



City of Madison

City of Madison
Madison, WI 53703
www.cityofmadison.com

Agenda - Approved WATER UTILITY BOARD

*Consider: Who benefits? Who is burdened?
Who does not have a voice at the table?
How can policymakers mitigate unintended consequences?*

Tuesday, May 28, 2024

4:30 PM

119 E. Olin Ave.

This meeting is being held in person. To register to speak on an item, you will do so in person at the meeting. Please arrive early if you plan to register to speak.

Written Comments: You can send comments on agenda items to waterutilityboard@cityofmadison.com

If you need an interpreter, translator, materials in alternate formats or other accommodations to access this service, activity or program, please call the phone number below at least three business days prior to the meeting.

Si necesita un intérprete, un traductor, materiales en formatos alternativos u otros arreglos para acceder a este servicio, actividad o programa, comuníquese al número de teléfono que figura a continuación tres días hábiles como mínimo antes de la reunión.

Yog hais tias koj xav tau ib tug neeg txhais lus, ib tug neeg txhais ntawv, cov ntawv ua lwm hom ntawv los sis lwm cov kev pab kom siv tau cov kev pab, cov kev ua ub no (activity) los sis qhov kev pab cuam, thov hu rau tus xov tooj hauv qab yam tsawg peb hnuv ua hauj lwm ua ntej yuav tuaj sib tham.

CALL TO ORDER / ROLL CALL

APPROVAL OF MINUTES

Meeting minutes for 4/25/2024: <https://madison.legistar.com/calendar.aspx>

PUBLIC COMMENT

1. [16738](#) General Public Comment

DISCLOSURES AND RECUSALS

Members of the body should make any required disclosures or recusals under the City's Ethics Code.

NEW BUSINESS

DISCUSSION ITEMS

2. [83052](#) Authorizing a non-competitive selection contract with Capitol Underground, Inc. for water main leak repair and excavation services

Attachments: [Attachment 1 - Memo - Non-Competitive Selection Contract.pdf](#)
[Attachment 2 - Request for Bids 13026-0-2024-BG.pdf](#)
[Attachment 3 - Non-Competitive Selection Request Form.pdf](#)
[Attachment 4 - DRAFT Purchase of Services Contract.pdf](#)

INFORMATIONAL ITEMS

3. [83587](#) Review of Recent Council Action Items
- Attachments:** [3A - File No. 83186 - Memo - MWU Roof Replacement.pdf](#)
[3A - File No. 83186 - District 14 Exhibit Map.pdf](#)
[3B - File No. 83180 - Memo - Amending Stevens Street Plans and Specs.pdf](#)
[3B - File No. 83180 - Atch 1 - Stevens Street Board of Public Works Exhibit.pdf](#)
[3B - File No. 83180 - Atch 2 - Stevens Street Water Plan and Profile.pdf](#)
[3C - File No. 83017 - Memo - Well 15 Project Subcontractor List.pdf](#)
[3C - File No. 83017 - Well 15 Project Subcontractor List.pdf](#)

REPORTS

4. [83560](#) Water Production Monthly Report
- Attachments:** [Item 4 - Memo - Water Production Report May 2024.pdf](#)
[Item 4 - Attachment A - Daily and Cumulative Water Production May 2024.pdf](#)
[Item 4 - Attachment B - Unit Well Capacity Utilization May 2024.pdf](#)
5. [83561](#) Financial Conditions Monthly Report
- Attachments:** [Item 5 - Memo - Financial Conditions Report May 2024.pdf](#)
[Item 5 - Attachment - Financial Conditions Report as of 4.30.24.pdf](#)
6. [83562](#) Capital Projects Monthly Report
- Attachments:** [Item 6 - Memo - Capital Projects Monthly Report 2024-05-28.pdf](#)
[Item 6 - Attachment - Capital Projects Monthly Report 2024-05-28.pdf](#)
7. [83563](#) Operations Monthly Report
- Attachments:** [Item 7 - Memo Monthly Operations report.pdf](#)
[Item 7 - Monthly Operations Report May 2024.pdf](#)
8. [83564](#) Public Information Monthly Report
- Attachments:** [Item 8 - Memo - Public Information Report.pdf](#)
[Item 8 - Attachment - Utility Highlights.pdf](#)

ADJOURN TO CLOSED SESSION

The Water Utility Board may convene in closed session pursuant to Wis . Stats. §19.85(1)(c) when considering the following item, for the purpose of "considering [the]...

performance evaluation data of..." the Water Utility General Manager, a "... public employee over which the [Board] has jurisdiction or exercises responsibility." If the Water Utility Board does convene in closed session as described above, upon completion of the closed session, notice is hereby given that it may reconvene in open session without waiting 12 hours, pursuant to Wis. Stats. Sec. 19.85(2).

9. [83565](#) Annual Review of Madison Water Utility General Manager

RECONVENE INTO OPEN SESSION

10. [80952](#) Meeting Evaluation and Discussion
Attachments: [Board Self Eval Form.pdf](#)
Led by Alder Myadze

ADJOURNMENT



City of Madison

City of Madison
Madison, WI 53703
www.cityofmadison.com

Master

File Number: 16738

File ID: 16738

File Type: Miscellaneous

Status: In Committee

Version: 1

Reference:

Controlling Body: WATER UTILITY BOARD

File Created Date : 11/24/2009

File Name: Written Public Comments

Final Action:

Title: General Public Comment

Notes:

Sponsors:

Effective Date:

Attachments:

Enactment Number:

Author:

Hearing Date:

Entered by: arobb@cityofmadison.com

Published Date:

History of Legislative File

| Ver- sion: | Acting Body: | Date: | Action: | Sent To: | Due Date: | Return Date: | Result: |
|---------------|--------------|-------|---------|----------|-----------|-----------------|---------|
|---------------|--------------|-------|---------|----------|-----------|-----------------|---------|

Text of Legislative File 16738

Title

General Public Comment



City of Madison

City of Madison
Madison, WI 53703
www.cityofmadison.com

Master

File Number: 83052

File ID: 83052

File Type: Resolution

Status: Council New Business

Version: 1

Reference:

Controlling Body: WATER UTILITY BOARD

File Created Date : 04/19/2024

File Name: Authorizing a non-competitive selection contract with Capitol Underground, Inc. for water main leak repair and excavation services

Final Action:

Title: Authorizing a non-competitive selection contract with Capitol Underground, Inc. for water main leak repair and excavation services

Notes:

Sponsors: Charles Myadze And Amani Latimer Burris

Effective Date:

Attachments: Attachment 1 - Memo - Non-Competitive Selection Contract.pdf, Attachment 2 - Request for Bids 13026-0-2024-BG.pdf, Attachment 3 - Non-Competitive Selection Request Form.pdf, Attachment 4 - DRAFT Purchase of Services Contract.pdf

Enactment Number:

Author:

Hearing Date:

Entered by: jberndt@madisonwater.org

Published Date:

History of Legislative File

| Ver- sion: | Acting Body: | Date: | Action: | Sent To: | Due Date: | Return Date: | Result: |
|------------|---------------------|---|---|---------------------|-----------|--------------|---------|
| 1 | WATER UTILITY BOARD | 04/29/2024 | Referred for Introduction | | | | |
| | Action Text: | This Resolution was Referred for Introduction | | | | | |
| | Notes: | Finance Committee (5/13/24), Water Utility Board (5/28/24), Common Council (6/4/24) | | | | | |
| 1 | COMMON COUNCIL | 05/07/2024 | Refer | FINANCE COMMITTEE | | 05/13/2024 | Pass |
| | Action Text: | A motion was made by Figueroa Cole, seconded by Duncan, to Refer to the FINANCE COMMITTEE. The motion passed by voice vote/other. | | | | | |
| | Notes: | Additional referral to Water Utility Board. | | | | | |
| 1 | FINANCE COMMITTEE | 05/07/2024 | Referred | WATER UTILITY BOARD | | | |
| | Action Text: | This Resolution was Referred to the WATER UTILITY BOARD | | | | | |
| 8308 | FINANCE COMMITTEE | 05/13/2024 | RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER | | | | Pass |

Action Text: A motion was made by Figueroa Cole, seconded by Verveer, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote/other.

Text of Legislative File 83052

Fiscal Note

The proposed resolution authorizes a one-year non-competitive service contract with up to four additional one-year extensions with Capitol Underground, Inc. for water main leak repair and excavation services not to exceed \$500,000 annually. The nature of this contract is to provide for increased Water Utility infrastructure repairs and services. Based on the classification of these repairs, some repairs such as minor water main leaks will be classified under the operating budget while larger repairs such as extensive water main projects will be classified under the capital budget. Funding for this contract is available in the current 2024 Water Utility Adopted Operating Budget in Purchased Services and Capital Budget (programs/projects to be determined based on necessary work). The Water Utility and Finance will continue to monitor the Water Utility's Operating and Capital Budgets over the duration of the contract. No additional appropriation is required.

Title

Authorizing a non-competitive selection contract with Capitol Underground, Inc. for water main leak repair and excavation services

Body

WHEREAS, Madison Water Utility's (MWU) infrastructure and service areas continue to grow, in tandem with projected increases in capital investments over the coming years; and WHEREAS, to best ensure service resiliency for certain operations, MWU has been exploring opportunities to partner with local qualified contractors in certain instances; and WHEREAS, in February 2024, MWU assembled and issued a Request for Bids (RFB) document to solicit interest and pricing for contractor services to perform water main leak repair and excavation. Bids were due in March 2024, however no acceptable bids were received through that process; and

WHEREAS, because Madison General Ordinance (MGO) 4.26 allows for the City to enter into negotiated contracts when no acceptable bids are received after formal advertising, MWU proceeded to reach out again to local contractors for interest in services outlined in the RFB. Through this process, Capitol Underground, Inc. emerged as the recommended option through a combination of their water construction experience, understanding of scope, negotiated pricing, and local presence; and,

WHEREAS, MGO 4.26 requires Common Council approval of service contracts if the contractor was not selected through a competitive selection process, and the reasons for selecting this contractor are set forth above and in the attached Noncompetitive Selection Request Form.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Mayor and City Clerk are authorized to execute a service contract with Capitol Underground, Inc. for water main leak repair and excavation work for a one-year term with options to renew for up to four additional one-year terms, as outlined in the attached contract draft and in a format approved by the City Attorney.

BE IT FURTHER RESOLVED that the Designee of the Finance Director is authorized to execute contracts for the optional renewal periods.



MEMORANDUM

Date: May 7, 2024

To: Mayor Satya Rhodes-Conway
Common Council
Finance Committee
Water Utility Board

From: Pete Holmgren, PE – Chief Engineer
Krishna Kumar – General Manager

Subject: Authorizing a Non-Competitive Selection Contract with Capitol Underground, Inc. for Water Main Leak Repair and Excavation Services

RECOMMENDATION:

Staff recommends entering into a non-competitive selection contract with Capitol Underground, Inc. for the services outlined in the attached bid and contract draft documents.

BACKGROUND:

Madison Water Utility's (MWU) infrastructure and service areas continue to grow, in tandem with projected increases in capital investments over the coming years. To best ensure service resiliency for certain operations, MWU has been exploring opportunities to partner with local qualified contractors in certain instances.

In February, MWU assembled and issued a Request for Bids (RFB) document to solicit interest and pricing for contractor services. Bids were due in March, however no acceptable bids were received through that process. Because Madison General Ordinance 4.26 allows for the City to enter into *negotiated* contracts when no acceptable bids are received after formal advertising, MWU proceeded to reach out again to local contractors for interest in services outlined in the RFB. Through this process, Capitol Underground, Inc. emerged as the recommended option through a combination of their water construction experience, understanding of scope, negotiated pricing, and local presence.



The initial contract will be valid for one year, with four additional one-year renewal options. Please review the attachments for a breakdown of potential services that MWU could utilize under this contract.

FISCAL IMPACTS:

Because this contract is considered supplemental to typical or anticipated MWU work, there are no new fiscal impacts expected. Any related work under this contract would be applied to the appropriate funds that are budgeted annually; for example water main repairs would be an operating budget line item expense, while work related to capital projects would be charged to those appropriately budgeted projects.

LEGISLATIVE PATH:

5/7/24 – Common Council (Introduction)

5/13/24 – Finance Committee

5/28/24 – Water Utility Board

6/4/24 – Common Council (Final Action)

ATTACHMENTS:

1. Memo (This Document)
2. Request for Bids #13026-0-2024-BG – “Water Main Leak Repair and Excavation”
3. Non-Competitive Selection Request Form
4. DRAFT Contract for Purchase of Services with Capitol Underground, Inc.

CITY OF MADISON

REQUEST FOR BIDS



RFB #: 13026-0-2024-BG

Title: Water Main Leak Repair and Excavation

City Agency: Water Utility

Due Date: Tuesday, March 12th, 2024
2:00 PM CST

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Form D: Cost Proposal

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Appendix A: Standard Terms & Conditions (For submission of bids/in the absence of signed contract)

Appendix B: Sample Contract for Purchase of Services

1 NOTICE TO BIDDERS

1.1 Summary

The City of Madison Water Utility (“City”) is soliciting Bids from qualified vendors for Water Main Leak Repair and Excavation. Vendors submitting Bids (“Bidders”) are required to read this Request for Bids (“RFB”) in its entirety and follow the instructions contained herein.

1.2 Important Dates

Deliver Bids no later than the due time and date indicated below. The City will reject late Bids:

Issue Date: Tuesday, February 20th, 2024
Questions Due Date: Tuesday, February 27th, 2024
Answers Posted Date: Tuesday, March 5th, 2024
Due Date: Tuesday, March 12th, 2024, 2:00 PM CST

1.3 Format

The City will not consider illegible Bids.

Elaborate Bids (i.e., expensive artwork) beyond that sufficient to present a complete and effective Bid, are not necessary or desired.

The City is requesting bids in the following format: electronic. Electronic versions less than 20MB should be emailed to the address in section 1.5.

Complete and return Forms A through E to City of Madison Purchasing Services by Tuesday, March 12th, 2024, 2:00 PM CST.

1.4 Labeling

| | |
|-----------------------------------|--|
| All Bids must be clearly labeled: | Bidder’s Name and Address RFB #: 13026-0-2024-BG Title: Water Main Leak Repair and Excavation Due: Tuesday, March 12th, 2024, 2:00 PM CST |
|-----------------------------------|--|

All email correspondence must include RFB #13026-0-2024-BG in the subject line.

1.5 Delivery of Bids

Delivery of electronic copy to: via email to bids@cityofmadison.com

Bids must be delivered as instructed. Deliveries to other City departments and/or locations may result in disqualification.

1.6 Appendix A: Standard Terms & Conditions

Bidders are responsible for reviewing Appendix A, the Standard Terms and Conditions, prior to submission of their bids. Appendix A applies to the submission of bids and in the absence of a signed contract becomes part of the contract terms. Part I of Appendix A provides legal terms relevant only to the submission of bids. Part II of Appendix A provides legal terms that would apply *only in the absence of a signed contract*.

1.7 Appendix B: Sample Contract for Purchase of Services

Bidders are responsible for reviewing Appendix B, Sample Contract, prior to submission of their bid. A contract in the form of Appendix B will serve as the basis of the contract resulting from this RFP. The resulting contract will control over any different legal terms in this RFP, Appendix A, the proposal, etc. **By submitting a proposal, Bidders affirm their willingness to enter into a contract containing the terms found in Appendix B.** While the City strives to provide the most appropriate sample contract for this RFP, the City reserves the right to modify the sample form for any resulting contract. The City does not negotiate legal terms prior to award.

1.8 Affirmative Action Notice

If Contractor employs 15 or more employees and does aggregate annual business with the City of \$50,000 or more for the calendar year in which the PO and/or Contract is in effect, Contractor shall file, within thirty (30) days from the PO/Contract effective date and BEFORE RELEASE OF PAYMENT, an Affirmative Action Plan designed to ensure that the Contractor provides equal employment opportunity to all and takes affirmative action in its utilization of applicants and employees who are women, minorities and/or persons with disabilities. A sample affirmative action plan, Request for Exemption forms, and instructions are available at: www.cityofmadison.com/civil-rights/contract-compliance/vendors-suppliers/forms or by contacting a Contract Compliance Specialist at the City of Madison Affirmative Action Division at (608) 266-4910. Vendors must register for an account to complete the required forms online, here: <https://elam.cityofmadison.com/citizenaccess>

Contractor shall also allow maximum feasible opportunity to small business enterprises to compete for any subcontracts entered into pursuant to this PO/Contract.

Job postings: All contractors who employ 15 or more employees (regardless of the dollar amount of this contract or their annual aggregate business with the City) must notify the City of all external job openings at locations in Dane County, Wisconsin, and agree to interview candidates referred by the City or its designated organization. Job posting information is available at: <http://www.cityofmadison.com/civil-rights/programs/referrals-and-interviews-for-sustainable-employment-raise-program>. Instructions for contractors: http://www.cityofmadison.com/civil-rights/documents/RaISE_Job_Posting_Instructions.pdf

The complete set of Affirmative Action requirements for this purchase can be found in **paragraph 20 of Appendix A – Standard Terms and Conditions** and, in **Section 13 of Appendix B – Sample Contract for Purchase of Services**.

1.9 Multiple Bids

Multiple Bids from Bidders are permitted; however, each must fully conform to the requirements for submission. Bidders must sequentially label (e.g., Bid #1, Bid #2) and separately package each Bid. Bidders may submit alternate pricing schemes without having to submit multiple Bids.

1.10 City of Madison Contact Information

| | |
|--|---|
| The City of Madison Water Utility is the procuring agency: | Jeff Belshaw City of Madison Water Utility PH: (608) 261-9835 jbelshaw@cityofmadison.com |
|--|---|

| | |
|---|---|
| The City of Madison Purchasing Services administers the procurement function: | Brittany Garcia Purchasing Services City-County Bldg, Room 407 210 Martin Luther King, Jr. Blvd. Madison, WI 53703-3346 PH: (608) 243-0529 bids@cityofmadison.com |
|---|---|

For questions regarding
Affirmative Action Plans please
contact:

Contract Compliance
Department of Civil Rights
City-County Bldg., Room 523
210 Martin Luther King, Jr. Blvd.
Madison, WI 53703
PH: (608) 266-4910
dcr@cityofmadison.com

The City employs spam filtering that occasionally blocks legitimate emails, holding them in ‘quarantine’ for four calendar days. The contacts listed in this RFB will acknowledge all emails received. Bidders not receiving acknowledgement within twenty-four hours shall follow-up via phone with specific information identifying the originating email address for message recovery.

1.11 Inquiries and Clarifications

Bidders are to raise any questions they have about the RFB document without delay. Direct all questions, **in writing**, to the Purchasing Services administrator listed in Section 1.10.

Bidders finding any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this RFB document shall immediately notify the Buyer and request clarification. In the event that it is necessary to provide additional clarification or revision to the RFB, the City will post addenda – see 1.12 below. Bidders are strongly encouraged to check for addenda regularly.

Bids should be as responsive as possible to the provisions stated herein. Exceptions are not permitted. The City of Madison reserves the right to disqualify any and all bids that are non-responsive or that include exceptions.

1.12 Addenda

In the event that it is necessary to provide additional clarification or revision to the RFB, the City will post addenda to its Bids distribution websites – see 1.13 below. It is the Bidders responsibility to regularly monitor the websites for any such postings. Bidders must acknowledge the receipt of any addenda on Form B. Failure to retrieve addenda and include their provisions may result in disqualification.

1.13 Bid Distribution Networks

The City of Madison posts all Request for Bids, addenda, tabulations, awards and related announcements on two distribution networks – VendorNet and DemandStar. The aforementioned documents are available **exclusively** from these websites. It is the Bidders responsibility to regularly monitor the bid distribution network for any such postings. Bidders failure to retrieve such addenda and incorporate their appropriate provisions in their response may result in disqualification. Both sites offer free registration to City Bidders.

State of Wisconsin
VendorNet System:

State of Wisconsin and local agencies bid network. Registration is free.
<http://vendornet.state.wi.us/vendornet>

DemandStar by Onvia:

National bid network – Free subscription is available to access Bids from the City of Madison and other Wisconsin agencies, participating in the Wisconsin Association of Public Purchasers (WAPP). A fee is required if subscribing to multiple agencies that are not included in WAPP.

Bid Opportunities:

www.cityofmadison.com/finance/purchasing/bidDemandStar.cfm

Home Page:

www.demandstar.com

To Register: <https://www.demandstar.com/app/registration>

Please note when registering: Pick the **Wisconsin Association of Public Procurement (WAPP)** to select all current Wisconsin government agencies.

1.14 Local Vendor Preference

The City of Madison has adopted a local preference purchasing policy granting a scoring preference to local suppliers. Only suppliers registered as of the bid's due date will receive preference. Learn more and register at the City of Madison website: www.cityofmadison.com/business/localPurchasing.

1.15 Oral Presentations/Site Visits/Meetings

Bidders may be asked to attend meetings, make oral presentations, inspect City locations or make their facilities available for a site inspection as part of this RFB process. Such presentations, meetings or site visits will be at the Bidders expense.

1.16 Acceptance/Rejection of Bids

The City reserves the right to accept or reject any or all Bids submitted, in whole or in part, and to waive any informalities or technicalities, which at the City's discretion is determined to be in the best interests of the City. Further, the City makes no representations that a contract will be awarded to any Bidder responding to this request. The City expressly reserves the right to reject any and all Bids responding to this invitation without indicating any reasons for such rejection(s).

The City reserves the right to postpone due dates and openings for its own convenience and to withdraw this solicitation at any time without prior notice.

1.17 Withdrawal or Revision of Bids

Bidders may, without prejudice, withdraw Bids submitted prior to the date and time specified for receipt of Bids by requesting such withdrawal before the due time and date of the submission of Bids. After the due date of submission of Bids, no Bids may be withdrawn for a period of 90 days or as otherwise specified or provided by law. Bidders may modify their Bids at any time prior to opening of Bids.

1.18 Non-Material and Material Variances

The City reserves the right to waive or permit cure of nonmaterial variances in the offer if, in the judgment of the City, it is in the City's best interest to do so. The determination of materiality is in the sole discretion of the City.

1.19 Public Records

Bidders are hereby notified that all information submitted in response to this RFB may be made available for public inspection according to the Public Records Law of the State of Wisconsin or other applicable public record laws. Information qualifying as a "trade secret"—defined in State of Wisconsin Statutes—may be held confidential.

Bidders shall seal separately and clearly identify all information they deem to be "trade secrets," as defined in the State of Wisconsin Statutes. Do not duplicate or co-mingle information, deemed confidential and sealed, elsewhere in your response.

S. 19.36(5)

(5) TRADE SECRETS. An authority may withhold access to any record or portion of a record containing information qualifying as a trade secret as defined in s. 134.90(1)(c).

s. 134.90(1)(c)

(c) "Trade secret" means information, including a formula, pattern, compilation, program, device, method, technique or process to which all of the following apply:

1. The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.
2. The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances.

The City cannot ensure that information will not be subject to release if a request is made under applicable public records laws. The City cannot consider the following confidential: a bid in its entirety, price information, or the entire contents of any resulting contract. The City will not provide advance notice to Bidders prior to release of any requested record.

To the extent permitted by such laws, it is the intention of the City to withhold the contents of Bids from public view—until such times as competitive or bargaining reasons no longer require non-disclosure, in the City's opinion. At that time, all Bids will be available for review in accordance with such laws.

1.20 Usage Reports

Annually, the successful Bidders shall furnish to City Purchasing usage reports summarizing the ordering history for each department served during the previous contract year. The report, at a minimum, must include each and every item or service ordered during the period, its total quantities and dollars by item/service and in total. The City reserves the right to request usage reports at any time and request additional information, if required, when reviewing contract activity.

1.21 Partial Award

Unless otherwise noted, it will be assumed that Bidders will accept an order for all or part of the items/services priced.

1.22 Tax Exempt

The City of Madison as a municipality is exempt from payment of federal excise taxes (Registration Number 008-1020421147-08) and State of Wisconsin taxes per Wisconsin statute 77.54(9a). Federal Tax ID #39-6005507. A completed Wisconsin Department of Revenue Form S-211 (R.2-00) can be found on the City website. Our tax-exempt number is ES 42916.

1.23 Cooperative Purchasing

Bidders may choose to extend prices offered on bids to other municipalities. Under Wisconsin Statutes, a municipality is defined as a county; city; village; town; school district; board of school directors; sewer district; drainage district; vocational, technical and adult education district; or any other public or quasi-public corporation, officer, board or other body having the authority to award public contracts. This is known as "cooperative" or "piggyback" purchasing, a practice common amongst units of government. The City is not responsible for any contract resulting from a cooperative purchase using this RFB as a basis; they are made solely between the bidders and third party unit of government.

1.24 Bidders Responsibility

Bidders shall examine this RFB and shall exercise their judgment as to the nature and scope of the work required. No plea of ignorance concerning conditions or difficulties that exist or may hereafter arise in the execution of the work under the resulting contract, as a consequence of failure to make necessary examinations and investigations, shall be accepted as an excuse for any failure or omission on the part of the Bidders to fulfill the requirements of the resulting contract.

2 DESCRIPTION OF SERVICES/COMMODITIES

2.1 Scope of Services

Water Main leak repair, Water Service leak repair, excavation

- 1) The Contractor shall provide qualified personnel to work on Madison Water Utility facilities to include, but not limited to, repairing water main breaks or leaks, repairing water service breaks or leaks, operating water valves, water services and hydrants.
- 2) The Contractor shall provide qualified personnel to perform excavations to expose water mains, water services, water valves and hydrants.
- 3) The Contractor shall be responsible for providing a temporary patch upon completion of backfilling the trench. A temporary patch may consist of cold patch asphalt, hot mix asphalt, gravel or concrete. The project location will determine the type of temporary patch. The Madison Water Utility will maintain the temporary patch once the contractor has completed installation.
- 4) Cured In-Place Pipe (CIPP) Pit Excavation shall be measured in Cubic Yards (C.Y.). The location of the CIPP pit shall be determined by Madison Water Utility. The pit size shall accommodate a shoring enclosure with a minimum inside rectangular dimension of 5.5 feet by 7.5 feet and a 1-foot clearance under the bottom of the pipe.
- 5) The Madison Water Utility shall be responsible for completing the permanent patch where applicable.
- 6) The Contractor shall be responsible for calling Diggers Hotline
- 7) The Madison Water Utility shall be responsible for submitting a Right of Way permit with the City of Madison.
- 8) The Contractor shall invoice the Madison Water Utility after each project. A separate invoice shall be submitted for each project for which services were performed on, and the invoice shall describe the project name and City contract numbering, the date the services were performed, the hours for each of the Contractor's employees and their respective rates. Such payments shall be full compensation for services rendered and for all labor, materials, supplies, equipment and incidentals necessary to complete the services rendered.
- 9) The Contractor shall provide invoices for all materials used for each project. For approved materials, Madison Water Utility will pay an additional 15 percent markup for these costs. If the contractor uses materials from the contractor's stock, Madison Water Utility and the contractor must agree on the price. Do not incorporate materials into the work without an agreement.
- 10) When working on finished asphalt or concrete, all vehicles shall have rubberized wheels or tracks.
- 11) Madison Water Utility shall locate water main and service leaks for the Contractor to repair. The Contractor may not start excavating until Madison Water Utility determines a location.
- 12) The Contractor shall notify Madison Water Utility personnel with any change of conditions within the project limits.
- 13) The Contractor shall provide an emergency contact name and phone number for each project.
- 14) The Contractor shall follow the MUTCD when setting up traffic control.
- 15) The Contractor shall comply with all Federal, State and local laws governing safety, health and sanitation. The Contractor shall also provide all safeguards, safety devices and protective equipment, and take any other actions necessary to protect the life and health of employees on the job and the safety of the public and to protect property in connection with the performance of the work covered by the contract.
- 16) The work performed shall comply with the City of Madison Standard Specification's most recent revision.
- 17) The work performed within this agreement is **not** intended to replace any related work that has been typically included as part of City of Madison Public Works Construction contracts.
- 18) Regular time rates are defined as Monday – Friday, 7:00 am – 3:00 pm.

