



1/18/2023

Dear Contractor,

Revitalize Milwaukee, Inc. (formerly RTGM) has updated policies and procedures that will allow approved contractors to bid on projects for our eligible clients. This means that all contractors who wish to work with Revitalize Milwaukee will first need to be approved to be on the Revitalize Milwaukee's bidder list. In addition to a completed application form, please provide copies of all licenses and proofs of insurance. The contractor policy is enclosed for your review.

Additionally, please understand that when approved to be on the bidder list, Revitalize Milwaukee will be the ones making the final selection of contractors for our projects, not the homeowners. Homeowners will have the opportunity to influence the decision. It is imperative that contractors practice excellent customer service, as they are acting as representatives of Revitalize Milwaukee. Contractors accepted onto the approved bidder list will sign a statement stating they understand Revitalize Milwaukee's customer service requirements.

Revitalize Milwaukee will be verifying if permits are required and no payment will be made if permits were not obtained. All work will be inspected and Revitalize Milwaukee staff and payment will not be made until the work satisfies the approved scope of work description, work passed required inspections, and the owner signs off on the project. All invoices submitted to Revitalize Milwaukee will have the correct date, job address, invoice number, contractor's contact information, and an itemization of work performed. Any invoice lacking these elements will be denied. Be sure to submit lien waivers with the invoices.

If you have any questions, please contact us at 414-312-7531.

Sincerely,

Allison Sweere
Operations Manager
414-458-9048
Allison@rtmilwaukee.org



REVITALIZE MILWAUKEE APPLICATION FOR BIDDER LIST PLACEMENT

As of March 15, 2013, contractors participating with Revitalize Milwaukee shall be pre-qualified as a responsible bidder, even if the contractor has worked with the program in the past. Please submit the completed application to Revitalize Milwaukee, 840 N Dr. M.L.K. Jr. Drive, Suite 600, Milwaukee WI, 53203, or email Allison@rtmilwaukee.org.

I. General Information

Name/Business Name	Circle Business Type:
Address	Sole Proprietorship
Phone	<input type="checkbox"/> LLC <input type="checkbox"/> LLP <input type="checkbox"/> MBE <input type="checkbox"/> WBE
Email	Other _____ Inc. <small>Note: Incorporated entities shall be registered with Wisconsin Department of Financial Institutions and in good standing</small>
DUNS Number*	FEIN or Social Security
If partnership, LLC, LLP, or corporation, list all members or officers.	
<small>*DUNS number may be obtained from Dunn & Bradstreet by calling 1-866-705-5711. Projects funded by the federal government require DUNS numbers, FEIN, and licenses with consistent business names</small>	

II. References

List homeowners you have done work for in the past year. Staff may contact your references and ask to see your work

Name	Address / type of work	Phone / email

Please list any municipal or federal programs you have worked for in the past 5 years.

Program	Contact	Phone / email

III. Trade and License Information

Check the trades you wish to bid on and then provide the required certification numbers for items you checked. Please also provide copies of your lead company certificate and a copy of each employee’s state issued lead license. **Attach copies of your licenses.**

X?	Trade	Certification Numbers (contractor & qualifier numbers)
	Plumbing	
	Electrical	
	HVAC	
	Asbestos	
	Roofing	
	Windows/Doors	
	Siding/Trim	
	Foundation Repairs	
	Masonry	
	Hardwood floor refinishing	
	Flooring installation	
	Kitchen cabinets	
	Painting	
	Landscaping	
	Concrete	
LEAD LICENSES		
	Lead Company Number	
	Lead Safe Renovator Number(s)	
	Lead Safe Worker Number(s)	
	Lead Supervisor Number(s)	
OTHER TRADES		

IV. Insurance and Liability Required

All contractors must provide proof of insurance and list Revitalize Milwaukee as a named insured. Revitalize Milwaukee may change required insurance at its discretion and upon the recommendation of the CEO.

Liability and Insurance. The Contractor shall not bid or commence work under a contract until the contractor has obtained all certificates of insurance required under this paragraph and they have been filed with Revitalize Milwaukee.

Unless otherwise specified in this Agreement, the Contractor shall, at its sole expense, maintain in effect at all times during the performance of the Work, insurance coverage with limits not less than those set forth below with insurers and under forms of policies set forth below.

- Worker’s Compensation and Employers Liability Insurance. The Contractor shall cover or insure under the applicable Wisconsin labor laws relating to worker’s compensation insurance, all of their employees in accordance with the law in the State of Wisconsin. The Contractor shall provide statutory coverage for work related injuries and employer’s liability insurance with limits of \$1,000,000 each accident, \$1,000,000 disease policy limit, and \$1,000,000 disease each employee.
- Commercial General Liability and Automobile Liability Insurance. The Contractor shall provide and maintain the following commercial general liability and automobile liability insurance:
- Coverage - Coverage for commercial general liability and automobile liability insurance shall be at least as broad as the following:
 - Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 0001)
 - Insurance Services Office (ISO) Business Auto Coverage (Form CA 0001), covering Symbol 1 (any vehicle)
- Limits - The Contractor shall maintain limits no less than the following:
 - General Liability - One million dollars (\$1,000,000) per occurrence (\$2,000,000 general aggregate if applicable) for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the project/location (with the ISO CG 2503, or ISO CG 2504, or insurer’s equivalent endorsement provided to the Milwaukee County) or the general aggregate including product-completed operations aggregate limit shall be twice the required occurrence limit.
 - Automobile Liability - One million dollars (\$1,000,000) for bodily injury and property damage per occurrence limit covering all vehicles to be used in relationship to the Agreement.
 - Total Liability – Two Million dollars (\$2,000,000) for bodily injury, personal injury and property damage per occurrence in excess of coverage carried for Employers’ Liability, Commercial General Liability and Automobile Liability as described above.
 - Professional Liability - One million dollars (\$1,000,000) per claim and annual aggregate.

