

Official Notice # 57153

Compliance Monitoring Services for EBE/RPP/LBE Programs, Wage Requirements and Apprenticeship/On-the-job Trainee Goals

The Redevelopment Authority of the City of Milwaukee (RACM) is seeking proposals from qualified firms (the "Consultant") to evaluate and monitor contractors' compliance with the following contracting goals in conjunction with redevelopment activities at the former Tower Automotive facility: Emerging Business Enterprises (EBE), Local Business Enterprise Program (LBE), Residence Preference Program (RPP), prevailing wage and Apprenticeship/On-the-job Trainee goals.

The RFP can be found on the DCD's web site at the following link:
<http://www.mkedcd.org/RFP>

Questions regarding this RFP should be addressed to RACM's Contract Compliance Officer, Scott Stange, in writing via email at sstang@milwaukee.gov or to the Redevelopment Authority of the City of Milwaukee, Attn: Scott Stange, 809 N. Broadway, 3rd floor, Milwaukee, Wisconsin 53202.

A Question and Answer Session will be held on October 29, 2009 at 1:00 p.m. in the First Floor Boardroom at the Department of City Development, 809 North Broadway.

Deadline for questions regarding the RFP are due by October 30, 2009.

Proposals are due November 9, 2009, by 11:00 a.m.

October 19, 2009

TABLE OF CONTENTS:

Cover Sheet and Table of Contents.....Page 1
RFP Document Pages 2-8
Contract Schedule Conceptual Summary.....Page 9
General RACM RFP Requirements Pages 10-12
Affidavit of No Interest..... Page 13
(to be returned with RFP)
Affidavit of Compliance with RACM's EBE Program..... Page 14
(to be returned with RFP)
LBE FORMPage 15
(to be returned with RFP if applicable)

**Redevelopment Authority of the City of Milwaukee
809 North Broadway
Milwaukee, Wisconsin 53202**

I. Background

A.O. Smith, and later Tower Automotive, maintained a manufacturing operation on a sprawling 150 acre complex near North 35th Street and West Capitol Drive for more than 90 years. The complex was one of the largest industrial facilities in Wisconsin and employed thousands of workers in the Milwaukee metropolitan area. The complex's peak workforce was more than 9,000 but began to decline with shifts in the auto industry in the late 1970s.

In 2005 Tower Automotive filed for bankruptcy and ultimately shut down operations. Since 2005 the 150 acre complex has been broken up and sold off into smaller parcels. The condition of remaining buildings and infrastructure on-site has declined significantly. This is particularly true of the infrastructure and buildings located east of the Canadian Pacific/Soo Line railroad tracks.

The largest contiguous parcel located east of the railroad tracks is approximately 74 acres. The size and nature of this parcel is considered as an asset to attracting new investment to the area. However, new investment is challenging due to age of the buildings, facility lay-out, environmental conditions and other blighting factors.

In mid-2005 the City adopted a Redevelopment Plan to layout future goals of the site and set the ground work for redevelopment. In late 2009 the Redevelopment Authority of the City of Milwaukee (RACM) will acquire 84 acres east of the railroad track and begin a long-term redevelopment and reinvestment initiative. This acquisition includes the 74 acre contiguous site and a series of parking lots along West Hopkins Street and North 27th Street. These parcels have approximately 2 million square feet of buildings in various states of disrepair. RACM believes that most of these buildings will need to be demolished to accommodate redevelopment and create a new business park, retail opportunities and new housing units. Asbestos containing materials, underground storage tanks, and other environmental conditions will need to be managed during the redevelopment process.

RACM's primary mission is to *“eliminate blighting conditions that inhibit neighborhood reinvestment, to foster and promote business expansion and job creation, and to facilitate new business and housing development.”* RACM is well positioned to attract funding for the redevelopment and able to take on large scale improvement projects.

The initial phases of this project will involve demolition of dilapidated structures, asbestos abatement, environmental assessment, environmental remediation, site security, general maintenance, and other services. This phase of redevelopment activities is expected to encompass a two year period. Later phases will include the installation of new infrastructure and the site development.

RACM has developed contracting goals with regard to the M.O.R.E. resolution for redevelopment activities at the former Tower Automotive facility that will require monitoring are the Emerging Business Enterprises program (EBE), Residence Preference Program (RPP), Local Business Enterprise Program (LBE), prevailing wage (dictated by funding sources) and Apprenticeship/On-the-job Trainee goals. Through this RFP RACM will select a firm that will be expected to monitor and evaluate the contractor's compliance with the fore mentioned programs.

