

To: Board of Trustees
% Business Office
Milwaukee Public Library
814 West Wisconsin Avenue
Milwaukee, Wisconsin 53233

**PROJECT MPL#19-004
Official Bid Form**

**BOARD OF TRUSTEES OF THE
MILWAUKEE PUBLIC LIBRARY
REQUESTS BIDS FOR
MULTI-BUILDING ADA ALTERATIONS: ATKINSON, CENTER STREET & CENTRAL LIBRARIES**

1. GENERAL DIRECTIONS TO BIDDERS

PROPOSALS submitted to the Board of Trustees, Milwaukee Public Library, City of Milwaukee, Wisconsin.

The contract will be awarded to the qualified responsible bidder who submits the lowest bid per the requirements stated in the bidding documents. If the actual cost of a contract exceeds \$50,000, the Board of Trustees of the Milwaukee Public Library shall have the final award authority. The Board of Trustees of the Milwaukee Public Library reserves the right to award contract(s) in whole or in part; to reject any or all proposals; to waive irregularities in any proposal; or to accept any proposal which will be to the best interest of the Board.

- A. In conformity with the Official Notice, listed herein, the undersigned bidder, having examined site(s) of the work and the contract documents, and being familiar with the conditions to be met, hereby submits the following proposal for furnishing the material, equipment, labor and everything necessary for the completion of the work listed hereunder, and if its proposal is accepted agrees to execute the proposed contract and furnish the required bond for the completion of said work, at the locations and for the prices set forth on the inside pages of this form. Contractor further assures that if the Contractor's performance is contingent upon the acts of another party, the Contractor has the necessary commitment to complete the contract. Payments to Contractor will be made pursuant to the Construction Monitoring and Disbursement Agreement, copies available upon request.

The undersigned bidder deposits herewith cash, a certified check payable to the order of the Board of Trustees, Milwaukee Public Library, City of Milwaukee, Wisconsin, or an approved licensed surety corporation bid bond, when a bid bond is indicated in said notice, in the sum designated in said notice, and hereby agrees that in the event the undersigned bidder shall fail to execute in quadruplicate the contract with approved licensed surety corporation bound thereto and return the same to the office of the Library Director within 10 calendar days after the date appearing upon the written notice by the Library Director of the acceptance of this bid, or extension thereto as the Library Director only may deem reasonable, then said cash or certified check shall be retained and become the property of the Milwaukee Public Library as fixed and liquidated damages or said bond shall be prosecuted in the name of the said Milwaukee Public Library, and judgment recovered thereon for the full amount of the penalty thereof as liquidated damages, in any court having jurisdiction of the actions; otherwise said cash or certified check shall be refunded or the bid bond shall be void.

- B. After forms are completed, place originals and one set of copies in the provided return envelope. Place contractor's return address and telephone number on the upper left-hand corner of the provided envelope.
- C. **A public bid opening will be held at the Central Library, 814 West Wisconsin Avenue, Milwaukee, Wisconsin, Trustee's Room on the Third Floor on July 17, 2019 at 12:15 p.m.**

2. **WORK SCHEDULE**

- A. Bidders shall begin and complete construction as indicated. All dates and time limits as listed shall be binding.
- B. Contract start date: **July, 2019.**
1. Commencement of submittals and material/equipment reviews and approvals shall begin immediately upon contract award.
 2. Start date for on-site work at Central Library and at Center Street Branch is anticipated to be October, 2019.
 3. Start date for on-site work at Atkinson Branch is anticipated to be November, 2019.
- C. Substantial Completion:
1. Central Library: Ten (10) calendar days after the start of on-site work at Central Library
 2. Center Street Branch: One Hundred Forty (140) calendar days after the start of on-site work at Center Street Branch
 3. Atkinson Branch: Twenty-Eight (28) calendar days after the start of on-site work at Atkinson Branch
- D. Can you complete all work within the limits indicated?

Yes ____ No ____

If answer is NO, state additional calendar days needed.

