

**City Of Milwaukee**  
Department of Public Works  
Room 501 – Frank P. Zeidler Municipal Building  
841 North Broadway  
Milwaukee, Wisconsin 53202-3684

**INVITATION TO BID**

Commissioner of Public Works  
Phone: 414-286-3314

OFFICIAL NOTICE NO. 109-1-2016

Sealed bids for the work, material, labor, and services hereinafter described will be received at the Department of Public Works **Contract Office**, Room 506, Frank P. Zeidler Municipal Building, 841 North Broadway, Milwaukee, Wisconsin 53202-3684, no later than **November 2, 2016, at 10:30 A.M.**

**One MANDATORY pre-bid meeting will be held at the Century City Business Park on October 19, 2016, and begin PROMPTLY at 9:00 a.m. CST. Enter at Gate 3 – 3533 N. 27th Street**

**(PLEASE NOTE: All parties attending the pre-bid meeting will need to have safety boots, hard hat, safety glasses, and a high-visibility vest.**

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**IMPORTANT**

This bid is your offer to perform or supply the subject matter under “DESCRIPTION” below according to the terms and conditions set forth in this Invitation to Bid, Specific Official Notice No. 109-1-2016, General Specifications, Detailed Specifications, Special Provisions, Plans of this particular project, the proposed contract and Special Conditions when applicable.

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

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

The bid must be signed as set forth in the General Specifications and must comply with all the requirements therein set forth, or it will not be considered. If submitted by a corporation, the bid proposal must bear the corporate seal.

Bid security hereinafter specified must be submitted with your bid. If a bid bond is used, it must be sealed by the bonding company and be accompanied by an affidavit of no interest and a copy of a power of attorney. Bonding agents must be licensed to do business in the State of Wisconsin.

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

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

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DESCRIPTION    **Century City Business Park  
Mechanical Unit Maintenance, Building No. 36  
3533 North 27th Street  
Milwaukee, WI**

DETAILS OF SPECIFICATIONS: dated October 11, 2016

FOR: **Century City Business Park**  
**Mechanical Unit Maintenance, Building No. 36**  
**3533 North 27th Street**  
**Milwaukee, WI**

The SBE Requirement for this Project is: 25%  
The Residency Requirement for this Project is: 40%  
The Apprenticeship Requirements for this Project are: 0

Liquidated damages per diem: \$150.00

Time for Completion: Contract to be executed immediately after award. The first term of the contract will be for one year, with the option to extend for two additional one-year periods, upon mutual consent of both parties. Mechanical Unit Maintenance, Building No. 36, will be on an as needed as requested basis.

**One MANDATORY pre-bid meeting will be held at the Century City Business Park on October 19, 2016, and begin PROMPTLY at 9:00 a.m. CST. Enter at Gate 3 – 3533 N. 27th Street**

**(PLEASE NOTE: All parties attending the pre-bid meeting will need to have safety boots, hard hat, safety glasses, and a high-visibility vest.)**

BID SECURITY REQUIRED: BOND, CERTIFIED CHECK, CASHIER'S CHECK, OR CASH TO ACCOMPANY BID: 10% OF CONTRACTOR'S BASE BID.

DETAILED SPECIFICATIONS: October 11, 2016

THE SUCCESSFUL CONTRACTOR SHALL FURNISH A PERFORMANCE BOND AND A PAYMENT BOND IN THE AMOUNT OF 100% OF THE BID WITH EACH EXECUTED CONTRACT.

NOTE: BIDS WILL BE OPENED AND PUBLICLY READ AT THE OFFICE OF THE COMMISSIONER OF PUBLIC WORKS ON **November 2, 2016, at 10:30 A.M.**

Plans and specifications will be furnished to the prospective bidders upon payment of a non-refundable fee of \$10.00, for each project in Room 506, Frank P. Zeidler Municipal Building, 841 N. Broadway, Milwaukee, Wisconsin 53202. A \$10.00 per set additional non-refundable fee is required to obtain bid documents by mail.

THE CONTRACTOR SHALL SPECIFICALLY NOTE THE SBE AND RESIDENCY FORMS FOR THIS PROJECT. IF THE FORMS ARE NOT FILLED OUT PROPERLY, IT WILL BE CAUSE FOR REJECTION OF THE BID.

Contractor must comply with all provisions of the CITY OF MILWAUKEE GENERAL OFFICIAL NOTICE TO CONTRACTORS, published at [http://mpw.milwaukee.gov/services/bids\\_home](http://mpw.milwaukee.gov/services/bids_home).

Bid Security Required: Bond (either Electronic thru Bid Express or Paper), Certified Check, Cashier's Check or Cash to accompany bid: 10% of the Contractor's Base Bid. For those bids being submitted through BID EXPRESS and using a Paper Bond, the contractor may fax a signed/executed copy of the bid bond to the Department of Public Works Contract Office at 414-286-8110. **HOWEVER, THE FAXED COPY OF THE BOND MUST BE RECEIVED BY NO LATER THAN 10:30 A.M. ON THE SAME DATE THAT THE BIDS ARE DUE FOR THAT SPECIFIC OFFICIAL NOTICE, or the bid will be considered non-responsive.** *The original bid bond document will then need to be submitted by the contractor to the Department of Public Works Contract Office, Rm. 506, Municipal Building, immediately upon being notified that they are the apparent low bidder*

**IMPORTANT NOTICE:** The Invitation to Bid, all bid documents and the Plans and Specifications for the listed project(s) are all available electronically on the DPW website AS WELL AS on the **Bid Express Website**. At this time, Bids can be submitted using either Bid Express OR by purchasing and submitting paper bids in the usual manner. However, Bidders are strongly encouraged to utilize the electronic and/or Bid Express methods of obtaining bid documents and Bid Express for submitting bids, as in the near future the Department of Public Works intends to have bid documents available only electronically and

through Bid Express, *and to accept bid submittals only via Bid Express*. Electronic documents can be obtained via <http://mpw.milwaukee.gov/bids/docs/109-2016> . The Bid Express website is located at bidexpress.com. Any required addenda or response related to listed projects will be posted on both the DPW and Bid Express websites. At this time there are still a limited number of hard copies of the bid documents available at the address listed below. **IF YOU ONLY PRINT THE DOCUMENTS FROM THE DPW WEBSITE PLEASE CALL 414-286-3314 TO HAVE YOUR COMPANY'S NAME AND CONTACT INFORMATION PLACED ON THE PLAN HOLDER'S LIST.**

**PAYMENT MONITORING REQUIREMENTS:** All Contractors awarded a contract valued at \$25,000.00 or more are required to participate in training on the City of Milwaukee's B2GNow contract compliance software. Contractors must complete the training no later than 30 days after the date of contract award. Throughout the contract term, Contractors are required to regularly provide timely payment information in the City's contract compliance software.

*Please contact the Office of Small Business Development (OSBD) at 414-286-5553 should you have any questions or concerns regarding the training or reporting process.*

**PAYROLL MONITORING REQUIREMENTS:** The Prime Contractor awarded this project is required to participate in training on the City of Milwaukee's LCP Tracker Labor Compliance Software after the date of contract award. Throughout the contract term, Contractors are required to regularly provide timely payroll information via LCP Tracker.

*Please contact the DPW Contracts Office at 414-286-3314 should you have any questions or concerns regarding the training or reporting process.*

Questions regarding this Bid should be addressed to Scott Stange in writing via email at: [sstang@milwaukee.gov](mailto:sstang@milwaukee.gov). Deadline for questions regarding the Formal Bid are due by **4:45 p.m.** on **October 24, 2016**. Any additional information and/or clarification(s) regarding this Bid will be issued in the form of an addendum to this Bid on or before **October 26, 2016**.



# BID FORM

**FOR: Century City Business Park, Building 36  
Mechanical Unit Maintenance  
3533 North 27th Street, Milwaukee, WI  
Official Notice: 109-1-2016**

For furnishing all material and doing all the work necessary and required for the **Mechanical Maintenance Contract for the Century City Business Park, Building 36, Milwaukee, Wisconsin**, all in accordance with the plans and project manual.

**ALL BIDS MUST BE TYPED OR PRINTED**

**BASE BID FOR THE SUM:**

Calculated BASE BID TOTAL based on the following formula:

Base Bid = (Regular Labor Wage Rate X 200 hours) + (1 + Material Percent Markup x \$4,500.00) + (1 + Subcontractor Percent Markup x \$4,500.00) + (Overtime Wage Rate x 40) + (Holiday Wage Rate x 20)

Base Bid = \$ \_\_\_\_\_ Lump Sum (bid in figures)

Base Bid = \$ \_\_\_\_\_ Lump Sum (bid in words)

**UNIT PRICE BIDS**

The following unit prices will be used for additions to the work required under the contract.

**Unit Price 1:**

State the amount per hour for the Regular Labor Wage Rate

(Price in Figures) \_\_\_\_\_ Per Hour

(Price in Words) \_\_\_\_\_ Per Hour

**Unit Price 2:**

State the percentage markup to be added to original equipment manufacturers (OEM) parts, which are beyond the scope of this specification, furnished and installed.

(Percent in Figures) \_\_\_\_\_ Percent

(Percent in Words) \_\_\_\_\_ Percent

**Unit Price 3:**

State the amount for the Subcontractor Percent Markup

(Percent in Figures) \_\_\_\_\_ Percent

(Percent in Words) \_\_\_\_\_ Percent

**BID FORM**

**FOR: Century City Business Park, Building 36  
Mechanical Unit Maintenance  
3533 North 27th Street, Milwaukee, WI  
Official Notice: 109-1-2016**

**Unit Price 4:**

State the amount per hour for Regular Overtime Labor Wage Rate

(Price in Figures)\$ \_\_\_\_\_ Per Hour

(Price in Words) \_\_\_\_\_ Per Hour

**Unit Price 5:**

State the amount per hour for the Holiday Overtime Labor Wage Rate

(Price in Figures)\$ \_\_\_\_\_ Per Hour

(Price in Words) \_\_\_\_\_ Per Hour

**BID ACCEPTANCE**

The Commissioner of Public Works shall award the contract based on the Base Bid only. Bidders are required to submit a letter of qualifications with their bid. The Information to be included in these qualifications is detailed in Section 15000 of the Specifications. The contract will not be awarded until the City is satisfied that the low bidder is qualified to perform the work.

**\*\*\* IMPORTANT NOTICE \*\*\***

**ALL BID PRICES MUST BE ENTERED IN WORDS AND IN NUMERALS. IN CASE OF VARIATION BETWEEN THE TWO, THE WORDS WILL PREVAIL.**

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

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

ACKNOWLEDGEMENTS PAGE

Official Notice No. 109-1-2016  
Project No. \_\_\_\_\_

SMALL BUSINESS ENTERPRISE PROGRAM, RESIDENT PREFERENCE AND APPRENTICESHIP PROGRAM REQUIREMENTS

In submitting this bid, the bidder acknowledges, understands and agrees that submission of a bid shall commit the bidder to comply with the City's requirements as outlined in the SMALL BUSINESS ENTERPRISE PROGRAM (SBE), the Resident Preference Program and the Apprenticeship Program provisions. The bidder also agrees to comply with the specific requirements as follows:

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

The bidder's commitment for Resident Preference Program Participation on the project is 40 %

The bidder's commitment for Apprenticeship Program participation on this project is:  
Apprentice(s) from 0 of the following trade(s) are to be employed.

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

This bidder understands that if they are the successful bidder and the contract is awarded, that pursuant to Sec. 7.14, Milwaukee City Charter, 1971 Compilation, as amended, failure to execute and to deliver the contract or to furnish the required insurance and the required security within ten (10) days after receipt of the official notice of award or such extension thereto as the Commissioner only may deem reasonable, the City, in addition to any other legal or equitable remedy which it may have, may annul the award and notice of award, and the bid security of this bidder will be forfeited.

Attached hereto is an affidavit in proof that the undersigned has not colluded with any person in respect to this bid or any other bid for the contract for which this bid is submitted.

We acknowledge the receipt of Addenda \_\_\_\_\_ to \_\_\_\_\_ inclusive.

Bidder assures the City and acknowledges that the Official Notice, Special Provisions, if any, Special Conditions where applicable, Invitation to Bid and Bid, Detail Specifications, Addenda, if any, and Plans of this particular project have been read and has a full understanding of the provisions therein.

**SIGNATURE PAGE – IMPORTANT – THREE(3) SIGNATURES ARE REQUIRED  
OR BID WILL BE CONSIDERED NONRESPONSIVE.**

Rev. 2/2012

Official Notice No. 109-1-2016

Project No. \_\_\_\_\_

In signing and submitting this bid, the bidder assures the City of Milwaukee that the Official Notice, Notice to Bidders, Special Conditions where applicable, Invitation to Bid and Bid, Detail Specifications, Special Provisions, schedule of fixed prices, Addenda, and Plans of this particular project have been read and understood and that the furnishing of the subject work, material, labor and services is under bidder's control. If the bidder's performance is contingent upon the acts of another party, the bidder assures that they have the necessary commitments to complete the contract which may be awarded.

Submitted by \_\_\_\_\_  
Name of Bidder (person, firm or corporation)

Telephone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
(City, State, Zip Code)



**Signed** per \_\_\_\_\_  
(Manual **signature required**)

**MUST BE SIGNED**

Official Capacity \_\_\_\_\_

BID DATED \_\_\_\_\_

SBE Contractor: Yes: \_\_\_\_\_  
No: \_\_\_\_\_

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If a Corporation, answer the following:

Incorporated under laws of what state? \_\_\_\_\_

If a foreign corporation, are you licensed to do business in Wisconsin? \_\_\_\_\_

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**SWORN STATEMENT OF BIDDER  
AS REQUIRED BY  
SECTION 66.0901 (7) WISCONSIN STATUTES**

I, being first duly sworn at \_\_\_\_\_  
(City, State)

on oath state on behalf of said bidder, that I have examined and carefully prepared this proposal from the plans, specifications, and the other contract documents and have checked the same in detail before submitting this proposal; and this sworn statement is hereby made a part of the foregoing proposal.



**MUST BE SIGNED**

**Signature** \_\_\_\_\_  
\_\_\_\_\_

(Title, if any)

Subscribed and sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

Notary Public, \_\_\_\_\_ County



**MUST BE SIGNED**

\_\_\_\_\_  
(Notary Signature)

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

**NON-COLLUSION AFFIDAVIT**

State of \_\_\_\_\_ )  
County of \_\_\_\_\_ ) ss.

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

(1) He is \_\_\_\_\_  
(owner, partner, officer, representative, or agent)

of \_\_\_\_\_, the Bidder that has submitted the attached Bid;

(2) He is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;

(3) Such Bid is genuine and is not a collusive or sham Bid;

(4) Neither the said Bidder 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 Bidder, firm, or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm, or person to fix the price or prices in the attached Bid or of any other Bidder, or to fix any overhead, profit, or cost element of the Bid price or the Bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against the Commissioner of Public Works or any person interested in the proposed Contract; and

(5) The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

(Check One) \_\_\_\_\_  
Signature of

\_\_\_\_\_ Bidder if the bidder is an individual;

\_\_\_\_\_ Partner if the bidder is a partnership;

\_\_\_\_\_ Officer if the bidder is a corporation.

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

\_\_\_\_\_  
Notary Signature

My commission expires \_\_\_\_\_, 20\_\_\_\_\_.

**To ensure DPW is in compliance with any federal procurement requirements regarding suspension and debarment, CONTRACTOR must sign this "Suspension/Debarment Certification Form".**

Please complete and sign below and return this form to:

Department of Public Works Contract Office  
Room 506, Municipal Building  
841 North Broadway  
Milwaukee, WI 53202

**Submittal required prior to start of work on this project.**

**CERTIFICATION REGARDING SUSPENSION AND DEBARMENT**

The CONTRACTOR certifies that all potential sub-recipients, contractors, and any and all of their principals are not debarred, suspended or proposed for debarment for federal assistance (e.g., General Services Administration's List of Parties Excluded from Federal Procurement and Non-Procurement Programs), and that throughout the term of its federally-funded contracts with the City of Milwaukee, 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.