II. Evaluating and Monitoring Objectives

The selected firm will be expected to evaluate and monitor the contractor's compliance with the project's EBE, RPP, prevailing wage, and job training goals in conjunction with blight elimination and redevelopment activities.

These compliance monitoring services will assist RACM in achieving the highest possible programmatic goals for employment with the primary contractors and their sub-contractors.

During the initial redevelopment of the former Tower complex RACM anticipates five major contract packages will need to be monitored and evaluated (See attached Contract Schedule Conceptual Summary) :

- 1) **Environmental Assessment and Remediation** (is expected to involve one or two primary contractors with multiple sub-contractors).
- 2) **Demolition** (is expected to involve a primary contractor with multiple sub-contractors);
- 3) **Site Maintenance and Security** (is expected to involve multiple contracts).
- 4) **Asbestos Abatement** (is expected to involve a primary contractor with the potential to include multiple sub-contractors).
- 5) **Infrastructure/Utilities** (is expected to involve multiple contracts).

RACM anticipates the above mentioned contracts to last two years. Each contract will be re-evaluated at the end of two years to determine if a contract extension is necessary. This determination will in part be based on the compliance monitoring services.

III. Scope of Services

The selected firm will be expected to assist RACM with the following Phases.

Phase One:

Part 1:

1. Assist RACM in drafting Request for Proposals (RFP) and/or Bids for each of the anticipated contract packages.
2. Assist RACM in communicating with the EBE contractor community about bidding opportunities to maximize participation in the project.
3. Coordinate with RACM and Milwaukee Area Workforce Investment Board on workforce training programs for the project.
4. Attend Pre-Bid meetings.

Part 2:

1. Assist RACM in their review/evaluation of RFPs and Bids for the anticipated contract packages. This will include the receipt and certification of applications regarding the Local Business Enterprise Contracting Program.

2. Assist potential bidders in achieving the RFP/Bid EBE participation goals to include the identification of existing resources and potential participants for potential bidders.
3. Provide assistance as requested by potential bidders in filling out EBE participation forms and RPP forms.
4. Assist potential bidders in verification of EBE Certification and calculation of EBE participation levels.

Part 3:

1. Review/recommend action on RPP, EBE, and Apprenticeship/On-the-job Trainee reports submitted by vendors.
2. Calculate EBE, RPP and Apprenticeship/On-the-job Trainee participation levels for individual contracts.
3. Monitor the Vendors' monthly EBE Payment Reports and Final Payment Certifications.
4. Prepare a form for vendor monthly RPP reports.
5. Monitor the monthly RPP, EBE, and Certified Payroll Reports and Final Payment Certification.
6. Review copies of the contractor's executed EBE subcontractor contracts.
7. Review change orders for compliance with participation provisions.
8. Review and recommend action on contractor's written notification of any RPP, EBE, or Apprenticeship/On-the-job Trainee needs or problems.
9. Audit and inspect the contractor's and subcontractor's records, when necessary, to verify the RPP, EBE, and Apprenticeship/On-the-job Trainee participation.
10. Notify RACM in writing of a contractor's failure to meet the participation provisions of RPP, EBE and Apprenticeship/On-the-job Trainee and recommend action (including sanctions) to be taken.
11. Review copies of contractors' and subcontractors' payroll records to verify they are meeting prevailing wage requirements.
12. Provide project and compliance updates to the RACM Board, the Common Council and the Mayor, as needed.

Part 4:

1. Monitor the monthly prevailing wage compliance and participation for Apprentice/On-the job Trainee, RPP, LBE, EBE and provide an e-mail to RACM summarizing activities.
2. Conduct compliance reviews and provide a written report of your findings to RACM per the following:

Apprentice/On-the job Trainee = every 3 months
RPP = every 3 months (and an annual report)
LBE = every 3 months (and an annual report)
EBE = monthly (and an annual report)

Phase 2:

Upon successful completion of Phase One, RACM may extend the contract with the Consultant to include monitoring services for Phase Two, that would include, but not be limited to, construction and development on the site.

III. Project Goals

Goals:

Residence Preference Programs (RPP): (construction contracts only)	40%
Emerging Business Enterprises (EBE) for:	
Construction:	25%
Purchase of Services:	18%
Purchase of Professional Services:	18%
Purchase of Supplies:	18%
Apprenticeship/On-the-job Trainee goals	Maximum ratio of apprentices to journeymen established by Wisconsin Dept of Workforce Development
Prevailing Wage:	Relevant wage standard dictated by funding source

Definitions:

Emerging Business Enterprises: A program to assist and protect the interests of individuals who are at a disadvantage and small business concerns in order to promote and encourage full and open competition in the City of Milwaukee and to enhance opportunities for individuals who are at a disadvantage to successfully compete in a free market as independent business owners in this city.

