Department of City Development
City Plan Commission
Redevelopment Authority of the City of Milwaukee
Neighborhood Improvement Development Corporation

Rocky Marcoux
Commissioner
rmarco@milwaukee.gov

Martha L. Brown
Deputy Commissioner
mbrown@milwaukee.gov

DUE DATE: 11/4/2013

BIDDING DOCUMENTS

Scope of Work and Specifications
for
Remodeling and Repairs

CONTRACTOR NOTE: Please respect the privacy of NIDC clients, and visit properties only if you have first contacted the owner by phone, and have confirmed an appointment with the owner of the property. Showing up un-announced is <u>not acceptable</u>.

at
2217 S 28TH ST
Milwaukee, WI 53215-2425

Hiba Abu Shawish's Property

Bids for this Project
are being solicited for
the following contractor types:

NSP HBA Loan Program

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NOTE: Please contact Hamid Sarlati at (414) 286-5657 for new Rehab Specifications.
ONLY ONE COPY PER CONTRACTOR.

GENERAL BID CONDITIONS AND INSTRUCTIONS

LOAN PROGRAM

Financing for work under this contract is provided through the City of Milwaukee, Neighborhood Improvement Development Corporation (NIDC) who, through its loan agreement with the Owner, reserves certain rights and privileges as Lender, which include but are not limited to: development of the scope of work, assistance with the bid process, preparation of the Contract, approval of change orders and payments, and other aspects associated with contract execution and implementation.

SITE INSPECTION

The Contractor must meet with the Owner at the property to inspect and review conditions prior to submission of a bid.

ADDENDA

If NIDC or the Owner determines the necessity for additional information and/or clarification(s), an Addendum will be posted on the internet at
http://city.milwaukee.gov/NeighborhoodImprovement/NIDCBIDPackages.htm
Any addendum will be posted at least one week before bids are due.

To be eligible, all bidders must acknowledge receipt of the Addendum/Addenda, if issued.

BIDDER ELIGIBILITY

1. Contractor must have experience with similar projects and hold a current City of Milwaukee Home Improvement contractor's license, or hold other licensing as required.
2. Contractor certifies that neither he/she nor any of his/her subcontractors is ineligible to be awarded a federally funded contract.
3. Contractor may not be debarred by NIDC. A copy of the NIDC debarment policy is available on request. Generally, NIDC considers debarment if a contractor does not perform satisfactory work, fails to pay sub-contractors or material suppliers, fails to complete jobs on time, or in other respects does not meet reasonable standards of performance.
4. Contractors are hereby notified that NIDC will check public records to verify that it, and entities controlled in whole or in part by it and its principal owners is not delinquent with property tax payments due the City of Milwaukee, does not have outstanding code orders for properties located in the City of Milwaukee, does not have a record of fines for unabated City of Milwaukee building code violations, and does not have felony convictions related to neighborhood safety and stability.
5. Contractor shall, as part of her/his bid, submit:
   a) A list of the principal owners of the firm submitting the bid,
   b) A list of all property located in the City of Milwaukee owned by Contractor and its principal owners.
   c) Birth date and other information as requested by NIDC to verify court and other records.
   d) Failure to provide this information will result in delays and may be cause for rejection of your bid.

BID REJECTION/ACCEPTANCE

1. The Owner reserves the right to reject any and all bids and to waive informalities. It is NIDC policy that, if: (a) the Contractor's proposal/bid complies with the specifications and other requirements, and (b) the Contractor meets NIDC's minimum requirements as outlined herein, and (c) the selected bid is reasonably within range of the market price for the work, then Owner may select any Contractor who, in Owner's opinion, is the most responsible and responsive bidder.
2. When a contractor's bid is accepted, he/she shall receive the following documents for execution.
   A. Contract to Perform Rehabilitation Work
   B. Subcontractor Schedule
   C. Standard Contractor Invoice Documents

CONTRACT CONDITIONS
On written request, NIDC will provide contractors a blank template of the Contract language, which includes provisions for liquidated damages, contract cancellation, and other terms and conditions.