- 19) Overtime rates are defined as Monday – Friday 3:00 pm – 7:00 am and Saturday and Sunday.
- 20) Extension Period Escalators: By September 1 of the current calendar year, both parties shall agree in writing to either continue the agreement at the written escalator for the coming year or expire the contract at the end of the current calendar year.

3 REQUIRED INFORMATION AND CONTENT OF BIDS**3.1 Forms**

1. Form A – Signature Affidavit
2. Form B – Receipt Forms and Submittal Checklist
3. Form C – Contractor Profile Information
4. Form D – Cost Proposal
5. Form E – References



Form A: Signature Affidavit

RFB #: 13026-0-2024-BG

This form must be returned with your response.

In signing Proposals, we certify that we have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise take any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit Proposals, that Proposals have been independently arrived at, without collusion with any other Proposers, competitor or potential competitor; that Proposals have not been knowingly disclosed prior to the opening of Proposals to any other Proposers or competitor; that the above statement is accurate under penalty of perjury.

The undersigned, submitting this Proposals, hereby agrees with all the terms, conditions, and specifications required by the City in this Request for Proposals, declares that the attached Proposals and pricing are in conformity therewith, and attests to the truthfulness of all submissions in response to this solicitation.

Proposers shall provide the information requested below. Include the legal name of the Proposers and signature of the person(s) legally authorized to bind the Proposers to a contract.

COMPANY NAME

SIGNATURE

DATE

PRINT NAME OF PERSON SIGNING



Form B: Receipt of Forms and Submittal Checklist

RFB #: 13026-0-2024-BG

This form must be returned with your response.

Proposers hereby acknowledge the receipt and/or submittal of the following forms:

| Forms | Initial to Acknowledge SUBMITTAL | Initial to Acknowledge RECEIPT |
|--|----------------------------------|--------------------------------|
| Description of Services/Commodities | N/A | |
| Form A: Signature Affidavit | | |
| Form B: Receipt of Forms and Submittal Checklist | | |
| Form C: Vendor Profile | | |
| Form D: Cost Proposal | | |
| Form E: References | | |
| Appendix A: Standard Terms & Conditions | N/A | |
| Appendix B: Contract for Purchase of Services | N/A | |
| Addendum # | | |
| Addendum # | | |
| Addendum # | | |
| Addendum # | | |

VENDOR NAME

COMPANY NAME



Form C: Vendor Profile

RFB #: 13026-0-2024-BG

This form must be returned with your response.

COMPANY INFORMATION

| | | | |
|--|---|-------|-----|
| COMPANY NAME (Make sure to use your complete, legal company name.) | | | |
| FEIN | (If FEIN is not applicable, SSN collected upon award) | | |
| CONTACT NAME (Able to answer questions about proposal.) | TITLE | | |
| TELEPHONE NUMBER | FAX NUMBER | | |
| EMAIL | | | |
| ADDRESS | CITY | STATE | ZIP |

AFFIRMATIVE ACTION CONTACT

If the selected contractor employs 15 or more employees and does aggregate annual business with the City of \$50,000 or more, the contractor will be required to file an Affirmative Action Plan and comply with the City of Madison Affirmative Action Ordinance, Section 39.02(9)(e), within thirty (30) days contract signature. Vendors who believe they are exempt based on number of employees or annual aggregate business must file a request for exemption. Link to information and applicable forms: <https://www.cityofmadison.com/civil-rights/contract-compliance/vendors-suppliers>

| | | | |
|------------------|------------|-------|-----|
| CONTACT NAME | TITLE | | |
| TELEPHONE NUMBER | FAX NUMBER | | |
| EMAIL | | | |
| ADDRESS | CITY | STATE | ZIP |

ORDERS/BILLING CONTACT

Address where City purchase orders/contracts are to be mailed and person the department contacts concerning orders and billing.

| | | | |
|------------------|------------|-------|-----|
| CONTACT NAME | TITLE | | |
| TELEPHONE NUMBER | FAX NUMBER | | |
| EMAIL | | | |
| ADDRESS | CITY | STATE | ZIP |

LOCAL VENDOR STATUS

The City of Madison has adopted a local preference purchasing policy granting a scoring preference to local suppliers. Only suppliers registered as of the bid's due date will receive preference. Learn more and register at the City of Madison website.

CHECK ONLY ONE:

- Yes**, we are a local vendor **and** have registered on the City of Madison website under the following category: _____ www.cityofmadison.com/business/localPurchasing
- No**, we are not a local vendor or have not registered.



Form E: References

RFB #: 13026-0-2024-BG

This form must be returned with your response.

Please list three references that are **NOT** from the City of Madison. If you wish to highlight any additional work experience for the City of Madison, please list it on a separate page.

| REFERENCE #1 – CLIENT INFORMATION | | | |
|-----------------------------------|----------------|------------|-----|
| COMPANY NAME | CONTACT NAME | | |
| ADDRESS | CITY | STATE | ZIP |
| TELEPHONE NUMBER | FAX NUMBER | | |
| EMAIL | | | |
| CONTRACT PERIOD | YEAR COMPLETED | TOTAL COST | |
| DESCRIPTION OF THE PERFORMED WORK | | | |

| REFERENCE #2 – CLIENT INFORMATION | | | |
|-----------------------------------|----------------|------------|-----|
| COMPANY NAME | CONTACT NAME | | |
| ADDRESS | CITY | STATE | ZIP |
| TELEPHONE NUMBER | FAX NUMBER | | |
| EMAIL | | | |
| CONTRACT PERIOD | YEAR COMPLETED | TOTAL COST | |
| DESCRIPTION OF THE PERFORMED WORK | | | |

COMPANY NAME

| REFERENCE #3 – CLIENT INFORMATION | | | |
|-----------------------------------|--|----------------|------------|
| COMPANY NAME | | CONTACT NAME | |
| ADDRESS | | CITY | STATE ZIP |
| TELEPHONE NUMBER | | FAX NUMBER | |
| EMAIL | | | |
| CONTRACT PERIOD | | YEAR COMPLETED | TOTAL COST |
| DESCRIPTION OF THE PERFORMED WORK | | | |

COMPANY NAME



CITY OF MADISON

1. **General.** Throughout this document, "City of Madison," "City" and "Purchasing" shall be synonymous and mean the City of Madison. The words "bid" and "proposal" are synonymous, as are the words "bidder," "proposer" and "contractor." The phrases "request for proposal," "invitation for bids," "request," "invitation," and "solicitation" shall also be synonymous.
As applied to the winning or selected bidder, the words "bid," "proposal," and "contract" are synonymous.
 2. **Entire Agreement, Order of Precedence.** These standard terms and conditions shall apply to any Purchase Order issued as a result of this Request for Bid/Proposal, except where expressly stated otherwise in the RFP or in a written instrument covering this purchase signed by an authorized representative of the City and the Contractor, in a form approved by the City Attorney (a "Separate Contract"). If such a separate contract is executed it shall constitute the entire agreement and no other terms and conditions, whether oral or written, shall be effective or binding unless expressly agreed to in writing by the City.
If a Separate Contract is not executed, these Standard Terms and Conditions, the City's request for proposals, the version of the vendor's bid that was accepted by the City, and the City's Purchase Order (if any) shall constitute a contract and will be the entire agreement.
Order of Precedence: If there is a conflict between this Section A and any terms in the vendor's accepted bid or proposal, this Section A shall control unless the parties expressly agree to another order of precedence, in writing. If there is a conflict between this Section A and a Separate Contract, the terms and conditions of the Separate Contract shall control.
- I. TERMS FOR SUBMISSION OF BIDS: The following section applies to the bid/selection process only.**
3. This invitation for bids does not commit the City to award a contract, pay any costs incurred in preparation of bids, or to procure or contract for services or equipment. The City may require the bidder to participate in negotiation and to submit such additional price or technical or other revisions to his or her bids as may result from negotiation. The bidder shall be responsible for all costs incurred as part of his or her participation in the pre-award process.
The City reserves the right to accept or reject any or all bids submitted, in whole or in part, and to waive any informalities or technicalities which at the City's discretion are determined to be in the best interests of the City. Further, the City makes no representations that a contract will be awarded to any offeror responding to this request. The City expressly reserves the right to reject any and all bids responding to this invitation without indicating any reasons for such rejections(s).
The City reserves the right to postpone due dates and openings for its own convenience and to withdraw this solicitation at any time without prior notice.
 4. **Addenda.** Changes affecting the specifications will be made by addenda. Changes may include, or result in, a postponement in the bid due date. Bidders are required to complete the Bidder Response Sheet, acknowledging receipt of all parts of the bid, including all addenda.
 5. **Price Proposal.** All bidders are required to identify the proposed manufacturer and model, and to indicate the proposed delivery time on the attached Proposal Form. Failure to do so may cause the bid to be considered not responsive. If desired, the bidder may include product literature and specifications. The price quoted will remain firm throughout each contract period. Any price increase proposed shall be submitted sixty (60) calendar days prior to subsequent contract periods and shall be limited to fully documented cost increases to the bidder which are demonstrated to be industry-wide.
 6. **Price Inclusion.** The price quoted in any bid shall include all items of labor, materials, tools, equipment, and other costs necessary to fully complete the furnishing and delivery of equipment or services pursuant to the specifications attached thereof. Any items omitted from the specifications which are clearly necessary for the completion of the project shall be considered a portion of the specifications although not directly specified or called for in these specifications.
 7. **Pricing and Discount.**
 - a. Unit prices shown on the bid/proposal or contract shall be the price per unit of sale (e.g., gal., cs., doz., ea., etc.) as stated on the bid/proposal or contract. For any given item, the quantity multiplied by the unit price shall establish the extended price. If an apparent mistake exists in the extended price, the unit price shall govern in the bid/proposal evaluation and contract administration.
 - b. In determination of award, discounts for early payment will only be considered when all other conditions are equal. Early payment is defined as payment within fifteen (15) days providing the discount terms are deemed favorable. All payment terms must allow the option of Net 30.
 8. **F.O.B. Destination Freight Prepaid.** Bid prices must include all handling, transportation and insurance charges. Failure to bid FOB Destination Freight Prepaid may disqualify your bid.
 9. **Award.**
 - a. The City will have sole discretion as to the methodology used in making the award. Where none is specified, the award will be made to the lowest responsible bidder in compliance with the specifications and requirements of this solicitation.
 - b. The right is reserved to make a separate award of each item, group of items or all items, and to make an award in whole or in part, whichever is deemed in the best interest of the City.
 10. **Responsiveness and Responsibility.** Award will be made to the responsible and responsive bidder whose bid is most advantageous to the City with price and other factors considered. For the purposes of this project, responsiveness is defined as the bidder's conformance to the requirements of the solicitation. Being not responsive includes the failure to furnish information requested.
Responsibility is defined as the bidder's potential ability to perform successfully under the terms of the proposed contract. Briefly, a responsible bidder has adequate financial resources or the ability to obtain said resources; can comply with required delivery taking into

account other business commitments; has a satisfactory performance record; has a satisfactory record of integrity and business ethics; and has the necessary organization, experience and technical skills.

The City reserves the right to refuse to accept any bid from any person, firm or corporation that is in arrears or is in default to the City, or has failed to perform faithfully any previous contract with the City. If requested, the bidder must present within five (5) working days evidence satisfactory to the City of performance ability and possession of necessary facilities, financial resources, adequate insurance, and any other resources required to determine the bidder's ability to comply with the terms of this solicitation document.

11. Cancellation.

- a. The City reserves the right to cancel this bid, in whole or in part, at any time for any reason. The City may, in its sole discretion and without any reason, cancel or terminate any contract or purchase order awarded as a result of this bid, in whole or in part, without penalty, by providing ten (10) days written notice thereof to the contractor.
- a. In the event the Bidder shall default in any of the covenants, agreements, commitments, or conditions and any such default shall continue unremedied for a period of ten (10) days after written notice to the Bidder, the City may, at its option and in addition to all other rights and remedies which it may have, terminate the Agreement and all rights of the Bidder under the Agreement.
- b. Failure to maintain the required certificates of insurance, permits, licenses and bonds will be cause for contract termination. If the Bidder fails to maintain and keep in force the insurance, if required, the City shall have the right to cancel and terminate the contract without notice.

II. CONDITIONS OF PURCHASE: The following section applies to purchases/contracts after the award. See Paragraphs 1 & 2 for applicability and order of precedence.

12. Specifications.

- a. All bidders must be in compliance with all specifications and any drawings provided with this solicitation. Exceptions taken to these specifications must be noted on your bid.
- b. When specific manufacturer and model numbers are used, they are to establish a design, type, construction, quality, functional capability and/or performance level desired. When alternates are bid/proposed, they must be identified by manufacturer, stock number, and the bidder/proposer is responsible for providing sufficient information to establish equivalency. The City shall be the sole judge of equivalency. Bidders are cautioned to avoid bidding alternates which do not meet specifications, which may result in rejection of their bid/proposal.

13. Regulatory Compliance.

- a. Seller represents and warrants that the goods or services furnished hereunder, including all labels, packages, and container for said goods, comply with all applicable standards, rules and regulations in effect under the requirements of all Federal, State and local laws, rules and regulations as applicable, including the Occupational Safety and Health Act (OSHA), as amended, with respect to design, manufacture or use for their intended purpose of said goods or services. Seller shall furnish Material Safety Data Sheets (MSDS) whenever applicable.
- b. If it is determined by the City that such standards are not met, the seller agrees to bear all costs required to meet the minimum standards as stated above for the equipment/products furnished under this contract.

14. Warranty. Unless otherwise specifically stated by the bidder, products shall be warranted against defects by the bidder for ninety (90) days from the date of receipt. If bidder or manufacturer offers warranty that exceeds 90 days, such warranty shall prevail.

15. Ownership of Printing Materials. All artwork, camera-ready copy, negative, dies, photos and similar materials used to produce a printing job shall become the property of the City. Any furnished materials shall remain the property of the City. Failure to meet this requirement will disqualify your bid.

16. Item Return Policy. Bidder will be required to accept return of products ordered in error for up to twenty-one (21) calendar days from date of receipt, with the City paying only the return shipping costs. Indicate in detail on the Bidder Response Sheet, your return policy.

17. Payment Terms and Invoicing. The City will pay properly submitted vendor invoices within thirty (30) days of receipt, providing good and/or services have been delivered, installed (if required), and accepted as specified.

- a. Payment shall be considered timely if the payment is mailed, delivered, or transferred within thirty (30) days after receipt of a properly completed invoice, unless the vendor is notified in writing by the agency of a dispute before payment is due.
- b. Invoices presented for payment must be submitted in accordance with instructions contained on the purchase order, including reference to purchase order and submittal to the correct address for processing. Invoice payment processing address is shown on the upper middle section of the purchase order. Send invoices to Accounts Payable address on the purchase order. Do not send invoices to Purchasing or ship to address.
- c. Bidders, proposers shall include discounts for early payment as a percent reduction of invoice. Invoice discounts shall be determined where applicable, from the date of acceptance of goods and/or the receipt of invoice, whichever is later. Discounts for early payment terms stated on the bid/proposal must be shown plainly on the invoice; discounts for early payment not shown on the invoice will be taken.
- d. Invoices submitted not in accordance with these instructions will be removed from the payment process and returned within ten (10) days.

18. F.O.B. Destination Freight Prepaid. Unless otherwise agreed in writing, the vendor shall bear all handling, transportation and insurance charges. Title of goods shall pass upon acceptance of goods at the City's dock.

19. Tax Exemption. The City of Madison is exempt from the payment of Federal Excise Tax and State Sales Tax. **The City Tax Exempt number is ES 42916.** Any other sales tax, use tax, imposts, revenues, excise, or other taxes which are now, or which may hereafter be imposed by Congress, the State of Wisconsin, or any other political subdivision thereof and applicable to the sale of material delivered as a result of the bidder's bid and which, by terms of the tax law, may be passed directly to the City, will be paid by the City.

20. Affirmative Action.

A. The following language applies to all successful bidders employing fifteen (15) or more employees (MGO 39.02(9)(c):

The Contractor agrees that, within thirty (30) days after the effective date of this Contract, Contractor will provide to the City of Madison Department of Civil Rights (the "Department"), certain workforce utilization statistics, using a form provided by the City.

If the Contract is still in effect, or if the City enters into a new Agreement with the Contractor, within one year after the date on which the form was required to be provided, the Contractor will provide updated workforce information using a second form, also to be furnished by the City. The second form will be submitted to the Department no later than one year after the date on which the first form was required to be provided.

The Contractor further agrees that, for at least twelve (12) months after the effective date of this Contract, it will notify the Department of each of its job openings at facilities in Dane County for which applicants not already employees of the Contractor are to be considered. The notice will include a job description, classification, qualifications, and application procedures and deadlines, shall be provided to the City by the opening date of advertisement and with sufficient time for the City to notify candidates and make a timely referral. The Contractor agrees to interview and consider candidates referred by the Department, or an organization designated by the Department, if the candidate meets the minimum qualification standards established by the Contractor, and if the referral is timely. A referral is timely if it is received by the Contractor on or before the date stated in the notice.

The Department will determine if a contractor is exempt from the above requirements (Sec. 20.A.) at the time the Request for Exemption in 20.B.(2) is made.

B. Articles of Agreement, Request for Exemption, and Release of Payment:

The "ARTICLES OF AGREEMENT" beginning on the following page, apply to all contractors, unless determined to be exempt under the following table and procedures:

| NUMBER OF EMPLOYEES | LESS THAN \$50,000 Aggregate Annual Business with the City* | \$50,000 OR MORE Aggregate Annual Business with the City* |
|---------------------|--|--|
| 14 or less | Exempt** | Exempt** |
| 15 or more | Exempt** | Not Exempt |

*As determined by the Finance Director

**As determined by the Department of Civil Rights

(1) Exempt Status: In this section, "Exempt" means the Contractor is exempt from the Articles of Agreement in section 20.B.(5) of this Contract and from filing an Affirmative Action plan as required by Section IV of the Articles of Agreement. The Department of Civil Rights ("Department") makes the final determination as to whether a contractor is exempt. If the Contractor is not exempt, sec. 20.B.(5) shall apply and Contractor shall select option A. or B. under Article IV therein and file an Affirmative Action Plan.

(2) Request for Exemption – Fewer Than 15 Employees: (MGO 39.02(9)(a)2.) Contractors who believe they are exempt based on number of employees shall submit a Request for Exemption on a form provided by the Department within thirty (30) days of the effective date of this Contract.

(3) Exemption – Annual Aggregate Business: (MGO 39.02(9)(a)c.): The Department will determine, at the time this Contract is presented for signature, if the Contractor is exempt because it will have less than \$50,000 in annual aggregate business with the City for the calendar year in which the contract is in effect. **CONTRACTORS WITH 15 OR MORE EMPLOYEES WILL LOSE THIS EXEMPTION AND BECOME SUBJECT TO SEC. 20.B.(5) UPON REACHING \$50,000 OR MORE ANNUAL AGGREGATE BUSINESS WITH THE CITY WITHIN THE CALENDAR YEAR, BEGINNING IN 2019.**

(4) Release of Payment: (MGO 39.02(9)(e)1.b.) All non-exempt contractors must have an approved Affirmative Action plan meeting the requirements of Article IV below on file with the Department within thirty (30) days of the effective date of this Contract and prior to release of payment by the City. Contractors that are exempt based on number of employees agree to file a Request for Exemption with the Department within thirty (30) days of the effective date and prior to release of payment by the City.

(5) Articles of Agreement:

ARTICLE I

The Contractor shall take affirmative action in accordance with the provisions of this Contract to ensure that applicants are employed, and that employees are treated during employment without regard to race, religion, color, age, marital status, disability, sex, sexual orientation, gender identity or national origin and that the employer shall provide harassment-free work environment for the realization of the potential of each employee. 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 insofar as it is within the control of the Contractor. The Contractor agrees to post in conspicuous places available to employees and applicants notices to be provided by the City setting out the provisions of the nondiscrimination clauses in this Contract.

ARTICLE II

The Contractor shall in all solicitations or advertisements for employees placed by or on behalf of the Contractors state that all qualified or qualifiable applicants will be employed without regard to race, religion, color, age, marital status, disability, sex, sexual orientation, gender identity or national origin.

ARTICLE III

The Contractor shall send to each labor union or representative of workers with which it has a collective bargaining Agreement or other Contract or understanding a notice to be provided by the City advising the labor union or workers representative of the Contractor's equal employment opportunity and affirmative action commitments. Such notices shall be posted in conspicuous places available to employees and applicants for employment.

ARTICLE IV

(This Article applies to non-public works contracts.)

The Contractor agrees that it will comply with all provisions of the Affirmative Action Ordinance of the City of Madison (MGO 39.02) including the Contract compliance requirements. The Contractor warrants and certifies that one of the following paragraphs is true (check one):

- A. Contractor has prepared and has on file an affirmative action plan that meets the format requirements of Federal Revised Order No. 4, 41 CFR part 60-2, as established by 43 FR 51400 November 3, 1978, including appendices required by City of Madison ordinances or it has prepared and has on file a model affirmative action plan approved by the Madison Common Council.
- B. Within thirty (30) days after the effective date of this Contract, Contractor will complete an affirmative action plan that meets the format requirements of Federal Revised Order No. 4, 41 CFR Part 60-2, as established by 43 FR 51400, November 3, 1978, including appendices required by City of Madison ordinance or within thirty (30) days after the effective date of this Contract, it will complete a model affirmative action plan approved by the Madison Common Council.
- C. Contractor believes it is exempt from filing an affirmative action plan because it has fewer than fifteen (15) employees and has filed, or will file within thirty (30) days after the effective date of this Contract, a form required by the City to confirm exempt status based on number of employees. If the City determines that Contractor is not exempt, the Articles of Agreement will apply.
- D. Contractor believes it is exempt from filing an affirmative action plan because its annual aggregate business with the City for the calendar year in which the contract is in effect is less than fifty thousand dollars (\$50,000), or for another reason listed in MGO 39.02(9)(a)2. If the City determines that Contractor is not exempt, the Articles of Agreement will apply.

ARTICLE V

(This Article applies only to public works contracts.)

The Contractor agrees that it will comply with all provisions of the Affirmative Action Ordinance of the City of Madison, including the Contract compliance requirements. The Contractor agrees to submit the model affirmative action plan for public works Contractors in a form approved by the Director of Affirmative Action.

ARTICLE VI

The Contractor will maintain records as required by Section 39.02(9)(f) of the Madison General Ordinances and will provide the City's Department of Affirmative Action with access to such records and to persons who have relevant and necessary information, as provided in Section 39.02(9)(f). The City agrees to keep all such records confidential, except to the extent that public inspection is required by law.

ARTICLE VII

In the event of the Contractor's or subcontractor's failure to comply with the Equal Employment Opportunity and Affirmative Action provisions of this Contract or Sections 39.03 and 39.02 of the Madison General Ordinances, it is agreed that the City at its option may do any or all of the following:

- A. Cancel, terminate or suspend this Contract in whole or in part.
- B. Declare the Contractor ineligible for further City contracts until the Affirmative Action requirements are met.
- C. Recover on behalf of the City from the prime Contractor 0.5 percent of the Contract award price for each week that such party fails or refuses to comply, in the nature of liquidated damages, but not to exceed a total of five percent (5%) of the Contract price, or ten thousand dollars (\$10,000), whichever is less. Under public works contracts, if a subcontractor is in noncompliance, the City may recover liquidated damages from the prime Contractor in the manner described above. The preceding sentence shall not be construed to prohibit a prime Contractor from recovering the amount of such damage from the noncomplying subcontractor.

ARTICLE VIII

(This Article applies to public works contracts only.)

The Contractor shall include the above provisions of this Contract in every subcontract so that such provisions will be binding upon each subcontractor. The Contractor shall take such action with respect to any subcontractor as necessary to enforce such provisions, including sanctions provided for noncompliance.

ARTICLE IX

The Contractor shall allow the maximum feasible opportunity to small business enterprises to compete for any subcontracts entered into pursuant to this Contract. (In federally funded contracts the terms "DBE, MBE, and WBE" shall be substituted for the term "small business" in this Article.)

21. Nondiscrimination. During the term of this Contract, the Contractor agrees not to discriminate against any employee or applicant for employment because of race, religion, marital status, age, color, sex, handicap, national origin or ancestry, income level or source of income, arrest record or conviction record, less than honorable discharge, physical appearance, sexual orientation, gender identity, political beliefs

or student status. Contractor further agrees not to discriminate against any subcontractor or person who offers to subcontract on this Contract because of race, religion, color, age, disability, sex, sexual orientation, gender identity or national origin.