\_\_\_\_\_  
Signature/Authorized Official

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
C  
Contract Number

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name of Company

## Disclosure of Ownership

The statutory authority for the use of this form is prescribed in Sections 66.0903(12)(d), 66.0904(10)(d) and 103.49(7)(d), Wisconsin Statutes.

The use of this form is mandatory. The penalty for failing to complete this form is prescribed in Section 103.005(12), Wisconsin Statutes.

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1) (m), Wisconsin Statutes].

- (1)** On the date a contractor submits a bid to or completes negotiations with a state agency, local governmental unit, or developer, investor or owner on a project subject to Section 66.0903, 66.0904 or 103.49, Wisconsin Statutes, the contractor shall disclose to such state agency, local governmental unit, or developer, investor or owner, the name of any "other construction business," which the contractor, or a shareholder, officer or partner of the contractor, owns or has owned within the preceding three (3) years.
- (2)** The term "other construction business" means any business engaged in the erection, construction, remodeling, repairing, demolition, altering or painting and decorating of buildings, structures or facilities. It also means any business engaged in supplying mineral aggregate, or hauling excavated material or spoil as provided by Sections 66.0903(3), 66.0904(2), 103.49(2) and 103.50(2), Wisconsin Statutes.
- (3)** This form must **ONLY** be filed, with the state agency project owner, local governmental unit project owner, or developer, investor or owner of a publicly funded private construction project that will be awarding the contract, if **both (A) and (B) are met.**
  - (A)** The contractor, or a shareholder, officer or partner of the contractor:
    - (1) Owns at least a 25% interest in the "other construction business," indicated below, on the date the contractor submits a bid or completes negotiations; or
    - (2) Has owned at least a 25% interest in the "other construction business" at any time within the preceding three (3) years.
  - (B)** The Wisconsin Department of Workforce Development (DWD) has determined that the "other construction business" has failed to pay the prevailing wage rate or time and one-half the required hourly basic rate of pay, for hours worked in excess of the prevailing hours of labor, to any employee at any time within the preceding three (3) years.

### Other Construction Business

Business Name			
Street Address or P O Box	City	State	Zip Code
Business Name			
Street Address or P O Box	City	State	Zip Code
Business Name			
Street Address or P O Box	City	State	Zip Code
Business Name			
Street Address or P O Box	City	State	Zip Code

**I hereby state under penalty of perjury that the information, contained in this document, is true and accurate according to my knowledge and belief.**

Print the Name of Authorized Officer			
Authorized Officer Signature	Date Signed		
Corporation, Partnership or Sole Proprietorship Name			
Street Address or P O Box	City	State	Zip Code

**If you have any questions call (608) 266-6861**

## **PREVAILING WAGE NOTICE**

**ALL PREVAILING WAGE CONTRACTS AWARDED BY THE DEPARTMENT OF PUBLIC WORKS AFTER THE FIRST OF ANY CALENDAR YEAR ARE SUBJECT TO THE NEW PREVAILING WAGE SCHEDULE THAT GOES INTO EFFECT ON JANUARY 2<sup>ND</sup>. THE PREVAILING WAGE SCHEDULE INCLUDED IN BID PACKAGES ISSUED LATE IN THE PRECEDING YEAR MAY NOT BE TOTALLY ACCURATE FOR CONTRACTS OFFICIALLY AWARDED AFTER THE TURN OF THE YEAR. THE NEW PREVAILING WAGE WILL BE INCORPORATED INTO THE CONTRACT WHEN AWARDED.**

**BIDDERS ARE REQUIRED TO UTILIZE THE WISCONSIN DEPARTMENT OF WORKFORCE DEVELOPMENT'S "DICTIONARY OF OCCUPATIONAL CLASSIFICATIONS AND WORK DESCRIPTIONS" TO DETERMINE THE APPROPRIATE JOB CLASSIFICATIONS AND WAGE RATES FOR THEIR EMPLOYEES PRIOR TO BIDDING. THIS DOCUMENT CAN BE FOUND ON THEIR WEBSITE AT [DWD.WISCONSIN.GOV](http://DWD.WISCONSIN.GOV); TYPE "DICTIONARY" IN THE SEARCH BOX.**

**City of Milwaukee  
Department of Public Works**

**Residents Preference Program Provisions**

I. General

- A. In accordance with Chapter 309 of the Milwaukee Code of Ordinances, residents preference hiring is required for all construction contracting activities of the Department of Public Works. The ordinance requires that 40% of WORKER HOURS worked on a DPW contract be performed by UNEMPLOYED or UNDEREMPLOYED RESIDENTS of the City, except in special cases where the Commissioner of Public Works determines there is sufficient reason to impose lesser levels of participation. Further, the Commissioner of Public Works may increase the percentage of RESIDENT worker participation to more than 40% on specific contracts. For this contract, bidders are required to show that the minimum percent of WORKER HOURS, as listed in the acknowledgements section/page and/or the Official Notice document will be performed by UNEMPLOYED or UNDEREMPLOYED RESIDENTS of the City. Up to one-third of required worker hours may be achieved by documenting the use of UNEMPLOYED or UNDEREMPLOYED RESIDENTS on projects undertaken by the contractor where such compliance is not required or by hiring UNEMPLOYED or UNDEREMPLOYED RESIDENTS on a full-time permanent basis for non-construction job categories connected to the project. Such adjustments must be proposed in an affidavit on a form provided by the department setting forth the facts upon which the request for adjustment is based.
- B. The contractor, prior to commencing work, shall submit an affidavit (Form I) for proof of residency for all employees utilized by the contractor and subcontractors to meet the Residents Preference Program requirements, stating that each employee is either UNEMPLOYED or UNDEREMPLOYED and is a RESIDENT of the City. The contractor shall prepare and submit accurate and timely resident utilization forms and reports to the Department of Public Works. Time Reports shall be submitted within ten (10) days following completion of work, or every three months, whichever comes first. The reports shall identify the name, address, race, gender, work classification, wage rates and hours worked of all employees utilized on the contract by the contractor and all subcontractors. 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 the summary of hours worked on the back of the Prime Contractor's Affidavit of Compliance is completed and on file with the Department of Public Works. Forms shall be submitted to DPW, Room 506, Municipal Building, 841 North Broadway, Milwaukee, WI 53202.
- 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 or cancel the contract, in whole or in part.
  3. Consider possible debarment of the contractor from bidding for a period of up to two years.
  4. Any other remedy available to the City at law or in equity.
- D. The penalty for any person, firm, or corporation knowingly engaging in fraud, misrepresentation, or in any attempt directly or indirectly, to evade the provisions of this ordinance by providing false, misleading, or fraudulent information shall, upon conviction, forfeit not less than \$1,000 or more than \$5,000 together with the costs of prosecution and, upon default of payment, shall be

imprisoned in the county jail or house of correction not to exceed 90 days, or until the forfeiture costs are paid.

## II. Definitions

- A. RESIDENT – A person who maintains his or her place of permanent abode in the City of Milwaukee. Domiciliary intent is required to establish that a person is maintaining his or her place of permanent abode in the City. Mere ownership of real property is not sufficient to establish domiciliary intent. Evidence of domiciliary intent includes, without limitations, the location where a person votes, pays personal income taxes, or obtains a driver's license.
- B. UNEMPLOYED or UNDEREMPLOYED – a RESIDENT that has worked less than 1,200 hours in the preceding 12 months or has not worked in the preceding 30 days or, regardless of employment status, has household income at or below the federal poverty guidelines as adjusted by the Wisconsin Department of Public Instruction to define eligibility for reduced lunch in public schools. A RESIDENT will continue to qualify as unemployed or underemployed for five (5) years from the date he or she first participates in a contract under Chapter 309. If a RESIDENT becomes an apprentice for a contractor or becomes a participant in an on-the-job training program as determined by the City immediately after or in the course of performing on a particular construction contract, he or she shall continue to qualify as unemployed or underemployed for a period not exceeding 5 years from the date the person became an apprentice or participant in such on-the-job training program.
- C. WORKER HOURS – means the total hours worked on a construction contract by skilled and unskilled construction trade workers, whether those workers are employed by the contractor or any subcontractor. In determining the total worker hours to be furnished at a construction site, the number of hours devoted to all tasks customarily performed on a construction site shall be included, whether or not such tasks are performed on the construction site. "Worker hours" includes work performed by persons filling apprenticeships and participating in on-the-job training programs and excludes the number of hours of work performed by all non-Wisconsin residents.

## III. Residency Utilization Requirements

- A. The contractor shall utilize UNEMPLOYED or UNDEREMPLOYED RESIDENTS of the City in a minimum amount equal to the percentage of the WORKER HOURS as stated in paragraph IA above.
- B. The contractor, by signing and submitting a bid, certifies that it understands the provisions of Chapter 309 and knows of and intends to comply with them, and shall ensure that all subcontractors are also informed.
- C. The contractor shall maintain, and shall ensure that all subcontractors maintain, personnel records listing the name, address, race and gender of all employees utilized for this contract and any records demonstrating that the employees utilized by the contractor in meeting the residency requirements are actual residents of the City. These records shall be maintained for seven (7) 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 residency requirements is an element of bid responsiveness. Failure to meet the specified residency requirements will render the bid unresponsive, and the Commissioner of Public Works may then recommend the award to the next apparent low bidder.
- E. The City recognizes the following organization which can be contacted for access to trained or qualified workers from the City. Other organizations or sources of qualified RESIDENTS can be used at the bidder's discretion.

Big Step, located at 3841 West Wisconsin Avenue, Milwaukee, WI 53208.  
Telephone 414-342-9787, fax number 414-342-3546.

- F. If the prime contractor has problems in meeting the residency requirements or if any other problems relative to residency participation arise during the completion of this project, the prime contractor shall immediately contact the Commissioner of Public Works.

- G. 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 Small Business Enterprise Programs or requiring participation of City RESIDENTS. 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.

\_\_\_\_\_  
Contractor Name

\_\_\_\_\_  
DPW Contract No.

**Employee Affidavit**  
**Residents Preference Program**

I certify that I maintain my permanent residence in the City of Milwaukee and that I vote, pay personal income tax, obtain my driver's license, etc. at \_\_\_\_\_, Milwaukee, WI \_\_\_\_\_  
(Address) (Zip Code)

**Residency status:**

To verify my resident status, attached please find the following (check *two*)

- \_\_\_\_\_ Copy of my voter's certification form.
- \_\_\_\_\_ Copy of my last year's Form 1040.
- \_\_\_\_\_ Copy of my current Wisconsin Driver's License or State ID.
- \_\_\_\_\_ Copy of Other (i.e., Utility bill, Lease, etc.)

**AND**

**Unemployment status:**

I certify that I have been unemployed as follows: (Check those that apply)

- \_\_\_\_\_ I have worked less than 1,200 hours in the preceding 12 months.
- \_\_\_\_\_ I have not worked in the preceding 30 days.

**OR**

**Underemployed status:**

\_\_\_\_\_ I certify that based on the attached chart (Income Eligibility Guidelines), I am underemployed.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Sign Name

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Home Telephone Number

Subscribed and sworn to me this \_\_\_\_\_ day

Of \_\_\_\_\_, \_\_\_\_\_ A.D.

My Commission Expires \_\_\_\_\_.

\_\_\_\_\_  
Notary Public Milwaukee County

## RPP Chart

### Income Eligibility Guidelines July 1, 2016 to June 30, 2017

Eligibility determination is based on household size and income.  
Total income must be at or below the amounts in this table.

Household Size	Yearly	Monthly	Twice per month	Every 2 weeks	Weekly
1	21,978	1,832	916	846	423
2	29,637	2,470	1,235	1,140	570
3	37,296	3,108	1,554	1,435	718
4	44,955	3,747	1,874	1,730	865
5	52,614	4,385	2,193	2,024	1,012
6	60,273	5,023	2,512	2,319	1,160
7	67,951	5,663	2,832	2,614	1,307
8	75,647	6,304	3,152	2,910	1,455
For Each Additional Household Member Add	7,696	642	321	296	148

Source: Wisconsin Department of Public Instruction School Nutrition Programs

## City Of Milwaukee

### Department Of Public Works

#### Small Business Enterprise (SBE) Provisions

##### I. General

- A. In accordance with Chapter 370 of the Milwaukee Code of Ordinances, Small Business Enterprise (SBE) participation is required in all contracting activities of the Department of Public Works. The ordinance requires that certified SBEs be utilized for 25% of the total dollars annually expended through prime contracts or subcontracts for Construction and the purchase of Goods and Services. For the purchase of Professional Services the requirement is 18%. To that end, the Commissioner of Public Works, as a contracting officer for the City, requires all bidders to utilize SBEs as subcontractors and material suppliers on all contracts. For this contract, bidders are required to achieve the minimum percent of SBE participation listed in the Acknowledgements page/section and/or the Official Notice document.
- B. The prime contractor shall prepare and submit accurate and timely SBE utilization forms and reports to the Department of Public Works. The reports shall include, but not be limited to, Compliance Plan (Form A), monthly utilization (Form D), and SBE subcontractor payment certification (Form E) forms as directed. 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 final SBE utilization reports and SBE subcontractor payment certification forms 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, the Department of Public Works may take one or more of the actions listed below:
1. Terminate or cancel the contract, in whole or in part.
  2. Consider possible debarment of the prime contractor from bidding.
  3. Withhold payments on the contract.
  4. Any other remedy available to the City at law or in equity.

##### II. Definitions

- A. "SMALL BUSINESS ENTERPRISE" (SBE) means a small business concern that is 51% owned, operated and controlled by one or more individuals who are a minority, woman and/or a small business owner (who is at an "economic disadvantage"). The individuals must have day-to-day operational and managerial control and interest in capital, financial risks and earnings commensurate with the percentage of their ownership.
- B. "OWNED, OPERATED AND CONTROLLED" means a business which is one of the following:
1. A sole proprietorship legitimately owned and operated and controlled by a minority, women or an individual at a disadvantage as defined in Chapter 370.
  2. A partnership or joint venture legitimately owned, operated and controlled by individuals who are minorities, women or individuals who are at a disadvantage and who own at least 51% of the beneficial ownership interests in the enterprise and who hold at least 51% of the voting interests of the enterprise eligible as defined in Chapter 370.
  3. A corporation legitimately owned, operated and controlled by one or more individuals who are a minority, woman or individual at a disadvantage and who own at least 51% of the outstanding shares and who hold at least 51% of the voting interests of the corporation eligible as defined in Chapter 370.

