

**City of Milwaukee
Department of Public Works
Apprenticeship Provisions**

I. General:

- A. In accordance with Section 309-38 of the Milwaukee Code of Ordinances, apprenticeship requirements will be specified on all Department of Public Works construction contracts, where appropriate, which are in excess of \$100,000. The ordinance requires that a contractor employ apprentices in the performance of the contract and of all subcontracts entered into by the contractor in accordance with the maximum ratio of apprentices to journeymen as established by the Wisconsin Department of Workforce Development. Fair consideration must be given to minorities and women. Contracts awarded in excess of \$500,000 require that 25% of all apprentice labor hours are worked by apprentices participating in the Residence Preference Program (RPP). RPP apprentice hours in excess of this requirement will earn one and one-half hours of credit toward the total RPP requirements of the contract. Contracts awarded in excess of \$500,000 also require that 40% of all RPP apprentice labor hours are attributed to apprentices living in high or extreme poverty zip codes as identified by the City Clerk. For this contract, bidders are required to utilize apprentice(s) from of the following trade(s):
- B. The contractor shall prepare and submit an accurate and timely Apprenticeship Utilization Form (Form F) and other reports to the Department of Public Works. The Apprenticeship Utilization Form shall be returned with the executed contract and shall specifically identify the apprentice(s) that will work on the project. The Contractor Time Report shall be submitted within ten (10) days following completion of work or every three (3) months, whichever comes first. Failure to submit the required forms and reports to the Department of Public Works may result in disqualification of future bids, delay of payments, or other appropriate sanctions. Final contract payments will not be made until all apprenticeship related reports are on file with the Department of Public Works.
- C. During the performance of this contract the Department of Public Works reserves the right to conduct compliance reviews. If the contractor is not in compliance with the specifications, the Commissioner of Public Works will notify the contractor in writing of the corrective action that will bring the contractor into compliance. If the contractor fails or refuses to take corrective action as directed, or if the contractor, prime or sub, submits any documents which contain any false, misleading, or fraudulent information, or if the contractor or subcontractor fail to comply with this ordinance, the Department of Public Works may take one or more of the actions listed below:
1. Withhold payments on the contract.
 2. Terminate, suspend, or cancel the contract, in whole or in part.
 3. After due process, consider debarment of the contractor from bidding for a two-year period.
 4. Any other remedy available to the City at law or in equity.

II. Definitions:

- A. "Apprentice" - a person, 16 years of age or over, who shall enter into a written contract of service where he or she is to receive from or through his or her employer in consideration for his or her services, in whole or in part, instruction in any trade, craft, or business. Apprenticeship agreements shall be governed by Ch. 106, Wis. Stats.
- B. "Construction" - means either new construction work or repair work on any roads, bridges, sewers, streets, alleys, buildings, or any other public works.
- C. "Extreme Poverty" – means a poverty rate of 40% or greater
- D. "High poverty" – means a poverty rate between 20% or greater and 40%.

III. Apprenticeship Utilization Requirements:

- A. The contractor shall utilize apprentices in a minimum amount equal to that stated in paragraph I-A above.
- B. The contractor, by signing and submitting a bid, certifies that the contractor understands the provisions of Chapter 309 and knows of and intends to comply with them.
- C. The contractor shall maintain personnel records listing the names and addresses of its employees utilized for this contract in meeting apprenticeship requirements. These records shall be maintained for three (3) years after the contractor has received final payment under the contract and shall be made available to the Commissioner of Public Works upon reasonable notice.
- D. Compliance with these apprenticeship requirements is an element of bid responsiveness. Failure to meet the specified apprenticeship requirements will render the bid unresponsive, and the Commissioner of Public Works may then recommend award to the next apparent low bidder.
- E. If the prime contractor has problems in meeting the apprenticeship requirements or if any other problems relative to apprenticeship participation arise during the completion of this project, the prime contractor shall immediately contact the Commissioner of Public Works.