

# REQUEST FOR BID

*Neighborhood Improvement Project*

**Community Relations-Social Development  
Commission in Milwaukee County  
1730 West North Avenue,  
Milwaukee, WI 53205**

**February 10, 2023**

**RFB# 02-1023E**

**Specifications for:**

**Zavala**



**Social Development Commission**  
*Pathways from poverty to success*

<p align="center"><b>REQUEST FOR BID 02-1023E</b>  Zavala  Neighborhood Improvement Project (NIP)</p> <p align="center">THIS IS NOT AN ORDER</p>	<p align="center"><b>Community Relations Social Development  Commission (CR-SDC)</b>  NIP  1730 West North Avenue  Milwaukee, WI 53205</p>														
<p align="center"><b>Bid Due Date</b></p> <p align="center">Friday March 3, 2023, 2:00 p.m. CT</p>	<p align="center">All questions relating to this Request for Bid shall be submitted in writing to:</p> <p align="center">Scott Scherer, Procurement Coordinator  9004 W. Lincoln Ave West Allis, WI 53227  414-285-3911  sscherer@cr-sdc.org</p>														
<p align="center"><b>Calendar of Events</b></p> <table border="0"> <tr> <td>Friday February 10, 2023, 10:00 a.m. CT</td> <td>RFB Issuance</td> </tr> <tr> <td>Thursday February 16, 2023, 10:00 a.m. CT</td> <td>Mandatory Walkthrough</td> </tr> <tr> <td>Wednesday February 22, 2023, 2:00 p.m. CT</td> <td>Written Questions Due Date</td> </tr> <tr> <td>Monday February 27, 2023, 2:00 CT.</td> <td>Answers Posted to Contractors</td> </tr> <tr> <td><b>Friday March 3, 2023, 2:00 p.m. CT</b></td> <td><b>Bid Due Date</b></td> </tr> <tr> <td><b>Friday March 3, 2023, 2:25 p.m. CT</b></td> <td><b>Bid Opening</b></td> </tr> </table>				Friday February 10, 2023, 10:00 a.m. CT	RFB Issuance	Thursday February 16, 2023, 10:00 a.m. CT	Mandatory Walkthrough	Wednesday February 22, 2023, 2:00 p.m. CT	Written Questions Due Date	Monday February 27, 2023, 2:00 CT.	Answers Posted to Contractors	<b>Friday March 3, 2023, 2:00 p.m. CT</b>	<b>Bid Due Date</b>	<b>Friday March 3, 2023, 2:25 p.m. CT</b>	<b>Bid Opening</b>
Friday February 10, 2023, 10:00 a.m. CT	RFB Issuance														
Thursday February 16, 2023, 10:00 a.m. CT	Mandatory Walkthrough														
Wednesday February 22, 2023, 2:00 p.m. CT	Written Questions Due Date														
Monday February 27, 2023, 2:00 CT.	Answers Posted to Contractors														
<b>Friday March 3, 2023, 2:00 p.m. CT</b>	<b>Bid Due Date</b>														
<b>Friday March 3, 2023, 2:25 p.m. CT</b>	<b>Bid Opening</b>														
<p><b>Bidder Name and Address (must be completed)</b></p>															
<p><input type="checkbox"/> <b>CERTIFIED MINORITY BUSINESS.</b> Check box at left if the Bidder is a <b>certified</b> minority business (MBE, DBE, WBE).</p>															
<p><b>ACKNOWLEDGEMENT OF ANY ADDENDA and/or REVISIONS and AGREEMENT TO ALL TERMS:</b> In signing this Bid, Bidder acknowledges and affirms that its Bid complies with all terms, conditions and specifications of this bid and any addenda, appendices or revisions thereto. If awarded a contract, Bidder shall comply with all terms of its Bid and all terms, conditions and specifications of this bid and any addenda or revisions thereto.</p> <p><b>DEBARMENT AND SUSPENSION:</b> In signing this Bid, Bidder acknowledges it has not been suspended, debarred, declared ineligible or voluntarily excluded from eligibility by any Federal department or agency.</p> <p><b>NON-COLLUSION:</b> In signing this Bid, Bidder certifies it has not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a Bid; that this Bid has been independently arrived at without collusion with any other Bidder, competitor or potential competitor; that this Bid has not been knowingly disclosed prior to the opening of Bids to any other Bidder or competitor; that the above statement is accurate under penalty of perjury.</p>															
<p>Name of Authorized Company Representative (Type or Print)</p>	<p>Title</p>		<p>Date</p>												
<p>Signature of Authorized Company Representative Named Above</p>	<p>Phone</p>	<p>Fax</p>	<p>Email</p>												

