WOULD LIKE TO ATTEND A BID OPENING VIA CONFERENCE CALL OR VIDEO CONFERENCE.

Copies of the Bid Package may be obtained via the Internet at: <https://city.milwaukee.gov/DCD/RFPs>

Contractor must comply with all provisions of the CITY OF MILWAUKEE GENERAL OFFICIAL NOTICE TO CONTRACTORS.

One OPTIONAL virtual pre-bid meeting will be held on **August 6, 2026, from 11:00 a.m. to 11:30 am.** Contractors are encouraged to review the bid documents prior to the meeting. You may attend from your computer, tablet or smartphone at the following link: <https://tinyurl.com/wxaka88e>

Please e-mail DCD Purchasing with any questions regarding this bid: DCDPurchasing@milwaukee.gov. The deadline for questions is August 11, 2026, by 4:45 PM CDT. Any additional information and/or clarification(s) regarding this bid will be issued in the form of an addendum to this Bid by the end of the day on August 12, 2026 and will be posted at the following website: <https://city.milwaukee.gov/DCD/RFPs>

Bidders will be responsible for keeping abreast of the addenda as they are posted. All such addenda shall become a part of the Invitation for Bid and all Bidders shall be bound by such.

All Bidders should acknowledge receipt and acceptance of all addenda, if any, for this Invitation for Bid by signing the addendum and submitting the signed addendum with your bid. **Bids submitted without all signed addenda may be considered non-responsive.**

BID SUMITTAL CHECKLIST

All Bids MUST BE SUBMITTED BY E-MAIL to:
DCDPurchasing@milwaukee.gov

CONTRACTORS are required to sign and complete all the following documents and to submit them with their e-mailed bid to be considered for award.

- Invitation to Bid Form with Bidder's unit prices and Base Bid Total Sum
- Signature Page
- FORM A – SBE Contractor Compliance Plan (if applicable)

**NOTE: FAILURE TO SUBMIT ANY ONE OF
THE DOCUMENTS LISTED ABOVE WILL
RESULT IN BID REJECTION.**

- Socially-Responsible Contractors paperwork (if applicable)
- Local Business Enterprise paperwork (if applicable)

Invitation to Bid Form

OFFICIAL NOTICE 58125
Plumbing Maintenance Services
City of Milwaukee Habitable and
Improved Neighborhood properties
Milwaukee, WI

City Of Milwaukee
Department Of City Development
809 N. Broadway, Milwaukee, Wisconsin 53202

Bids Close: **August 19, 2026, at 11:00 A.M.** (Time and Date)

Submit bids to: *****All Bids MUST BE SUBMITTED BY E-MAIL to DCDPurchasing@milwaukee.gov**

The undersigned _____
(A Corporation) (A Partnership) (An Individual)
(use one)
of _____
Street City Zip Code Telephone Number

hereby proposes to furnish work, material, labor and services as set forth in the description in the Invitation to Bid at and for the prices hereinafter named according to the provisions in the Official Notice and the Invitation to Bid, Specifications, Addenda's, if any, for this particular project on file in the office of the Commissioner of Department of City Development, and if successful, hereby agrees to enter into a contract with the City of Milwaukee with such sureties as required and set forth in the aforesaid documents for the performance of said contract (said contract form being on file in the office of the Commissioner of Department of City Development), and in accordance with the terms and conditions set forth in the contract documents, to-wit: written agreement, official notice, invitation to bid, bid, instructions to bidders, specifications, schedule of fixed prices, supplemental agreements and all addenda.

In case of obtaining the award, the undersigned bidder anticipates using, subject to the approval of the Commissioner, the following subcontractors, with the class of work to be performed by each, which list shall not be added to nor altered without the written consent of the Commissioner:

Name of Proposed Subcontractors	Class of Work	Amount	Check Box if SBE

FOR: **Plumbing Maintenance Services
City Of Milwaukee Habitable and
Improved Neighborhood properties
Milwaukee, WI**

ALL BIDS MUST BE TYPED OR PRINTED

For furnishing all labor and equipment to perform the necessary and required services for Plumbing Maintenance Services and Emergency After Hours Services at City of Milwaukee Habitable and Improved Neighborhood properties all in accordance with the specifications and this Invitation for Bid

BASE BID TOTAL SUM:

Calculated BASE BID TOTAL based on the following formula:

Base Bid Total Sum= (unit price 1 x 300) + (unit price 2 x 10) + (unit price 3 x 5)

(Bid in figures) \$ _____

UNIT PRICES:

Each bidder shall provide on the bid proposal the following unit prices. The unit prices shall include the cost for all labor and equipment necessary to complete the work as indicated and specified herein, including, but not limited to: markup on materials, travel time, overhead; Labor Insurance (which shall include Federal and State Unemployment Workers Compensation, and FICA Social Security Insurance and contributions paid by Employer Contractor for each employee); Sales tax, Insurance, Industry Programs, profit on "Wage Rate" and/or "cost" and other expenses.

Unit Price No. 1: hourly rate for furnishing all labor and equipment to perform the necessary and required services for Plumbing Maintenance Services

(Bid in figures) \$ _____ per hour

Unit Price No. 2: Flat Rate cost for furnishing all labor and equipment to install a water filter to a faucet in accordance with the bid specifications (not including the cost of the water filter. The City will supply the water filter to the Contractor)

(Bid in figures) \$ _____ flat rate

Unit Price No. 3: Flat Rate cost for installing a new furnace filter in accordance with the bid documents and specifications. While at a property, the contractor may be asked to confirm that furnace filter does not need replacement. Should filter need replacement, contractor will replace at a flat rate as noted in Unit Price No. 3. This DOES NOT INCLUDE THE COST OF THE FURNACE FILTER. NEW FURNACE FILTERS WILL BE BILLED AT COST PER SECTION I. (E): REIMBURSEMENT FOR MATERIALS.

(Bid in figures) \$ _____ flat rate

***** IMPORTANT NOTICE *****

IF THERE IS A DISCREPANCY BETWEEN THE TOTAL INDICATED IN THE PROPOSAL AND THE AMOUNT OBTAINED BY ADDING THE PRODUCTS OF THE QUANTITIES TIMES THE UNIT PRICES, THE LATTER SHALL GOVERN. ANY ERRORS FOUND IN THE TOTAL INDICATED SHALL BE CORRECTED AND THE CONTRACT AWARD SHALL BE MADE TO THE LOWEST RESPONSIBLE BIDDER BASED ON THE CORRECTED TOTAL.

IF DOUBT EXISTS AS TO WHAT IS BID, THE BID WILL BE REJECTED.

Rev. 10/06

ACKNOWLEDGEMENTS PAGE

Official Notice No. 58125

SMALL BUSINESS ENTERPRISE PROGRAM

In submitting this bid, the bidder acknowledges, understands and agrees that submission of a bid shall commit the bidder to comply with the City's requirements as outlined herein. The bidder also agrees to comply with the specific requirements as follows:

The bidder's commitment for SBE participation on this project is a 25% goal

In submitting this bid, the bidder understands that the Commissioner of Department of City Development reserves the right to reject any and all bids. If written notice of the acceptance of the bid is mailed, telegraphed, or delivered to the undersigned within forty-five (45) days after the opening thereof, the undersigned agrees to execute and deliver the contract in the prescribed form (contract form on file in the office of the Commissioner of Department of City Development (DCD)) and such insurance requirements as may be required, within ten days after the receipt of the official notice of award.

This bidder understands that if they are the successful bidder and the contract is awarded, that failure to execute and to deliver the contract or to furnish the required insurance within five (5) days after receipt of the official notice of award or such extension thereto as the Commissioner only may deem reasonable, the City, in addition to any other legal or equitable remedy which it may have, may annul the award and notice of award, and the bid security of this bidder will be forfeited.

Bidder assures the City and acknowledges that the Official Notice, Invitation to Bid at and for the prices hereinafter named according to the provisions in the Official Notice and the Invitation to Bid, Specifications, Addenda's, if any, of this particular project have been read and has a full understanding of the provisions therein.

SIGNATURE PAGE

IMPORTANT – SIGNATURE IS REQUIRED OR BID WILL BE CONSIDERED NONRESPONSIVE.