V. Responsibility

Please answer the following questions by circling yes or no. If you answer yes, please provide a written explanation. A “yes” answer does not mean automatic disqualification, however, failure to be candid and/or failure to provide accurate information may result in automatic disqualification. Answers shall apply to all members and officers of the partnership, LLC, LLP, or corporation.

Do you currently have pending litigation against you?	Yes	No
Have you or any member of the firm been convicted of a felony or any crime related to contracting?	Yes	No
In the past 7 years have you filed for bankruptcy? (If yes, please attach an explanation and indicate any dept to suppliers that was discharged)	Yes	No
Do you have any outstanding liens or judgments against you?	Yes	No
Have you or any member of your firm had any drug related convictions in the past 7 years?	Yes	No
Are you delinquent on your property or income taxes?	Yes	No
Do you have any open cases with Wisconsin Department of Consumer protection?	Yes	No
Have you received any fines or disciplinary action from Wisconsin Department of Health Services?	Yes	No

VI. Client Sensitivity

Revitalize Milwaukee takes great care to ensure its employees and contracted representatives are respectful and sensitive to the issues and needs of our homeowners. Attached to this application is Revitalize Milwaukee’s client sensitivity policy. Completing this application and submitting it for review indicates that you have read the attached sensitivity policy, and you agree to uphold the values and practices held within it.

All members of the firms shall sign below attesting the information provided in this application is true and correct to the best of their knowledge.

Dated the _____ day of _____, 20__.

Signature: _____ Print Name: _____ D.O.B.: _____

Signature: _____ Print Name: _____ D.O.B.: _____

Signature: _____ Print Name: _____ D.O.B.: _____

Signature: _____ Print Name: _____ D.O.B.: _____

Signature: _____ Print Name: _____ D.O.B.: _____

Signature: _____ Print Name: _____ D.O.B.: _____



REVITALIZE MILWAUKEE CONTRACTOR QUALIFICATION POLICY

I. General

It is the intent of Revitalize Milwaukee when performing repair projects to create a pool of responsible, qualified contractors to bid on projects. Attached is the form required to be completed by contractors to be considered for the list of approved contractors. Staff will check tax status and for any recent judgments or changes of status prior to signing a contract or at least yearly.

II. Requirements

- a. Applicant Information. The contractor must provide contact information about the business including type of business, FEIN, or social security numbers. These projects are being funded with grant dollars, and require the use of a DUNS number. This can be obtained by going to http://www.whitehouse.gov/omb/grants/duns_num_guide.pdf or by calling 1-877-753-1444.
- b. References. Staff needs to ensure the contractor is capable of providing quality work. References must be provided so staff can review the quality of past work. Substandard work will be grounds for disqualification
- c. Trade certification. Each trade requires, by Wisconsin Administrative Codes COMM 5 and DHS 163, certain registry and certifications. The County needs to ensure contractors are licensed to do certain work. In addition, any contractor that may disturb painted or varnished surfaces, after April 22, 2010 must be a be a certified Lead-Safe Company and have on staff a Certified Lead-Safe Renovator. More information can be found on this new lead rule at www.dhs.wi.gov/lead. Information on certificates or registrations needed for building trades can be found at <http://www.commerce.state.wi.us/SB/>.
- d. Insurance. The contractor must provide proof of insurance as indicated in the application. These values may be updated periodically. Staff will conduct annual (or more frequent, at the discretion of staff) checks on insurance and will contact contractors with any change in requirements.
- e. Responsibility. Revitalize Milwaukee has an obligation to its homeowner clients to make sure its contractors are responsible, and the Revitalize Milwaukee needs to minimize the risk. A “yes” answer to any of the questions will not automatically disqualify a contractor. Contractors shall provide written explanation for staff to review for any questions receiving a “yes” answer.
 - i. Litigation. Contractors may be disqualified for current litigation directly related to a rehab project and until the case is concluded. Contractor's file can be reconsidered after a court has made a final decision concerning the litigation.
 - ii. Felony. Contractors may be disqualified for a felony directly related to contracting or fraud, or other crime related to Contractor's honesty or truthfulness.
 - iii. Bankruptcy. Contractors may be disqualified for recent bankruptcy related to the renovation business. Bankruptcy concerning personal matters such as personal medical bills will not be held against the contractor.