22. Prevailing Wage. Where applicable under federal law, the Contractor warrants that prevailing wages will be paid to all trades and occupations.
23. **Indemnification.** The Contractor shall be liable to and hereby agrees to indemnify, defend and hold harmless the City of Madison, and its officers, officials, agents, and employees against all loss or expense (including liability costs and attorney's fees) by reason of any claim or suit, or of liability imposed by law upon the City or its officers, officials, agents or employees for damages because of bodily injury, including death at any time resulting therefrom, sustained by any person or persons or on account of damages to property, including loss of use thereof, arising from, in connection with, caused by or resulting from the acts or omissions of Contractor and any of Contractor's subcontractors in the performance of this agreement, whether caused by or contributed to by the negligence of the City or its officers, officials, agents or employees.
24. Insurance.
The Contractor will insure, and will require each subcontractor to insure, as indicated, against the following risks to the extent stated below. The Contractor shall not commence work under this Contract, nor shall the Contractor allow any Subcontractor to commence work on its Subcontract, until the insurance required below has been obtained and corresponding certificate(s) of insurance have been approved by the City Risk Manager.
- a. Commercial General Liability - The Contractor shall procure and maintain during the life of this contract, Commercial General Liability insurance including, but not limited to, products and completed operations, bodily injury, property damage, personal injury, and products and completed operations (unless determined to be inapplicable by the Risk Manager) in an amount not less than \$1,000,000 per occurrence. This policy shall also provide contractual liability in the same amount. Contractor's coverage shall be primary and list the City of Madison, its officers, officials, agents and employees as additional insureds. Contractor shall require all subcontractors under this Contract (if any) to procure and maintain insurance meeting the above criteria, applying on a primary basis and listing the City of Madison, its officers, officials, agents and employees as additional insureds.
 - b. Automobile Liability - The Contractor shall procure and maintain during the life of this contract Business Automobile Liability insurance covering owned, non-owned and hired automobiles with limits of not less than \$1,000,000 combined single limit per accident. Contractor shall require all subcontractors under this Contract (if any) to procure and maintain insurance covering each subcontractor and meeting the above criteria.
 - c. Worker's Compensation - The Contractor shall procure and maintain during the life of this contract statutory Workers' Compensation insurance as required by the State of Wisconsin. The Contractor shall also carry Employers Liability limits of at least \$100,000 Each Accident, \$100,000 Disease – Each Employee, and \$500,000 Disease – Policy Limit. Contractor shall require all subcontractors under this Contract (if any) to procure and maintain such insurance, covering each subcontractor.
 - d. Professional Liability - The Contractor shall procure and maintain professional liability insurance with coverage of not less than \$1,000,000. If such policy is a "claims made" policy, all renewals thereof during the life of the contract shall include "prior acts coverage" covering at all times all claims made with respect to Contractor's work performed under the contract. This Professional Liability coverage must be kept in force for a period of six (6) years after the services have been accepted by the City.
 - e. Acceptability of Insurers - The above-required insurance is to be placed with insurers who have an A.M. Best rating of no less than A- (A minus) and a Financial Category rating of no less than VII.
 - f. Proof of Insurance, Approval. The Contractor shall provide the City with certificate(s) of insurance showing the type, amount, effective dates, and expiration dates of required policies prior to commencing work under this Contract. Contractor shall provide the certificate(s) to the City's representative upon execution of the Contract, or sooner, for approval by the City Risk Manager. If any of the policies required above expire while this Contract is in effect, Contractor shall provide renewal certificate(s) to the City for approval. Certificate Holder language should be listed as follows:
 City of Madison
 ATTN: Risk Management, Room 406
 210 Martin Luther King, Jr. Blvd.
 Madison, WI 53703
 The Contractor shall provide copies of additional insured endorsements or insurance policies, if requested by the City Risk Manager. The Contractor and/or Insurer shall give the City thirty (30) days advance written notice of cancellation, non-renewal or material changes to any of the above-required policies during the term of this Contract.
25. Work Site Damages. Any damage, including damage to finished surfaces, resulting from the performance of this contract shall be repaired to the Owner's satisfaction at the Contractor's expense.
26. Compliance.
- a. Regulations. The Contractor shall give all notices and comply with all laws, ordinances, rules, regulations and lawful orders of any public authority bearing on the performance of the work.
 - b. Licensing and Permits. The Contractor selected under this bid shall be required to demonstrate valid **possession of appropriate required licenses and will** keep them in effect for the term of this contract. The Contractor shall also be required, when appropriate, to obtain the necessary building permits prior to performing work on City facilities.
27. Warranty of Materials and Workmanship.
- a. The Contractor warrants that, unless otherwise specified, all materials and equipment incorporated in the work under the Contract shall be new, first class, and in accordance with the Contract Documents. The Contractor further warrants that all workmanship shall be first class and in accordance with the Contract Documents and shall be performed by persons qualified in their respective trades.
 - b. Work not conforming to these warranties shall be considered defective.

- c. This warranty of materials and workmanship is separate and independent from and in addition to any other guarantees in this Contract.
28. Replacement of Defective Work or Materials. Any work or material found to be in any way defective or unsatisfactory shall be corrected or replaced by the Contractor at its own expense at the order of the City notwithstanding that it may have been previously overlooked or passed by an inspector. Inspection shall not relieve the Contractor of its obligations to furnish materials and workmanship in accordance with this contract and its specifications.
29. Reservation of the Right to Inspect Work. At any time during normal business hours and as often as the City may deem necessary, the Contractor shall permit the authorized representatives of the City to review and inspect all materials and workmanship at any time during the duration of this contract, provided, however, the City is under no duty to make such inspections, and any inspection so made shall not relieve the Contractor from any obligation to furnish materials and workmanship strictly in accordance with the instructions, contract requirements and specifications.
30. Sweatfree Procurement of Items of Apparel. If this bid results in the procurement of \$15,000 or more in garments or items of clothing, any part of which is a textile, or any shoes/ footwear, then Sec. 4.25 of the Madison General Ordinances, "Procurement of Items of Apparel", is hereby incorporated by reference and made part of this contract. See Section 4.25(2) at www.municode.com for applicability specifics. The contractor shall follow labor practices consistent with international standards of human rights, meaning that, at a minimum, contractor shall adhere to the minimum employment standards found in Section 4.25 and shall require all subcontractors and third-party suppliers to do the same. For purposes of sec. 4.25, "Subcontractor" means a person, partnership, corporation or other entity that enters into a contract with the contractor for performance of some or all of the City-contracted work and includes all third-party suppliers or producers from whom the contractor or its contractors obtains or sources goods, parts or supplies for use on the city contract and is intended to include suppliers at all level of the supply chain. The standards in Sec. 4.25 shall apply in all aspects of the contractor's and subcontractor's operations, including but not limited to, manufacture, assembly, finishing, laundering or dry cleaning, (where applicable), warehouse distribution, and delivery. Contractor acknowledges that by entering into this contract, Contractor shall be subject to all of the requirements and sanctions of sec. 4.25 of the Madison General Ordinances.
- The sanctions for violating Sec. 4.25 under an existing contract are as follows:
- a. Withholding of payments under an existing contract.
 - b. Liquidated damages. The contractor may be charged liquidated damages on an existing contract of two thousand dollars (\$2,000) per violation, or an amount equaling twenty percent (20%) of the value of the apparel, garments or corresponding accessories, equipment, materials, or supplies that the City demonstrates were produced in violation of the contract and/or this ordinance per violation; whichever is greater.
 - c. Termination, suspension or cancellation of a contract in whole or in part.
 - d. Nonrenewal when a contract calls for optional renewals.
 - e. Nonrenewal for lack of progress or impossible compliance. The City reserves the right to refuse to renew the contract that calls for optional renewals, when the contractor cannot comply with the minimum standard under (4)(b) and the noncompliance is taking place in a country where:
 - (1) Progress toward implementation of the standards in this Ordinance is no longer being made; and
 - (2) Compliance with the employment standards in the Ordinance is deemed impossible by the City and/or any independent monitoring agency acting on behalf of the City. Such determination shall be made in the sole opinion of the City and may be based upon examination of reports from governmental, human rights, labor and business organizations and after consultation with the relevant contractors and sub-contractors and any other evidence the City deems reliable.
 - f. Disqualification of the contractor from bidding or submitting proposals on future City contracts, or from eligibility for future city procurements as defined in sub. (2), whether or not formal bidding or requests for proposals are used, for a period of one (1) year after the first violation is found and for a period of three (3) years after a second or subsequent violation is found. The disqualification shall apply to the contractor who committed the violation(s) whether that be under the same corporate name, or as an individual, or under the name of another corporation or business entity of which he or she is a member, partner, officer, or agent.
- The exercise by the City of any or all of the above remedies, or failure to so exercise, shall not be construed to limit other remedies available to the City under this Contract nor to any other remedies available at equity or at law.
31. Local Purchasing. The City of Madison has adopted a local preference purchasing policy granting a 5 percent request for proposal and 1 percent request for bid scoring preference to local vendors.
- To facilitate the identification of local suppliers, the City has provided an on-line website as an opportunity for suppliers to voluntarily identify themselves as local, and to assist City staff with their buying decisions. Proposers seeking to obtain local preference are required to register on the City of Madison online registration website. Only vendors registered as of the bid due date will receive preference. Additional information is available at: <https://www.cityofmadison.com/finance/purchasing/local-businesses/register-business/>.
32. Weapons Prohibition. Contractor shall prohibit, and shall require its subcontractors to prohibit, its employees from carrying weapons, including concealed weapons, in the course of performance of work under this Contract, other than while at the Contractor's or subcontractor's own business premises. This requirement shall apply to vehicles used at any City work site and vehicles used to perform any work under this Contract, except vehicles that are an employee's "own motor vehicle" pursuant to Wis. Stat. sec. 175.60(15m). This section does not apply to employees who are required to carry a weapon under the express terms of the Contract (such as armed security guard services, etc.).
33. Software & Technology Purchases.
- a. Software Licenses. All software license agreements shall include the City's mandatory legal terms and conditions as determined by the City Attorney. Please be advised that no City employee has the authority to bind the City by clicking on an End User License Agreement (EULA) or any other click-through terms and conditions without being specifically authorized by the City's Chief Information Officer through procedures approved by the City Attorney and Risk Manager. All legal documents associated with the purchase or download of software must be reviewed by the City Attorney and may only be signed by an individual authorized to do so.

- b. Network Connection Policy. If this purchase includes software support, software maintenance, network services, and/or system development services and will require a Network Connection the City Network (as defined in the following link), the City's Network Connection Policy found at this link: www.cityofmadison.com/attorney/documents/posNetworkConnection.doc is hereby incorporated and made a part of the Contract and Contractor agrees to comply with all of its requirements.

34. Ban the Box - Arrest and Criminal Background Checks.

This provision applies to service contracts of more than \$25,000 executed by the City on January 1, 2016 or later, unless exempt by Sec. 39.08 of the Madison General Ordinances (MGO).

- a. Definitions. For purposes of this requirement, "Arrest and Conviction Record" includes, but is not limited to, information indicating that a person has been questioned, apprehended, taken into custody or detention, held for investigation, arrested, charged with, indicted or tried for any felony, misdemeanor or other offense pursuant to any law enforcement or military authority.

"Conviction record" includes, but is not limited to, information indicating that a person has been convicted of a felony, misdemeanor or other offense, placed on probation, fined, imprisoned or paroled pursuant to any law enforcement or military authority.

"Background Check" means the process of checking an applicant's arrest and conviction record, through any means.

- b. Requirements. For the duration of any contract awarded under this RFP, the successful contractor shall:

- (1) Remove from all job application forms any questions, check boxes, or other inquiries regarding an applicant's arrest and conviction record, as defined herein.
- (2) Refrain from asking an applicant in any manner about their arrest or conviction record until after a conditional offer of employment is made to the applicant in question.
- (3) Refrain from conducting a formal or informal background check or making any other inquiry using any privately or publicly available means of obtaining the arrest or conviction record of an applicant until after a conditional offer of employment is made to the applicant in question.
- (4) Make information about this ordinance available to applicants and existing employees, and post notices in prominent locations at the workplace with information about the ordinance and complaint procedure, using language provided by the City.
- (5) Comply with all other provisions of Sec. 39.08, MGO.

- c. Exemptions: This section does not apply when:

- (1) Hiring for a position where certain convictions or violations are a bar to employment in that position under applicable law, or
- (2) Hiring a position for which information about criminal or arrest record, or a background check is required by law to be performed at a time or in a manner that would otherwise be prohibited by this ordinance, including a licensed trade or profession where the licensing authority explicitly authorizes or requires the inquiry in question.

To be exempt under sec. C.1. or 2. above, contractor must demonstrate to the City that there is a law or regulation that requires the background check in question. If so, the contractor is exempt from this section for the position(s) in question.



INSTRUCTIONS FOR CONTRACTOR

DO NOT ATTACH TO CONTRACT

***Your contract MUST include the following information,
or it will not be signed by the City.***

- Check one box at top of Page 1 for the type of business entity.
- Sections 3 & 4 will be completed by the City and should be complete before you sign.
- Put a name in Sec. 7.A. – person responsible for administering the contract.
- Affirmative Action:** Check the appropriate box in Sec. 13.B., Article IV and complete the appropriate online form for the box you have checked:

All contractors:

Access the online forms for Affirmative Action compliance at this link: www.cityofmadison.com/civil-rights/contract-compliance/affirmative-action-plan/vendors-suppliers. If you do not already have an approved, current Affirmative Action Plan on file with the City of Madison, read the “*Instructions for Completing City of Madison Affirmative Action Plan*” at the above link. This will direct you to register for an account. If you already have an account you may click on the link for “*Affirmative Action Plan for Vendors and Suppliers*” to proceed. If you have never filed a plan or request for exemption, you must create an account in our online system. If you are exempt under Article IV, Sections C or D you will still need to create an account and go through some steps to confirm your exemption. Register for an account here: <https://elam.cityofmadison.com/citizenaccess>.

Affirmative Action Questions? Contact Dept. of Civil Rights, Contract Compliance: (608) 266-4910.

- Complete Sec. 15 – Official Notices. This is the name/job title/address of the person at your organization to receive legal notices under the contract.
- Signature line. A person with authority to bind the organization should sign, date, and print name and job title where shown on the signature page. Contractor signs first, City signs last.
- Use any electronic method to sign where indicated, and email signed PDF to your agency contact, unless otherwise instructed.
 - Make sure all exhibits/attachments are labeled and attached to the PDF after the signature page, unless otherwise instructed.
 - City will sign last, and will email you an electronic signed copy unless otherwise requested.
- Enclose CERTIFICATE OF INSURANCE (C.O.I.) showing proof of insurance required by Sec. 27.

Insurance Instructions:

Certificate Holder: City of Madison
Attn: Risk Manager
210 Martin Luther King Jr. Blvd. Room 406
Madison, WI 53703

Proof of all insurance required in the contract must be shown. Use City's certificate at this link: www.cityofmadison.com/finance/documents/CertInsurance.pdf

Insurance delivery options: (a) enclose hard copy of certificate with hard copies of contract mailed to the address in Section 15 of the contract, or (b) email certificate to City Risk Manager Eric Veum at: eveum@cityofmadison.com and cc: your City contact person on the email. Call Eric Veum at (608) 266-5965 with insurance questions.

Failure to complete these steps will result in contract not being signed.

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SAMPLE

City of Madison CONTRACT FOR PURCHASE OF SERVICES

1. **PARTIES.**

This is a Contract between the City of Madison, Wisconsin, hereafter referred to as the "City" and _____ hereafter referred to as "Contractor."

The Contractor is a: Corporation Limited Liability Company General Partnership LLP
(to be completed by contractor) Sole Proprietor Unincorporated Association Other: _____.

2. **PURPOSE.**

The purpose of this Contract is as set forth in Section 3.

3. **SCOPE OF SERVICES AND SCHEDULE OF PAYMENTS.**

Contractor will perform the following services and be paid according to the following schedule(s) or attachment(s):

List all attachments here by name, and attach and label them accordingly.

Order of Precedence: In the event of a conflict between the terms of this Contract for Purchase of Services and the terms of any document attached or incorporated herein, the terms of this Contract for Purchase of Services shall control and supersede any such conflicting term.

4. **TERM AND EFFECTIVE DATE.**

This Contract shall become effective upon execution by the Mayor, (or the Purchasing Agent, if authorized) on behalf of the City of Madison, unless another effective date is specified in the Attachment(s) incorporated in Section 3, however in no case shall work commence before execution by the City of Madison. The term of this Contract shall be insert dates or reference attachments as needed.

5. **ENTIRE AGREEMENT.**

This Contract for Purchase of Services, including any and all attachments, exhibits and other documents referenced in Section 3 (hereafter, "Agreement" or "Contract") is the entire Agreement of the parties and supersedes any and all oral contracts and negotiations between the parties. If any document referenced in Section 3 includes a statement that expressly or implicitly disclaims the applicability of this Contract for Purchase of Services, or a statement that such other document is the "entire agreement," such statement shall be deemed rejected and shall not apply to this Contract.

6. **ASSIGNABILITY/SUBCONTRACTING.**

Contractor shall not assign or subcontract any interest or obligation under this Contract without the City's prior written approval. All of the services required hereunder will be performed by Contractor and employees of Contractor.

7. **DESIGNATED REPRESENTATIVE.**

Contractor designates _____ as Contract Agent with primary responsibility for the performance of this Contract. If the Contract Agent resigns, is replaced, or is no longer acting as Contract Agent for any reason, Contractor will notify the City in writing of the change, and propose a replacement Contract Agent within seven (7) calendar days. The City may accept another person as the Contract Agent or may terminate this Contract under Section 25, at its option.

8. **PROSECUTION AND PROGRESS.**

- A. Services under this Agreement shall commence upon written order from the City to the Contractor, which order will constitute authorization to proceed; unless another date for commencement is specified elsewhere in this Contract including documents incorporated in Section 3.
- B. The Contractor shall complete the services under this Agreement within the time for completion specified in Section 3, the Scope of Services, including any amendments. The Contractor's services are completed when the City notifies the Contractor in writing that the services are complete and are acceptable. The time for completion shall not be extended because of any delay attributable to the Contractor, but it may be extended by the City in the event of a delay attributable to the City, or in the event of unavoidable delay caused by war, insurrection, natural disaster, or other unexpected event beyond the control of the Contractor. If at any time the Contractor believes that the time for completion of the work should be extended because of unavoidable delay caused by an unexpected event, or because of a delay attributable to the City, the Contractor shall notify the City as soon as possible, but not later than seven (7) calendar days after such an event. Such notice shall include any justification for an extension of time and shall identify the amount of time claimed to be necessary to complete the work.
- C. Services by the Contractor shall proceed continuously and expeditiously through completion of each phase of the work.
- D. Progress reports documenting the extent of completed services shall be prepared by the Contractor and submitted to the City with each invoice under Section 24 of this Agreement, and at such other times as the City may specify, unless another procedure is specified in Section 3.
- E. The Contractor shall notify the City in writing when the Contractor has determined that the services under this Agreement have been completed. When the City determines that the services are complete and are acceptable, the City will provide written notification to the Contractor, acknowledging formal acceptance of the completed services.

9. **AMENDMENT.**

This Contract shall be binding on the parties hereto, their respective heirs, devisees, and successors, and cannot be varied or waived by any oral representations or promise of any agent or other person of the parties hereto. Any other change in any provision of this Contract may only be made by a written amendment, signed by the duly authorized agent or agents who executed this Contract.

10. **EXTRA SERVICES.**

The City may require the Contractor to perform extra services or decreased services, according to the procedure set forth in Section 24. Extra services or decreased services means services which are not different in kind or nature from the services called for in the Scope of Services, Section 3, but which may increase or decrease the quantity and kind of labor or materials or expense of performing the services. Extra services may not increase the total Contract price, as set forth in Section 23, unless the Contract is amended as provided in Section 9 above.

11. **NO WAIVER.**

No failure to exercise, and no delay in exercising, any right, power or remedy hereunder on the part of the City or Contractor shall operate as a waiver thereof, nor shall any single or partial exercise of any right, power or remedy preclude any other or further exercise thereof or the exercise of any other right, power or remedy. No express waiver shall affect any event or default other than the event or default specified in such waiver, and any such waiver, to be effective, must be in writing and shall be operative only for the time and to the extent expressly provided by the City or Contractor therein. A waiver of any covenant, term or condition contained herein shall not be construed as a waiver of any subsequent breach of the same covenant, term or condition.

12. **NONDISCRIMINATION.**

During the term of this Contract, the Contractor agrees not to discriminate against any employee or applicant for employment because of race, religion, marital status, age, color, sex, handicap, national origin or ancestry, income level or source of income, arrest record or conviction record, less than honorable discharge, physical appearance, sexual orientation, gender identity, political beliefs or student status. Contractor further agrees not to discriminate against any subcontractor or person who offers to subcontract on this Contract because of race, religion, color, age, disability, sex, sexual orientation, gender identity or national origin.

13. **AFFIRMATIVE ACTION.**

A. The following language applies to all contractors employing fifteen (15) or more employees (MGO 39.02(9)(c):

The Contractor agrees that, within thirty (30) days after the effective date of this Contract, Contractor will provide to the City of Madison Department of Civil Rights (the "Department"), certain workforce utilization statistics, using a form provided by the City.

If the Contract is still in effect, or if the City enters into a new Agreement with the Contractor, within one year after the date on which the form was required to be provided, the Contractor will provide updated workforce information using a second form, also to be furnished by the City. The second form will be submitted to the Department no later than one year after the date on which the first form was required to be provided.

The Contractor further agrees that, for at least twelve (12) months after the effective date of this Contract, it will notify the Department of each of its job openings at facilities in Dane County for which applicants not already employees of the Contractor are to be considered. The notice will include a job description, classification, qualifications, and application procedures and deadlines, shall be provided to the City by the opening date of advertisement and with sufficient time for the City to notify candidates and make a timely referral. The Contractor agrees to interview and consider candidates referred by the Department, or an organization designated by the Department, if the candidate meets the minimum qualification standards established by the Contractor, and if the referral is timely. A referral is timely if it is received by the Contractor on or before the date stated in the notice.

The Department will determine if a contractor is exempt from the above requirements (Sec. 13.A.) at the time the Request for Exemption in 13.B.(2) is made.

**B. Articles of Agreement, Request for Exemption, and Release of Payment:
The "ARTICLES OF AGREEMENT" beginning on the following page, apply to all contractors, unless determined to be exempt under the following table and procedures:**

| NUMBER OF EMPLOYEES | LESS THAN \$50,000 Aggregate Annual Business with the City* | \$50,000 OR MORE Aggregate Annual Business with the City* |
|---------------------|--|--|
| 14 or less | Exempt** | Exempt** |
| 15 or more | Exempt** | Not Exempt |

*As determined by the Finance Director

**As determined by the Department of Civil Rights

(1) **Exempt Status:** In this section, "Exempt" means the Contractor is exempt from the Articles of Agreement in section 13.B.(5) of this Contract and from filing an Affirmative Action plan as required by Section IV of the Articles of Agreement. The Department of Civil Rights ("Department") makes the final determination as to whether a contractor is exempt. If the Contractor is not exempt, sec. 13.B.(5) shall apply and Contractor shall select option A. or B. under Article IV therein and file an Affirmative Action Plan.

(2) **Request for Exemption – Fewer Than 15 Employees:** (MGO 39.02(9)(a)2.) Contractors who believe they are exempt based on number of employees shall submit a Request for Exemption on a form provided by the Department within thirty (30) days of the effective date of this Contract.

(3) **Exemption – Annual Aggregate Business:** (MGO 39.02(9)(a)c.): The Department will determine, at the time this Contract is presented for signature, if the Contractor is exempt because it will have less than \$50,000 in annual aggregate business with the City for the calendar year in which the contract is in effect. CONTRACTORS WITH 15 OR MORE EMPLOYEES WILL LOSE THIS EXEMPTION AND BECOME SUBJECT TO SEC. 13.B.(5) UPON REACHING \$50,000 OR MORE ANNUAL AGGREGATE BUSINESS WITH THE CITY WITHIN THE CALENDAR YEAR, BEGINNING IN 2019.

(4) Release of Payment: (MGO 39.02(9)(e)1.b.) All non-exempt contractors must have an approved Affirmative Action plan meeting the requirements of Article IV below on file with the Department within thirty (30) days of the effective date of this Contract and prior to release of payment by the City. Contractors that are exempt based on number of employees agree to file a Request for Exemption with the Department within thirty (30) days of the effective date and prior to release of payment by the City.

(5) Articles of Agreement:

ARTICLE I

The Contractor shall take affirmative action in accordance with the provisions of this Contract to ensure that applicants are employed, and that employees are treated during employment without regard to race, religion, color, age, marital status, disability, sex, sexual orientation, gender identity or national origin and that the employer shall provide harassment-free work environment for the realization of the potential of each employee. 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 insofar as it is within the control of the Contractor. The Contractor agrees to post in conspicuous places available to employees and applicants notices to be provided by the City setting out the provisions of the nondiscrimination clauses in this Contract.

ARTICLE II

The Contractor shall in all solicitations or advertisements for employees placed by or on behalf of the Contractors state that all qualified or qualifiable applicants will be employed without regard to race, religion, color, age, marital status, disability, sex, sexual orientation, gender identity or national origin.

ARTICLE III

The Contractor shall send to each labor union or representative of workers with which it has a collective bargaining Agreement or other Contract or understanding a notice to be provided by the City advising the labor union or workers representative of the Contractor's equal employment opportunity and affirmative action commitments. Such notices shall be posted in conspicuous places available to employees and applicants for employment.

ARTICLE IV

(This Article applies to non-public works contracts.)

The Contractor agrees that it will comply with all provisions of the Affirmative Action Ordinance of the City of Madison (MGO 39.02) including the Contract compliance requirements. The Contractor warrants and certifies that one of the following paragraphs is true (check one):

- A. Contractor has prepared and has on file an affirmative action plan that meets the format requirements of Federal Revised Order No. 4, 41 CFR part 60-2, as established by 43 FR 51400 November 3, 1978, including appendices required by City of Madison ordinances or it has prepared and has on file a model affirmative action plan approved by the Madison Common Council.
- B. Within thirty (30) days after the effective date of this Contract, Contractor will complete an affirmative action plan that meets the format requirements of Federal Revised Order No. 4, 41 CFR Part 60-2, as established by 43 FR 51400, November 3, 1978, including appendices required by City of Madison ordinance or within thirty (30) days after the effective date of this Contract, it will complete a model affirmative action plan approved by the Madison Common Council.
- C. Contractor believes it is exempt from filing an affirmative action plan because it has fewer than fifteen (15) employees and has filed, or will file within thirty (30) days after the effective date of this Contract, a form required by the City to confirm exempt status based on number of employees. If the City determines that Contractor is not exempt, the Articles of Agreement will apply.
- D. Contractor believes it is exempt from filing an affirmative action plan because its annual aggregate business with the City for the calendar year in which the contract is in effect is less than fifty thousand dollars (\$50,000), or for another reason listed in MGO 39.02(9)(a)2. If the City determines that Contractor is not exempt, the Articles of Agreement will apply.

ARTICLE V

(This Article applies only to public works contracts.)

The Contractor agrees that it will comply with all provisions of the Affirmative Action Ordinance of the City of Madison, including the Contract compliance requirements. The Contractor agrees to submit the model affirmative action plan for public works Contractors in a form approved by the Director of Affirmative Action.

ARTICLE VI

The Contractor will maintain records as required by Section 39.02(9)(f) of the Madison General Ordinances and will provide the City's Department of Affirmative Action with access to such records and to persons who have relevant and necessary information, as provided in Section 39.02(9)(f). The City agrees to keep all such records confidential, except to the extent that public inspection is required by law.