**Form must be returned with Bid.**

**Table of Contents**

Bidding Instructions

Submission of Bids

Award of Contract

General Conditions

Special Instruction

Bidder's Statement

Scope

Task Clarification

**Official Sealed Bid #02-1023E Zavala**

**1). Bidding Instructions**

Official sealed bids shall be received at Community Relations- Social Development Commission (CR-SDC) offices located at 1730 West North Avenue, no later than **2:00 p.m. on Friday March 3, 2023, in the Waiting Area. The words “NIP Bid# 02-1023E Zavala” shall be clearly marked on your company envelope, along with your Company name and address listed in the upper left-hand corner of the envelope. No mailed, emailed, or faxed Bids are allowed.**

Bidders Statement and DNS Scope Task Clarification must be returned signed and dated by an authorized representative. Extra pages and literature may be added to this package.

**Only one bid per company will be accepted.**

Bids will be publicly opened @ 2:25 p.m. on Friday March 3,2023 at 1730 West North Avenue, Milwaukee, WI 53205.

There **will be a mandatory** walkthrough scheduled for this bid at 4667 N. 39th St. on Thursday February 16th, 2023, at 10:00 a.m. Company representative must arrive no later than 10 minutes after the published time of the walkthrough to participate in the bid process.

**2). Submission on Proposals**

**Make one photocopy set of the complete set of original documents. Mark the photocopied set “Copy”. Place the original and copied set(s) of documents in a sealed package (envelope or box). A detailed cost breakdown must be shown on the cost sheets.**

**We will need line-item costs for each bid.**

The bidder, in submitting his/her bid proposal, agrees to enter into contract with CR-SDC.

Protests regarding the validity or appropriateness of the invitation for bid will not be considered unless the protest is filed in writing with CR-SDC Purchasing Office, prior to the closing date for the bid.

**3). Awards**

Community Relations-Social Development Commission (CR-SDC) reserves the right to reject any or all bids if bidder is non-responsive/non-responsible.

CR-SDC reserves the right to reject any or all bids for business reasons.

CR-SDC strives to work with all competitive vendors whenever possible and reserves the right not to award the bid to the lowest bidder.

Bidders are expected to carefully examine the specifications, terms and conditions. Failure to do so shall be at the bidder's risk.

**4). Discounts**

Cash discount offered for payment within designated period:

\_\_\_\_\_ % \_\_\_\_\_ Days

(Cash discount quoted will be applied determining the final bid price). Cash discounts of less than 10 days will not be considered in the award of this bid. Discounts will be calculated from **a)** the date the material is received; or **b)** the date the invoice is received, whichever is later. Please include any cash discounts on your Scope of Work form.

**5). Time for Receiving Bid**

Sealed bids shall be deposited at the address specified in the instruction page no later than the exact time and date indicated. Bids received prior to the time of opening will be placed in a secured file and will remain unopened.

**6). General Conditions**

CR-SDC is a non-profit intergovernmental agency and therefore is funded by the Federal/State Government and reserves the right to cancel due to lack of funding with a 30-day written notice. CR-SDC is exempt from payment of Wisconsin State taxes.

**SDC Payment terms are Net 30 Days.**

**The scope of work in this bid have been identified and inspected by the Department of Neighborhood Services. These inspectors have provided the Maintenance, Mechanical, Plumbing, Roofing, Electrical and Lead scope of work that will bring these homes into compliance with the building code.**

CR-SDC strives to work with all competitive vendors whenever possible and reserves the right not to award the bid to the lowest bidder.

