



**Milwaukee County Community Development Block Grant  
Bidding Requirements  
SPECIAL NOTICE TO CONTRACTORS**



This project is funded by the U.S. Department of Housing and Urban Development through the Milwaukee County Community Development Block Grant program. Firms bidding on this project are advised the awarded firm shall be required to:

1. Implement Federal Labor Standards provisions and pay employees wages and fringe benefits at levels that meet or exceed a federal wage decision either included in this bid packet or found at <http://www.wdol.gov/dba.aspx>;
2. Submit payrolls to Milwaukee County with each invoice or payment request. Current forms can be found at [http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/labor\\_relations/olr form](http://portal.hud.gov/hudportal/HUD?src=/program_offices/labor_relations/olr_form);
3. Use minority business enterprises (MBE) for at least 20%, and women business enterprises (WBE) for at least 5%, of the total contract amount, this may be satisfied through subcontracts and/or the purchase of services or supplies;
4. Comply with all regulations and procedures established by the U.S. Department of Housing and Urban Development and Milwaukee County for this project, and ensure all sub-contractors also comply;
5. Document compliance with Equal Employment Opportunity requirements; and
6. Provide a Dunn and Bradstreet Number for prime and all sub-contractors or suppliers and evidence that the firm is not on the Federal list of debarred contractors found at <https://www.sam.gov/portal/public/SAM/##11>.

Failure to meet these provisions may result in withholding of payment, cancellation of contract, or criminal prosecution.

Persons with questions about these requirements should contact 278-2948.

**Department of Health and Human Services, Housing Division  
2711 W. Wells Street, 1<sup>st</sup> Floor  
Milwaukee, WI 53208  
414-278-2948 or 414-278-4880**



***Milwaukee County Community Development Block Grant  
Bidding Requirements***



**MBE/WBE Assistance**

Milwaukee County Community Development Business Partners has a listing of certified firms in a searchable data base online, <http://county.milwaukee.gov/cbdp/CertifiedVendorList.htm>. It is strongly encouraged that notification of bids be sent to vendors on this list. The list has emails for each firm and searches can be performed by trade or specialty. The County will not grant any waiver from this requirement if the list was not used to solicit bids or sub-contractors.

In addition to firms certified by Milwaukee County, City of Milwaukee, or the State of Wisconsin, firms have the option to self-certify. Attached is a self-certification form that may be submitted for firms not formally certified.

**Department of Health and Human Services, Housing Division  
2711 W. Wells Street, 1<sup>st</sup> Floor  
Milwaukee, WI 53208  
414-278-2948 or 414-278-4880**



**Milwaukee County Community Development Block Grant  
Bidding Requirements**



**MILWAUKEE COUNTY COMMUNITY DEVELOPMENT PROGRAM CONTRACT  
CERTIFICATIONS**

The contracted firm executing this agreement specifically acknowledges and certifies:

- (1) The Federal Labor Standards Provision (HUD 4010) and General Wage Decision are included as parts of this contract, and that correction of any infractions of the aforesaid conditions, including infractions by any of the contracted firm's subcontractors, is the contracted firm's responsibility.
- (2) Neither the firm nor any firm, corporation, partnership, or association in which the firm has a substantial interest is designated as an ineligible contractor by the Comptroller General of the United States pursuant to Section 5.6 (b) of the Regulations of the Secretary of Labor, Part 5 (29 CFR, Part 5) or pursuant to Section 3 (a) of the Davis-Bacon Act, as amended (40 U.S.C. 276a-2(a)) or by the Department of Housing and Urban Development. No part of this contract has been or will be subcontracted to any subcontractor if such subcontractor or any firm, corporation, partnership, or association in which such subcontractor has a substantial interest is designated as an ineligible contractor pursuant to any of the aforementioned regulatory or statutory provisions.
- (3) The contracted firm will enter into a written contract with any subcontractor subcontracted for this job. In addition to work-related information, this contract will include:
  - (a) The Community Development Program Contract Certifications;
  - (b) The Federal Labor Standards Provisions;
  - (c) The General Wage Decision issued for this contract; and
  - (d) The Special Instructions to Payroll Officers; with attachments.
- (4) The applicability of the Contract Work Hours and Safety Standards Act (40 USC 327-333) to this contract, which provides that work in excess of 40 hours per week will be compensated at rates not less than one and one-half times the basic rate of pay, and that violations of this Act will render the responsible contractor and/or subcontractor liable for unpaid wages and liquidated damages.
- (5) This is notice the County and/or sub-recipients of the County shall withhold, or cause to be withheld, from the amount due the contracted firm, funds sufficient to ensure payment of underpayments and liquidated damages arising from the contracted firm's, or any subcontractor's, violations of federal labor standards provisions.

