



Department of Public Works  
Infrastructure Services Division

**Ghassan Korban**  
Commissioner of Public Works

**Preston D. Cole**  
Director of Operations

**Jeffrey S. Polenske**  
City Engineer

September 9, 2015

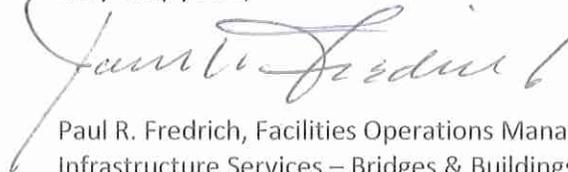
Subject: Official Notice 126-1-2015

Unarmed Security Guard Services  
Various Sites  
Milwaukee, WI

**Addendum No. 2**

- A. In regard to our advertisement for Unarmed Security Guard Services at various Department of Public Works facilities this attached Addendum No. 2 is issued to modify the original documents and is hereby made part of the proposal.
- B. Each bidder shall read the entire addendum. Proposals shall include all items included in this Addendum No. 2

Very truly yours,



Paul R. Fredrich, Facilities Operations Manager  
Infrastructure Services – Bridges & Buildings



**Official Notice 126-1-2015**

Unarmed Security Guard Services  
Various Site  
Milwaukee, WI

**Addendum No. 2**

Immediately upon receipt of the addendum, please sign this form and return to DPW Infrastructure Services – Bridges & Buildings by email to Matt Mortwedt ([mmortw@milwaukee.gov](mailto:mmortw@milwaukee.gov)).

Company Name

Name

Date

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## **Addendum No. 2**

September 9, 2015

Official Notice 126-1-2015  
Unarmed Security Guard Services  
Various Sites  
Milwaukee, WI

### **Specification Change #1**

The contract will begin with 544 service hours. The hours will consist of 40 Site Lead hours, 168 Central Station Operator hours and 336 Security Officer hours. The bid formulas on page 072100/1 will be revised to match these hours.

### **Specification Revision #1**

Page 072100/1, the Bid Tabulation Page, will be replaced by a new page 072100/1 with updated formulas reflecting the hours in this addendum.

### **Specification Change #2**

The Prevailing Wage Rate Determination documents do not apply to this contract.

### **Specification Revision #2**

Pages 00822/1-32 are removed from the specification. Inserted in their place are the DPW Service Contract Wage Rate Requirement provisions attached to this addendum. The new documents are 00822/1-3. The current City of Milwaukee Sustainable Wage is \$10.66/hour. Pay rates must meet the contract minimum pay rate requirements described on 1010/8.

### **Specification Change #3**

The fifth page of the Invitation to Bid documents did not provide a space for Base Bid 2 to be included.

### **Specification Revision #3**

The attached page replaced that page with sufficient space to transfer Base Bid 1 and Base Bid 2 totals from the Bid Tabulation Page to this page.



**Addendum No. 2, continued.**

September 9, 2015

Official Notice 126-1-2015  
Unarmed Security Guard Services  
Various Sites  
Milwaukee, WI

**Specification Change #4**

The Bid Opening Date will be extended to allow time to respond to these changes.

**Specification Revision #4**

The Bid Opening Date will be changed to "Wednesday, September 16, 2015 at 10:30AM" wherever it appears in the specification or Invitation to Bid Documents.

**Specification Clarification 1**

Base Bid Security is 10% of the higher of Base Bid 1 and Base Bid 2.

**Specification Clarification 2**

Performance and Payment Bonds will be required. The bonds will be based on the total amount of Base Bid 1 or Base Bid 2, whichever is higher.



**Official Notice No. 126-1-2015**

**Unarmed Security Guard Services  
Various Sites  
Milwaukee, WI**

For furnishing all material and doing all the work necessary and required for **Unarmed Security Guard Services, located at Various Sites, Milwaukee, WI**, all in accordance with the plans and project manual. These figures are copied over from the Bid Tabulation Page.

**Base Bid 1 for the Sum**

(Bid in Figures) \_\_\_\_\_ lump  
sum

(Bid in Words) \_\_\_\_\_ lump  
sum

**Base Bid 2 for the Sum**

(Bid in Figures) \_\_\_\_\_ lump  
sum

(Bid in Words) \_\_\_\_\_ lump  
sum

**BID ACCEPTANCE**

The Commissioner of Public Works shall award the contract on the basis of either Base Bid 1 or Base Bid 2 as funds permit.



