

# REQUEST FOR BID

*Healthy Homes and Lead Abatement*

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

**Healthy Homes and Lead Abatement Department**

**August 5, 2022**

**Bid# 08-0522**

**Specifications for:**

**Temporary Relocation Services**



<b>REQUEST FOR BID# 08-0522</b>  Healthy Homes Lead Abatement Department  THIS IS NOT AN ORDER	Community Relations Social Development Commission (CR-SDC) Healthy Homes Lead Abatement Department 1730 West North Ave Milwaukee, WI 53205																										
<b>Bid Due Date</b>  <b>Friday, August 19, 2022, 2:00 p.m. CT</b>	All questions relating to this Request for Bid shall be submitted in writing <b>via email only</b> to: Scott Scherer, Procurement <a href="mailto:sscherer@cr-sdc.org">sscherer@cr-sdc.org</a> by the due date																										
<table border="0" style="width: 100%;"> <tr> <td colspan="2"><b>Calendar of Events</b></td> <td></td> <td></td> </tr> <tr> <td>Friday, August 5, 2022, 10:00 a.m. CT</td> <td></td> <td>RFB Issuance</td> <td></td> </tr> <tr> <td>Friday, August 12, 2022, 2:00 p.m. CT</td> <td></td> <td>Written Questions Due Date</td> <td></td> </tr> <tr> <td><b>Monday, August 15, 2022 9:00 a.m. CT</b></td> <td></td> <td><b>Mandatory Bidders Meeting</b></td> <td></td> </tr> <tr> <td><b>Friday, August 19, 2022, 2:00 p.m. CT</b></td> <td></td> <td><b>Bid Due Date</b></td> <td></td> </tr> <tr> <td>Friday, August 19, 2022, 2:30p.m. CT</td> <td></td> <td>Bid Opening</td> <td></td> </tr> </table>				<b>Calendar of Events</b>				Friday, August 5, 2022, 10:00 a.m. CT		RFB Issuance		Friday, August 12, 2022, 2:00 p.m. CT		Written Questions Due Date		<b>Monday, August 15, 2022 9:00 a.m. CT</b>		<b>Mandatory Bidders Meeting</b>		<b>Friday, August 19, 2022, 2:00 p.m. CT</b>		<b>Bid Due Date</b>		Friday, August 19, 2022, 2:30p.m. CT		Bid Opening	
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<b>CERTIFIED MINORITY BUSINESS.</b> Check if the Bidder is a <b>certified</b> minority business (MBE, DBE, WBE). <b>CERTIFICATION DOCUMENTATION MUST BE INCLUDED IN BID PACKET.</b>																											
<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>																											
<b>Name of Authorized Company Representative (Type or Print)</b>	<b>Title</b>		<b>Date</b>																								
<b>Signature of Authorized Company Representative Named Above</b>	<b>Phone</b>	<b>Fax</b>	<b>Email</b>																								

Form must be returned with Bid

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## Official Sealed Bid #08-0522 Relocation Services

### 1). Intent and General Information:

The SDC Healthy Homes Lead Abatement Department is soliciting bids from Hotels, and/or Certified Lead Safe Residential Homes for its Lead Hazard Reduction and ARPA Lead Hazard Reduction Program to provide Temporary Relocation Services. Due to the history of lead used in construction and the associated health risk to children; the priority for these activities will be on homes built in 1978 or earlier, where children under 6 years of age reside or spend significant time. The Lead and Healthy Homes Program anticipates property improvements in 200-250 eligible homes throughout the city, Milwaukee and Waukesha County. The duration of projects are typically from 10-13 nights.

### 2). Scope of Services for SDC Lead and Healthy Homes:

The SDC Healthy Homes Lead Abatement Department is seeking to make ongoing reservations to temporarily relocate families. The average stay time is 10-13 nights while their project is in progress and meets final inspection and clearance requirements.

SDC and Selected Vendor will:

Communicate to create reservations

Ability to extend the reservation for any project completion delay or checkout early if the project is completed before the deadline

Fixed-Rate for 12 months and possible contract extension for another 12 months

Direct Billing to SDC for nightly rates

SDC will pay invoices within 30 days

### 3). 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

**Friday, August 19, 2022, 2:00 p.m. CT** at the Front Desk Area. The words **"LSHP Bid# 08-0522 Relocation Services 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. Attachment #1 Relocation Pricing
4. Vendor Application and W-9

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

Bids will be publicly opened @ **2:30 p.m. on Friday, August 12, 2022** at 1730 West North Avenue.

There will be a mandatory bidders meeting scheduled for this bid on Monday, August 15, 2022 9:00 a.m. CT, at 1730 West North Avenue.

A Company representative must arrive no later than 10 minutes after the published time of the meeting to participate in the bid process. This meeting will have the option to join via Zoom.

**Join Zoom Meeting**

<https://us06web.zoom.us/j/7631039997?pwd=WTZGNmhSd2wrV1FnWnUxYWRYeUZYQT09>

Meeting ID: 763 103 9997

Passcode: 123

One tap mobile

+13017158592,,7631039997#,,,,\*123# US (Washington DC)

+13126266799,,7631039997#,,,,\*123# US (Chicago)

Dial by your location: +1 312 626 6799 US (Chicago)

Meeting ID: 763 103 9997

Passcode: 123 Find your local number: <https://us06web.zoom.us/j/7631039997?pwd=WTZGNmhSd2wrV1FnWnUxYWRYeUZYQT09>

**4). 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.

**5). 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.

**6). 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 approved bidder 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**

## **7). 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.

## **8). 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.

<b>Agency of Certification</b>	<b>Exp. Date</b>
_____	_____
_____	_____
_____	_____

**9). 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 9)
3. Attachment #1 Relocation Cost Sheet
4. Vendor Application and W-9

Only one bid per company will be accepted.

**10). 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.**

**11). 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# 08-0522 Relocation Services  
COMMUNITY RELATIONS – SOCIAL DEVELOPMENT COMMISSION  
HEALTHY HOMES 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.**

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**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**