

REQUEST FOR BID

Lead and Healthy Homes Department

**Community Relations-Social Development
Commission in Milwaukee County
9004 West Lincoln Avenue
West Allis, WI 53227**

Lead and Healthy Homes Department

December 9, 2022

Bid# 12-0922

**Specifications for:
Scope of Work Measures for Healthy Homes Lead Abatement Department**



REQUEST FOR BID# 12-0922

Healthy Homes and Lead Abatement Department

Community Relations Social Development Commission (CR-SDC)
Healthy Homes and Lead Abatement Department
9004 West Lincoln Avenue
West Allis, WI 53227

THIS IS NOT AN ORDER

Bid Due Date

Friday, December 21st, 2022, 2:00 p.m. CT

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

Calendar of Events

Friday, December 9 th , 2022, 10:00 a.m. CT	RFB Issuance
Wednesday, December 14 th , 2022, 2:00 p.m. CT	Written Questions Due Date
Friday, December 16 th , 2022 10:00 a.m. CT	Mandatory Bidders Meeting
Wednesday, December 21st, 2022, 2:00 p.m. CT	Bid Due Date
Wednesday, December 21 st , 2022, 2:10p.m. CT	Bid Opening

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.

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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- 1. Cover Sheet**
- 2. Attachment-1-Vendor-Information-Form**
- 3. Attachment-2-Vendor-References-Form**
- 4. Attachment #3- Scope of Work Measures Cost Sheet**
- 5. Attachment #4- Task Specification for Scope of Work**

**Official Sealed BID# 12-0922 Scope of Work Measures for Healthy Homes Lead Abatement
Department**

1). Intent and General Information:

The SDC Healthy Homes and Lead Abatement Department is requesting bids for Scope of Work Measures for the Lead Safe Homes and Lead Hazard Reduction Program in Milwaukee, Racine and Waukesha County. SDC manages the program which assists low- and moderate-income households by providing grants to address all the identified lead-based paint, dust and soil hazards to make their homes lead-safe.

The selected contractors must have the ability to demonstrate Experience (including licensure/certification), Submit Competitive Pricing, Safety, Quality of Work, Timeliness of Project Completion and meet compliance with all federal, state and local statutes, and regulations. All services provided shall be consistent with the requirement and guidelines of the HUD Office of Healthy Home and Lead Hazard Control and the State of Wisconsin Admin Code DHS 163.

2). Scope of Work Measures for SDC Healthy Homes and Lead Abatement:

The SDC Lead Abatement and Healthy Homes Department is seeking for Certified Lead Abatement Contractors to conduct Lead Abatement and Lead Hazard Reduction Scope of Work Measures.

Please review Attachment #4 to Review the Task Specifications and complete Attachment #3 the Scope of Work Measures Cost Sheet. Please review the Section of Bidding Instructions to ensure all the required information is submitted.

The Contractor shall receive a written Scope of Work from CR-SDC for each property that receives services. The Scope of Work will identify the Property Owner, the address of the property, the job number, and work specifications, along with special instructions when appropriate.

3). Contractor Requirements:

- a. Lead Abatement Company Certification for Wisconsin
- b. Lead Abatement Supervisor License (contractor must have a minimum of one lead abatement supervisor employee)
- c. Lead Abatement Workers License
- d. City of Milwaukee Home Improvement Contractors License
- e. State of Wisconsin Dwelling and Qualifier Contractor Certification
- f. Knowledge of Wis. Admin. Code § DHS 163 and HUD 2012 Guidelines;
- g. Quality craftsmanship with construction skilled trades;
- h. Financial stability to conduct work on LSHP lead hazard reduction projects;