**Department of Public Works  
City of Milwaukee  
Service Contract Wage Requirement Provisions**

I. General

- A. In accordance with Chapter 310-13 of the Milwaukee Code of Ordinances, adherence to a minimum wage requirement is mandatory for all Department of Public Works' Service Contracts. The ordinance requires that all workers, permanent or temporary, employed in any work performed as part of a service contract, as defined in II B herein, awarded after December 31, 1995, shall receive and be paid a sum of not less than \$6.05 per hour. Currently, Section 310-13 requires that **on March 1, 2015 and each March 1 thereafter, the minimum hourly wage shall be adjusted** to the amount required to produce, for 2080 hours worked, an annual income equal to the average of the U.S. Department of Health and Human Services most recent guidelines for a family of three and a family of four; however, the Contractor shall be required to comply with any amendments to Section 310-13, including those pertaining to the amount of the wage, or the timing of any adjustments to the wage. **No contractor may use the minimum wage requirement of this subsection to reduce the wage paid to any person employed by the contractor as of December 31, 1995.**
- B. The Contractor agrees to prepare and submit whichever is requested, be it either or both of the following documents: A sworn report (DPW-6) every 3 months or an affidavit (Form J) within 10 days following the Contractor's completion of the contract/or yearly for any contract extension. Contractor will procure and submit like documentation from every subcontractor employed by the contractor to the Department of Public Works regarding every person employed on or under this contract or subcontract. Said documentation shall certify that each and every employee has been paid in full the amount of not less than **\$10.66** per hour and that there has not been, nor is to be, any rebate or refund of any part of said wages by the employee to the employer.
- 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 fake, misleading or fraudulent information or if the contractor or subcontractor fails 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 one-year period after the first violation and for a three-year period after the second.
  4. Any other remedy available to the City at law or in equity.



**Department of Public Works  
City of Milwaukee  
Service Contract Wage Requirement Provisions**

II. Definitions

- A. Professional Service Contract – any contract in which the majority of workers engaged in the performance of the contract perform work which:
1. Is predominantly intellectual and varied in nature, as opposed to work which involves routine mental, manual, mechanical or physical labor.
  2. Requires advanced knowledge in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction and study in an institution of higher education or a hospital.
- B. Service Contract – any contract with the City for the provision of service to any City department or agency with a budget under the control of the Common Council which has a value exceeding \$5,000.00. Each bid specification or request for proposal (RFP) will be reviewed and a determination made as to whether the proposed contract constitutes a service contract. A service contract does not include any contract which involves the purchase of goods, a professional service contract, a Department of Public Works' contract regulated under S 309-25, a contract administered by the Office of Community Block Grant Administration (CDBG), or a contract with the Milwaukee Public Schools.

III. Service Contract Utilization Requirements

- A. For every service contract as defined in II B above, the minimum hourly wage specified in I B above shall be kept posted by the contractor at the site of the work in a prominent place where it can be easily seen and read by persons employed in the performance of such contract. In addition, copies of the minimum hourly wage requirement shall be supplied to any person employed in the performance of a service contract at the request of such person and within a reasonable period of time after the request.
- B. The Department of Public Works will review and monitor all public works service contracts for compliance. Complaints from service contractors and service contract employees relating to compliance will be received and investigated by the Department with imposition of appropriate sanctions upon any contractor who provides false information or fails to comply with the provisions of this ordinance.
- C. Any person employed in the performance of a DPW service contract as defined in II B may, within one year from the date of an alleged failure to comply, fill a written complaint to the Department of Public Works regarding the failure. No service contractor may discharge, reduce the compensation of, or otherwise retaliate against any person employed in the performance of a service contract for making a complaint to the Department of Public Works or for using any civil remedies to recover damages.



**Department of Public Works  
City of Milwaukee  
Service Contract Wage Requirement Provisions**

D. Right to Appeal

Any service contractor or service contract employee who objects to any decision or action of the Department of Public Works relative to application or enforcement of this ordinance may appeal such decision to the Administrative Review Appeals Board. The appeal shall be initiated in writing and sent to the Commissioner of Public Works. The appeal shall state the specific objection to the decision or action, 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 Equal Opportunities Disadvantaged Business Enterprise to be held within five (5) days of receipt of the appeal. The Committee shall have the 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.

**Department of Public Works****Security Guard Services Contract***Bid Tabulation Page*

	<b>Bill Rates</b>	<b>Associated Pay Rates</b>
Security Officer	\$ _____/hr	\$ _____/hr
Central Station Officer	\$ _____/hr	\$ _____/hr
Lead Officer	\$ _____/hr	\$ _____/hr
Weekly Vehicle Charge	\$ _____	
Weekly Mobile Communication (see Specification section IX.B)	\$ _____ Base Bid 1 – Android Phone Coverage	
Weekly Mobile Communication	\$ _____ Base Bid 2 – Mobile Phone and Reporting Technology (see Specification section IX.B)	
Annual Training Cost	\$ _____ (24 hours / officer required, \$0 cost is acceptable)	
Emergency Call Out Fee	\$ _____ (\$0 fee is acceptable)	

**Base Bids – The low *responsive* bid will be successful**

*Bid tabulations will be done considering either Base Bid 1 or Base Bid 2 for all Bidders.*

**Base Bid 1**

((Security Officer Bill Rate \* 336) + (Lead Officer Bill Rate \* 40) + (Central Station Officer Bill Rate \* 168) + Weekly Vehicle Fee + Weekly Mobile Communication Fee) \* 52) + Annual Training Cost + (3\*Emergency Call Out Fee)

Base Bid 1 Amount

\$ \_\_\_\_\_

**Base Bid 2**

((Security Officer Bill Rate \* 336) + (Lead Officer Bill Rate \* 40) + (Central Station Officer Bill Rate \* 168) + Weekly Vehicle Fee + Weekly Mobile Communication & Reporting Fee) \* 52) + Annual Training Cost + (3\*Emergency Call Out Fee)

Base Bid 2 Amount

\$ \_\_\_\_\_

