OFFICIAL NOTICE #58132
Temporary Services for Payroll Processing of
City's Summer Youth Internship Program

The Department of City Development (DCD), is requesting proposals (RFP) from qualified Temporary Staffing Agencies (the "Agency") to provide temporary services for Payroll Processing of the City of Milwaukee's Summer Youth Internship Program

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

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

Questions regarding this RFP should be addressed to Celeste Jantz in writing via email at: cejantz@milwaukee.gov . Deadline for questions regarding the RFP are due by **5:00 PM CST on December 7, 2026**. Any additional information and/or clarification(s) regarding this RFP will be posted on the above referenced website in the form of an addendum to this RFP by **December 9, 2026.**.

Proposals are due December 16, 2026 by 11:00 a.m. CST
***** VIA E-MAIL – to** DCDPurchasing@milwaukee.gov *******
(Additional info in the RFP Submission Requirements and Deadline section)

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

I. Background –

The City of Milwaukee has developed a Summer Youth Internship Program (SYIP) for Milwaukee. The intern must be enrolled in high school for the 2026-2027 school year. The SYIP Program Coordinator may have up to 100 individuals ("Interns") to be placed in City departments. (See "intern" job description as Attachment A).

The SYIP will secure approximately 4 Team Leaders to oversee the student interns and work as liaison between the interns and City department contacts. There will be approximately 25 interns assigned to a Leader. The Team Leaders and Program Coordinator will address attendance, transportation, and other employment readiness issues.

Each Team Leader will work with the Agency and City department contacts to approve weekly time worked for their selected interns for payroll processing. Pay for interns to be credited to a debit card or direct deposited to a bank account once/week.

All internships are for **eight** weeks, starting on **June 17** and ending **August 13**. Each intern will be will work 20 hours per week and be paid $16.00 per hour. The final hourly rate will be dependent on the available funding and qualified candidates and will be discussed with the chosen Agency.

II. Scope of Services

Agency is required to perform the following functions throughout the duration of the Summer Youth Internship Program:

- **Collaborate in the hiring** of approximately 100 part-time student interns for the 8-week program in the summer of 2027. The intern will be between the ages of 16 to 19 years old as of June 15, 2027. Names of individuals to be hired will be provided by the Department of City Development's (DCD) Human Resources Administration Manager.
- **Collaborate in the hiring** of approximately 4 part-time Team Leaders for 9 weeks for approximately 315 hours each in the summer of 2027. Team Leaders are paid $26.00 per hour. The Team Leaders will be selected by the DCD Human Resources Administration Manager and the Program Coordinator.
- **Collaborate in the hiring** of the Program Coordinator part-time for approximately 35 hours a week during the 8-weeks while the youth are in session and an additional 35 hours each for pre and post youth work but no more than 385 hours over the course of the season. The Program Coordinator is paid $31.50 per hour. Program Coordinator is selected by the DCD Human Resources Administration Manager.
- **Provide intake sessions, orientation and programming for new employees –**
  - If requested, Agency to provide for the location and staff/volunteers necessary to assist DCD with interviewing applicants between May 3-14, 2027.
  - If requested, Agency to provide for the location to run up to three onboarding sessions with new intern hires the week of June 7, 2027, to obtain employment documentation, i.e., work permits, identification, social security cards and/or other materials required by the Agency, introduce time reporting requirements, introduce debit card direct deposit system, etc.
  - Agency to provide for the location and staff/volunteers necessary to assist with the first day of employment orientation on June 17, 2027.
  - If requested, Agency to provide an education session for the youth interns at an Education Day.
- **Provide customary insurance** to cover interns during the duration of SYIP.

- **Accept time reporting and approval online.** Provide training and information to employees, SYIP team leaders and designees regarding use of time reporting and approval system.
- **Pay all hires with the use of electronic direct deposit debit cards.** Debit card should be provided with no monthly service charge to employee.
- **Provide Background checks for any new team leaders/program coordinator**
- **Provide weekly electronic time approval reconciliation reports to the DCD Human Resources** Administration Manager**.**
- **Maintain ongoing contact** with Program Coordinator and the DCD Human Resources Administration Manager throughout the period of the contract.

III. Project Requirements

A. Schedule

- Provide for the location and staff necessary to assist DCD with interviewing applicants between May 3-14, 2027.
- Provide up to three onboarding sessions for new hires the week of June 7, 2027, or a mutually agreeable time before June 17, 2027.
- Provide the location for intern orientation on June 17, 2027.

B. Coordination

Agency account manager will work with the DCD Human Resources Administration Manager and the Summer Youth Intern Program Coordinator.

C. Services to be provided

Agency is to provide services listed above under Section II, Scope of Work.

D. Payment to agency

Agency will bill the City based on weekly payrolls. The City will have 30 days to pay.

E. Insurance – See Attachment F

F. Contract Format

A fixed price contract will be entered into between the Department of City Development, the City of Milwaukee, and the selected Agency based upon the scope of work defined and cost estimate for one year, with the option to extend the contract for four (4) additional one (1) year terms permitted by mutual agreement between DCD and the Agency. This does not preclude the negotiation of additional or reduced services and contract amounts prior to the initiation of work.

IV. Proposal Submission Requirements

A. Proposal Contents

Agencies responding to this RFP must provide the following information in their proposals. Brevity is encouraged. Failure to comply with these requirements may be cause for the proposal to be considered non-responsive.

1. Title Page

The title page should include **"Request for Proposal #58132, Department of City Development, Payroll Processing for Summer Youth Internship Program,"** and the name of the firm, address, telephone number, name of contact person, e-mail address, FAX number, and date.

2. Letter of Transmittal
The letter of transmittal should concisely state the Agency's understanding of the work to be performed. The names of those authorized to make representations on behalf of the Agency, their titles, addresses, and phone numbers must be included.

3. Cost Estimate
The Agency must complete and submit with proposal the Cost Proposal (Attachment B) that will include rates that the firm will charge DCD during the duration of the contract. The successful Agency will be expected to honor the prices identified in this RFP for the duration of the contract, unless modified by mutual agreement in writing.