ARTICLE VII

In the event of the Contractor's or subcontractor's failure to comply with the Equal Employment Opportunity and Affirmative Action provisions of this Contract or Sections 39.03 and 39.02 of the Madison General Ordinances, it is agreed that the City at its option may do any or all of the following:

- A. Cancel, terminate or suspend this Contract in whole or in part.
- B. Declare the Contractor ineligible for further City contracts until the Affirmative Action requirements are met.
- C. Recover on behalf of the City from the prime Contractor 0.5 percent of the Contract award price for each week that such party fails or refuses to comply, in the nature of liquidated damages, but not to exceed a total of five percent (5%) of the Contract price, or ten thousand dollars (\$10,000), whichever is less. Under public works contracts, if a subcontractor is in noncompliance, the City may recover liquidated damages from the prime Contractor in the manner described above. The preceding sentence shall not be construed to prohibit a prime Contractor from recovering the amount of such damage from the noncomplying subcontractor.

ARTICLE VIII

(This Article applies to public works contracts only.)

The Contractor shall include the above provisions of this Contract in every subcontract so that such provisions will be binding upon each subcontractor. The Contractor shall take such action with respect to any subcontractor as necessary to enforce such provisions, including sanctions provided for noncompliance.

ARTICLE IX

The Contractor shall allow the maximum feasible opportunity to small business enterprises to compete for any subcontracts entered into pursuant to this Contract. (In federally funded contracts the terms "DBE, MBE, and WBE" shall be substituted for the term "small business" in this Article.)

14. **SEVERABILITY.**

It is mutually agreed that in case any provision of this Contract is determined by any court of law to be unconstitutional, illegal or unenforceable, it is the intention of the parties that all other provisions of this Contract remain in full force and effect.

15. **NOTICES.**

All notices to be given under the terms of this Contract shall be in writing and signed by the person serving the notice and shall be sent registered or certified mail, return receipt requested, postage prepaid, or hand delivered to the addresses of the parties listed below:

FOR THE CITY:

(Department or Division Head)

FOR THE CONTRACTOR:

16. **INDEPENDENT CONTRACTOR AND TAX INFORMATION.**

It is agreed that Contractor is an independent contractor and not an employee of the City, and any persons who the Contractor utilizes or provides for services under this Contract not employees of the City of Madison.

Contractor shall provide its taxpayer identification number (or social security number) to the Finance Director, 210 Martin Luther King Jr. Blvd, Room 406, Madison, WI 53703, prior to payment. The Contractor is informed that as an independent contractor, Contractor may have a responsibility to make estimated tax returns, file tax returns, pay income taxes and make social security payments on the amounts received under this Contract. No amounts will be withheld by the City for these purposes and payment of taxes and making social security payments are solely the responsibility and obligation of the Contractor. The Contractor is further informed that they may be subject to civil and/or criminal penalties if they fail to properly report income and pay taxes and social security taxes on the amount received under this Contract.

17. **GOODWILL.**

Any and all goodwill arising out of this Contract inures solely to the benefit of the City; Contractor waives all claims to benefit of such goodwill.

18. **THIRD PARTY RIGHTS.**

This Contract is intended to be solely between the parties hereto. No part of this Contract shall be construed to add, supplement, amend, abridge or repeal existing rights, benefits or privileges of any third party or parties, including but not limited to employees of either of the parties.

19. **AUDIT AND RETAINING OF DOCUMENTS.**

The Contractor agrees to provide all reports requested by the City including, but not limited to, financial statements and reports, reports and accounting of services rendered, and any other reports or documents requested. Financial and service reports shall be provided according to a schedule (when applicable) to be included in this Contract. Any other reports or documents shall be provided within five (5) working days after the Contractor receives the City's written requests, unless the parties agree in writing on a longer period. Payroll records and any other documents relating to the performance of services under the terms of this Contract shall be retained by the Contractor for a period of three (3) years after completion of all work under this Contract, in order to be available for audit by the City or its designee.

20. **CHOICE OF LAW AND FORUM SELECTION.**

This Contract shall be governed by and construed, interpreted and enforced in accordance with the laws of the State of Wisconsin. The parties agree, for any claim or suit or other dispute relating to this Contract that cannot be mutually resolved, the venue shall be a court of competent jurisdiction within the State of Wisconsin and the parties agree to submit themselves to the jurisdiction of said court, to the exclusion of any other judicial district that may have jurisdiction over such a dispute according to any law.

21. **COMPLIANCE WITH APPLICABLE LAWS.**

The Contractor shall become familiar with, and shall at all times comply with and observe all federal, state, and local laws, ordinances, and regulations which in any manner affect the services or conduct of the Contractor and its agents and employees.

22. **CONFLICT OF INTEREST.**

- A. The Contractor warrants that it and its agents and employees have no public or private interest, and will not acquire directly or indirectly any such interest, which would conflict in any manner with the performance of the services under this Agreement.
- B. The Contractor shall not employ or Contract with any person currently employed by the City for any services included under the provisions of this Agreement.

23. **COMPENSATION.**

It is expressly understood and agreed that in no event will the total compensation under this Contract exceed \$_____.

24. **BASIS FOR PAYMENT.**A. **GENERAL.**

- (1) The City will pay the Contractor for the completed and accepted services rendered under this Contract on the basis and at the Contract price set forth in Section 23 of this Contract. The City will pay the Contractor for completed and approved "extra services", if any, if such "extra services" are authorized according to the procedure established in this section. The rate of payment for "extra services" shall be the rate established in this Contract. Such payment shall be full compensation for services rendered and for all labor, material, supplies, equipment and incidentals necessary to complete the services.
- (2) The Contractor shall submit invoices, on the form or format approved by the City and as may be further specified in Section 3 of this Contract. The City will pay the Contractor in accordance with the schedule, if any, set forth in Section 3. The final invoice, if applicable, shall be submitted to the City within three months of completion of services under this Agreement.
- (3) Should this Agreement contain more than one service, a separate invoice and a separate final statement shall be submitted for each individual service.
- (4) Payment shall not be construed as City acceptance of unsatisfactory or defective services or improper materials.
- (5) Final payment of any balance due the Contractor will be made upon acceptance by the City of the services under the Agreement and upon receipt by the City of documents required to be returned or to be furnished by the Contractor under this Agreement.
- (6) The City has the equitable right to set off against any sum due and payable to the Contractor under this Agreement, any amount the City determines the Contractor owes the City, whether arising under this Agreement or under any other Agreement or otherwise.
- (7) Compensation in excess of the total Contract price will not be allowed unless authorized by an amendment under Section 9, AMENDMENT.
- (8) The City will not compensate for unsatisfactory performance by the Contractor.

B. **SERVICE ORDERS, EXTRA SERVICE, OR DECREASED SERVICE.**

- (1) Written orders regarding the services, including extra services or decreased services, will be given by the City, using the procedure set forth in Section 15, NOTICES.
- (2) The City may, by written order, request extra services or decreased services, as defined in Section 10 of this Contract. Unless the Contractor believes the extra services entitle it to extra compensation or additional time, the Contractor shall proceed to furnish the necessary labor, materials, and professional services to complete the services within the time limits specified in the Scope of Services, Section 3 of this Agreement, including any amendments under Section 9 of this Agreement.
- (3) If in the Contractor's opinion the order for extra service would entitle it to extra compensation or extra time, or both, the Contractor shall not proceed to carry out the extra service, but shall notify the City, pursuant to Section 15 of this Agreement. The notification shall include the justification for the claim for extra compensation or extra time, or both, and the amount of additional fee or time requested.
- (4) The City shall review the Contractor's submittal and respond in writing, either authorizing the Contractor to perform the extra service, or refusing to authorize it. The Contractor shall not receive additional compensation or time unless the extra compensation is authorized by the City in writing.

25. **DEFAULT/TERMINATION.**

- A. In the event Contractor shall default in any of the covenants, agreements, commitments, or conditions herein contained, and any such default shall continue unremedied for a period of ten (10) days after written notice thereof to Contractor, the City may, at its option and in addition to all other rights and remedies which it may have at law or in equity against Contractor, including expressly the specific enforcement hereof, forthwith have the cumulative right to immediately terminate this Contract and all rights of Contractor under this Contract.
- B. Notwithstanding paragraph A., above, the City may in its sole discretion and without any reason terminate this Agreement at any time by furnishing the Contractor with ten (10) days' written notice of termination. In the event of termination under this subsection, the City will pay for all work completed by the Contractor and accepted by the City.

26. **INDEMNIFICATION.**

The Contractor shall be liable to and hereby agrees to indemnify, defend and hold harmless the City of Madison, and its officers, officials, agents, and employees against all loss or expense (including liability costs and attorney's fees) by reason of any claim or suit, or of liability imposed by law upon the City or its officers, officials, agents or employees for damages because of bodily injury, including death at any time resulting therefrom, sustained by any person or persons or on account of damages to property, including loss of use thereof, arising from, in connection with, caused by or resulting from the Contractor's and/or Subcontractor's acts or omissions in the performance of this Agreement, whether caused by or contributed to by the negligence of the City, its officers, officials, agents, or its employees.

27. **INSURANCE.**

The Contractor will insure, and will require each subcontractor to insure, as indicated, against the following risks to the extent stated below. The Contractor shall not commence work under this Contract, nor shall the Contractor allow any Subcontractor to commence work on its Subcontract, until the insurance required below has been obtained and corresponding certificate(s) of insurance have been approved by the City Risk Manager.

Commercial General Liability

The Contractor shall procure and maintain during the life of this Contract, Commercial General Liability insurance including, but not limited to bodily injury, property damage, personal injury, and products and completed operations (unless determined to be inapplicable by the Risk Manager) in an amount not less than \$1,000,000 per occurrence. This policy shall also provide contractual liability in the same amount. Contractor's coverage shall be primary and non-contributory and list the City of Madison, its officers, officials, agents and employees as additional insureds. Contractor shall require all subcontractors under this Contract (if any) to procure and maintain insurance meeting the above criteria, applying on a primary basis and listing the City of Madison, its officers, officials, agents and employees as additional insureds.

Automobile Liability

The Contractor shall procure and maintain during the life of this Contract Business Automobile Liability insurance covering owned, non-owned and hired automobiles with limits of not less than \$1,000,000 combined single limit per accident. Contractor shall require all subcontractors under this Contract (if any) to procure and maintain insurance covering each subcontractor and meeting the above criteria.

Worker's Compensation

The Contractor shall procure and maintain during the life of this Contract statutory Workers' Compensation insurance as required by the State of Wisconsin. The Contractor shall also carry Employers Liability limits of at least \$100,000 Each Accident, \$100,000 Disease – Each Employee, and \$500,000 Disease – Policy Limit. Contractor shall require all subcontractors under this Contract (if any) to procure and maintain such insurance, covering each subcontractor.

Professional Liability

The Contractor shall procure and maintain professional liability insurance with coverage of not less than \$1,000,000. If such policy is a "claims made" policy, all renewals thereof during the life of the Contract shall include "prior acts coverage" covering at all times all claims made with respect to Contractor's work performed under the Contract. This Professional Liability coverage must be kept in force for a period of six (6) years after the services have been accepted by the City.

Acceptability of Insurers. The above-required insurance is to be placed with insurers who have an A.M. Best rating of no less than A- (A minus) and a Financial Category rating of no less than VII.

Proof of Insurance, Approval. The Contractor shall provide the City with certificate(s) of insurance showing the type, amount, effective dates, and expiration dates of required policies prior to commencing work under this Contract. Contractor shall provide the certificate(s) to the City's representative upon execution of the Contract, or sooner, for approval by the City Risk Manager. If any of the policies required above expire while this Contract is still in effect, Contractor shall provide renewal certificate(s) to the City for approval. Certificate Holder language should be listed as follows:

City of Madison
ATTN: Risk Management, Room 406
210 Martin Luther King, Jr. Blvd.
Madison, WI 53703

The Contractor shall provide copies of additional insured endorsements or insurance policies, if requested by the City Risk Manager. The Contractor and/or Insurer shall give the City thirty (30) days advance written notice of cancellation, non-renewal or material changes to any of the above-required policies during the term of this Contract.

28. **OWNERSHIP OF CONTRACT PRODUCT.**

All of the work product, including, but not limited to, documents, materials, files, reports, data, including magnetic tapes, disks of computer-aided designs or other electronically stored data or information (the "Documents"), which the Contractor prepares pursuant to the terms and conditions of this Contract are the sole property of the City. The Contractor will not publish any such materials or use them for any research or publication, other than as expressly required or permitted by this Contract, without the prior written permission of the City. The grant or denial of such permission shall be at the City's sole discretion.

The Contractor intends that the copyright to the Documents shall be owned by City, whether as author (as a Work Made For Hire), or by assignment from Contractor to City. The parties expressly agree that the Documents shall be considered a Work Made For Hire as defined by Title 17, United States Code, Section 101(2).

As further consideration for the City entering into this Contract, the Contractor hereby assigns to City all of the Contractor's rights, title, interest and ownership in the Documents, including the right to procure the copyright therein and the right to secure any renewals, reissues and extensions of any such copyright in any foreign country. The City shall be entitled to the sole and exclusive benefit of the Documents, including the copyright thereto, and whenever required by the City, the Contractor shall at no additional compensation, execute all documents of assignment of the full and exclusive benefit and copyright thereof to the City. Any subcontractors and other independent contractors who prepare portions of the Documents shall be required by the Contractor to execute an assignment of ownership in favor of the City before commencing work.

29. **BAN THE BOX - ARREST AND CRIMINAL BACKGROUND CHECKS.** (Sec. 39.08, MGO. Applicable to contracts exceeding \$25,000.)

A. **DEFINITIONS.**

For purposes of this section, "Arrest and Conviction Record" includes, but is not limited to, information indicating that a person has been questioned, apprehended, taken into custody or detention, held for investigation, arrested, charged with, indicted or tried for any felony, misdemeanor or other offense pursuant to any law enforcement or military authority.

"Conviction record" includes, but is not limited to, information indicating that a person has been convicted of a felony, misdemeanor or other offense, placed on probation, fined, imprisoned or paroled pursuant to any law enforcement or military authority.

"Background Check" means the process of checking an applicant's arrest and conviction record, through any means.

B. **REQUIREMENTS.** For the duration of this Contract, the Contractor shall:

- (1) Remove from all job application forms any questions, check boxes, or other inquiries regarding an applicant's arrest and conviction record, as defined herein.
- (2) Refrain from asking an applicant in any manner about their arrest or conviction record until after conditional offer of employment is made to the applicant in question.
- (3) Refrain from conducting a formal or informal background check or making any other inquiry using any privately or publicly available means of obtaining the arrest or conviction record of an applicant until after a conditional offer of employment is made to the applicant in question.
- (4) Make information about this ordinance available to applicants and existing employees, and post notices in prominent locations at the workplace with information about the ordinance and complaint procedure using language provided by the City.
- (5) Comply with all other provisions of Sec. 39.08, MGO.

C. **EXEMPTIONS:** This section does not apply when:

- (1) Hiring for a position where certain convictions or violations are a bar to employment in that position under applicable law, or
- (2) Hiring a position for which information about criminal or arrest record, or a background check is required by law to be performed at a time or in a manner that would otherwise be prohibited by this ordinance, including a licensed trade or profession where the licensing authority explicitly authorizes or requires the inquiry in question.

To be exempt under sec. C.(1) or (2) above, Contractor must demonstrate to the City that there is a law or regulation that requires the hiring practice in question. If so, the contractor is exempt from this section for the position(s) in question.

30. **WEAPONS PROHIBITION.**

Contractor shall prohibit, and shall require its subcontractors to prohibit, its employees from carrying weapons, including concealed weapons, in the course of performance of work under this Contract, other than while at the Contractor's or subcontractor's own business premises. This requirement shall apply to vehicles used at any City work site and vehicles used to perform any work under this Contract, except vehicles that are an employee's "own motor vehicle" pursuant to Wis. Stat. sec. 175.60(15m).

31. **IT NETWORK CONNECTION POLICY.**

If this Contract includes services such as software support, software maintenance, network services, and/or system development services and will require a Network Connection the City Network (as defined in the following link), the City's Network Connection Policy found at this link: <http://www.cityofmadison.com/attorney/documents/posNetworkConnection.doc> is hereby incorporated and made a part of this Contract and Contractor agrees to comply with all of its requirements.

32. **AUTHORITY.**

Contractor represents that it has the authority to enter into this Contract. If the Contractor is not an individual, the person(s) signing on behalf of the Contractor represents and warrants that they have been duly authorized to bind the Contractor and sign this Contract on the Contractor's behalf.

33. **COUNTERPARTS, ELECTRONIC SIGNATURE AND DELIVERY.**

This Contract may be signed in counterparts, each of which shall be taken together as a whole to comprise a single document. Signatures on this Contract may be exchanged between the parties by facsimile, electronic scanned copy (.pdf) or similar technology and shall be as valid as original; and this Contract may be converted into electronic format and signed or given effect with one or more electronic signature(s) if the electronic signature(s) meets all requirements of Wis. Stat. ch. 137 or other applicable Wisconsin or Federal law. Executed copies or counterparts of this Contract may be delivered by facsimile or email and upon receipt will be deemed original and binding upon the parties hereto, whether or not a hard copy is also delivered. Copies of this Contract, fully executed, shall be as valid as an original.

IN WITNESS WHEREOF, the parties hereto have set their hands at Madison, Wisconsin.

CONTRACTOR:

(Type or Print Name of Contracting Entity)

By: _____
(Signature)

(Print Name and Title of Person Signing)

Date: _____

**CITY OF MADISON, WISCONSIN
a municipal corporation:**

By: _____
Satya Rhodes-Conway, Mayor

Date: _____

Approved:

David P. Schmiedicke, Finance Director

By: _____
Maribeth Witzel-Behl, City Clerk

Date: _____

Date: _____

Approved as to Form:

Eric T. Veum, Risk Manager

Michael Haas, City Attorney

Date: _____

Date: _____

For City Use Only: SIGNATURE INSTRUCTIONS FOR CONTRACTS SIGNED BY MAYOR/CLERK:

Obtain contractor's signature first. Route this contract & all of its attachments for City signatures using the City Clerk's Contract Routing Database. Include 1 copy of authorizing resolution & 1 copy of the Certificate of Insurance.

NOTE: Certain service contracts may be executed by the designee of the Finance Director on behalf of the City of Madison:

By: _____
Mary Richards, Procurement Supervisor

Date: _____

MGO 4.26(3) and (5) authorize the Finance Director or designee to sign purchase of service contracts when all of the following apply:

- (a) The funds are included in the approved City budget.
- (b) An RFP or competitive process was used, or the Contract is exempt from competitive bidding under 4.26(4)(a).
- (c) The City Attorney has approved the form of the Contract.
- (d) The Contract complies with other laws, resolutions and ordinances.
- (e) The Contract is for a period of 1 year or less, OR not more than 5 years AND the average cost is not more than \$100,000 per year, AND was subject to competitive bidding. (If over \$50,000 and exempt from bidding under 4.26(4)(a), regardless of duration of the Contract, the Common Council must authorize the Contract by resolution and the Mayor and City Clerk must sign, per 4.26(5)(b).)

Emergency Service contracts may also be signed by the designee of the Finance Director if the requirements of MGO 4.26(3)(c) are met.

For City Use Only: SIGNATURE INSTRUCTIONS FOR CONTRACT TO BE SIGNED BY FINANCE (PURCHASING):

Obtain contractor's signature first. Attach the contractor-signed contract with all attachments/exhibits and the certificate of insurance to the requisition in MUNIS.

SUBMIT VIEW



CITY OF MADISON • FINANCE DEPARTMENT • PURCHASING SERVICES

Non-Competitive Selection Request

Date:

Requisition Number: (8 characters)

Requestor Name:

Requestor Phone Number:

Requestor Email:

Fund:

Agency:

- Major:
- 541** Utilities
 - 544** Public Works Maintenance/Repair

Total Purchase Amount:

Vendor Name:

Product/Service Description:

\$50,000 and UNDER
 This form will be sent to the Purchasing Supervisor for review.

OVER \$50,000
 Complete this form and draft a resolution using the sample resolutions provided by the City Attorney to your Budget Analyst. **Your resolution will not be added to the Finance Committee agenda without this form.**

Check the box(es) for the exception criteria you feel are applicable:

- 1. Public exigency (emergency) will not permit the delay incident to advertising or other competitive processes.
- 2. The services or goods required are available from only one person or firm (i.e., **true** sole source).
- 3. The services are for professional services to be provided by attorneys.
- 4. The services are to be rendered by a university, college, or other educational institution.
- 5. No acceptable bids have been received after formal advertising.

- 6. Service fees are established by law or professional code.
- 7. A particular consultant has provided services to the City on a similar or continuing project in the recent past, and it would be economical to the City on the basis of time and money to retain the same consultant.
- 8. Otherwise authorized by law, rule, resolution, or regulation. Explain:

- If procurement is being paid with Federal or State grant funds, the vendor was identified by name in the approved Grant Application. (OPTIONAL)

REASON FOR REQUEST

WHY A COMPETITIVE SELECTION PROCESS CANNOT BE USED:

Provide **detailed** explanation below. For a true sole source, provide all information to explain why this product or service can only be purchased from this vendor. For one-of-a-kind items not sold through distributors, explain the unique performance features of the product requested that are not available from any other product. For services, detail the unique qualifications this vendor possesses, or other reason(s) that meet the criteria selected above. Identify specific, measurable factors and qualifications.

Notes:

No requisition number at this time.

Purchase amount is marked as \$51K only to indicate that a resolution is required, since actual costs will be hard to predict and may be applied towards multiple accounts over multiple years. Refer to fiscal notes.

RFB # 13026-0-2024-BG

City of Madison
CONTRACT FOR PURCHASE OF SERVICES

1. **PARTIES.**

This is a Contract between the City of Madison, Wisconsin, hereafter referred to as the "City" and Capitol Underground, Inc. hereafter referred to as "Contractor."

The Contractor is a: Corporation Limited Liability Company General Partnership LLP
(to be completed by contractor) Sole Proprietor Unincorporated Association Other: _____.

2. **PURPOSE.**

The purpose of this Contract is as set forth in Section 3.

3. **SCOPE OF SERVICES AND SCHEDULE OF PAYMENTS.**

Contractor will perform the following services and be paid according to the following schedule(s) or attachment(s):
SEE ATTACHMENTS A/B

Order of Precedence: In the event of a conflict between the terms of this Contract for Purchase of Services and the terms of any document attached or incorporated herein, the terms of this Contract for Purchase of Services shall control and supersede any such conflicting term.

4. **TERM AND EFFECTIVE DATE.**

This Contract shall become effective upon execution by the Mayor, (or the Purchasing Agent, if authorized) on behalf of the City of Madison, unless another effective date is specified in the Attachment(s) incorporated in Section 3, however in no case shall work commence before execution by the City of Madison. The term of this Contract shall be upon final signature by the Mayor and for up to four additional 1-year extensions as described in ATTACHMENT A.

5. **ENTIRE AGREEMENT.**

This Contract for Purchase of Services, including any and all attachments, exhibits and other documents referenced in Section 3 (hereafter, "Agreement" or "Contract") is the entire Agreement of the parties and supersedes any and all oral contracts and negotiations between the parties. If any document referenced in Section 3 includes a statement that expressly or implicitly disclaims the applicability of this Contract for Purchase of Services, or a statement that such other document is the "entire agreement," such statement shall be deemed rejected and shall not apply to this Contract.

6. **ASSIGNABILITY/SUBCONTRACTING.**

Contractor shall not assign or subcontract any interest or obligation under this Contract without the City's prior written approval. All of the services required hereunder will be performed by Contractor and employees of Contractor.

7. **DESIGNATED REPRESENTATIVE.**

Contractor designates _____ as Contract Agent with primary responsibility for the performance of this Contract. If the Contract Agent resigns, is replaced, or is no longer acting as Contract Agent for any reason, Contractor will notify the City in writing of the change, and propose a replacement Contract Agent within seven (7) calendar days. The City may accept another person as the Contract Agent or may terminate this Contract under Section 25, at its option.

8. **PROSECUTION AND PROGRESS.**

A. Services under this Agreement shall commence upon written order from the City to the Contractor, which order will constitute authorization to proceed; unless another date for commencement is specified elsewhere in this Contract including documents incorporated in Section 3.

B. The Contractor shall complete the services under this Agreement within the time for completion specified in Section 3, the Scope of Services, including any amendments. The Contractor's services are completed when the City notifies the Contractor in writing that the services are complete and are acceptable. The time for completion shall not be extended because of any delay attributable to the Contractor, but it may be extended by the City in the event of a delay attributable to the City, or in the event of unavoidable delay caused by war, insurrection, natural disaster, or other unexpected event beyond the control of the Contractor. If at any time the Contractor believes that the time for completion of the work should be extended because of unavoidable delay caused by an unexpected event, or because of a delay attributable to the City, the Contractor shall notify the City as soon as possible, but not later than seven (7) calendar days after such an event. Such notice shall include any justification for an extension of time and shall identify the amount of time claimed to be necessary to complete the work.

C. Services by the Contractor shall proceed continuously and expeditiously through completion of each phase of the work.

D. Progress reports documenting the extent of completed services shall be prepared by the Contractor and submitted to the City with each invoice under Section 24 of this Agreement, and at such other times as the City may specify, unless another procedure is specified in Section 3.

E. The Contractor shall notify the City in writing when the Contractor has determined that the services under this Agreement have been completed. When the City determines that the services are complete and are acceptable, the City will provide written notification to the Contractor, acknowledging formal acceptance of the completed services.

9. **AMENDMENT.**

This Contract shall be binding on the parties hereto, their respective heirs, devisees, and successors, and cannot be varied or waived by any oral representations or promise of any agent or other person of the parties hereto. Any other change in any provision of this Contract may only be made by a written amendment, signed by the duly authorized agent or agents who executed this Contract.

10. **EXTRA SERVICES.**

The City may require the Contractor to perform extra services or decreased services, according to the procedure set forth in Section 24. Extra services or decreased services means services which are not different in kind or nature from the services called for in the Scope of Services, Section 3, but which may increase or decrease the quantity and kind of labor or materials or expense of performing the services. Extra services may not increase the total Contract price, as set forth in Section 23, unless the Contract is amended as provided in Section 9 above.

11. **NO WAIVER.**

No failure to exercise, and no delay in exercising, any right, power or remedy hereunder on the part of the City or Contractor shall operate as a waiver thereof, nor shall any single or partial exercise of any right, power or remedy preclude any other or further exercise thereof or the exercise of any other right, power or remedy. No express waiver shall affect any event or default other than the event or default specified in such waiver, and any such waiver, to be effective, must be in writing and shall be operative only for the time and to the extent expressly provided by the City or Contractor therein. A waiver of any covenant, term or condition contained herein shall not be construed as a waiver of any subsequent breach of the same covenant, term or condition.

12. **NONDISCRIMINATION.**

During the term of this Contract, the Contractor agrees not to discriminate against any employee or applicant for employment because of race, religion, marital status, age, color, sex, handicap, national origin or ancestry, income level or source of income, arrest record or conviction record, less than honorable discharge, physical appearance, sexual orientation, gender identity, political beliefs or student status. Contractor further agrees not to discriminate against any subcontractor or person who offers to subcontract on this Contract because of race, religion, color, age, disability, sex, sexual orientation, gender identity or national origin.