Rev. 2/2012

Official Notice No. 58125

In signing and submitting this bid, the bidder assures the City of Milwaukee that the Official Notice and the Invitation to Bid, Specifications, Addenda's, if any, for this particular project have been read and understood and that the furnishing of the subject work, material, labor and services is under bidder's control. If the bidder's performance is contingent upon the acts of another party, the bidder assures that they have the necessary commitments to complete the contract which may be awarded.

Submitted by: _____
Name of Bidder (person, firm or corporation)

Telephone No: _____

Fax No: _____

Email: _____

Address: _____

(City, State, Zip Code)



Signed per _____
(Manual **signature required**)

MUST BE SIGNED

Official Capacity _____

BID DATED _____

SBE Contractor: Yes: _____
No _____



CITY OF MILWAUKEE | DEPARTMENT OF COMPLIANCE & ENGAGEMENT
SMALL BUSINESS ENTERPRISE (SBE) CONTRACTOR COMPLIANCE PLAN

This Compliance Plan must be completed in its entirety and is a required submission with any Invitation to Bid or Request for Proposal (RFP) that includes an SBE requirement or for which the Proposer seeks SBE bonus points as it relates to an RFP. **To qualify, each SBE firm identified in this form must, at the time of bid opening or RFP closing, hold an active, unexpired City of Milwaukee SBE certification, which will be verified via the City of Milwaukee Small Business Enterprise Directory maintained by the Department of Compliance & Engagement (DCE).**

I. GENERAL INFORMATION (REQUIRED)

Project Name / Description: _____ Bid/RFP #: _____

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

Detailed description of SBE firm(s) participation: _____

II. PRIME CONTRACTOR INFORMATION (REQUIRED)

Contractor Name _____

Address _____

City, State, Zip Code _____

Contact Person _____ Title _____

Phone Number _____ E-mail Address _____

Operations NAICS _____

Prime Contractor Certification SBE _____ MBE _____ WBE _____ DBE _____ N/A _____

III. ACKNOWLEDGMENT (REQUIRED)

I hereby declare under penalty of perjury under the laws of the State of Wisconsin that the information in this Compliance Plan is true and complete. I understand that:

- 1) This plan is a condition of responsiveness; failure to submit or meet requirements may render the bid non-responsive.
- 2) All SBEs must perform a Commercially Useful Function (CUF) as determined by DCE.
- 3) The City reserves the right to audit payroll and payment records to verify SBE participation.
- 4) I must notify the DCE within seven (7) business days of any material change to subcontractor status or substitutions.
- 5) Misrepresentation may result in contract termination or debarment.

Name _____ Title _____

Signature _____ Date _____

FOR STAFF USE ONLY

SBE Firm providing commercially useful service/commodity consistent with NAICS Code(s) and Prime's scope of service?				Yes	No
SBE certification(s) verified?	Yes	No	DCE Representative	Date	
Department Representative				Date	



List all subcontractor information in its entirety, identifying the Contractor's SBE designation. Individual SBE percentages should equal the overall participation as listed on Page 1. Please visit the [SBE Certification Directory](#) to access the list of City of Milwaukee SBE certified firms.

IV. SUBCONTRACTOR INFORMATION

Contractor Name _____
 Address _____
 City, State, Zip Code _____
 Contact Person _____ Title _____
 Phone Number _____ E-mail Address _____
 SBE Certified _____ Subcontractor NAICS _____

Please identify the proposed award amount and the percentage of the contract 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 _____
 SBE Certified _____ Subcontractor NAICS _____

Please identify the proposed award amount and the percentage of the contract 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.

City of Milwaukee | Department of Compliance and Engagement
 City Hall, Room 606 | 200 East Wells Street | Milwaukee, WI 53202
 Information Line: 414-286-5553 | Email: DevProjects@milwaukee.gov | Website: city.milwaukee.gov/dce

NOTICE TO CONTRACTORS

PLEASE NOTE: Effective December 28, 2005, the City of Milwaukee adopted an ordinance relative to the disclosure of participation in or profits derived from slavery by contractors. Effective May 31, 2014, completion of the Slavery Disclosure Affidavit is required ONLY if the Contractor's company was established during or prior to the slavery era (prior to the year 1865). If the Contractor's company was established in or before 1865, the form is required, regardless of contract type – bid, contract, JumpStart, Service Order, Purchase Order, etc.

Therefore, if the Contractor's company was established *after* the year 1865, a Slavery Disclosure Affidavit is not required.

The City shall make the information contained in the affidavit available to the public. Any contract between the City and a contractor which fails to provide the requisite affidavit or which includes material false information on such affidavit shall be rendered null and void. To reference Milwaukee Code of Ordinances 310-14, please see:

<http://cctv25.milwaukee.gov/code/volume3/ch310.pdf>



DEPARTMENT OF ADMINISTRATION
BUSINESS OPERATIONS DIVISION
PROCUREMENT SERVICES SECTION

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

Company Name: _____
Address: _____
City: _____ State: _____ Zip: _____

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

Please check one:

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

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

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

Authorized Signature: _____
Printed Name: _____ Date: _____

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

Notary Public Signature

Printed Name

My commission expires: _____

(SEAL)

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

procurement.services@milwaukee.gov



Department of Administration – Purchasing
Division -
Terms and Conditions

Provisions of the Department of Administration – Purchasing Division’s “City of Milwaukee Terms and Conditions”, dated October 24, 2022, and subsequent addenda, except as may be modified or expanded upon in this Invitation to Bid, shall apply to all contractors and subcontractors working on the project.

<https://city.milwaukee.gov/Purchasing/PP/TC>

Specifications

July 24, 2026

**Department of Department of City
Development
Official Notice #58125**

**Plumbing Maintenance Services
City of Milwaukee
Habitable and Improved
Neighborhood properties
Milwaukee, WI**

I. INSTRUCTIONS TO BIDDERS

A. BID FORM: Submit unit prices for the Plumbing maintenance work described listed in Section III. Technical Specifications complete in every respect and in accordance with the bid documents and specifications herein. Calculate the Base Bid Total Sum price, pursuant to the bid formula included under ‘Bid Evaluation’ in this section.

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

B. UNIT PRICES: Each bidder shall provide on the Invitation for Bid Form the following unit prices. The unit prices are to be used in arriving at the Base Bid Total Sum. The unit prices will be used for work required for the project under the contract.

Each bidder shall provide on the Invitation for Bid Form the following unit prices. The unit prices shall include the cost for all labor and equipment necessary to complete the work as indicated and specified herein, including, but not limited to: mark-up on materials, travel time, overhead; Labor Insurance (which shall include Federal and State Unemployment Workers Compensation, and FICA Social Security Insurance and contributions paid by Employer Contractor for each employee); Sales tax, Insurance, Industry Programs, profit on “Wage Rate” and/or “cost” and other expenses.

Unit Price No. 1: Submit an hourly rate for furnishing all labor and equipment to perform the necessary and required services for Plumbing Maintenance Services and Emergency After Hours Services at City of Milwaukee Habitable and Improved Neighborhood properties all in accordance with the bid documents and specifications herein. The City will pay overtime hours at a rate of time-and-one-half only if approved in advance by DCD for work assigned between 5:01 pm and before 7:59 am on weekdays, or for work assigned on weekends or Holidays, in accordance with the bid documents and specifications herein. The term *hourly rate* to be defined as the actual time spent at the property providing the services requested.

Unit Price No. 2: Submit the flat rate cost for installing a water filter to the kitchen sink is a residence in accordance with the bid documents and specifications This DOES NOT INCLUDE THE COST OF THE WATER FILTER. The City will provide the water filter to the Contractor. See end of Bid Package for 2 types of water filters used by the City.

Unit Price No. 3: Submit the flat rate cost for installing a new furnace filter in accordance with the bid documents and specifications. While at a property, the contractor may be asked to confirm that furnace filter does not need replacement. Should filter need replacement, contractor will replace at a flat rate as noted in Unit Price No. 3. This DOES NOT INCLUDE THE COST OF THE FURNACE FILTER. NEW FURNACE FILTERS WILL BE BILLED AT COST PER SECTION I. (E): REIMBURSEMENT FOR MATERIALS. This service will be combined with plumbing services. Contractor may be required to check and replace the furnace filter when called to the property for plumbing work. No additional trips for the sole purpose of installing furnace filters will be requested—or approved—by the City.