_____ days _____ days
(Written) (Repeat in Figures)

3I. **PROPOSAL**

I/We _____
(a corporation, a partnership, an individual - cross out inapplicable)

of _____
Street City County State ZIP

Telephone No.: _____ Fax No.: _____

hereby agree to execute the proposed contract and to furnish proof of insurance in the amount specified and, if contract exceeds \$50,000, satisfactory payment and performance bonds in the amount specified within 10 days of offering, and to provide all labor and material required for the completion of the project designated above, for the prices hereinafter set forth, in strict accordance with the Contract Documents, including Addenda Nos. _____ dated _____.

4. **ADDENDUM RECEIPT**

I/We acknowledge the receipt of Addendum _____ to _____ inclusive.

5. **THE BIDDER HEREBY AGREES THAT THIS BID IS INVALID WITHOUT BIDDER'S SIGNATURE APPEARING IN THE SIGNATURE BLOCK ON THE LAST PAGE OF THIS BID FORM.**

6. If award is obtained, the undersigned bidder agrees to comply with the City of Milwaukee Ordinance requiring disclosure of participation in or profits derived from slavery.

7. In case the award is obtained, the undersigned bidder will employ, subject to the approval of the Board of Trustees, the following sub-contractors, with the SBE status, class and type of work to be performed by each, which list shall not be added to nor altered without the written consent of the Milwaukee Public Library Board. This list must accompany bid form. Finalized list must be provided within five days of bid opening by the qualified responsible bidder who submits the lowest bid per the requirements stated in the bidding documents.

COMPLIANCE PLAN -CITY OF MILWAUKEE - MILWAUKEE PUBLIC LIBRARY
SUBCONTRACTORS AND/OR MATERIAL SUPPLIERS (SBE PARTICIPATION)

This form must be completed in its entirety and is a required submission with bid or proposal. All proposed subcontractor(s) and/or material supplier(s) for this project must be shown.

PRIME CONTRACTOR'S NAME: _____ BID OR RFP NUMBER: _____

DATE: _____ TOTAL BID AMOUNT: _____ TOTAL SBE AMOUNT: _____

NAME OF SUBCONTRACTOR/SUPPLIER ADDRESS/CONTACT PERSON AND PHONE NUMBER	LIST CITY OF MIL. CERTIFICATION: SBE	PERCENT OF BID	DOLLAR AMOUNT	WORK PERFORMED/ MATERIAL SUPPLIED	AUTHORIZED SBE OWNER/REPRESENTATIVE SIGNATURE
1.					
2.					
3.					
4.					
5.					

I certify that the information included on this Form A is true and complete to the best of my knowledge. I further understand and agree that this Form A is a condition of my Bid/Proposal responsiveness. Failure to submit this form and/or meet the specified SBE requirements may render the Bid/Proposal nonresponsive.

Contractor Authorized Signature: _____ Print Name & Title: _____

Reviewed By OBSD Analyst: _____ Date: _____

**CITY OF MILWAUKEE
MILWAUKEE PUBLIC LIBRARY**

AFFIDAVIT OF COMPLIANCE –SMALL BUSINESS ENTERPRISE PROVISIONS

PROJECT NAME _____

FORMAL BID AND/OR RFP NUMBER: _____ DATE: _____

Per the Invitation to Bid the commitment for SBE participation on this project is: __%

The Milwaukee Public Library reserves the right to reject and disqualify any invitation to bid which does not achieve the percentage requirements specified for SBE involvement and which fails to comply with the City's requirements as outlined in the SBE provisions.

The undersigned hereby states that I/We have not discriminated in any manner on the basis of race, sex, or national origin in any manner in the preparation of the attached invitation to bid or in the selection of subcontractor(s) or material supplier(s) for such bid. I/We also, acknowledge, understand, and agree that submission of an invitation to bid or request for proposal shall commit the responder to comply with the City's SBE participation on this contract, including submission of the information required by the proposed schedule of subcontractor(s)/or material supplier(s) with authorized signature from each SBE utilized on Form A.

I/We hereby states that all of the above information is true and correct to the best of his/her knowledge.

