

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. 58084

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 **January 15, 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. 58084, 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 Electrical Maintenance Services
 City Of Milwaukee Habitable and
 Improved Neighborhood properties
 Milwaukee, WI**

DETAILS OF SPECIFICATIONS: December 9, 2025

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

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

Hard copies of bids or proposals should NOT be submitted in person

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 Requirement for this Project is: 0% SBE Participation

Liquidated damages: See Specifications

Time of contract: Contract to be executed as soon as possible after the award of contract, but no later than February 23, 2026. Term of the contract will expire 3 years after the effective date of the contract. Electrical Services will be on an as needed, as requested, project by project basis.

NOTE: BIDS ARE BEING OPENED REMOTELY. PLEASE E-MAIL CELESTE JANTZ AT cejantz@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/Projects/RFPs>

Contractor must comply with all provisions of the CITY OF MILWAUKEE GENERAL OFFICIAL NOTICE TO CONTRACTORS, published at the website listed above.

Please e-mail Celeste Jantz with any questions regarding this bid: cejantz@milwaukee.gov. The deadline for questions is **January 6, 2026, 4:45 CST**. 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 **January 8, 2026** and will be posted at the following website:

<https://city.milwaukee.gov/DCD/Projects/RFPs>

Bidders are 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 addenda and submitting the signed addenda with your bid. **Bids submitted without all signed addenda may be considered non-responsive.**

BIDSUBMITTALCHECKLIST

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 bid to be considered for award.

- ✓ Invitation to Bid Form with Bidder's unit prices 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)

Invitation to Bid Form

OFFICIAL NOTICE 58084

**Electrical 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: January 15, 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)
(use one)

(An Individual)

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

ALL BIDS MUST BE TYPED OR PRINTED

*****PLEASE READ UNIT PRICE DESCRIPTIONS IN THE SPECIFICATIONS*****

For furnishing all labor and equipment to perform the necessary and required services for Electrical Maintenance Services and Emergency After Hours Services at City of Milwaukee Habitable and Improved Neighborhood properties all in accordance with the specifications and project manual.

BASE BID TOTAL SUM:

Calculated BASE BID TOTAL based on the following formula:

Base Bid= (Unit Price 1 x 100 hours + Unit Price 2 x 10 hours + Unit Price 3 x 10 hours).
This represents the estimate of electrical services over a three (3) year period.

(\$ _____)

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: 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: State the **straight time hourly rate** in accordance with the bid documents and specifications herein.

\$ _____ per hour

Unit Price No. 2: State the **overtime hourly rate** in accordance with the bid documents and specifications herein

\$ _____ per hour

Unit Price No. 3: State the **Weekend and Holiday hourly rate** in accordance with the bid documents and specifications herein.

\$ _____ per hour

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

IN ADDITION, 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. 58084

SMALL BUSINESS ENTERPRISE PROGRAM REQUIREMENTS

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 in the SMALL BUSINESS ENTERPRISE PROGRAM (SBE). The bidder also agrees to comply with the specific requirements as follows:

The bidder's commitment for SBE participation on this project is 0 %

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 five 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

SIGNATURE PAGE

IMPORTANT – SIGNATURE IS REQUIRED OR BID WILL BE CONSIDERED NON-RESPONSIVE.

Rev. 2/2012

Official Notice No. 58084

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: _____

Address: _____

(City, State, Zip Code)



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

MUST BE SIGNED

Official Capacity _____

BID DATED _____

SBE Contractor: Yes: _____
No _____

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 materially false information on such affidavit shall be rendered null and void. To reference Milwaukee Code of Ordinances 310-14, please see:

<https://city.milwaukee.gov/ImageLibrary/Groups/ccClerk/Ordinances/Volume-3/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

**Department of Department of City
Development
Official Notice #58084**

**Electrical Maintenance Services
City of Milwaukee Owned
Properties
Milwaukee, WI**

12/09/2025

Please note: Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through sign language interpreters or other auxiliary aids. For additional information, or to request this service, contact Scott Stange, Phone: (414) 286-5727, E-Mail: sstang@milwaukee.gov

I. INSTRUCTIONS TO BIDDERS

A. **BID FORM:** Submit a unit price for the Electrical 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 bid form included with this project manual. The contractor must recognize and abide by the right of the Owner (City of Milwaukee) to accept or reject any or all bids in the best interests of the City.

B. **UNIT PRICE:** Each bidder shall provide on the bid proposal the following unit price. The unit price is to be used in arriving at the Base Bid Total Sum. The unit price will be used for work required for the project under the contract.