**Department of Health and Human Services, Housing Division  
2711 W. Wells Street, 1<sup>st</sup> Floor  
Milwaukee, WI 53208  
414-278-2948 or 414-278-4880**



**Milwaukee County Community Development Block Grant  
Bidding Requirements**



**U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT APPLICABLE COMMUNITY  
DEVELOPMENT BLOCK GRANT PROGRAM REGULATIONS**

The awarded firm shall enter into an agreement which shall require the firm, as Contractor, to perform the following:

1. "Section 3" Compliance in the Provision of Training, Employment and Business Opportunities

This Agreement is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968 (12 USC 1701u), as amended, the HUD regulations issued pursuant thereto at 24 CFR Part 135, and any applicable rules and orders of HUD issued thereunder prior to the HUD authorization of the funding approval.

2. Equal Employment Opportunity

This Agreement is subject to HUD Equal Employment Opportunity Regulations at 24 CFR Part 130 applicable to HUD assisted construction contracts.

The Contractor shall be subject to and cause or require to be inserted in full in any nonexempt contract and subcontract for construction work, or modification thereof, as defined in said regulations, which is paid for in whole or in part with assistance provided under this Agreement, the following equal opportunity clause:

During the performance of this contract, the Contractor agrees as follows:

(1) The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during the employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Contractor agrees to post, in conspicuous places available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

(2) The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.

**Department of Health and Human Services, Housing Division  
2711 W. Wells Street, 1<sup>st</sup> Floor  
Milwaukee, WI 53208  
414-278-2948 or 414-278-4880**



**Milwaukee County Community Development Block Grant  
Bidding Requirements**



(3) The Contractor will send to each labor union or representative of workers with which has a collective bargaining agreement or other contract or understanding, a notice advising the said labor union or workers' representatives of the Contractor's commitment under this Section and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(4) The Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and by the rules, regulations and relevant orders of the Secretary of Labor.

(5) The Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the Department and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(6) In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts or federally assisted construction contract procedures authorized in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(7) The Contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the Department may direct as a means of enforcing such provisions, including sanctions for noncompliance, provided, however, that in the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Department, the Contractor may request the United States to enter into such litigation to protect the interest of the United States.

The Contractor agrees that it will assist and cooperate actively with the Department and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the Department and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the

**Department of Health and Human Services, Housing Division  
2711 W. Wells Street, 1<sup>st</sup> Floor  
Milwaukee, WI 53208  
414-278-2948 or 414-278-4880**



**Milwaukee County Community Development Block Grant  
Bidding Requirements**



Department in the discharge of its primary responsibility for securing compliance.

The Contractor further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of equal opportunity clause as may be imposed upon contractors and subcontractors by the Department or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the Contractor agrees that if it fails or refuses to comply with these undertakings, the Department may take any or all of the following actions: cancel, terminate, or suspend in whole or in part the Agreement, and refer the case to the Department of Justice for appropriate legal proceedings.

**3. Lead-Based Paint Hazards**

The construction or rehabilitation of residential structures with assistance provided under the Agreement is subject to the HUD Lead-Based Paint Regulations (24 CFR Part 35). Any rehabilitation of residential structures with assistance provided under this Agreement shall be made subject to the provisions for the elimination of lead-based paint hazards under Subpart B of said regulations.

