

## **PROPOSAL DOCUMENTS**

*ALL PROPOSALS MUST BE SUBMITTED USING THESE FORMS:*

### **FIELD EXERCISE**

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

### **COST OF SERVICES**

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

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

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

**EXPERIENCE OF FIRM IN PROVIDING SERVICE OF SIMILAR SCOPE AND SIZE**

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

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

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

## MEETING THE CITY'S NEEDS

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

\_\_\_\_\_ BUSINESS DAYS

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

\_\_\_\_\_ HOURS

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

**SBE PARTICIPATION GOALS**

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

\_\_\_\_\_  
signature

\_\_\_\_\_  
date

**SPECIAL INTERESTS**

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

NO \_\_\_\_\_

YES \_\_\_\_\_ EXPLAIN \_\_\_\_\_

SIGNATURE OF PROPOSER: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

COMPANY NAME & MAILING ADDRESS (PLEASE PRINT OR TYPE)

NAME AND PHONE NUMBER OF PRIMARY CONTACT PERSON

\_\_\_\_\_

NAME AND PHONE NUMBER OF SECONDARY CONTACT PERSON

\_\_\_\_\_

FAX NUMBER OF CONTRACTOR

\_\_\_\_\_

E-MAIL ADDRESS OF PRIMARY CONTACT

\_\_\_\_\_

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

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

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

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

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

### Unit Cost of Services

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

#### ROOFING

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

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

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Cost per square foot of friable asbestos roof flashing.

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

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Cost per square foot of transite roofing.

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

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

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Cost per square foot for asbestos containing rolled roofing.

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

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**BUILDING EXTERIOR**

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

Cost per square foot of asbestos vapor barriers.

\_\_\_\_\_

Cost per square foot for asbestos containing brick mortar.

\_\_\_\_\_

Cost per square foot for galbestos siding.

\_\_\_\_\_

Cost per square foot for asbestos containing underlayment felt for siding. \_\_\_\_\_

**BUILDING INTERIOR**

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

1 layer \_\_\_\_\_  
2 layers \_\_\_\_\_  
3 layers \_\_\_\_\_

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

1 layer \_\_\_\_\_  
2 layers \_\_\_\_\_  
3 layers \_\_\_\_\_

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

1 layer \_\_\_\_\_  
2 layers \_\_\_\_\_  
3 layers \_\_\_\_\_



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

1 layer \_\_\_\_\_  
2 layers \_\_\_\_\_  
3 layers \_\_\_\_\_

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

1 layer \_\_\_\_\_  
2 layers \_\_\_\_\_  
3 layers \_\_\_\_\_

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

1 layer \_\_\_\_\_  
2 layers \_\_\_\_\_  
3 layers \_\_\_\_\_

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

1 layer \_\_\_\_\_  
2 layers \_\_\_\_\_  
3 layers \_\_\_\_\_

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

1 layer \_\_\_\_\_  
2 layers \_\_\_\_\_  
3 layers \_\_\_\_\_

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

1 layer \_\_\_\_\_  
2 layers \_\_\_\_\_  
3 layers \_\_\_\_\_

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

1 layer \_\_\_\_\_  
2 layers \_\_\_\_\_  
3 layers \_\_\_\_\_

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

1 layer \_\_\_\_\_  
2 layers \_\_\_\_\_  
3 layers \_\_\_\_\_

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

1 layer \_\_\_\_\_  
2 layers \_\_\_\_\_  
3 layers \_\_\_\_\_

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

1 layer \_\_\_\_\_  
2 layers \_\_\_\_\_  
3 layers \_\_\_\_\_

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

1 layer \_\_\_\_\_  
2 layers \_\_\_\_\_  
3 layers \_\_\_\_\_

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

1 layer \_\_\_\_\_  
2 layers \_\_\_\_\_  
3 layers \_\_\_\_\_

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

1 layer \_\_\_\_\_  
2 layers \_\_\_\_\_  
3 layers \_\_\_\_\_

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

1 layer of carpet \_\_\_\_\_

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

1 layer of carpet \_\_\_\_\_

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

Cost per square foot for asbestos floor underlayment felt or paper \_\_\_\_\_

1 layer \_\_\_\_\_

2 layers \_\_\_\_\_

3 layers \_\_\_\_\_

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

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

\_\_\_\_\_

Cost per square foot to abate asbestos containing plaster walls.