AUTHORIZED SIGNATURE: _____

PRINT NAME: _____ TITLE: _____

COMPANY NAME: _____

On this _____ day of _____, 20____ the above named acknowledges that he/she executed the foregoing document for the purpose therein contained for and on behalf of the said company.

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

NOTARY PUBLIC SIGNATURE

PRINT NAME

(SEAL)

My commission expires: _____

FAILURE TO RETURN WITH BID/PROPOSAL WILL RESULT IN REJECTION OF YOUR BID/PROPOSAL.

8. BID PROPOSAL:

A. Single Lump Sum Bid

For the sum of _____ Dollars (\$_____)
(Amount in Words) (Repeat in Figures)

B. Alternates

1. Provide/Install four (4) automatic door openers at Center Street Branch.

For the sum of _____ Dollars (\$_____)
(Amount in Words) (Repeat in Figures)

9. BIDDER'S OFFICIAL TITLE AND SIGNATURE

This Proposal is submitted by _____
(Bidder)
of _____
Street City State ZIP
a _____
(Sole Trader, Partnership or Corporation)
at _____, Wisconsin. This _____ day of _____, 20____.

If a Corporation, answer the following:

Incorporated under laws of what state? _____

Name of Bidder

Signature

Title

10. AFFIDAVIT

A. SWORN STATEMENT OF BIDDERS

I, being first duly sworn at _____ on oath, state:

- B. That I have examined and carefully prepared this Proposal from the Plans, Specifications and other contract documents and have checked the same in detail before submitting this proposal.
- C. That I am financially able and have under my jurisdiction the organization and personnel to complete work as shown and specified in strict accord with the terms of the Contract.
- D. This sworn statement is hereby made a part of the foregoing proposal.

Subscribed and sworn to before me this

_____ day of _____, 20____.

(Signature - Notary Public)

County _____

State of _____

My Commission expires _____

(Signature of Bidder)

(Title, if any)

(Address)

(Telephone Number)

CITY OF MILWAUKEE, WISCONSIN

THE BOARD OF TRUSTEES, MILWAUKEE PUBLIC LIBRARY
LICENSED SURETY CORPORATION BID BOND

PLEASE BE INFORMED, That we, _____

_____ of _____
(Street and Number) (City) (State)

as principal and _____ of _____
(Home Office)

as surety are held and firmly bound unto the City of Milwaukee, Wisconsin, hereinafter called City, and the Board of Trustees, Milwaukee Public Library, hereinafter called Board, the penal sum of _____

_____ Dollars,
to be paid to said Board, its successors and assigns, for which payment well and truly to be made, we bind ourselves, and our heirs, executors, and administrators, or successors and assigns, as the case may be, jointly and severally, firmly by these presents.

WHEREAS, the above bounden principal is making a proposal in writing dated _____
_____, 20____, to the Board of Trustees, Milwaukee Public Library, according to Official Notice dated
_____, 20____, of said Board for furnishing all material, equipment, labor and everything necessary for the completion of the work of...

according to plans, specifications and the other contract documents on file in the office of said Board, a copy of which proposal is by reference made a part hereof, and the said proposal is accompanied with this bond.

NOW, THE CONDITION OF THIS OBLIGATION IS SUCH, that if the above bounden principal shall execute the contract in quadruplicate, in accordance with the proposal as accepted, with approved licensed surety corporation bound thereto for the faithful performance and proper fulfillment of such contract, and return the same to the office of said Board within the time limit specified in said proposal, then the above obligation shall be void, otherwise it shall be and remain in full force and effect.

In witness whereof, the above bounden parties have executed this instrument under their several seals at Milwaukee, Wisconsin, this _____ day of _____, 20_____, the name and corporate seal of each corporate party being hereto affixed and this instrument signed by its duly authorized representative.

Bidder Witnesses

_____ (Seal)
(Bidder)

By _____
(Name and Title)

Surety Witnesses

(Surety)

By _____
(Attorney-in-Fact or Agent)

(Seal of Surety)