

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. **125**
Project No. _____**1**_____

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 **Tuesday, September 3, 2013** at 10:30 a.m.

IMPORTANT

This bid is your offer to perform or supply the subject matter under "DESCRIPTION" below according to the terms and conditions set forth in this Invitation to Bid, Specific Official Notice No. **125** 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.

For furnishing all materials and doing all work necessary and required;

PROJECT NO. 1:

**CITY UNDERGROUND CONDUIT MANHOLE INSPECTION IN AREA #2 BOUNDED
BY CAPITOL DRIVE, EAST CITY LIMITS, WRIGHT ST AND WEST CITY LIMITS.**

in the City of Milwaukee, Wisconsin, according to all plans and specifications and for the unit price bids listed below. (ALL BIDS MUST BE TYPED OR PRINTED).

OFFICIAL NOTICE NO. 125-1-2013

ST285130100

CITY UNDERGROUND CONDUIT – AREA #2 MANHOLE INSPECTION

ALL BIDS MUST BE TYPED OR PRINTED

30606	Barricading and Signing	1 Lump Sum
(Bid in figures)	\$ _____	Lump Sum
(Bid in words)	\$ _____	Lump Sum

99750	Manhole Inspection City Underground Conduit- Communications Manhole	1202.00 Each
(Bid in figures)	\$ _____	Each
(Bid in words)	\$ _____	Each

99751	Manhole Inspection City Underground Conduit- Electrical Manhole	226.00 Each
(Bid in figures)	\$ _____	Each
(Bid in words)	\$ _____	Each

99752	Dewatering Manhole	950.00 Each
(Bid in figures)	\$ _____	Each
(Bid in words)	\$ _____	Each

TOTAL ESTIMATE:

(Bid in figures)	\$ _____
(Bid in words)	\$ _____

**** 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. 125-1-2013
Project No. 1

EMERGING 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) Program, 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 3.25 %

The bidder's commitment for Resident Preference Program Participation on the project is 20 %

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.

N/A

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. 125-1-2013
Project No. 1

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 _____ M/W/S/BE Contractor: Yes/Designation: _____
No _____

If a Corporation, answer the following:

Incorporated under laws of what state? _____

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

**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

State of _____

(Notary Signature)

My commission expires _____

NON-COLLUSION AFFIDAVIT

State of _____)
County of _____) ss.

_____ , being first duly sworn,
deposes and says that:

(1) He is

of (owner, partner, officer, representative, or agent)

_____ , 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_____.

Disclosure of Ownership

State of Wisconsin
 Department of Workforce
 Development
 Equal Rights Division

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

NOTICE TO CONTRACTORS

Effective immediately, the City of Milwaukee has adopted an ordinance relative to Prompt Payment as follows:

2.9.16.b) It is the City's policy to pay all invoices within 30 days. If the City does not make payment within 45 days after receipt of properly completed supporting payment and other required contract documentation, the City shall pay simple interest beginning with the 31st calendar day at the rate of one percent per month (unless the amount due is subject to a good faith dispute and, before the 45th day of receipt, notice of the dispute is sent to the contractor by first-class mail, personally delivered, or sent in accordance with the notice provisions in the contract). If there are subcontractors, consistent with s.66.0135(3), Wis. Stats., the prime contractor must pay the subcontractors for satisfactory work within seven days of the contractor's receipt of payment from the City of Milwaukee, or seven days from receipt of a properly submitted and approved invoice from the subcontractor, whichever is later. If the contractor fails to make timely payment to a subcontractor, the contractor shall pay interest at the rate of 12 percent per year, compounded monthly, beginning with the 8th calendar day. Reference Common Council File No. 1001137 adopted January 2011.

5/11/2011

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: _____

(Seal)

PRINT NAME: _____

My commission expires: _____

Ref: slaverydisclosureaffidavit

**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: ____/____/____

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

- 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%

**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 **20%** 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 one)

- 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

Income Eligibility Guidelines July 1, 2013 to June 30, 2014

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

House-hold Size	Yearly	Monthly	Twice per month	Every 2 weeks	Weekly
1	21,257	1,772	886	818	409
2	28,694	2,392	1,196	1,104	552
3	36,131	3,011	1,506	1,390	695
4	43,568	3,631	1,816	1,676	838
5	51,005	4,251	2,126	1,962	981
6	58,442	4,871	2,436	2,248	1,124
7	65,879	5,490	2,745	2,534	1,267
8	73,316	6,110	3,055	2,820	1,410
9	80,753	6,730	3,365	3,107	1,554
10	88,190	7,350	3,675	3,394	1,698
11	95,627	7,970	3,985	3,681	1,842
12	103,064	8,590	4,295	3,968	1,986
For Each Additional Household Member Add	+7,437	+620	+310	+287	+144

Source Wisconsin Department of Public Instruction

City of Milwaukee
Department of Public Works
Apprenticeship Provisions

I. General:

- A. In accordance with Section 309-38 of the Milwaukee Code of Ordinances, apprenticeship requirements will be specified on all Department of Public Works construction contracts, where appropriate, which are in excess of \$100,000. The ordinance requires that a contractor employ apprentices in the performance of the contract and of all subcontracts entered into by the contractor in accordance with the maximum ratio of apprentices to journeymen as established by the Wisconsin Department of Industry, Labor, and Human Relations. Fair consideration must be given to minorities and women. For this contract, bidders are required to utilize apprentice(s) from ___ of the following trade(s):

N/A

(See "Ratio of Apprentices to Journeymen").