Once a vendor has been selected pursuant to the agency's competitive Bid process, an unsuccessful applicant or bidder may raise any question, challenge, or appeal with respect to the selection process in the following manner:

1. Any complaint or challenge to the selection process must be communicated in writing to the individual or program that issued the Bid within five business days of the date that notice of selection/non-selection was received.

2. The individual or program responsible for the Bid shall provide a written response to the complainant within five business days of receipt of the written complaint.

If after the review of the response described in step 2, above, the complainant remains unsatisfied with the process, the complainant may file a grievance with the CEO. The grievance must be in writing, must clearly set forth the grounds or basis for the grievance, and must be filed within ten business days after receipt of the response described in step 2, above. The CEO will review the grievance and may convene the Executive Committee to discuss the complaint. The Committee may consult with persons necessary to determine the following issues:

(a) Did the selection process violate any policy or procedure of the agency?

(b) Did the selection process violate any Federal, State, or local law?

The CEO shall communicate a written decision to the complainant within 30 calendar days of receiving the written grievance. The written decision of the CEO shall be final.

CR-SDC intends to use EBE (Small, Minority and Women) vendors whenever practical, in accordance with the agency's mission. The Purchasing Department will endeavor to bid to EBE whenever and wherever possible Bids can possibly be awarded to these vendors if they come within 5% of the lowest bidder and if the quality of the service or goods supplied is of at least equal quality compared to the other vendors. EBE vendor must be certified with the City of Milwaukee.

**For Informational Purposes Only**

Please circle the following where applicable: My firm is a certified **Minority** or **Women-Owned Business Enterprise**. Please list Agency (s) you are currently certified with and its expiration date. Submit a copy of your certification document(s) with the bid.

**Agency Of Certification**

**Exp. Date**

---

---

---

---

---

**7). Special Instructions**

**There will be no Mandatory Bidder's Meeting for this project.** Instead, there will be a brief meeting at the site of the day's walkthrough to discuss process and project duration. Contractors must arrive promptly by 10:00a.m. with the following documents:

1. DNS Work Scope
2. SDC Task Clarification Document

Each project is not considered complete until the DNS Final Inspection punch list is completed.

The scope of work is an actual home that is part of this project. Vendor's who respond to this bid must submit a list of activities to be performed and a list of material/services to be provided.

Maintenance vendors must be State of Wisconsin Lead-Certified and must hold a valid City of Milwaukee Home Improvement Contractor's License. Vendor must have a current State of Wisconsin Dwelling Contractor Financial Responsibility Certificate. Trade contractors (Electrical, HVAC & Plumbing) must have a valid State of Wisconsin License (Master Electrician, HVAC Contractor, and Master Plumber).

**The minimum requirements are listed below:**

- 1. City of Milwaukee Contractor License**
- 2. Certificate of Insurance with SDC named insured.**
- 3. WI Dwelling Contractor Certification**
- 4. Lead Company Certification**
- 5. Lead Abatement Supervisor Certification**
- 6. Workers must have Lead Safe Worker Certification for Abatement Work**

**A copy of these documents must accompany bid.**

Permits must be taken out for all area's specified "permit required". Contractor will be responsible for securing permits and arranging any required inspections. Vendors that are new to CR-SDC must complete a vendor application and are required to send CR-SDC two written letters of reference. Contractor's offices should be located in the City of Milwaukee.

Rehabilitation Technical Specifications and Performance Standards Manual  
[www.city.milwaukee.gov](http://www.city.milwaukee.gov) to get to the manual you must type in the name of the document in the "site search" box.

The vendor that is selected will be required to submit a certificate of insurance with CR-SDC as the certificate holder along with an Affidavit of no Interest with Disclaimer page. These documents must be submitted before any work begins.

All projects must be completed within 35 business days of award unless other agreements have been made. If projects are not completed during that time frame, and no extension is granted by the Project Manager, CR-SDC reserves the right to cancel the contract.