13. **AFFIRMATIVE ACTION.**

A. The following language applies to all contractors employing fifteen (15) or more employees (MGO 39.02(9)(c):

The Contractor agrees that, within thirty (30) days after the effective date of this Contract, Contractor will provide to the City of Madison Department of Civil Rights (the "Department"), certain workforce utilization statistics, using a form provided by the City.

If the Contract is still in effect, or if the City enters into a new Agreement with the Contractor, within one year after the date on which the form was required to be provided, the Contractor will provide updated workforce information using a second form, also to be furnished by the City. The second form will be submitted to the Department no later than one year after the date on which the first form was required to be provided.

The Contractor further agrees that, for at least twelve (12) months after the effective date of this Contract, it will notify the Department of each of its job openings at facilities in Dane County for which applicants not already employees of the Contractor are to be considered. The notice will include a job description, classification, qualifications, and application procedures and deadlines, shall be provided to the City by the opening date of advertisement and with sufficient time for the City to notify candidates and make a timely referral. The Contractor agrees to interview and consider candidates referred by the Department, or an organization designated by the Department, if the candidate meets the minimum qualification standards established by the Contractor, and if the referral is timely. A referral is timely if it is received by the Contractor on or before the date stated in the notice.

The Department will determine if a contractor is exempt from the above requirements (Sec. 13.A.) at the time the Request for Exemption in 13.B.(2) is made.

**B. Articles of Agreement, Request for Exemption, and Release of Payment:
The "ARTICLES OF AGREEMENT" beginning on the following page, apply to all contractors, unless determined to be exempt under the following table and procedures:**

| NUMBER OF EMPLOYEES | LESS THAN \$50,000 | \$50,000 OR MORE |
|---------------------|--|--|
| | Aggregate Annual Business with the City* | Aggregate Annual Business with the City* |
| 14 or less | Exempt** | Exempt** |
| 15 or more | Exempt** | Not Exempt |

*As determined by the Finance Director

**As determined by the Department of Civil Rights

(1) **Exempt Status:** In this section, "Exempt" means the Contractor is exempt from the Articles of Agreement in section 13.B.(5) of this Contract and from filing an Affirmative Action plan as required by Section IV of the Articles of Agreement. The Department of Civil Rights ("Department") makes the final determination as to whether a contractor is exempt. If the Contractor is not exempt, sec. 13.B.(5) shall apply and Contractor shall select option A. or B. under Article IV therein and file an Affirmative Action Plan.

(2) **Request for Exemption – Fewer Than 15 Employees:** (MGO 39.02(9)(a)2.) Contractors who believe they are exempt based on number of employees shall submit a Request for Exemption on a form provided by the Department within thirty (30) days of the effective date of this Contract.

(3) **Exemption – Annual Aggregate Business:** (MGO 39.02(9)(a)c.): The Department will determine, at the time this Contract is presented for signature, if the Contractor is exempt because it will have less than \$50,000 in annual aggregate business with the City for the calendar year in which the contract is in effect. CONTRACTORS WITH 15 OR MORE EMPLOYEES WILL LOSE THIS EXEMPTION AND BECOME SUBJECT TO SEC. 13.B.(5) UPON REACHING \$50,000 OR MORE ANNUAL AGGREGATE BUSINESS WITH THE CITY WITHIN THE CALENDAR YEAR, BEGINNING IN 2019.

(4) Release of Payment: (MGO 39.02(9)(e)1.b.) All non-exempt contractors must have an approved Affirmative Action plan meeting the requirements of Article IV below on file with the Department within thirty (30) days of the effective date of this Contract and prior to release of payment by the City. Contractors that are exempt based on number of employees agree to file a Request for Exemption with the Department within thirty (30) days of the effective date and prior to release of payment by the City.

(5) Articles of Agreement:

ARTICLE I

The Contractor shall take affirmative action in accordance with the provisions of this Contract to ensure that applicants are employed, and that employees are treated during employment without regard to race, religion, color, age, marital status, disability, sex, sexual orientation, gender identity or national origin and that the employer shall provide harassment-free work environment for the realization of the potential of each employee. 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 insofar as it is within the control of the Contractor. The Contractor agrees to post in conspicuous places available to employees and applicants notices to be provided by the City setting out the provisions of the nondiscrimination clauses in this Contract.

ARTICLE II

The Contractor shall in all solicitations or advertisements for employees placed by or on behalf of the Contractors state that all qualified or qualifiable applicants will be employed without regard to race, religion, color, age, marital status, disability, sex, sexual orientation, gender identity or national origin.

ARTICLE III

The Contractor shall send to each labor union or representative of workers with which it has a collective bargaining Agreement or other Contract or understanding a notice to be provided by the City advising the labor union or workers representative of the Contractor's equal employment opportunity and affirmative action commitments. Such notices shall be posted in conspicuous places available to employees and applicants for employment.

ARTICLE IV

(This Article applies to non-public works contracts.)

The Contractor agrees that it will comply with all provisions of the Affirmative Action Ordinance of the City of Madison (MGO 39.02) including the Contract compliance requirements. The Contractor warrants and certifies that one of the following paragraphs is true (check one):

- A. Contractor has prepared and has on file an affirmative action plan that meets the format requirements of Federal Revised Order No. 4, 41 CFR part 60-2, as established by 43 FR 51400 November 3, 1978, including appendices required by City of Madison ordinances or it has prepared and has on file a model affirmative action plan approved by the Madison Common Council.
- B. Within thirty (30) days after the effective date of this Contract, Contractor will complete an affirmative action plan that meets the format requirements of Federal Revised Order No. 4, 41 CFR Part 60-2, as established by 43 FR 51400, November 3, 1978, including appendices required by City of Madison ordinance or within thirty (30) days after the effective date of this Contract, it will complete a model affirmative action plan approved by the Madison Common Council.
- C. Contractor believes it is exempt from filing an affirmative action plan because it has fewer than fifteen (15) employees and has filed, or will file within thirty (30) days after the effective date of this Contract, a form required by the City to confirm exempt status based on number of employees. If the City determines that Contractor is not exempt, the Articles of Agreement will apply.
- D. Contractor believes it is exempt from filing an affirmative action plan because its annual aggregate business with the City for the calendar year in which the contract is in effect is less than fifty thousand dollars (\$50,000), or for another reason listed in MGO 39.02(9)(a)2. If the City determines that Contractor is not exempt, the Articles of Agreement will apply.

ARTICLE V

(This Article applies only to public works contracts.)

The Contractor agrees that it will comply with all provisions of the Affirmative Action Ordinance of the City of Madison, including the Contract compliance requirements. The Contractor agrees to submit the model affirmative action plan for public works Contractors in a form approved by the Director of Affirmative Action.

ARTICLE VI

The Contractor will maintain records as required by Section 39.02(9)(f) of the Madison General Ordinances and will provide the City's Department of Affirmative Action with access to such records and to persons who have relevant and necessary information, as provided in Section 39.02(9)(f). The City agrees to keep all such records confidential, except to the extent that public inspection is required by law.

ARTICLE VII

In the event of the Contractor's or subcontractor's failure to comply with the Equal Employment Opportunity and Affirmative Action provisions of this Contract or Sections 39.03 and 39.02 of the Madison General Ordinances, it is agreed that the City at its option may do any or all of the following:

- A. Cancel, terminate or suspend this Contract in whole or in part.
- B. Declare the Contractor ineligible for further City contracts until the Affirmative Action requirements are met.
- C. Recover on behalf of the City from the prime Contractor 0.5 percent of the Contract award price for each week that such party fails or refuses to comply, in the nature of liquidated damages, but not to exceed a total of five percent (5%) of the Contract price, or ten thousand dollars (\$10,000), whichever is less. Under public works contracts, if a subcontractor is in noncompliance, the City may recover liquidated damages from the prime Contractor in the manner described above. The preceding sentence shall not be construed to prohibit a prime Contractor from recovering the amount of such damage from the noncomplying subcontractor.

ARTICLE VIII

(This Article applies to public works contracts only.)

The Contractor shall include the above provisions of this Contract in every subcontract so that such provisions will be binding upon each subcontractor. The Contractor shall take such action with respect to any subcontractor as necessary to enforce such provisions, including sanctions provided for noncompliance.

ARTICLE IX

The Contractor shall allow the maximum feasible opportunity to small business enterprises to compete for any subcontracts entered into pursuant to this Contract. (In federally funded contracts the terms "DBE, MBE, and WBE" shall be substituted for the term "small business" in this Article.)

14. **SEVERABILITY.**

It is mutually agreed that in case any provision of this Contract is determined by any court of law to be unconstitutional, illegal or unenforceable, it is the intention of the parties that all other provisions of this Contract remain in full force and effect.

15. **NOTICES.**

All notices to be given under the terms of this Contract shall be in writing and signed by the person serving the notice and shall be sent registered or certified mail, return receipt requested, postage prepaid, or hand delivered to the addresses of the parties listed below:

FOR THE CITY:

(Department or Division Head)

FOR THE CONTRACTOR:

16. **INDEPENDENT CONTRACTOR AND TAX INFORMATION.**

It is agreed that Contractor is an independent contractor and not an employee of the City, and any persons who the Contractor utilizes or provides for services under this Contract not employees of the City of Madison.

Contractor shall provide its taxpayer identification number (or social security number) to the Finance Director, 210 Martin Luther King Jr. Blvd, Room 406, Madison, WI 53703, prior to payment. The Contractor is informed that as an independent contractor, Contractor may have a responsibility to make estimated tax returns, file tax returns, pay income taxes and make social security payments on the amounts received under this Contract. No amounts will be withheld by the City for these purposes and payment of taxes and making social security payments are solely the responsibility and obligation of the Contractor. The Contractor is further informed that they may be subject to civil and/or criminal penalties if they fail to properly report income and pay taxes and social security taxes on the amount received under this Contract.

17. **GOODWILL.**

Any and all goodwill arising out of this Contract inures solely to the benefit of the City; Contractor waives all claims to benefit of such goodwill.

18. **THIRD PARTY RIGHTS.**

This Contract is intended to be solely between the parties hereto. No part of this Contract shall be construed to add, supplement, amend, abridge or repeal existing rights, benefits or privileges of any third party or parties, including but not limited to employees of either of the parties.

19. **AUDIT AND RETAINING OF DOCUMENTS.**

The Contractor agrees to provide all reports requested by the City including, but not limited to, financial statements and reports, reports and accounting of services rendered, and any other reports or documents requested. Financial and service reports shall be provided according to a schedule (when applicable) to be included in this Contract. Any other reports or documents shall be provided within five (5) working days after the Contractor receives the City's written requests, unless the parties agree in writing on a longer period. Payroll records and any other documents relating to the performance of services under the terms of this Contract shall be retained by the Contractor for a period of three (3) years after completion of all work under this Contract, in order to be available for audit by the City or its designee.

20. **CHOICE OF LAW AND FORUM SELECTION.**

This Contract shall be governed by and construed, interpreted and enforced in accordance with the laws of the State of Wisconsin. The parties agree, for any claim or suit or other dispute relating to this Contract that cannot be mutually resolved, the venue shall be a court of competent jurisdiction within the State of Wisconsin and the parties agree to submit themselves to the jurisdiction of said court, to the exclusion of any other judicial district that may have jurisdiction over such a dispute according to any law.

21. **COMPLIANCE WITH APPLICABLE LAWS.**

The Contractor shall become familiar with, and shall at all times comply with and observe all federal, state, and local laws, ordinances, and regulations which in any manner affect the services or conduct of the Contractor and its agents and employees.

22. **CONFLICT OF INTEREST.**

- A. The Contractor warrants that it and its agents and employees have no public or private interest, and will not acquire directly or indirectly any such interest, which would conflict in any manner with the performance of the services under this Agreement.
- B. The Contractor shall not employ or Contract with any person currently employed by the City for any services included under the provisions of this Agreement.

23. **COMPENSATION.**

It is expressly understood and agreed that in no event will the total compensation under this Contract exceed \$ 500,000 annually.

24. **BASIS FOR PAYMENT.**

A. **GENERAL.**

- (1) The City will pay the Contractor for the completed and accepted services rendered under this Contract on the basis and at the Contract price set forth in Section 23 of this Contract. The City will pay the Contractor for completed and approved "extra services", if any, if such "extra services" are authorized according to the procedure established in this section. The rate of payment for "extra services" shall be the rate established in this Contract. Such payment shall be full compensation for services rendered and for all labor, material, supplies, equipment and incidentals necessary to complete the services.
- (2) The Contractor shall submit invoices, on the form or format approved by the City and as may be further specified in Section 3 of this Contract. The City will pay the Contractor in accordance with the schedule, if any, set forth in Section 3. The final invoice, if applicable, shall be submitted to the City within three months of completion of services under this Agreement.
- (3) Should this Agreement contain more than one service, a separate invoice and a separate final statement shall be submitted for each individual service.
- (4) Payment shall not be construed as City acceptance of unsatisfactory or defective services or improper materials.
- (5) Final payment of any balance due the Contractor will be made upon acceptance by the City of the services under the Agreement and upon receipt by the City of documents required to be returned or to be furnished by the Contractor under this Agreement.
- (6) The City has the equitable right to set off against any sum due and payable to the Contractor under this Agreement, any amount the City determines the Contractor owes the City, whether arising under this Agreement or under any other Agreement or otherwise.
- (7) Compensation in excess of the total Contract price will not be allowed unless authorized by an amendment under Section 9, AMENDMENT.
- (8) The City will not compensate for unsatisfactory performance by the Contractor.

B. **SERVICE ORDERS, EXTRA SERVICE, OR DECREASED SERVICE.**

- (1) Written orders regarding the services, including extra services or decreased services, will be given by the City, using the procedure set forth in Section 15, NOTICES.
- (2) The City may, by written order, request extra services or decreased services, as defined in Section 10 of this Contract. Unless the Contractor believes the extra services entitle it to extra compensation or additional time, the Contractor shall proceed to furnish the necessary labor, materials, and professional services to complete the services within the time limits specified in the Scope of Services, Section 3 of this Agreement, including any amendments under Section 9 of this Agreement.
- (3) If in the Contractor's opinion the order for extra service would entitle it to extra compensation or extra time, or both, the Contractor shall not proceed to carry out the extra service, but shall notify the City, pursuant to Section 15 of this Agreement. The notification shall include the justification for the claim for extra compensation or extra time, or both, and the amount of additional fee or time requested.
- (4) The City shall review the Contractor's submittal and respond in writing, either authorizing the Contractor to perform the extra service, or refusing to authorize it. The Contractor shall not receive additional compensation or time unless the extra compensation is authorized by the City in writing.

25. **DEFAULT/TERMINATION.**

- A. In the event Contractor shall default in any of the covenants, agreements, commitments, or conditions herein contained, and any such default shall continue unremedied for a period of ten (10) days after written notice thereof to Contractor, the City may, at its option and in addition to all other rights and remedies which it may have at law or in equity against Contractor, including expressly the specific enforcement hereof, forthwith have the cumulative right to immediately terminate this Contract and all rights of Contractor under this Contract.
- B. Notwithstanding paragraph A., above, the City may in its sole discretion and without any reason terminate this Agreement at any time by furnishing the Contractor with ten (10) days' written notice of termination. In the event of termination under this subsection, the City will pay for all work completed by the Contractor and accepted by the City.

26. **INDEMNIFICATION.**

The Contractor shall be liable to and hereby agrees to indemnify, defend and hold harmless the City of Madison, and its officers, officials, agents, and employees against all loss or expense (including liability costs and attorney's fees) by reason of any claim or suit, or of liability imposed by law upon the City or its officers, officials, agents or employees for damages because of bodily injury, including death at any time resulting therefrom, sustained by any person or persons or on account of damages to property, including loss of use thereof, arising from, in connection with, caused by or resulting from the Contractor's and/or Subcontractor's acts or omissions in the performance of this Agreement, whether caused by or contributed to by the negligence of the City, its officers, officials, agents, or its employees.

27. **INSURANCE.**

The Contractor will insure, and will require each subcontractor to insure, as indicated, against the following risks to the extent stated below. The Contractor shall not commence work under this Contract, nor shall the Contractor allow any Subcontractor to commence work on its Subcontract, until the insurance required below has been obtained and corresponding certificate(s) of insurance have been approved by the City Risk Manager.

Commercial General Liability

The Contractor shall procure and maintain during the life of this Contract, Commercial General Liability insurance including, but not limited to bodily injury, property damage, personal injury, and products and completed operations (unless determined to be inapplicable by the Risk Manager) in an amount not less than \$1,000,000 per occurrence. This policy shall also provide contractual liability in the same amount. Contractor's coverage shall be primary and non-contributory and list the City of Madison, its officers, officials, agents and employees as additional insureds. Contractor shall require all subcontractors under this Contract (if any) to procure and maintain insurance meeting the above criteria, applying on a primary basis and listing the City of Madison, its officers, officials, agents and employees as additional insureds.

Automobile Liability

The Contractor shall procure and maintain during the life of this Contract Business Automobile Liability insurance covering owned, non-owned and hired automobiles with limits of not less than \$1,000,000 combined single limit per accident. Contractor shall require all subcontractors under this Contract (if any) to procure and maintain insurance covering each subcontractor and meeting the above criteria.

Worker's Compensation

The Contractor shall procure and maintain during the life of this Contract statutory Workers' Compensation insurance as required by the State of Wisconsin. The Contractor shall also carry Employers Liability limits of at least \$100,000 Each Accident, \$100,000 Disease – Each Employee, and \$500,000 Disease – Policy Limit. Contractor shall require all subcontractors under this Contract (if any) to procure and maintain such insurance, covering each subcontractor.

Professional Liability

The Contractor shall procure and maintain professional liability insurance with coverage of not less than \$1,000,000. If such policy is a "claims made" policy, all renewals thereof during the life of the Contract shall include "prior acts coverage" covering at all times all claims made with respect to Contractor's work performed under the Contract. This Professional Liability coverage must be kept in force for a period of six (6) years after the services have been accepted by the City.

Acceptability of Insurers. The above-required insurance is to be placed with insurers who have an A.M. Best rating of no less than A- (A minus) and a Financial Category rating of no less than VII.

Proof of Insurance, Approval. The Contractor shall provide the City with certificate(s) of insurance showing the type, amount, effective dates, and expiration dates of required policies prior to commencing work under this Contract. Contractor shall provide the certificate(s) to the City's representative upon execution of the Contract, or sooner, for approval by the City Risk Manager. If any of the policies required above expire while this Contract is still in effect, Contractor shall provide renewal certificate(s) to the City for approval. Certificate Holder language should be listed as follows:

City of Madison
ATTN: Risk Management, Room 406
210 Martin Luther King, Jr. Blvd.
Madison, WI 53703

The Contractor shall provide copies of additional insured endorsements or insurance policies, if requested by the City Risk Manager. The Contractor and/or Insurer shall give the City thirty (30) days advance written notice of cancellation, non-renewal or material changes to any of the above-required policies during the term of this Contract.

28. **OWNERSHIP OF CONTRACT PRODUCT.**

All of the work product, including, but not limited to, documents, materials, files, reports, data, including magnetic tapes, disks of computer-aided designs or other electronically stored data or information (the "Documents"), which the Contractor prepares pursuant to the terms and conditions of this Contract are the sole property of the City. The Contractor will not publish any such materials or use them for any research or publication, other than as expressly required or permitted by this Contract, without the prior written permission of the City. The grant or denial of such permission shall be at the City's sole discretion.

The Contractor intends that the copyright to the Documents shall be owned by City, whether as author (as a Work Made For Hire), or by assignment from Contractor to City. The parties expressly agree that the Documents shall be considered a Work Made For Hire as defined by Title 17, United States Code, Section 101(2).

As further consideration for the City entering into this Contract, the Contractor hereby assigns to City all of the Contractor's rights, title, interest and ownership in the Documents, including the right to procure the copyright therein and the right to secure any renewals, reissues and extensions of any such copyright in any foreign country. The City shall be entitled to the sole and exclusive benefit of the Documents, including the copyright thereto, and whenever required by the City, the Contractor shall at no additional compensation, execute all documents of assignment of the full and exclusive benefit and copyright thereof to the City. Any subcontractors and other independent contractors who prepare portions of the Documents shall be required by the Contractor to execute an assignment of ownership in favor of the City before commencing work.

29. **BAN THE BOX - ARREST AND CRIMINAL BACKGROUND CHECKS.** (Sec. 39.08, MGO. Applicable to contracts exceeding \$25,000.)

A. **DEFINITIONS.**

For purposes of this section, "Arrest and Conviction Record" includes, but is not limited to, information indicating that a person has been questioned, apprehended, taken into custody or detention, held for investigation, arrested, charged with, indicted or tried for any felony, misdemeanor or other offense pursuant to any law enforcement or military authority.

"Conviction record" includes, but is not limited to, information indicating that a person has been convicted of a felony, misdemeanor or other offense, placed on probation, fined, imprisoned or paroled pursuant to any law enforcement or military authority.

"Background Check" means the process of checking an applicant's arrest and conviction record, through any means.

B. **REQUIREMENTS.** For the duration of this Contract, the Contractor shall:

- (1) Remove from all job application forms any questions, check boxes, or other inquiries regarding an applicant's arrest and conviction record, as defined herein.
- (2) Refrain from asking an applicant in any manner about their arrest or conviction record until after conditional offer of employment is made to the applicant in question.
- (3) Refrain from conducting a formal or informal background check or making any other inquiry using any privately or publicly available means of obtaining the arrest or conviction record of an applicant until after a conditional offer of employment is made to the applicant in question.
- (4) Make information about this ordinance available to applicants and existing employees, and post notices in prominent locations at the workplace with information about the ordinance and complaint procedure using language provided by the City.
- (5) Comply with all other provisions of Sec. 39.08, MGO.

C. **EXEMPTIONS:** This section does not apply when:

- (1) Hiring for a position where certain convictions or violations are a bar to employment in that position under applicable law, or
- (2) Hiring a position for which information about criminal or arrest record, or a background check is required by law to be performed at a time or in a manner that would otherwise be prohibited by this ordinance, including a licensed trade or profession where the licensing authority explicitly authorizes or requires the inquiry in question.

To be exempt under sec. C.(1) or (2) above, Contractor must demonstrate to the City that there is a law or regulation that requires the hiring practice in question. If so, the contractor is exempt from this section for the position(s) in question.

30. **WEAPONS PROHIBITION.**

Contractor shall prohibit, and shall require its subcontractors to prohibit, its employees from carrying weapons, including concealed weapons, in the course of performance of work under this Contract, other than while at the Contractor's or subcontractor's own business premises. This requirement shall apply to vehicles used at any City work site and vehicles used to perform any work under this Contract, except vehicles that are an employee's "own motor vehicle" pursuant to Wis. Stat. sec. 175.60(15m).

31. **IT NETWORK CONNECTION POLICY.**

If this Contract includes services such as software support, software maintenance, network services, and/or system development services and will require a Network Connection the City Network (as defined in the following link), the City's Network Connection Policy found at this link: <http://www.cityofmadison.com/attorney/documents/posNetworkConnection.doc> is hereby incorporated and made a part of this Contract and Contractor agrees to comply with all of its requirements.

32. **AUTHORITY.**

Contractor represents that it has the authority to enter into this Contract. If the Contractor is not an individual, the person(s) signing on behalf of the Contractor represents and warrants that they have been duly authorized to bind the Contractor and sign this Contract on the Contractor's behalf.

33. **COUNTERPARTS, ELECTRONIC SIGNATURE AND DELIVERY.**

This Contract may be signed in counterparts, each of which shall be taken together as a whole to comprise a single document. Signatures on this Contract may be exchanged between the parties by facsimile, electronic scanned copy (.pdf) or similar technology and shall be as valid as original; and this Contract may be converted into electronic format and signed or given effect with one or more electronic signature(s) if the electronic signature(s) meets all requirements of Wis. Stat. ch. 137 or other applicable Wisconsin or Federal law. Executed copies or counterparts of this Contract may be delivered by facsimile or email and upon receipt will be deemed original and binding upon the parties hereto, whether or not a hard copy is also delivered. Copies of this Contract, fully executed, shall be as valid as an original.

IN WITNESS WHEREOF, the parties hereto have set their hands at Madison, Wisconsin.

CONTRACTOR:

(Type or Print Name of Contracting Entity)

By: _____
(Signature)

(Print Name and Title of Person Signing)

Date: _____

**CITY OF MADISON, WISCONSIN
a municipal corporation:**

By: _____
Satya Rhodes-Conway, Mayor

Date: _____

Approved:

David P. Schmiedicke, Finance Director

By: _____
Maribeth Witzel-Behl, City Clerk

Date: _____

Date: _____

Approved as to Form:

Eric T. Veum, Risk Manager

Michael Haas, City Attorney

Date: _____

Date: _____

For City Use Only: SIGNATURE INSTRUCTIONS FOR CONTRACTS SIGNED BY MAYOR/CLERK:

Obtain contractor's signature first. Route this contract & all of its attachments for City signatures using the City Clerk's Contract Routing Database. Include 1 copy of authorizing resolution & 1 copy of the Certificate of Insurance.

NOTE: Certain service contracts may be executed by the designee of the Finance Director on behalf of the City of Madison:

By: _____
Mary Richards, Procurement Supervisor

Date: _____

MGO 4.26(3) and (5) authorize the Finance Director or designee to sign purchase of service contracts when all of the following apply:

- (a) The funds are included in the approved City budget.
- (b) An RFP or competitive process was used, or the Contract is exempt from competitive bidding under 4.26(4)(a).
- (c) The City Attorney has approved the form of the Contract.
- (d) The Contract complies with other laws, resolutions and ordinances.
- (e) The Contract is for a period of 1 year or less, OR not more than 5 years AND the average cost is not more than \$100,000 per year, AND was subject to competitive bidding. (If over \$50,000 and exempt from bidding under 4.26(4)(a), regardless of duration of the Contract, the Common Council must authorize the Contract by resolution and the Mayor and City Clerk must sign, per 4.26(5)(b).)

Emergency Service contracts may also be signed by the designee of the Finance Director if the requirements of MGO 4.26(3)(c) are met.

For City Use Only: SIGNATURE INSTRUCTIONS FOR CONTRACT TO BE SIGNED BY FINANCE (PURCHASING):

Obtain contractor's signature first. Attach the contractor-signed contract with all attachments/exhibits and the certificate of insurance to the requisition in MUNIS.