- B. The contractor shall prepare and submit an accurate and timely Apprenticeship Utilization Form (Form F) and other reports to the Department of Public Works. The Apprenticeship Utilization Form shall be returned with the executed contract and shall specifically identify the apprentice(s) that will work on the project. The Contractor Time Report shall be submitted within ten (10) days following completion of work or every three (3) months, whichever comes first. Failure to submit the required forms and reports to the Department of Public Works may result in disqualification of future bids, delay of payments, or other appropriate sanctions. Final contract payments will not be made until all apprenticeship related reports are on file with the Department of Public Works.
- C. During the performance of this contract the Department of Public Works reserves the right to conduct compliance reviews. If the contractor is not in compliance with the specifications, the Commissioner of Public Works will notify the contractor in writing of the corrective action that will bring the contractor into compliance. If the contractor fails or refuses to take corrective action as directed, or if the contractor, prime or sub, submits any documents which contain any false, misleading, or fraudulent information, or if the contractor or subcontractor fail to comply with this ordinance, the Department of Public Works may take one or more of the actions listed below:
1. Withhold payments on the contract.
 2. Terminate, suspend, or cancel the contract, in whole or in part.
 3. After due process, consider debarment of the contractor from bidding for a two-year period.
 4. Any other remedy available to the City at law or in equity.

II. Definitions:

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

III. Apprenticeship Utilization Requirements:

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

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
TRUCK DRIVERS:		(%)	(%)
OPERATING ENGINEERS:			
<i>Journeyman</i>		(%)	(%)
<i>Apprentices</i>		(%)	(%)
SKILLED TRADES: (Specify)			
<i>Journeyman</i>		(%)	(%)
<i>Apprentices</i>		(%)	(%)
<i>Trainees</i>		(%)	(%)
LABORERS: (Specify type)			
		(%)	(%)
		(%)	(%)
		(%)	(%)
		(%)	(%)
		(%)	(%)

NAME and ADDRESS of Target Area Residents:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

NAME and ADDRESS of Apprentices:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

CITY OF MILWAUKEE
PRIME CONTRACTOR AFFIDAVIT OF COMPLIANCE
WITH MINIMUM WAGE SCALE AND SPECIAL AREA WORKER HOURS PROVISIONS

STATE OF _____)
) SS. Project Name _____
County) DPW Contract No. _____

I, _____, being duly sworn, state that:

1. I am the _____ of _____, a _____
(State)
Corporation, partnership, or individual of _____, _____,
(City, Village, Township) (State)
and make this affidavit pursuant to the provisions of SS. 66.293 (3)(h), Wisconsin Statutes, and Wisconsin
Administrative Code section Ind 90.14 regarding wage and fringe benefit rates for municipal contracts for construction
of public works and pursuant to Section 309-41 of the Milwaukee Code of Ordinances.

2. I have recently completed the work required under the terms of the contract dated _____, With the City of
Milwaukee, Department of Public Works for the construction of all or part of the above-named public works project and make this
affidavit in order to obtain my final payment.

3. I have fully complied with the wage and hour requirements as set forth in the above-referenced contract and paid overtime rates (1-1/2
times) for any work over ten (10) hours per day or forty (40) hours per week.

4. I have received similar evidence of compliance with the contract wage rates and special impact area worker hour requirements in the form
of completed affidavits from each of my agents and subcontractors who worked on this project and have listed their names on the reverse
side of this affidavit along with numbers and percentages of worker hours.

5. I have full and accurate records which clearly show the name, trade or occupation, and home address of every laborer, worker, or
mechanic that I employed in connection with the work on this project, as well as the hours worked and actual wage and fringe benefits
paid to such employees. These records will be kept at _____ in the custody of
_____, whose address and telephone number is _____.
These payroll records and evidence of compliance set in Paragraph 4 will be retained and made available for inspection
for a period of at least three (3) years following the completion of the project and will not be removed without prior notification to the
commissioner of Public Works.

Table with 3 columns: Title, Officer Name, Address. Rows include President, Vice President, Secretary-Treasurer.

Subscribed and sworn to before me this _____
Day of _____, 20_____

(Notary Signature)
Notary Public, State of _____

(Contractor Signature)

My commission Expires: _____

SUMMARY OF HOURS WORKED

(TARGET RESIDENCY VS TOTAL HOURS)

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
Prime Contractor:					
Subcontractors:					
GRAND TOTAL					

FORM DPW-12

CITY OF MILWAUKEE
SUBCONTRACTOR AFFIDAVIT OF COMPLIANCE
WITH MINIMUM WAGE SCALE AND SPECIAL AREA WORKER HOURS PROVISIONS

STATE OF _____) Project Name _____
) SS. DPW Contract No. _____
County)

I, _____, being duly sworn, state that:

6. I am the _____ of _____, a _____
(State)
Corporation, partnership, or individual of _____,
(City, Village, Township) (State)

and make this affidavit pursuant to the provisions of SS. 66.293 (3)(h), Wisconsin Statutes, and Wisconsin
Administrative Code section Ind 90.13 regarding wage and fringe benefit rates for municipal contracts for
construction
of public works and pursuant to Section 309-41 of the Milwaukee Code of Ordinances.

7. I have recently completed the work required under the terms of the contract dated
_____,
With the City of Milwaukee, Department of Public Works and _____
for the construction of all or part of the above-named public works _____
project and make this affidavit in order to obtain my final payment. (Name of Prime Contractor)

8. I have fully complied with the wage and hour requirements as set forth in the above-referenced contract and
paid overtime rates (1-1/2 times) for any work over ten (10) hours per day or forty (40) hours per week.

9. I have full and accurate records which clearly show the name, trade or occupation, and home address of every
laborer,
worker, or mechanic that I employed in connection with the work on this project, as well as the hours worked
and actual wage and fringe benefits paid to such employees. These records will be kept at
_____ in the custody of _____, whose
address and telephone number is _____.
These payroll records and evidence of
compliance set in Paragraph 4 will be retained and made available for inspection for a period of at least three (3)
years following the completion of the project and will not be removed without prior notification to the
commissioner of Public Works.

10. I certify that _____ were the total number of hours worked on this project with _____
hours being worked by residents of the special impact area and _____ hours being worked by
all other workers.

Table with 3 columns: Title, Officer Name, Address. Rows include President, Vice President, Secretary-Treasurer.