C. BID EVALUATION: Bids will be evaluated by using the unit prices to calculate the total base bid total sum. Base Bid Total Sum defined by the following formula (hours used in the formula are estimates. Actual hours worked over the term of the contract may be more or less):

Base Bid Total Sum= (unit price 1 x 300) + (unit price 2 x 10) + (unit price 3 x 5)

Contract award will be based on calculated Base Bid Total Sum.

The City reserves the right to reject any and all bids and all or part of a bid; to waive informalities, technical defects, and minor irregularities in bids received; and to select the bid(s) deemed most advantageous to the City

The unit prices provided with this bid **will be used as the basis for payment of the work completed.** (The following are figures are **for example purposes only** and are not an indication or guaranty of work.)

	This column represents where you would enter in your unit price bid amounts in your bid documents		
Formula Example:	↓		
Unit Price No. 1	\$70.00, per hour (example)	times 300 =	\$21,000.00
Unit Price No. 2	\$40.00, per water filter (example)	times 10 =	\$ 400.00
Unit Price No. 3	\$25.00, per furnace filter (example)	times 5 =	\$ 125.00

This calculated amount would be your **BASE BID TOTAL SUM** → \$21,525.00

D. BID SUBMITTAL CHECKLIST (**Important**): CONTRACTORS are required to sign and complete all the following documents and to submit them with their bid to be considered for award.

- ✓ Invitation to Bid Form with Bidder's unit price and Base Bid Total Sum
- ✓ Signature Page

NOTE: FAILURE TO SUBMIT ANY ONE OF THE DOCUMENTS LISTED ABOVE WILL RESULT IN BID REJECTION.

- ✓ Socially-Responsible Contractors paperwork (if applicable)

E. REIMBURSEMENT FOR MATERIALS: Upon submittal of itemized store receipts, **materials will be reimbursed at cost (i.e., without any markup). Receipts shall be attached to invoices. Please note, that the City of Milwaukee is exempt from** Federal excise and Wisconsin sales taxes and therefore will not reimburse contractor for sales tax on any materials purchased to perform the services of the contract.

F. EXCLUSIVITY OF WORK: There is no guarantee of work or amount of work and no exclusivity for work. The intent of this contract is for Plumbing Maintenance Services on an as-needed basis. This work does not cover existing warranty work. Work will be on an as required basis and scheduling and volume of work annual will vary.

The award of the contract from this bid will be the second contractor DCD has for Plumbing Maintenance Services. Plumbing Maintenance work will be distributed between the two contractors in a way that best meets the needs of the City.

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

G. **CONTRACT AWARD:** The Commissioner of DCD will award the contract on the basis of the formula in the Bid Evaluation in the amount of the BASE BID TOTAL SUM. The contract shall be awarded to the lowest responsible bidder whose bid complies with the bid specifications. The Commissioner reserves the right to reject all bids if it appears that the lowest bid for the work to be let is unreasonably high. The Commissioner further reserves the right to reject the bid of any bidder who is, in the judgment of said Commissioner, incompetent or otherwise unreliable for the performance of the work bid or who shall previously have willfully or negligently failed to complete any work or contract entered into with the City or any officer or department thereof or who shall have willfully or negligently failed to enter into a contract with satisfactory Surety for any work that shall have been previously awarded by said Commissioner. The Commissioner further reserves the right to disregard and reject any and all bids.

H. **CONTRACT BREAKDOWN:** **The unit prices with this bid will be used as a basis for payment of the work completed.** There will be no exceptions to the hourly rate and reimbursement for materials during the time of the contract.

I. **CONTRACT TERM:** Contract is scheduled to begin October 1, 2026. The term of the contract will expire 3 years after the effective date of the contract. Plumbing Maintenance Services will be on an as-needed, as requested, project by project basis.

J. **PRICE**

1. Omitted. If price is omitted, it is agreed that Contractor's price will be the lowest prevailing market price as determined by the City Purchasing Director and as supported by evidence.

2. Increases. Subject to the conditions of this subsection, if, through no fault of Contractor, limited supplies or general inflation result in increased prices incurred by Contractor for the goods, supplies, materials, or equipment purchased pursuant to this Contract (collectively the "Goods") after the first calendar year beginning on the Effective Date of the Contract and every anniversary of the Effective Date thereafter ("Year") of this Contract, Contractor shall be entitled to request an increase in the price paid by City moving forward. The request must be made to City at least sixty (60) days in advance of the requested effective date of the increase and must be approved by City prior to the increase taking place. Contractor shall only be allowed to request an increase once during every Year regardless of whether such increase is ultimately approved by City. Any individual increase will be the lesser of (1) the actual increase in the cost of goods over the past twelve months, or (2) fifteen percent (15%) of the original contracted price of goods during the first Year of this Contract. The increase shall be contingent on City appropriating sufficient funds to pay the increased price. Contractor must provide evidence of the price increase to DCD sufficient to demonstrate that, in the DCD's sole discretion, the increase in cost to City is justified by the evidence prior to any increase being approved by City. This clause shall not apply to any "discount from list" agreements. Denial of any request to increase the price does not constitute grounds to terminate this Contract.

3. Decreases. Contractor shall notify City of any decrease in the price Contractor pays for the Goods within 30 days of such decrease and shall immediately decrease the price paid by City for the Goods on any future Invoices. The decrease in price to City shall equal the decrease in the cost Contractor incurs in purchasing the Goods. Contractor shall provide evidence of the current cost of the Goods to City within 30 days of any request for the same.

4. Surcharges. Fuel and/or shipping surcharges are not allowed and will not be paid by the City. If there is a freight increase prior to delivery of the product, the additional increase will be at the expense of Contractor.

K. SITE VISIT: All contractors shall visit the project specific site, consult project manual, be familiar with the work of other contractors and determine for him/herself all conditions affecting the work.

Failure by a contractor to be familiar with the specific project shall not release him from any obligation under this contract to complete the work in strict conformity with the plans and project manual and all City, State and Federal Codes or regulations pertaining to the work.

L. WORK HOURS: Work shall be conducted Monday through Friday, 8:00 a.m. to 5:00 p.m. DCD will pay overtime hours only if approved in advance by DCD. Contractor is to provide electrical maintenance services on an on-call basis **24 hours a day**.

M. START AND COMPLETION: Contractor shall not proceed with work until directed to do so by DCD or its agent. The contractor shall receive authorization to proceed with work via an emailed Work Order or called in with the Work Order number. The Contractor shall have in its employ a sufficient force of qualified and competent personnel to commence work on each property within **twenty-four hours** of contractor receiving Work Order from DCD to proceed. Picking up keys to a property does not constitute commencement of work. The Contractor shall complete the work within seventy-two hours (72) (excluding Saturdays, Sundays, and holidays) DCD may grant an additional seventy-two (72) hours to complete (or within additional time extension granted by DCD; **liquidated damages** in the amount of Twenty and 00/100 Dollars (\$20.00) may be assessed for each day of delay. Contractor shall take all steps necessary to minimize the inconvenience to the resident(s) of the property, shall complete the work as rapidly as possible and shall conduct its operation in the utmost discretion and cooperation with DCD.

Contractor must provide an afterhours phone number(s) that DCD can rely on to reach a member of the Contractor's team to respond to afterhours service requests.

N. Intentionally left blank

O. WORK ORDERS: Work Orders **generally** will not take more the 8 hours to complete. If the estimated work is in excess of eight hours, the Contractor shall not proceed until DCD or its representative has approved the number of hours required to complete the work.

P. KEYS: When keys for properties are not returned to DCD or it representative, the Contractor may asses a key and lock change fee. These fees are non-refundable.

Q. BASE BID EXCLUSIONS: N.A. All work is to be performed under this contract.

R. ADDITIONAL PLANS/SPECIFICAITONS/INVITATION FOR BID: The successful contractor will be responsible for furnishing all additional copies of plans, specifications, this Invitation for Bid, addenda, etc., as may be needed by the contractor and subcontractors. The City will cooperate by making originals available to the contractor/s printer of choice.