**4. Compliance with Air and Water Acts**

This Agreement is subject to the requirements of the Clean Air Act, as amended (42 USC 1857 et. seq.), the Federal Water Pollution Control Act, as amended (33 USC 1251 et seq.), and the regulations of the Environmental Protection Agency with respect thereto (at 40 CFR Part 15), as amended from time to time.

The Contractor agrees to comply with all the requirements of Section 114 of the Clean Air Act, as amended (42 USC 1857c-8), and Section 308 of the Federal Water Pollution Control Act, as amended (33 USC 1318), relating to inspection, monitoring, entry, reports, and information, as well as all other requirements specified in said Section 114 and Section 308, and all regulations and guidelines issued thereunder.

The Contractor agrees to inform Milwaukee County of any notification received from the Director, Office of Federal Activities, EPA, indicating that a facility utilized or to be utilized for the contract is under consideration to be listed on the EPA List of Violating Facilities.

The Contractor agrees to include or cause to be included the criteria and requirements in this Section in every nonexempt subcontract, and that the Contractor will take such action as the

**Department of Health and Human Services, Housing Division  
2711 W. Wells Street, 1<sup>st</sup> Floor  
Milwaukee, WI 53208  
414-278-2948 or 414-278-4880**



**Milwaukee County Community Development Block Grant  
Bidding Requirements**



Government may direct as a means of enforcing such provisions.

In no event shall any amount of the assistance provided under this Agreement be utilized with respect to a facility which as given rise to a conviction under Section 113(c)(1) of the Clean Air Act or Section 309(c) of the Federal Water Pollution Control Act.

**5. Obligations of Contractor with Respect to Certain Third Party Relationships**

The Contractor shall remain fully obligated under the provisions of the Agreement notwithstanding its designation of any third party or parties for the undertaking of all or any part of the program with respect to which assistance is being provided under this Agreement. The Contractor shall comply with all lawful requirements of Milwaukee County necessary to ensure that the program, with respect to which assistance is being provided under this Agreement to the County, is carried out in accordance with the Assurances and Certifications submitted in application for such assistance.

**6. Interest of Members, Officers, or Employees of Grantee, Members of Local Governing Body, or Other Public Officials**

No member, officer or employee of Milwaukee County, or its designees or agents, no member of governing body of the locality in which the program is situated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the program during his tenure, or for one year thereafter, shall have any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed in connection with the program assisted under the Agreement.



**Milwaukee County Community Development Block Grant  
Bidding Requirements**

**NOTICE OF REQUIREMENT FOR AFFIRMATIVE ACTION  
TO ENSURE EQUAL EMPLOYMENT OPPORTUNITY**

- A. The notice of requirements for affirmative action to ensure equal employment opportunity is required in all construction contracts over \$10,000.
1. The Offeror's or Bidder's attention is called to the "Equal Opportunity Clause" and the "Standard Equal Employment Opportunity Construction Contract Specifications" set forth herein. As used in this Notice, and in the contract resulting from this solicitation, the "covered area" is the Milwaukee Standard Metropolitan Statistical Area (counties of Milwaukee, Ozaukee, Waukesha and Washington).
  2. The goal for minority participation, expressed in percentage terms for the Contractor's aggregate workforce in each trade on all construction work in the covered area is 8.0%.

(Proposed goal for the Standard Metropolitan Statistical Area (Counties of Milwaukee, Waukesha, Ozaukee and Washington), according to the Federal Register, September 7, 1979, Vol. 44, No. 175.).

The goals and timetables for female participation, expressed in percentage terms for the Contractor's aggregate workforce in each trade on all construction work in the covered area, are as follows:

From 4/1/80 until Further Notice, 6.9%

(Final goal for the nation, according to the Federal Register, April 7, 1978, Vol. 43, No. 68.).

These goals are applicable to all the Contractor's construction work performed in the covered area whether or not federal and/or County funds are involved.

