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

Lead Safe Homes Program (LSHP)

August 28, 2020

Bid# 08-2820B

Specifications for:

Alvarez
REQUEST FOR BID# 08-2820B
Alvarez
Lead Safe Homes Program
THIS IS NOT AN ORDER

Bid Due Date
Friday, September 18, 2020 2:00 p.m. CT

All questions relating to this Request for Bid shall be submitted in writing via email only to:
Terri Eckels-Nikoo, Procurement
tnikoo@cr-sdc.org
by the due date

<table>
<thead>
<tr>
<th>Calendar of Events</th>
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<tr>
<td>Friday, August 28, 2020, 10:00 a.m. CT</td>
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<td>Thursday, September 3, 2020, 10:00 a.m. CT</td>
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<td>Tuesday, September 8, 2020, 2:00 p.m. CT</td>
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<td>Friday, September 11, 2020, 2:00 p.m. CT</td>
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<td>Friday, September 18, 2020, 2:00 p.m. CT</td>
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<td>Friday, September 18, 2020, 2:05 p.m. CT</td>
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CERTIFIED MINORITY BUSINESS. Check if the Bidder is a certified minority business (MBE, DBE, WBE).

CERTIFICATION DOCUMENTATION MUST BE INCLUDED IN BID PACKET.

ACKNOWLEDGEMENT OF ANY ADDENDA and/or REVISIONS and AGREEMENT TO ALL TERMS: 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.

DEBARMENT AND SUSPENSION: 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.

NON-COLLUSION: 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.

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<th>Name of Authorized Company Representative (Type or Print)</th>
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<th>Signature of Authorized Company Representative Named Above</th>
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Form must be returned with Bid
Table of Contents

Bidding Instructions
Submission of Bids
Award of Contract
General Conditions
Special Instructions
Bidder’s Statement
Cover Sheet
Work Scope Cost Sheets
Site Plans

Supplemental Information Task Specifications
Official Sealed Bid #08-2820B Alvarez

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, September 18, 2020 at the Front Desk Area. The words “LSHP Bid# 08-2820B Alvarez” 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.

Bidders Statement, Cover Page and LHSP Scope of work 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 @ 2:05 p.m. on Friday, September 18, 2020 at 1730 West North Avenue.

There will be a mandatory walkthrough scheduled for this bid at 3157 South 6 Street at 10:00 a.m., please check the posted schedule for the walkthrough date and time. A 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

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.

Bidders are expected to examine carefully 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:

\[
\text{_______\%_______ Days}
\]

(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.

The scope of work in this bid have been identified by the Social Development Commission Lead Safe Homes Program and Authorized Wisconsin Lead Risk Assessor Personnel and Reviewed and Approved by the Department of Health Services. The Lead Inspection/Risk Assessment was conducted according to Wisconsin Administrative Code DHS 163, presence of lead-based paint. The Inspections were conducted using a XRF (x-ray fluorescence) device which measures lead content in paint.

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.
3. The CR-SDC Executive Office shall provide a written response to the complainant within 10 business days of receipt of the written complaint.

4. If after the review of the response described in step 3, above, the complainant remains unsatisfied with the process, the complainant may file a grievance with the Executive Committee of the Board of Commissioners. The grievance must be in writing, must clearly set forth the grounds or basis for the grievance, and must be filed within five business days after receipt of the response described in step 3, above. The Chairperson of the Executive Committee 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 Chairperson shall communicate a written decision to the complainant within 30 calendar days of receiving the written grievance. The written decision of the Chairperson 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 vendors 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.

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<th>Agency Of Certification</th>
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7). Special Instructions

Vendors who respond to this bid must submit the following documents listed below, one original and one “copy” of the entire submitted bid.
   1. Request for Bid Sheet (Page 1)
   2. Cover Sheet (Page 10)
   3. Work Scope Cost Sheet

Requirements:

Vendors must be State of Wisconsin Lead-Certified and must hold a valid City of Milwaukee Home Improvement Contractor’s License. Vendors must have a current State of Wisconsin Dwelling Contractor Financial Responsibility Certificate.