4. Documentation of Past Experience and Qualifications
The Agency must provide information about the Agency's experience in working on similar projects. Information should include project summaries; descriptions of the firm/individual's involvement in the projects; the dates the work was performed, whether the office proposed for this contract was the servicing office; whether key persons assigned to these projects are still with the firm and available to work on this project; and detail the ability to provide for the intake sessions, orientation and programming for new employees.

5. Staffing
The Agency must identify of the specific people/person who would manage this project and a description of their experience and qualifications.

If the Agency proposes to use subcontractors for this project, subcontractors must be identified. Provide the following information about proposed subcontractors: Company name, name of contact, title of contact, telephone number. All subcontractors must be approved by the City of Milwaukee.

6. References
Provide two references from clients that have used Agency services within the past 12 months (see Attachment C). Provide the following information for each reference: Contact name, title, telephone number, e-mail address, the most recent date client has used Agency's services, and a letter of recommendation.

7. Small Business Enterprise (SBE) Participation
The goal for this contract is a total combined Small Business Enterprise (SBE) participation rate of 18% of the total dollars expended on this Contract. SBE's must be currently certified by the City of Milwaukee. For a listing of SBE firms certified by the City of Milwaukee, go to the following link, click on the "SBE Business Directory" and then click on "Search for Certified Firms": https://milwaukee.diversitycompliance.com/

Proposers **must complete and submit with their proposal Form A,** as referenced in the Small Business Enterprise Contract Compliance Procedures (Attachment D).

V. SELECTION OF AGENCY

City staff will evaluate proposals. City staff will assign points to each proposal using the following criteria:

- Qualifications, experience, and success with similar types and size projects (a maximum of 35 points)
- Total contract price/cost proposal (a maximum of 35 points)
- Ability to facilitate the programming needs of DCD above and beyond the payroll services (a maximum of 20 points);
- SBE Participation (a maximum of 10 points)

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

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

Any proposer proposing to supply goods and/or services under Ordinance 310-10 (SRC), and who demonstrates entitlement to the preference provided by that ordinance, shall not also receive the benefit of the RFP award provided under the Local Business Enterprise (LBE) program in Section 365-7-1. A proposer may apply for both preferences, but will first be considered for entitlement to the preference provided under Ordinance 365-7-1.

Should a proposer seek to qualify for all both RFP preferences (LBE and SRC) and in a situation where multiple proposers are seeking to qualify for various different RFP preferences, precedence shall be given to the proposer seeking to qualify for an RFP incentive in the following descending order: 1. LBE RFP incentive;2. SRC RFP incentive

VI. SUBMISSION REQUIREMENTS AND DEADLINE

All questions and communication regarding this RFP process and scope of services should be submitted in writing to Celeste Jantz at cejantz@milwaukee.gov . Questions must be sent in writing no later than **5 pm CTS on December 7, 2026**. Questions initiated after **December 7, 2026** will not be considered. Any additional information, clarification and answers to the questions submitted by the deadline date will be posted on the Internet on the website referred to below in the form of an addendum to this RFP by **December 9, 2026**: http://city.milwaukee.gov/DCD/RFPs

Proponents will be responsible for keeping abreast of the addenda as they are posted. All such addenda shall become a part of the RFP, and all Proponents shall be bound by such, whether or not received by the Proponent.

- **Effective immediately, all DCD RFP's should be submitted electronically to:**

  DCDPurchasing@milwaukee.gov

- **Proposals are due December 16, 2026, 11:00 am CST.**

- The proposals must be submitted electronically.
  L**ate submissions will not be accepted.**

- Proposal Submissions are to clearly indicate in the subject line of the email submission: **Official Notice #58132 Temporary Services for Payroll Processing of City's SYIP**

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

VII. General RFP Requirements

1. Interpretations of RFP

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

2. Receipt of Proposals

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

Contractors are cautioned to allow ample time for transmittal of proposals by email.

3. Withdrawal of Proposals

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

4. Rejection of Proposals

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

5. Award of Contract

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

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

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

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

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

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

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

10. Miscellaneous
DCD reserves the right to waive informalities in any proposals, reject any or all proposals in whole or in part, with or without cause, and to accept that proposal which in its judgment best meets its needs. DCD will require an Affidavit of No Interest, which provides that no official or employee of DCD, the Contract Management Team, and/or the City of Milwaukee has or will receive anything of value in connection with the issuance of this contract.

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

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

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

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

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

15. Wisconsin Public Records Law (Non-Negotiable)
Both parties understand that the City of Milwaukee is bound by the Wisconsin Public Records Law, and as such, all of the terms of this Agreement are subject to and conditioned on the provisions of Wis. Stat. 19.21, *et seq.* The Agency acknowledges that it is obligated to assist DCD in retaining and producing records that are subject to Wisconsin Public Records Law, and that the failure to do so shall constitute a material breach of this Agreement, and that the Agency must defend and hold DCD harmless from liability under that law. Except as otherwise authorized, those records shall be maintained for a period of seven years after receipt of final payment under this Agreement.

ATTACHMENT A
City of Milwaukee
2027 Summer Youth Internship Program
Program Coordinator Job Description

Job Title: Program Coordinator

Pay Rate: $31.50 per hour, 9 weeks, approx. 35 hours per week, for approximately 385 hours

Hours: To be determined, with mandatory Fridays: 7:30 a.m. to 12:30 p.m.

Program Dates: **June 17, 2027, through August 13, 2027**, with an additional 35 hours each for pre and post youth work, dates to be determined

General Responsibilities:

Under the supervision of the DCD Human Resources Administration Manager, the Program Coordinator will be responsible for the administration of Mayor Barrett's Earn & Learn Summer Youth Internship Program (SYIP), which employs roughly 100 interns over the course of the summer, many for their first work experience. The Program Coordinator will supervise four team leaders and design the programming of the SYIP. This position requires driving to various worksites throughout the City of Milwaukee.