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

Cost per square foot to abate asbestos containing plaster ceilings.

\_\_\_\_\_

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

\_\_\_\_\_

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

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

Cost per square foot of asbestos spackling compounds. \_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

Cost per square foot for asbestos containing fire bricks.

\_\_\_\_\_

Cost per linear foot of asbestos taping compounds.

\_\_\_\_\_

**HVAC, DUCTING, PIPING, & INSULATION**

Cost per square foot of interior asbestos containing duct tape.

\_\_\_\_\_

Cost per square foot of asbestos furnace wrap insulation.

\_\_\_\_\_

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

\_\_\_\_\_

Cost per square foot for HVAC asbestos duct insulation.

\_\_\_\_\_

Cost per sq foot for asbestos boiler and tank insulation.

\_\_\_\_\_

Cost per square foot for asbestos breaching insulation.

\_\_\_\_\_

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

\_\_\_\_\_

Cost per linear foot for friable asbestos TSI.

\_\_\_\_\_

Cost per linear foot of asbestos containing cement pipes.

\_\_\_\_\_

Cost per number of friable asbestos fittings.

\_\_\_\_\_

Cost per square foot for friable fire proofing material.

\_\_\_\_\_

Cost per square foot for spray applied asbestos insulation.

\_\_\_\_\_

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

\_\_\_\_\_

Cost per square foot for asbestos block insulation.

\_\_\_\_\_

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

\_\_\_\_\_

Cost per number of asbestos containing gaskets.

\_\_\_\_\_

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

**MISCELLANEOUS ASBESTOS**

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

Cost per square foot other asbestos containing construction mastics. \_\_\_\_\_

Cost per square foot for asbestos containing chalkboards. \_\_\_\_\_

Cost per number of asbestos containing incandescent light fixture backings. \_\_\_\_\_

Cost per number of asbestos containing fire doors. \_\_\_\_\_

Cost per number of asbestos containing electrical panel partitions. \_\_\_\_\_

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

Cost per number of asbestos containing elevator brake shoes. \_\_\_\_\_

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

Cost per square foot of asbestos containing electrical cloth. \_\_\_\_\_

Cost per linear foot of asbestos containing electrical wiring insulation. \_\_\_\_\_

Cost per number of asbestos containing sink insulation. \_\_\_\_\_

**MISCELLANEOUS REGULATED MATERIALS**

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

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

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

Cost per square foot for exterior lead paint removal. \_\_\_\_\_

Cost per square foot for interior lead paint removal. \_\_\_\_\_

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

Cost per self-luminous exit signs (tritium). \_\_\_\_\_

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

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

Cost per unit for tire removal. \_\_\_\_\_

Cost per gallon or drum for waste oil removal. \_\_\_\_\_

Cost per gallon or drum for other hazardous material removal. \_\_\_\_\_

## COST OF PROJECT SUMMARY

**Project Address:** 2716 W Meinecke Street

**Date of Referral:** NOVEMBER 15, 2023

**Date Inspected:** \_\_\_\_\_

**Additional Materials Found/Notes:**

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

\$ \_\_\_\_\_ ( \_\_\_\_\_ dollars and \_\_\_\_\_ cents )

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

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## COST OF PROJECT SUMMARY

**Project Address:** 2410 W Garfield Ave

**Date of Referral:** NOVEMBER 15, 2023

**Date Inspected:** \_\_\_\_\_

**Additional Materials Found/Notes:**

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

**\$\_\_\_\_\_ ( \_\_\_\_\_ dollars and \_\_\_\_\_ cents )**

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

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## **SUPPLEMENTAL INFORMATION FROM MOCK SITE EVALUATION**

2410 W Garfield Ave.

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

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

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

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

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

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

**SUPPLIMENTAL INFORMATION FROM MOCK SITE EVALUATION**

2716-18 West Meinecke Street

NO ADDITIONAL MATERIALS FOUND

**NON-COLLUSION AFFIDAVIT OF PROPOSER**

STATE OF \_\_\_\_\_ )  
 )SS  
COUNTY OF \_\_\_\_\_ )