Residence Preference Program: A goal to achieve 40% of the worker hours shall be performed by unemployed or underemployed residents of the City of Milwaukee, and that contractors and subcontractors shall give fair consideration to all segments of the population including women and minorities.

Local Business Enterprise Contracting Program: A program to assist certified local firms who submit proposals and/or competitive bids for RACM contracts.

Apprentice/On-the job Trainee Program A program that every construction contract in excess of \$100,000 contains, where appropriate, a goal that the contractor shall employ apprentices in the performance of the contract and of all subcontracts entered into by the contractor in accordance to the maximum ratio of apprentices to journeymen established by Wisconsin Dept of Workforce Development.

IV. Project Requirements

A. Time Frame

Work on this project should begin as soon as a contract with the Consultant can be executed and will be on an as needed basis upon commencement of contract packages. The initial time period for this contract will be for one year, with the option to extend the contract for two additional one-year periods upon agreement of both parties.

B. Coordination

A staff member from the RACM and/or the City's Department of City Development will coordinate the project. For the purpose of efficiency, the RACM prefers that the assigned Consultant be accessible on a regular and as needed basis, and that working files also be accessible as needed. The Consultant and the Department will establish a regular communication format through which the RACM (City) can be kept current as to the evaluating and monitoring results of the contract packages.

C. Products

The Consultant shall provide deliverables as noted under the four parts of Phase One of the Scope of Services.

All monitoring reports, records, forms and other data (including work in progress) from this contract will remain the property of the RACM. The RACM will have access to all other working papers or information stored on a computer or computer disk of the Consultant concerning this contract; the Consultant should check with the RACM prior to destroying any working papers or information stored on a computer or computer disk. The Consultant may release no information about this project without the RACM's prior authorization.

V. Proposal Submission Requirements and Selection Procedures

A. Proposal Contents

Consultants responding to this RFP must provide the following information in their proposals. Brevity is encouraged. Failure to comply with these requirements may be cause for the proposal to be considered non-responsive.

1. Title Page

The title page should include "Request for Proposal #57153, Redevelopment Authority of the City of Milwaukee, Contract Monitoring Services," and the name of the firm, address, telephone number, name of contact person, e-mail address, FAX number, and date.

2. Letter of Transmittal

The letter of transmittal should concisely state the Consultant's understanding of the work to be performed. The names of those authorized to make representations on behalf of the Consultant, their titles, addresses, and phone numbers must be included.

3. Time and Cost Estimate

The Consultant should provide a Fee Schedule to include a standard unit rates that the firm will charge the RACM during the duration of the contract for:

- Labor (include personnel titles and hourly rates)
- Office equipment and shipping (including photocopy and phone charges)

All overhead rates must be included in the cost estimates provided to the Redevelopment Authority of the City of Milwaukee.

The successful contractor will be expected to honor the prices identified in this RFP for the duration of the contract, unless modified by mutual agreement in writing.

4. Documentation of Past Experience and Qualifications

- a) Information about the Consultant's experience in working on similar projects. Information should include project summaries, descriptions of the firm/individual's involvement in the projects, references (no more than three) who can be contacted regarding these projects, the dates the work was performed, whether the office proposed for this contract was the servicing office, and whether key persons assigned to these projects are still with the firm and available to work on this project.
- b) Identification of the specific people/person who would work on the Milwaukee project and a description of their qualifications. If different, the person who would manage the project must be identified.
- c) Current evidence of insurance as follows:

<u>Coverage</u>	<u>Amounts</u>
Workers' Compensation	Statutory Limit
Comprehensive General Liability	BI \$500,000 per occurrence \$1,000,000 aggregate PD \$500,000 per occurrence
Automobile Liability	BI \$500,000 per person \$1,000,000 per occurrence PD \$500,000 per occurrence
Professional Liability	\$1,000,000 per occurrence

The Redevelopment Authority shall be named as an additional insured with respect to liability coverage, except for the Professional Liability policy. The Redevelopment Authority shall be given thirty (30) days notice in advance of cancellation, non-renewal, or material change in any insurance coverage.

The RACM reserves the right to request additional clarifying information from prospective Consultants over and above that included in the proposal submissions.