The vendor that is selected will be required to submit a certificate of insurance with CR-SDC as the certificate holder. These documents must be submitted before any work begins.

A copy of the following documents must be submitted within 5 business days once notification of intent to award is sent via E-mail and prior to starting any contract work on behalf of the CR-SDC.

   1. City of Milwaukee Home Improvement Contractor’s License
   2. Dwelling Contractor and Qualifier
   3. Lead Abatement Company Certification
   4. Lead Abatement Supervisor (supervisor is needed on-site at all times during the work).
   5. Lead Abatement Worker Certifications (needed by each worker present at the work site).
   6. Certificate of Insurance, listing CR-SDC as an additional insured

If the certifications including Certificate of Insurance are not provided, CR-SDC will move to the next recommendation and re-assign the project.

Contractor must apply lead-safe work practices to all specified work in this scope. Contractor is responsible to follow all federal, state, and local regulations, codes, and ordinances while completing all specified work. Notification for abatement is required for the Lead –Safe Homes Program. (Please See) https://www.dhs.wisconsin.gov/forms/f4/f44012.pdf.

Contractor must obtain any other required permits needed for the work. Cost of additional permits related to the lead work may be reimbursed by the LSHP.

All projects must be completed within 30 days of award unless other arrangements are made.
Lead Abatement Training Reimbursement:
SDC received financial support from the Department of Health Services to reimburse training costs for eligible contractors. SDC will process reimbursement to contractors that are on our vendor list and participate in contractor meetings, bidding process, and ideally perform work for SDC. This is a reimbursement resource, and to qualify for reimbursement, the Contractor must complete the following procedure:

1. Submit a request for approval to SDC before attending training,
2. Register the individuals for the training,
3. Pay for the training,
4. Pay for registration fees to obtain blue cards, and
5. Submit documentation to SDC to process the reimbursement to sdcleadsafe@cr-sdc.org

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 workman like manner and will be warranted for a minimum of one year. Contractor is responsible to pass a lead paint clearance examination per Wis. Admin. Code § DHS 163.14 (5) (c).
All completed work must have a lead wipe test conducted with subsequent clearance. Vendors please provide pricing in the areas you are bidding on.

Note: The LSHP Scope of Work must include a cost for each category and for each subcategory when applicable. All costs should be combined to provide a single total cost estimate.
REQUEST FOR BID# 08-2820B Alvarez

COMMUNITY RELATIONS – SOCIAL DEVELOPMENT COMMISSION

LSHP PROGRAM

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) __________________________________

Return this page with Bid
Lead-Safe Homes Program (LSHP)
Scope of Work to Correct Lead Hazards
3157 S. 6th St, Milwaukee, WI
4-LSHP

The work specifications must all be completed without exception. Alterations or substitutions to the specifications must be approved by Ofelia Mondragon at Social Development Commission before the work is done. A copy of the Lead-Based Paint Risk Assessment shall be reviewed prior to the start of work for detailed sampling and testing results. Contact the risk assessor, Douglas Dalsing of Testudo LLC, at (608) 205-8025 if you have any questions about the risk assessment report.

001 CONTRACTOR CERTIFICATION
Contractor must have BOTH an individual Lead Abatement Supervisor certification and a Lead Company certification issued by the Wisconsin Department of Health Services (DHS). All individuals assisting with regulated work must have current certification as a Lead Abatement Worker or Supervisor with DHS. List in the table below, if known. If your bid includes costs for training and certification for employees, indicate below.

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Expiration Date</th>
<th>DHS Cert Number</th>
<th>Pay for training?</th>
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002 REGULATED ACTIVITY
Contractor must apply lead-safe work practices to all specified hazard controls in this scope of work. Contractor is responsible to follow all federal, state, and local regulations, codes, and ordinances while completing all specified hazard controls.

003 LEAD CLEARANCE EXAMINATION
Contractor is responsible to pass a lead paint clearance examination per Wis. Admin. Code § DHS 163.14 (5) (c). Contractor must contact the risk assessor to schedule the clearance test once all work has been completed.