S. EXAMINE DOCUMENTS:

1. Before submitting a bid proposal, bidders should carefully examine the contract manual; fully inform themselves as to all existing conditions and limitations, including those of labor; and shall

include in the bid proposal a sum sufficient to cover the cost of all items contemplated by the contract documents.

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

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

T. SOCIALLY RESPONSIBLE CONTRACTOR

Pursuant to Ordinance 310-10, if a bidder is seeking to qualify for the Socially-Responsible contractors (SRC) bid incentive and is a responsive and responsible bidder, the “SRC bidder” shall be awarded the contract provided its bid does not exceed the lowest bid by more than 5% and the difference does not exceed \$25,000.

The purpose of this ordinance is to ensure contributions toward community betterment made by socially-responsible contractors are recognized and rewarded. Actions or implemented programs shall include at least three (3) of out of twelve (12) actions or programs to as set forth in the ordinance and the Socially Responsible Contractor Affidavit of Compliance (see attached). Each bidder seeking to qualify as a socially-responsible contractor shall submit, as part of its proposal, this affidavit describing actions taken and programs implemented to eliminate, or substantially reduce, the barriers to employment for current and prospective employees of the contractor, and the outcomes of these actions and programs.

U. SALES TAXES

All bids must be submitted without the inclusion of Federal excise and Wisconsin sales taxes as the City is exempt therefrom. Bidders, therefore, shall not add sales tax to their proposals when bidding to the City but shall include in their bids only the sales tax they will be required to pay directly as a consumer when obtaining materials, etc., to fulfill the contract requirements should they be the successful bidder

V. APPEALS

Bidders should submit a written request to the purchasing agent for interpretation or correction of any ambiguity or inconsistency discovered in the bid, specifications or attachments. Any requests for changes, clarifications, etc., to the bid-related specifications or attachments must be submitted to the Purchasing Agent in writing at least five (5) working days prior to the bid closing date. Requests received after that time will not be considered. Bidders may not change any of the terms or conditions in the bid and/or specifications without the written approval of the Purchasing Division. Any unauthorized changes will constitute a counteroffer and will subject the bid to rejection.

W. SIGNATURE REQUIREMENT: BIDS MUST BE SIGNED

This bid must be manually signed by the bidder or contain his/her name in such a manner that the bid can be identified as being his/her bid (electronic signatures are acceptable). All attachments, additional pages, addenda, or explanations supplied by the bidder with this bid

will be considered as part of the bid. However, they may be rejected as counteroffers when in conflict with the terms and conditions stated herein.

X. SUBSTITUTIONS AND EQUIVALENTS

Substitutions or equivalents of specified items may be permitted at the sole discretion of the Commissioner of DCD.

Y. BID ADDENDUM

Any changes made as a result of a written request will be issued via a bid addendum, and, if necessary, an extension will be made to the bid closing date. Any addenda will be posted to the DCD website <https://city.milwaukee.gov/DCD/Projects/RFPs>. Bidders are responsible for checking this website for any future addenda, etc., prior to the bid closing date. All addenda should be signed and returned by the bid closing date and time. Bidders who do not return the addenda may have their bid rejected. Electronic signatures are acceptable. If you are unable to access the internet, contact Scott Stange, Phone: (414) 286-5727, E-Mail: sstang@milwaukee.gov to obtain a hard copy.

Z. TIE BIDS

In the event of tie bids, the award will be made in accordance with the provisions set forth in the rules and procedures of the Department of Administration, Procurement Services Section, which are incorporated and made part of this contract by this reference.

II. GENERAL REQUIREMENTS

A. INSURANCE

1. General Requirements

A certificate of insurance acceptable to City evidencing the insurance requirements is to be provided. The certificate shall state that the issued insurance policies meet the requirements as outlined below. All certificates are to be provided prior to the final execution of this Contract. If such certificate is not received, the City of Milwaukee has the authority to declare this Contract terminated.

All policies shall state that the City shall be afforded a thirty (30) day written notice of cancellation, non-renewal or material change by any insurers providing the coverage required by City for the duration of this Contract.

Insurance companies must be acceptable to City and must have a current A.M. Best rating of AVIII or better. All policies shall be written on an occurrence form, other than Real Estate Errors and Omissions as noted below. If subcontractors are used, each must meet all requirements in sections A and B.

2. The minimum insurance requirements are as follows:

(a) Workers' Compensation and Employer's Liability

- Workers' 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

(b) 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

(c) Auto Liability

Combined Single Limit \$1,000,000 each accident
Medical Expense \$ 10,000 each person

- If the Contractor owns or has any long term leased vehicles, coverage must be for Any Auto (Symbol 1). If there are no owned or long term leased vehicles, then coverage must be for Hired and Non-Owned Auto Liability (Symbols 8 and 9).
- Coverage shall be modified to include a Waiver of Subrogation Endorsement in favor of City including its directors, officers, agents, employees and volunteers.
- The City of Milwaukee shall be added as an additional insured.
- Coverage shall include contractual liability for risks assumed in this contract.
- Coverage shall apply to the risks associated with or arising out of the services provided under this contract.
- If Federal or State government(s) require a Motor Carrier filing, such filing shall be made available to City upon request.

(d) Umbrella (Excess) Liability

Umbrella (excess) Liability \$1,000,000 per occurrence
\$1,000,000 aggregate

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

B. Contractor shall comply with all applicable state, federal and local codes, and pay all permits, licenses and certificates, and other fees as required by the work including but not limited to the following:

1. Safety Regulations: All work shall be done in accordance with the safety requirements referenced in the International Building Code, as adopted and amended by the State of Wisconsin and OSHA. Also, Contractor shall provide all barricades necessary to protect neighbors during the construction activities.
2. Contractor shall comply with all rulings, regulations and laws of the following shall be complied with in the completion of this project, including:

International Building Code, as amended and adopted by the State of Wisconsin
Plumbing and Drainage Codes of the City of Milwaukee
Ordinances of the City of Milwaukee
National Board of Fire Underwriters
OSHA
N FPA
FAA
NEC
IEEE

UL

3. The City of Milwaukee will provide the general building and occupancy permits.
4. Contractors shall obtain, from the City of Milwaukee Department of City Development and/or other government or private agencies, all special permits as may be necessary in their work.

5. Licenses

a. Contractor shall have a **Master Plumber License with State of Wisconsin** to perform this work. Contractors submitting a bid without already having the required licenses will be rejected as being non-responsive.

b. A Master Plumber licensed with the State of Wisconsin and City of Milwaukee whose sole business operation is plumbing **DOES NOT NEED** to obtain a **City of Milwaukee Home Improvement Contractor License**.

c. A Master Plumber licensed with the State of Wisconsin and City of Milwaukee whose sole business operation is NOT plumbing **DOES NEED** to obtain a **City of Milwaukee Home Improvement Contractor License** at the time of submitting a bid

For more information about the Home Improvement Contractor's License please see the following link: <http://city.milwaukee.gov/LicensesPermits>

For State of Wisconsin Master Plumber License information, contact the State of Wisconsin Department of Safety & Professional Services at (608) 266-2112 and/or at the following link: <http://dsps.wi.gov/Licenses-Permits/Credentialing/Trades-Professions>

For City of Milwaukee Master Plumber License information, contact the Department of Neighborhood Services, Plumbing Inspection Section at (414) 286-3361.

6. Contractors shall obtain all permits to occupy or work in the public way as may be necessary for their work.
7. Contractors shall notify the City and/or appropriate utilities when making utility connections as part of the project.

C. INSPECTIONS:

1. DCD Staff, or designee, may provide daily inspection to verify compliance with contract documents, identify contractors and crews on the job, verify compliance with contract conditions (SBE, living wage requirements, etc.), and record job progress and conditions. All work shall be subject to inspection, examination, or test by DCD at any and all times during or after the performance of said service and at any and all places where such service is or has been performed. DCD shall have the right to reject defective or otherwise unsatisfactory service and require its correction. Rejected services shall be corrected in a timely manner and to the satisfaction of and without charge DCD.
2. Notice of unsatisfactory work shall be provided in writing.
3. Where the Contractor has failed to complete certain services and has been given notice to correct the discrepancy and has failed to complete the work (either because the allotted time for

correction has passed or a second inspection reveals that the work remains incomplete), DCD may take the following action:

- a. Deduct the line item value of the work not completed from the payment of the invoice for said service for its failure to the correct service in an effective manner.
- b. Assign any Work Not Completed in accordance with these specifications to another Contractor in which case the first Contractor would be financially responsible for any additional costs incurred by DCD.