Major Duties:

- Supervise and direct the work of team leaders. Meet with team leaders on a weekly basis to discuss program planning, progress and any concerns. Maintain regular communication with team leaders.
- Address and resolve issues, including attendance, work performance, discipline, transportation, payroll, and time entry issues. Answer questions and concerns from team leaders, City of Milwaukee supervisors and interns.
- Develop and implement program curriculum and training for interns.
- Approve payroll and invoices for team leaders and interns.
- Be available for the duration of the summer program, including having the flexibility to do work before the program starts, market the program, and interview and place youth in available assignments.
- Design evaluations for team leaders, interns, and supervisors. Evaluate the internship throughout and at the close of the program, and recommend improvements for following years.
- Draft and submit program summary.

ATTACHMENT A
City of Milwaukee
2027 Summer Youth Internship Program
Team Leader Job Description

Job Title: Team Leader

Pay Rate: $26.00 per hour, 9 weeks, approx. 35 hours per week, for approximately 315 hours.

Hours: To be determined by assignment with mandatory Fridays: 7:30 a.m. to 12:30 p.m.

Program Dates: **June 17, 2027, through August 13, 2027**

General Responsibilities:

Under the supervision of the Program Coordinator, Team Leaders are responsible for approximately 25-30 high school-aged interns in the Mayor Barrett's Earn & Learn Summer Youth Internship Program (SYIP). Team Leaders work as mentors and educators, guiding youth through their first work experience. This may include driving to various worksites throughout the City of Milwaukee.

Major Duties:

- Work as a liaison between interns and department supervisors, serving as a representative of SYIP.
- Maintain documentation of intern attendance.
- Approve payroll for assigned interns.
- Establish a relationship with interns (i.e., resolve transportation issues, time entry issues, answer questions and concerns).
- Report intern progress to the Program Coordinator, weekly.
- Facilitate weekly team meetings, including discussions about issues of concern to interns.
- Facilitate professional development with interns on Fridays (mandatory).
- Be available for the duration of the summer program.

ATTACHMENT A
City of Milwaukee
2027 Summer Youth Internship Program
Intern Job Description

Job Title: SYIP Intern

Pay Rate: $16.00 per hour, 8 weeks, approx. 20 hours per week

Hours: To be determined, hours vary by assignment, within City of Milwaukee business hours, with mandatory Fridays: 8:00 a.m. to 12:00 p.m.

Program Dates: **June 17, 2027, through August 13, 2027**

General Overview:

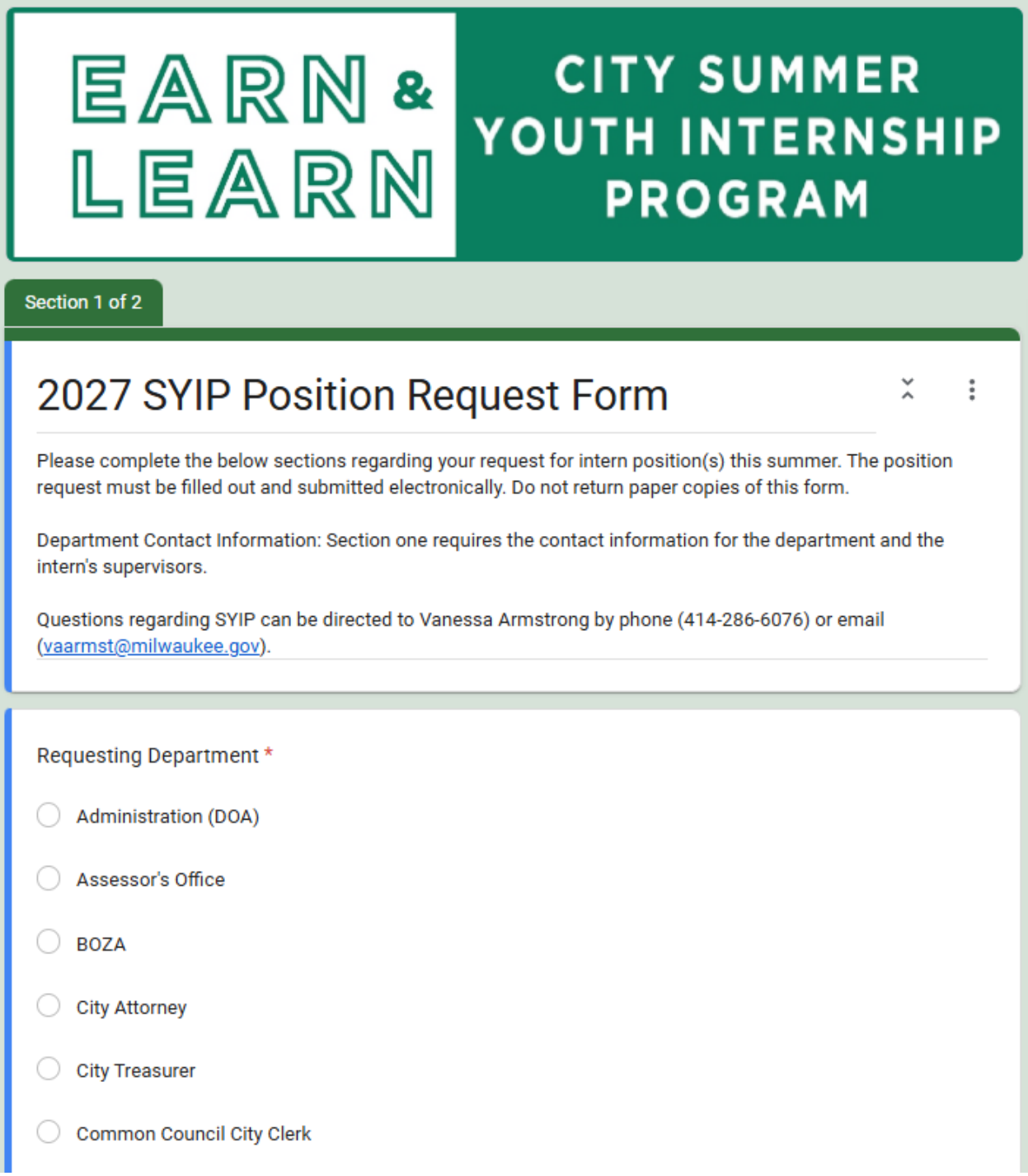
- SYIP employs Milwaukee youth and places them in City of Milwaukee departments, such as the Assessor's Office, Common Council, Department of Public Works, Milwaukee Public Library, Mayor's Office, Police Department, etc.
- Youth interns must be between age 16 to 19 years-old (as of June 15, 2027). Priority is given to place high school juniors and seniors who have not previously participated in the program. Applicants must live in the City of Milwaukee.
- Intern assignments, duties and hours will vary by department. These items are outlined by the respective City of Milwaukee supervisor, through an online SYIP Position Request form (blank sample and past intern placements included below).