The Contractor's compliance with the Executive Order and the regulations in 41 CFR 60-4 and/or County Ordinances Section 56.17 (1c), shall be based on its implementation of the Equal Opportunity Clause, specific affirmative action obligations required by the specifications set forth in 41 CFR 60-4.3(a) and/or County Ordinances 56.17 (1c) and its efforts to meet the goals established for the covered area. The hours of minority and female employment and training must be substantially uniform throughout the length of the contract, and in each trade, and the contractor shall make a good faith effort to employ minorities and women evenly on each of its projects. The transfer of minority or female employees or trainees from Contractor to Contractor or from project to project



**Milwaukee County Community Development Block Grant  
Bidding Requirements**

for the sole purpose of meeting the Contractor's goals shall be a violation of the contract, the Executive Order, the regulations in 41 CFR Part 60-4 and/or County Ordinances Section 56.17 (1C). Compliance with the goals will be measured against the total work hours performed.

3. The Contractor shall provide written notification to the Director of the Office of Federal Contract Compliance Programs, and send a copy of such notification to the Contract Compliance Auditor for Milwaukee County within 10 working days of award of any construction subcontract in excess of \$10,000 at any tier for construction work under the contract resulting from this solicitation. The notification shall list the name, address and telephone number of the subcontractor; employer identification number; estimated dollar amount of the subcontract; estimated starting and completion dates of the subcontract and the covered area in which the contract is to be performed.



*Milwaukee County Community Development Block Grant  
Bidding Requirements*

**STANDARD FEDERAL EQUAL EMPLOYMENT OPPORTUNITY CONSTRUCTION  
CONTRACT SPECIFICATIONS (EXECUTIVE ORDER 11246)**

1. As used in these specifications:
  - a. "Covered area" means the geographical area described in the solicitation from which this contract resulted;
  - b. "Director" means Director, Office of Federal Contract Compliance Programs, United States Department of Labor, or any person to whom the Director delegates authority;
  - c. "Employer identification number" means the Federal Social Security number used on the Employer's Quarterly Federal Tax Return, U. S. Treasury Department Form 941.
  - d. "Minority" includes:
    - (i) Black (all persons having origins in any of the Black African racial groups not of Hispanic origin);
    - (ii) Hispanic (all persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish Culture or origin, regardless of race);
    - (iii) Asian and Pacific Islander (all persons having origins in any of the original peoples of Far East, Southeast Asia, the Indian Sub-continent, or the Pacific Islands); and
    - (iv) American Indian or Alaskan Native (all persons having origins in any of the original peoples of North America and maintaining identifiable tribal affiliations through membership and participation or community identification).
2. Whenever the Contractor, or any Subcontractor at any tier, subcontracts a portion of the work involving any construction trade, it shall physically include in each subcontract in excess of \$10,000 the provisions of these specifications and the Notice which contains the applicable goals for minority and female participation and which is set forth in the solicitations from which this contract resulted.
3. If the Contractor is participating (pursuant to 41 CFR 60-4.5) in the covered area either individually or through an association, its affirmative action obligations on all work in the Plan area (including goals and timetables) shall be in accordance with that Plan for those trades which have unions



**Milwaukee County Community Development Block Grant  
Bidding Requirements**



participating in the Plan. Contractors must be able to demonstrate their participation in and compliance with the provisions of any such Hometown Plan. Each Contractor or Subcontractor participating in an approved Plan is individually required to comply with its obligations under the EEO clause, and to make a good faith effort to achieve each goal under the Plan in each trade in which it has employees. The overall good faith performance by other Contractors or Subcontractors toward a goal in an approved Plan does not excuse any covered Contractor's or Subcontractor's failure to take good faith efforts to achieve the Plan goals and timetables.