The unit prices shall include the cost for all labor and equipment necessary to complete the work, regardless of the number of service employees / technicians sent to perform the work, as indicated and specified herein, including: 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, Bonds, Property Insurance, Comprehensive General Liability Insurance, Industry Programs, and profit on “Wage Rate” and/or “cost” and other expenses

Unit Price No. 1: Submit a **straight time** hourly rate for furnishing all labor and equipment to perform the necessary and required services for Electrical Maintenance Services between 8:00 a.m. and 5:00 p.m., 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 an **overtime** hourly rate for furnishing all labor and equipment to perform the necessary and required services for Electrical Maintenance Services **after 5:01 p.m. and before 7:59 a.m.**, 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. 3: Submit an hourly rate, **for Weekends (Saturday and Sunday) and Holidays**, furnishing all labor and equipment to perform the necessary and required services for Electrical Maintenance Services 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.

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 (quantities used in the formula are estimates. Actual hours worked or units installed over the term of the contract may be more or less):

Base Bid Total Sum= (unit price 1 x 100) + (unit price 2 x 10) + (unit price 3 x 10)

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.)

Formula Example:

This column
represents where you
would enter in your
unit price bid amounts
in your bid documents



Unit Price No. 1	\$70.00, per hour (Example)	times 100 =	\$7,000
Unit Price No. 2	\$90.00, per hour (Example)	times 10 =	\$ 900
UnitPriceNo.3	\$100.00,perhour(Example)	times10=	\$ 1,000

This calculated amount would be your **BASE BID TOTAL SUM** → \$8,900.00

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 Electrical 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 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 February 23, 2026. The term of the contract will expire 3 years after the effective date of the contract. Electrical 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 other authorized City department (i.e. the Redevelopment Authority of the City of Milwaukee (RACM) or Neighborhood Improvement Development Corporation (NIDC)). The contractor shall receive authorization to proceed from Owner's Representative. Service requests require the Contractor to make contact with the requesting City department within 15 minutes of the original call and respond to the property within 30 minutes of the original call. The Contractor shall have in its employ a sufficient force of qualified and competent personnel to commence work on each property within **one hour** of contractor receiving authorization from DCD to proceed. The Contractor shall complete the work within Forty-Eight hours (48) (including Saturdays, Sundays, and holidays). 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 will generally be communication via email. 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 maybe assessed 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/PROJECT MANUALS: The successful contractor will be responsible for furnishing all additional copies of plans, project manuals, 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 the 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 within 30 days of 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 A-VIII 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.

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

4. The certificate holder shall be noted as: Department of City Development
809 N. Broadway, Attn: Purchasing/Contract Services
Milwaukee, WI 53202

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

NFPA

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 and/or licenses as may be necessary in their work.

5. City of Milwaukee Licenses

a. Contractor must be **licensed to perform electrical work in the City of Milwaukee** at the time of submitting a bid. Submitting a bid without already having this license will be rejected as being non-responsive.

For more information about the Electrical License, please see the following link:

<https://city.milwaukee.gov/DNS/permits/LicensedContractors>

b. If a Contractor's sole business operation is electrical contracting, a City of **Milwaukee Home Improvement Contractor's License is not required.**

c. If a Contractor's business **is not solely electrical contracting**, then they **must have a valid Milwaukee Home Improvement Contractor's 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>

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, or designee.
- 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. TRIP CHARGES: Contractor shall coordinate installation of electrical work with the Owner, tenants, and any other work that may be in progress in the assigned area as noted in Section III (L) (3) of the Technical Specifications, prior to arrival at the property. If the contractor is denied entry to the property after coordinating work with the approval of the Owner and/or tenant, a trip charge may be assessed. This trip charge is not to exceed the one hour of standard time as established in Unit Price 1. Trip charge fees invoiced to the City must include proof that an appointment was made with the tenant.

G. LIVING WAGE APPLIES: In accordance with Chapter 310-13 of the Milwaukee Code of Ordinances, the living wage rate is required for this Purchase Order. By executing the work on this Purchase Order, the Contractor certifies that it knows of the provisions of this section, intends to comply with them and agrees to pay all workers employed by the Contractor in the performance of this contract, whether on a full time or part time basis, a base wage of not less than \$14.13 per hour. Contractor is 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, 2025, 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 shall 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. Intentionally left blank

I. INVOICING:

1. Payments for work performed will be made upon submission of an itemized statement (provided by DCD) including, but not limited to the following:

a. All work will be inspected and approved before payment will be made.

b. Contract Number.

c. Quantity of unit costs required for the work order.

d. A summary of work, with the address of the property.

e. Original receipts.

f. All statements and invoices shall be submitted to: Land Management; Attn: Cindy Wright-Smith; 809 N. Broadway, 2nd floor; Milwaukee, WI 53202

g. 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.

h. 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, etc. or paperwork 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 individuals name or possesses 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 shall be responsible for providing, at their expense, their own power source (generator including the gas).