5. Staffing

Key Consultant staff to be assigned to the project must be identified, along with a description of the tasks and approximate number of hours of involvement of each staff person in the project. Information about any proposed subcontractors and the staff who would work on the project must also be included.

6. Samples.

Provide a sample of the reports to be used for monitoring of RPP, EBE, LBE and Apprentice/On-the job Trainee participation and the annual monitoring of RPP, EBE and LBE participation.

Also, provide an example of an invoice to be used for compensation.

7. Emerging Business Enterprise (EBE) Participation

The goal for this contract is to maximize EBE participation (EBE, as certified by the City of Milwaukee).

B. Selection of Consultant

The RACM will evaluate proposals and assign points to each proposal using the following criteria:

- Experience and success in similar projects (a maximum of 25 points);
- Experience of the individual(s) proposed to be assigned to this project (a maximum of 25 points);
- Quality of the sample work included with the proposal (a maximum of 15 points).
- Accessibility to meet with RACM on a regular and as needed basis (a maximum of 15 points);
- EBE Business participation (a maximum of 20 points).
- Local Business Enterprise Program (5 points)

C. Contract Format

A fixed price contract will be entered into between the Redevelopment Authority of the City of Milwaukee and the selected Consultant based upon the scope of work defined. This does not preclude the negotiation of additional or reduced services and contract amounts prior to the initiation of work.

D. Submission Deadline

All questions and communication regarding this RFP process and scope of services should be submitted in writing (See #1 of General RFP Requirements) to Scott Stange. Questions must be sent in writing **no later than October 30, 2009**. Questions initiated after **October 30, 2009**, will not be considered. Any additional information, clarification and answers to the questions submitted by the deadline date will be posted on the Internet at www.mkedcd.org/RFP in the form of an addendum to this RFP by **November 2, 2009**.

An **original and 5 (five) copies** of the proposal should be submitted to DCD's Bid Desk no later than **11:00 a.m., November 9, 2009**. Late submissions will not be accepted.

Proposals should be mailed or delivered to:

Bid Desk

Department of City Development

809 N. Broadway, 2nd floor

Milwaukee, WI 53202-3617

Proposal to be clearly marked: **Official Notice #57153 Contract Monitoring Services**

Contract Schedule Conceptual Summary

This is a list of anticipated contracts and services that will be monitored under the Compliance Monitoring Services contract for work at the former Tower Automotive site.

<u>Contract/Service Description</u>	<u>Anticipated RFP/BID Release Date</u>
Subsurface Environmental Assessment & Initial Cleanup	On-going under City's Master Services Agreement
Asbestos Assessment Survey	1 st quarter 2010
Asbestos Abatement	Early 2010
Demolition	Early 2010
Rehab/Construction Services for Select Buildings & Site Security	To Be Determined
Infrastructure/Utilities	To Be Determined

**** Information regarding upcoming Request for Proposals (RFPs) and Bids will be made available through the City's website (on the Department of City Development's section) and the City's E-Notify system. Any inquires regarding the RFPs and Bids incorporated within the above referenced list, should be made only after they have been posted**

VI. General RACM RFP Requirements

1. Interpretations of RFP

Any requests for interpretation should be submitted in writing to Scott Stange, Contract Compliance Officer, Redevelopment Authority of the City of Milwaukee, 809 North Broadway, MILWAUKEE, WI 53202, or submitted by email to sstang@milwaukee.gov. No oral interpretations will be made to any Consultant as to the meaning of the RFP requirements. All interpretations will be posted and answered on the Internet. If you received your RFP from the Internet you will be responsible for keeping abreast of the addenda as they come in. All such addenda shall become a part of the RFP, and all Consultants shall be bound by such, whether or not received by the Consultant.

2. Receipt of Proposals

Proposals received prior to the time of opening will be secure. The officer whose duty it is to open them will decide when the specified time has arrived, and no proposal received thereafter will be considered. No responsibility will be attached to an officer for the premature opening of a proposal not properly addressed and identified.

Consultants are cautioned to allow ample time for transmittal of proposals by mail or otherwise. Consultants should secure correct information relative to the probable time of arrival and distribution of mail at the place where proposals are to be forwarded.

3. Withdrawal of Proposals

Proposals may be withdrawn on written request dispatched by the Consultant in time for delivery in the normal course of business prior to the time fixed for closing. Negligence on the part of the Consultant in preparing a proposal for offer to RACM confers no right of withdrawal or modification of the proposal after such proposal has been opened. In case of withdrawal of a proposal by a Consultant, the Consultant will be disqualified thereby from submitting a second proposal on the contract at hand. See Section 66.0901(5), Wisconsin Statutes.