- iv. Judgments and liens. Judgments and liens may need to be satisfied prior to qualification. If agreed upon by staff and the contractor, proof of a payment plan via direct payment or garnishment may satisfy this provision. Revitalize Milwaukee staff retains the right to determine whether a payment plan or garnishment plan is acceptable for prequalification purposes.
- v. Contractors must be current on property and income taxes.
- vi. Contractors delinquent on child support may be subject to garnishment by the State of Wisconsin and should be aware of that possibility.
- vii. Staff will review cases and complaints made to Wisconsin Consumer Protection regarding contract work done in the past.

III. Disqualification

Applicants will be notified in writing if they are disqualified to be on the contractor bid list. Staff decisions may be appealed in writing to the Revitalize Milwaukee Chief Executive Officer within 30 days of disqualification. Revitalize Milwaukee's CEO will make the final decision. Contractors may re-apply after 6 months of being notified of disqualification.

IV. Probation

If a contractor is not fulfilling obligations pursuant to contracted obligations, Revitalize Milwaukee Staff, at its sole discretion, may place the contractor on probation for a period of 3 months. Staff shall notify the contractor in writing of the probation. During probation, the contractor may only have one contract at a time to ensure problems have been remedied. Contractors may appeal in writing to the Revitalize Milwaukee Chief Executive Officer regarding being placed on probation, and the right to a final determination of probationary status shall be vested solely in Revitalize Milwaukee's CEO. Probation may be extended by either staff or the CEO, depending on the circumstances at the end of the period of probation.

V. Revocation

Contractors not fulfilling obligations of a contract or providing substandard work will be notified in writing of their revocation from Revitalize Milwaukee's approved bidder list by staff. If the status is revoked, contractors may not reapply to be on the bidder list for 12 months. Contractors may appeal in writing to the Revitalize Milwaukee CEO if their status is revoked. The right to a final determination shall be vested solely in the CEO. Contractors may re-apply after the 12 month period is over, if accepted they would be on probation for the 6 months.

VI. Compensation

Contractors performing work on behalf of Revitalize Milwaukee are asked to agree to a set, discounted hourly wage before final approval to be on the bidder list. Revitalize Milwaukee treats all members of the approved list of bidders as partners in its mission to serve low income, elderly, disabled, and veteran members of our community, and as such, Revitalize Milwaukee wishes to provide as many resources as possible to the homeowner client.



REVITALIZE MILWAUKEE CLIENT SENSITIVITY POLICY

All persons doing business with or as Revitalize Milwaukee are asked to adhere to the following guidelines when either interacting with homeowners, or speaking about them when on the worksite or in public:

1. Take time to meet and introduce yourself to the homeowner before unloading tools and supplies. Revitalize Milwaukee works with homeowners who are elderly and/or have disabilities. Please keep this in mind and take the time to explain who you are, who you are with, and what you are doing today. Revitalize Milwaukee takes great care to keep homeowners informed, but due to the nature of our clients, they sometimes need reminders.
2. Keep reactions to yourself that might hurt or insult the family when speaking about the condition of the house. Be cautious in your use of language to avoid alarming the family unnecessarily. Using terms like “repair” or “replace” instead of “tear out” or “gut” will help to minimize the family’s stress level.
3. Be careful about what words you use when speaking about a homeowner’s disability. Using terms like “disability” instead of “retarded” or “cripple” will help to maintain trust.
Please note:
 - a. People should not be called “autistic”; it is said that they “have autism”.
 - b. People should not be called “disabled”; it is said that they “have a disability”.
4. Jokes about a homeowner’s ethnicity are never permitted, even when the target ethnic group that is not present at the time.
5. Be sensitive to the family’s need for space and privacy. Ask before venturing into new areas of the home. Remember, you are a guest.
6. Ask for permission from the homeowner prior to taking any photos on the worksite. They have already signed a waiver to allow this, but Revitalize Milwaukee still asks the question.
7. Place drop cloths on the family’s belongings before you start work a room. Each day put things back the way you found them before you leave. Treat them with respect.
8. Do not mention our homeowner’s name, address, or other identifying characteristic when away from the worksite, in public, or to other homeowners. It’s important to maintain their privacy and safety. If people ask where you’re working, use a generic response like “Rebuilding Together has multiple projects in progress all over the county.” Speaking specifically about where we are working potentially can place homeowners at risk of criminal activity.
9. Please refrain from smoking inside the home, and do so away from entrances to the home and open windows.
10. Be careful about conversations about project costs and budgets with the homeowner. Avoid them if possible, but if necessary, they should be held in a general context, never with specific dollar amounts. Always refer budget questions to the Revitalize Milwaukee office.
11. When you are in the home, homeowners may ask for additional work to be done. Their concerns should be listened to and validated, but it should be clear to the homeowner that Revitalize Milwaukee staff needs to have the final discussion with them about scopes of work. All work must be approved in writing by Revitalize Milwaukee staff on the scope document.
12. When you are in the home, you may see additional work outside the approved scope of repairs that could be done. Please be mindful that conversations with homeowners about home maintenance and repairs have the potential of being misinterpreted as verbal agreements with Revitalize Milwaukee, which will cause additional stress for the homeowner.