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

(Notary Signature)
Notary Public, State of _____ (Contractor Signature)

My commission Expires: _____

**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
TOTAL PAID TO SBE(s)			

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 20th 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: _____

**SPECIAL PROVISIONS FOR THE 2013 CITY UNDERGROUND CONDUIT
MANHOLE INSPECTION – AREA #2**

1. STANDARD SPECIAL PROVISIONS, PLAN FILE NUMBER 52-4-51, DATED OCTOBER 1, 2008 OR LATEST REVISION THEREOF IS PART OF THIS CONTRACT.
2. THE PURPOSE OF THIS CONTRACT IS TO INSPECT APPROXIMATELY 1428 CUC MANHOLES TO DETERMINE THE STRUCTURAL INTEGRITY OF THESE MANHOLES. ALL INSPECTION CRITERIA ARE INCLUDED ON A FLASH DRIVE (FD) IN MICROSOFT ACCESS 2000 FORMAT; THE FD IS PART OF THIS CONTRACT AND WILL BE SUPPLIED TO THE CONTRACTOR PRIOR TO THE START OF WORK.
3. TIME OF COMPLETION: THE CONTRACTOR SHALL SUBMIT 100% OF THE INSPECTION RESULTS OF THE APPROXIMATE 1428 MANHOLES ON THE LIST SUPPLIED TO THE CONTRACTOR AT THE START OF THIS CONTRACT BY NOVEMBER 30, 2013.
4. INVOICES FOR CUC MANHOLE INSPECTION SHALL BE SUBMITTED TO MS. KAREN ROGNEY (414-286-3243) OF THE CITY UNDERGROUND CONDUIT SECTION 841 N BROADWAY ROOM 920 MILWAUKEE, WI 53202.
5. CONTRACTOR SHALL OPEN AND ENTER EVERY MANHOLE SPECIFICALLY LOOKING FOR STRUCTURAL DEFECTS INCLUDING SETTLING, BUCKLING, HOLES, CRACKS, WATER LEVELS, ETC. AND INSPECT ALL SECTIONS OF THE CUC MANHOLE INCLUDING THE LID, FRAME, CHIMNEY, CORBEL, ROOF SLAB AND STRUCTURE WALLS IN SUFFICIENT DETAIL TO BE ABLE TO COMPLETELY AND ACCURATELY FILL OUT THE DATA TABLE IN THE DATABASE FOR EACH CUC MANHOLE.
6. CUC MANHOLES CONTAIN LIVE ELECTRICAL AND COMMUNICATIONS CABLES INCLUDING FIBER OPTICS. THE CONTRACTOR WILL FOLLOW ALL OSHA AND NFPA SAFETY REGULATIONS REGARDING WORKING IN CLOSE SPACES AND WORKING AROUND LIVE CABLES.
7. PRIOR TO ENTERING ELECTRICAL SERVICE MANHOLES, CONTRACTOR IS TO CONTACT EITHER MR. DENNIS MILLER AT (414) 286-5942 OFFICE, (414) 708-4251 CELL OR MR. GEORGE BERDINE AT (414) 286-5943 OFFICE, (414) 708-4245 CELL TO DETERMINE IF THERE ARE ANY LIVE POWER CABLES IN THE MANHOLE. THE CABLES WILL BE DEENERGIZED BY ELECTRICAL SERVICES FIELD PERSONNEL, IF POSSIBLE. ALL ELECTRICAL SERVICE CABLES ARE TO BE CONSIDERED ENERGIZED UNLESS SPECIFICALLY TAGGED AS BEING DEENERGIZED BY ELECTRICAL SERVICES FIELD PERSONNEL.
8. ELECTRICAL SERVICE MANHOLES MAY CONTAIN WE ENERGIES SERVICE CABLES.
9. THE CONTRACTOR SHALL PROVIDE THE CITY WITH A MINIMUM OF SEVEN DIGITAL PHOTOS AND A MAXIMUM OF TWELVE DIGITAL PHOTOS PER MANHOLE INSPECTION. THE CONTRACTOR SHALL PROVIDE EACH INSPECTION CREW WITH A DIGITAL CAMERA EQUIPPED WITH A MEMORY CARD WHICH HAS A MINIMUM CAPACITY OF ONE GIGABYTE TO TAKE THE REQUIRED MANHOLE PICTURES.

THE FIRST PHOTO SHALL SHOW THE CURRENT CONDITION OF THE IMMEDIATE AREA AROUND THE RESPECTIVE MANHOLE DURING THE TIME OF THE INSPECTION. THE PICTURES SHALL BE FREE OF OBSTRUCTIONS AND SHALL CLEARLY SHOW THE LID. THE SECOND PHOTO SHALL SHOW THE INTERIOR OF THE RESPECTIVE MANHOLE DURING THE TIME OF THE INSPECTION. THE THIRD PHOTO SHALL SHOW THE FRAME AND CHIMNEY WITH A MEASURING TAPE LINED UP AGAINST THE CHIMNEY WALL SHOWING THE DEPTH OF THE STRUCTURE FROM THE STRUCTURE FLOOR TO THE TOP OF THE FRAME CASTING. THE NEXT FOUR PHOTOS SHALL BE TAKEN OF THE NORTH, SOUTH, EAST AND WEST WALLS OF THE MANHOLE SHOWING THE CONDUITS ENTERING THE MANHOLE. **ADDITIONAL PHOTOS ARE REQUIRED IF ANY SECTION OF THE MANHOLE IS IDENTIFIED AS POOR OR IN NEED OF REPAIR. ADDITIONAL PHOTOS SHALL BE TAKEN OF ANY DISTINGUISHING DEFECTS IN OR AROUND THE MANHOLE DURING THE TIME OF THE INSPECTION.**

MANHOLE PHOTOGRAPHS SHALL BE TAKEN AT THE TIME OF A MANHOLE'S INSPECTION. THE CONTRACTOR SHALL ENTER THE PHOTOGRAPH NUMBER AS RECORDED BY THE CAMERA'S MEMORY CARD ON THE ELECTRONIC ACCESS 2002 DATABASE. THE CONTRACTOR SHALL RENAME THE PHOTO FILE NAMES AS (OR SIMILAR TO) "**MANHOLE ID-X.JPG**" ("X" REPRESENTS LETTERS OR NUMBERS FOR ADDITIONAL PICTURE PER MANHOLE) AND SHALL KEEP THE NAMES UNIQUE AND SEQUENTIAL THROUGHOUT THE COURSE OF THE CONTRACT. ALL PHOTOS SHALL BE SUBMITTED ON DVD ROM. ALL PHOTOGRAPHS TAKEN SHALL BE ENTERED IN THE DATABASE IN A WAY THAT WILL ALLOW FOR PROPER LINKAGE WITH THE PHOTOGRAPH'S FILES ONCE UPLOADED TO A COMPUTER.