Major Duties:

- Perform assigned work at respective City of Milwaukee department.
- Report to work as expected based on assigned schedule.
- Participate in Friday Education Day programming and training.
- Submit weekly payroll for approval by supervisor and team leader.
- Be available for the duration of the summer program.
- Complete regular program evaluations throughout internship and at the close of the program.
- Bring any concerns regarding assignment, duties, attendance, performance, time entry, payroll, or transportation to supervisor and team leader.

ATTACHMENT A
City of Milwaukee
2027 Summer Youth Internship Program
Intern Job Description

2027 SYIP Position Request Form – Blank Sample – Form is completed by City of Milwaukee supervisor overseeing the SYIP intern.



EARN & LEARN

CITY SUMMER YOUTH INTERNSHIP PROGRAM

Section 1 of 2

2027 SYIP Position Request Form

Please complete the below sections regarding your request for intern position(s) this summer. The position request must be filled out and submitted electronically. Do not return paper copies of this form.

Department Contact Information: Section one requires the contact information for the department and the intern's supervisors.

Questions regarding SYIP can be directed to Vanessa Armstrong by phone (414-286-6076) or email (vaarmst@milwaukee.gov).

Requesting Department *

- Administration (DOA)
- Assessor's Office
- BOZA
- City Attorney
- City Treasurer
- Common Council City Clerk

ATTACHMENT A
City of Milwaukee
2027 Summer Youth Internship Program
Intern Job Description

2027 SYIP Position Request Form – Blank Sample

Division *

Short answer text

Supervisor Name *

Short answer text

Supervisor Email *

Short answer text

Supervisor Phone Number *

Short answer text

Back-up Supervisor Name *

Short answer text

Back-up Supervisor Email *

Short answer text

Back-up Supervisor Phone Number *

ATTACHMENT A
City of Milwaukee
2027 Summer Youth Internship Program
Intern Job Description

2027 SYIP Position Request Form – Blank Sample

Section 2 of 2

Intern Assignment Details

Please complete the following to provide details for the intern assignment(s). Interns will be assigned to departments from June 21st through August 12th. The last day of SYIP will be Friday, August 13th. Interns work 20 hours per week: 16 hours at the assigned department, and four hours every Friday during Friday Education Days.

Number of Positions Requested *

Short answer text

Address of Intern Work Location *

Short answer text

Intern Hours of Work (choose only one time slot per position) *

- [ ] 7:00 A.M. - 11:00 A.M. (Monday-Thursday)
- [ ] 8:00 A.M. - 12:00 P.M. (Monday-Thursday)
- [ ] 8:30 A.M. - 12:30 P.M. (Monday-Thursday)
- [ ] 11:00 A.M. - 3:00 P.M. (Monday-Thursday)
- [ ] 12:00 P.M. - 4:00 P.M. (Monday-Thursday)
- [ ] 12:30 P.M. - 4:30 P.M. (Monday-Thursday)
- [ ] 1:00 P.M. - 5:00 P.M. (Monday-Thursday)
- [ ] 7:00 A.M. - 3:30 P.M. (Monday-Tuesday)
- [ ] 7:00 A.M. - 3:30 P.M. (Wednesday-Thursday)
- [ ] 8:00 A.M. - 4:30 P.M. (Monday-Tuesday)

ATTACHMENT A
City of Milwaukee
2027 Summer Youth Internship Program
Intern Job Description

2027 SYIP Position Request Form – Blank Sample

Intern's General Responsibilities/Duties - Provide a realistic and thorough description of the duties the intern will be expected to perform: *

Long answer text

Desired qualifications: *

Long answer text

Knowledge, skills, and abilities required of the position: *

Long answer text

How will this internship be valuable to the intern? *

Long answer text

How will this internship be valuable to the department? *

Long answer text

How do you plan to make your workplace a welcoming environment for your intern(s)? *

Long answer text

ATTACHMENT A
City of Milwaukee
2027 Summer Youth Internship Program
Intern Job Description

2027 SYIP Position Request Form – Blank Sample

How would you classify the intern assignment? *

- [ ] Office/Clerical
- [ ] Outdoor/Field
- [ ] Light Industrial
- [ ] Other: .....

Please indicate the equipment needs for the intern: *

- [ ] None
- [ ] Gloves
- [ ] Goggles
- [ ] Safety Boots
- [ ] Vest
- [ ] Other: .....

To better align intern interests and assignments, what career field(s) should your intern be interested in for your specific assignment? *

- [ ] No preference
- [ ] Arts
- [ ] Business
- [ ] Communications/Journalism
- [ ] Education
- [ ] Engineering

ATTACHMENT A
City of Milwaukee
2027 Summer Youth Internship Program
Intern Job Description

2026 SYIP Position Requests – The following is a sample of intern placements made in 2026:

Department: Administration (DOA):
Work Address: 809 N. Broadway, 4th Floor, Milwaukee, WI 53202
Schedule: 8:30 A.M. - 12:30 P.M. (Monday-Thursday)
Job Responsibilities/Duties: Complete IT support functions. Serve the IT help desk to resolve technology issues. Assist technicians with expediting tasks.

