

**DOCUMENT 00 40 00
BID FORM**

For:
MILWAUKEE COUNTY DISTRICT ATTORNEY'S OFFICE
Domestic Violence Unit
Renovation of the third floor – Safety Building
Site Number: 240
Building Number: 30
821 West State Street
Milwaukee, WI. 53233-1427

Project No. C070-11421

Bids Due: **July 11, 2012 at 2:00 P.M.**

Contract 1: Domestic Violence Unit
Renovation of the third floor – Safety Building

At the Office of: MILWAUKEE COUNTY CLERK
Room 105 - Courthouse
901 North 9th Street
Milwaukee, Wisconsin 53233

We, _____
(A Corporation) (A Partnership) (An Individual) (Cross Out Inapplicable)

of _____
Street

_____ City State Zip Code

_____ Telephone No. Fax Number email address

Hereby agree to execute contract and furnish a satisfactory surety bond in the amount specified to complete the above project in strict accordance with Contract Documents dated May 16, 2012.

CONTRACT 1: Domestic Violence Unit
Renovation of the third floor – Safety Building

Base Bid: The Work for the sum of:

_____ (In words)

_____ Dollars \$ _____ (In figures)

Miscellaneous Allowance (Add to Base Bid from Section 01 21 00) \$ 29,000.00

TOTAL BASE BID: _____ (In words)

_____ Dollars \$ _____ (In figures)

ALTERNATIVES

Fill in Alternatives as listed. Where no change in base Bid occurs for Alternative, mark "No Change" or if "Add" to or "Deduct" from base bid occurs, cross out the description that does not apply. See Section 01 23 00. If an Alternative is left blank it shall mean Contractor shall perform the Work without addition or deduction in the Contract Sum.

ALTERNATIVE BID – A

Add to Total Base Bid: In lieu of base bid, Contract 1, provide additional cost to proceed with base bid with anticipated start date of construction on January 2, 2013. Owner's approval and receipt of Notice-to-Proceed is dependent on acceptance of Alternate Bid-A.

ALTERNATE BID – A:

_____ Dollars \$ _____
(In figures)

SUBSTITUTION OF MATERIALS

For use by Bidders at their option the following substitutions from specifically named materials or items.

MANUFACTURER'S NAME	MATERIAL	ADD/DEDUCT
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

ADDENDUM RECEIPT

We acknowledge the receipt of Addendum _____ to _____ inclusive.

SITE STAGING PLAN SUBMITTAL

We acknowledge including the required Site Staging Plan per requirements specified in Section 01 10 00, SUMMARY.

(Signature of Authorized Representative)

SCHEDULE OF VALUES SUBMITTAL

We acknowledge including the required Schedule of Values per requirements specified in Section 01 20 00, PRICE AND PAYMENT PROCEDURES.

(Signature of Authorized Representative)

BID SECURITY ACCOMPANYING PROPOSAL

NOTE! See Instructions to Bidders, Article 9, Bid Security, subparagraph 9.1.1, filing original bid bond.

The amount and type of bid security is as follows:

COMMENCEMENT AND COMPLETION OF CONTRACT WORK

The undersigned agrees, if signatory to the Contract, to commence work upon receipt of Notice to Proceed and achieve Substantial Completion of the Work within 100 calendar business days.

NOTE! See Document 00800 - Supplementary Conditions – 8.2.3, for Liquidated Damages associated with the contract work.

BIDDER'S CERTIFICATE - Section 66.0901(7), Wisconsin Statutes

_____ certifies that they have examined and carefully prepared this bid from Bid Documents and have checked same in detail before submitting bid to Milwaukee County.

In submitting this bid, the bidder also acknowledges, understands and agrees that the submission of a bid shall commit the bidder to comply with Milwaukee County's requirements as outlined in the Contractor Residency Program provisions. The bidder also agrees to comply with specific requirements as follows:

The bidder's commitment for the Contractor Residency Program Participation on this project is _____%.