10. THE DATABASE, BUTTERFLY DRAWINGS AND PICTURES FOR CUC MANHOLE INSPECTION SHALL BE KEPT SEPARATE FROM THE DATA BASE AND PICTURES FOR SANITARY MANHOLE INSPECTION AND SEPARATE FROM THE INFORMATION REGARDING SEWER STRUCTURE INSPECTION.
11. THE INFORMATION PRESENTED ON THE PLANS IS BASED ON THE BEST AVAILABLE INFORMATION FROM THE CITY. NO FIELD SURVEY WORK WAS PERFORMED BY THE CITY IN PREPARATION FOR THIS CONTRACT PRIOR TO BIDDING. THE CONTRACTOR IS RESPONSIBLE FOR BECOMING FAMILIAR WITH THE PROPOSED SITE CONDITIONS FOR ACCESSIBILITY, TRAFFIC CONDITIONS, MANHOLE LOCATIONS, ETC.
12. THE CONTRACTOR SHALL MAKE EVERY EFFORT TO LOCATE AND INSPECT EACH AND ALL MANHOLES SHOWN IN THIS CONTRACT. THE CONTRACTOR SHALL, FOR EACH MANHOLE NOT LOCATED, SUBMIT WRITTEN DOCUMENTATION OF THE CONTRACTOR'S SEARCH EFFORTS AND A SKETCH OR PHOTOGRAPH OF THE LOCATION SEARCHED. CITY FORCES WILL MAKE AN EFFORT TO LOCATE ANY MANHOLES THAT THE CONTRACTOR WAS NOT ABLE TO LOCATE. IF THE CITY FORCES LOCATE THOSE MANHOLES, THE CONTRACTOR SHALL THEN PERFORM THE INSPECTION AT NO EXTRA PAYMENT WHATSOEVER. THE COST SHALL BE INCLUDED IN THE UNIT PRICE BID FOR MANHOLE INSPECTION.
13. THE CONTRACTOR SHALL INCLUDE THE COST OF BARRICADING CUC MANHOLES REQUIRED IN THE UNIT PRICE BID FOR ITEM "BARRICADING – CUC MANHOLES".

THE CITY RESERVES THE RIGHT, AT THE DISCRETION OF THE COMMISSIONER OF PUBLIC WORKS, TO INCREASE OR DECREASE THE NUMBER OF MANHOLES TO BE INSPECTED. THE AMOUNT OF MANHOLE INSPECTION WORK MAY BE INCREASED OR DECREASED CONTINGENT UPON THE AVAILABLE FUNDS OR CHANGING FIELD CONDITIONS. ANY CHANGE IN WORK SHALL NOT RAISE A CLAIM FOR EXTRA WORK AND SHALL BE PAID AT THE UNIT PRICE BID FOR MANHOLE INSPECTION.

THE CITY SHALL PAY FOR QUANTITIES AT THE CONTRACT UNIT PRICE UNDER THE FOLLOWING BID ITEMS:

<u>ITEM NUMBER</u>	<u>DESCRIPTION</u>	<u>UNIT</u>
30606	BARRICADING AND SIGNING	LUMP SUM
99750	MANHOLE INSPECTION – CITY UNDERGROUND CONDUIT/COMMUNICATIONS	EACH
99751	MANHOLE INSPECTION – CITY UNDERGROUND CONDUIT/ELECTRICAL	EACH
99752	DEWATERING MANHOLE	EACH

14. PRIOR TO INITIATING THE CUC MANHOLE INSPECTION WORK, THE CONTRACTOR SHALL ARRANGE A MEETING WITH THE CONDUIT SECTION TO DISCUSS THE PROPOSED WORK AND WORK SCHEDULE. AT THIS MEETING THE CONTRACTOR SHALL PROVIDE AN INITIAL WORK SCHEDULE FOR THE FIELD WORK ON THIS CONTRACT. CONTACT MS. KAREN ROGNEY OF THE CONDUIT SECTION AT (414) 286-3243 TO ARRANGE THE MEETING.

