

REQUEST FOR BID

Lead and Healthy Homes Department

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

Lead Hazard Reduction Program (ARPA)

December 2nd, 2022

**Bid# 12-0222B
Specifications for:**

Santiago



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| <p align="center">REQUEST FOR BID# 12-0222B Santiago Lead Hazard Reduction Program</p> <p align="center">THIS IS NOT AN ORDER</p> | <p align="center">Community Relations Social Development Commission (CR-SDC) Lead Hazard Reduction Program 9004 W. Lincoln Ave. Milwaukee, WI 53205</p> | | | | | | | | | | | | | | |
| <p align="center">Bid Due Date</p> <p>Wednesday, December 14th, 2022, 2:00 p.m. CT</p> | <p>All questions relating to this Request for Bid shall be submitted in writing via email only to: Scott Scherer, Procurement sscherer@cr-sdc.org by the due date</p> | | | | | | | | | | | | | | |
| <p align="center">Calendar of Events</p> <table border="0"> <tr> <td>Friday, December 2nd, 2022 10:00 a.m. CT</td> <td>RFB Issuance</td> </tr> <tr> <td>Wednesday, December 7th, 2022 10:30 am</td> <td>Mandatory Walkthrough</td> </tr> <tr> <td>Friday, December 9th, 2022 2:00 p.m. CT</td> <td>Written Questions Due Date</td> </tr> <tr> <td>Monday, December 12th, 2022 2:00 p.m. CT</td> <td>Response to Written Questions Sent</td> </tr> <tr> <td>Wednesday, December 14th, 2022, 2:00 p.m. CT</td> <td>Bid Due Date</td> </tr> <tr> <td>Wednesday, December 14th, 2022, 2:10 p.m. CT</td> <td>Bid Opening</td> </tr> </table> | | | | Friday, December 2nd, 2022 10:00 a.m. CT | RFB Issuance | Wednesday, December 7th, 2022 10:30 am | Mandatory Walkthrough | Friday, December 9th, 2022 2:00 p.m. CT | Written Questions Due Date | Monday, December 12 th , 2022 2:00 p.m. CT | Response to Written Questions Sent | Wednesday, December 14th, 2022, 2:00 p.m. CT | Bid Due Date | Wednesday, December 14th, 2022, 2:10 p.m. CT | Bid Opening |
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| <p>CERTIFIED MINORITY BUSINESS. Check if the Bidder is a certified minority business (MBE, DBE, WBE). CERTIFICATION DOCUMENTATION MUST BE INCLUDED IN BID PACKET.</p> | | | | | | | | | | | | | | | |
| <p>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.</p> <p>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.</p> <p>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.</p> | | | | | | | | | | | | | | | |
| Name of Authorized Company Representative (Type or Print) | Title | | Date | | | | | | | | | | | | |
| Signature of Authorized Company Representative Named Above | Phone | Fax | Email | | | | | | | | | | | | |

Form must be returned with Bid

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Official Sealed Bid #12-0222B Santiago

1). Bidding Instructions

Official sealed bids shall be received at Community Relations- Social Development Commission (CR-SDC) southwest office, 9004 W. Lincoln Ave., West Allis, no later than **Wednesday, December 14th- 2022 at 2:00 p.m. CST** at the Front Desk Area. The words **“LHRP Bid# 12-0222B Santiago”** 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 LHRP 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 @ 2:10 p.m. on Wednesday, December 14th, 2022 at Social Development Commission Southwest, 9004 W. Lincoln Ave, West Allis, WI 53227

There **will be a mandatory** walkthrough scheduled for this bid at 10:30 am, on Wednesday, December 7th, 2022. 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:

_____ % _____ 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 items in this bid have been identified by the Social Development Commission Lead Hazard Reduction Program and Authorized Wisconsin Lead Risk Assessor Personnel and Reviewed and Approved by the Milwaukee Health Department. The Lead Inspection/Risk Assessment was conducted according to Wisconsin Administrative Code DHS 163, presence of lead-based paint. The Inspections were conducted using an 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.

| Agency Of Certification | Exp. Date |
|-------------------------|-----------|
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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 9)
- 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 sdeleadsafe@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 LHRP 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# 12-0222B Santiago
COMMUNITY RELATIONS – SOCIAL DEVELOPMENT COMMISSION**

LHRP 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