M. WATER: Contractor shall 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 the project manual, 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. EQUIPMENT: 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.

R. 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.

S. 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.

T. **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.

U. This section intentionally left blank.

V. **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.

W. **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.

X. **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.

Y. **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	Independence Day	Thanksgiving Day
Memorial Day	Labor 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 electrical 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: The Electrical Contractor shall provide all necessary supervision, labor, tools, equipment, transportation, permits, certifications, temporary protection, shop facilities, materials and storage necessary and/or required to complete electrical work assigned under the provisions of this Contract and these Specifications.

Work required includes, but is not necessarily limited to the following:

1. Repair and/or replacement of existing electrical service to point of connection with public utility company facilities;
2. Repair and/or replacement of existing residential distribution panels, repair to main distribution panels and associated metering equipment and circuit breakers;
3. Repair and/or replacement of power panels and branch circuit panels for lighting and power and associated circuit breakers, fuse, conduit and wiring;
4. Repair and/or replacement or relocation of branch circuit wiring system for lighting, motors, receptacles, junction boxes, and similar uses;
5. Installation of new, relocation, or replacement of existing lighting fixtures, wall switches, receptacles, and similar items;
6. Miscellaneous trenching and backfilling for underground electrical installation, repair, or replacement work;
7. Exterior light fixture and/or bulb installation, repair, or replacement including associated wiring system and control repair or replacement;
8. Miscellaneous wiring to mechanical equipment safety switches, connections of lighting fixtures, and similar items.
9. Other electrical work assigned by the City of Milwaukee under this contract but not specified within this section.

Related work performed by others: The City of Milwaukee, may conduct other work within or adjacent to or in conjunction with work specified herein.

C. QUALITY ASSURANCE

1. Qualifications of installers: For the actual fabrication, installation, and testing of the work of this Section, use only thoroughly trained, licensed, and experienced electricians completely familiar with the items required and with the manufacturer's recommended methods of installation when applicable. In acceptance or rejection of the installed work, no allowance will be made for lack of skill on the part of the electricians.

2. Dismissal of Contractor employee(s) from his work who are deemed by the Owner as incompetent, careless, objectionable, or insubordinate shall be the Owner's right.

D. CODES AND STANDARDS: In addition to complying with all pertinent codes and regulations, comply with:

1. National Electrical Code, latest edition;
2. Local Wisconsin Electrical & Power Company regulations;
3. Occupational Safety and Health Act, latest edition
4. Wisconsin State Electrical Code, latest edition;
5. Milwaukee Code of Ordinances, latest edition;
6. Underwriter's Laboratory, Inc.;
7. National Fire Protection Association;
8. American National Standards Institute.

All necessary permits for electrical work shall be obtained by the Contractor. At the completion of the work, deliver to Owner without cost all required certificates of inspection and approval.

E. SUBMITTALS

1. General: Wherever possible the minimum acceptable quality of workmanship and materials have been defined by reference to recognized industry standards or for replacement of existing materials and/or equipment it may be necessary to only match existing materials and/or equipment with a new product or a similar product.
2. Product Data: When required by the Owner, submit three (3) copies within fourteen (14) calendar days: 1.) Complete list of all materials proposed to be furnished per the Owner's request; 2.) Manufacturers' specifications and catalog cuts as required to demonstrate compliance with the specified requirements; 3.) Manufacturers' recommended installation procedures which, when approved by the Owner will become the basis for inspecting and accepting or rejecting actual installation procedures used on the work.
3. Record Drawings: For assigned work required to relocate or remove or add new large distribution panels, switches, light fixture, etc., Contractor shall during the process of the work maintain an accurate record of the installation showing all changes, location of all concealed items with dimensions and variations (if any), and provide Owner with that completed record.

F. PRODUCT HANDLING

1. Protection: Use all means necessary to protect materials required for assigned work before, during and after installation and to protect the work and material of all other trades when applicable.
2. Replacement: Should damage occur, immediately make all repairs and replacements necessary to the approval of the Owner and at no additional cost to the Owner.