15. IF CONDITIONS EXIST AT ANY CUC MANHOLE THAT REQUIRES IMMEDIATE ATTENTION OR COULD BE CONSIDERED DANGEROUS TO THE PUBLIC INCLUDING, BUT NOT LIMITED TO, A BROKEN OR MISSING MANHOLE COVER, THE CONTRACTOR SHALL IMMEDIATELY NOTIFY MS. KAREN ROGNEY OF THE CITY UNDERGROUND CONDUIT SECTION AT (414) 286-3243. THE CONTRACTOR SHALL NOT LEAVE THE SITE UNTIL A CITY REPRESENTATIVE IS PRESENT AND HAS TAKEN CONTROL OF THE SITE.
16. IF ANY DAMAGE OCCURS AS A RESULT OF THE INSPECTION OF CUC MANHOLES, IT SHALL BE REPAIRED BY THE CITY AT THE CONTRACTOR'S EXPENSE. THIS SHALL INCLUDE ALL COSTS FOR ANY DIG UP AND/OR REPAIRS OF THE MANHOLE, CABLE REPAIR, BACKFILLING AND SITE RESTORATION. CONTRACTOR SHALL CONTACT MS. KAREN ROGNEY AT (414) 286-3243 IMMEDIATELY IF ANY DAMAGE OCCURS.
17. THE CONTRACTOR SHALL TAKE PRECAUTIONS TO KEEP DEBRIS AND WATER FROM ENTERING THE CUC SYSTEM AS A DIRECT RESULT OF THE WORK AND WORK PRACTICES UNDER THIS CONTRACT. THE CONTRACTOR SHALL REMOVE ANY MATERIAL AND EQUIPMENT THAT ENTER THE MANHOLE STEMMING FROM THE MANHOLE INSPECTION WORK.
18. IN GENERAL, THE CONTRACTOR SHALL MINIMIZE THE TRAFFIC IMPACT DURING MANHOLE INSPECTION WORK. ALL TRAFFIC CONTROL MATERIAL AND EQUIPMENT SHALL COMPLY WITH THE "MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES FOR STREETS AND HIGHWAYS, PART VI - TRAFFIC CONTROL FOR STREET AND HIGHWAY CONSTRUCTION, MAINTENANCE, UTILITY, AND EMERGENCY OPERATIONS" AS PUBLISHED BY THE UNITED STATES DEPARTMENT OF TRANSPORTATION. NO EQUIPMENT OR MATERIALS SHALL BE STORED IN THE PUBLIC RIGHT-OF-WAY DURING NON-WORKING PERIODS.
19. DURING ALL WORKING PERIODS, THE CONTRACTOR SHALL MAINTAIN LOCAL TRAFFIC ACCESS. THE CONTRACTOR IS RESPONSIBLE FOR ADDRESSING THE CONCERNS AND NEEDS OF ANY SCHOOLS OR COUNTY TRANSIT SYSTEM BUS ROUTES AFFECTED BY THIS PROPOSED WORK. PLEASE CONTACT MR. JAMES BROWN AT (414) 286-3276 IF THERE ARE ANY QUESTIONS RELATED TO TRAFFIC CONTROL.
20. THE CONTRACTOR SHALL CONTACT OWNERS/RESIDENTS AND BUSINESSES WITHIN THE PROJECT LIMITS, AS NEEDED, TO INFORM THEM OF THE PROJECT AND PROVIDE THEM WITH ANY INFORMATION DEEMED NECESSARY TO GAIN ACCESS AND/OR PERMISSION FOR THE SUCCESSFUL PERFORMANCE AND COMPLETION OF THE CONTRACT.
21. THE CONTRACTOR SHALL SAVE THE CITY HARMLESS FROM ANY AND ALL DAMAGES THAT MAY ARISE OUT OF THE PERFORMANCE OF THIS CONTRACT IN ACCORDANCE WITH THE CONDITIONS OF THIS CONTRACT.

THE CONTRACTOR SHALL COMPLETE ALL RESPECTIVE COMMUNICATION MANHOLE INSPECTIONS WITHOUT ANY DAMAGE TO THE EXISTING CONDUITS OR SERVICE LINES. ANY FAILURES OR DAMAGE CAUSED BY THE CONTRACT SHALL BE SOLELY THE RESPONSIBILITY OF THE CONTRACTOR AT THE CONTRACTOR'S EXPENSE.
22. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ANY NECESSARY NO-FEE PERMITS FOR THIS PROJECT.
23. THE CONTRACTOR SHALL PERFORM A DATA ENTRY QUALITY CONTROL CHECK TO ENSURE THE VALIDITY OF THE ENTERED DATA PRIOR TO SUBMITTAL TO THE CITY. FOR CONVENIENCE, A DATA ENTRY FORM CALLED "2013 CUC INSPECTION FORM" HAS BEEN CREATED IN THE FORMS SECTION OF THE DATABASE. THE "ENTERED BY" AND "CHECKED BY" FIELDS IN THE DATABASE MUST BE COMPLETED.

24. THE FOLLOWING PERTAIN TO THE DATABASE ENTRY FORM:

LID/COVER

- INDICATE THE TYPE OF LID/COVER BASED ON PLAN FILE DETAIL 6A AND DIAGRAMS 105 AND 105A. ENTER "SMALL ROUND" FOR LID TYPE AS IDENTIFIED ON DIAGRAM 105.
- UNDER "ADJUSTING RING CONDITION", IF CONDITION IS "BAD", CLEARLY DESCRIBE ANY DEFECTS IN ADJUSTMENT RINGS OR BRICK WORK IN THE REMARKS SECTION. DEFECTS COULD INCLUDE CRACKS.

FRAME

- VERIFY THAT FRAME HEIGHT IS MEASURED FROM TOP OF RIM TO BOTTOM OF FRAME.

CHIMNEY

- IF THERE IS NO CHIMNEY IN THE MANHOLE, ENTER "0" FOR CHIMNEY HEIGHT IN THE DATABASE FORM PROVIDED.
- CHIMNEY HEIGHT MEASUREMENT SHALL BE FROM THE BOTTOM OF THE FRAME TO THE TOP OF THE ROOF SLAB.

CORBEL

- IF THERE IS NO CORBEL IN THE MANHOLE, ENTER "0" FOR CORBEL HEIGHT IN THE DATABASE FORM PROVIDED.

ROOF SLAB

- UNDER "DESCRIPTION OF ROOF DEFECT", IF CONDITION IS "BAD", CLEARLY DESCRIBE ANY DEFECTS IN ROOF SLAB.
- IF THERE IS NO ROOF SLAB IN THE MANHOLE, ENTER "0" FOR SLAB THICKNESS IN THE DATABASE FORM PROVIDED.
- HEADROOM HEIGHT MEASUREMENT SHALL BE FROM THE STRUCTURE FLOOR TO THE BOTTOM OF THE ROOF SLAB.

STRUCTURE

- UNDER "DESCRIPTION OF DEFECT", IF CONDITION IS "BAD", CLEARLY DESCRIBE ANY DEFECTS IN THE STRUCTURE.
- IF WATER IS PRESENT DURING INSPECTION, THE WATER DEPTH MEASUREMENT MAY BE MEASURED FROM THE WATER MARK LEFT ON THE STRUCTURE WALL AFTER ANY DEWATERING.

FLOOR

- IF THE AMOUNT OF DEBRIS IN THE CUC MANHOLE PRECLUDES ANY HEIGHT MEASUREMENTS OR VISUAL EVALUATION OF THE FLOOR CONDITION, CLEARLY DESCRIBE THE STATUS IN THE "REMARKS" ENTRY IN THE DATABASE FORM.