### III. SBE Utilization Requirements

- A. Each prime contractor shall utilize SBE to the minimum percent listed in the Acknowledgements section/page and or Official Notice Document for this contract. Note that the prime contractors shall be required to attain SBE participation on their base bid excluding specified allowances, alternatives, and change orders. SBE commitments relative to contract award shall be based upon the approved SBE Compliance Plan (Form A).
- B. The determination of SBE utilization shall be based on the following criteria:
1. The firms identified as SBE by the prime contractor on the SBE Compliance Plan (Form A) must be certified by the Office of Small Business Development prior to bid opening.
  2. The prime contractor shall be credited for the entire expenditure to SBE firms only if all of the identified scope of work is performed directly by the certified SBE firm.
  3. The prime contractor shall be credited for the entire expenditure to SBE manufacturer only if the manufacturer produces goods from raw materials or substantially alters them for resale. Only 20% of the SBE goals may be expended for SBE suppliers that do not manufacture products they supply.
  4. The prime contractor shall count toward the SBE requirement only those payments to SBEs who perform a commercially-useful function in the actual performance of the contract. While that generally means an SBE should be engaged in direct contract work, a "commercially-useful function" may also include management of a third tier subcontractor. For example, while an SBE trucking subcontractor is always expected to perform some direct work on the project, in some cases it may become necessary to subcontract work out to one or more third tier subcontractors. If a third tier subcontractor is also an SBE, the full amount of the work performed by that third tier SBE can be counted toward SBE participation. However, if the third party subcontractor is not an SBE, the prime contractor may only count 20% of the amount being subcontracted to the third tier non-SBE subcontractor. SBEs are required to notify the Department of Public Works if they subcontract out work so that the Department can determine how much, if any, of the subcontracted work can be counted toward the SBE requirement. The Commissioner of Public Works will make the final determination and evaluation of whether the SBE is performing a commercially-useful function.
- C. The contractor, by signing and submitting a bid, certifies that the contractor understands the provisions of Chapter 370 and knows of and intends to comply with them. The completed SBE Compliance Plan (Form A) must be submitted by the apparent low bid contractor within three (3) working days after the identification of the "low bidder."
1. Information on Form A shall include, but not be limited to:
    - a. The names, addresses, telephone numbers, SBE Certification designation and contact person names for the certified SBE contractors that will participate on the project as subcontractors or suppliers;
    - b. A description of the scope of work to be performed by the SBE on this project; and
    - c. The SBE contractor dollar value(s) and corresponding percentages that the dollar values represent of the total contract amount.
  2. Listing an SBE on the Compliance Plan (Form A) shall constitute a representation that the contractor has communicated directly with the SBEs listed. If awarded the contract, the bidder will enter into a subcontract with the firm for the portion of the work listed.
  3. SBE participation is an element of bid responsiveness. Failure to meet the specified SBE requirements will render the bid unresponsive. The contract may then be awarded to the next apparent low bidder. Under certain circumstances, failure to meet specified SBE requirements after submission of an apparent low bid may result in surrender of the bidder's bid bond.

4. Only SBEs that have been certified by the Office of Small Business Development may be listed on the SBE Compliance Plan (Form A) and counted towards the percentage requirements on this project. A listing of the currently City certified SBE firms is maintained at:

Office of Small Business Development  
200 East Wells Street  
City Hall, Room 606  
Milwaukee, Wisconsin 53202  
Phone: (414) 286-5553  
FAX: (414) 286-8752  
[www.milwaukee.gov/osbd](http://www.milwaukee.gov/osbd)

- D. After execution of the contract, if for any reason an SBE cannot perform, the prime contractor shall contact the Commissioner of Public Works for approval to substitute another certified SBE firm. The prime contractor must submit a written request for substitution which specifies the reasons for the request. Approval must be obtained prior to making substitutions. Any difference in the cost occasioned by such substitution shall be borne by the prime contractor. If the prime contractor cannot find another certified firm to do the work at a comparable price, a non-SBE firm may be substituted with the approval of the Commissioner of Public Works.
- E. If the prime contractor has a problem in meeting the SBE requirements or if any other problems relative to SBE(s) arise during the completion of this project, the prime contractor shall immediately contact the Commissioner of Public Works.
- F. Certification from programs other than the Office of Small Business Development is neither accepted by the City of Milwaukee nor do they have any bearing whatsoever on the eligibility criteria established by the City of Milwaukee.
- G. 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 applicable City ordinances for participation of the Office of Small Business Development. Following the opening of any bid involving a determination under applicable City ordinances for participation of SBE, the Commissioner of Public Works shall make a written recommendation as to the lowest responsible bidder and notify all bidders by publication in an official City newspaper as to the content of the written recommendation. Any bidder who objects to the recommendation on grounds of determinations made under applicable City ordinances for participation of SBE may appeal the recommendation on such grounds by filing a written appeal with the Commissioner of Public Works within five (5) working days of the date of publication. The appeal shall state the specific objection to the recommendation, include supporting documentation and specify an alternative recommendation. The Commissioner of Public Works shall schedule a hearing before an appeals committee consisting of the Chair of the Economic Development Committee or the Chair's designee, a member of the Economic Development Committee selected by the Chair and the Director of the Office of Small Business Development to be held within five (5) days of receipt of the appeal. The Committee shall have authority by majority vote to affirm or set aside the recommendation of the Commissioner of Public Works and its decision in this regard shall be final. In the event a timely appeal, meeting the requirements above is not filed, or the Committee affirms the Commissioner's recommendation following a timely appeal, meeting the requirements above, the Commissioner shall make an award in accordance with the recommendation.

- H. **Percentage of Required SBE Participation**  
Construction 25%  
The Purchase of Goods and Services 25%  
The Purchase of Professional Services 18%

**FORM A - COMPLIANCE PLAN - CITY OF MILWAUKEE - DEPARTMENT OF PUBLIC WORKS  
SBE PARTICIPATION FOR SUBCONTRACTORS AND/OR MATERIAL SUPPLIERS**

PRIME CONTRACTOR'S NAME: \_\_\_\_\_ OFFICIAL NOTICE NUMBER: \_\_\_\_\_

DATE: \_\_\_\_\_ TOTAL BID AMOUNT: \_\_\_\_\_ TOTAL SBE AMOUNT: \_\_\_\_\_

This Form A must be completed in its entirety and is a **required** submission in conjunction with a Bid or Request for Proposal. Submit either with the bid or within **3** days of being notified as the apparent low bidder. List all proposed SBE subcontractor(s) and/or material supplier(s) for this project. **NOTE:** To receive full credit, SBE's must perform commercially useful work at the job site. **ONLY** up to twenty percent (20%) credit may be given under certain circumstances to SBE suppliers or other SBE contractors who assist in management of the project. I/We propose to utilize the following SBE subcontractor(s) and/or material supplier(s):

**Fill in BID REQUIREMENTS:** \_\_\_\_\_ % SBE

SBE FIRM(S) NAME ADDRESS/CONTACT PERSON AND PHONE NUMBER	LIST DESIGNATION: WHETHER SUPPLIER OR CONSTRUCTION LABOR	PERCENT OF BID	AMOUNT	EXPLAIN WORK TO BE PERFORMED/MATERIAL SUPPLIED	AUTHORIZED SBE(S) OWNER/REPRESENTATIVE SIGNATURE OF ACKNOWLEDGEMENT
1.					
2.					
3.					
4.					
5.					

I certify that the information included on this Form A is true and complete to the best of my knowledge. I further understand and agree that this Form A is a condition of my Bid/RFP responsiveness. Failure to submit this form and/or meet the specified SBE requirements may render the Bid/RFP nonresponsive.

CONTRACTOR: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(SIGNATURE & TITLE REQUIRED)

REVIEWED BY OSBD ANALYST: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

DEPARTMENT OF PUBLIC WORKS: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

**DEPARTMENT OF PUBLIC WORKS  
SMALL BUSINESS ENTERPRISE PROGRAM**

**Form D –SBE MONTHLY REPORT**

(1) Report for the Month of \_\_\_\_\_ 20\_\_\_\_ (Final: yes \_\_\_ no \_\_\_ )

(2) Prime Contractor/Firm \_\_\_\_\_

(3) Full Address & Phone Number: \_\_\_\_\_

(4) Description of work/service performed and/or material supplied \_\_\_\_\_

(5) DPW Contract No. C \_\_\_\_\_ (6) Official Notice No. / Project Number \_\_\_\_\_

7) Start Date: \_\_\_\_\_ (8) Prime Contractor’s Total \$: \_\_\_\_\_

(9) Completion Date: \_\_\_\_\_ (10) Prime Contractor paid to date \$: \_\_\_\_\_

(11) Small Business % \_\_\_\_\_ and Small Business \$ amount \_\_\_\_\_

List all SBE subcontractor firm(s) utilized in connection with the above contract, either as service performed and/or supplier for the month. This form shall be signed and returned. **If this represents the final report, be sure to attach SBE Payment Certification Form (Form E) for each sub listed.**

NAME OF SBE FIRM(s)	WORK/SERVICE PERFORMED or MATERIAL SUPPLIED	AMOUNT PAID FOR THE MONTH	TOTAL \$ PAID TO DATE
<b>TOTAL PAID TO SBE(s)</b>			

I/we hereby certify that I/we have read the above and approved this information to be precise and confirmed.

(12) Report Prepared By: \_\_\_\_\_  
(Name) (Title) (Phone Number)

(13) Authorized Signature : \_\_\_\_\_  
(Name) (Title)

(14) Date \_\_\_\_\_

Note: This form should be submitted no later than the **20<sup>th</sup> of every month** to **DEPARTMENT of PUBLIC WORKS CONTRACT ADMINISTRATION, Room 506, Municipal Building, 841 North Broadway, Milwaukee, WI 53202.**

**DIRECTIONS FOR SBE MONTHLY REPORT (FORM D)**

1. List the month and year that the report is being submitted for. **Note: If this is the final report, check yes and submit Form E Subcontractor Payment Certification Form.**
2. Prime contractor's or firm's registered company name.
3. List full registered business address to include city/state, zip code and telephone number.
4. Brief description service performed and/or material supplied on this contract.
5. List the DPW Contract Number, as represented on the contract document.
6. List the official notice & project number as represented on the front page of the contract.
7. List the start date of the project.
8. List the total dollars awarded to the prime contractor.
9. List the completion date of the project.
10. Total dollars paid to Prime contractor to date.
11. List SBE percentage **REQUIRED** on this project and the SBE dollar amount.
12. List the name, title and phone number of the individual who prepared the report.
13. Provide the authorized signature and title of the individual who approves the report.
14. List the date that the report is completed.

**THIS REPORT IS DUE THE 20TH OF EVERY MONTH FOR THE PREVIOUS MONTH'S ACTIVITY. FAILURE TO RETURN THIS FORM BY THE SPECIFIED TIME MAY CAUSE A DELAY IN PAYMENTS.**

City Of Milwaukee

Department Of Public Works

Small Business Enterprise Program (SBE)  
Subcontractor Payment Certification

(This form must be completed by the SBE subcontractor and attached to the Prime Contractor's Final SBE Form D Report)

-PRIME CONTRACTOR & SUBCONTRACTOR EXECUTE-

Section A - SBE Company Officer & Prime Contractor Complete For Payment That Has Been Received

SBE Subcontractor Name : \_\_\_\_\_

Official Notice No.: \_\_\_\_\_ Project No. \_\_\_\_\_ DPW Contract No. C \_\_\_\_\_

I hereby certify that I have received \$ \_\_\_\_\_ for subcontract work on the above project.

Dated: \_\_\_\_\_ Signature of SBE Subcontractor: \_\_\_\_\_

Printed Name & Title of Certified SBE Subcontractor:

\_\_\_\_\_

Acknowledged by Prime Contractor Signature: \_\_\_\_\_

Printed name & Title of Prime Contractor: \_\_\_\_\_

\*\*\*\*\*

-PRIME CONTRACTOR & SUBCONTRACTOR EXECUTE-

Section B – Prime contractor and SBE Company Officers Complete if Full Payment Has Not Been Made to the SBE Subcontractor and a balance remains to be paid.

Prime Contractor: \_\_\_\_\_

SBE Subcontractor: \_\_\_\_\_

Official Notice No.: \_\_\_\_\_ Project No. \_\_\_\_\_ DPW Contract No. C \_\_\_\_\_

I hereby certify that I will pay \$ \_\_\_\_\_ to \_\_\_\_\_  
for subcontract work on the above project. (Name of SBE Firm)

Dated: \_\_\_\_\_ Signature of Prime Contractor: \_\_\_\_\_

Printed Name & Title of Prime Contractor: \_\_\_\_\_

Acknowledged by: SBE Subcontractor Signature: \_\_\_\_\_

Printed name & Title of SBE Subcontractor: \_\_\_\_\_



**SUMMARY OF HOURS WORKED**  
**(TARGET RESIDENCY VS TOTAL HOURS)**

(REV. 01/01/01)

Name	No. of Hours of Special Impact Area Workers	% of Total Hours	No. of Hours of All Other Workers	% of Total Hours	Total of All Worker Hours
<b>Prime Contractor:</b>					
<b>Subcontractors:</b>					
<b>GRAND TOTAL</b>					



**AFFIDAVIT OF COMPLIANCE  
WITH WISCONSIN STATUTE 103.503  
SUBSTANCE ABUSE PREVENTION REQUIREMENTS**

STATE OF \_\_\_\_\_ ) PROJECT NAME \_\_\_\_\_  
 ) ss.  
\_\_\_\_\_ COUNTY ) DPW Contract No. \_\_\_\_\_

I, \_\_\_\_\_, being first duly sworn state that:  
(Print name)

1. I am the \_\_\_\_\_ of \_\_\_\_\_, a \_\_\_\_\_.  
(Title) (Company Name) (State)  
Corporation, partnership, or individual of \_\_\_\_\_, \_\_\_\_\_,  
(City, Village, Township) (State)  
and make this affidavit pursuant to the provisions of Wis. Stat. § 103.503.

2. I have entered into City of Milwaukee, Department of Public Works' Contract No. \_\_\_\_\_, to which the provisions of Wis. Stat. 66.0903 apply.
3. I have in place a substance abuse prevention program that meets the requirements of Wis. Stat. 103.503, and I will fully comply in all respects with the requirements of Wis. Stat. 103.503 during the performance of this Contract.
4. I will include in each subcontract covering work performed under this Contract to which the provisions of Wis. Stat. 66.0903 apply, a provision similar to that in Paragraph 3 above, together with a clause requiring such insertion in further subcontracts that may in turn be made.

<u>Title</u>	<u>Officer Name</u>	<u>Address</u>
<u>President</u>	_____	_____
<u>Vice President</u>	_____	_____
<u>Secretary/Treasurer</u>	_____	_____

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

\_\_\_\_\_  
Notary Signature

\_\_\_\_\_  
Contractor Signature

Notary Public, State of \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

1121-2004-1516/96897

**PROPOSED RESIDENT/APPRENTICE UTILIZATION FORM**

This is a preliminary statement of proposed workforce needs where known

Official Notice # \_\_\_\_\_ Project # \_\_\_\_\_ Contract # \_\_\_\_\_

Contractor \_\_\_\_\_

JOB CATEGORY	PROPOSED # OF HOURS ON THIS PROJECT	PROPOSED # OF HOURS FOR SPECIAL IMPACT AREA RESIDENTS	PROPOSED # OF HOURS FOR ALL OTHER WORKERS
<b>TRUCK DRIVERS:</b>		( %)	( %)
<b>OPERATING ENGINEERS:</b>			
<i>Journeyman</i>		( %)	( %)
<i>Apprentices</i>		( %)	( %)
<b>SKILLED TRADES:</b>			
<b>(Specify)</b>			
<i>Journeyman</i>		( %)	( %)
<i>Apprentices</i>		( %)	( %)
<i>Trainees</i>		( %)	( %)
<b>LABORERS:</b>			
<b>(Specify type)</b>			
		( %)	( %)
		( %)	( %)
		( %)	( %)
		( %)	( %)
		( %)	( %)

NAME and ADDRESS of Target Area Residents:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NAME and ADDRESS of Apprentices:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## NOTICE TO CONTRACTORS

**PLEASE NOTE:** Effective December 28, 2005, the City of Milwaukee adopted an ordinance relative to the disclosure of participation in or profits derived from slavery by contractors. All contractors awarded a contract on behalf of the City of Milwaukee, whether or not subject to a competitive bid, shall complete an affidavit prior to entering into the contract verifying that the contractor has searched any and all records of the company or any predecessor company regarding records of investments or profits from slavery or slaveholder insurance policies during the slavery era. The names of any enslaved persons or slaveholders described in those records must be disclosed in the affidavit.

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

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

**CITY OF MILWAUKEE - DEPARTMENT OF PUBLIC WORKS**

**AFFIDAVIT OF COMPLIANCE**

**DISCLOSURE OF PARTICIPATION IN OR PROFITS DERIVED  
FROM SLAVERY BY CONTRACTORS**

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

This affidavit of compliance will be the contractor's sworn statement that publicly discloses any slavery policies sold by any companies, or profits from slavery by industries or their predecessors who are doing business with the City of Milwaukee as defined in the Milwaukee Code of Ordinances 310-14.

Please check one:

\_\_\_\_\_ This business **was not** in existence prior to 1865.