\_\_\_\_\_, being first duly sworn, deposes and says that:

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

Subscribed and sworn to before me  
this \_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_

\_\_\_\_\_ Title

\_\_\_\_\_  
Notary Public  
My commission expires: \_\_\_\_\_  
Rev. 11/23

# COMPLETE LIST OF SUBCONTRACTORS

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

**City of Milwaukee**  
**Department of Public Works**  
**Local Business Enterprise Provisions**

I. General:

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

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

-1-

II. Definitions:

A. Local Business Enterprise means a business which satisfies all of the following criteria:

1. Owns or leases property within the geographical boundaries of the City of Milwaukee. Post office boxes shall not suffice to establish status as a Local Business Enterprise.
2. A residential address may qualify, but only if the business does not own or lease other real property, either within or outside the geographical boundaries of the City of Milwaukee.
3. Leased property may qualify but only if at least half of the acreage of all the real property owned or leased by the business is located within the geographical boundaries of the City of Milwaukee.
4. Has been doing business in the City of Milwaukee for at least one (1) year.
5. Is not delinquent in the payment of any local taxes, charges or fees, or the business has entered into an agreement to pay any delinquency and is abiding by the terms of the agreement.
6. Will perform at least 10% of the monetary value of the work required under the contract.

III. Local Business Enterprise requirement:

- A. Department of Public Works shall, unless contrary to federal, state or local law or regulation, apply an award standard in all bids so that an otherwise responsive and responsible bidder which is a Local Business Enterprise shall be awarded the contract, provided that its bid does not exceed the lowest bid by more than 5%.
  
- B. If the bids of two or more Local Business Enterprises do not exceed the lowest bid by more than 5%, the contract shall be awarded to the Local Business Enterprise that submitted a bid that exceeded the lowest bid by the smallest amount.
  
- C. If a bid submitted by a non-Local Business Enterprise and a bid submitted by a Local Business Enterprise are identical, the contract shall be awarded to the Local Business Enterprise, even if the bids are only identical due to the 5% award standard provided for in this chapter.
  
- D. If two bids submitted by two Local Business Enterprises are identical, the winner will be determined in accordance with the process for tie-breakers as established by the city purchasing director.
  
- E. If the difference between the low bidder's amount and the lowest Local Business Enterprise amount is within 5% of the low bidder and exceeds \$25,000, then the provisions in section III-A shall not apply.
  
- F. Paragraph III-A shall only be applied to the "base bid".

Revised December 17, 2009

Revised February, 2010



DEPARTMENT OF NEIGHBORHOOD SERVICES

CONTRACT DIVISION

LOCAL BUSINESS ENTERPRISE (LBE) PROGRAM  
AFFIDAVIT OF COMPLIANCE

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

Bid/RFP #:

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Company Name:

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Address:

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City, State, Zip

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

1. The business owns or leases property within the geographical boundaries of the City of Milwaukee. Post office boxes shall not suffice to establish status as a Local Business Enterprise.
2. A residential address may suffice to establish compliance as a Local Business Enterprise, but only if the business does not own or lease other real property, either within or outside the geographical boundaries of the City of Milwaukee.



3. Leased property shall not suffice to establish compliance as a Local Business Enterprise unless at least half of the acreage of all the real property owned or leased by the business is located within the geographical boundaries of the City of Milwaukee.
4. The business has owned or leased real property within the geographical boundaries of the City of Milwaukee *and* the business has been doing business in the City of Milwaukee for at least one (1) year.
5. The business is not delinquent in the payment of any local taxes, charges or fees, or the business has entered into an agreement to pay any delinquency and is abiding by the terms of the agreement.
6. The business will perform at least 10% of the monetary value of the work required under the contract.

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

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

Initial

(continued on next page)

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

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**NOTARIZATION**

Subscribed to before me on this \_\_\_\_\_ day of \_\_\_\_\_ in the year  
\_\_\_\_\_, at \_\_\_\_\_ County,  
\_\_\_\_\_ State.