25. THE FOLLOWING PERTAINS TO THE BUTTERFLY DRAWING FORM:

MANHOLE ID NUMBER

- ENTER THE MANHOLE ID NUMBER IN BOX LOCATED ON THE TOP OF THE DRAWING.

NORTH ARROW

- INDICATE NORTH ON THE DRAWING.

STRUCTURE SHAPE

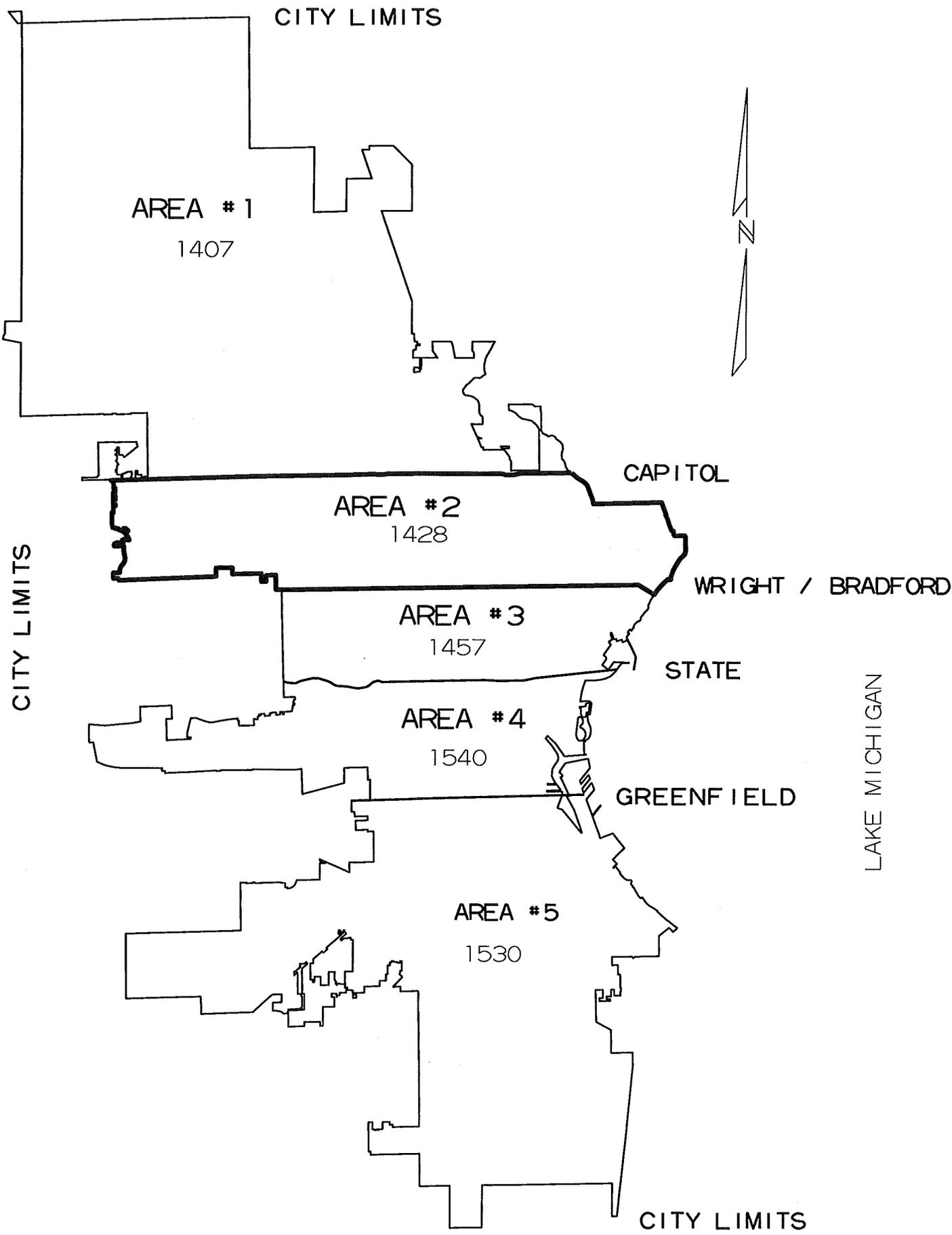
- INDICATE THE SHAPE ON THE STRUCTURE ON THE FORM

DUCT STACKS

- DRAW EACH DUCT STACK IN THE CONFIGURATION AND AT THE LOCATION THAT THEY ENTER THE MANHOLE.
- DRAW A LINE UNDER THE DUCT STACKS TO INDICATE THE DUCTS LOCATED CLOSEST TO THE BOTTOM OF THE MANHOLE.
- ON CIRCULAR MANHOLES INDICATE THE APPROXIMATE ANGLE AT WHICH THE DUCTS ENTER THE MANHOLE.
- ON SQUARE AND RECTANGULAR MANHOLES INDICATE THE DISTANCE FROM THE NEAREST WALL TO THE CENTER OF THE DUCT STACK.
- INDICATE THE DISTANCE FROM THE FLOOR OF THE MANHOLE TO THE BOTTOM OF EACH DUCT STACK.
- INDICATE THE SIZE AND THE MATERIAL OF EACH DUCT ENTERING THE MANHOLE. TYPES OF DUCTS MOST COMMONLY USED: IRON PIPE, CLAY TILE, FIBER DUCT AND PVC.

26. AN EXAMPLE OF THE 2013 CUC INSPECTION FORM AS WELL AS EXAMPLES OF BUTTERFLY DRAWINGS HAVE BEEN INCLUDED FOR INFORMATIONAL PURPOSES.

27. CONTRACTOR WILL BE PAID FOR ALL MANHOLES THAT REQUIRE DEWATERING WHEN MORE THAN 6 INCHES OF WATER IS IN THE MANHOLE. DEWATERING WILL BE DONE IN ACCORDANCE WITH CITY OF MILWAUKEE GUIDELINES.