4. The Contractor shall implement the specific affirmative action standards provided in paragraphs 7a through p of these specifications. The goals set forth in the solicitation from which this contract resulted are expressed as percentages of the total hours of employment and training of minority and female utilization the Contractor should reasonably be able to achieve in each construction trade in which it has employees in the covered area. The Contractor is expected to make substantially uniform progress toward its goals in each craft during the period specified.

5. Neither the provisions of any collective bargaining agreement, nor the failure by a union with whom the Contractor has a collective bargaining agreement, to refer either minorities or women shall excuse the Contractor's obligations under these specifications, Executive Order 11246, or the regulations promulgated pursuant thereto.

6. In order for the nonworking training hours of apprentices and trainees to be counted in meeting the goals, such apprentices and trainees must be employed by the Contractor during the training period, and the Contractor must have made a commitment to employ the apprentices and trainees at the completion of their training, subject to the availability of employment opportunities. Trainees must be trained pursuant to training programs approved by the U. S. Department of Labor.

7. The Contractor shall take specific affirmative actions to ensure equal employment opportunity. The evaluation of the Contractor's compliance with these specifications shall be based upon its effort to achieve maximum results from its actions. The Contractor shall document these efforts fully and shall implement affirmative action steps at least as extensive as the following:

a. Ensure and maintain a working environment free of harassment, intimidation, and coercion at all sites, and in all facilities at which the Contractor's employees are assigned to work. The Contractor, where possible will assign two or more women to each construction project. The Contractor shall specifically ensure that all foremen, superintendents, and other on-site



**Milwaukee County Community Development Block Grant  
Bidding Requirements**



supervisory personnel are aware of and carry out the Contractor's obligation to maintain such a working environment, with specific attention to minority or female individuals working at such sites or in such facilities.

b. Establish and maintain a current list of minority and female recruitment sources, provide written notification to minority and female recruitment sources and to community organizations when the contractor or its unions have employment opportunities available, and maintain a record of the organizations' responses.

c. Maintain a current file of the names, addresses and telephone numbers of each minority and female off-the-street applicant and minority or female referred from a union, a recruitment source or community organization and of what action was taken with respect to each such individual. If such individual was sent to the union hiring hall for referral and was not referred back to the Contractor by the union, or if referred, not employed by the Contractor, this shall be documented in the file with the reason therefore, along with whatever additional actions the Contractor may have taken.

d. Provide immediate written notification to the Director when the union or unions with which the Contractor has a collective bargaining agreement has not referred to the Contractor a minority person or woman sent by the Contractor, or when the Contractor has other information that the union referral process has impeded the Contractor's efforts to meet its obligations.

e. Develop on-the-job training opportunities and/or participate in training programs for the area which expressly include minorities and women, including upgrading programs and apprenticeship and trainee programs relevant to the Contractor's employment needs, especially those programs funded or approved by the Department of Labor. The Contractor shall provide notice of these programs to the sources compiled under 7b above.

f. Disseminate the Contractor's EEO policy by providing notice of the policy to unions and training programs and requesting their cooperation in assisting the Contractor in meeting its EEO obligations: by including it in any policy manual and collective bargaining agreement; by publicizing it in the company newspaper, annual report, etc.; by specific review of the policy with all management personnel and with all minority and female employees at least once a year; and by posting the company EEO policy on bulletin boards accessible to all employees at each location where construction work is performed.

g. Review, at least annually, the company's EEO policy and affirmative action obligations under these specifications with all employees having any responsibility for hiring, assignment, layoff, termination or other employment decisions including specific review of these



**Milwaukee County Community Development Block Grant  
Bidding Requirements**



items with on-site supervisory personnel such as Superintendents, General Foremen, etc., prior to the initiation of Construction work at any job site. A written record shall be made and maintained identifying the time and place for these meetings, persons attending, subject matter discussed, and disposition of the subject matter.

h. Disseminate the Contractor's EEO policy externally by including it in any advertising in the news media, specifically including minority and female news media, and providing written notification to and discussing the Contractor's EEO policy with other Contractors and Subcontractors with whom the Contractor does or anticipates doing business.