G. PRODUCTS

1. Distribution Panels - Provide distribution panels by one of the following manufacturers for new work (accompanied by Owner provided engineering data, drawings and specifications, etc. as

required) or when it is not possible to provide a similar (replacement) panel from the manufacturer of the existing panel requirements, and nameplate information:

- a. Square D
 - b. General Electric
 - c. I.T.E.
2. Electrical Distribution Systems - Identification of components: Identify all components by means of a neatly stenciled label or etched micarta labels.
3. Raceways and Fittings:
- a. All conduit installed concealed in walls, above the ceilings, or exposed in work areas shall be electrical metallic tubing with compression or tap-on type fittings or rigid galvanized tubing.
 - b. Conduit in direct contact with earth shall be coated with an asphaltum paint approved by the Owner.
 - c. All outlets, junction boxes, and switch boxes shall be galvanized code-gauge metal.
 - 1.) Junction boxes in wet, dusty, or exterior areas shall be equipped with gasket cover.
 - 2.) No back-to-back or through the wall boxes shall be permitted.
 - d. Provide sleeves and chases where conduits pass through floors and walls.
 - e. Couplings, Connectors and Fittings shall be equipped with UL re-examination Service Seal where test standard exist.
 - f. Flexible conduit and liquid tight flexible conduit must contain a green ground wire.

H. LIGHTING SWITCHES, PLATES AND OUTLETS

1. Provide GFCI receptacles and replacement receptacles in kitchen above counters, bathrooms above sinks and laundry rooms above sinks unless requested to do otherwise by the Owner.
2. Switches shall be single or double pole through type in residential family units. Push button switches when encountered shall be replaced by a single or double pole switch as applicable.
3. All receptacles shall be grounded type, no exceptions.
4. Provide plates at all new or existing outlets having no plates. Plates shall match existing plates in the area. Where no plates exist, use plastic non-sectionalized cover plates (color: Ivory). Provide blank covers at all empty boxes or outlets.
5. Manufacturers: Acceptable manufacturers for plates, receptacles and switches shall be those regularly engaged in the manufacture of similar items with a history of successful production acceptable to the Owner.

I. WIRE AND CABLE

1. Wire and cable shall be new and when applicable delivered to the site in original cartons of complete coils and reels.
2. Wire shall be suitably protected against weather, moisture or physical damage during storage and handling and shall be in good condition when installed.

J. INSULATION

1. 600 volt Minimum;
2. Type THHN (90 deg. C) cables for branch and motor wiring in room areas subject to excessive heat. Load current rating and over current protection for these conductors shall not exceed 15 amps for 14 AWG, 20 amps for 12 AWG and 30 amps for 10 AWG copper;
3. THNN for general branch wiring in sizes #10 AWG and smaller;
4. THWN (75 deg. C) type for wet locations.

Color Coding: Insulation shall be color coded and consistent with existing wiring. System grounded conductors (Neutrals) shall be white or gray. Grounding conductors shall be green insulated or bare.

Contractor shall advise Owner of encounters where conductors are not consistently color-coded.

K. LIGHTING FIXTURES

1. All new and/or replacement lighting fixtures furnished by the Contractor shall be complete with all required accessories and shall be completely wired and assembled.
2. When selecting replacement lighting fixtures consideration shall be made to the following performance requirements as applicable and required by the City of Milwaukee, Architect/Engineer and or Maintenance person in charge:
 - a.) Energy Efficiency;
 - b.) Maintenance Factors;
 - c.) Ballast performance shall equal or exceed 95% of lamp output;
 - d.) Luminaire ambient temperature
3. Various types and size lighting fixtures will be required but all such fixtures shall bear the following identifications: UL
4. Manufacturers: Acceptable manufacturers for light fixtures shall be those regularly engaged in the manufacture of similar items with a history of successful production acceptable to the Owner.

L. EXECUTION

1. General
 - a. The Contractor shall take all appropriate steps necessary to minimize inconveniences to the Owner and tenants.

- b. The Contractor shall work with the Owner to cultivate and maintain good tenant relations.
- c. Each dwelling shall be protected from weather at the end of each workday
- d. Contractor must be able to provide his/her own on-site power generator

2. Inspection

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.

3. Preparation

Coordination: Coordinate installation of electrical 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

4. 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.

5. Installations

- a. The Contractor shall strictly adhere to applicable NEC and other standards and codes when performing electrical work of any kind. For example, per NEC 370-10:
 - 1.) In walls and ceilings of concrete, tile, or other noncombustible material, boxes and fittings shall be so installed that the front edge of the box or fitting will not sit back to the finished surface more than ¼ inch;
 - 2.) In walls and ceilings constructed of wood or other combustible material, outlet boxes and fittings shall be flush with the finished surface or project there from.

M. INSPECTION

1. Testing: Upon completion of assigned electrical work, test all parts of the electrical system in the presence of the Owner. Demonstrate that all equipment furnished, installed and/or connected functions in the required manner.
 2. When assigned electrical work is completed, promptly notify the Owner and arrange for inspection of completed electrical 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
- N. CLEAN UP - Clean up area removing all electrical 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



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

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)**