- i. Disclosure and review of any DHS or local lead-related citation and/or enforcement action within the past one (1) year from the date of the cost-estimate submission to SDC;
- j. Provide, at minimum, one (1) year craftsmanship warranty on all work conducted for each awarded LSHP lead hazard reduction project from the day of passing clearance. Contractors must respond to customer warranty inquiries.
- k. Submit a copy of the submitted DHS Lead Abatement Notification Form (DHS Form F-44012) to notify DHS of each project from the selected lead company. DHS must receive the form two (2) business days prior to the project start date as required by Wis. Admin. Code § DHS 163.14.22
- l. Submit a copy completed DHS Occupant Protection Plan Checklist for Lead Abatement Activities Form (DHS Form F-00201) required by Wis. Admin. Code § DHS 163
- m. Obtain and submit a copy of any necessary approvals and permits from local municipal government related to the LSHP lead hazard reduction projects. (i.e. city of Milwaukee health department lead abatement permit)
- n. The Contractor shall furnish labor, materials, supplies, machinery and equipment to perform and complete in a satisfactory and professional manner all lead hazard reduction work according to the Contract Documents attached hereto and incorporated herein by reference and in accordance with all federal, state, and local codes. The Contractor shall obtain all permits and licenses and pay all fees, taxes, and other charges necessary for the completion and execution of the work to be performed in including passing clearance per HUD Guidelines and DHS-163 requirements.
- o. Complete the LSHP lead hazard reduction projects outlined in each project scope of work ensuring quality craftsmanship and adhering to the set project duration.

Project Duration Timeline:

For exterior and interior work: Upon issuance of the Notice to Proceed, Contractor shall promptly commence the Work and shall complete the Interior and Exterior Work including interior Clearance not later than the 10th business day after the date of issuance of the Notice to Proceed or any modified and agreed in writing modifications to the agreed completion date. (the "Agreed Completion Date"). If contractor is not able meet this timeline, it is up to the discretion of SDC to adjust the timeline with contractor or re-assign the project to a different contractor who is able to meet the required timeline.

Work Delays:

SDC will pay for relocation and the first attempt clearance testing. Contractors responding to this RFB understand and accept financial penalty if the project is delayed or the first attempt clearance is not a PASS; all additional job delay cost

shall be the responsibility of the contractor: including additional clearance re-wipe and customer relocation fees.

Job Property Access:

- a. SDC will provide a lockbox at the unit readiness check the contractor will have property access to the job site from 8am to 5pm each day of the contract period. During family relocation, interior and exterior work must be completed within 10th business days this includes final cleaning and clearance testing. For units where the family is relocated including weekends, contractor has the opportunity to perform weekend work with a minimum of three business days notification and approval from SDC because of site monitoring requirements. If additional time is needed, Contractor must notify the Field Inspector and receive written approval.
- p. Follow all federal, state, and local rules for occupant and worker safety, in particular as they relate to lead hazard reduction work practices, including the creation and storage of any records required by Wis. Admin. Code § DHS 163.
- q. Follow all state and local guidance for occupant and worker health and safety practices to prevent exposure to COVID-19 and its spread, or future epidemic or pandemic communicable diseases with DHS issued guidance as they arise.
- r. Respect the home of the property owner/occupant during the overall project duration by following the below listed guidelines.
 - a. No smoking on project worksite, both interior and exterior of the home.
 - b. Do not use interior bathroom for any personal usage. Mobilize construction portable toilets.
 - c. Do not use water from home sinks or tubs for any personal or project usage, such as cleaning of items. If any water usage is needed, obtain approval from SDC prior to the project start date.
 - d. Do not damage any personal items on project site. The developed pre-work and post-work walk-through procedure will outline any pre-conditions of the home and identify any issues. If any items are determined to be damaged by the selected lead company, it will be the responsibility of the selected lead company to cover and provide all costs related to the damage directly to the enrolled home.

4). Contractor Performance Requirements

a) Prime Contractor

The Prime Contractor shall be responsible for contract performance when subcontractors are used. When subcontractors are used, they shall abide by the terms and conditions of the contract and this RFB. If subcontractors are used, the Contractor shall clearly explain their participation and submit request for approval 30 days prior to using the subcontractor. SDC must provide prior approval before using any subcontractors.

b) Contract Term and Record Retention:

The Contract shall be in effect for a period of twelve (12) Months. The Contract may be renewed by mutual written consent.

Records shall be kept for a minimum of three (3) years from the last date of the documents were submitted to SDC. SDC has the right to review any documents during the required record retention.

c) Valid Invoice Requirements:

Invoices presented for payment shall be submitted in accordance with the RFB requirements and the following instructions.