4. Contractors shall arrange with the Department of Neighborhood Services/Construction Trades Division and permit issuing agencies for all code compliance inspections as required by all permits including, but not limited to, the general building and all special permits issued by that agency.

D. WORK BY OTHERS:

1. Project roles are defined as follows:

- a. OWNER – The City of Milwaukee.
- b. OWNER’s REPRESENTATIVE– Representative from the City of Milwaukee Department of City Development.
- c. CONTRACTOR – The successful bidder of this contract.
- d. CONTRACTOR’s REPRESENTATIVE – The CONTRACTOR’s Project Manager.
- e. SUBCONTRACTOR(s) – Any lower-tiered CONTRACTOR to the CONTRACTOR.

2. The CONTRACTOR shall not obstruct or cause delay in progress of work by others on the Property. CONTRACTOR shall coordinate with others performing work at the property regarding access, material staging areas, and work schedules. .

3. The CONTRACTOR shall coordinate all Work, or specifically identified portions of the Work, with the OWNER’s REPRESENTATIVE to allow for entry to inside of the building, obtain direction for locating equipment and materials, and obtain prior approval from OWNER’s REPRESENTATIVE for changes to the initial schedule

4. CONTRACTOR’S REPRESENTATIVE shall be experienced and shall be directly in charge of the installation, all staff, and staff contractors associated with this work.

E. SUPERVISION OF WORK:

1. Contractors shall furnish the services of an experienced foreman or superintendent. Only qualified personnel shall supervise and perform services in this Contract. If in DCD’S sole discretion any of the Contractor’s personnel are not performing satisfactorily in the delivery of services to be furnished hereunder, the Contractor shall, upon notice from DCD, remove any such personnel and replace them with satisfactory personnel.

Furthermore, DCD may require replacement of Contractor’s supervisory personnel on site upon written determination that such supervisor is substantially frustrating the progress or

completion of the work or any other contract obligation. There shall be at least one employee on each crew that speaks fluent English.

2. The Contractor shall use all reasonable care, consistent with its rights to manage and control its operations, not to employ any persons or use any labor or have any equipment or permit any condition to exist which shall or may cause or be conducive to pose any liability to the general public as well as any activity to be construed as a nuisance. DCD retains the right to require the Contractor to halt all work activities until such conditions are resolved.

Contractor's failure to resolve any and all conflicts to the satisfaction of DCD shall be considered a breach of contract, and subject to termination.

3. Contractor's supervisory personnel shall be constantly in charge of the installation of the work together with all subcontractors, helpers, and labor required to unload, transfer, erect, connect up, adjust, start, operate and test each system.

4. Contractor's supervisory personnel shall be thoroughly acquainted with and be responsible for the various subcontractors' work so that it is properly coordinated and supervised to the satisfaction of the Commissioner of DCD or his representative.

F. SMALL BUSINESS ENTERPRISE (SBE) -This invitation to bid includes a goal of 25% Small Business Enterprise (SBE) participation in accordance with City of Milwaukee Ordinance Chapter 370 Section 5. The City of Milwaukee's Department of Compliance and Engagement (DCE) provisions for SBE participation are incorporated as part of the bid package and must be read very carefully. The City's SBE provisions can be found at www.city.milwaukee.gov > Directory > Purchasing Division > Programs > Small Business Enterprise Program. **The contract compliance plan (Form A) must be returned with your bid if applicable.** For further information regarding SBE participation, contact the Department of Compliance and Engagement at 414-286-5553.

G. LIVING WAGE APPLIES - In accordance with Chapter 310-13 of the Milwaukee Code of Ordinances, the living wage rate is required for this Contract. By executing the work on this Contract, the Contractor certifies that it knows of the provisions of this section, and would comply with them and would pay all workers employed by the Contractor in the performance a contract, whether on a full time or part time basis, a base wage of not less than \$14.50 per hour. Contactor would be required to sign and have notarized the attached Affidavit of Compliance - Living Wage Provision and submit the Living Wage Compliance Report within 10 days following completion of the work or every 3 months, whichever comes first. Currently, Section 310-13 requires that **on March 1, 2026, and each March 1 thereafter**, the minimum hourly wage shall be adjusted to the amount required to produce, for 2080 hours worked, an annual income equal to the average of the U.S. Department of Health and Human Services most recent guidelines for a family of three and a family of four; however, the Contractor would be required to comply with any amendments to Section 310-13, including those pertaining to the amount of the wage, or the timing of any adjustments to the wage.

H. SUPERVISION OF WORK:

1. Contractors shall furnish the services of an experienced foreman or superintendent.

2. He shall be constantly in charge of the installation of the work together with all subcontractors, helpers, and labor required to unload, transfer, erect, connect up, adjust, start, operate and test each system.

3. He shall be thoroughly acquainted with and be responsible for the various subcontractors' work so that it is properly coordinated and supervised to the satisfaction of the Commissioner of DCD or his representative.

I. INVOICING:

1. Payments for work performed will be made upon submission of an itemized invoice including, but not limited to the following:

- a. All work will be inspected and approved before payment will be made.
- b. Purchase Order or Contract Number.
- c. Classification of personnel, labor hours per week, costs, address of the property.
- d. A summary of work, including the permit #
- e. Work Orders and **original receipts** for materials must be included with your Request for Payment Sheet, which details the Work performed, signed by both the Contractor and DCD.
- f. All statements and invoices shall be submitted to: Land Management; Attn: Deborah McCollum-Gathing; 809 N. Broadway, 2nd floor; Milwaukee, WI 53202
- g. Manufacturer Warranty information for any new major Plumbing fixtures (i.e. Hot Water Heater)
- i. If the Contractor is required to obtain a permit for the work in a Work Order, Contractor must list the permit number in the invoice.
- j. Invoices to be submitted on a regular basis, **but no later than 30 days after the work is completed.**

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

3. Contractor shall maintain individual invoices for each maintenance occurrence during previous month on a unit basis. These records must be submitted with monthly pay requests for request to be process.

J. IDENTIFICATION: Contractor shall require its employees or agents, performing services to said properties, to wear an identification card affixed to the individual's outer clothing in a conspicuous place, clearly visible to residents, containing a recent photograph of the individual and the individual's name or possess a valid Wisconsin photographic driver's license issued to such individual and/or Wisconsin Identification Card for such individual to produce such identification on request of DCD representative.

K. WORK NOT INCLUDED: The City reserves the right to contract for related services outside this contract. Nothing in these specifications shall be deemed to preclude this right the contractor shall not be entitled to compensation or damages for such services rendered by others.

L. ELECTRICAL POWER: Contractor may be responsible for providing their own power source, if circumstances arise (e.g. generator).

M. WATER: Contractor may be responsible for providing their own water source.

N. TOILET FACILITIES: Contractor shall be responsible for providing their own toilet facilities.

O. ANNUAL REVIEW AND CONTRACT CANCELLATION:

1. This contract shall be subject to an annual review and evaluation.
2. Should the contractor fail to comply with the requirements set forth in this Invitation for Bid, the City may terminate the contract with written notice 60 days prior to each anniversary date. The City shall be the sole judge of compliance. Additionally, the City reserves the right to cancel the contract at any time for- convenience with or without cause.
3. Should the contractor fail, or be unable for any reason to make any needed adjustment or repairs required by the specifications, the City reserves the right to have such adjustments or repairs performed by an outside firm. This contract in no way obligates the City to compensate this contractor for the cost of such adjustments or repairs, and the contractor shall not be entitled damages for such services rendered by others

P. HAZARDOUS MATERIAL –**If awarded this contract, if Contractor should come into contact with any hazardous materials, including but not limited to Lead or asbestos, that are questionable while performing this work, Contractor shall immediately cease working on the project and contact the DCD representative to inform them of the situation. Contractor shall not continue any work on the project until receiving approval from the DCD representative.**

Q. 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 Department of Compliance and Engagement (DCE) should you have any questions or concerns regarding the training process at (414) 286-5553.