(Signature of Authorized Representative)

(Title)

Subscribed and sworn to before me this _____ day of _____, 2011.

My commission expires _____, 201____.

(Notary Public)

SCHEDULE OF PRICES

Note: Bidder shall state prices in words and figures.

Provide a unit price cost per square foot to remove acoustical ceiling tile, suspended metal ceiling grid, light fixtures, and other electrical and HVAC devices as required for work shown on the Mechanical Drawings. Reinstall salvaged acoustical ceiling tile, suspended metal ceiling grid, light fixtures, and other electrical and HVAC work.

UNIT PRICE WRITTEN IN WORDS

UNIT PRICE IN FIGURES

(Cost per square foot)

(Cost per square foot)

AFFIDAVIT

State of _____

County of _____

_____ being duly sworn, deposes and states that
(Name)

they are the _____ of
(Official Capacity)

(Name of Firm)

and that Contractors Qualification Statement filed with County Clerk on

_____ for said firm remains true and correct. I understand that the willful falsification of information may result in a civil or criminal penalty pursuant to Chapter 101 Statutes.

(Signature and Title)

Subscribed and sworn to before me this _____ day of _____, 201____.

My commission expires _____, 201____.

(Notary Public)

If a qualification statement has been filed more than 3 years before the opening of this bid, submit a new qualification statement not less than five days before the opening of this bid.

SECTION 12 24 13
ROLLER WINDOW SHADES

PART 1 GENERAL

1.01 SUMMARY

- A. Section Includes
 - 1. Roller Window Shades.
 - 2. Mounting Accessories.
 - 3. Field verification of opening configurations.

1.02 SUBMITTALS

- A. Product Data
 - 1. In general, submit product data in accordance with the requirements of Section 01 33 00.
 - 2. Submit for shades and mounting accessories.
- B. Shop Drawings
 - 1. In general, submit shop drawings in accordance with the requirements of Section 01 33 00.
 - 2. Key product proposals back to location plans which utilize the same room numbering as shown on the drawings.
 - 3. Shop drawings shall include details of mounting and fastening of products to the substrate. Fully illustrate and specify the backing requirements for the product mounting.
 - 4. Schedule opening sizes, shade fabrication sizes and mounting clearances in openings based on field measurement of opening configurations.
- C. Samples
 - 1. In general, submit samples in accordance with the requirements of Section 01 33 00.
 - 2. Submit manufacturers standard range color samples of shade fabric and extruded aluminum snap fascia for selection by Architect.
 - 2. Submit 2 samples of typical roller, fascia, raise and chain mechanisms, pockets and accessories as specified herein and applicable.

1.03 QUALITY ASSURANCE

- A. Quality Requirements
 - 1. In general, conform with the provisions of Section 01 40 00.
- B. Pre-installation Conferences
 - 1. Attend Pre-Installation conference if required by the Owners Representative.

1.04 DELIVERY, STORAGE AND HANDLING

- A. Packing and Shipping
 - 1. In general, conform with the provisions of Section 01 60 00.
 - 2. Deliver materials in their original, unopened packaging.
- B. Acceptance at Site
 - 1. in general, conform with the provisions of Section 01 60 00.

2. Immediately upon receipt at the site, inventory and inspect products for damage and conformance with the requirements shown on the drawings and specified herein. Remove products from the site which are damaged or are non-conforming.

C. Storage and Protection

1. Conform with the provisions of Section 01600.
2. Store products with their original packaging and labeling intact.
3. Store products in a manner that will prevent damage.
4. Store products in conformance with the manufacturers written storage recommendations.

1.05 SEQUENCING AND SEQUENCING

A. Scheduling

1. Schedule delivery of products to minimize storage time at the site.
2. Schedule installation to allow for interface with the work of other sections and allow for a timely and complete installation of the work of all sections involved.