004 TEMPORARY RELOCATION
All occupants and pets must be out of the dwelling while work is taking place. Contractor will be responsible to contain all dust and debris within contained work areas and complete a thorough cleaning of all work areas at the end of each day prior to the occupants returning for the evening.
WORK SPECIFICATIONS
Contractor is responsible to coordinate with the Lead Safe Homes Program at Social Development Commission and the property owner to agree on a hazard control that will eliminate the lead paint hazard for the longest period of time, or is the most appropriate remediation method that will comply with the order. Detailed work specifications found in the Appendix Section: Lead Hazard Treatment Plan of the risk assessment report are considered to be an addendum to and part of this scope of work. Specifically, items:
1 **Mobilization & Pre-Cleaning**

**LOCATION:**
Exterior and Interior Work Site

**ENTIRE WORK SPACE AREA: **- **TOTAL- 1 EA**
Pre-Cleaning is required prior to lead paint work; paint chips & debris must be cleaned up in all interior & exterior work areas before building containment. If structural deficiencies exist they must be rectified prior to commencing work.

**CONTRACTOR BID PRICE:**  
$________

2 **Enclose: Overhead Door Trim**

**LOCATION:**
Garage, Overhead door, Side C

**ENCLOSE GARAGE OVERHEAD DOOR TRIM-TOTAL 22 LF**
Replace any missing or rotten trim with dimensional pine or fir stock as needed. Wrap all exposed door trim, sills, beams, and headers etc., with aluminum coil stock custom bent to cover the component. Secure with nails and seal all edges and seams with an exterior silicon caulk.

**CONTRACTOR BID PRICE:**  
$________

3 **Replace Gutter & Downspout**

**LOCATION:**
HOME  
Home, Side C

**WRAP EXTERIOR WINDOW CASINGS. TOTAL – 25 LF**
Remove gutter & downspout. Install new aluminum gutters with all joints sealed water tight. Install new aluminum down spouts secured to the house with no less than 4 foot flip-ups to direct water away from the foundation; if a system is in place to channel rain water to storm sewer, connect downspouts there.

**CONTRACTOR BID PRICE:**  
$________

4 **Enclose: Exterior Window Casings**

**LOCATION:**
Lead-Safe Homes Program (LSHP)
Scope of Work to Correct Lead Hazards
3157 S. 6th St, Milwaukee, WI
4-LSHP

HOME:
Side B (4)
Side C (3 [wrap the window at Kitchen, Side C, but do not wrap window at Rear Entry, Side C])
Side D (3)

GARAGE:
Side A (2)

WRAP EXTERIOR WINDOW CASINGS. **TOTAL – 12 EA**
Step 1: Using lead-safe work practices, Remove and Replace Exterior Window Casing with
dimensional pine or fir stock as needed.

Step 2: Wrap all exposed exterior window and door trim, sills, beams and headers with
aluminum coil stock.

**CONTRACTOR BID PRICE:**  
$________

5 Remove and Replace Interior and Exterior Window Casing

LOCATION:
Kitchen Window Casing Side C

REMOVE AND REPLACE INTERIOR AND EXTERIOR WINDOW CASING BETWEEN REAR
ENCLOSED PORCH AND KITCHEN. **TOTAL – 1 EA**
Remove and dispose of the existing window casing. Supply and install a window casing unit
sized to fit the existing opening & new pine inner stop if needed.

Full Replacement of Kitchen Window Casing Side C is recommended. XRF Reading was
Positive, Level 6.7, and Deteriorated. Also, this window is between the rear hallway entrance
and Kitchen, which creates moisture and high usage. To prevent future paint deterioration
and high dust exposure, LSHP recommends the full replacement of Window Casing and
Window Replacement.