**Insurance Requirements**

General Liability	\$1,000,000.00/ Per Occurrence
	\$2,000,000.00/ Annual Aggregate
Personal Injury	\$1,000,000.00/ Per Occurrence
Fire Legal Liability	\$100,000.00/ Per Occurrence
Products Completed Operations	\$1,000,000.00/ Per Occurrence
Medical Payments	\$5,000.00/ Per Occurrence

Owned Auto Liability and or Non-Owned / Hire Auto Liability	\$1,000,000.00/ Per Occurrence If Automobiles Utilized
Workers Compensation	Statutory Employers Liability (\$500/\$500/\$500)
Professional Liability	\$1,000,000.00/ Annual Aggregate per Specialty

Community Relations-Social Development Commission is to be named additional Insured on all liability coverage, evidenced via a Certificate of Insurance.

**8). CR-SDC Equal Opportunity & LEP Statement**

CR-SDC is committed to the belief that each individual is entitled to equal employment opportunities without regard to race, creed, color, ethnic or national origin, age, sexual preference, non-job-related physical or mental disability, marital or parenthood status, physical characteristics, economic status, genetic information, prior arrest, conviction, incarceration record or violation of Chapter 125 of Wisconsin laws (except where funding guidelines prohibit and/or one's conviction demonstrates a programmatic conflict). The agency pledges itself to apply this commitment to recruiting, hiring, compensation, fringe benefits, staff development and training, promotions, termination, and all other conditions of employment.

**It is the policy of CR-SDC to provide language access services to populations of persons with Limited English Proficiency (LEP) who are eligible to be served or likely to be directly affected by our programs. Such services will be focused on providing meaningful access to our programs, services and/or benefits.**

**9). Bidder's Statement**

Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to bid opening. This may be done directly or indirectly to any other bidder or to any competitor.

Each person signing this bid certifies he/she is the person in the bidder organization responsible within that organization for the decision as to the prices being offered.

All work must be carried out in a professional and workmanlike manner and will be warranted for a minimum of one year. All completed work must have a lead wipe test conducted with subsequent clearance by the City's Health Department. Vendors, please provide pricing in the areas you are bidding on.

Note: You must complete each line item of the SDC Work Scope Bid Sheet for the categories you are bidding on. The bid statement must include a cost for each category and homeowner, and for each mechanical subcategory when applicable. All category tasks should be combined to provide a single cost for each category on each project.



**NIP**

**4667 N. 39<sup>th</sup> St.**

**RFB# 02-1023E Zavala**

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

Quote given by: \_\_\_\_\_

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

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

Date \_\_\_\_\_

**Wilson**      **Total \$** \_\_\_\_\_

**RETURN THIS PAGE WITH BID**

**REQUEST FOR BID# 02-1023E. Zavala**

**COMMUNITY RELATIONS – SOCIAL DEVELOPMENT COMMISSION  
NIP  
COVER SHEET**

Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Ext: \_\_\_\_\_ Fax: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Website: \_\_\_\_\_ E-mail: \_\_\_\_\_

Social Security or Federal ID Number: \_\_\_\_\_

Total Proposed Budget if applicable: \_\_\_\_\_

Certified Minority Vendor\* YES \_\_\_ NO \_\_\_ Certified EBE YES \_\_\_ NO \_\_\_

Certified Woman Vendor\* YES \_\_\_ NO \_\_\_ Certified DBE YES \_\_\_ NO \_\_\_

Certification documents attached YES \_\_\_ NO \_\_\_

\* CR-SDC intends to use EBE/DBE'S (Small, Minority and Women) vendors whenever practical, in accordance with the agency's mission. CR-SDC will endeavor to bid to EBE/DBE's whenever and wherever possible. Bids can possibly be awarded to these vendors if they come within 5% of the lowest bidder and if the quality of the service or goods supplied is of at least equal quality compared to the other vendors. EBE/DBE's vendor must be certified to receive this 5% preference (the State of Wis., City of Mil.w.EBE.or Wis. Unified Certification Program). **Certification documentation must be attached to Bid to qualify for points.**

**Statement of Certification**

The proposed activities, qualifications, dates, availability of resources, staff, cost, and all statements made are true and correct.

Authorized Representative Signature and Title:

\_\_\_\_\_  
(Print)

\_\_\_\_\_  
(Date) (Signature)