REV. DATE: 03/14/13

CITY UNDERGROUND CONDUIT
MANHOLE INSPECTIONS AREAS

GENERAL INFORMATION

Manhole ID: 2239 Location: E. LINCOLN AVE. & S. HOWELL AVE. Date Inspected: _____
 Quarter Section Number: 466 Curb Measurements: _____
 System Type: COMMUNICATIONS Crew: _____

PAVEMENT

Type: _____ Condition: _____

LID/COVER

Location: _____ Type: _____ Condition: _____

FRAME

Rim: _____ Pavement Grade by: _____ in
 Frame Condition: _____
 Frame Height: _____ in
 Frame Alignment: _____ in
 Horizontal Offset: _____ in

CHIMNEY

Chimney Height: _____ in (Enter '0' if no chimney present)
 Chimney Diameter: _____ in
 Material: _____
 Material Condition: _____

Number of courses to repair: _____
 Distance from bottom of frame to lowest course to repair: _____

CORBEL

Material: _____
 Direction: _____
 Height: _____ in (Enter '0' if no corbel present)
 Condition: _____

Number of top courses to repair: _____
 Distance from bottom of frame to lowest course to repair: _____

ROOF SLAB

Condition: _____
 Repair Recommendation: _____
 Description of Roof Defect: _____

Roof Thickness: _____ in (Enter '0' if no slab present)
 Head Room: _____ in (Bottom of roof to floor)

STRUCTURE

Structure Depth: _____ in (Top of rim to floor measurement)
 Shape: _____ (If Other, enter number of manhole side)
 Size: _____ in _____ in (Enter '0' if none)
 Material: _____ (If Other, Describe Material)
 Condition: _____
 Number of bad, buckled or cracked walls: _____
 Description of Defect: _____

Repair Recommended: _____

Water Depth: _____ in (Enter '0' if no water present)

FLOOR

Condition: _____
 Repair Recommendation: _____
 Debris Amount: _____ in
 Debris Type: _____
 Drain: _____

CABLES

Splice Cases: _____ Enter '0' if none present
 Splice Case Location: _____
 Cable Coils: _____ Enter '0' if none present
 Coil Location: _____

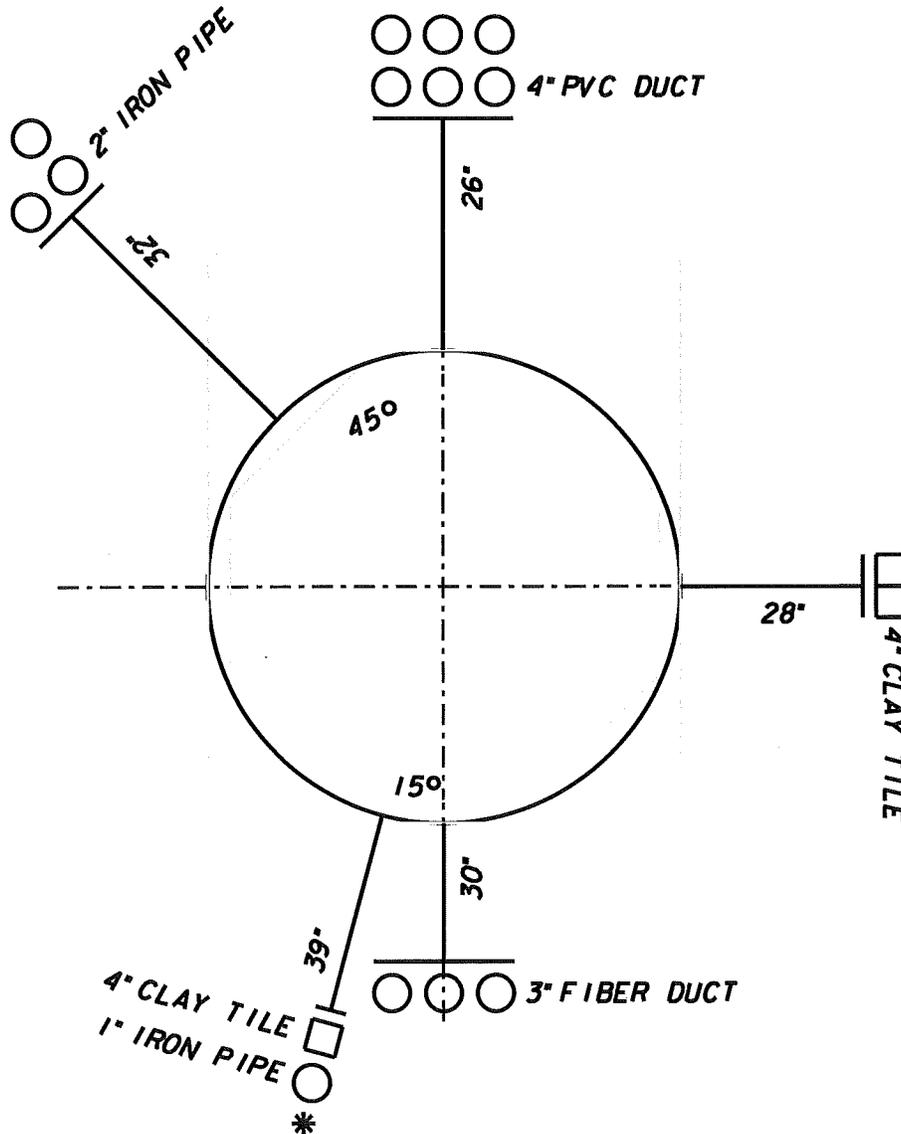
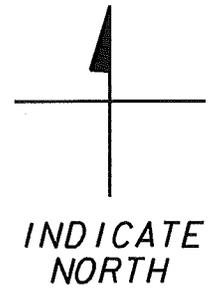
PHOTOGRAPHS