4. Rejection of Proposals

RACM reserves the right to reject the proposal of any Consultant who has previously failed to perform properly or to complete on time contracts of a similar nature, who is not in a position to perform the contract, or who has habitually and without just cause neglected the payment of bills or otherwise disregarded his obligations to subcontractors or employees.

5. Award of Contract

Staff from RACM (City) will evaluate proposals. All proposals will be evaluated against the evaluation factors stated in this RFP. While the staff intend to select a Consultant based on the proposals received, the staff may invite the highest ranked firm/individual(s) to participate in an interview. If one or more interviews are to be scheduled, a letter will be sent to the firm/individual(s) that is/are selected to participate, and this/these firm/individual(s) may be asked to provide more specific written information about their qualifications, methodology, and costs. Firms/individuals participating in the interviews must send the project manager and staff who will work on this project.

After the contract is awarded, all of the firms who submitted a proposal will receive a written acknowledgment of their proposals. The RACM (City) will not reimburse firms for any expenses associated with the submission of proposals or participation in the interviews.

6. Contract Payments

The RACM (City) and the Consultant will agree on a performance and payment schedule. The Consultant will submit to the RACM (City) invoices itemizing the services performed as a percentage of task completion and cost incurred since the last request for payment. Payment will be made only after review of the Consultant's work product and upon acceptance by the RACM (City) of the deliverables and services performed.

7. Termination of Contract for Cause

If, through any cause, the Consultant shall fail to fulfill in a timely and proper manner his obligations under this contract or if the Consultant shall violate any of the covenants, agreements or stipulations of this contract, the RACM (City) shall thereupon have the right to terminate this contract by giving written notice to the Consultant of such termination and specifying the effective date thereof, at least five work days before the effective date of such termination. In such event, all finished or unfinished documents, data, studies, surveys, reports, or other material related to the services prepared by the Consultant under this contract shall, at the option of the RACM (City), become the property of the RACM (City). Notwithstanding the above, the Consultant shall not be relieved of liability to the RACM (City) for damages sustained by the RACM (City) by virtue of any breach of the contract by the Consultant.

8. Sales Tax

Pursuant to Section 77.54(9a) of the Wisconsin State Statutes, the City of Milwaukee is exempt from Wisconsin Use and Sales Tax. Consultants, therefore, shall not add State of Wisconsin sales tax or use tax to their proposals, but shall include in their lump sum proposals only the taxes they will be required to pay directly as a consumer, when obtaining materials, etc. to fulfill the contract requirements should they be the selected Consultant. Consultants are, however, responsible for determining the impact of the State of Wisconsin's Sale and Use Tax on their proposal.

9. Request for Proposal

This RFP is not an offer to buy and must not be assumed as such. However, in the event a proposal results in contractual negotiations, the Consultant has the option to not convey and/or sell if compliance with any mandated clause or provision is undesirable or impossible.

No information will be available to any Consultant regarding the status of his response. However, the RACM (City) reserves the right to enter into discussion with Consultants for purposes of clarification or further information.

10. Miscellaneous

The RACM (City of Milwaukee) reserves the right to waive informalities in any proposals, reject any or all proposals in whole or in part, with or without cause, and to accept that proposal which in its judgment best meets its needs. The RACM (City) will require an Affidavit of No Interest, which provides that no official or employee of the Redevelopment Authority, the Contract Management Team, and/or the RACM (City of Milwaukee) has or will receive anything of value in connection with the issuance of this contract.

11. Equal Employment Opportunity

The Consultant agrees that there will not be discrimination as to race, sex, sexual orientation, religion, color, age, creed, or national origin in regard to obligation, work, and services performed under the terms of any contract ensuing from this RFP. Consultant must agree to comply with Executive Order No. 11246, entitled "Equal Employment Opportunity" and as amended by Executive Order No. 11375, as supplemented by the Department of Labor Regulations (41 CFR, Part 60).

12. Indemnification

The Consultant agrees that it will indemnify, save and hold harmless the RACM and the City of Milwaukee, their officers, employees, or agents, from and against all claims, demands, actions, damages, loss, costs, liabilities, expenses, judgments, and litigation costs, including reasonable attorneys fees, photocopying expenses and expert witness fees, recovered from or asserted against the RACM or the City of Milwaukee on account of injury or damage to person or property or breach of contract to the extent that such damage, injury, or breach may be incident to, arising out of, or be caused, either directly or proximately, wholly or in part, by an act or omission, negligence or misconduct on the part of the Consultant or any of its agents, servants, employees or subcontractors.