i. Direct its recruitment efforts, both oral and written, to minority, female and community organizations, to schools with minority and female students and to minority and female recruitment and training organizations serving the Contractor's recruitment area and employment needs. Not later than one month prior to the date for the acceptance of applications for apprenticeship or other training by any recruitment source, the Contractor shall send written notification to organizations such as the above, describing the openings, screening procedures, and tests to be used in the selection process.

j. Encourage present minority and female employees to recruit other minority persons and women, and, where reasonable, provide after school, summer and vacation employment to minority and female youth both on the site and in other areas of a Contractor's workforce.

k. Validate all tests and other selection requirements where there is an obligation to do so under 41 CFR part 60-3.

l. Conduct, at least annually, an inventory and evaluation at least of all minority and female personnel for promotional opportunities and encourage these employees to seek or to prepare for, through appropriate training, etc., such opportunities.

m. Ensure that seniority practices, job classifications, work assignments and other personnel practices, do not have a discriminatory effect by continually monitoring all personnel and employment related activities to ensure that the EEO policy and the Contractor's obligations under these specifications are being carried out.

n. Ensure that all facilities and company activities are non-segregated except that separate or single-user toilet and necessary changing facilities shall be provided to assure privacy between the sexes.



**Milwaukee County Community Development Block Grant  
Bidding Requirements**



o. Document and maintain a record of all solicitations of offers for subcontracts from minority and female construction contractors and suppliers, including circulation of solicitations to minority and female contractor associations and other business associations.

p. Conduct a review, at least annually, of all supervisor's adherence to and perform under the Contractor's EEO policies and affirmative action obligations.

8. Contractors are encouraged to participate in voluntary associations which assist in fulfilling one or more of their affirmative action obligations (7a through p). The efforts of a contractor association, joint contractor-union, contractor-community, or other similar group of which the contractor is a member and participant, may be asserted as fulfilling any one or more of its obligations under 7a through p of these Specifications provided that the contractor actively participates in the group, makes every effort to assure that the group has a positive impact on the employment of minorities and women

in the industry, ensures that the concrete benefits of the program are reflected in the Contractor's minority and female workforce participation, makes a good faith effort to meet its individual goals and timetables, and can provide access to documentation which demonstrates the effectiveness of actions taken on behalf of the Contractor. The obligation to comply, however, is the Contractor's and failure of such a group to fulfill an obligation shall not be a defense for the Contractor's noncompliance.

9. A single goal for minorities and a separate single goal for women have been established. The Contractor, however, is required to provide equal employment opportunity and to take affirmative action for all minority groups, both male and female, and all women, both minority and non-minority. Consequently, the Contractor may be in violation of the Executive Order if a particular group is employed in a substantially disparate manner (for example, even though the Contractor has achieved its goals for women generally, the Contractor may be in violation of the Executive Order if a specific minority group of women is under utilized).

10. The Contractor shall not use the goals and timetables or affirmative action standards to discriminate against any person because of race, color, religion, sex, or national origin.

11. The Contractor shall not enter into any Subcontract with an person or firm debarred from Government contracts pursuant to Executive Order 11246.

12. The Contractor shall carry out such sanctions and penalties for violation of these specifications and of the Equal Opportunity Clause, including suspension, termination and cancellation of existing subcontracts as may be imposed or ordered pursuant to Executive Order



**Milwaukee County Community Development Block Grant  
Bidding Requirements**



11246, as amended, and its implementing regulations, by the Office of Federal Contract Compliance Programs. Any Contractor who fails to carry out such sanctions and penalties shall be in violation of these specifications and Executive Order 11246, as amended.

13. The Contractor, in fulfilling its obligations under these specifications, shall implement specific affirmative action steps, at least as extensive as those standards prescribed in paragraph 7 of these specifications, so as to achieve maximum results from its efforts to ensure equal employment opportunity. If the Contractor fails to comply with the requirements of the Executive Order, the implementing regulations, or these specifications, the Director shall proceed in accordance with 41 CFR 60-4.8.