\_\_\_\_\_ This business **was** in existence prior to 1865. I have searched any and all records for records of investments or profits from slavery and have found no such records.

\_\_\_\_\_ This business **was** in existence prior to 1865. I have searched any and all records for records of investments or profits from slavery and am disclosing the findings on the attached pages.

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

AUTHORIZED SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

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

NOTARY PUBLIC \_\_\_\_\_ County, \_\_\_\_\_ State \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

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

(Seal)

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

Ref: slaverydisclosureaffidavit

**PREVAILING WAGE RATE DETERMINATION**

Issued by the State of Wisconsin  
Department of Workforce Development  
Pursuant to s. 66.0903, Wis. Stats.  
Issued On: 1/8/2016

**DETERMINATION NUMBER:** 201600002

**EXPIRATION DATE:** Prime Contracts MUST Be Awarded or Negotiated On Or Before 12/31/2016. If NOT, You MUST Reapply.

**PROJECT NAME:** ALL PUBLIC WORKS PROJECTS UNDER SEC. 66.0903, STATS-CITY OF MILWAUKEE

**PROJECT LOCATION:** MILWAUKEE CITY, MILWAUKEE COUNTY, WI

**CONTRACTING AGENCY:** CITY OF MILWAUKEE-DEPT OF PUBLIC WORKS

<b>CLASSIFICATION:</b>	Contractors are responsible for correctly classifying their workers. Either call the Department of Workforce Development (DWD) with trade or classification questions or consult DWD's Dictionary of Occupational Classifications & Work Descriptions on the DWD website at: <a href="http://dwd.wisconsin.gov/er/prevailing_wage_rate/Dictionary/dictionary_main.htm">dwd.wisconsin.gov/er/prevailing_wage_rate/Dictionary/dictionary_main.htm</a> .
<b>OVERTIME:</b>	<p>Time and one-half must be paid for all hours worked:</p> <ul style="list-style-type: none"><li>- over 10 hours per day on prevailing wage projects</li><li>- over 40 hours per calendar week</li><li>- Saturday and Sunday</li><li>- on all of the following holidays: January 1; the last Monday in May; July 4; the 1st Monday in September; the 4th Thursday in November; December 25;</li><li>- The day before if January 1, July 4 or December 25 falls on a Saturday;</li><li>- The day following if January 1, July 4 or December 25 falls on a Sunday.</li></ul> <p>Apply the time and one-half overtime calculation to whichever is higher between the Hourly Basic Rate listed on this project determination or the employee's regular hourly rate of pay. Add any applicable Premium or DOT Premium to the Hourly Basic Rate before calculating overtime.</p> <p>A DOT Premium (discussed below) may supersede this time and one-half requirement.</p>
<b>FUTURE INCREASE:</b>	When a specific trade or occupation requires a future increase, you MUST add the full hourly increase to the "TOTAL" on the effective date(s) indicated for the specific trade or occupation.
<b>PREMIUM PAY:</b>	If indicated for a specific trade or occupation, the full amount of such pay MUST be added to the "HOURLY BASIC RATE OF PAY" indicated for such trade or occupation, whenever such pay is applicable.
<b>DOT PREMIUM:</b>	This premium only applies to highway and bridge projects owned by the Wisconsin Department of Transportation and to the project type heading "Airport Pavement or State Highway Construction." DO NOT apply the premium calculation under any other project type on this determination.
<b>APPRENTICES:</b>	Pay apprentices a percentage of the applicable journey person's hourly basic rate of pay and hourly fringe benefit contributions specified in this determination. Obtain the appropriate percentage from each apprentice's contract or indenture.
<b>SUBJOURNEY:</b>	Subjourney wage rates may be available for some of the trades or occupations indicated below with the exception of laborers, truck drivers and heavy equipment operators. Any employer interested in using a subjourney classification on this project MUST complete Form ERD-10880 and request the applicable wage rate from the Department of Workforce Development PRIOR to using the subjourney worker on this project.

This document **MUST BE POSTED** by the **CONTRACTING AGENCY** in at least one conspicuous and easily accessible place **on the site of the project**. A local governmental unit may post this document at the place normally used to post public notices if there is no common site on the project. This document **MUST** remain posted during the entire time any worker is employed on the project and **MUST** be physically incorporated into the specifications and all contracts and subcontracts. If you have any questions, please write to the Equal Rights Division, Labor Standards Bureau, P.O. Box 8928, Madison, Wisconsin 53708 or call (608) 266-6861.

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**The following statutory provisions apply to local governmental unit projects of public works and are set forth below pursuant to the requirements of s. 66.0903(8), Stats.**

**s. 66.0903 (1) (f) & s. 103.49 (1) (c) "PREVAILING HOURS OF LABOR"** for any trade or occupation in any area means 10 hours per day and 40 hours per week and may not include any hours worked on a Saturday or Sunday or on any of the following holidays:

1. January 1.
2. The last Monday in May.
3. July 4.
4. The first Monday in September.
5. The 4th Thursday in November.
6. December 25.
7. The day before if January 1, July 4 or December 25 falls on a Saturday.
8. The day following if January 1, July 4 or December 25 falls on a Sunday.

**s. 66.0903 (10) RECORDS; INSPECTION; ENFORCEMENT.**

(a) Each contractor, subcontractor, or contractor's or subcontractor's agent performing work on a project of public works that is subject to this section shall keep full and accurate records clearly indicating the name and trade or occupation of every person performing the work described in sub. (4) and an accurate record of the number of hours worked by each of those persons and the actual wages paid for the hours worked.

**s. 66.0903 (11) LIABILITY AND PENALTIES.**

(a) 1. Any contractor, subcontractor, or contractor's or subcontractor's agent who fails to pay the prevailing wage rate determined by the department under sub. (3) or who pays less than 1.5 times the hourly basic rate of pay for all hours worked in excess of the prevailing hours of labor is liable to any affected employee in the amount of his or her unpaid wages or his or her unpaid overtime compensation and in an additional amount as liquidated damages as provided under subd. 2., 3., whichever is applicable.

2. If the department determines upon inspection under sub. (10) (b) or (c) that a contractor, subcontractor, or contractor's or subcontractor's agent has failed to pay the prevailing wage rate determined by the department under sub. (3) or has paid less than 1.5 times the hourly basic rate of pay for all hours worked in excess of the prevailing hours of labor, the department shall order the contractor to pay to any affected employee the amount of his or her unpaid wages or his or her unpaid overtime compensation and an additional amount equal to 100 percent of the amount of those unpaid wages or that unpaid overtime compensation as liquidated damages within a period specified by the department in the order.

3. In addition to or in lieu of recovering the liability specified in subd. 1. as provided in subd. 2., any employee for and in behalf of that employee and other employees similarly situated may commence an action to recover that liability in any court of competent jurisdiction. If the court finds that a contractor, subcontractor, or contractor's or subcontractor's agent has failed to pay the prevailing wage rate determined by the department under sub. (3) or has paid less than 1.5 times the hourly basic rate of pay for all hours worked in excess of the prevailing hours of labor, the court shall order the contractor, subcontractor, or agent to pay to any affected employee the amount of his or her unpaid wages or his or her unpaid overtime compensation and an additional amount equal to 100 percent of the amount of those unpaid wages or that unpaid overtime compensation as liquidated damages.

5. No employee may be a party plaintiff to an action under subd. 3. unless the employee consents in writing to become a party and the consent is filed in the court in which the action is brought. Notwithstanding s. 814.04 (1), the court shall, in addition to any judgment awarded to the plaintiff, allow reasonable attorney fees and costs to be paid by the defendant.

<b>BUILDING OR HEAVY CONSTRUCTION</b>
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Includes sheltered enclosures with walk-in access for the purpose of housing persons, employees, machinery, equipment or supplies and non-sheltered work such as canals, dams, dikes, reservoirs, storage tanks, etc. A sheltered enclosure need not be "habitable" in order to be considered a building. The installation of machinery and/or equipment, both above and below grade level, does not change a project's character as a building. On-site grading, utility work and landscaping are included within this definition. Residential buildings of four (4) stories or less, agricultural buildings, parking lots and driveways are NOT included within this definition.

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**SKILLED TRADES**

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<b>Fringe Benefits Must Be Paid On <u>All</u> Hours Worked</b>		<b>HOURLY BASIC RATE OF PAY</b>	<b>HOURLY FRINGE BENEFITS</b>	<b>TOTAL</b>
<b>CODE</b>	<b>TRADE OR OCCUPATION</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
101	Acoustic Ceiling Tile Installer Future Increase(s): Add \$1.65/hr on 6/1/2016.	35.28	20.96	56.24
102	Boilermaker	30.21	21.97	52.18
103	Bricklayer, Blocklayer or Stonemason Future Increase(s): Add \$1.45 on 06/06/2016 Premium Increase(s): DOT PREMIUM: Pay two times the hourly basic rate on Sunday, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day & Christmas Day.	36.74	19.26	56.00
104	Cabinet Installer Future Increase(s): Add \$1.65/hr on 6/1/2016.	35.28	20.96	56.24
105	Carpenter Future Increase(s): Add \$1.65/hr on 6/1/2016. Premium Increase(s): DOT PREMIUM: Pay two times the hourly basic rate on Sunday, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day & Christmas Day.	35.28	20.96	56.24
106	Carpet Layer or Soft Floor Coverer Future Increase(s): Add \$1.65/hr on 6/1/2016.	35.28	20.96	56.24
107	Cement Finisher Future Increase(s): Add \$1.45 on 05/31/2016	32.88	19.88	52.76
108	Drywall Taper or Finisher Future Increase(s): Add \$1.00/hr eff. 06/01/2016; Add \$1.05/hr eff. 06/01/2017	30.42	21.19	51.61
109	Electrician Future Increase(s): Add \$1.60 on 6/1/16; Add \$1.70 on 6/1/17 Premium Increase(s): DOT PREMIUM: Pay two times the hourly basic rate on Sunday, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day & Christmas Day.	35.13	23.19	58.32

<b>Fringe Benefits Must Be Paid On <u>All</u> Hours Worked</b>		<b>HOURLY BASIC RATE OF PAY</b>	<b>HOURLY FRINGE BENEFITS</b>	<b>TOTAL</b>
<b>CODE</b>	<b>TRADE OR OCCUPATION</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
110	Elevator Constructor	43.84	27.09	70.93
111	Fence Erector	24.73	19.69	44.42
112	Fire Sprinkler Fitter	39.66	21.11	60.77
113	Glazier Future Increase(s): Add \$.90/hr eff. 06/01/2016	34.45	18.99	53.44
114	Heat or Frost Insulator	33.53	27.31	60.84
115	Insulator (Batt or Blown)	23.62	11.55	35.17
116	Ironworker	30.77	23.72	54.49
117	Lather	34.13	20.61	54.74
118	Line Constructor (Electrical)	40.81	18.06	58.87
119	Marble Finisher	25.72	18.54	44.26
120	Marble Mason	35.89	18.77	54.66
121	Metal Building Erector	19.00	2.00	21.00
122	Millwright Future Increase(s): Add \$1.35/hr on 6/1/2016.	29.78	26.38	56.16
123	Overhead Door Installer	28.73	0.00	28.73
124	Painter Future Increase(s): Add \$1.00/hr on 06/01/2016; Add \$1.05/hr on 06/01/2017 Premium Increase(s): Add \$.20/hr for paperhanging; Add \$.35/hr for bridge, iron and drywall; Add \$.75/hr for spraying and sandblasting; Add \$.60/hr for EIFS work; Add \$1.00/hr for lead based paint removal.	30.07	21.19	51.26
125	Pavement Marking Operator	30.00	19.61	49.61
126	Piledriver Future Increase(s): Add \$1.60/hr on 6/1/2016. Premium Increase(s): Add \$.65/hr for Piledriver Loftsmen; Add \$.75/hr for Sheet Piling Loftsmen. DOT PREMIUM: Pay two times the hourly basic rate on Sunday, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day & Christmas Day.	30.58	27.54	58.12
127	Pipeline Fuser or Welder (Gas or Utility)	41.01	21.54	62.55
129	Plasterer	30.22	20.53	50.75

<b>Fringe Benefits Must Be Paid On <u>All</u> Hours Worked</b>		<b>HOURLY BASIC RATE OF PAY</b>	<b>HOURLY FRINGE BENEFITS</b>	<b>TOTAL</b>
<b>CODE</b>	<b>TRADE OR OCCUPATION</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
130	Plumber Future Increase(s): Add \$2/hr on 6/1/16; Add \$2/hr on 6/1/17.	39.62	20.12	59.74
132	Refrigeration Mechanic Future Increase(s): Add \$2.00 on 6/1/16; Add \$2.00 on 6/1/17	42.36	21.99	64.35
133	Roofer or Waterproofer	29.65	18.61	48.26
134	Sheet Metal Worker	37.91	21.05	58.96
135	Steamfitter Future Increase(s): Add \$2.00 on 6/1/16; Add \$2.00 on 6/1/17	42.36	21.99	64.35
137	Teledata Technician or Installer Premium Increase(s): DOT PREMIUM: Pay two times the hourly basic rate on Sunday, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day & Christmas Day.	26.00	17.74	43.74
138	Temperature Control Installer	41.01	21.54	62.55
139	Terrazzo Finisher	25.72	18.54	44.26
140	Terrazzo Mechanic Future Increase(s): Add \$1.45 on 06/06/2016	31.59	19.60	51.19
141	Tile Finisher	30.00	0.00	30.00
142	Tile Setter	30.18	17.34	47.52
143	Tuckpointer, Caulker or Cleaner	34.28	18.60	52.88
144	Underwater Diver (Except on Great Lakes)	36.74	16.00	52.74
146	Well Driller or Pump Installer Future Increase(s): Add \$1/hr on 6/1/2016; Add \$1/hr on 6/1/2017.	25.32	16.40	41.72
147	Siding Installer	17.00	6.71	23.71
150	Heavy Equipment Operator - ELECTRICAL LINE CONSTRUCTION ONLY	36.73	20.41	57.14
151	Light Equipment Operator -ELECTRICAL LINE CONSTRUCTION ONLY	32.65	14.96	47.61
152	Heavy Truck Driver - ELECTRICAL LINE CONSTRUCTION ONLY	28.57	13.71	42.28
153	Light Truck Driver - ELECTRICAL LINE CONSTRUCTION ONLY	26.53	13.55	40.08
154	Groundman - ELECTRICAL LINE CONSTRUCTION ONLY	25.00	12.55	37.55

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**TRUCK DRIVERS**


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<b>Fringe Benefits Must Be Paid On <u>All</u> Hours Worked</b>		<b>HOURLY BASIC RATE OF PAY</b>	<b>HOURLY FRINGE BENEFITS</b>	<b>TOTAL</b>
<b>CODE</b>	<b>TRADE OR OCCUPATION</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
201	Single Axle or Two Axle	34.47	18.70	53.17
203	Three or More Axle	20.00	18.19	38.19
204	Articulated, Euclid, Dumptor, Off Road Material Hauler Future Increase(s): Add \$1.60/hr on 5/30/2016.	33.02	19.15	52.17
205	Pavement Marking Vehicle	20.00	18.19	38.19
207	Truck Mechanic	20.00	18.19	38.19

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**LABORERS**


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<b>Fringe Benefits Must Be Paid On <u>All</u> Hours Worked</b>		<b>HOURLY BASIC RATE OF PAY</b>	<b>HOURLY FRINGE BENEFITS</b>	<b>TOTAL</b>
<b>CODE</b>	<b>TRADE OR OCCUPATION</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
301	General Laborer	29.01	17.39	46.40
302	Asbestos Abatement Worker	19.00	0.00	19.00
303	Landscaper	14.00	11.63	25.63
310	Gas or Utility Pipeline Laborer (Other Than Sewer and Water)	20.83	18.39	39.22
311	Fiber Optic Laborer (Outside, Other Than Concrete Encased)	18.53	0.00	18.53
314	Railroad Track Laborer	17.00	5.43	22.43
315	Final Construction Clean-Up Worker	29.01	17.39	46.40