Department: Community Wellness and Safety
Work Address: 1730 S. 13th Street, Milwaukee, WI 53204
Schedule: 8:30 A.M. - 12:30 P.M. (Monday-Thursday)
Job Responsibilities/Duties: Provide community clean-ups. Participate in youth engagement. Attend and engage in weekly team meetings. Learn and grow community engagement and conflict resolution skills.

Department: Department of City Development
Work Address: 809 N. Broadway, 3rd Floor, Milwaukee, WI 53202
Schedule: 8:30 A.M. - 12:30 P.M. (Monday-Thursday)
Job Responsibilities/Duties: Perform both office and field duties, include some administrative functions, database entry, assisting with program updates, records retention storage. Work within Healing Spaces, providing maintenance and activation related activities There may be occasional job shadowing opportunities as well.

Department: Employee Relations (DER)
Work Address: 200 E. Wells Street, Room 706, Milwaukee, WI 53202
Schedule: 8:30 A.M. - 12:30 P.M. (Monday-Thursday)
Job Responsibilities/Duties: Assist with filing, sorting, printing and scanning documents. Perform data entry and general office duties, such as answering phones, light cleaning and organizing, and light typing.

Department: Fire Department
Work Address: 1900 W. Fiebrantz Avenue, Milwaukee, WI 53209
Schedule: 8:00 A.M. - 12:00 P.M. (Monday-Thursday)
Job Responsibilities/Duties: Provide routine fire apparatus and facility maintenance.

Department: Library
Work Address: 1960 W. Atkinson Avenue, Milwaukee, WI 53209
Schedule: 12:00 P.M. - 4:00 P.M. (Monday-Thursday)
Job Responsibilities/Duties: Help with programming setup and support. This will entail helping prepare children's and teen projects, setting up the community room, setting up food and supplies, directing questions, helping with displays, and light cleanup.

Department: Mayor's Office
Work Address: 200 E. Wells Street, Room 201, Milwaukee, WI 53202
Schedule: 8:45 A.M. - 4:45 P.M. (Monday AND Thursday)
Job Responsibilities/Duties: Assist with constituent services. Draft official Mayoral correspondence. Conduct research on issues and legislation affecting Milwaukee. Attend public functions, community meetings and keynote Mayoral addresses. Develop administrative skills. Prepare briefings for Mayor Johnson and senior staff. Staff Mayor Johnson at events or meetings. Attend breadth lectures designed for City interns.

ATTACHMENT A
City of Milwaukee
2027 Summer Youth Internship Program
Intern Job Description

2026 SYIP Position Requests – The following is a sample of intern placements made in 2026:

Department: Neighborhood Services (DNS)
Work Address: 841 N. Broadway, Room 105, Milwaukee, WI 53202
Schedule: 12:00 P.M. - 4:00 P.M. (Monday-Thursday)
Job Responsibilities/Duties: Perform administrative duties, such as mailing, sorting and filing. Assist with special projects, such as records retention and data entry. Learn about the department and building inspection careers.

Department: Police Department
Work Address: 3006 S. 27th Street, Milwaukee, WI 53215
Schedule: 12:00 P.M. - 4:00 P.M. (Monday-Thursday)
Attend and assist with community engagement and recruitment events, and crime and safety meetings.
Job Responsibilities/Duties: Assist citizens with questions. Provide light office work, including filing, copying, answering phones and data entry.

Department: Public Works (DPW)
Work Address: 841 N. Broadway, Room 820, Milwaukee, WI 53202
Schedule: 8:00 A.M. - 12:00 P.M. (Monday-Thursday)
Job Responsibilities/Duties: Perform real world data collection and geographic information systems (GIS) mapping. Collect field samples.

Department: Public Works (DPW)
Work Address: 841 N. Broadway, Room 920, Milwaukee, WI 53202
Schedule: 8:00 A.M. - 12:00 P.M. (Monday-Thursday)
Job Responsibilities/Duties: Assist Technicians and Engineers with pavement marking and signing layouts, document preparation, etc. Learn about civil engineering, drafting and public works.

Department: Public Works (DPW)
Work Address: 1600 N. 14th Street, Milwaukee, WI 53205
Schedule: 7:00 A.M. - 3:30 P.M. (Wednesday-Thursday)
Job Responsibilities/Duties: Provide cleaning around the building. Work with yard staff. Wash garbage carts. Pick up litter and tires, and collect accident debris.

Department: Public Works (DPW)
Work Address: 3000 N. Lincoln Memorial Drive, Milwaukee, WI 53211
Schedule: 7:00 A.M. - 3:30 P.M. (Monday-Tuesday)
Job Responsibilities/Duties: Assist Plant maintenance and operations staff. Serve as an extra pair of hands during maintenance activities, such as placing water fountains in service. Perform project site clean-up and organization. Provide general building and grounds maintenance and cleaning.

ATTACHMENT B

COST PROPOSAL FOR RFP 58132

DEPARTMENT OF CITY DEVELOPMENT OF THE CITY OF MILWAUKEE

Temporary Services for Payroll Processing of
City's Summer Youth Internship Program

Provide unit cost per intern:

- Cost to establish debit card deposit system per intern $_____
- Provide insurance and payroll services -- provide cost per intern per hour:

	$16.00 per hour
Approximately 50 Field Interns	
Approximately 50 Office Interns	

The final hourly rate will be dependent on the available funding and qualified candidates and will be discussed with the chosen Agency

Provide unit cost per Staff Member:

- Provide insurance and payroll services for the Administrative staff:
  - 4 Team Leaders at $26.00 per hour _____
  - Program Coordinator at $31.50 per hour _____

Identify any other fees associated with provision of services outlined in Section II, Scope of Work:

_____

_____

_____

ATTACHMENT C

REFERENCES

COMPANY NAME

Contact Person: _____

Telephone Number: _____

Proponents shall submit with their bid the names of at least two (2) firms for whom they have performed comparable services similar to those required in this Invitation, within the twelve (12) months. This shall include the name of a person to contact, his/her telephone number, project description and amount. Also, attach letter(s) of recommendation.