PART 2 PRODUCTS

2.01 MANUFACTURERS

A. Roller Window Shades and Mounting Accessories - Design Standard

1. Insolroll Window Shading Systems, Louisville, CO

2.02 MANUFACTURED UNITS

A. Roller Window Shades

1. INSOLROLL 2000 Solar Screen Shades as manufactured by Insolroll Window Shading Systems. Provide with all accessories, attachment hardware and components in order to provide a complete system.
2. Flame Retardant materials throughout; NFPA 701.
3. Below Ceiling universal mount for aluminum fascia, inset in window opening. Mounted in location adjacent to the inside face of the window framing.
4. Manual Operation; adjustment free clutch operation, with nickel plated steel ball chain operator.
5. Extruded aluminum snap fascia.
6. SheerWeave 7000 audio visual fabric.

2.03 ACCESSORIES

A. Mounting Accessories

1. Provide mounting hardware and fasteners to allow for inset mounting of products in conformance with the configurations shown on the drawings.

2.04 FABRICATION

A. Configuration and Sizing

1. Fabricate shade in sizes and configurations to fit inset within the window openings.
3. Maintain manufacturers recommended spacing between shade and side wall of opening.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Site Verification of Conditions
 - 1. Verify configuration and field measure size of window openings prior to fabrication.
 - 2. Verify that sufficient substrate backing has been provided prior to proceeding with installation of the work. Do not accept substrates without required backing and do not proceed with installation of the work until the required backing has been provided.

3.02 INSTALLATION

- A. Special Techniques
 - 1. Conform with the configurations shown on the drawings and the requirements specified herein.
 - 2. Conform with the manufacturers written installation requirements.
 - 3. Install products at the specified heights and locations, level and true to line. Use only manufacturer approved and supplied mounting systems.

3.03 CLEANING

- A. Upon completion of the installation, clean all surfaces. Maintain all surfaces in a clean condition until acceptance by the Owner.

3.04 PROTECTION

- A. Protect the work from use and damage upon completion of the installation. Maintain protection until acceptance of the work.
- B. Protect in a manner that will prevent use and damage to the work and in a manner approved by the manufacturer.

3.05 SCHEDULES

- A. Reference drawings for locations and sizes of products specified in this section of the work.

END OF SECTION 12 24 13



**COMMUNITY BUSINESS DEVELOPMENT PARTNERS
MILWAUKEE COUNTY**

COMMITMENT TO CONTRACT WITH DBE

PROJECT No.: **P167-10421**

PROJECT TITLE: **Milw Co District Attorney's Office Domestic Violence Unit**

TOTAL CONTRACT AMOUNT \$ _____

DBE Goal: **25%**

A	V	Name & Address of DBE(*)	Scope of Work Detailed Description	DBE Contract Amount	% of Total Contract
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____

[* Separate commitment form must be completed for each DBE firm]

Bidder/Proposer Commitment

I certify that the DBE firm listed quoted the identified service(s) and cost(s), and acknowledge having contact, and receipt of confirmation, on partnering, pricing and delivery from DBE firm listed herein. Our firm _____ (Phone No. _____) intends to enter into contract with the DBE firm listed, for the service(s) and amount(s) specified if awarded this contract. A copy of the contract between our firm and that of the named DBE will be submitted directly to CBDP within seven (7) days from receipt of Notice to Proceed on this contract. The information on this form is true and accurate to the best of my knowledge. I further understand that falsification, fraudulent statement, or misrepresentation will result in appropriate sanctions under applicable Local, State or Federal laws.

Signature of Authorized Representative

Name & Title of Authorized Representative

Date

Subscribed and sworn to before me this _____ day of _____, 20 _____

Signature of Notary Public

State of _____. My Commission expires _____.

[SEAL]

* Only firms certified as DBEs (within qualifying NAICS codes) by the State of Wisconsin UCP *prior to bid/proposal opening* shall be credited on this contract

DBE Affirmation

- I affirm that the State of Wisconsin UCP has certified our company as a DBE, and that our company is currently listed in the State of Wisconsin UCP Directory.
- I acknowledge and accept this commitment to contract with my firm for the service(s) and dollar amount(s) specified herein, as put forth by _____.
- I understand and accept that this commitment is for service(s) to be rendered in completion of the Milwaukee County project specified herein.

