

**OFFICIAL NOTICE
FOR BID PROPOSALS**

**Milwaukee Public Library
814 West Wisconsin Avenue
Milwaukee, Wisconsin 53233**

**RFP # MPL-19-004
Dated: June 17, 2019
Due Date: July 17, 2019**

The Board of Trustees, Milwaukee Public Library, City of Milwaukee, Wisconsin, requests sealed bids for all labor and material required for the Multi-Building ADA Alterations: Atkinson, Center Street & Central Libraries project as described within the scope of the Contract Documents.

Drawings, specifications and other documents may be obtained via the MPL website at this link: http://www.mpl.org/about/mpl_vendor_information.php. Bidding documents can also be obtained from the Business Office, Central Library, 814 W. Wisconsin Avenue, Third Floor, between the hours of 9:00 a.m. and 4:30 p.m., Monday through Friday, June 17, 2019 through July 16, 2019.

Contractors are encouraged to attend the pre-bid conference which will be held at the Center Street Branch Community Meeting Room at 10:30 a.m. on Monday, July 1, 2019 at 2727 W. Fond du Lac Ave.

All questions concerning the meaning or intent of the bid documents must be submitted in writing to Mr. Nathan Elliott of American Design, Inc., on behalf of MPL, via email to nathane@american-design.net. Questions must be submitted not later than July 8, 2019. Replies shall be issued by addenda; faxed, emailed or mailed to all parties recorded by the Library Director as having received the bid documents.

All proposals shall be returned to the Board of Trustees, Milwaukee Public Library via email to LibraryProcurement@milwaukee.gov with a copy to nathane@american-design.net, or in an envelope clearly marked with the RFP Name and Number, and Responder's name. Proposals must be received at the Business Office, Central Library, 814 W. Wisconsin Avenue, Third Floor, no later than **12:00 p.m. July 17, 2019**. Any proposal received after the date and time specified will be rejected as non-responsive. If proposal is emailed, an original signed copy must be submitted to the address above as follow-up, to be considered eligible by 3:00 p.m., 5 days after due date in an envelope clearly marked in the left hand corner with the RFP# and project name.

The Bid Proposals will be opened publicly on July 17, 2019 at 12:15 p.m., at Central Library, 814 West Wisconsin Avenue, Trustees Room (Third Floor, West Wing). After proposals are opened, no proposal may be withdrawn for a period of thirty (30) working days after the scheduled time of closing, without the consent of the Board of Trustees of the Milwaukee Public Library. Proposals will be available for review only after an award has been made.

When preparing a proposal, responders are instructed to thoroughly read all instructions in the bidding package and its specifications. Your proposal is an offer to perform or supply the service or materials described above in accordance with the terms and conditions set forth in the BID, the Scope of Services, the Standard Terms and Conditions, and the contract. In no event shall the responder submit its own standard contract terms and conditions as a response to this BID. Your proposal must meet the plan(s) or scope of services set forth herein.

Proposals will be evaluated based on the criteria specified in the Scope of Services attached. Award will be made to the proposer that best meets the needs of the Milwaukee Public Library as presented in the submittal documents.

If the contractor neglects, fails, or refuses to complete the work within the time specified, or any extension granted by the Owner, the Contractor agrees to pay Owner Five Hundred Dollars (\$500) per calendar day, not a penalty, but as liquidated damages for each day of default. This amount is agreed upon because of the impracticality and difficulty of ascertaining the actual damage to the Owner with respect to inconvenience to the public, added cost of engineering and supervision, and other items, such as services, and user benefits.

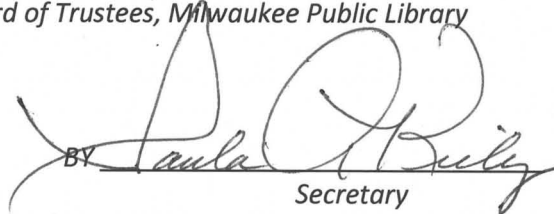
Chapter 370 of the Milwaukee Code of Ordinances established a Small Business Enterprise Program (SBE) which is implemented through establishment of percentages of participation in all contracting activities. The ordinance requires that certified SBEs be utilized for 18% of the total dollars annually expended through professional services contracts. Applicable forms must be submitted by responders as part of the proposal. Failure to comply with these requirements may result in the rejection of the proposal.

In accordance with Chapter 365 of the Milwaukee Code of Ordinances, the application of a Local Business Enterprise (LBE) program is required in all contracting activities, unless contrary to federal, state or local law, or regulation. To this end, the Milwaukee Public Library will apply an award standard that adds an additional number of points, equal to 5% or the maximum number of points used in the evaluation of the Proposal, to increase the total score attained by a local business enterprise. Responders seeking the Local Business Enterprise preference shall prepare and submit with the proposal an accurate affidavit certifying their LBE status. Failure to do so may result in an LBE forfeiting their rights to be considered for the program.

The Library reserves the rights to award no contracts after the proposals are scored.

Signed: Paula A. Kiely, Secretary

*CITY OF MILWAUKEE, represented by
the Board of Trustees, Milwaukee Public Library*

BY  Secretary