COMPANY NAME: _____

Contact Person and Title: _____

Address: _____

City/State/Zip: _____

Telephone Number: _____

Describe Services Rendered: _____

_____

Length of Contract: _____ Amount: $_____

COMPANY NAME: _____

Contact Person and Title: _____

Address: _____

City/State/Zip: _____

Telephone Number: _____

Describe Services Rendered: _____

_____

Length of Contract: _____ Amount: $_____

City of Milwaukee

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.

ATTACHMENT E

Terms and Conditions

Provisions of the Department of Administration – Purchasing Division's 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. For this RFP and resulting contract, Section II Terms Applicable to Contracts Paid for With Federal Funding, shall apply

For a copy, please go to the following link and click on "City of Milwaukee Terms & Conditions - updated 10/24/22." Any special conditions in this Request for Proposals shall take precedence over any conflicting provisions stated elsewhere in these terms and conditions.

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

The language in specific sections of the aforementioned Terms and Conditions are augmented with the addition of the following Terms and Conditions. These additional sections shall apply to all contractors and subcontractors working on the project

1. **Treasury Regulations.** This Contract is subject to 2 C.F.R. Part 180 and Treasury's implementing regulation at 31 C.F.R. Part 19.

2. **SAM.gov.** Universal Identifier and System for Award Management (SAM), 2 C.F.R. Part 25, pursuant to which the award term set forth in Appendix A to 2 C.F.R. Part 25 is hereby incorporated by reference.

3. **Drug Free Workplace Requirements.** Drug-Free workplace requirements in Subpart B of part 2429, which adopts the governmentwide implementation (2 CFR part 182) of sections 5152-5158 of the Drug- Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701-707).

4. **New Restrictions on Lobbying**. New Restrictions on Lobbying, 31 C.F.R. Part 21 are hereby incorporated by reference and bind Contractor.

5. **Uniform Real Property Acquisition and One-for-One Housing Replacement.** Contractor agrees to comply with (a) the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA), and implementing regulations at 49 CFR 24 and 24 CFR 570.606(b); (b) the requirements of 24 CFR 570.606(c) governing the Residential Anti-displacement and Relocation Assistance Plan under section 104(d) of the HCD Act; and (c) the requirements in 24 CFR 570.606(d) governing optional relocation policies. The Contractor will provide relocation assistance to displaced persons as defined by 24 CFR 570.606(b)(2) that are displaced as a direct result of acquisition, rehabilitation, demolition, or conversion for a CDBG-assisted project. The Contractor also agrees to comply with applicable Grantee ordinances, resolutions, and policies concerning the displacement of persons from their residences

6. **Federal environmental laws.** Generally applicable federal environmental laws and regulations are hereby incorporated by reference and bind Contractor.

7. **Federal antidiscrimination laws statutes.** Additionally, the federal statutes and regulations prohibiting discrimination are applicable to this Contract and bind Contractor, include, without limitation, the following:

7.1.Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d et seq.) , as amended, and Treasury's implementing regulations at 31. Additionally, by signing this Contract or Amendment, as applicable, Contractor certifies that:

The contractor or subcontractor shall comply with Title VI of the Civil Rights Act of 1964, which prohibits recipients of federal financial assistance from excluding from a program or activity, denying benefits of, or otherwise discriminating against a person on the basis of race, color, or national origin (42 U.S.C. § 2000d et seq.), as implemented by the Department of the Treasury's Title VI regulations, 31 C.F.R. Part 22, which are herein incorporated by reference and made a part of this contract (or agreement). Title VI also includes protection to persons with "Limited English Proficiency" in any program or activity receiving federal financial assistance, 42 U.S.C. § 2000d et seq., as implemented by the Department of the Treasury's Title VI regulations,31 C.F.R. Part 22, and herein incorporated by reference and made a part of this contract or agreement.

7.2. C.F.R. Part 22, which prohibit discrimination on the basis of race, color, or national origin under programs or activities receiving federal financial assistance;

7.3. The Fair Housing Act, Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.) as amended, which prohibits discrimination in housing on the basis of race, color, religion, national origin, sex, familial status, or disability;

7.4. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits

discrimination on the basis of disability under any program or activity receiving federal financial assistance;

7.5. The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 et seq.), except as may be repealed, and Treasury's implementing regulations at 31 C.F.R. Part 23, which prohibit discrimination on the basis of age in programs or activities receiving federal financial assistance; and

7.6. Title II of the Americans with Disabilities Act of 1990, as amended (42 U.S.C. §§ 12101 et seq.), which prohibits discrimination on the basis of disability under programs, activities, and services provided or made available by state and local governments or instrumentalities or agencies thereto.

7.7 Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 as amended.

7.8 Title IX of the Education Amendments of 1972.

7.9 General Compliance and Federal Nondiscrimination. Contractor will comply with Title VI of the Civil Rights Act of 1964 as amended, Title VIII of the Civil Rights Act of 1968 as amended, Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, except as may be repealed, Executive Order 11063, and Executive Order 11246 as amended by Executive Orders 11375, 11478, 12107 and 12086. Contractor will comply with the non-discrimination in employment and contracting opportunities laws, regulations, and executive orders referenced in 24 CFR 570.607, as revised by Executive Order 13279 (in turn, revised by Executive Order 14205).

7.10 Access to Records. Contractor will permit access to its books, records and accounts by City, HUD or its agent, or other authorized Federal officials for purposes of investigation to ascertain compliance with the terms of this section "Civil Rights."

7.11 Subcontracts. Contractor will include the provisions of this section "Civil Rights" in every subcontract or purchase order, specifically or by reference, so that such provisions will be binding upon each of its own Contractors or subcontractors.