R. EQUIPMENT AND QUALIFICATIONS: The Contractor shall ensure that all workers assigned and approved to work under this contract have a complete set of necessary tools to perform the required scope of work. These tools shall be brought to the job on a daily basis. The Contractor shall provide all personal safety equipment necessary including, but not limited to hard hat, safety glasses, harnesses, goggles, gloves, etc.

A minimum of one continuously operable and available fully stocked service vehicle is required for this contract. Each vehicle must have their own set of tools and must be on hand or purchased/leased upon award of contract with the primary use of which would be to provide the services under this contract. All equipment is subject to verification at any time during the contract period.

Vehicles must display the Contractor’s name on the outside so it is visible to DCD Staff.

S. LOCATION OF WORK: All work to be performed within the corporate limits of the CITY.

T. DAMAGES: The CONTRACTOR shall be held liable for any and all property damage and/or injury or harm to persons resulting from work that is performed under this contract.

U. CHANGES IN WORK: The CITY may make changes to the scope of the work or the number of properties in the inventory. Such additions or deletions shall not invalidate the contract nor shall

such change relieve the CONTRACTOR from any of the CONTRACTOR'S obligations under the contract or any guarantee given by the CONTRACTOR and CONTRACTOR shall not alter the unit prices as a result of this change.

V. WARRANTIES OF PROPERTIES - No warranties, representations, or guarantees are made or implied regarding the structural integrity or the safety of any property or parcel assigned for work to the Contractor. **Contractor enters onto the parcels and into the properties at their own risk.** Contractor agrees that its obligations to defend and indemnify DCD and the City expressly apply to any injuries occurring to its employees or damage occurring to its property as a result of conditions existing on the parcel or in the property.

W. INTEREST IN CONTRACT

No officer, employee or agent of the City of Milwaukee who exercises any functions or responsibilities in connection with the review, approval or administration of this contract shall have any personal interest, direct or indirect, in this contract.

X. SUBCONTRACTOR PAYMENT

If this bid has subcontractor requirements, prime contractor must pay subcontractor(s) within seven working 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/vendor fails to make timely payment to a subcontractor, the contractor/vendor shall pay simple interest at the rate of one percent (1%) per month, beginning with the 8th calendar day.

Y. VEHICLE/EQUIPMENT RESPONSIBILITY: The CONTRACTOR assumes all responsibility in observing all municipal, state, and federal laws and regulations applicable to the safe operation of their vehicles and equipment used in the performance of the service described herein.

Z. COMPANY PERSONNEL STANDARDS AND RESOURCE COMMITMENT:

1. Supervision of Work: Contractors shall furnish the services of an experienced foreman or superintendent. The supervisor shall be thoroughly acquainted with and be responsible for the Contractor's work so that it is properly coordinated and supervised to the satisfaction of the Commissioner of DCD or his representative.
2. Only qualified personnel shall supervise and perform maintenance services in this contract. If in the CITY'S sole discretion any of the CONTRACTOR'S personnel are not performing satisfactorily in the delivery of services to be furnished hereunder, the CONTRACTOR shall, upon notice from the CITY, remove any such personnel and replace them with satisfactory personnel. Furthermore, the CITY may require replacement of CONTRACTOR'S supervisory personnel on site upon written determination that such supervisor is substantially frustrating the progress or completion of the work or any other contract obligation. **There shall be at least one employee on each crew that speaks fluent English.**
3. The CONTRACTOR shall use all reasonable care, consistent with its rights to manage and control its operations, not to employ any persons or use any labor or have any equipment or permit any condition to exist which shall or may cause or be conducive to pose any liability to the general public as well as any activity to be construed as a nuisance. The CITY retains the right to require the CONTRACTOR to halt all work activities until such conditions are resolved.

CONTRACTOR’S failure to resolve any and all conflicts to the satisfaction of CITY shall be considered a breach of contract, and subject to termination.

AA. REFERENCES: Upon request, the apparent low bidder shall provide a list of three (3) other projects with contacts which indicates their capability and which the low bidder has successfully, with his/her own personnel and not by or through a subcontractor, maintained/installed in the past five years. In order to qualify, the low bidder must list jobs which are similar in terms of size and type to those which the low bidder proposes to service under this contract

AB. The “City of Milwaukee Purchasing Contract Including Terms and Conditions” revised October 24, 2022, apply to this Bid. They can be found on the City of Milwaukee, Department of Administration – Purchasing Division’s “Policies & Procedures” webpage, www.city.milwaukee.gov/Purchasing > Policies & Procedures.

AC. HOLIDAYS

For the purposes of this bid, the CITY recognizes the following holidays (if a holiday falls on a week day, the holiday rate would be paid):

New Year’s Day
Memorial Day

Independence Day
Labor Day

Thanksgiving Day
Christmas Day

III. TECHNICAL SPECIFICATIONS

A. GENERAL

1. Experience - Contractor bidding on this work shall have a thorough knowledge of the tools, equipment, materials, methods and practices used in Plumbing maintenance necessary to perform any and all services for DCD. The Contractor must be qualified in this field and any person or persons assigned to work must be qualified to complete work with competence and reliability.
2. Equipment, Tools, Materials and Labor- Contractor assigned will provide his/her own hand and power tools required to accomplish the routine work assignments. The Contractor shall furnish all materials and equipment. Any deviation from this procedure shall be in writing and signed by appropriate representatives of the Operations Division. Said individual being the person assigned as Supervisor of the project and responsible for its completion.
3. Verbal Work Orders - In no case shall verbal orders be taken from anyone other than DCD. All written orders shall come from DCD. Changes in work assignment shall be authorized only by the DCD or agent.

B. DESCRIPTION OF WORK:

1. Provide plumbing maintenance services as a full service company handling any and all plumbing repairs in house as requested by DCD for non- routine and scheduled work and non-scheduled emergency work. The plumbing maintenance services work shall include the following:
 - a. Domestic hot water and cold water piping systems
 - b. Drain, waste and vent systems

- c. Gas piping system
- d. Storm drainage system
- e. Water services up to the public water and sewer system connections
- f. Plumbing fixtures, trim and plumbing appliances including connections to piping and venting
- g. Excavation, backfilling and masonry work
- h. Installation of faucet water filters
- i. Replacing/installing new furnace filters

2. Related Work Not Included:

Existing thermal insulation may contain asbestos. Air borne asbestos fibers and similar dusts have been determined to be a health hazard. Contractor shall notify DCD if disturbance of insulation other than elastomeric form or fiberglass material is required for plumbing work.

Asbestos removal is not part of the contract.

Landscaping, patching, drywall, plastering, carpentry, painting and other related work to be performed to complete plumbing related work shall be completed by respective contractors as authorized and contracted by DCD. Plumbing contractor shall coordinate their work with DCD to properly complete the work of other trades.

3. Work Not Included:

The following services shall not be performed by the plumbing contractor. Only DCD shall be responsible to complete:

- a. Landscaping
- b. Drywall, patching, plastering
- c. Carpentry
- d. Painting and other related work
- e. Floor refinishing and replacement
- f. Electrical repair

4. Submittals - Plumbing contractor shall be responsible for submitting the following to DCD for any and all work and materials furnished as part of the contract.

- a. Permits - Contractor shall submit copy of all and any permits required and obtained from proper authorities having jurisdiction.

5. Job Conditions

- a. Plumbing contractor is responsible to contact Diggers Hotline and/or communicate with designated representative of DCD before excavation. Coordinate with proper authority and utility company before installation of services or repairing of existing connections.
- b. Obtain written approval from DCD prior to cutting of structural elements or members for installation of plumbing work.

C. PRODUCTS

1. Materials supplied by Contractor: The Contractor shall furnish all materials and parts at the time of work being performed. All Parts and material supplied by Contractor shall meet plumbing industry standards and State, County and City codes.