ATTACHMENT A

DESCRIPTION OF SERVICES/COMMODITIES

- 1) The Contractor shall provide qualified personnel to work on Madison Water Utility facilities to include, but not be limited to, repairing water main breaks or leaks, repairing water service breaks or leaks, operating water valves, water services and hydrants.
- 2) The Contractor shall provide qualified personnel to perform excavations to expose water mains, water services, water valves and hydrants.
- 3) The Contractor shall be responsible for providing a temporary patch upon completion of backfilling the trench. A temporary patch may consist of cold patch asphalt, hot mix asphalt, gravel or concrete. The project location will determine the type of temporary patch. The Madison Water Utility will maintain the temporary patch once the contractor has completed installation.
- 4) Cured In-Place Pipe (CIPP) Pit Excavation shall be measured in Cubic Yards (C.Y.). The location of the CIPP pit shall be determined by Madison Water Utility. The pit size shall accommodate a shoring enclosure with a minimum inside rectangular dimension of 5.5 feet by 7.5 feet and a 1-foot clearance under the bottom of the pipe.
- 5) The Madison Water Utility shall be responsible for completing the permanent patch where applicable.
- 6) The Contractor shall be responsible for calling Diggers Hotline
- 7) The Madison Water Utility shall be responsible for submitting a Right of Way permit with the City of Madison.
- 8) The Contractor shall invoice the Madison Water Utility after each project. A separate invoice shall be submitted for each project for which services were performed on, and the invoice shall describe the project name and/or City contract numbering, the date the services were performed, the hours for each of the Contractor's employees and their respective rates. Such payments shall be full compensation for services rendered and for all labor, materials, supplies, equipment and incidentals necessary to complete the services rendered.
- 9) The Contractor shall provide invoices for all materials used for each project. For approved materials, Madison Water Utility will pay an additional 15 percent markup for these costs. If the contractor uses materials from the contractor's stock, Madison Water Utility and the contractor must agree on the price. Do not incorporate materials into the work without an agreement.
- 10) When working on finished asphalt or concrete, all vehicles shall have rubberized wheels or tracks.
- 11) Madison Water Utility shall locate water main and service leaks for the Contractor to repair. The Contractor may not start excavating until Madison Water Utility determines a location.
- 12) The Contractor shall notify Madison Water Utility personnel of any change to conditions within the project limits.
- 13) The Contractor shall provide an emergency contact name and phone number for each project.
- 14) The Contractor shall follow MUTCD standards when setting up traffic control.
- 15) The Contractor shall comply with all Federal, State and local laws governing safety, health and sanitation. The Contractor shall also provide all safeguards, safety devices and protective equipment, and take any other actions necessary to protect the life and health of employees on the job and the safety of the public and to protect property in connection with the performance of the work covered by the contract.

ATTACHMENT A

- 16) The work performed shall comply with the current edition of the City of Madison Standard Specifications.
- 17) The work performed within this agreement is **not** intended to replace any related work that has been typically included as part of City of Madison Public Works Construction contracts.
- 18) Regular time rates are defined as Monday – Friday, 7:00 am – 3:00 pm.
- 19) Overtime rates are defined as Monday – Friday 3:00 pm – 7:00 am and Saturday and Sunday.
- 20) By September 1 of the current calendar year, both parties shall agree in writing to continue this agreement at the written escalator percent for the coming year, or expire the contract at the end of the current calendar year.

ATTACHMENT B - RATE SCHEDULE

| | | | |
|----|--|------------|--|
| A) | General | | Notes: |
| | Regular Time Rates | | |
| | Crew Lead | \$130.00 | Per Hour |
| | Operator | \$110.00 | Per Hour |
| | Laborer | \$90.00 | Per Hour |
| | Overtime Rates - Monday thru Saturday | | |
| | Crew Lead | \$170.00 | Per Hour |
| | Operator | \$155.00 | Per Hour |
| | Laborer | \$125.00 | Per Hour |
| | Overtime Rates - Sunday and Holidays | | |
| | Crew Lead | \$215.00 | Per Hour |
| | Operator | \$200.00 | Per Hour |
| | Laborer | \$160.00 | Per Hour |
| | Traffic Control (Lump Sum) | | |
| | Local Road | \$1,000.00 | LS/per event |
| | Major Road 2 Lanes | \$1,750.00 | LS/per event |
| | Major Road more than 2 Lanes | \$3,000.00 | LS/per event |
| B) | Equipment Mobilization per round trip | \$600.00 | Each |
| C) | Equipment Rates | | |
| | Excavator Up to 30,000 Lbs W/Rubberized tracks | \$75.00 | Per Hour |
| | Skid loader | \$40.00 | Per Hour |
| | Wheel Loader | \$75.00 | Per Hour |
| | Trucking | \$140.00 | Per Hour |
| | Hydro Excavator Truck | \$225.00 | Per Hour |
| | | | Includes Operator |
| D) | CIPP Pit Excavation | \$N/A | C.Y. |
| | | | Will be assessed through other unit prices |
| E) | Saw Cutting | | |
| | Concrete Pavement, Full Depth | \$7.00 | L.F. |
| | Bituminous pavement, Full Depth | \$5.00 | L.F. |
| | Miscellaneous | | |
| | Tipping Fees | \$75.00 | Each |
| | Select backfill | \$15.00 | Per Ton |
| | Crushed Aggregate Base Course Gradation No. 2 | \$25.00 | Per Ton |
| G) | Extension Period | | |
| | 1) Calendar Year 2025 , change from 2024 | +5% | Percent Change |
| | 2) Calendar Year 2026, change from 2025 | +5% | Percent Change |
| | 3) Calendar Year 2027, change from 2026 | +5% | Percent Change |
| | 4) Calendar Year 2028, change from 2027 | +5% | Percent Change |



City of Madison

City of Madison
Madison, WI 53703
www.cityofmadison.com

Master

File Number: 83587

File ID: 83587

File Type: Discussion Item

Status: Discussion Items

Version: 1

Reference:

Controlling Body: WATER UTILITY BOARD

File Created Date : 05/22/2024

File Name: Review of Recent Council Action Items

Final Action:

Title: Review of Recent Council Action Items

Notes:

Sponsors:

Effective Date:

Attachments: 3A - File No. 83186 - Memo - MWU Roof Replacement.pdf, 3A - File No. 83186 - District 14 Exhibit Map.pdf, 3B - File No. 83180 - Memo - Amending Stevens Street Plans and Specs.pdf, 3B - File No. 83180 - Attch 1 - Stevens Street Board of Public Works Exhibit.pdf, 3B - File No. 83180 - Attch 2 - Stevens Street Water Plan and Profile.pdf, 3C - File No. 83017 - Memo - Well 15 Project Subcontractor List.pdf, 3C - File No. 83017 - Well 15 Project Subcontractor List.pdf

Enactment Number:

Author:

Hearing Date:

Entered by: jberndt@madisonwater.org

Published Date:

History of Legislative File

| Ver- sion: | Acting Body: | Date: | Action: | Sent To: | Due Date: | Return Date: | Result: |
|------------|--------------|-------|---------|----------|-----------|--------------|---------|
|------------|--------------|-------|---------|----------|-----------|--------------|---------|

Text of Legislative File 83587

Title

Review of Recent Council Action Items

Body

Review of Items Previously Passed:

File No. 83186 Approving plans and specifications and authorizing the Board of Public Works to advertise and receive bids for Madison Water Utility, Olin Ave. Administrative Building Roof Replacement

File No. 83180 Amending Plans and Specifications for Stevens Street Resurfacing Assessment District - 2024 to include water main replacement work (District 5)

File No. 83017 Approving subcontractor list for Contract 9342, Well 15 PFAS Treatment Facility, to Joe Daniels Construction Co., Inc. for 55.79% (District 12)



MEMORANDUM

Date: April 30, 2024

To: Mayor Satya Rhodes-Conway
Bord of Public Works
Common Council
Water Utility Board

From: Krishna Kumar, General Manager
January Vang, Finance and Administration Manager

Subject: MWU Olin Ave. Administrative Roof Replacement

BACKGROUND

The Water Utility would like to replace the roof on the administrative building at 119 E. Olin Ave.

The attached Resolution #83186 authorizes the following:

1. Approving plans and specifications and authorizing the Board of Public Works to advertise and receive bids for Madison Water Utility, Olin Ave. Administrative Building Roof Replacement.

The legislative path for this item is shown below:

5/8/24 – BPW (Introduction)
5/21/24 – Common Council
5/28/24 – Water Utility Board

ATTACHMENT:

1. Exhibit Map



MEMORANDUM

Date: May 8, 2024

To: Mayor Satya Rhodes-Conway
Board of Public Works
Common Council
Water Utility Board

From: Pete Holmgren, PE – Chief Engineer
Krishna Kumar – General Manager

Subject: Amending plans and specifications for the “Stevens Street Resurfacing Assessment District – 2024” project to include water main replacement work

RECOMMENDATION:

Staff recommends amending the plans and specifications for the “Stevens Street Resurfacing Assessment District – 2024” project to include water main replacement work.

BACKGROUND:

The Board of Public Works originally approved plans and specifications for the “Stevens Street Resurfacing Assessment District – 2024” project (Munis project #14764) on April 18, 2024. The proposed project design has now changed to include a full water main replacement after the original plans and specifications were previously prepared, presented and adopted by the City of Madison Common Council.

Madison Water Utility (MWU), in coordination with City Engineering, elected to add water main replacement to the scope of this project after evaluating current and projected project costs in MWU’s 2024 water main replacement program. Through a combination of favorable bid prices and delays on other projects, this scope of work now fits within the budget of that 2024 program. This project will replace water mains that are over 100 years old and add to the 2024 expense depreciation target of \$5 million dollars reinvested in pipeline infrastructure.

FISCAL IMPACTS:



No additional appropriation is required. Originally, as authorized by RES-24-00233, the total estimated cost of the project was \$1,458,539.25 – comprised of City Costs (\$1,249,448.82) and assessments (\$209,090.43). The proposed revision now includes Water Utility-funded water main replacement costs of \$560,000, increasing the total estimated project cost to \$2,018,539.25 and the total City costs to \$1,809,448.82. The proposed revision is not anticipated to impact the originally approved assessment schedule for the project.

Funding for the City portion of costs (including water) is available in Munis project #14764.

LEGISLATIVE PATH:

5/8/24 – Board of Public Works (Introduction)

5/21/24 – Common Council (Final Action)

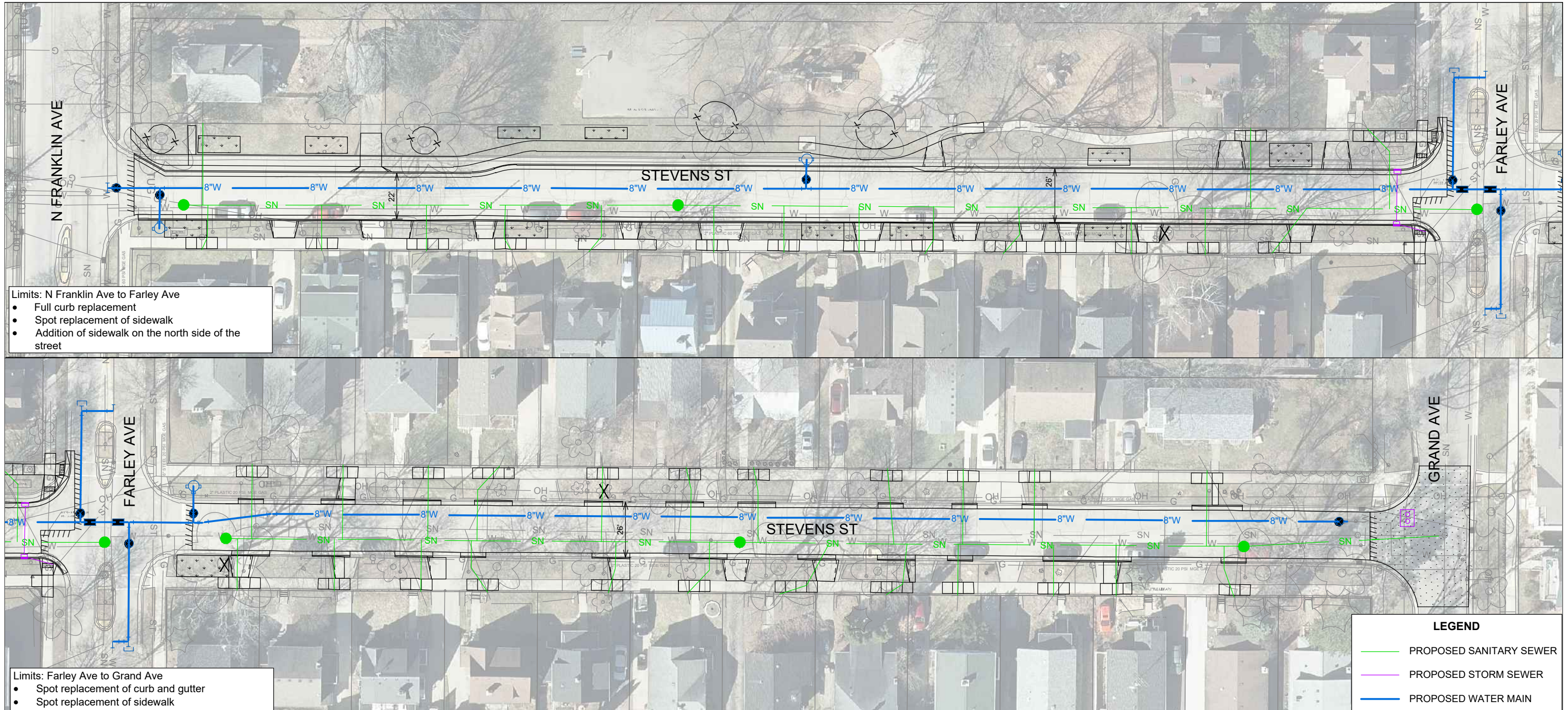
5/28/24 – Water Utility Board (Informational)

ATTACHMENTS:

1. Memo (This Document)
2. Stevens Street Water Plan and Profile Drawings
3. Stevens Street Board of Public Works Exhibit

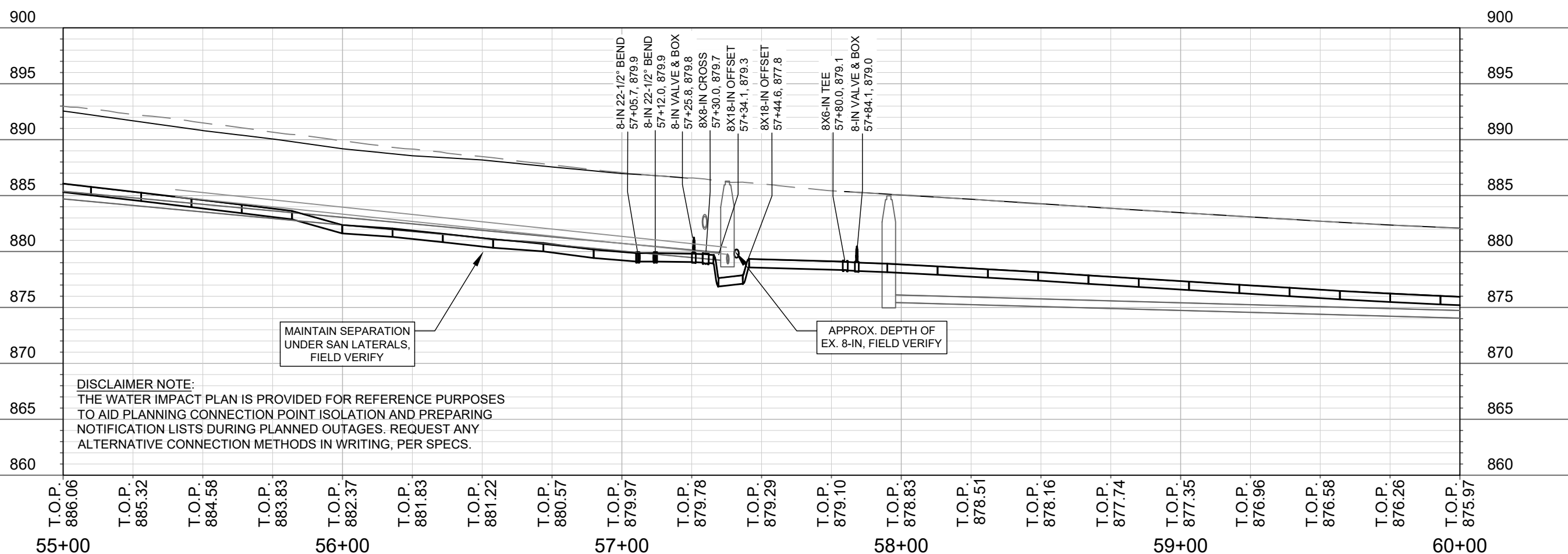
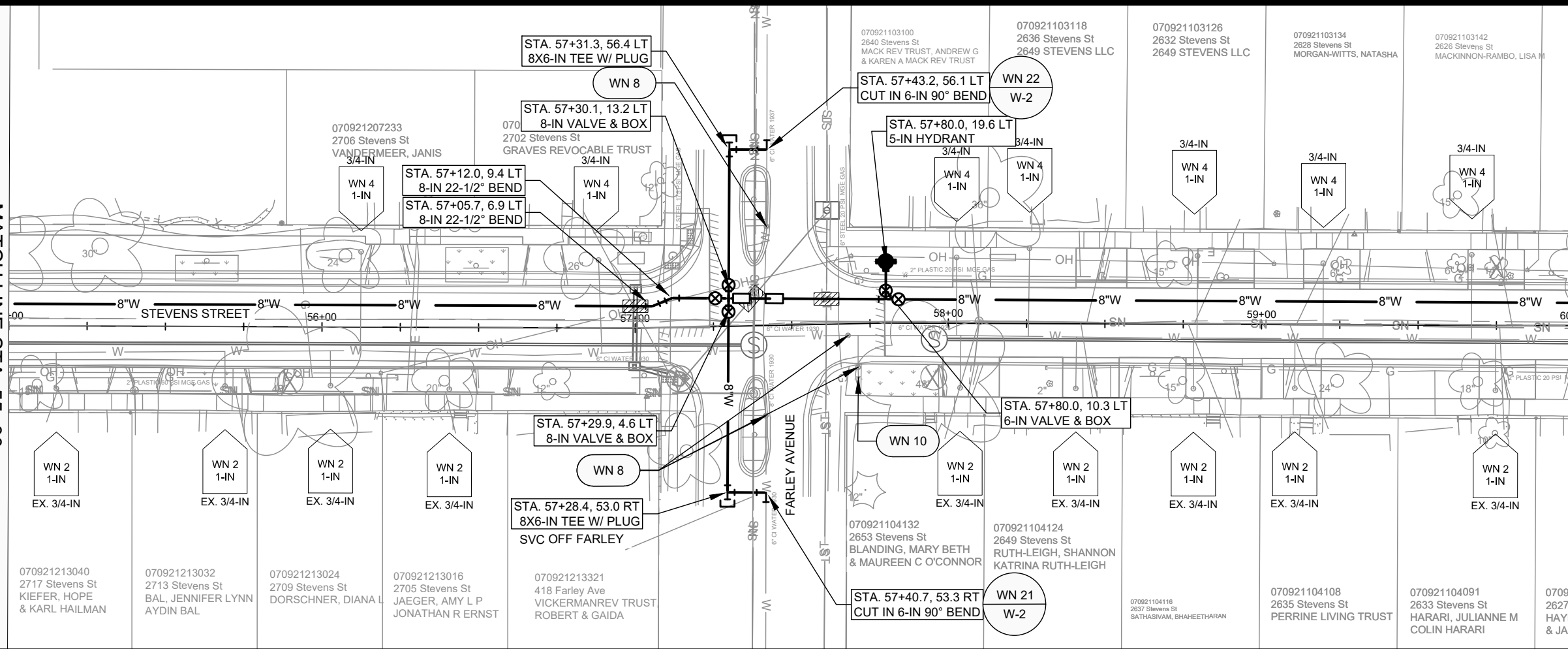
EXHIBIT OF IMPROVEMENTS: STEVENS ST

BOARD OF PUBLIC WORKS: 05/08/2024



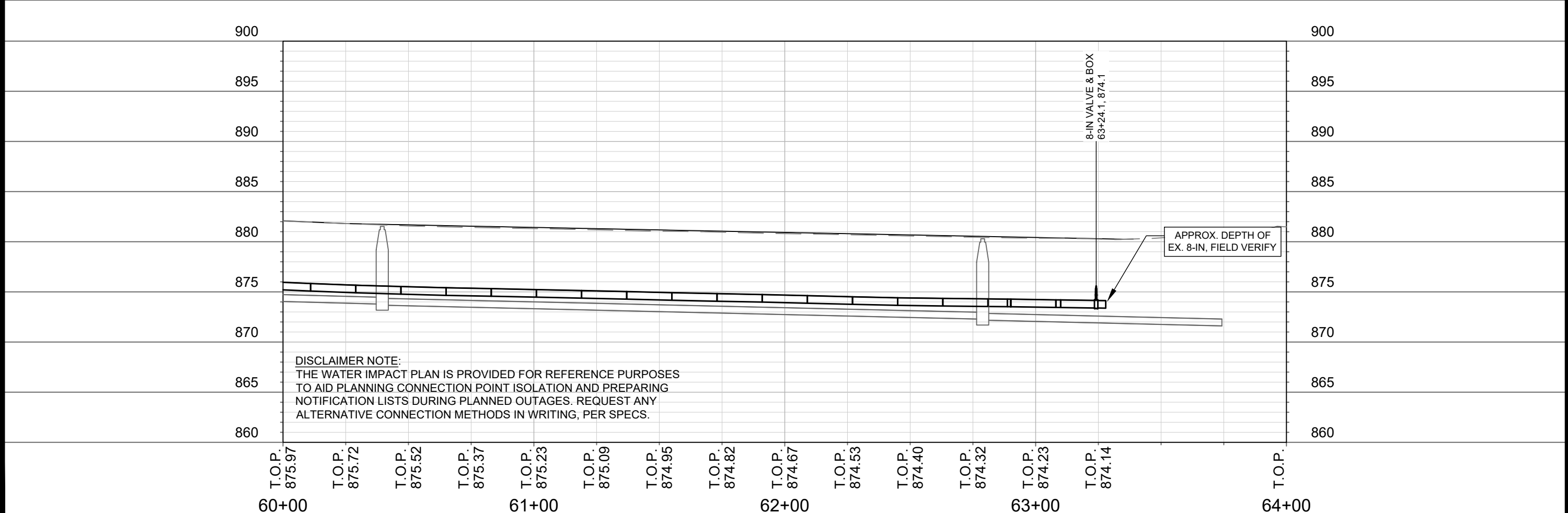
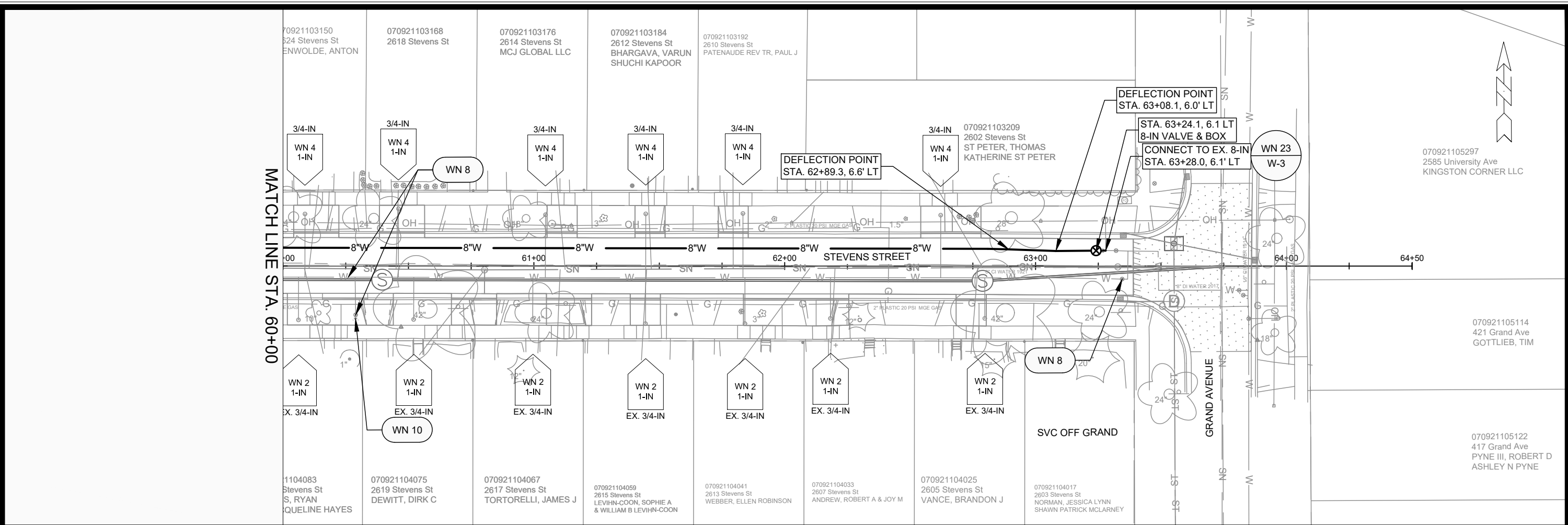
MATCH LINE STA. 55+00

MATCH LINE STA. 60+00



DISCLAIMER NOTE:
 THE WATER IMPACT PLAN IS PROVIDED FOR REFERENCE PURPOSES TO AID PLANNING CONNECTION POINT ISOLATION AND PREPARING NOTIFICATION LISTS DURING PLANNED OUTAGES. REQUEST ANY ALTERNATIVE CONNECTION METHODS IN WRITING, PER SPECS.

| | | | |
|---------------------------------------|---|--|-------|
| 14764 | 14764 | 8745 | 14764 |
| MADISON, WI | CONTRACT NO.: | 8745 | 14764 |
| STEVENS STREET WATER PLAN AND PROFILE | STEVENS STREET ASSESSMENT DISTRICT - 2024 | M:\DESIGN\Projects\14764\CAD\Water\14764WU-Water-Stevens.dwg | W-62 |
| | | 14764 | W-2 |



| | | |
|--|--------------|------|
| 14764 | 14764 | 8745 |
| MADISON, WI | CONTRACT NO: | |
| STEVENS STREET WATER PLAN AND PROFILE | | |
| STEVENS STREET ASSESSMENT DISTRICT - 2024 | | |
| M:\DESIGN\Projects\14764\CAD\Water\14764WU\Water Stevens.dwg | | |
| | | |
| 14764 | | |
| W-3 | | |

DESIGNED BY: ##
 CHECKED BY: ##
 REVISION
 DATE: 4/29/2024 12:07 PM
 Scale: #####
 W-63

CONSTRUCTION NOTES:

- | | |
|---|--|
| <ol style="list-style-type: none"> CONSTRUCT NEW WATER MAIN 6.0' BELOW FINISHED GRADE, UNLESS OTHERWISE NOTED. INSULATE MAIN WITH POLYSTYRENE BOARD AT STORM CROSSINGS AND OTHER AREAS IDENTIFIED BY ENGINEER AS HAVING INADEQUATE COVER. VERIFY SIZE OF EXISTING WATER SERVICES AND RECONNECT SERVICES AS INDICATED. MINIMIZE DISRUPTION OF SERVICE TO CUSTOMERS. NOTIFY PER CONTRACT REQUIREMENTS OF ANY PLANNED WATER OUTAGE. | <p>WN-1 REPLACE THE EXISTING LEAD SERVICE WITH A NEW COPPER SERVICE.</p> <p>WN-2 EXTEND AND RECONNECT THE EXISTING COPPER SERVICE TO THE NEW WATER MAIN.</p> <p>WN-3 EXISTING SERVICE TO BE ABANDONED WHEN THE WATER MAIN IS CUT OFF.</p> <p>WN-4 DISCONNECT FROM THE OLD WATER MAIN AND RECONNECT THE EXISTING COPPER WATER SERVICE LATERAL TO THE NEW WATER MAIN.</p> <p>WN-5 RELOCATE THE EXISTING FIRE HYDRANT.</p> <p>WN-6 ABANDON WATER VALVE ACCESS STRUCTURE.</p> <p>WN-7 FURNISH AND INSTALL THE NEW TOP SECTION FOR THE WATER ACCESS STRUCTURE.</p> <p>WN-8 ABANDON THE VALVE BOX.</p> <p>WN-9 FURNISH THE DITCH, COMPACTION, AND ALL MATERIALS AND LABOR FOR THE INSTALLATION OF NEW SERVICE LATERAL.</p> <p>WN-10 REMOVE AND SALVAGE EXISTING HYDRANT</p> <p>WN-11 REPLACE THE EXISTING COPPER SERVICE WITH A COPPER SERVICE</p> <p>WN-20+ SEE WATER IMPACT PLAN FOR CONNECTION POINT ISOLATION AND WATER SHUT-OFF NOTIFICATION INFORMATION.</p> |
|---|--|

| WATER UTILITY ULO SCHEDULE | | | | |
|----------------------------|---------|---------|--------|-------|
| ULO | UTILITY | STATION | OFFSET | SHEET |
| N/A | N/A | N/A | N/A | N/A |

***ESTIMATE OF MATERIALS SUPPLIED BY CONTRACTOR:**

| PAY ITEM ID | DESCRIPTION | QUANTITY | UNIT |
|-------------|--|----------|------|
| 70002 | FURNISH AND INSTALL 6-INCH PIPE & FITTINGS | 80 | LNFT |
| 70003 | FURNISH AND INSTALL 8-INCH PIPE & FITTINGS | 1360 | LNFT |
| 70031 | FURNISH AND INSTALL 6-INCH WATER VALVE | 3 | EACH |
| 70032 | FURNISH AND INSTALL 8-INCH WATER VALVE | 6 | EACH |
| 70040 | FURNISH AND INSTALL AND SALVAGE HYDRANT | 3 | EACH |
| 70056 | RECONNECT 1-INCH SERVICE LATERAL | 40 | EACH |
| 70080 | CUT-IN OR CONNECT TO EXISTING WATER SYSTEM | 4 | EACH |
| 70101 | FURNISH AND INSTALL STYROFOAM | 2 | EACH |
| 70111 | FURNISH & INSTALL ANODE | 3 | EACH |
| 71014 | 8-IN MJ PLUG | 2 | EACH |
| 71041 | 8X8-IN CROSS | 1 | EACH |
| 71110 | 6-IN 90° BEND | 2 | EACH |
| 71135 | 8-IN 22-1/2° BEND | 4 | EACH |
| 71210 | 8X6-IN TEE | 5 | EACH |
| 71214 | 10X8-IN TEE | 1 | EACH |
| 71341 | 8X18-IN OFFSET | 2 | EACH |

***ESTIMATE OF MATERIALS SALVAGED:**

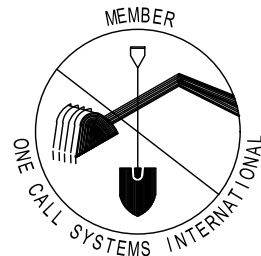
| | | | |
|--|-----------------|---|------|
| | SALVAGE HYDRANT | 4 | EACH |
|--|-----------------|---|------|

* ESTIMATE OF MATERIALS IS FOR INFORMATION ONLY. ENGINEER DOES NOT GUARANTEE ACCURACY OF MATERIAL TAKE-OFF.