NOTARY PUBLIC SIGNATURE: \_\_\_\_\_

(SEAL)

PRINT NAME: \_\_\_\_\_

My commission expires: \_\_\_\_\_

**PLEASE SUBMIT THIS FORM WITH YOUR PROPOSAL TO:**

**DEPT. OF NEIGHBORHOOD SERVICES  
841 NORTH BROADWAY, ROOM 105  
MILWAUKEE, WISCONSIN 53202**



DEPARTMENT OF NEIGHBORHOOD SERVICES  
CONTRACT DIVISION

LOCAL BUSINESS ENTERPRISE (LBE) PROGRAM  
BUSINESS PROPERTY LOCATION FORM

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

Bid / RFP # \_\_\_\_\_

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

Name:	
Address:	
City, State, Zip	

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

Name:	
Address:	
City, State, Zip	

**Property Location 3**

Check one: Own [ ] Lease [ ]

Name:	
Address:	
City, State, Zip	

**Property Location 4**

Check one: Own [ ] Lease [ ]

Name:	
Address:	
City, State, Zip	

**PLEASE SUBMIT THIS FORM *WITH YOUR PROPOSAL* TO:**

DEPT. OF NEIGHBORHOOD SERVICES

841 NORTH BROADWAY, ROOM 105

MILWAUKEE, WISCONSIN 53202



CITY OF MILWAUKEE | OFFICE OF EQUITY & INCLUSION
FORM A – CONTRACTOR COMPLIANCE PLAN

This compliance plan must be completed in its entirety and is a required submission with an Invitation to Bid or a Request for Proposal (RFP) if the solicitation includes an SBE requirement and/or if a Proposer is seeking to earn SBE bonus points as it relates to an RFP. Additionally, in order to qualify, an active (non-expired) certificate confirming Small Business Enterprise (SBE) certification issued by the City of Milwaukee Office of Equity and Inclusion for each SBE firm must accompany this form. The SBE firm must be certified at the time of bid opening and/or RFP closing.

I. GENERAL INFORMATION (REQUIRED)

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

Description of SBE Firm Participation

[Empty rectangular box for description of SBE firm participation]

II. PRIME CONTRACTOR INFORMATION (REQUIRED)

Contractor Name \_\_\_\_\_
Address \_\_\_\_\_
City, State, Zip Code \_\_\_\_\_
Contact Person \_\_\_\_\_ Title \_\_\_\_\_
Phone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_
Prime Contractor City of Milwaukee SBE certified? Yes \_\_\_\_\_ No \_\_\_\_\_

III. ACKNOWLEDGEMENT (REQUIRED)

I certify that the information included in this Compliance Plan is true and complete to the best of my knowledge. I further understand and agree that this compliance plan is a condition of my Bid/RFP responsiveness. Failure to submit this form with my response and/or meet the specified SBE requirements may render the Bid/RFP unresponsive.

Name of Authorized Representative \_\_\_\_\_ Signature \_\_\_\_\_
Title \_\_\_\_\_ Date \_\_\_\_\_

FOR STAFF USE ONLY

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

SBE certification(s) verified? Yes \_\_\_\_\_ No \_\_\_\_\_

Staff Name \_\_\_\_\_ Staff Signature \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_



CITY OF MILWAUKEE | OFFICE OF EQUITY & INCLUSION

FORM A – CONTRACTOR COMPLIANCE PLAN

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

IV. SUBCONTRACTOR INFORMATION

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

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

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

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

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

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

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



DEPARTMENT OF ADMINISTRATION-PURCHASING DIVISION

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

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

Bid or RFP #: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address, City, State, Zip: \_\_\_\_\_

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

**I. SRC CRITERIA**

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

## II. DISCLOSURE

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

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

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

Authorized Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Date: \_\_\_\_\_

## III. NOTARIZATION

Subscribed to before me on this \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_, at  
\_\_\_\_\_ County, \_\_\_\_\_ State.

NOTARY PUBLIC SIGNATURE: \_\_\_\_\_

(SEAL)

PRINT NAME: \_\_\_\_\_ My commission expires: \_\_\_\_\_

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