Signature of Authorized DBE Representative

Name & Title of Authorized DBE Representative

Date

FOR CBDP USE ONLY: (A) \$ _____
(V) \$ _____

Total % _____

CBDP APPROVAL:

Signature

Date



COMMUNITY BUSINESS DEVELOPMENT PARTNERS MILWAUKEE COUNTY

COMMITMENT TO CONTRACT WITH DBE

ADDITIONAL INFORMATION/REQUIREMENTS:

1. This form is to be completed by the bidder/proposer (Bidder/Proposer Commitment section) and the intended DBE contractor (DBE Affirmation section) for inclusion in the bid/proposal submission.
2. The Directory of Certified DBE firms eligible for credit toward the satisfaction of this project's DBE goal will be found at the following link, and can be searched by Name and/or NAICS code.
<https://app.mylcm.com/wisdot/Reports/WisDotUCPDirectory.aspx>
3. **ALLOWANCES:** During the course of this project you will be using portions of the allowance, which was initially deducted from your contract when you figured out your DBE requirement. As the allowance is used on the project, it is to be added back into the total contract price. An exception would be if the allowance being used is such that the DBE(s) cannot handle any portion of the work, the total contract amount should remain the same. In this case, it is necessary for the prime contractor/consultant to contact CDBP immediately by phone and provide the dollar amount involved and the reasoning for DBEs not being utilized. In addition, a follow-up letter documenting the information is required.
4. **CHANGE ORDERS:** Any prime contractor/consultant receiving additional work on the contract, e.g., change orders, addendums, etc., is required to increase the amount of DBE participation proportionally. Any time you receive additional work of any type, the prime contractor/consultant is required to contact CDBP.
5. **WRITTEN CONTRACTS WITH DBEs:** CDBP requires that prime contractors/consultants enter into contract, directly or through subcontractors, with the DBE(s) specifying the work to be completed and the dollar amount as indicated in this form. Agreements must be submitted to CDBP within 7 days of receipt of the Notice To Proceed. ***By executing the above affidavit, your company is certifying, under oath, that you have had contact with the named DBE firm(s), that the DBE firm(s) will be hired, and that the DBE firm(s) will participate to the extent indicated in performance of the contract. VIOLATION OF THE TERMS OF THIS AFFIDAVIT IS GROUNDS FOR TERMINATION OF YOUR CONTRACT.***
6. **SUBSTITUTIONS, DBEs FURTHER SUBCONTRACTING WORK, TRUCKING FIRMS:** The prime contractor/consultant must submit written notification of desire for substitution to the DBE affected, and forward a copy to CDBP, specifying the reason for the request. Any DBE so notified has five (5) business days to provide written objection/acceptance to the prime making the notification. The "right to correct" must be afforded any DBE objecting to substitution/termination for less than good cause as determined by CDBP (Refer to 49 CFR §26.53). **Approval must be obtained from CDBP prior to making any substitutions.** DBE contractors are also required to notify and obtain approval from CDBP when further subcontracting out work on this project. In the case of DBE trucking firms, credit will be given for trucks leased from other DBE firms; however, if the DBE leases trucks from non-DBE firms, only the commission or fee will be counted for DBE crediting.
7. **REQUESTS FOR PAYMENT:** Contractor/Consultant must indicate on the Continuation Sheet the work being performed by DBEs by either a) placing the word "DBE" behind the work item or b) breaking out the work done by DBEs at the end of the report. Prime contractor/consultant shall notify DBEs of the date on which they must submit their invoices for payment.
8. **DBE UTILIZATION REPORTS:** A DBE Utilization Report (DBE-16) must be submitted with each request for payment for the period's activity, even if no activity takes place during the period being reported. **Payments will be withheld from all prime contractors/consultants not in compliance.**

If you have any questions or concerns related to Milwaukee County's DBE Program, please contact
Mark Phillips / mark.phillips@milwcnty.com / 414.278.5104