TO OBTAIN LOCATION OF PARTICIPANTS' UNDERGROUND FACILITIES BEFORE YOU DIG IN WISCONSIN

CALL DIGGERS HOTLINE TOLL FREE 811 OR 1-800-242-8511
FAX-A-LOCATE 1-800-338-3860
TDD (FOR HEARING IMPAIRED) 1-800-542-2289

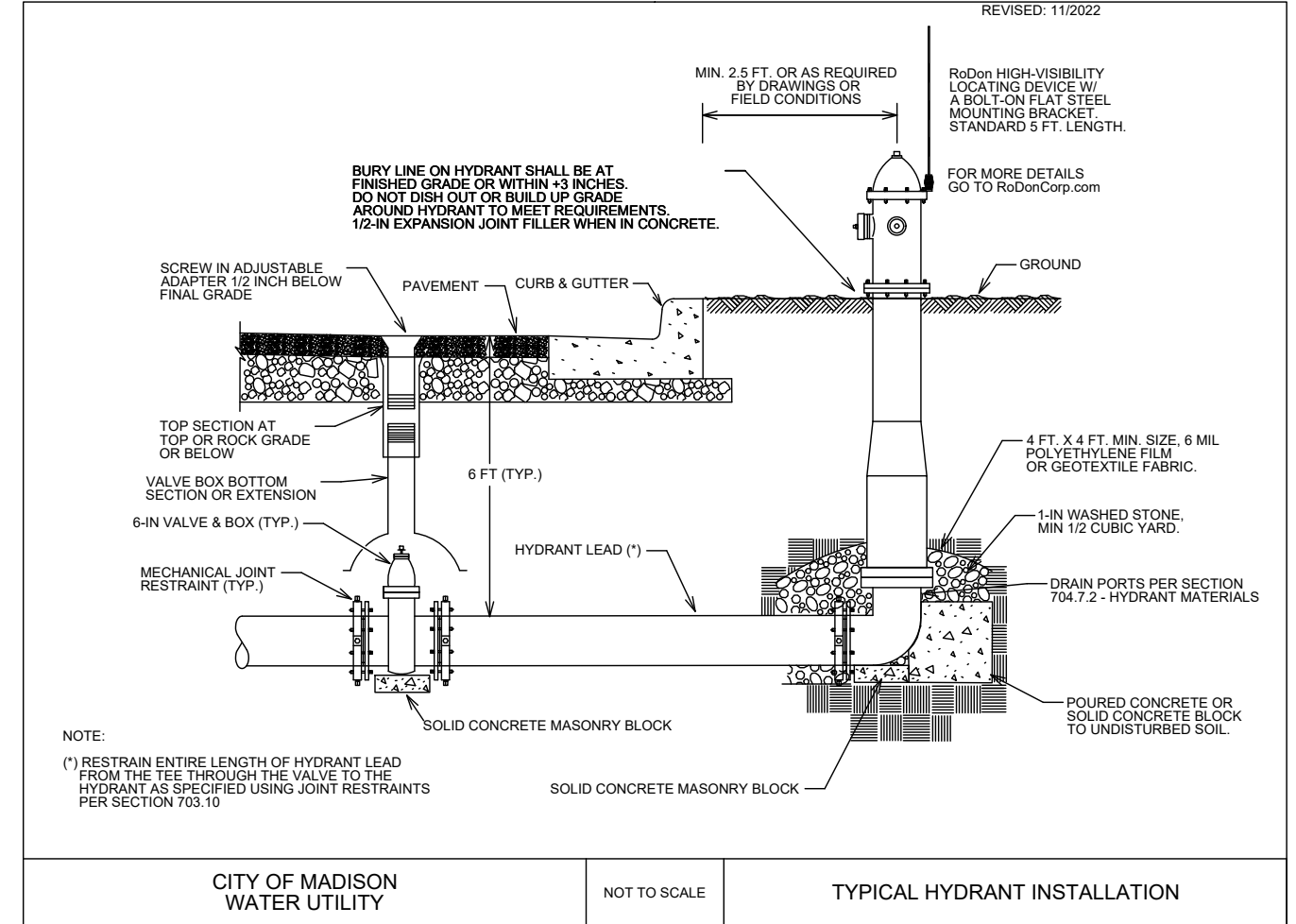
WIS. STATUTE 182.0175 (1974) REQUIRES MIN. OF 3 WORK DAYS NOTICE BEFORE YOU EXCAVATE.



DISCLAIMER NOTE: UTILITY LOCATIONS SHOWN ARE APPROXIMATE ONLY. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO DETERMINE THE EXACT HORIZONTAL AND VERTICAL LOCATION OF ALL EXISTING UNDERGROUND AND OVERHEAD UTILITIES PRIOR TO COMMENCING WORK.

PART VII - WATER MAINS AND SERVICE LATERALS

DETAIL DRAWING NO. 7.04
REVISED: 11/2022



CITY OF MADISON
WATER UTILITY

NOT TO SCALE

TYPICAL HYDRANT INSTALLATION

14764

MADISON, WI

8745

CONTRACT NO:

STEVENS STREET RESURFACING WITH UTILITIES

WATER ESTIMATE OF MATERIALS

M:\DESIGN\Projects\14764\CAD\Water\14764WU-Materials.dwg



14764

W-5

W-65

| MARK | REVISION | DATE | BY |
|-------|----------|------------|-----|
| 14764 | 14764 | 4/29/2024 | TDP |
| | | 12:08 PM | |
| | | Scale: N/A | |



MEMORANDUM

Date: May 8, 2024

To: Mayor Satya Rhodes-Conway
Board of Public Works
Common Council
Water Utility Board

From: Pete Holmgren, PE – Chief Engineer
Krishna Kumar – General Manager

Subject: Approving the subcontractor list for the Unit Well 15 PFAS
Treatment Facility project

RECOMMENDATION:

Staff recommends approving the subcontractor list for the Unit Well 15 PFAS Treatment Facility project from Daniels Construction Co., Inc. (“Daniels”) as provided.

BACKGROUND:

Following award of the contract for the Unit Well 15 PFAS Treatment Facility project, Daniels provided the attached subcontractor list which amounts to 55.79% of the total contract value. *The City of Madison Standard Specifications for Public Works Construction* states that a contractor shall not sublet over 40% of the total contract amount without consent from the Board of Public Works.

It is not uncommon for facilities project – particularly of a “specialty” nature – to exceed a 40% subcontracting amount.

FISCAL IMPACTS:

No additional appropriation is required.



LEGISLATIVE PATH:

5/8/24 – Board of Public Works (Introduction)

5/21/24 – Common Council (Final Action)

5/28/24 – Water Utility Board (Informational)

ATTACHMENTS:

1. Memo (This Document)
2. Well 15 Project Subcontractor List

CITY ENGINEERING
Application for the Approval of Subcontractors on Public Works Contracts

Contract No.: 9342
 Contract Name: Well 15 PFAS Treatment Facility
 Contractor: Joe Daniels Construction Co., Inc.
 Contract Value: \$4,297,330.00

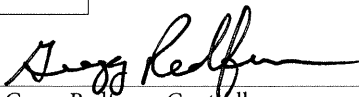
In accordance with Section 109 of the Specifications, I request the approval of the following subcontractors to be engaged by our company for this contract:

Mailing addresses of the subcontractors are attached.

I agree that I am fully responsible for the acts and omissions of the subcontractors and I understand that the City's approval does not create any contractual relationship between any of the subcontractors and the City. I further agree that, if during the term of the contract, it is necessary to amend this list of subcontractors, I shall request and obtain approval of the City Engineer, in writing and prior to allowing any work by the subcontractor(s). In those instances where the amended list involves MBE, WBE, or SBE subcontractors, I shall also obtain the approval of the Contract Compliance Officer of the Affirmative Action Division.

| Company | Type of Work | % Value | \$ Value of Contract | CITY USE ONLY | | | | | | | | |
|------------------------------|--------------------|---------|----------------------|--------------------------|--------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|
| | | | | Check As Applies | | | BVC Compliant | | | PreQ | Workforce Profile | Total Approved |
| | | | | WBE | DBE | SBE | Y | N | NA | | | |
| J.F. Ahern | Mechanical/Process | 43.17 | 1,855,000. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Capital Steel Erectors, Inc. | Steel Erection | 0.55 | 23,500. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Creative Maintenance | Floor Coatings | 0.34 | 14,566. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Forward Electric, Inc. | Electrical | 4.31 | 185,421. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| W.L. Hall Co. | Translucent Panels | 0.52 | 22,272. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Howard Grote & Sons, Inc. | Painting | 3.02 | 129,867. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Maly Roofing Co., Inc. | Roofing | 0.80 | 34,510. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Mid-State Conc Industries | Precast Concrete | 0.52 | 22,187. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Wolf Paving Co., Inc. | Asphalt Paving | 0.46 | 19,769. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Zander Solutions, LLC | Air Barrier | 0.12 | 5,350. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Rural Masonry | Masonry | 1.98 | 85,000. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Total | | | 2,397,442. | | | | | | | | | |

Date Submitted: April 11, 2024

Signed: 
 Gregg Redfern - Controller

FOR CITY USE ONLY

Approved

Disapproved

Approved in Part

55.79 % of contract is subcontracted

Date: _____

Signed: _____
 James M. Wolfe, P.E., City Engineer

Distribution: Contractor
 Contract Compliance Officer, Affirmative Action Division
 Project Engineer/Manager
 Construction Inspector
 Construction Office File

Must Comply With BVC -
 Please see page 3

| Name | Address | City | State | ZIP | Telephone |
|--------------------------------------|----------------------------------|-------------|-------|------------|---------------|
| J.F. Ahern Co. | PO Box 1316 | Fond du Lac | WI | 54936-1316 | (262)252-5921 |
| Capital Steel Erectors, Inc. | 8990 Zwettler Rd. | Blue Mounds | WI | 53517-9570 | (608)767-3300 |
| Creative Maintenance Solutions, Inc. | 7290 N. Teutonia Avenue | Milwaukee | WI | 53209-2004 | 414-540-9500 |
| Forward Electric, Inc. | 6909 Raywood Road | Madison | WI | 53713 | (608)221-1945 |
| W.L. Hall Co. | 530 15th Avenue S. | Hopkins | MN | 55343 | |
| Howard Grote & Sons Inc | 4900 Ivywood Trail, Suite 100 | McFarland | WI | 53558 | (608)838-6756 |
| Maly Roofing Co., Inc. | 4202 Robertson Road | Madison | WI | 53714 | (608)249-7663 |
| Mid-States Concrete Industries | P.O. Box 58 | Beloit | WI | 53512-0058 | (800)236-1072 |
| Rural Masonry, Inc. | P.O. Box 7156 | Madison | WI | 53707-7156 | (608)241-1804 |
| Wolf Paving Co. Inc. | 1320 Walnut Ridge Dr., Suite 100 | Hartland | WI | 53029 | (608)249-7931 |
| Zander Solutions, LLC | 421 S. Nine Mound Road | Verona | WI | 53593 | (608)833-6620 |



City of Madison

City of Madison
Madison, WI 53703
www.cityofmadison.com

Master

File Number: 83560

File ID: 83560

File Type: Report

Status: In Committee

Version: 1

Reference:

Controlling Body: WATER UTILITY BOARD

File Created Date : 05/22/2024

File Name: Water Production Monthly Report May 2024

Final Action:

Title: Water Production Monthly Report

Notes:

Sponsors:

Effective Date:

Attachments: Item 4 - Memo - Water Production Report May 2024.pdf, Item 4 - Attachment A - Daily and Cumulative Water Production May 2024.pdf, Item 4 - Attachment B - Unit Well Capacity Utilization May 2024.pdf

Enactment Number:

Author:

Hearing Date:

Entered by: jberndt@madisonwater.org

Published Date:

History of Legislative File

| Ver- sion: | Acting Body: | Date: | Action: | Sent To: | Due Date: | Return Date: | Result: |
|------------|--------------|-------|---------|----------|-----------|--------------|---------|
|------------|--------------|-------|---------|----------|-----------|--------------|---------|

Text of Legislative File 83560

.Title

Water Production Monthly Report

.Body

See corresponding memo and attachments.

MEMORANDUM

Date: May 28, 2024

To: Water Utility Board

From: Joseph DeMorett, Water Supply Manager
Krishna Kumar, General Manager

Subject: Water Production Report

BACKGROUND

Board governance policy requires that current and future customers will receive water that meets or exceeds industry-accepted levels of service for fire protection and pressure.

This includes:

1. Water delivered to hydrants at proper flow rates for fire protection.
2. Water delivered to the customer tap at a pressure that meets industry-accepted low, high, and emergency operation criteria.
3. Water used for outdoor irrigation under drought-free conditions.

The Water Supply Section of the Utility strives hard to meet or exceed the expectations laid out above. The Monthly Water Production and Unit Well Cumulative Capacity Utilization Reports as of April 30, 2024, reflecting these efforts are attached.

ATTACHMENTS

- A. Monthly Water Production as of April 30, 2024
- B. Unit Well Cumulative Capacity Utilization as of April 30, 2024

**Madison Water Utility
Daily and Cumulative Water Production**

| Hydrological Regions | No. of Wells | Daily Production (MGD) | | | | Year-to-Date Cumulative Production (In billion gallons) | | | |
|----------------------|--------------|------------------------|-------------------------|--------------------------|---------------------------------|---|-------------|------------|------------|
| | | Max Daily Capacity | Reliable Daily Capacity | April 2024 | | 2022 Actual | 2023 Actual | 30-Apr | |
| | | | | Average Daily Production | Regional Surplus / (Deficiency) | | | 2023 | 2024 |
| A | 6 | 14.8 | 8.9 | 6.4 | 2.5 | 2.5 | 2.4 | 0.8 | 0.7 |
| B | 2 | 5.4 | 2.4 | 1.6 | 0.8 | 0.6 | 0.6 | 0.2 | 0.2 |
| C | 10 | 28.8 | 22.3 | 12.0 | 10.3 | 4.5 | 4.6 | 1.5 | 1.4 |
| D | 3 | 9.1 | 5.9 | 3.9 | 2.0 | 1.5 | 1.6 | 0.4 | 0.5 |
| System Total | 21 | 58.1 | 39.5 | 23.9 | 15.6 | 9.1 | 9.2 | 2.9 | 2.8 |

Attachment B

**Madison Water Utility
Unit Well Cumulative Capacity Utilization
4/30/2024**

| Region | Unit Well | YTD Production (MG) | YTD Utilization (%) | Remaining Drawdown to Pump (ft) |
|----------------------|------------|---------------------|---------------------|---------------------------------|
| A | 7 | 170 | 44.4% | 100 |
| | 8 | 0 | 0.0% | Out of Service |
| | 11 | 182 | 50.0% | 31 |
| | 13 | 146 | 31.9% | 128 |
| | 25 | 85 | 24.3% | 43 |
| | 29 | 161 | 42.1% | 167 |
| | All | 744 | 38.4% | |
| B | 9 | 90 | 31.5% | 43 |
| | 31 | 108 | 28.1% | 139 |
| | All | 198 | 29.5% | |
| C | 6 | 240 | 53.0% | 47 |
| | 12 | 184 | 46.6% | 46 |
| | 14 | 0 | 0.0% | Out of Service |
| | 17 | 123 | 30.7% | Out of Service |
| | 18 | 199 | 57.2% | 127 |
| | 19 | 159 | 38.9% | 27 |
| | 20 | 118 | 33.0% | 37 |
| | 24 | 77 | 21.6% | 72 |
| | 27 | 96 | 31.1% | 39 |
| | 30 | 197 | 47.2% | 103 |
| | All | 1,394 | 36.0% | |
| D | 16 | 120 | 29.8% | 96 |
| | 26 | 204 | 52.0% | 58 |
| | 28 | 133 | 34.0% | 37 |
| | All | 457 | 38.5% | |
| Entire System | | 2,792 | 36.4% | |



City of Madison

City of Madison
Madison, WI 53703
www.cityofmadison.com

Master

File Number: 83561

File ID: 83561

File Type: Report

Status: In Committee

Version: 1

Reference:

Controlling Body: WATER UTILITY BOARD

File Created Date : 05/22/2024

File Name: Financial Conditions Monthly Report May 2024

Final Action:

Title: Financial Conditions Monthly Report

Notes:

Sponsors:

Effective Date:

Attachments: Item 5 - Memo - Financial Conditions Report May 2024.pdf, Item 5 - Attachment - Financial Conditions Report as of 4.30.24.pdf

Enactment Number:

Author:

Hearing Date:

Entered by: jberndt@madisonwater.org

Published Date:

History of Legislative File

| Ver- sion: | Acting Body: | Date: | Action: | Sent To: | Due Date: | Return Date: | Result: |
|---------------|--------------|-------|---------|----------|-----------|-----------------|---------|
|---------------|--------------|-------|---------|----------|-----------|-----------------|---------|

Text of Legislative File 83561

Title

Financial Conditions Monthly Report

Body

See corresponding memo and attachments.

MEMORANDUM

Date: May 28, 2024

To: Water Utility Board

From: January Vang, Finance and Administrative Manager

Subject: Monthly Financial Report – Operating and Capital Funds

BACKGROUND

Board governance policy requires that the Utility shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditures from board priorities established in Outcomes policies. Accordingly, the Utility shall not cause or allow conditions, procedures, or decisions that:

1. Fail to ensure long-term financial health.
2. Fail to present a balanced annual operating budget and quarterly updates on actual expenditures and income.
3. Exceed total appropriations for the fiscal year, unless directed to do so by the board.
4. Use any dedicated reserves for purposes other than those for which they are designated, unless directed to do so by the board.
5. Undertake a debt without payoff schedule and identification of revenue stream.
6. Fail to establish an unrestricted reserve equal to a typical three months' operating expenses.
7. Fail to inform the board of where the utility stands with any current rate case in progress.
8. Fail to be able to provide a concise summary of the financial condition of the utility at any time.
9. Fail to adjust spending related to revenue shortfalls in a budget deficit.

The Finance Section of the Utility strives hard to meet or exceed the expectations laid out above. The monthly financial update provided in the attached Budget to Actual comparison, as of April 30, 2024, reflecting these efforts is attached.

As of April 30, 2024:

- Water revenues are down \$294,000 compared to budget. Pumpage was down 0.9% during this time period.
- Operating Fund balance is \$13.9 million.
- Capital Fund expenditures is \$18.5 million, of which \$15.7 million is encumbrances.
- Capital Fund balance is \$1 million.

MadCAP Data Summary (as of May 15, 2024)

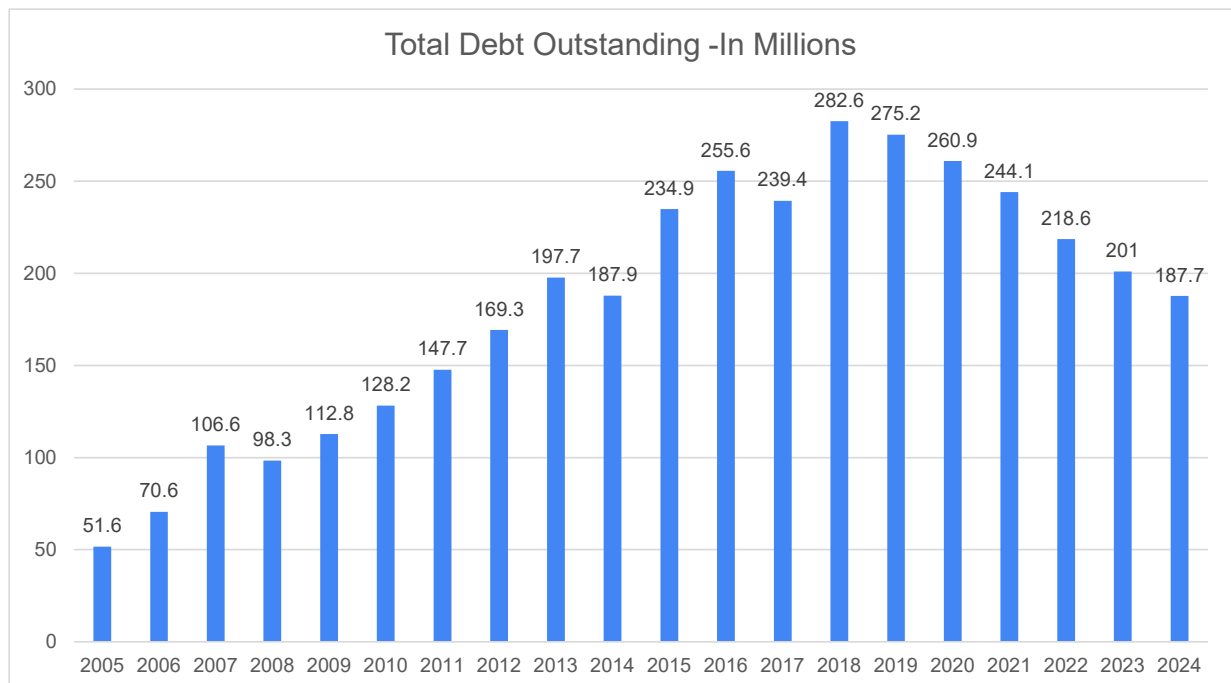
| | AMI <30% | AMI >30% and <50% | Total |
|--|----------|-------------------|-------|
| Total Applications Received | 271 | 178 | 449 |
| Total Applications Approved | 199 | 122 | 321 |
| <i>Homeowners</i> | 126 | 87 | 213 |
| <i>Renters</i> | 73 | 35 | 108 |
| Total Applications Not Approved | 72 | 56 | 128 |
| Households Newly Enrolled in Conservation Programs | 76 | 46 | 122 |

ATTACHMENTS:

- A. Budget to Actual comparison as of April 30, 2024

| Madison Water Utility | | | | | |
|--|----------------------|----------------------|----------------------|--------------------------------|----------------------|
| Budget to Actual Comparison | | | | | |
| As of April 30, 2024 | | | | | |
| | FY 2022 Actual | FY 2023 Actual ** | FY 2024 Budget | Year to Date April 30, 2024 | Projected 2024 |
| Operating Fund | | | | | |
| Revenues: | | | | | |
| Sales of water (Operations) | \$ 46,706,428 | \$ 52,008,356 | \$ 51,512,500 | \$ 15,404,911 | \$ 51,512,500 |
| Other Revenues | 1,539,894 | 1,704,401 | 1,174,000 | 209,718 | \$ 1,174,000 |
| Interest Income | 719,880 | 1,840,905 | 894,000 | 535,998 | \$ 894,000 |
| Total Revenues | 48,966,202 | 55,553,662 | 53,580,500 | 16,150,627 | 53,580,500 |
| Expenditures: | | | | | |
| Operating Expenses | 17,657,979 | 18,885,166 | 21,743,529 | 5,816,661 | 21,743,529 |
| Debt Service - Interest & Principal | 24,071,874 | 18,651,602 | 18,889,317 | 6,217,201 | 18,651,602 |
| Transfer Out to City (PILOT) | 6,849,831 | 6,440,655 | 6,400,000 | 2,133,332 | 6,400,000 |
| Total Expenditures | 48,579,684 | 43,977,423 | 47,032,846 | 14,167,193 | 46,795,131 |
| Net Operating Fund Inc(Decr) | 386,518 | 11,576,239 | 6,547,654 | 1,983,434 | 6,785,369 |
| Operating Fund Balance | | | | | |
| Opening Fund Balance | 8,575,829 | 6,198,389 | 12,978,312 | 12,978,312 | 12,978,312 |
| Net Operating Fund Inc(Decr) | 386,518 | 11,576,239 | 6,547,654 | 1,983,434 | 6,785,369 |
| Transfer Out to BAN* Repmt Fund | (5,000,000) | - | - | - | (1,960,000) |
| Transfer Out to Tank Recoat Reserve | - | - | - | - | (800,000) |
| Transfer In from BAN Repmt Fund | - | - | - | - | - |
| Transfer Out to Capital Fund | (1,543,211) | (2,481,076) | - | (13,384,265) | (8,500,000) |
| Transfer In from Bond Repmt Fund | 2,680,625 | - | - | - | - |
| Transfer In from Investment Acct | 2,359,583 | - | - | - | - |
| Accrual Adjustments | (1,260,954) | (2,315,240) | (1,614,000) | 12,356,090 | (1,614,000) |
| Ending Fund Balance | \$ 6,198,389 | \$ 12,978,312 | \$ 17,911,966 | \$ 13,933,571 | \$ 6,889,681 |
| Construction Fund | | | | | |
| Revenues: | | | | | |
| Bond/Loan Proceeds | - | - | 7,328,000 | - | 7,328,000 |
| SDWL Proceeds | - | - | 5,135,000 | - | 5,900,000 |
| Sales of Water (Expense Depreciation) | - | 4,166,667 | 5,000,000 | 1,666,667 | 5,000,000 |
| Trans from Oper Fund / Reserves | 1,543,211 | 2,481,076 | - | 13,384,265 | 8,500,000 |
| Total Capital Revenues | 1,543,211 | 6,647,743 | 17,463,000 | 15,050,931 | 26,728,000 |
| Actual Expenditures & Encumbrances | | | | | |
| Pipeline | 1,100,392 | 5,122,766 | 6,339,000 | 3,698,994 | 6,339,000 |
| Facility ~ | 1,193,819 | 1,825,551 | 8,683,000 | 13,231,615 | 17,883,000 |
| Fleet/Other | 1,172,107 | 1,689,181 | 2,441,000 | 1,531,756 | 2,441,000 |
| Total Capital Expend & Encumb | 3,466,318 | 8,637,497 | 17,463,000 | 18,462,365 | 26,663,000 |
| Net Construction Fund Inc(Decr) | (1,923,107) | (1,989,754) | - | (3,411,434) | 65,000 |
| Construction Fund Balance | | | | | |
| Opening Fund Balance | 8,343,939 | 6,420,832 | 4,431,078 | 4,431,078 | 4,431,078 |
| Net Capital Fund Inc(Decr) | (1,923,107) | (1,989,754) | - | (3,411,434) | 65,000 |
| Ending Fund Balance | \$ 6,420,832 | \$ 4,431,078 | \$ 4,431,078 | \$ 1,019,644 | \$ 4,496,078 |
| BAN* Repayment Reserve Fund | | | | | |
| Opening Fund Balance | 5,000,000 | 10,000,000 | 10,000,000 | \$ 10,000,000 | 10,000,000 |
| Transfer In from Operating Fund | 5,000,000 | - | - | - | 1,960,000 |
| 2023 SDWL Proceeds | - | 4,675,000 | - | - | 4,675,000 |
| 2024 SDWL Proceeds *** | - | - | - | - | 3,365,000 |
| Ending BAN Repayment Reserve Balance | \$ 10,000,000 | \$ 14,675,000 | \$ 10,000,000 | \$ 10,000,000 | \$ 20,000,000 |
| <i>*Bond Anticipation Note for \$20 Million</i> | | | | | |
| <i>** 2023 Actuals subject to change until financials are issued</i> | | | | | |
| <i>*** Estimated 2024 SDWL of \$3.365M for pipelines</i> | | | | | |
| <i>~ \$4M from Reserves for Well 19 - budget authority in 2023</i> | | | | | |

| Madison Water Utility | | | | |
|---|---------------------------|---------------------------|------------------------------|---------------------------------|
| Cash Reserves & Long-Term Debt | | | | |
| Cash Reserves | FY 2021 Actual | FY 2022 Actual | FY 2023 Actual ** | As of April 30, 2024 |
| Restricted: | | | | |
| Bond Redemption Fund | \$ 14,917,677 | \$ 13,164,827 | \$ 13,191,166 | \$ 4,406,000 |
| Bond Redemption Reserve Fund | 17,295,374 | 13,970,411 | 12,190,068 | 14,711,332 |
| BAN Repayment Fund | 5,000,000 | 10,000,000 | 10,000,000 | 11,960,000 |
| Tank Recoat Reserve | | | 800,000 | 800,000 |
| Depreciation Fund | 750,000 | 750,000 | 750,000 | 750,000 |
| PILOT Fund | - | - | - | 2,482,400 |
| Assessment Account | 1,351,770 | 1,504,541 | 1,858,134 | 1,858,134 |
| Revenue Bond Construction Fund | 8,343,939 | 6,420,832 | 2,548,254 | 1,358,685 |
| Expense Depreciation | | | 1,966,423 | 3,413,805 |
| Timing Adjustments | | | | 647,348 |
| Unrestricted Cash Balance | 8,575,829 | 6,198,389 | 16,178,312 | 14,740,482 |
| Total Cash & Investments (Munis) | \$ 56,234,588 | \$ 52,009,000 | \$ 59,482,356 | \$ 57,128,186 |
| No. of months expenditures covered by Operating Reserves | 2.54 | 1.73 | 4.41 | 3.12 |
| Debt Coverage Ratio | 1.69 | 1.95 | | |



** 2023 Actuals subject to change until financials are issued

* As of 4.16.24



City of Madison

City of Madison
Madison, WI 53703
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Master

File Number: 83562

File ID: 83562

File Type: Report

Status: In Committee

Version: 1

Reference:

Controlling Body: WATER UTILITY BOARD

File Created Date : 05/22/2024

File Name: Capital Projects Monthly Report May 2024

Final Action:

Title: Capital Projects Monthly Report

Notes:

Sponsors:

Effective Date:

Attachments: Item 6 - Memo - Capital Projects Monthly Report 2024-05-28.pdf, Item 6 - Attachment - Capital Projects Monthly Report 2024-05-28.pdf

Enactment Number:

Author:

Hearing Date:

Entered by: jberndt@madisonwater.org

Published Date:

History of Legislative File

| Ver- sion: | Acting Body: | Date: | Action: | Sent To: | Due Date: | Return Date: | Result: |
|---------------|--------------|-------|---------|----------|-----------|-----------------|---------|
|---------------|--------------|-------|---------|----------|-----------|-----------------|---------|

Text of Legislative File 83562

Title

Capital Projects Monthly Report

Body

See corresponding memo and attachments.

MEMORANDUM

Date: May 28, 2024

To: Water Utility Board

From: Pete Holmgren, P.E. – Chief Engineer
Krishna Kumar – General Manager

Subject: Capital Projects Report

BACKGROUND

Board governance policy requires that the Utility shall not cause or allow conditions, procedures, or decisions that prevent the Madison Water Utility from meeting its obligation to serve current and future generations of customers within the City of Madison and its authorized service areas. Accordingly, the Utility shall not cause or allow conditions, procedures, or decisions that:

1. Fail to assure that required rates fund all expenditures for timely and prudent capital improvements to existing utility systems, and that those capital improvements are driven by reliability, operational or regulatory requirements, replacement of aging infrastructure, utility relocations for public works and road projects, extension of the life of existing systems, or customer input.
2. Fail to identify and plan for resource and infrastructure needs for the provision of water service to customers in a timely manner.
3. Fail to coordinate Madison Water Utility activities and policies with the City of Madison's Comprehensive Plan and other relevant guidelines for community development.
4. Fail to consider participation with other governmental or private entities on regional major water infrastructure or water supply planning projects.

The Engineering Section of the Utility strives to meet or exceed the expectations laid out above. The monthly Capital Budget to Actual Monthly Report reflecting these efforts is attached.

SUMMARY

The attached 2024 Capital Budget Monthly Report presents the total of both actual capital expenditures *and* encumbrances through April 2024; this total is ~\$18,500,000.

The 2024 actual expenditures in April total ~\$1,006,000 and consist of:

- ~\$120,000 in facility expenses
- ~\$134,000 in fleet/other expenses
- ~\$752,000 in pipeline expenses

For expense depreciation related to water main replacement projects:

- The total targeted spend amount in 2024 is \$5,000,000.
- The estimated amount spent through April 2024 is ~2,663,000.
- The remaining amount for our 2024 spending target is ~\$2,337,000.

Please refer to the attached report for additional information, which also includes project updates for:

- Major Capital Project Unit Well 19
- Major Capital Project Unit Well 15
- Resiliency Project at Reservoir 229

ATTACHMENTS:

1. Capital Projects Monthly Report – May 2024

WATER UTILITY BOARD

CAPITAL PROJECTS MONTHLY REPORT

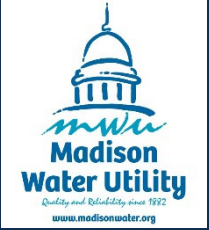


Pete Holmgren, P.E.
Chief Engineer

May 28, 2024



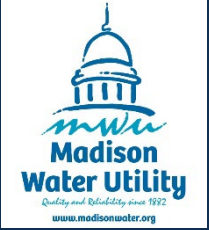
Capital Projects Monthly Report



■ PRESENTATION OVERVIEW:

1. Actual Expenditures and Encumbrances Through April 2024
2. Water Main Replacement Expense Depreciation Through April 2024
3. Major Capital Project Updates:
 - Unit Well 19 Fe, Mn, Radium Treatment Facility
 - Unit Well 15 PFAS Treatment Facility
4. Resiliency Project Update: Reservoir 229 Booster Pump

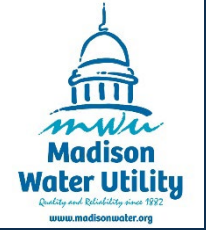
Capital Projects Monthly Report



2024 Actual Expenditures and Encumbrances (Through April):

- Total of Actual Expenditures and Encumbrances: ~\$18,500,000
- April 2024 Actual Expenditures (~\$1,006,000):
 - 1. Facilities: ~\$120,000**
 - Conference Room Upgrades; Well 14 Mitigation; Well 19 Treatment
 - 2. Fleet/Other: ~\$134,000**
 - Raise/Replace Hydrants; Citywide Controls/Instrumentation
 - 3. Pipelines: ~\$752,000**
 - Segoe Road; Davies & Dempsey Road; Harvey Street & Schmitt Place

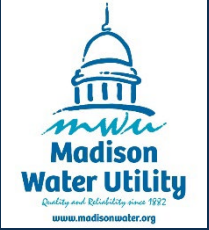
Capital Projects Monthly Report



2024 Water Main Expense Depreciation (Through April):

- 2024 targeted spend amount: \$5,000,000
- Current estimated amount spent: ~\$2,663,000
- Remaining estimated amount for spend target:
~\$2,337,000
- Starker Avenue / Doncaster Drive / Stevens Street

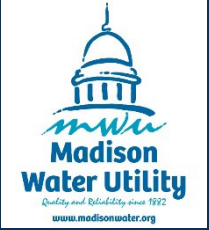
Capital Projects Monthly Report



Major Project Update: Well 19 Fe, Mn, Radium Treatment Facility

- Project Budget: \$9,088,000 (2024 Budget: \$8,116,000)
 - Current Status: Construction
 - Site occupancy, clearing, preliminary excavations
 - Ongoing review of product submittals
 - Regular meetings with contractor and engineering consultant
 - Upcoming:
 - Excavation and rock removal for building addition
 - Installation of new site utilities
 - Review of pay requests and “schedule of values”

Capital Projects Monthly Report

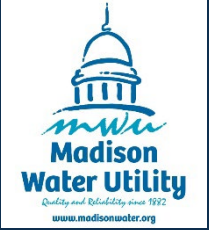


Major Project Update: Well 15 PFAS Treatment Facility

- Project Budget: \$5,943,000
- Current Status: Construction
 - “Ground Breaking” – Thank you!
 - Meeting for removals and material salvaging
 - Product submittals and approvals
- Upcoming:
 - Updated schedule based on product delivery times
 - Ongoing meetings with consultant and contractor



Capital Projects Monthly Report



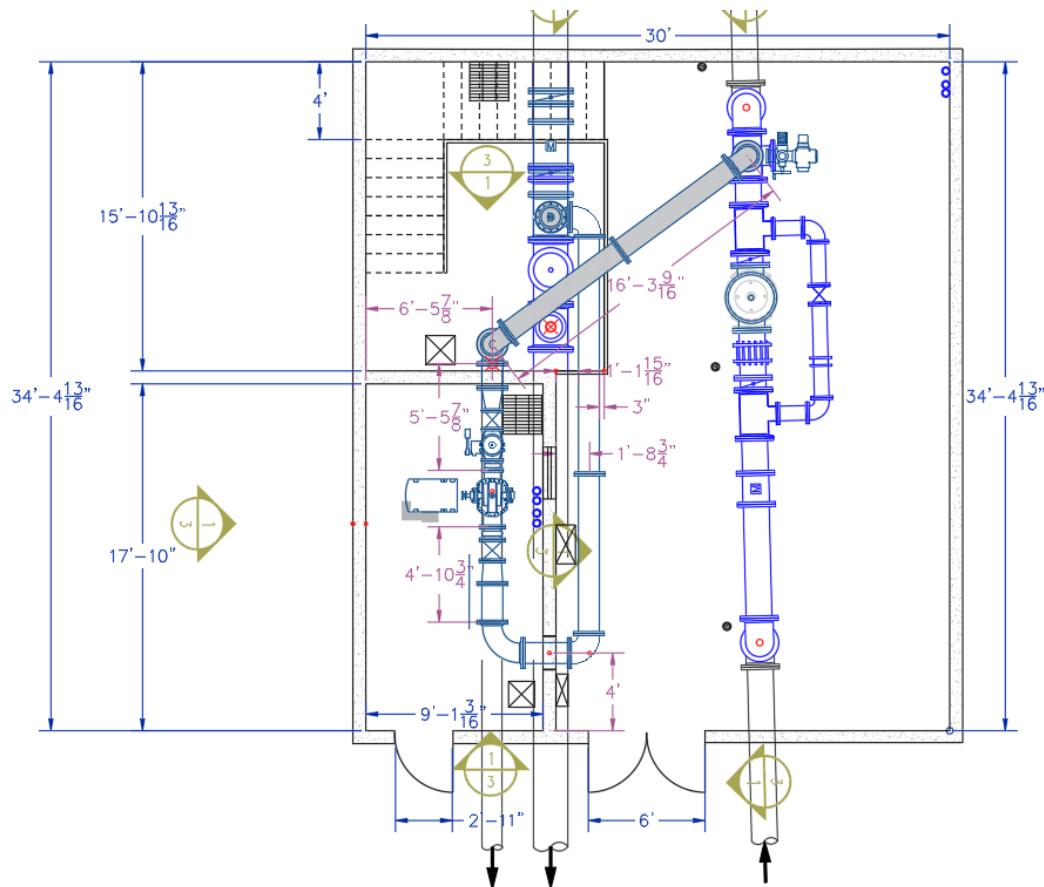
Resiliency Project Update: Reservoir 229 Booster Pump

- Current Status: Construction
- Required emptying of 6-million-gallon reservoir
 - Able to empty 95% of the water through the distribution system
 - Allows for first inspection of reservoir since it was built in 2007 (20-year max cycle)
 - Completed project will allow for filling and distribution through more of the east side
- Upcoming:
 - Interior pipe work and specialty measurements
 - Testing and startup of facility and reservoir

Capital Projects Monthly Report



Resiliency Project Update: Reservoir 229 Booster Pump





Questions / Comments?

Contact Information:

Pete Holmgren

pholmgren@madisonwater.org



City of Madison

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Master

File Number: 83563

File ID: 83563

File Type: Report

Status: In Committee

Version: 1

Reference:

Controlling Body: WATER UTILITY BOARD

File Created Date : 05/22/2024

File Name: Operations Monthly Report May 2024

Final Action:

Title: Operations Monthly Report

Notes:

Sponsors:

Effective Date:

Attachments: Item 7 - Memo Monthly Operations report.pdf, Item 7 - Monthly Operations Report May 2024.pdf

Enactment Number:

Author:

Hearing Date:

Entered by: jberndt@madisonwater.org

Published Date:

History of Legislative File

| Ver- sion: | Acting Body: | Date: | Action: | Sent To: | Due Date: | Return Date: | Result: |
|---------------|--------------|-------|---------|----------|-----------|-----------------|---------|
|---------------|--------------|-------|---------|----------|-----------|-----------------|---------|

Text of Legislative File 83563

Title

Operations Monthly Report

Body

See corresponding memo and attachments.



MEMORANDUM

Date: May 28, 2024

To: Water Utility Board

From: Dan Rodefeld, Operations Manager

Subject: Monthly Operations Report

BACKGROUND

Board governance policy require that Madison residents will receive water which is consistent in its availability and quality. Accordingly, residents will:

- a. Experience minimal unplanned service interruptions
- b. Receive adequate notice of planned service interruptions
- c. Receive adequate notice of planned maintenance work that would significantly reduce water flow or pressure, and/or cause water discoloration

The Operations Section of the Utility strives hard to meet or exceed the expectations laid out above. The attached Monthly Operations Report for May 2024 reflecting these efforts is attached.

ATTACHMENTS

- A. Monthly Operations Report – May 2024



MONTHLY OPERATIONS REPORT
May-24

Jan-Mar-24

Apr-24

**2024 YTD
Total**

Hydrants

| | | | |
|---------------------------------|-------|-----|-------|
| Total in Service - 9,463 | | | |
| No. Replaced | 28 | 10 | 38 |
| No. of Inspections | 1,100 | 405 | 1,505 |
| No. Repaired | 14 | 4 | 18 |
| Unidirectional Flushing Runs | 69 | 374 | 443 |
| Conventional Flushing Runs | 0 | 96 | 96 |
| No. Re-painted | 0 | 16 | 16 |
| (Temp Water Connections) | 22 | 82 | 104 |

Valves

| | | | |
|---|-------|-----|-------|
| Total System valves - 15,964 | | | |
| Total Large Service valves - 4,215 | | | |
| Total Hydrant valves - 6,946 | | | |
| No. Replaced | 19 | 8 | 27 |
| No. of Inspections | 4,103 | 965 | 5,068 |
| No. Repaired | 62 | 12 | 74 |

System Leaks

| | | | |
|-------------------------------------|----|----|-----|
| Total Miles in Service - 921 | | | |
| Number of Main Leaks Repaired | 90 | 12 | 102 |
| Number of Service Leaks Repaired | 4 | 5 | 9 |

Operational Projects

| | | | |
|--------------------------------------|-----|-----|-----|
| Cast-in-place pipe lining (feet) | 0 | 0 | 0 |
| Pavement repair (open work orders) | 173 | 46 | 219 |
| Pavement repair (closed work orders) | 17 | 2 | 19 |
| Terrace repair (open work orders) | 183 | 41 | 224 |
| Terrace repair (closed work orders) | 2 | 119 | 121 |



City of Madison

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File Number: 83564

File ID: 83564

File Type: Report

Status: In Committee

Version: 1

Reference:

Controlling Body: WATER UTILITY BOARD

File Created Date : 05/22/2024

File Name: Public Information Monthly Report May 2024

Final Action:

Title: Public Information Monthly Report

Notes:

Sponsors:

Effective Date:

Attachments: Item 8 - Memo - Public Information Report.pdf, Item 8 - Attachment - Utility Highlights.pdf

Enactment Number:

Author:

Hearing Date:

Entered by: jberndt@madisonwater.org

Published Date:

History of Legislative File

| Ver- sion: | Acting Body: | Date: | Action: | Sent To: | Due Date: | Return Date: | Result: |
|---------------|--------------|-------|---------|----------|-----------|-----------------|---------|
|---------------|--------------|-------|---------|----------|-----------|-----------------|---------|

Text of Legislative File 83564

Title

Public Information Monthly Report

Body

See details in memo and attachments.



MEMORANDUM

Date: May 28, 2024
To: Water Utility Board
From: Marcus Pearson, Public Information Officer
Krishna Kumar, General Manager
Subject: Public Information Report

BACKGROUND

Madison Water Utility's overarching mission is to supply high quality water for consumption and fire protection, at a reasonable cost, while conserving and protecting our ground water resources for present and future generations. Community trust and awareness is built through our constant commitment to the preservation and protection our aquifer and care for Madison's vital drinking water infrastructure. This is cultivated through a wide variety of efforts performed by Utility staff on a daily basis.

The above expectations are met through:

1. Operation, maintenance, and management of our system.
2. Community Outreach and engagement.
3. Customer service.

The Public Information Department of the Utility strives hard to exceed the expectations laid out above. The Monthly Public Information Report encompasses Utility highlights pertaining to events occurring on or after May 1, 2024. The attachment(s) below reflect these efforts.

ATTACHMENTS

- A. Water Utility Highlights as of May 1, 2024



WATER UTILITY HIGHLIGHTS

MAY 2024

MWU Breaks Ground on PFAS Treatment Facility at Well 15

On May 15th, MWU held a groundbreaking event to signify and celebrate the official start of construction on a PFAS treatment facility at Well 15. Madison Mayor Satya Rhodes-Conway and General Manager Krishna Kumar led the groundbreaking festivities, which concluded with a tour of the well site by Water Quality Manager, Joe Grande.

Although Well 15 has been shut down since 2019, the EPA just recently finalized drinking water standards for PFAS; Well 15 is the only City of Madison drinking water well that does not currently meet PFAS standards. The expectation is for the PFAS treatment system to be operational by next year (2025), well before the new EPA rules take effect.

The chosen technology is a hybrid PFAS treatment system that utilizes granular activated carbon (GAC) and ion exchange (IX) resin. GAC will remove PFAS (and other volatile organics) while IX will reduce concentrations of short-chain PFAS. This treatment is expected to remove all PFAS down to a non-detectable level.

The project will be fully financed through the Safe Drinking Water Loan Program, which is made possible through the Bipartisan Infrastructure Law. With a total project cost of \$5.9M, roughly half of the financing will be received as a grant (no repayment required) while the remainder will be a low-interest loan.

The PFAS treatment at Municipal Well 15 highlights Madison’s commitment to providing safe, high-quality water to our community.

Visit the [Well 15 Project Website](#) and [sign up to receive email updates](#). Check out the latest [Annual Drinking Water Quality Report](#).

MWU Releases Annual Drinking Water Quality Report

On May 7th (during Drinking Water Week), MWU announced the release of this year’s Annual Drinking Water Quality Report. The report provides an overview of the tens of thousands of drinking water quality tests conducted in 2023. **The utility is pleased to report that Madison’s drinking water continues to meet or exceed all federal and state standards for health and safety.**

Postcards were mailed to customers in the utility’s service area, announcing the release of the report and directing people to the following link to review the report: MadisonWater.org/QualityReport

Madison Water Utility takes the quality of the city’s drinking water supply very seriously, collecting more samples and running more tests than are required by the US EPA and the WI DNR.

Madison Customer Assistance Program (MadCAP)

MadCAP assists income-eligible households by providing up to a \$30 monthly credit (discount) on their Municipal Services Bill. Find out more about the Madison Customer Assistance Program (MadCAP) at cityofmadison.com/water.

Enrollment statistics as of May 1, 2024: 443 applications received, 312 enrolled; 208 homeowners, 104 renters

Page 1 of 1



City of Madison

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File Number: 83565

File ID: 83565

File Type: Miscellaneous

Status: In Committee

Version: 1

Reference:

Controlling Body: WATER UTILITY BOARD

File Created Date : 05/22/2024

File Name: Annual Review of Madison Water Utility General Manager

Final Action:

Title: Annual Review of Madison Water Utility General Manager

Notes:

Sponsors:

Effective Date:

Attachments:

Enactment Number:

Author:

Hearing Date:

Entered by: jberndt@madisonwater.org

Published Date:

History of Legislative File

| Ver- sion: | Acting Body: | Date: | Action: | Sent To: | Due Date: | Return Date: | Result: |
|---------------|--------------|-------|---------|----------|-----------|-----------------|---------|
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Text of Legislative File 83565

Title

Annual Review of Madison Water Utility General Manager

Body

Per Water Utility Board Policy BP-2C(5) "An annual review of the General Manager's performance based on monitoring reports received in the last year will be conducted as soon as practical during the first quarter. The results of this review will be forwarded to the Mayor's office for consideration."



City of Madison

City of Madison
Madison, WI 53703
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Master

File Number: 80952

File ID: 80952

File Type: Miscellaneous

Status: In Committee

Version: 1

Reference:

Controlling Body: WATER UTILITY BOARD

File Created Date : 11/21/2023

File Name:

Final Action:

Title: Meeting Evaluation and Discussion

Notes:

Sponsors:

Effective Date:

Attachments: Board Self Eval Form.pdf

Enactment Number:

Author:

Hearing Date:

Entered by: shelmstetter@cityofmadison.com

Published Date:

History of Legislative File

| Ver- sion: | Acting Body: | Date: | Action: | Sent To: | Due Date: | Return Date: | Result: |
|---------------|--------------|-------|---------|----------|-----------|-----------------|---------|
|---------------|--------------|-------|---------|----------|-----------|-----------------|---------|

Text of Legislative File 80952

Title
Meeting Evaluation and Discussion

Water Utility Board Self-Evaluation Form

(Relates to Board Policy BP-2A and GUIDE 5)

All members actively participate in discussions, and all members have opportunities to voice opinions/positions on agenda topics.

Not Met 1 2 3 4 5 Fully Met

Members come prepared to engage in discussion by reviewing materials provided prior to the meeting.

Not Met 1 2 3 4 5 Fully Met

Members engage in active listening and avoid interrupting other speakers.

Not Met 1 2 3 4 5 Fully Met

Members offer honest opinions and respect the viewpoints expressed by other members.

Not Met 1 2 3 4 5 Fully Met

Members honor WUB procedures and policies as outlined in the WUB Policy book.

Not Met 1 2 3 4 5 Fully Met

Members represent the collective interest of current and future Madison residents.

Not Met 1 2 3 4 5 Fully Met

Members make decisions based on equity principles considering the decision's impact on all residents. The decision-making process considers: Who benefits? Who is burdened? Who does not have a voice at the table? How can policymakers mitigate unintended consequences?

Not Met 1 2 3 4 5 Fully Met

Developed by Pat Delmore, January 2019. Updated July 2020.