**HEAVY EQUIPMENT OPERATORS  
SITE PREPARATION, UTILITY OR LANDSCAPING WORK ONLY**

<b>Fringe Benefits Must Be Paid On <u>All</u> Hours Worked</b>				
<b>CODE</b>	<b>TRADE OR OCCUPATION</b>	<b>HOURLY BASIC RATE OF PAY</b>	<b>HOURLY FRINGE BENEFITS</b>	<b>TOTAL</b>
		<b>\$</b>	<b>\$</b>	<b>\$</b>
501	Air Track, Rotary or Percussion Drilling Machine &/or Hammers, Blaster; Asphalt Milling Machine; Boring Machine (Directional, Horizontal or Vertical); Backhoe (Track Type) Having a Mfgr's Rated Capacity of 130,000 Lbs. or Over; Backhoe (Track Type) Having a Mfgr's Rated Capacity of Under 130,000 Lbs., Backhoe (Mini, 15,000 Lbs. & Under); Bulldozer or Endloader (Over 40 hp); Compactor (Self-Propelled 85 Ft Total Drum Width & Over, or Tractor Mounted, Towed & Light Equipment); Concrete Batch Plant, Batch Hopper; Concrete Breaker (Large, Auto, Vibratory/Sonic, Manual or Remote); Crane, Shovel, Dragline, Clamshells; Forklift (Machinery Moving or Steel Erection, 25 Ft & Over); Gradall (Cruz-Aire Type); Grader or Motor Patrol; Master Mechanic; Mechanic or Welder; Robotic Tool Carrier (With or Without Attachments); Scraper (Self Propelled or Tractor Drawn) 5 cu yds or More Capacity; Tractor or Truck Mounted Hydraulic Backhoe; Tractor or Truck Mounted Hydraulic Crane (10 Tons or Under); Tractor (Scraper, Dozer, Pusher, Loader); Trencher (Wheel Type or Chain Type Having Over 8 Inch Bucket). Future Increase(s): Add \$1.60/hr on 5/30/2016.	35.52	19.15	54.67
502	Backfiller; Broom or Sweeper; Bulldozer or Endloader (Under 40 hp); Environmental Burner; Forestry Equipment, Timbco, Tree Shear, Tub Grinder, Processor; Jeep Digger; Screed (Milling Machine); Skid Rig; Straddle Carrier or Travel Lift; Stump Chipper; Trencher (Wheel Type or Chain Type Having 8 Inch Bucket & Under). Future Increase(s): Add \$1.60/hr on 5/30/2016.	35.52	19.15	54.67
503	Air Compressor (&/or 400 CFM or Over); Augers (Vertical & Horizontal); Compactor (Self-Propelled 84 Ft Total Drum Width & Under, or Tractor Mounted, Towed & Light Equipment); Crusher, Screening or Wash Plant; Farm or Industrial Type Tractor; Forklift; Generator (&/or 150 KW or Over); Greaser; High Pressure Utility Locating Machine (Daylighting Machine); Mulcher; Oiler; Post Hole Digger or Driver; Pump (3 Inch or Over) or Well Points; Refrigeration Plant or Freeze Machine; Rock, Stone Breaker; Skid Steer Loader (With or Without Attachments); Vibratory Hammer or Extractor, Power Pack. Future Increase(s): Add \$1.60/hr on 5/30/2016.	35.22	19.15	54.37
504	Work Performed on the Great Lakes Including Diver; Wet Tender or Hydraulic Dredge Engineer.	41.65	21.71	63.36
505	Work Performed on the Great Lakes Including Crane or Backhoe Operator; Assistant Hydraulic Dredge Engineer; Hydraulic Dredge Leverman or Diver's Tender; Mechanic or Welder; 70 Ton & Over Tug Operator. Future Increase(s): Add \$1.25/hr on 1/1/2017. Premium Increase(s): Add \$.50/hr for Friction Crane, Lattice Boom or Crane Certification (CCO).	44.05	23.24	67.29

<b>Fringe Benefits Must Be Paid On <u>All</u> Hours Worked</b>		<b>HOURLY BASIC RATE OF PAY</b>	<b>HOURLY FRINGE BENEFITS</b>	<b>TOTAL</b>
<b>CODE</b>	<b>TRADE OR OCCUPATION</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
506	Work Performed on the Great Lakes Including Deck Equipment Operator or Machineryman (Maintains Cranes Over 50 Tons or Backhoes 115,000 Lbs. or More); Tug, Launch or Loader, Dozer or Like Equipment When Operated on a Barge, Breakwater Wall, Slip, Dock or Scow, Deck Machinery. Future Increase(s): Add \$1.25/hr on 1/1/2017.	39.20	23.09	62.29
507	Work Performed on the Great Lakes Including Deck Equipment Operator, Machineryman or Fireman (Operates 4 Units or More or Maintains Cranes 50 Tons or Under or Backhoes 115,000 Lbs. or Under); Deck Hand, Deck Engineer or Assistant Tug Operator; Off Road Trucks - Great Lakes ONLY.	36.72	21.15	57.87

**HEAVY EQUIPMENT OPERATORS  
EXCLUDING SITE PREPARATION, UTILITY, PAVING LANDSCAPING WORK**

<b>Fringe Benefits Must Be Paid On <u>All</u> Hours Worked</b>		<b>HOURLY BASIC RATE OF PAY</b>	<b>HOURLY FRINGE BENEFITS</b>	<b>TOTAL</b>
<b>CODE</b>	<b>TRADE OR OCCUPATION</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
508	Boring Machine (Directional); Crane, Tower Crane, Pedestal Tower or Derrick, With or Without Attachments, With a Lifting Capacity of Over 100 Tons, Self-Erecting Tower Crane With a Lifting Capacity of Over 4,000 Lbs., Crane With Boom Dollies; Crane, Tower Crane, Pedestal Tower or Derrick, With Boom, Leads &/or Jib Lengths Measuring 176 Ft or Over; Master Mechanic. Premium Increase(s): Crane Operators with CCO certification add \$.50/hr. Cranes with boom length over 200 ft. not exceeding 300 ft. OR lifting capacity over 200 ton not exceeding 300 ton add \$.50/hr. Over 300 ton OR 300 ft. add \$.01/hr. per foot OR ton whichever is greater.	41.66	20.65	62.31
509	Backhoe (Track Type) Having a Mfgr's Rated Capacity of 130,000 Lbs. or Over; Boring Machine (Horizontal or Vertical); Caisson Rig; Crane, Tower Crane, Portable Tower, Pedestal Tower or Derrick, With or Without Attachments, With a Lifting Capacity of 100 Tons or Under, Self-Erecting Tower Crane With A Lifting Capacity Of 4,000 Lbs. & Under; Crane, Tower Crane, Portable Tower, Pedestal Tower or Derrick, With Boom, Leads &/or Jib Lengths Measuring 175 Ft or Under; Pile Driver; Versi Lifts, Tri-Lifts & Gantrys (20,000 Lbs. & Over). Premium Increase(s): Crane Operators with CCO certification add \$.50/hr.	41.16	20.65	61.81
510	Backhoe (Track Type) Having a Mfgr.'s Rated Capacity of Under 130,000 Lbs., Backhoe (Mini, 15,000 Lbs. & Under); Concrete Bump Cutter, Grinder, Planing or Grooving Machine; Concrete Laser/Screed; Concrete Paver (Slipform); Concrete Pump (Over 46 Meter), Concrete Conveyor (Rotec or Bidwell Type); Concrete Slipform Placer Curb & Gutter Machine; Concrete Spreader & Distributor; Dredge (NOT Performing Work on the Great Lakes); Forklift (Machinery Moving or Steel Erection, 25 Ft & Over); Gradall (Cruz-Aire Type); Hydro-Blaster (10,000 PSI or Over); Milling Machine; Skid Rig; Traveling Crane (Bridge Type). Premium Increase(s): Crane Operators with CCO certification add \$.50/hr.	40.66	20.65	61.31

<b>Fringe Benefits Must Be Paid On <u>All</u> Hours Worked</b>		<b>HOURLY BASIC RATE OF PAY</b>	<b>HOURLY FRINGE BENEFITS</b>	<b>TOTAL</b>
<b>CODE</b>	<b>TRADE OR OCCUPATION</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
511	Air, Track, Rotary or Percussion Drilling Machine &/or Hammers, Blaster; Bulldozer or Endloader (Over 40 hp); Compactor (Self-Propelled 85 Ft Total Drum Width & Over, or Tractor Mounted, Towed & Light Equipment); Concrete Pump (46 Meter & Under), Concrete Conveyor (Rotec or Bidwell Type); Crane (Carry Deck, Mini) or Truck Mounted Hydraulic Crane (10 Tons or Under); Environmental Burner; Gantrys (Under 20,000 Lbs.); Grader or Motor Patrol; High Pressure Utility Locating Machine (Daylighting Machine); Manhoist; Material or Stack Hoist; Mechanic or Welder; Railroad Track Rail Leveling Machine, Tie Placer, Extractor, Tamper, Stone Leveler or Rehabilitation Equipment; Roller (Over 5 Ton); Scraper (Self Propelled or Tractor Drawn) 5 cu yd or More Capacity; Screed (Milling Machine); Sideboom; Straddle Carrier or Travel Lift; Tining or Curing Machine; Tractor (Scraper, Dozer, Pusher, Loader); Tractor or Truck Mounted Hydraulic Backhoe; Tractor or Truck Mounted Hydraulic Crane (10 Tons or Under); Trencher (Wheel Type or Chain Type Having Over 8-Inch Bucket).	39.97	20.65	60.62
512	Backfiller; Broom or Sweeper; Bulldozer or Endloader (Under 40 hp); Compactor (Self-Propelled 84 Ft Total Drum Width & Under, or Tractor Mounted, Towed & Light Equipment); Concrete Batch Plant, Batch Hopper; Concrete Breaker (Large, Auto, Vibratory/Sonic, Manual or Remote); Concrete Conveyor System; Concrete Finishing Machine (Road Type); Fireman (Pile Driver & Derrick NOT Performing Work on the Great Lakes); Grout Pump; Hoist (Tugger, Automatic); Industrial Locomotives; Jeep Digger; Lift Slab Machine; Mulcher; Roller (Rubber Tire, 5 Ton or Under); Screw or Gypsum Pumps; Stabilizing or Concrete Mixer (Self-Propelled or 14S or Over); Stump Chipper; Trencher (Wheel Type or Chain Type Having 8-Inch Bucket & Under); Winches & A-Frames.	38.09	20.65	58.74
513	Air Compressor (&/or 400 CFM or Over); Air, Electric or Hydraulic Jacking System; Augers (Vertical & Horizontal); Boatmen (NOT Performing Work on the Great Lakes); Boiler (Temporary Heat); Crusher, Screening or Wash Plant; Elevator; Farm or Industrial Type Tractor; Fireman (Asphalt Plant NOT Performing Work on the Great Lakes); Forklift; Generator (&/or 150 KW or Over); Greaser; Heaters (Mechanical); Loading Machine (Conveyor); Oiler; Post Hole Digger or Driver; Prestress Machine; Pump (3 Inch or Over) or Well Points; Refrigeration Plant or Freeze Machine; Robotic Tool Carrier (With or Without Attachments); Rock, Stone Breaker; Skid Steer Loader (With or Without Attachments); Vibratory Hammer or Extractor, Power Pack.	32.94	20.65	53.59
514	Gas or Utility Pipeline, Except Sewer & Water (Primary Equipment). Future Increase(s): Add \$1/hr on 5/30/2016.	37.04	22.44	59.48
515	Gas or Utility Pipeline, Except Sewer & Water (Secondary Equipment).	34.76	20.30	55.06
516	Fiber Optic Cable Equipment	21.00	0.00	21.00

# **Department of Public Works General Specifications**

Provisions of the Department of Public Works General Specifications dated January 31, 1992, 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 a copy, please go to the following link and click on “General Specifications”

[http://www.mpw.net/services/bids\\_home](http://www.mpw.net/services/bids_home)

**BID BOND**  
**CITY OF MILWAUKEE, WISCONSIN**  
LICENSED SURETY CORPORATION BID BOND

KNOW ALL MEN BY THESE PRESENTS, That we, .....

.....

of .....  
(Street and Number) (City) (State)

as principal and ..... of .....  
(Home Office)

as surety are held and firmly bound unto the City of Milwaukee, Wisconsin, hereinafter called City in  
the penal sum of .....

..... Dollars,

to be paid to the City: its successors and assigns, for which payment well and truly to be made, we bind ourselves, and our heirs, executors, and, administrators, or successors and assigns, as the case may be, jointly and severally, firmly by these presents.

WHEREAS, the above bounden principal is making a proposal in writing dated .....  
20 ....., to the Commissioner of City Development of the City, according to Official Notice No .....  
20 ....., of said Commissioner for furnishing all material, equipment, labor and everything necessary for  
the completion of the work of...

according to plans, specifications and the other contract documents on file in the office of said  
Commissioner, a copy of which proposal is by reference made a part hereof, and the said proposal is  
accompanied with this bond.

NOW, THE CONDITION OF THIS OBLIGATION IS SUCH, that if the above bounden principal shall  
execute the contract in quadruplicate, in accordance with the proposal as accepted, with approved licensed  
surety corporation bound thereto for the faithful performance and proper fulfillment

of such contract, and return the same to the office of the said Commissioner within the time limit specified in said proposal, then the above obligation shall be void, otherwise it shall be and remain in full force and effect.

In witness whereof, the above bounden parties have executed this instrument under their several seals at Milwaukee, Wisconsin, this ..... day of ..... 20 ....., the name and corporate seal of each corporate party being hereto affixed and this instrument signed by its duly authorized representative.

Bidder Witnesses ..... **(Seal)**  
(Bidder)

.....  
By .....  
.....  
(Name and Title)

Surety Witnesses .....  
(Surety)

.....  
By .....  
.....  
(Attorney-in-Fact or Agent)

(Seal of Surety)

Name of Surety Contact Person \_\_\_\_\_ and Phone Number \_\_\_\_\_  
(Please Print)

**NOTE: The affidavit on the following page must be properly executed before this bond will be approved.**

# PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS: that

\_\_\_\_\_  
(Name of Contractor)

\_\_\_\_\_  
(Address of Contractor)

a \_\_\_\_\_, hereinafter called Principal,  
(Corporation, Partnership, or Individual)

and \_\_\_\_\_  
(Name of Surety)

\_\_\_\_\_  
(Address of Surety)

hereinafter called Surety, are held and firmly bound unto \_\_\_\_\_

\_\_\_\_\_  
(Name of Owner)

\_\_\_\_\_  
(Address of Owner)

hereinafter called Owner, .in the penal sum of \_\_\_\_\_

\_\_\_\_\_ Dollars, \$ (\_\_\_\_\_)

in lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION is such that whereas, the Principal entered into a certain contract with the Owner, dated the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_, a copy of which is hereto attached and made a part hereof for the construction of:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
NOW, THEREFORE, if the Principal shall well, truly and faithfully perform its duties, all the undertakings, covenants, terms, conditions, and agreements of said contract during the original term thereof, and any extensions thereof which may be granted by the Owner, with or without notice to the Surety, and .if he shall satisfy all claims and demands incurred Under such contract, and shall fully indemnify and save harmless the Owner from all costs and damages which it may suffer by reason of failure to do so, and shall reimburse and repay the Owner all outlay and expense which the Owner may incur in making good any default, then this obligation shall be void; otherwise to remain in full force and effect.

PROVIDED FURTHER, that the said Surety, for value received hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the contract or to the work to be performed thereunder or the specifications accompanying the same shall in any wise effect its obligation on this bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the contract or to the work or to the specifications.

PROVIDED FURTHER, that no final settlement between the Owner and the Contractor shall abridge the right of any beneficiary hereunder, whose claim may be unsatisfied.