14. The Contractor shall designate a responsible official to monitor all employment related activity to ensure that the company EEO policy is being carried out, to submit reports relating to the provisions hereof as may be required by the Government and to keep records. Records shall at least include for each employee the name, address, telephone numbers, construction trade, union affiliation if any, employee identification number when assigned, social security number, race, sex, status (e.g., mechanic, apprentice, trainee, helper, or laborer), dates of changes in status, hours worked per week in the indicated trade, rate of pay, and locations at which the work was performed. Records shall be maintained in an easily understandable and retrievable form; however, to the degree that existing records satisfy this requirement, contractors shall not be required to maintain separate records.

15. Nothing herein provided shall be construed as a limitation upon the application of other laws which establish different standards of compliance or upon the application or requirements for the hiring of local or other area residents (e.g., those under the Public Works Employment Act of 1977 and the Community Development Block Grant Program).



**Milwaukee County Community Development Block Grant  
Bidding Requirements  
Certification by Contractor**



The undersigned specifically certifies knowledge of and compliance with the Community Development Block Grant program Contractor Certifications, which are part of the contract for this project.

Project Name: \_\_\_\_\_

The undersigned certifies the legal name, business address and phone number of the business are as follows:

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_  
\_\_\_\_\_

Business Phone: \_\_\_\_\_

Business's Internal Revenue Service Employer Identification Number: \_\_\_\_\_

Dunn and Bradstreet Number (DUNS#): \_\_\_\_\_

Amount of Contract: \$ \_\_\_\_\_

Name, Title and Address of Owner, Partners or Corporate Officers are:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Owner, Partner or Corporate Officer: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



**Milwaukee County Community Development Block Grant  
Bidding Requirements**



Please Circle Type of Trade.

- |                        |                                 |
|------------------------|---------------------------------|
| 1 = New Construction   | 6 = Professional                |
| 2 = Substantial Rehab  | 7 = Tenant Services             |
| 3 = Repair             | 8 = Education/Training          |
| 4 = Service            | 9 = Arch./Engineering Appraisal |
| 5 = Project Management | 0 = Other                       |

Following portion to be completed by Minority and Women Businesses ONLY:

The undersigned claims status as a:

\_\_\_\_\_ MBE (Minority Business Enterprise)

Means a business organized for profit, performing a commercially useful function, which is at least 51% owned by one or more minority individuals, and whose management and daily operations are controlled by one or more minority individuals. Circle race/ethnicity that applies.

- 1 = White Americans
- 2 = Black Americans
- 3 = Native Americans
- 4 = Hispanic Americans
- 5 = Asian/Pacific Americans
- 6 = Hasidic Jews

\_\_\_\_\_ WBE (Women Business Enterprise)

Means a business organized for profit, performing a commercially useful function, which is at least 51% owned by one or more female individuals, and whose management and daily operations are controlled by one or more female individuals.

**Department of Health and Human Services, Housing Division  
2711 W. Wells Street, 1<sup>st</sup> Floor  
Milwaukee, WI 53208  
414-278-2948 or 414-278-4880**



**Milwaukee County Community Development Block Grant  
Bidding Requirements**



Following portion to be completed by Qualified Section 3 Business Concerns ONLY:

Section 3 Business Concern

Means a business concern:

- That is 51% or more owned by Section 3 residents\*; or,
- Whose permanent, full-time employees include persons:
- At least 30% of whom are currently Section 3 residents
- Within 3 years of the date of first employment with the business concern were Section 3 residents; or,
- That provides evidence of a commitment to subcontract in excess of 25% of the dollar award of all subcontracts to be awarded to business concerns that meet the qualifications in the above two paragraphs.

\*Section 3 resident is defined as a public housing resident or an individual who resides in the metropolitan area in which the Section 3 covered assistance is expended and who is a low-income person.

The undersigned claims status as a Qualified Section 3 Business Concern.

Signature of Section 3 Owner, Partner or Corporate Officer:

\_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_