DATA ENTRY

Entered By: _____ Checked By: _____

BUTTERFLY DRAWING

MANHOLE ID EXAMPLE A

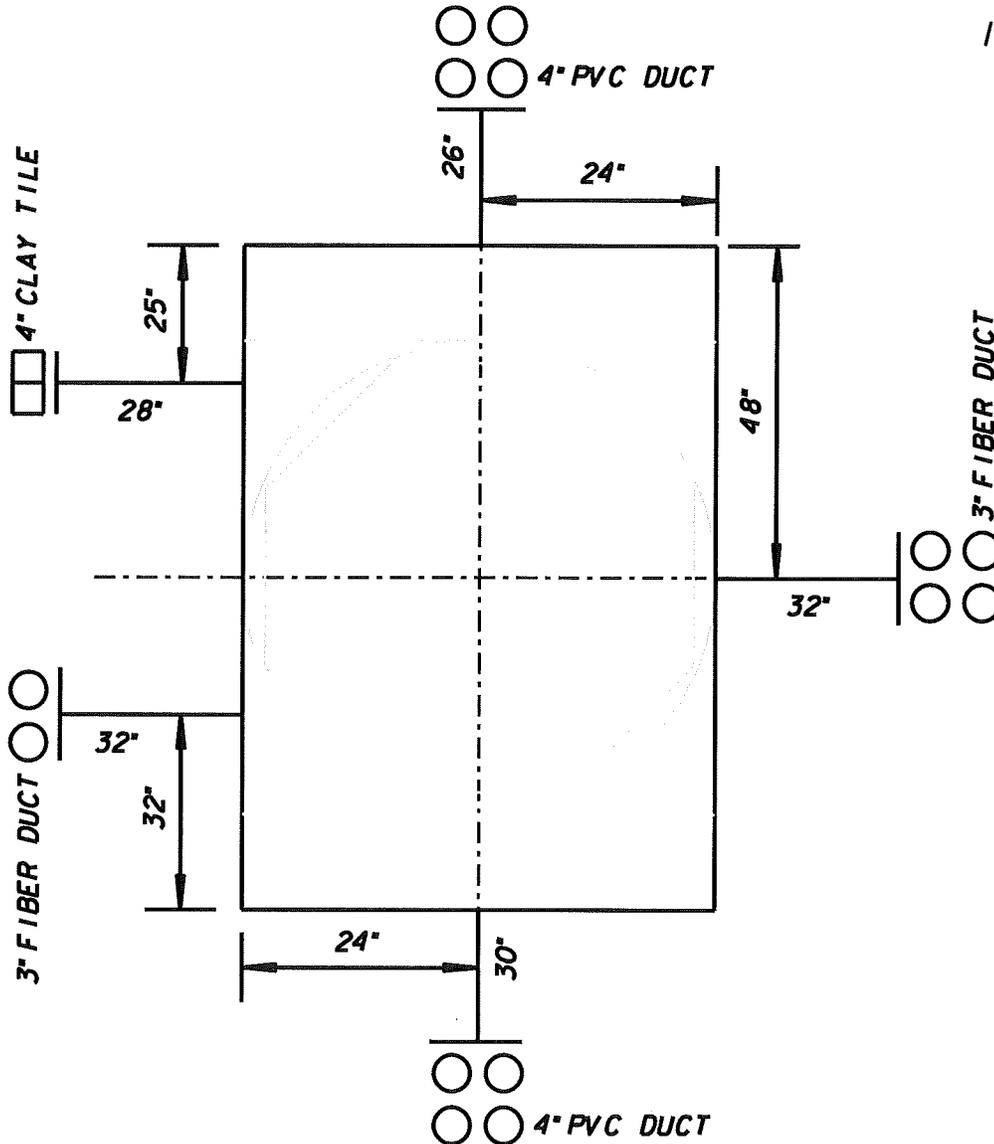
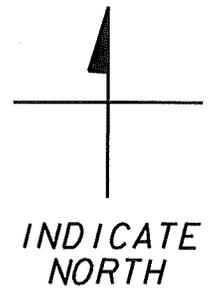


- DRAW THE DUCT STACKS IN THEIR CONFIGURATION AT THE LOCATION THEY ENTER THE MANHOLE.
- DRAW A LINE UNDER THE DUCT STACKS TO INDICATE THE DUCTS LOCATED CLOSEST TO THE BOTTOM OF THE MANHOLE.
- ON CIRCULAR MANHOLES INDICATE THE APPROXIMATE ANGLE AT WHICH THE DUCTS ENTER THE MANHOLE.
- ON RECTANGULAR MANHOLES INDICATE THE DISTANCE FROM THE NEAREST WALL TO THE CENTER OF THE DUCT STACK.
- INDICATE THE DISTANCE FROM THE FLOOR OF THE MANHOLE TO THE BOTTOM OF EACH DUCT STACK.
- INDICATE THE SIZE AND THE MATERIAL OF EACH DUCT ENTERING THE MANHOLE.
TYPES OF DUCTS MOST COMMONLY USED: IRON PIPE, CLAY TILE, FIBER DUCT AND PVC.

REMARKS: * 1" IRON PIPE SEALED SHUT

BUTTERFLY DRAWING

MANHOLE ID EXAMPLE B



- DRAW THE DUCT STACKS IN THEIR CONFIGURATION AT THE LOCATION THEY ENTER THE MANHOLE.
- DRAW A LINE UNDER THE DUCT STACKS TO INDICATE THE DUCTS LOCATED CLOSEST TO THE BOTTOM OF THE MANHOLE.
- ON CIRCULAR MANHOLES INDICATE THE APPROXIMATE ANGLE AT WHICH THE DUCTS ENTER THE MANHOLE.
- ON RECTANGULAR MANHOLES INDICATE THE DISTANCE FROM THE NEAREST WALL TO THE CENTER OF THE DUCT STACK.
- INDICATE THE DISTANCE FROM THE FLOOR OF THE MANHOLE TO THE BOTTOM OF EACH DUCT STACK.
- INDICATE THE SIZE AND THE MATERIAL OF EACH DUCT ENTERING THE MANHOLE.
TYPES OF DUCTS MOST COMMONLY USED: IRON PIPE, CLAY TILE, FIBER DUCT AND PVC.

REMARKS: _____