IN WITNESS WHEREOF, this instrument is executed in four (4) counterparts, each one of which shall be deemed an original, this the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

(SEAL)

Principal

Witnesses

\_\_\_\_\_  
\_\_\_\_\_

By \_\_\_\_\_

Title

Address

Surety

Surety Witnesses

\_\_\_\_\_  
\_\_\_\_\_

By \_\_\_\_\_

Attorney-in-Fact or Agent

(SEAL OF SURETY)

Name of Surety Contact Person \_\_\_\_\_ and Phone Number \_\_\_\_\_  
(Please Print)

NOTE: The affidavit on the following page must be properly executed before this bond will be approved. Date of Bond must not be prior to date of Contract. If Contractor is Partnership, all partners should execute bond.

**IMPORTANT:** Surety companies executing bonds must appear on the Treasury Department's most current list and be authorized to transact business in the State where the project is located.

# PAYMENT BOND

KNOW ALL MEN BY THESE PRESENTS: that

\_\_\_\_\_

(Name of Contractor)

\_\_\_\_\_

(Address of Contractor)

a \_\_\_\_\_, hereinafter called Principal,  
(Corporation, Partnership, or Individual)

and \_\_\_\_\_  
(Name of Surety)

\_\_\_\_\_

(Address of Surety)

hereinafter called Surety, are held and firmly bound unto \_\_\_\_\_

\_\_\_\_\_

(Name of Owner)

\_\_\_\_\_

(Address of Owner)

hereinafter called Owner, in the penal sum of \_\_\_\_\_

\_\_\_\_\_ Dollars, \$ (\_\_\_\_\_)

in lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION is such that whereas, the Principal entered into a certain contract with the Owner, dated the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_, a copy of which is hereto attached and made a part hereof for the construction of:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOW, THEREFORE, if the Principal shall well, truly and faithfully perform its duties, all the undertakings, covenants, terms, conditions, and agreements of said contract during the original term thereof, and any extensions thereof which may be granted by the Owner, with or without notice to the Surety, and .if he shall satisfy all claims and demands incurred Under such contract, and shall fully indemnify and save harmless the Owner from all costs and damages which it may suffer by reason of failure to do so, and shall reimburse and repay the Owner all outlay and expense which the Owner may incur in making good any default, then this obligation shall be void; otherwise to remain in full force and effect.

PROVIDED FURTHER, that the said Surety, for value received hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the contract or to the work to be performed thereunder or the specifications accompanying the same shall in any wise effect its obligation on this bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the contract or to the work or to the specifications.

PROVIDED FURTHER, that no final settlement between the Owner and the Contractor shall abridge the right of any beneficiary hereunder, whose claim may be unsatisfied.

IN WITNESS WHEREOF, this instrument is executed in four (4) counterparts, each one of which shall be deemed an original, this the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

(SEAL)

Principal

Witnesses

\_\_\_\_\_ By \_\_\_\_\_

\_\_\_\_\_ Title

Address

Surety

Surety Witnesses

Surety - Contract MAILING Address

\_\_\_\_\_ By \_\_\_\_\_

Attorney-in-Fact or Agent

(SEAL OF SURETY)

Name of Surety Contact Person \_\_\_\_\_ and Phone Number \_\_\_\_\_

(Please Print)

NOTE: The affidavit on the following page must be properly executed before this bond will be approved. Date of Bond must not be prior to date of Contract. If Contractor is Partnership, all partners should execute bond.

IMPORTANT: Surety companies executing bonds must appear on the Treasury Department's most current list and be authorized to transact business in the State where the project is located.

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Specifications

Department of Public Works  
**Official Notice #109-1-2016**

**Century City Business Park  
Building 36  
Mechanical Unit Maintenance  
3533 North 27<sup>th</sup> Street,  
Milwaukee, WI**

Technical Specifications and Drawings

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BIDDING REQUIREMENTS

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SECTION 00100: INSTRUCTIONS TO BIDDERS

See also Instructions to Bidders in the "General Specifications" of the Department of Public Works, City of Milwaukee, Wisconsin, dated January 31, 1992, and all subsequent addenda.

BID FORM:

Submit unit price and percent markup for the work as indicated and specified herein, complete in every respect. Bid will be awarded on the basis of the bid formula included under "Bid Evaluation" in this section.

Bids will not be accepted in any form except on the bid form included with this project manual.

The contractor must recognize and abide by the right of the Owner (City of Milwaukee, the Redevelopment Authority, Century City Redevelopment Corporation, or its authorized representative(s)) to accept or reject any or all bids in the best interests of the City.

UNIT PRICE BIDS

Each bidder shall provide on the bid proposal the following unit prices that were used in arriving at the Base Bid. The unit prices will be used for additions to or deductions from work required under the contract.

Unit Price 1:

State the amount per hour for the Regular Labor Wage Rate

Unit Price 2:

State the percentage markup to be added to original equipment manufacturers (OEM) parts, which are beyond the scope of this specification, furnished and installed.

Unit Price 3:

State the amount for the Subcontractor Percent Markup

Unit Price 4:

State the amount per hour for Regular Overtime Labor Wage Rate

Unit Price 5:

State the amount per hour for the Holiday Overtime Labor Wage Rate

BID EVALUATION:

Base bid defined by following formula.

See Section 00700 General Conditions for definition of Labor and other information

Bids will be evaluated by adding one (1) to percent bid and multiplying it by related contract breakdown figures listed in the paragraph below. Percentage markups of Contractor will be expressed as a decimal for bid evaluation only. Contract award will be based on calculated BASE BID TOTAL

BASE BID TOTAL based on submitted regular labor wage rate; percentage markup for material and subcontractor costs; overtime wage rate; and holiday wage rate.

**Contract Breakdown Figures:**

Contract break down figures between regular labor, materials, subcontractors, overtime labor and holiday labor shall be as follows: (The following are figures for bid evaluation purposes only and are not an indication or guaranty of work.)

<u>Contract</u>	<u>Reg. Labor</u>	<u>Material</u>	<u>Subcontractor</u>	<u>Overtime</u>	<u>Holiday</u>
Mechanical	200 hours	\$4,500	\$4,500	40 hours	20 hours

**Formula Example:**

Example of bid evaluation formula for Mechanical Maintenance, with base regular labor wage rate of \$70, 10 percent material markup (per underlined), 5 percent subcontractor markup (per underlined), overtime wage rate of 105.00, and holiday wage rate of 140.00:

LABOR		\$70 times 200 =	\$14,000.00
MATERIAL	1 plus <u>.10</u> = 1.10	times \$4,500 =	\$4,950.00
SUBCONTRACTOR	1 plus <u>.05</u> = 1.05	times \$4,500 =	\$4,725.00
OVERTIME		105.00 times 40 =	\$4,200.00
HOLIDAY		140.00 times 20 =	\$2,800.00

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BASE BID TOTAL \$30,675.00

**CONTRACT AWARD:**

The Commissioner of Public Works will award the contract on the basis of the Base Bid only. Bidders are required to submit a letter of qualifications with their bid. The information to be included in these qualifications is detailed in Section 15000 of the specifications. The contract will not be awarded until the City is satisfied that the low bidder is qualified to perform the work

**SITE VISIT:**

All contractors shall visit the site, consult the project manual (when available), be familiar with the work of other contractors and determine for themselves all conditions affecting the work.

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

**COMPLETION DATE:**

The start and completion dates are stated in the Specific Official Notice. For each specific project, CCRC will request the Contractor to prepare a project-specific work plan, schedule and cost estimate, based on the fee structure, and submit it to CCRC for approval. Upon approval, the approved project-specific work plan, schedule and cost estimate shall be incorporated into the Contract. CCRC will issue a written Notice to Proceed to the Contractor to commence work on the project. The project-specific work plan, schedule and cost estimate may be amended as necessary if mutually agreed upon by both parties.

**BASE BID EXCLUSIONS:**

Work identified as "work done by others" or "Work not Covered under the Contract"

00100/3

ADDITIONAL PLANS/PROJECT MANUALS

The successful contractor will be responsible for furnishing all additional copies of project manuals, addenda, etc., as may be needed by the contractor and subcontractors. The City will cooperate by making originals available to the contractor's printer of choice (when available).

SECTION 00700: GENERAL CONDITIONS1. SCOPE:A. Index:

1. Scope
2. DPW General Specifications
3. Definitions
4. Project Coordination
5. Supervision of Work
6. Safety Regulations
7. Code Rules

2. Department of Public Works General Specifications:

Provisions of the Department of Public Works General Specifications dated January 31, 1992, and subsequent addenda except as may be modified or expanded upon in this project manual, shall apply to all contractors and subcontractors working on the project. Copies of the General Specifications can be found on the city's website [www.city.milwaukee.gov](http://www.city.milwaukee.gov)

3. Definitions:

- A. Owner: Century City Redevelopment Corporation (CCRC), Redevelopment Authority of the City of Milwaukee (RACM), or its authorized representative. The CCRC is a corporation owned and controlled by the City of Milwaukee. RACM is an independent corporation created by state statute that works directly with the City of Milwaukee. CCRC, RACM, or City can be used interchangeably when referencing the owner.
- B. Facilities Manager: CCRC Project Manager or authorized representative.
- C. Project Inspector: The authorized representative of the Commissioner assigned to make detailed inspection of any or all portions of the work and materials thereof. These inspections are not a substitute to those required by the Department of Neighborhood Services for permit and code compliance.
- D. Addenda: Written or graphic instruments issued prior to the execution of the contract which modify or interpret the bidding documents, including drawings and project manual by additions, deletions, clarifications or corrections. Addenda will become part of the contract documents when the contract is executed.
- E. Contract Drawings: CCRC will provide when available on a project by project basis.
- F. Utility: WE Energies.
- G. End User: CCRC.
- H. Wage Rate: Sum of hourly basic rate plus hourly fringe benefits for Trade or Occupation. Prevailing Wage Rates issued by the State of Wisconsin, Department of Workforce Development is part of this Project Manual. See attached wage decision.
- I. Regular Labor, Subcontractor Labor and Material Markups: Include overhead, Labor Insurance (which shall include Federal and State Unemployment Workers Compensation, and FICA Social Security Insurance and contributions paid by Employer Contractor for each employee), Bonds, Property Insurance, Comprehensive General

Liability Insurance, Industry Programs, other expenses, and profit on "Wage Rate" and/or "cost".

J. Cost: Exact amount of Contractor pays

4. Project Coordination:

- A. Contractors are required, so far as possible, to arrange work and to dispose of materials so as not to interfere with the work or storage of materials of other contractors City forces engaged upon the work or tenants of the building.
- B. Contractors shall give full cooperation to other trades and furnish any information necessary to permit the work of all trades to be installed satisfactorily and with the least possible interference or delay.
- C. Where the work of a contractor will be installed in close proximity to the work of other trades, or where there is evidence that the work of a contractor will interfere with the work of other trades, he shall assist in working out space conditions to make satisfactory adjustments.
- D. If a contractor installs work before coordinating it with other trades or so as to cause interference with work of other trades, he shall make necessary changes in his work to correct the condition without extra charge.
- E. Contractors are required to join their work to that of others in a proper manner, and in accordance with the spirit of the plans and project manual, and to perform the work in the proper sequence in relation to that of other contractors, and as may be directed by the Project Inspector.

5. Supervision of Work:

- A. Contractors shall furnish the services of an experienced engineer or superintendent.
- B. He shall be constantly in charge of the installation of the work together with all subcontractors, skilled workers, helpers, and labor required to unload, transfer, erect, connect up, adjust, start, operate and test each system.
- C. He shall be thoroughly acquainted with and be responsible for the various subcontractors' work so that it is properly coordinated and supervised to the satisfaction of the Commissioner of Public Works or his representative.
- D. Upon written notice to a contractor of the lack of such coordination and supervision, the Commissioner of Public Works may authorize such services as may be required and deduct the cost of this service at an hourly rate of \$60.00 per hour per worker from the contract for the work.

6. Safety Regulations:

All work shall be done in accordance with the safety requirements referenced in the International Building Code, as adopted and amended by the State of Wisconsin and OSHA.

7. Code Rules:

The rulings, regulations and laws of the following shall be complied with in the completion of this project:

Wisconsin Administrative Code  
Wisconsin Department of Commerce  
International Building Code, as amended and adopted by the State of Wisconsin  
Plumbing and Drainage Codes of the City of Milwaukee  
Ordinances of the City of Milwaukee  
National Board of Fire Underwriters  
ASTM  
OSHA  
CERLA and Resource Conservation and Recovery Act of 1976  
U.S. Government, Department of the Interior  
Department of Natural Resources, Chapter 30  
Americans with Disabilities Act  
NFPA  
FAA

SECTION 01010: SUMMARY OF WORK:

1. SCOPE:

A. Index:

1. Scope
2. Project Description
3. Work by Others
4. Scheduling of Work

2. PROJECT DESCRIPTION:

- A. In general, the project includes providing labor materials, and equipment required to maintain the heating, ventilating, air conditioning systems owned by the CCRC at the Century City Business Park – 3533 North 27<sup>th</sup> Street.
- B. An interview will be conducted prior to the award of this contract to ensure the contractor understands the scope of work and can perform the services for the unit prices provided in the bid documents.
- C. The contractor must maintain all equipment in good working order, and the contractor shall be required to leave all work areas in a clean and debris free condition after a service call.
- D. The contractor must have qualified and factory – trained technicians to work on the systems and peripheral equipment and these individuals should be identified with the bid. The city requires a continuity of four (4) individuals who are deemed qualified by the City of Milwaukee. Only individuals who pass the minimum required qualifications will be allowed to enter city buildings.
- E. Upon awarding of a contract, the Contractor shall meet with CCRC Project Manager, or authorized representative. This meeting shall be used to:
  - 1) Determine Preventive Maintenance Schedules
  - 2) Review contract documents
  - 3) Determine access to buildings and equipment
  - 4) Familiarize contractor with city rules and security requirements
- F. The contractor, under this agreement, shall meet with the City as needed to discuss any problems, equipment changes, new equipment and supply training, as needed, etc., throughout the year.
- G. Failure to meet performance requirements is reason for termination of this service contract.

3. WORK BY OTHERS:

- A. All environmental issues will be performed by others.

4. SCHEDULING OF WORK:

- A. All work is to be performed Monday through Friday (excluding holidays), from 7:30 AM to 4:30 PM.

CCRC tenants will continue to occupy Buildings 35 & 36 and will carry on operations. The contractor is to coordinate all work with the CCRC Project Manager, or authorized representative, to minimize impact to its operations and ensure the safety of its personnel and property. The CCRC intends to cooperate with and make reasonable accommodations for the contractor when necessary to facilitate the project.

- B. At the Pre-Construction Meeting arranged by the CCRC, and prior to commencing of any work or delivery of equipment or material, the contractor is to provide copy of a specific schedule detailing commencement and duration of all phases of work.
- C. Indicated below is the intended schedule for the maintenance of all equipment included in the scope of this contract. This same schedule shall be adhered to during any extensions of the contract.

FREQUENCY

MONTHS TO BE PERFORMED

Twice per year  
As-Needed/Emergency

September and April  
All

SECTION 01300: SUBMITTALS/PERMITS

1. SCOPE:

A. Index:

1. Scope
2. Submittals
3. Permits
4. Inspection

2. SUBMITTALS:

A. Comply with the requirements of the General Conditions and as follows:

1. Forward Submittals not more than 20 calendar days after the Notice to Proceed date. No work, as indicated on any shop drawing, samples, hardware list, etc., shall be started until those submittals have been reviewed and work authorized.
2. All submittals must be thoroughly reviewed by the prime contractor for conformance to contract documents, prior to submission to the City, or its agents, for review. Shop drawings and catalog information shall be stamped "Reviewed By" and signed by the contractor's reviewer. The prime contractor shall review all subcontractor submittals prior to submittal to the City for compliance with contract documents and to coordinate all work.
3. Include with each submittal a transmittal letter signed and dated by the prime contractor containing the following:
  - a. Name of Contractor
  - b. Name of Project
  - c. List of Submittals
  - d. Name of Manufacturer or Supplier
  - e. Additional information as required for the items being provided.