RACM shall tender the defense of any claim or action at law or in equity, arising out of or otherwise related to an act or omission, negligence, misconduct, or breach of contract on the part of the Consultant or any of its agents, servants, employees or subcontractors, to the Consultant or its insurer and, upon such tender, it shall be the duty of the Consultant and its insurer to defend such claim or action without cost or expense to RACM.

13. Slavery Disclosure

The successful Consultant will be required to submit an affidavit of compliance of slavery disclosure before a purchase order/contract can be executed (unless you have already done so and it is on file with the Business Operations Division of the City of Milwaukee).

14. Ethics

It is the policy of the Department of City Development, Redevelopment Authority (DCD-RACM), that contracts shall not be awarded to any consultant team that includes individuals who have left City employment within the past 12 months, or individuals who are currently members of any City boards or commissions.

15. Wisconsin Public Records Law

Both parties understand that the Redevelopment Authority of the City of Milwaukee is bound by the Wisconsin Public Records Law, and as such, all of the terms of this Agreement are subject to and conditioned on the provisions of Wis. Stat. 19.21, *et seq.* The Contractor acknowledges that it is obligated to assist the Redevelopment Authority in retaining and producing records that are subject to Wisconsin Public Records Law, and that the failure to do so shall constitute a material breach of this Agreement, and that the Contractor must defend and hold the Redevelopment Authority harmless from liability under that law. Except as otherwise authorized, those records shall be maintained for a period of seven years after receipt of final payment under this Agreement.

FORM A

**REDEVELOPMENT AUTHORITY OF THE CITY OF MILWAUKEE (RACM)
PRIME CONTRACTOR'S AFFIDAVIT OF COMPLIANCE FOR
PARTICIPATION IN THE RACM EMERGING BUSINESS ENTERPRISE PROGRAM**

Official Notice # 57153

Date: _____

The bidder's commitment for EBE participation on this project is ____%.

The undersigned hereby states that he/she has not discriminated in any manner on the basis of race, sex, or national origin in any manner in the preparation of the attached bid or selection of subcontractors or material suppliers for such bid.

The undersigned acknowledges, understands, and agrees that submission of a bid shall commit the bidder to comply with the **RACM's** Emerging Business Enterprise Program.

The undersigned also states that all the above information is true and correct to the best of his/her knowledge.

Company Name

Authorized Signature and Title

Printed Name

STATE OF WISCONSIN, COUNTY OF _____

The above personally came before me this ____ day of (month) _____, (year) _____, and acknowledged that he/she executed the foregoing document for the purpose therein contained for and on behalf of said company.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal.

Notary Public _____ County of _____, Wisconsin

My Commission Expires: _____



DEPARTMENT OF ADMISTRATION
BUSINESS OPERATIONS DIVISION
PROCUREMENT SERVICES SECTION

**LOCAL BUSINESS ENTERPRISE (LBE) PROGRAM
AFFIDAVIT OF COMPLIANCE**

Important Note*: This form must be submitted with your bid, in order to be considered for LBE status.

Bid/RFP #: _____

Company Name: _____

Address: _____

City, State, Zip _____

This affidavit of compliance will be the contractor's sworn statement that the firm meets the following criteria:

- The firm's physical location is currently located within the geographical boundaries of the City of Milwaukee. Post office boxes and residential addresses shall not suffice to establish status as a Local Business Enterprise.
- The firm's physical location has been located within the geographical boundaries of the City of Milwaukee *and* the firm has been doing business in the City of Milwaukee for more than one (1) year.
- The firm is subject to local real estate taxes and is not delinquent in the payment of any local taxes, or the firm has entered into an agreement to pay any delinquency and is abiding by the terms of the agreement.

I hereby declare compliance with the City of Milwaukee Code of Ordinances Chapter 365.

Authorized Signature: _____

Printed Name: _____

Date: _____

Subscribed to before me on this _____ day of _____, 20____, at
_____ County, _____ State.

NOTARY PUBLIC SIGNATURE: _____
(SEAL)

PRINT NAME: _____

My commission expires: _____

PLEASE SUBMIT THIS FORM WITH YOUR BID OR PROPOSAL TO:
200 E. WELLS STREET, ROOM 601
MILWAUKEE, WISCONSIN 53202
OR FAX TO 414-286-5976