7.12 Notifications Regarding Civil Rights and Employment Restrictions. Contractor will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice advising the labor union or worker's representative of Contractor's commitments under the Sections titled "Civil Rights" and "Employment Restrictions," and will post copies of the notice in conspicuous places available to employees and applicants for employment

8. **Increasing Seat Belt Use in the United States.** Pursuant to Executive Order 13043, 62 FR 19217 (Apr. 18, 1997), Contractor is encouraged to adopt and enforce on-the-job seat belt policies and programs for its employees when operating company-owned, rented or personally owned vehicles.

9. **Reducing Text Messaging While Driving.** Pursuant to Executive Order 13513, 74 FR 51225 (Oct. 6, 2009), Contractor is encouraged to adopt and enforce policies that ban text messaging while driving, and should establish workplace safety policies to decrease accidents caused by distracted drivers.

10. **Protections for Whistleblowers**. Contractor shall comply with 41 U.S.C. 4712. Additionally, any person who becomes aware of the existence or apparent existence of fraud, waste or abuse of any HUD award must report such incidents to both the HUD official responsible for the award and to HUD's Office of Inspector General (OIG). HUD OIG is available to receive allegations of fraud, waste, and abuse related to HUD programs via its hotline number (1-800-347-3735) and its online hotline form.

11. **Notice to Stop Work**. Contractor will cease incurring costs or obligations under the Agreement immediately upon notice by City. City will provide such notice in the event that City determines in its sole discretion that the federal financial assistance providing support for the Agreement may be at risk or insufficient. For purposes of this provision, notice may be initially given via email or phone call, and will be followed as soon as practicable through the Notice provisions of the Agreement. Contractor will not begin again to incur costs or obligations until receiving a notice to proceed from the City.

12. **Environmental Conditions.** The Contractor agrees to comply with the following requirements insofar as they apply to the performance of this Agreement:

    1.Flood Disaster Protection. The Flood Disaster Protection Act of 1973 (42 U.S.C. 4001).

    2.Lead Based Paint. HUD Lead-Based Paint Regulations at 24 CFR 570.608, and 24 CFR 35, Subpart B.

13. **Labor Standards.**

    1. Contractor shall comply with the following, as applicable, along with their implementing regulations, will maintain documentation that demonstrates its compliance, make such documentation available to City upon request, and include similar provisions in its relevant subcontracts:

        a. The applicable requirements of the regulations of the Department of Labor, under 29 CFR 1, 3, 5 and 7 governing the payment of wages and ratio of apprentices and trainees to journey workers; provided that, if wage rates higher than those required under the regulations are imposed by state or local law, nothing hereunder is intended to relieve Contractor of its obligation, if any, to require payment of the higher wage.

        b. Section 3 of the HUD Act of 1968, as amended, and as implemented by the regulations set forth in 24 CFR 135. Contractor certifies and agrees that no contractual or other legal incapacity exists that would prevent compliance with Section 3. Contractor will not subcontract with any entity where it has notice or knowledge that the latter has been found in violation of regulations under 24 CFR 135 and will not let any subcontract unless the entity has first provided it with a preliminary statement of ability to comply with the requirements of these regulations. Contractor will include the following language in all subcontracts executed under this Agreement: "*The work to be performed under this Agreement is a project assisted under a program providing direct Federal financial assistance from HUD and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701). Section 3 requires that to the greatest extent feasible opportunities for training and employment be given to low- and very low-income residents of the project area, and that contracts for work in connection with the project be awarded to business concerns that provide economic opportunities for low- and very low-income persons residing in the metropolitan area in which the project is located*."

    2. Contractor will provide City with weekly certified payroll reports from itself and its subcontractors, and will maintain those reports for three years after the completion of the project. Contractor and its subcontractors will permit City and/or Federal Agency or Federal Agency's agents to conduct payroll and job-site reviews, including interviews with employees, with such frequency as may be necessary to assure compliance and as requested or directed by Federal Agency.

    3. Contractor and its subcontractors must cooperate with any authorized representative of the U.S. Department of Labor in their inspection of records, interviews with employees, and other actions undertaken as part of a Department of Labor investigation. Contractor and its subcontractors must post in a prominent and accessible place the wage determination(s) and Department of Labor Publication:

WH-1321, Notice to Employees Working on Federal or Federally Assisted Construction Projects. Contractor must incorporate similar Davis-Bacon compliance provisions into its relevant subcontracts.

14. Other Federal Laws. Contractor shall comply with the following, as applicable, along with their implementing regulations, will maintain documentation that demonstrates its compliance, make such documentation available to City upon request, and include similar provisions in its relevant subcontracts if required by HUD or the Legal Authority:

1. National Historic Preservation Act of 1966, as amended (16 U.S.C. 470).

2. Violence Against Women Act, 34 U.S.C. 12495.

3. Reporting Contract and Executive Compensation Information, 2 C.F.R. Part 170, pursuant to which the award term set forth in Appendix A to 2 C.F.R. Part 170.

4. Buy American Requirement for Infrastructure Projects. See 2 CFR 200.322.[2] If Contractor's work under this Agreement is subject to By American Requirements for Infrastructure Projects, Contractor certifies that its work and materials on the Agreement-funded portion of the scope identified above complies with this Buy American Requirement, and further certifies that it maintains documentation for proof of compliance that those articles, materials, and supplies that are consumed in, incorporated into, affixed to, or otherwise used in the infrastructure project are produced in the United States. The documentation must be provided by the suppliers or manufacturers of the iron, steel, manufactured products and construction materials. Contractor must provide copies of such documentation to the City and must also produce them upon request to DOE, auditors or Office of Inspector General.

5. Publications and Insignia. Contractor will acknowledge Federal Agency support in any publications, audiovisuals, and electronic media developed as a result of this award. Contractor will not use the Federal Agency's insignia without first identifying, reviewing, and complying with the usage policies published the Federal Agency.