3. PERMITS:

- A. The City of Milwaukee will provide the general building and occupancy permits.
- B. Contractors shall obtain, from the City of Milwaukee Department of Neighborhood Services and/or other government or private agencies, all special permits as may be necessary in their work.
- C. Contractors shall obtain all permits to occupy or work in the public way as may be necessary for their work.
- D. Contractors shall notify the City and/or appropriate utilities when making utility connections as part of the project.

4. INSPECTION:

- A. The CCRC Project Manager, or authorized representative will provide daily inspection to verify compliance with contract documents, identify contractors and crews on the job, verify compliance with contract conditions (SBE, residency, wage requirements), and record job progress and conditions.

01300/2

- B. Contractors shall arrange with the Department of Neighborhood Services/Construction Trades Division and permit issuing agencies for all code compliance inspections as required by all permits including, but not limited to, the general building and all special permits issued by that agency.
- C. Contractors shall arrange with the appropriate City agency for compliance inspections, as required, for all permits including, but not limited to, curb and pavement cuts and patches, and public way occupancy and utility connections.

REV 7/99

SECTION 01500: JOB SITE UTILITIES, FACILITIES, AND SECURITY1. SCOPE:A. Index:

1. Scope
2. Building Security
3. Occupancy During Construction
4. Temporary Hoists, Lifts
5. Temporary Ladders, Scaffolds
6. Electrical Power
7. Water
8. Toilet Facilities
9. Barricades and Signage

2. BUILDING SECURITY:A. General:

The Century City Business Park maintains a private security service, has video surveillance, and has alarm systems on select buildings. Individual tenants within the business park may retain their own security service and/or may have their own security protocols. The CCRC will work with the contractor to provide access to the buildings. It will be the contractor's responsibility to follow and comply with the security protocols and policies. Buildings 35 and 36 are not open to the public.

B. Scope:

At the beginning of any project, a copy of this policy and procedure statement will be added to the project manual and shall be distributed at the Pre-Construction Meeting. All City agents/officials responsible for engaging contactors, all contractors, and all subcontractors shall be held responsible for following the procedures.

C. City Agents/Officials:

1. Any CCRC tenant who commission outside contractors to work in any of the facilities managed by the CCRC shall provide the following information no less than twenty-four (24) hours in advance of the work.
  - a. The names of the any contract or subcontract employees who will be present in the facilities
  - b. The tenants are responsible for communicating the security policy and procedures to contractors. The CCRC Project Manager shall act as liaison for all communication between Facilities Development and Management and the contractor.

D. Contractors:

1. Contractors shall abide by City and tenant security policy and procedures at all times during the scope of their participation in a project. Failure to comply will result in the

contracted employee being escorted from the premises and the resulting lost time and expense shall be deducted from the contractor's invoice or penalties of \$50.00 per occurrence as determined by the contracting City agent/official.

- a. All access should be provided in advance through the CCRC Project Manager. Contractors shall enter and exit only through those doors designated by CCRC Project Manager or the tenants.
- b. All of the contractor's employees and all of the employees of any of his subcontractors shall wear at all times while on the site, in a clearly visible location, an identification card.
- c. Contractors shall not ask custodians or mechanics to unlock doors. All access should be provided in advance through the Century City Project Manager
- d. If after normal business hours work is required in the outlying buildings, all subcontractors and trades will arrange appropriate security measures and lock-up procedures with the contractor in writing. Any work completed at night shall be left "open" for City Inspection of the work. The contractor shall notify the Century City Project Manager 24 hours in advance of after-hours work in writing, indicating the type of work to be done and the security measures to be taken by the contractor.
- e. The contractor shall provide plywood door and window closures during construction to secure the structure from weather and damage from vandalism. The contractor is responsible to maintain the security of the space where they are working during construction

- f. The contractor shall notify the City's project manager, or authorized representative, prior to commencing any work on the building. If proper notification is not provided to the contractor, the subcontractor or trades shall be liable for any subsequent damage/vandalism/inspection cost, etc. due to lack of security/inspection coordination.
- i. Use of CCRC or tenants materials is strictly prohibited unless pre-arranged through the CCRC Project Manager
- j. At no time shall any interior doors that control access or exterior doors be propped open.

3. OCCUPANCY DURING CONSTRUCTION:

The owner will occupy the premises while work is in progress. Contractor is to coordinate his work as to not interfere with the owner's operation or compromise building security.

4. TEMPORARY HOISTS, LIFTS:

Contractors and subcontractors requiring hoists or lifts shall provide their own and remove upon completion of work.

5. TEMPORARY LADDERS, SCAFFOLDS:

- A. Contractors and subcontractors requiring scaffolds, chutes, and ladders shall provide their own and remove them upon completion of work.
- B. Each contractor shall furnish and maintain equipment such as fixed ladders, chutes, and the like as required for proper execution of their work.

6. ELECTRICAL POWER:

- A. Contractor may use existing outlets for power. Contractor is to supply his own extension cords. All current used will be provided and paid by the City of Milwaukee.
- B. OSHA regulations require that employers must either ground fault circuit interrupters or assured equipment grounding conductor problem in addition to any other regulations for equipment grounding conductors.

7. WATER:

Contractor may use existing hose bibs for water. Contractor is to supply his own hoses. Contractor's hoses shall be leak free and contractor is to regulate the flow to limit it to project related use. The cost of the water will be paid for by the City.

8. TOILET FACILITIES:

Contractor may use existing toilet facilities in the building but will then be responsible to ensure that the facility is kept in a sanitary condition.

9. BARRICADES AND SIGNAGE:

Contractor is to provide barricades and signage as required by OSHA and City/State Codes for their work.

SECTION 01600: MATERIALS AND EQUIPMENT

1. SCOPE:

A. Index:

1. Scope
2. Materials
3. Equipment
4. Hazardous Material Requirements
5. Material Storage
6. Protection
7. Revisions

2. MATERIALS:

- A. Furnish materials of the type, qualities, and characteristics specified. The specification of a trade name and catalog number is intended to establish quality, type, character, and operating characteristics of the material required. Materials by other manufacturers of equal specifications will be accepted, excepting as may be specifically stated otherwise.
- B. Materials shall be delivered adequately protected, in merchantable condition, and in original unbroken packages if normally packaged. They shall be stored and handled so as to protect and maintain their merchantable condition.
- C. The Commissioner of Public Works or his representative shall have the right to reject material not in compliance with the project manual, as well as damaged material, and the contractor shall remove such material from the construction site when and as directed.

3. EQUIPMENT:

- A. Internal combustion engine and compressor shall be equipped with mufflers to reduce noise to a minimum and shall not be operated in enclosed areas without adequate ventilation.
- B. All materials and work procedures used shall be in accordance with all air pollution control regulations in effect at the work site.

4. HAZARDOUS MATERIAL REQUIREMENTS:

- A. The requirements set forth in the OSHA Hazard Communication Standard, 29CFR19101.1200, U.S. Environmental Protection Agency (EPA), and Wisconsin Department of Natural Resources in the Wisconsin Administrative Code NR600, shall be met by each on-site contractor.
  1. Material Safety Data Sheets (M.S.D.S.):
    - a. All contractors, which may/may not include the City of Milwaukee, shall provide the M.S.D.S. for all hazardous chemicals to which any person may be exposed at the work site.
    - b. A master list will be kept in the office of the Project Supervisor/Construction Manager and updated as materials are delivered.

2. Container Labeling:

a. Each container of hazardous material at the work site shall be clearly labeled with:

- (1) Identity of the hazardous chemical(s).
- (2) Appropriate hazard warning(s).
- (3) Name and address of the manufacturer.

B. The CCRC reserves the right to stop the work of a contractor if compliance with OSHA regulations is inadequate. Work will not proceed until all applicable safety and health procedures are implemented by the contractor.

5. MATERIAL STORAGE:

A. The storage areas shall be kept in good order and free of all rubbish and debris.

B. Coordinate the delivery and storage of all materials and equipment with the Facilities Development and Management Project Inspector.

6. PROTECTION:

A. The premises and the work shall be adequately protected from damage from the commencement of work to the date of final acceptance.

B. All construction work and traffic shall remain within the construction area.

C. All damage shall be corrected or repaired by the contractor or contractors causing same at his or their own expense.

D. All open pipes, pipe threads, fittings, and insulation must be protected during construction.

7. REVISIONS:

The right is reserved to make modifications to a reasonable extent as building conditions may require, or as may be required to conform to code rulings, or manufacturer's standards without extra cost to the CCRC.

SECTION 01700: CLEANING AND PROJECT CLOSE-OUT

1. SCOPE:

A. Index:

1. Scope
2. General
3. Safety Cleaning
4. Disposal
5. Charges

2. GENERAL:

Article 2.5.4 of the General Requirements of City of Milwaukee Department of Public Works shall be supplemented as specified hereinafter.

3. SAFETY CLEANING:

Safety cleaning: Each contractor is responsible for safety cleaning, which includes but is not limited to the following:

- A. Keep work areas, passageways, ramps, stairs, free of debris and scrap.
- B. Form and scrap lumber shall have nails withdrawn or bent over and lumber shall be stacked or removed.
- C. Remove spills of oil, grease, or other liquids immediately or sprinkle with sand.

4. DISPOSAL:

- A. No burning of rubbish or debris will be allowed at site. No rubbish shall be thrown through opening or from heights without proper protection. Where dust will be generated or flying debris is likely to occur, provide dust tight chutes or other means to control dust.
- B. Containers: Contractor shall provide mobile industrial type waste containers in the number and size required, placed at adequate locations to handle debris or provide other methods of disposing of debris.
- C. Oil, flammable or hazardous wastes such as, but not limited to, caustics, acids, harmful dusts, etc., shall be placed in properly marked containers as necessary and disposed of at a site designed for such wastes.

5. CHARGES:

- A. If prime contractors do not remove rubbish or clean building as specified above, owner reserves right to have work done by others at contractor's expense.
- B. Employees of the owner who are required to clean up any rubbish or to sweep any floors will record all hours involved to complete such work. The cost incurred by the owner for this special cleaning and sweep-up work shall be charged against the contract price of the contractor as determined by owner.

SECTION 15000: HVAC GENERAL PROVISIONS

1. SCOPE

A. Applicable requirements of Instructions to Bidders and General and Special Conditions of contract apply to work specified in this section.

B. Index:

1. Scope
2. Term of contract
3. Contract cancellation
4. General Requirements
5. Inspection of Facilities and Equipment
6. References and Letter of Transmittal
7. Replacement Parts and Materials
8. Work Not Covered Under This Contract
9. Equipment
10. Listing of Equipment
11. List of Tasks to be Performed

2. TERM OF CONTRACT:

A. Contract period shall be for one (1) year commencing with the date of the Notice to Proceed letter, subject to two (2) one year renewals if agreeable to both the City and the Contractor.

B. This contract shall be subject to an annual review and evaluation. The contract may be cancelled by the City provided written notice is mailed to the contractor 60 days prior to each anniversary date.

3. CONTRACT CANCELLATION:

A. Should the contractor fail to comply with the requirements set forth in this project manual, the City may terminate the contract with written notice. The City shall be the sole judge of compliance. Additionally, the City reserves the right to cancel the contract at any time for convenience with or without cause.

B. Should the contractor fail, or be unable for any reason to make any needed adjustment or repairs required by the specifications, the City reserves the right to have such adjustments or repairs performed by an outside firm. The cost of such adjustments or repairs shall be deducted from any monies due to the contractor.

4. GENERAL REQUIREMENTS:

A. The Contractor shall provide all labor, material and equipment required to perform all the maintenance for the equipment listed in the Mechanical Equipment Maintenance List, dated August 2016. All maintenance tasks shall be performed at the frequency identified in the bid specifications. The Mechanical Equipment Maintenance List is attached.

B. All work done under this contract shall be executed in a thorough, substantial, and

workmanlike manner by experienced mechanics.

- C. Manufacturer's recommendations shall be followed in the maintenance and installation of all parts and equipment.
- D. No changes may be made in pipe or duct size, or grill configuration without approval from the CCRC.
- E. Should contractor be called back within ten (10) working days to repair the same problem on a piece of equipment, the contractor shall repair the equipment at no additional cost to CCRC.
- F. If the Contractor while performing routine maintenance discovers problems or deficiencies with any equipment which is beyond the scope of this contract, the Contractor shall notify the CCRC of such problems or deficiencies immediately.
- G. The Contractor shall not perform any repair or replacement of any equipment or parts of equipment beyond the scope of this contract without the authorization of the CCRC and shall receive no compensation for any work performed outside the scope of this contract unless authorized by the CCRC.

5. INSPECTION OF FACILITIES AND EQUIPMENT:

- A. Each contractor shall visit each site and examine each piece of equipment to determine the condition of each piece of equipment and to verify the accuracy of the information supplied for each piece of equipment. No adjustments to the contract price shall be allowed should the information provided for the equipment be in error.

6. REFERENCES AND LETTER OF TRANSMITTAL:

- A. Each Bidder shall submit a letter of transmittal setting forth the following information with his bid:
  - 1. A statement that the bidder is regularly engaged in the business of installing and/or servicing equipment of the type and character of equipment covered by these specifications.
  - 2. A listing of four (4) service/maintenance personnel directly employed by the bidder, indicating the name, job classification, factory training certificates, length of time each has been employed by the bidder, and the amount of experience each has had in maintaining equipment of the same type and manufacturer as covered by these specifications. The CCRC reserves the right to reject any person they feel does not have sufficient experience. Updated information shall be submitted to the CCRC if personnel changes are made during the contract.
  - 3. A complete description and location of the bidder's service and warehouse facilities available for furnishing maintenance on the equipment covered by these specifications.
  - 4. A statement that the bidder has, with his/her own organization, and not by or through a subcontractor, a record of successful experience in the installation and servicing of the type of equipment covered by this contract.
  - 5. A list of three (3) other projects of similar nature which the bidder has successfully, with his/her own personnel and not by or through a subcontractor, maintained in the past five years. The

bidder must list projects which are similar in terms of equipment size, type, and capacity that the bidder will be servicing under this contract.

6. The bidder shall certify that all service shall be conducted by their own organization and not through a subcontractor, unless approved by the CCRC.
7. The bidder shall list items not specified or covered in this specification. The CCRC will determine if such items are required for this contract.
8. A statement outlining the services and/or tasks that will be provided by the SBE-certified subcontractor. (Note: If the primary bidder is a SBE-certified business this statement will not be necessary, unless the primary bidder is working with another SBE-certified subcontractor.).

7. REPLACEMENT PARTS AND MATERIALS:

- A. The Contractor shall supply all parts and materials required to perform the tasks required including but not limited to belts, filters, lubricants, fluids, etc.
- B. The maintenance contractor shall assure, or present satisfactory evidence that he is able to acquire replacement parts of suitable and genuine manufacture from a reliable source, that such part or parts shall be compatible or interchangeable with the work or defective part replaced, without damage to the equipment. All parts used for replacement shall be new parts. Parts installed in existing systems, unless otherwise approved by the CCRC, shall be of the same manufacturer as the original part and shall be completely compatible with the existing system in both function and performance.
- C. The Contractor shall maintain an adequate supply of parts and materials required in order to perform the tasks required without delay and within the required frequency and schedule.

8. WORK NOT COVERED UNDER THIS CONTRACT:

- A. The following items are NOT covered by the terms and conditions of this agreement:
  1. Work resulting from adjustment, repair or alteration by parties not authorized by the Contractor or CCRC.
  2. Normal daily and weekend functions of stopping and starting equipment.
  3. The guarantee of room conditions or systems performance of the mechanical equipment covered hereunder.
  4. Piping other than refrigerant piping.
  5. Duct work.
  6. Damage due to freezing beyond the control of this company.
  7. Corrosion or erosion damage to water side of equipment.
  8. Disconnect switches and circuit breakers not on the equipment.
  9. Portable recorders.
  10. Complimentary equipment (ie; cabinets, fixtures, boxes, water supply lines and steam lines beyond the equipment valves).
- B. Contractor shall not be required to make repairs or renewals necessitated because of negligence or misuse of the equipment or due to any other cause beyond his control, except ordinary wear and tear.