**CONTRACTOR BID PRICE:**  
$________

6 Replace: Windows

Location(s):
HOME:
• Main level: Bedroom cd (2)
• Main level: Kitchen (2)
Lead-Safe Homes Program (LSHP)
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4-LSHP

- Main level: Living (3)
- Upper level: Bedroom b (1)
- Upper level: Bedroom d (1)

GARAGE:
- Main level: Exterior (1)
- Upper level: Exterior (1)

VINYL WINDOW REPLACEMENT (Abatement)—**TOTAL - 11 EA**
Using lead-safe abatement practices, remove and properly dispose of the existing window sashes, parting bead, and outer stops, & storm window if present. Supply and install a new vinyl replacement window unit sized to fit the existing opening. Outer stops are to be replaced with new pine or fir using lead-safe work practices or wrapped with aluminum cladding.

**CONTRACTOR BID PRICE:**


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**7 Replace: Basement Windows with Glass Block**

Location(s):
BASEMENT LEVEL
Mechanicals (6)

**REPLACE BASEMENT WINDOWS WITH GLASS BLOCK** (Abatement)—**TOTAL – 6 EA**
Remove current metal or wooden windows, concrete to concrete, prep substrate, and install new glass block replacement windows. New windows to contain fresh air vents and have dryer vents installed as needed. Windows to maintain equal distance jointing and be “mud” set in a mason mix of 1-1-6. Material to be placed using ACI, ICRI cold weather placement directives, and covered to prevent freezing. Mud joints to be tooled as necessary. Install per ASTM C270 cold weather standards.

**CONTRACTOR BID PRICE:**


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**8 Replace: Interior Window Sill (stool)**

LOCATION:
Upper level: Bedroom b (1)
Upper level: Bedroom d (1)

**REPLACE INTERIOR WINDOW SILL (STOOL)** (Abatement)—**TOTAL- 2 EA**
Lead-Safe Homes Program (LSHP)
Scope of Work to Correct Lead Hazards
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4-LSHP

Since they are coated in LBP & easily accessible, remove and dispose of existing stool. Install a new component using construction grade dimensional lumber or manufactured mill stock. Apply high-quality bonding primer. Apply high-quality interior latex paint.

**CONTRACTOR BID PRICE:** $_________

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9 Replace: Threshold

**LOCATION:**
Main Level: Living Room, Door Threshold, Side A

**REMOVE AND REPLACE ENTRANCE KITCHEN DOOR** (Abatement)- **TOTAL- 1 EA**
Remove and dispose of existing component. Supply & install new like component. If wood, apply high-quality bonding primer; apply high-quality interior latex paint.

**CONTRACTOR BID PRICE:** $_________

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10 Final Cleaning

**LOCATION:**
Exterior and Interior of the home

**FINAL CLEANING- TOTAL 1 EA**
Perform final clean-up to assure property passes Final Visual Inspection and Final Clearance per New HUD Clearance Standards.
- **Floors 10 μg/ft²**
- **Window Sills 100 μg/ft²**
- **Window Troughs 100 μg/ft²**
- **Porch Floors 40 μg/ft²**

Note that LRA report page 6 points out that ALL floors & windowsills are dust-lead hazards, including the basement, main & upper levels. Please ensure ALL Floors and ALL Window Sills are HEPA vacuum slowly in two directions & then prepare and apply sealer per manufacturer’s instructions to seal FLOORS and WINDOW SILLS.

Any of these areas may be sampled at clearance.

**CONTRACTOR BID PRICE:** $_________
Lead-Safe Homes Program (LSHP)
Scope of Work to Correct Lead Hazards
3157 S. 6th St, Milwaukee, WI
4-LSHP

Grantee Representative: ____________________________
Signature

Date: 08/14/2020

LSHP EHS Approval: ____________________________
Signature

Date: ______

Lead Company Name: ____________________________
Print

Bid Date: ______

Authorized Person: ____________________________
Print

Authorized Person: ____________________________
Signature

Office use only

Date received from grantee:
Date contractor bid accepted:
Exterior East

3157 3rd St, Milwaukee, WI 53215

01/07/2020 04:35 PM
Exterior East
Garage Exterior Photos

Garage Windows and Window Casing
Interior Photos
Basement Windows
Work Scope Photos

4-LSHP

3157 S. 6th St, Milwaukee, WI 53215