6. Relocation, Real Property Acquisition and One-for-One Housing Replacement. Contractor agrees to comply with (a) the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA), and implementing regulations at 49 CFR 24 and 24 CFR 570.606(b); (b) the requirements of 24 CFR 570.606(c) governing the Residential Anti-displacement and Relocation Assistance Plan under section 104(d) of the HCD Act; and (c) the requirements in 24 CFR 570.606(d) governing optional relocation policies. The Contractor will provide relocation assistance to displaced persons as defined by 24 CFR 570.606(b)(2) that are displaced as a direct result of acquisition, rehabilitation, demolition, or conversion for a CDBG-assisted project. The Contractor also agrees to comply with applicable Grantee ordinances, resolutions, and policies concerning the displacement of persons from their residences. Exchange with 24 in Fed Ts and Cs

7. National Objectives. All activities funded with CDGB funds must meet one of the CDBG program's National Objectives: benefit low- and moderate-income persons; aid in the prevention or elimination of slums or blight; or meet community development needs having a particular urgency, as defined in 24 CFR 570.208. By signing this Agreement, Contractor certifies that the Program Activities will meet the National Objectives identified in Part B.
https://www.hudexchange.info/resource/19/basically-cdbg-training-guidebook-and-slides/

ATTACHMENT F

INSURANCE REQUIREMENTS

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 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

- Employer's Liability at limits noted above or higher limits if needed to meet Umbrella underlying insurance requirements.
- Coverage shall be modified to include a Waiver of Subrogation Endorsement in favor of City including its directors, officers, agents, employees and volunteers

(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

- Coverage must be equivalent to ISO form CG0001 or better.
- **Department of City Development for the City of Milwaukee shall be added as an additional insured using ISO form CG2026 or its equivalent:**

  City of Milwaukee
  Department of City Development
  809 North Broadway, 3rd Floor
  Milwaukee, WI 53202

- Coverage shall be modified to include a Waiver of Subrogation Endorsement in favor of City including its directors, officers, agents, employees and volunteers.
- The policy shall include independent contractors (owners/contractors protective) and contractual liability.
- Coverage will apply on a primary and non-contributory basis. We suggest the following wording:
  "If you have agreed in a written contract that this policy will be primary and without right of contribution from any insurance in force for an Additional Insured for liability arising out of your operations, and the contract was executed prior to the bodily injury, property damage, personal injury or advertising injury, then this insurance will be primary over, and we will not seek contribution from, such insurance.
- Coverage shall apply to the risks associated with or arising out of the services provided under this contract.

(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.

ATTACHMENT G

BYRD ANTI-LOBBYING CERTIFICATION

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of and Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form—LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96)].

3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including all subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction by 31 U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure. Contractor certifies and affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, Contractor understands and agrees that the provisions of 31 U.S.C. A 3801, et seq., apply to this certification and disclosure, if any. FAR 52.203-12, “Limitation on Payments to Influence Certain Federal Transactions” is hereby incorporated by reference into this certification

_____

Signature Date

_____

Print Title and Name of authorized representative

ATTACHMENT H

Non-Debarment Form

The undersigned, being duly authorized to act on behalf of _____ (the "Contractor"), hereby certifies that neither the Contractor nor any of its principals are debarred, suspended, or proposed for debarment for federal financial assistance (e.g., General Services Administration's List of Parties Excluded from Federal Procurement and Non-Procurement Programs).

The Contractor further certifies that all potential sub-recipients, contractors, and any and all of their principals are not debarred, suspended or proposed for debarment, and that the Contractor will not enter into any transactions with any sub-recipients, contractors, or any of their principals who are debarred, suspended or proposed for debarment.

The Contractor certifies that throughout the term of this Agreement, neither the Contractor nor any of its principals are, or will be, debarred, suspended, or proposed for debarment for federal financial assistance (e.g., General Services Administration's List of Parties Excluded from Federal Procurement and Non-Procurement Programs), and that the Contractor will not enter into any transactions with any sub-recipients, contractors, or any of their principals who are debarred, suspended or proposed for debarment. The Contractor further certifies that it will verify that no suspended or debarred entities are under contract or participating in activities under this agreement by reviewing the federal general Services Administration's Excluded Parties List System (EPLS) at http://epls.arnet.gov."

_____ _____
Signature/Authorized Official Date

_____
Title

ATTACHMENT I

AFFIDAVIT OF NO INTEREST

STATE OF _____]
] SS
_____ COUNTY]

_____, being first duly sworn, on oath deposes and says that he/she is the agent of the _____, Contractor, for the attached submission for Official Notice No. #58132, Temporary Services for Payroll Processing of City's Summer Youth Internship Program.

Affiant further deposes and says that no officer, official or employee of the City of Milwaukee, the Department of City Development, and/or the Redevelopment Authority of the City of Milwaukee has or will receive anything of value in connection with the issuance of an agreement ensuing from this RFP.

_____
(Signature)

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

_____
Notary Public, Milwaukee County, Wis.
My commission expires _____.

Attachment J

DESIGNATION OF CONFIDENTIAL AND PROPRIETARY INFORMATION

Material submitted in response to the DCD Request for Proposal No. 58132 includes proprietary and confidential information that qualifies as a trade secret, as provided in Wis. Stats. §§ 19.36(5) & 134.90, or is otherwise material that can be kept confidential under the Wisconsin Public Records Law. As such, the proponent asks that certain pages, as indicated below, of this proposal be treated as confidential material and not released, to the extent allowed by Wisconsin law. Therefore, I am providing the following information with the express understanding that it is being submitted to DCD under a pledge of confidentiality. 1 would not have submitted this information had the DCD not pledged to keep it confidential* and request that the following pages not be released:

Section	Page	Topic

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

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

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

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

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

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

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

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

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

City of Milwaukee

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 WTH YOUR BID OR PROPOSAL TO THE DEAPRTMENT/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

Revised: July 29, 2022

DEPARTMENT OF ADMISTRATION
PURCHASING DIVISION

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 WTH YOUR BID OR PROPOSAL SUBMISSION ON BONFIRE AS INSTRUCTED IN THE SOLICITATION.

City of Milwaukee

DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION

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 WTH YOUR BID OR PROPOSAL SUBMISSION ON BONFIRE AS INSTRUCTED IN THE SOLICITATION.