9. EQUIPMENT:

- A. The Contractor shall maintain a sufficient number of tools and instruments required to perform all the tasks required including, but not limited to, ladders, power tools, hand tools, testing equipment, etc.
- B. The Contractor shall keep all equipment, tools and testing equipment in proper operating condition and keep all testing equipment properly calibrated.

10. LIST OF EQUIPMENT: The list of equipment that is included in this contract is contained in the document entitled, Mechanical Maintenance Equipment List, dated August 2016, which is included with this specification and is incorporated into and made a part of this specification by this reference.

- A. Equipment listed in this attachment which does not have a Task Schedule entered in the appropriate column does not require maintenance or is maintained by others and is not included in the scope of this contract.
- B. Equipment listed in this attachment which has "inc." entered in the column titled Task Schedule is maintained with the equipment to which it is attached or connected.

# MECHANICAL MAINTENANCE

## EQUIPMENT LIST

August 2016

**Mechanical Maintenance Equipment List**

**August 2016**

**Century City - O. N. 109-1-2016**

ID	Item	Description	Category	Condition	Location	Manufacturer	Model	Comments
1000	MAU-1	Direct-Fired Make-up Air Unit	HVAC Equipment	Poor	CC Bldg 35 NW MEZZ	Johnson-Marcraft	FF-54-3-IH	Controls do not function properly. Some repairs required.
1002	MAU-2	Direct-Fired Make-up Air Unit	HVAC Equipment	Poor	CC Bldg 35 NE MEZZ	Johnson-Marcraft	FF-54-3-IH	Controls do not function properly.
1003	ARU-1	Air Rotation Unit	HVAC Equipment	Good	CC Bldg 2000	Johnson-Marcraft	AR7500-6-MG-F	
1004	ARU-2	Air Rotation Unit	HVAC Equipment	Good	CC Bldg 36 D102 - Compressor Area	Johnson-Marcraft	AR75-SSD-7.5-MG-F	
1005	RTU-1	Packaged Rooftop Unit	HVAC Equipment	Good	CC Bldg. 36N Roof	Carrier	48HC008-5	
1006	RTU-2	Packaged Rooftop Unit	HVAC Equipment	Good	CC Bldg. 36N Roof	Carrier	48HC008-5	
1007	EF-1	Upblast Propeller Exhaust Fan	HVAC Equipment	Good	CC Bldg 36 Roof	Cook	30 TUB	
1008	EF-2	Upblast Propeller Exhaust Fan	HVAC Equipment	Good	CC Bldg 36 Roof	Cook	30 TUB	
1009	EF-3	Upblast Propeller Exhaust Fan	HVAC Equipment	Good	CC Bldg 36 Roof	Cook	30 TUB	
1010	EF-4	Upblast Propeller Exhaust Fan	HVAC Equipment	Good	CC Bldg 36 Roof	Cook	30 TUB	
1011	EF-5	Upblast Propeller Exhaust Fan	HVAC Equipment	Good	CC Bldg 36 Roof	Cook	30 TUB	
1012	EF-6	Upblast Propeller Exhaust Fan	HVAC Equipment	Good	CC Bldg 36 Roof	Cook	30 TUB	
1013	EF-7	Upblast Propeller Exhaust Fan	HVAC Equipment	Good	CC Bldg 36 Roof	Cook	30 TUB	
1014	EF-8	Upblast Propeller Exhaust Fan	HVAC Equipment	Good	CC Bldg 36 Roof	Cook	30 TUB	
1015	EF-9	Upblast Propeller Exhaust Fan	HVAC Equipment	Good	CC Bldg 36 Roof	Cook	30 TUB	
1016	EF-10	Upblast Propeller Exhaust Fan	HVAC Equipment	Good	CC Bldg 36 Roof	Cook	30 TUB	
1017	EF-11	Upblast Propeller Exhaust Fan	HVAC Equipment	Good	CC Bldg 36 Roof	Cook	30 TUB	
1018	EF-12	Upblast Propeller Exhaust Fan	HVAC Equipment	Good	CC Bldg 36 Roof	Cook	36 TUB	
1019	EF-13	Upblast Propeller Exhaust Fan	HVAC Equipment	Good	CC Bldg 36 D102 - Compressor Area	Cook	36 TUB	
1020	IF-1	Intake Propeller Fan	HVAC Equipment	Good	CC Bldg 36 D102 - Compressor Area	Cook	54XLWS	
1021	PRV-1	Power Roof Ventilator	HVAC Equipment	Good	CC Bldg. 36N Roof	Cook	135 C3B	
1022	UH-1	Gas-Fired Unit Heater	HVAC Equipment	See Comments	CC Bldg 35	Reznor	UDAS 400	Condition of each unit heater requires verification
1023	UH-2	Gas-Fired Unit Heater	HVAC Equipment	See Comments	CC Bldg 35	Reznor	UDAS 400	Condition of each unit heater requires verification
1024	UH-3	Gas-Fired Unit Heater	HVAC Equipment	See Comments	CC Bldg 35	Reznor	UDAS 400	Condition of each unit heater requires verification
1025	UH-4	Gas-Fired Unit Heater	HVAC Equipment	See Comments	CC Bldg 35	Reznor	UDAS 400	Condition of each unit heater requires verification
1026	UH-5	Gas-Fired Unit Heater	HVAC Equipment	See Comments	CC Bldg 35	Reznor	UDAS 400	Condition of each unit heater requires verification
1027	UH-6	Gas-Fired Unit Heater	HVAC Equipment	See Comments	CC Bldg 35	Reznor	UDAS 400	Condition of each unit heater requires verification
1028	UH-7	Gas-Fired Unit Heater	HVAC Equipment	See Comments	CC Bldg 35	Reznor	UDAS 400	Condition of each unit heater requires verification
1029	UH-8	Gas-Fired Unit Heater	HVAC Equipment	See Comments	CC Bldg 36 Factory	Reznor	UDAS 400	Condition of each unit heater requires verification
1030	UH-9	Gas-Fired Unit Heater	HVAC Equipment	See Comments	CC Bldg 36 Factory	Reznor	UDAS 400	Condition of each unit heater requires verification
1031	UH-10	Gas-Fired Unit Heater	HVAC Equipment	See Comments	CC Bldg 36 Factory	Reznor	UDBS 400	Condition of each unit heater requires verification
1032	UH-11	Gas-Fired Unit Heater	HVAC Equipment	See Comments	CC Bldg 36 Factory	Reznor	UDBS 400	Condition of each unit heater requires verification
1033	UH-12	Gas-Fired Unit Heater	HVAC Equipment	See Comments	CC Bldg 36 Factory	Reznor	UDBS 400	Condition of each unit heater requires verification
1034	UH-13	Gas-Fired Unit Heater	HVAC Equipment	See Comments	CC Bldg 36 Factory	Reznor	UDBS 400	Condition of each unit heater requires verification
1035	UH-14	Gas-Fired Unit Heater	HVAC Equipment	See Comments	CC Bldg 36 Factory	Reznor	UDBS 400	Condition of each unit heater requires verification
1036	UH-15	Gas-Fired Unit Heater	HVAC Equipment	See Comments	CC Bldg 36 Factory	Reznor	UDBS 400	Condition of each unit heater requires verification
1037	UH-16	Gas-Fired Unit Heater	HVAC Equipment	See Comments	CC Bldg 36 Factory	Reznor	UDBS 400	Condition of each unit heater requires verification
1038	UH-17	Gas-Fired Unit Heater	HVAC Equipment	See Comments	CC Bldg 36 Factory	Reznor	UDBS 400	Condition of each unit heater requires verification

**Mechanical Maintenance Equipment List**  
**August 2016**  
**Century City - O. N. 109-1-2016**

1039	UH-18	Gas-Fired Unit Heater	HVAC Equipment	See Comments	CC Bldg 36 Factory	Reznor	UDBS 400	Condition of each unit heater requires verification
1040	UH-19	Gas-Fired Unit Heater	HVAC Equipment	See Comments	CC Bldg 36 Factory	Reznor	UDBS 400	Condition of each unit heater requires verification
1041	UH-20	Gas-Fired Unit Heater	HVAC Equipment	See Comments	CC Bldg 36 Factory	Reznor	UDBS 400	Condition of each unit heater requires verification
1042	UH-21	Gas-Fired Unit Heater	HVAC Equipment	See Comments	CC Bldg 36 Factory	Reznor	UDBS 400	Condition of each unit heater requires verification
1043	UH-22	Gas-Fired Unit Heater	HVAC Equipment	See Comments	CC Bldg 36 Factory	Reznor	UDBS 400	Condition of each unit heater requires verification
1044	UH-23	Gas-Fired Unit Heater	HVAC Equipment	See Comments	CC Bldg 36 Factory	Reznor	UDBS 400	Condition of each unit heater requires verification
1045	UH-24	Gas-Fired Unit Heater	HVAC Equipment	See Comments	CC Bldg 36 Factory	Reznor	UDBS 400	Condition of each unit heater requires verification
1046	UH-25	Gas-Fired Unit Heater	HVAC Equipment	See Comments	CC Bldg 36 Factory	Reznor	UDBS 400	Condition of each unit heater requires verification
1047	UH-26	Gas-Fired Unit Heater	HVAC Equipment	See Comments	CC Bldg 36 Factory	Reznor	UDBS 400	Condition of each unit heater requires verification
1048	UH-27	Gas-Fired Unit Heater	HVAC Equipment	See Comments	CC Bldg 36 Factory	Reznor	UDBS 400	Condition of each unit heater requires verification
1049	UH-28	Gas-Fired Unit Heater	HVAC Equipment	See Comments	CC Bldg 36 Factory	Reznor	UDBS 400	Condition of each unit heater requires verification
1050	UH-29	Gas-Fired Unit Heater	HVAC Equipment	See Comments	CC Bldg 36 Factory	Reznor	UDBS 400	Condition of each unit heater requires verification
1051	UH-30	Gas-Fired Unit Heater	HVAC Equipment	See Comments	CC Bldg 36 Factory	Reznor	UDBS 400	Condition of each unit heater requires verification
1052	UH-31	Gas-Fired Unit Heater	HVAC Equipment	See Comments	CC Bldg 36 Factory	Reznor	UDBS 400	Condition of each unit heater requires verification
1053	UH-32	Gas-Fired Unit Heater	HVAC Equipment	See Comments	CC Bldg 36N	Reznor	UDAS 350	Condition of each unit heater requires verification
1054	UH-33	Gas-Fired Unit Heater	HVAC Equipment	See Comments	CC Bldg 36N	Reznor	UDAS 350	Condition of each unit heater requires verification
1055	UH-34	Gas-Fired Unit Heater	HVAC Equipment	See Comments	CC Bldg 36N	Reznor	UDAS 350	Condition of each unit heater requires verification
1056	UH-35	Gas-Fired Unit Heater	HVAC Equipment	See Comments	CC Bldg 36N	Reznor	UDAS 250	Condition of each unit heater requires verification
1057	UH-36	Gas-Fired Unit Heater	HVAC Equipment	See Comments	CC Bldg 36N West Mezz	Reznor	UDAS 150	Condition of each unit heater requires verification
1058	UH-37	Gas-Fired Unit Heater	HVAC Equipment	See Comments	CC Bldg 36 Factory	Reznor	UDAS 250	Condition of each unit heater requires verification
1059	UH-38	Gas-Fired Unit Heater	HVAC Equipment	See Comments	CC Bldg 36 Factory	Reznor	UDAS 250	Condition of each unit heater requires verification
1060	UH-39	Gas-Fired Unit Heater	HVAC Equipment	See Comments	CC Bldg 36 Factory	Reznor	UDAS 250	Condition of each unit heater requires verification
1061	UH-40	Gas-Fired Unit Heater	HVAC Equipment	See Comments	CC Bldg 36 Factory	Reznor	UDAS 250	Condition of each unit heater requires verification
1062	UH-41	Gas-Fired Unit Heater	HVAC Equipment	See Comments	CC Bldg 36N B115	Reznor	UDAS 75	Condition of each unit heater requires verification
1063	UH-42	Gas-Fired Unit Heater	HVAC Equipment	See Comments	CC Bldg 36 NE MEZZ	Reznor	UDAS 150	Condition of each unit heater requires verification
1064	UH-43	Gas-Fired Unit Heater	HVAC Equipment	See Comments	CC Bldg 36N Rm B102	Reznor	UDAS 45	Condition of each unit heater requires verification
1065	UH-44	Gas-Fired Unit Heater	HVAC Equipment	See Comments	CC Bldg 36N Rm B110	Reznor	UDAS 45	Condition of each unit heater requires verification
1066	UH-45	Gas-Fired Unit Heater	HVAC Equipment	See Comments	CC Bldg 36 NE MEZZ	Reznor	UDAS 45	Condition of each unit heater requires verification
1067	UH-46	Gas-Fired Unit Heater	HVAC Equipment	See Comments	CC Bldg 36 NE MEZZ	Reznor	UDAS 100	Condition of each unit heater requires verification

**Mechanical Maintenance Equipment List**

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1068	UH-47	Gas-Fired Unit Heater	HVAC Equipment	See Comments	CC Bldg 36N West Mezz	Reznor	UDAS 200	Condition of each unit heater requires verification
1069	UH-48	Gas-Fired Unit Heater	HVAC Equipment	See Comments	CC Bldg 36 Elec Rm C102	Reznor	UDAS 75	Condition of each unit heater requires verification
1070	UH-49	Gas-Fired Unit Heater	HVAC Equipment	See Comments	CC Bldg 36N B114	Reznor	UDAS 400	Condition of each unit heater requires verification
1071	EBB-1	Electric Baseboard	HVAC Equipment	Good	CC Bldg 36 Men's Toilet Rm	Markel	E2907-040C	Condition of each unit heater requires verification
1072	EBB-2	Electric Baseboard	HVAC Equipment	Good	CC Bldg 36 Men's Locker Rm	Markel	E2910-048C	
1073	EBB-3	Electric Baseboard	HVAC Equipment	Good	CC Bldg 36 Men's Locker Rm	Markel	E2910-048C	
1074	EBB-4	Electric Baseboard	HVAC Equipment	Good	CC Bldg 36 Women's Toilet Rm	Markel	E2907-040C	
1075	EBB-5	Electric Baseboard	HVAC Equipment	Good	CC Bldg 36 Women's Locker Rm	Markel	E2910-048C	
1076	EBB-6	Electric Baseboard	HVAC Equipment	Good	CC Bldg 36 Janitor Closet	Markel	E2903-024C	
1077	EBB-7	Electric Baseboard	HVAC Equipment	Good	CC Bldg 36 Reception Area	Markel	F2917-084C	
1079	EBB-9	Electric Baseboard	HVAC Equipment	Good	CC Bldg 36N	Markel	F2920-096C	
1080	EBB-10	Electric Baseboard	HVAC Equipment	Good	CC Bldg 36N Rm B112	Markel	F2917-084C	
1081	EBB-11	Electric Baseboard	HVAC Equipment	Good	CC Bldg 36N Rm B112	Markel	F2917-084C	
1082	EBB-12	Electric Baseboard	HVAC Equipment	Good	CC Bldg 36N B113	Markel	F2915-072C	
1083	EW/H-1	Electric Wall Heater	HVAC Equipment	Good	CC Bldg 36 Office 101A	Markel	F3423T	
1084	EW/H-2	Electric Wall Heater	HVAC Equipment	Good	CC Bldg 36 RM 107	Markel	F3423T	
1085	EW/H-3	Electric Wall Heater	HVAC Equipment	Good	CC Bldg 36N	Markel	F3423T	