D. EXECUTION

1. General Guidelines

- a. Any and all work is to be completed by individual licensed journeyman plumbers.
- b. The contractor shall take all steps necessary to protect all property and persons from any damage or injury resulting from this work.
- c. The area where the work is to be done is used by children and other persons. The Contractor shall exercise care during the course of the work for the protection of persons and property.
- d. Provide, erect and maintain all fences, planking, bracing, lights, barricades, warning signs and guards necessary for the protection of human life and adjacent property.
- e. Due care and diligence shall be exercised in all cutting, and demolition operations which might affect materials that are to remain. The Contractor shall bear responsibility for and cost of all damage arising from all operations connected with this work.
- f. The Contractor shall at all times conduct his operation in a manner to exclude dust and elements from the other parts of the building.
- g. The Contractor shall take all steps necessary to reduce or eliminate hazard from lead and asbestos materials.
- h. The Contractor shall take all steps necessary to minimize the inconvenience to the residents and shall complete the work in each dwelling unit and no dwelling unit shall be left without proper weather protection at the end of the work day. The Contractor shall conduct the operation with the utmost discretion and cooperation with DCD in the maintenance of a satisfactory resident relationship.
- i. The Contractor shall provide and maintain protection in the area of the work required to prevent the intrusion of water into the building during the work and protected from weather at the end of each workday.
- j. The Contractor shall secure all equipment at the end of each working day to ensure against tampering by unauthorized persons.
- k. The Contractor shall remove all protection when work is complete and when authorized to do so by DCD.
- l. The Contractor shall take all appropriate steps necessary to minimize inconveniences to the Owner and tenants.
- m. The Contractor shall work with the Owner to cultivate and maintain good tenant relations.

2. Repair and Installation of Piping and Equipment

- a. Thoroughly clean items before installation. Cap pipe openings to exclude dirt until fixtures are installed and final connections have been made.

- b. Cut pipe accurately, and work into place without springing or forcing, properly cleaning windows, doors, and other openings. Excessive cutting or other weakening of the building will not be permitted.
- c. Show no tools marks or treads on exposed plated, polished, or enameled connections from fixtures. Tape all finished surfaces to prevent damage during construction.
- d. Run horizontal sanitary and storm drainage piping at a uniform grade of 1/4" per ft. unless otherwise authorized by the DCD. Run horizontal water piping with an adequate pitch upwards in direction of flow to allow complete drainage.
- e. Support piping independently at pumps, coils, tanks, and similar locations, so that weight of pipe will not be supported by the equipment.
- f. Support each item independently from other pipes. Do not use wire for hanging or scraping pipes. Provide complete dielectric isolation between ferrous and non-ferrous metals.
- g. Provide union and shut-off valves suitably located to facilitate maintenance and removal of equipment and apparatus.
- h. Install piping, equipment, and accessories to permit access for maintenance. Relocate items as necessary to provide such access.
- i. Provide access doors where valves, motors, or equipment requiring access for maintenance are located in walls or chases or above ceiling.
- j. Repair leaky joints as following:
 - 1) Remake joints with new material.
 - 2) Remove leaking section and/or fitting as directed.
 - 3) Do not use thread cement or sealant to tighten joint.

3. Pipe Supports

- a. Support suspended piping with clevis or trapeze hangers and rods.
- b. Space hangers and support for horizontal steel pipes according to the following schedule:

Pipe size	Maximum spacing on centers:
1—1/4" and smaller	8'—0"
1—1/2" to 3	10'—0"
4" and over	14'—0"

- c. Space hangers and support for horizontal copper tubing according to the following schedule:

Tub size:	Maximum spacing on centers:
1" and smaller	6'-0"
1—1/2"	7'-0"
2"	8'-0"
2—1/2"	9'-0"
3" and larger	10'-0"

- d. Provide sway bracing on hangers longer than 18”.
- e. Support vertical piping with riser clamps secured to the piping and resting on the building structure. Provide at each floor and as required by the field conditions.
- f. Provide insulation continuous through hangers and rollers. Protect insulation by galvanized steel shields.

4. Sleeves and Openings

- a. Caulk the space between sleeve and pipe covering, using a non-combustive, permanently plastic, waterproof, non—staining compound which leaves a smooth finished appearance, or pack with noncombustible grout, rope, or fiberglass to within 1/2” of both wall faces, and provide the waterproof compound.
- b. Finish and Escutcheons
 - 1) Provide 1” wide chrome or nickel plated escutcheons on all pipes exposed to view where passing through walls, floors, partitions, ceilings, and similar locations.
 - a) Size the escutcheons to fit pipe and covering.
 - b) Hold escutcheons in place with set screw.

5. Valves, Unions, and Other Apparatus

- a. Provide valves in water, air and gas systems. Locate and arrange so as to give complete regulation of apparatus, equipment, and fixtures.
- b. Locate valves for easy accessibility and maintenance.
- c. Provide unions to facilitate future removal of valve, equipment, or apparatus. -
- d. Provide dielectric unions for connecting dissimilar pipes.
- e. Provide cleanouts where required. Cleanout shall not be any smaller than the pipe it is connected to except for pipes over 4” in diameter.
- f. Install water hammer arrestors at water lines where quick closing valves or solenoids are located. Install water hammer arrestor upstream of such valves or solenoids.
- g. Install back flow preventors where required by codes and regulation and where possibility exists for back flow into water supply. Arrange for testing and inspection of back flow preventors by proper authorities.

6. Plumbing Fixture Installation

- a. Installation
 - 1) Set fixtures level and in proper alignment with respect to walls and floors and with fixtures equally spaced.
 - 2) Provide supplies in proper alignment with the fixtures and with each other.

- 3) Provide flush valves in alignment with the fixture, without vertical or horizontal offsets.
- b. Grout wall and floor mounted fixtures watertight where the fixtures are in contact with walls and floors.
- c. Caulk deck-mounted trim at the time of assembly, including fixture and casework mounted. Caulk self-rimming sinks installed in casework.

7. Testing and Cleaning

- a. All new potable water service and distribution piping shall be tested and disinfected per local codes after installation. Submit disinfection certificate as required by these specifications.
- b. All sewer piping shall be tested to ensure that there is no leak. Sewer piping shall be tested per State of Wisconsin code requirements.
- c. Contractor shall remove equipment, debris and other material promptly after the completion of the work and inform DCD for inspection of the work site.

E. PREPARATION

Coordination: Coordinate plumbing work with the Owner, tenants, and any other work that may be in progress in the assigned area. Coordinate schedules to avoid delays in work.

The Contractor shall begin work upon written service request faxed to Contractor

F. PROPERTY PROTECTION

- a. The Contractor shall take all precautions to ensure the protection of Owner and tenant property.
- b. When applicable, use polyethylene or cloth dust covers to protect tenant furniture and valuables. Construct dust walls or barriers to protect adjacent areas from dust or dirt migration.
- c. The Contractor shall construct barriers, warning signs, enclosures and similar safety precautions to protect children, adults, and others in and around the work areas while work is in progress and remove such apparatus when the work is completed.
- d. Provide necessary weather protection for buildings when such work assignments require exposure of the building to weather conditions.

G. INSPECTION

- 1. Testing: Upon completion of assigned work, test all parts in the presence of the Owner. Demonstrate that all equipment furnished, installed and/or connected functions in the required manner.
- 2. When assigned work is completed, promptly notify the Owner and arrange for inspection of completed work for acceptance.

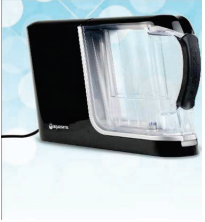
3. DCD will inspect and determine acceptability of all finished work and/or services. If the work and/or services are not acceptable, the Contractor will be called in to review and correct all problem areas within 3 business days without any additional cost to the DCD
 4. Examine areas and conditions under which the work will be installed. Correct conditions detrimental to the proper and timely completion of the work. Advise Owner of unsatisfactory conditions and correct those conditions before proceeding with the work unless advised differently by the Owner.
- H. CLEAN UP - Clean up area removing all work debris, equipment and unused materials to the satisfaction of the Owner. The Contractor shall be responsible for removing all their debris from the site and clean effected work areas. The Contractor shall keep the premises free of debris and unusable materials resulting from their work

Examples of Lead-Removing Water Filters for Your Home

Using a filter system or a water filtering pitcher can reduce or get rid of lead that may be in your tap water. Be sure to **look for products certified by NSF, WQA, or UL under Standard 53 for lead** and follow all manufacturer's guidelines on the installation and care of the filter.

Find filters certified to remove lead online or at local home goods and hardware stores.