- a) Invoice reflecting the nature and cost of work performed
- b) Invoice cost must align with Attachment #3 Clearance Cost Sheet

5). Bidding Instructions

Official sealed bids shall be received at Community Relations- Social Development Commission (CR-SDC) offices located at 9004 West Lincoln Avenue, West Allis, WI 53227, no later than **Wednesday, December 21st, 2022, 2:00 p.m. CT at the Front Desk Area. The words "LSHP Bid# 120-922 Work Scope Measures" 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.**

The following documents must be returned signed and dated by an authorized representative. Extra pages and literature may be added to this package to meet the request below.

1. Request for Bid Sheet (Page 2)
2. Cover Sheet (Page 9)
3. Attachments #1 Vendor Information Form
4. Attachment #2 Vendor Reference Form
5. Attachment #3 Scope of Work Cost Sheet
6. Vendor Application and W-9

Certification Requirements:

7. Lead Abatement Company Certification for Wisconsin
8. Lead Abatement Supervisor License (supervisor is needed on-site at all times during the work).
9. Lead Abatement Workers License (needed by each worker present at the work site).
10. City of Milwaukee Home Improvement Contractors License
11. State of Wisconsin Dwelling and Qualifier Contractor Financial Responsibility Certificate
12. Company Insurance naming CR-SDC as the Certificate Holder

Only one bid per company will be accepted.

Bids will be publicly opened @ **2:10 p.m. on Wednesday, December 21st, 2022** at 9004 West Lincoln Avenue, West Allis, WI 53227.

There will be a mandatory in-person bidders meeting scheduled for this bid on **Friday, December 16th, 2022 10:00 a.m. CT, at 9004 West Lincoln Avenue, West Allis, WI 53227.**

A Company representative must arrive no later than 10 minutes after the published time of the meeting to participate in the bid process.

6). 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.

7). Award of Contract

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.

8). Insurance Requirements:

The successful bidders will be required to procure and maintain at their own expense, during the entire period of performance as listed in this contract, the following minimum insurance, insuring all operations related to the awarded program:

General Liability of at least \$1,000,000/per occurrence, \$2,000,000 annual aggregate, including \$1,000,000 per occurrence of Personal Injury, \$1,000,000, Fire Legal Liability, and Products Completed Operations, and \$5,000 per occurrence for Medical payments. Owned Auto Liability and/or Non-Owned/Hired Auto Liability of \$1,000,000 per occurrence; Workers Compensation, \$500,000/\$500,000/\$500,000; Umbrella/Excess Liability \$1,000,000 per occurrence; and Professional Liability of \$1,000,000 per occurrence (Errors and Omissions). *Coverage must not have exclusions or limitations related to lead (Pb) associated work.*

The Consultant must name SDC as additionally insured. The following shall be listed as the Certificate Holder:

**Community Relations-Social Development Commission
1730 W. North Avenue
Milwaukee, WI 53205**

9). 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.

10). 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.

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.
3. 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.
4. The CR-SDC Executive Office shall provide a written response to the complainant within 10 business days of receipt of the written complaint.
5. 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

11). Special Instructions and Bidder Requirements

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 2)
2. Cover Sheet (Page 10)
3. Attachments #1 Vendor Information Form
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6. Vendor Application and W-9

Certification Requirements:

7. Lead Abatement Company Certification for Wisconsin
8. Lead Abatement Supervisor License (supervisor is needed on-site at all times during the work).
9. Lead Abatement Workers License (needed by each worker present at the work site).
10. City of Milwaukee Home Improvement Contractors License
11. State of Wisconsin Dwelling and Qualifier Contractor Financial Responsibility Certificate
12. Company Insurance naming CR-SDC as the Certificate Holder

12). 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.

13). 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.

**REQUEST FOR BID# 12-0922 Work Scope Measures
COMMUNITY RELATIONS – SOCIAL DEVELOPMENT COMMISSION
HEALTHY HOMES AND LEAD ABATEMENT DEPARTMENT
COVER SHEET**

Organization Name: _____

Contact Person: _____

Title: _____

Phone: _____ Ext: _____ Fax: _____

Street Address: _____

City: _____ 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 Milwaukee 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)

Form must be returned with Bid