Pour-through "Pitcher" Style

Zero Water 23-Cup Dispenser (est. \$39.99) 	Zero Water Pitcher 6-Cup (est. \$19.99) 8-Cup (est. \$29.99) 10-Cup (est. \$34.99) 	Aquasana Pitcher AQ-CWM-D-B (est. \$129.99) AQ-CWM-D-W (est. \$129.99) AQ-CWM-P-B (est. \$129.99) AQ-CWM-P-W (est. \$129.99) 
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Faucet-mounted style

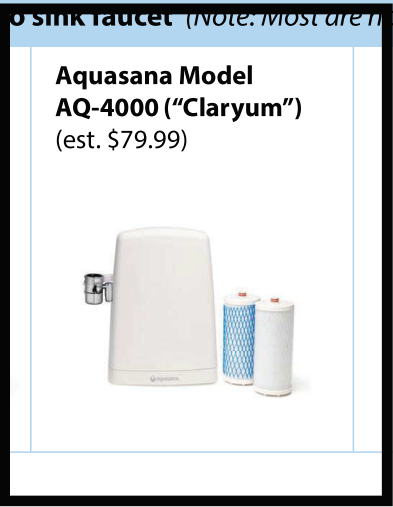
 Pur FM-9000B[Pb] Ultimate Horizontal Water Filter (est. \$49.99)	 Pur FM-2000B[Pb] Basic Faucet Water Pitcher (est. \$26.99)	 DuPont WFFM100XW Premier Faucet Mount Drinking Water Filter (est. \$23.95)
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 Brita Model SAFF-100 Basic Filtration System (est. \$18.99)	 Culligan FM-25 (est. \$21.27)
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These are the 2 types of water filters used by DCD for install under this Bid

Counter-top connected to sink faucet (Note: Most are not recommended for "pull-out" faucets.)

Stream Flow (F1) (est. \$397.00) 	Stream Nano (N1) (est. \$276.00) 	Aquasana Model AQ-4000 ("Claryum") (est. \$79.99) 	Austin Springs Model AS-DW-CT-P (est. \$124.99) 	Water Chef C7000 (est. \$129.95) 
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continued on next page



CITY OF MILWAUKEE

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.

Continue to the next page to complete Sections II & III

Page 1 of 2

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: _____

IMPORTANT:

**PLEASE SUBMIT THIS FORM WITH YOUR BID OR PROPOSAL TO
THE DEPARTMENT/AGENCY THAT HAS ISSUED THE SOLICITATION (BID OR RFP)**

Socially-Responsible Contractors (SRC) Provisions

General

A. Effective December 12, 2018, the City of Milwaukee adopted (09/25/2018) the Socially-Responsible Contractors Ordinance 310-10 (published: 10/11/2018) that supports a bid scoring system that awards additional points to socially-responsible contractors who make efforts to eliminate, or significantly reduce, barriers to employment. To this end, all contracting agencies shall apply an award standard in all formal competitive bids/RFPS (\$50K or more) so that an otherwise responsive and responsible bidder which is an SRC shall be awarded the contract, provided that its bid does not exceed the lowest bid by more than 5% or \$25,000. An additional number of points, equal to 5% of the maximum number of points used in the evaluation of Request for Proposals (RFPs), shall be applied to increase the total score attained by a socially-responsible contractor. The purpose of this ordinance is to ensure contributions toward community betterment made by socially-responsible contractors are recognized and rewarded.

B. Bidders or proposers seeking the SRC preference shall prepare and submit with the bid or RFP a completed and notarized affidavit certifying their SRC status. Failure to do so may result in an SRC forfeiting their rights to be considered for the bid incentive.

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 City Purchasing Director 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, business 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.

SRC Criteria

Each bidder or proposer seeking to qualify as a socially-responsible contractor shall submit, as part of its bid or proposal, a sworn affidavit describing actions taken and programs implemented to eliminate, or substantially reduce, the barriers to employment for current and prospective employees of the contractor, and the outcomes of these actions and programs.

Actions or implemented programs shall include at least three (3) out of thirteen (13) actions or programs as set forth in the ordinance and the Socially-Responsible Contractors Affidavit of Compliance form located on the Purchasing Division's website at: city.milwaukee.gov > [Directory > Purchasing Division > Forms & Affidavits](#).

1. Hire persons with felony convictions;
2. Assist current or prospective employees with earning their high school diploma;
3. 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;
4. Partner with an employment service agency to monitor and track individualized employment plans;
5. 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;
6. Provide or facilitate occupational skills training and related adult mentoring and networking;
7. Underwrite or facilitate subsidized or unsubsidized programs which provide supportive services for current or prospective employees to obtain or fund the following:
 - a. A valid driver's license
 - b. Transportation vouchers to work and home
 - c. Appropriate work attire, work safety gear, and other needed equipment
 - d. Testing and certification fees
 - e. Legal aid services
 - f. Child care and family-related dependent care
 - g. Emergency housing, health care, and short-term emergency assistance
 - h. Career and training services
 - i. School supplies, books, and fees
 - j. Referrals for medical services and exams
 - k. Reasonable accommodations for persons with disabilities
8. Partner with employment agencies to supplement subsidized wages to ensure employees receive a living wage;
9. Provide breast feeding facilities for employees who are nursing children;
10. Provide a minimum of 120 hours of paid sick leave;
11. Provide a minimum of five (5) paid sick days;

12. 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;
13. 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.

Socially-Responsible Contractors (SRC) Application

- A. If the bids of two or more socially-responsible contractors do not exceed the lowest bid by more than 5%, the contract shall be awarded to the socially-responsible contractor that submitted a bid that exceeded the lowest bid by the smallest amount.
- B. If a bid submitted by a non-socially-responsible contractor and a bid submitted by a socially-responsible contractor are identical, the contract shall be awarded to the socially-responsible contractor, even if the bids are only identical due to the 5% award standard provided for in this chapter.
- C. If two bids submitted by two socially-responsible contractors are identical, the winner will be determined in accordance with the process for tie-breakers as established by the City Purchasing Director.
- D. If the difference between the low bidder's amount and the lowest socially-responsible contractor amount is within 5% of the low bidder and exceeds \$25,000, then the provisions in SRC Application - point A shall not apply.
- E. SRC Application – point A shall only be applied to the “base bid”.
- F. If a bidder or proposer is seeking to qualify for the SRC bid incentive, that bidder or proposer may not also seek to qualify for the City's other bid incentive programs such as the Local Business Enterprise (LBE) bid incentive (city.milwaukee.gov/Purchasing/Programs) or the Buy American bid incentive (city.milwaukee.gov/Purchasing/Programs). Should there be a conflict between multiple bidders that are seeking to qualify for these incentives, precedence shall be given to the bidder seeking to qualify for a bid incentive in the following descending order:
 1. LBE bid incentive
 2. Buy American bid incentive
 3. SRC bid incentive



DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION

Revised January 12, 2025

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

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

Bid/RFP #: _____

Company Name: _____

Address: _____

City, State, Zip _____

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

1. Operates a business, or 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 operate another business, or 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. 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.

IMPORTANT: Is your business certified as a Small Business Enterprise (SBE) with the City of Milwaukee?

Please Select: ____ Yes or ____ No

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

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

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

Authorized Signature: _____

Printed Name: _____

Date: _____

**PLEASE SUBMIT THIS FORM WITH YOUR BID OR PROPOSAL SUBMISSION ON BONFIRE
AS INSTRUCTED IN THE SOLICITATION.**



DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION

Revised: July 29, 2022

LOCAL BUSINESS ENTERPRISE (LBE) PROGRAM
BUSINESS PROPERTY LOCATION FORM

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

Bid / RFP # _____

Property Location 1

Name:	
Address:	
City, State, Zip	
Total Square Feet	

Property Location 2

Name:	
Address:	
City, State, Zip	
Total Square Feet	

Property Location 3

Name:	
Address:	
City, State, Zip	
Total Square Feet	

Property Location 4

Name:	
Address:	
City, State, Zip	
Total Square Feet	

**PLEASE SUBMIT THIS FORM WITH YOUR BID OR PROPOSAL SUBMISSION ON BONFIRE
AS INSTRUCTED IN THE SOLICITATION.**