PERMITS
The contractor shall obtain and pay for all permits required to complete the contract. No work shall commence until permits have been obtained. These permits and licenses must be kept current and in force during the term of the contract and warranty period. A lead abatement permit must be obtained from the Milwaukee Health Department, and MHD will monitor the work. Contractors and employees must eligible to obtain lead abatement permits and perform lead abatement work.

PAYMENT SCHEDULE
The selected contractor shall submit a requested schedule of payments and schedule of values that will apply to work completed for this project. Generally payments are made available in amounts no less than $5,000.

RETAINAGE: At Owner's and/or NIDC's discretion, 10% of the requested amount may be withheld pending punch list work including lead clearance from the Milwaukee Health Department. Contractors are also placed on notice that, for Rental Rehabilitation projects, the last $1,000 of NIDC loan dollars are held pending the property owner's submission to NIDC of acceptable tenant certifications.

SPECIFICATIONS

The City of Milwaukee "Rehabilitation Technical Specifications and Performance Standard" are incorporated herein by reference. Copies of this document are available at: http://www.city.milwaukee.gov/RehabilitationTechni16398.htm. If there is a conflict between the Specifications and the Scope of Work, the Scope of Work shall take precedence.

WITHDRAWAL OF BIDS
Bids may be withdrawn only in total, and only by a written request prior to the award of the contract. Owner has sole discretion to grant a request for a bid withdrawal, and only in the case of an error that will result in a significant financial hardship.

NONDISCRIMINATION
The successful bidder will not discriminate against any qualified employee or qualified applicant for employment because of sex, race, religion, color, national origin or ancestry, age, disability, lawful source of income, marital status, sexual orientation, gender identity or expression, past or present membership in the military service, familial status, or based upon affiliation with, or perceived affiliation with any of these categories as provided by Section 109-1 (3) of the Milwaukee Code of Ordinances. This provision must be included in all subcontracts. Contractor agrees that they will comply with all applicable requirements of the Americans with Disabilities Act of 1990, 42 U.S.C. 12101, et seq

INTEREST IN CONTRACT
No officer, employee or agent of the City of Milwaukee who exercises any functions or responsibilities in connection with the review, approval or administration of this contract shall have any personal interest, direct or indirect, in this contract.

EMERGING BUSINESS ENTERPRISES (EBE) AND SECTION 3 WORK FORCE PARTICIPATION
Contractors are notified that it is NIDC policy to strongly encourage EBE and Section 3 participation on all NIDC-sponsored contracts. Information about the City of Milwaukee's EBE programs is available at http://www.city.milwaukee.gov/EmergingBusinessEnte1389.htm.

CITY OF MILWAUKEE – NEIGHBORHOOD IMPROVEMENT DEVELOPMENT CORPORATION (NIDC)

CONTRACTOR RESPONSIBILITIES UNDER SECTION 3

What is Section 3?
Section 3 is enforced by the U.S. Department of Housing and Urban Development (HUD.) Section 3 seeks to ensure that low income residents of the local community have access to the employment and contracting opportunities created by HUD funded programs. NIDC supports and encourages HUD's Section 3 goals.

What projects are subject to Section 3?
If you are a contractor who receives an NIDC contract for more than $100,000, your project is subject to Section 3 requirements and you have certain responsibilities to comply with Section 3. Whether or not your bid on this project is over $100,000, NIDC requests that you and your subcontractors fill out a "Section 3 Business Certification Form."

What are Contractors' responsibilities under Section 3?
If you are a contractor who, in a single contract, receives more than $100,000 of Federal funding through NIDC, the following requirements apply to your project and will be included in the contract (See attached "Section 3 Clause" for language which will be included in contracts):

- Include the "Section 3 Clause" (see attached) in all contracts with your subcontractors on this project.
- Submit a "Section 3 Business Certification Form" and require all subcontractors working on a NIDC funded project to submit a "Section 3 Business Certification Form."
- Strive to meet the Section 3 Business participation goal of at least 10% of the total dollar amounts of construction contracts or subcontracts associated with this contract are awarded to Section 3 Businesses (the definition of a Section 3 Business is below).
- If this contract results in you or your contractors/subcontractors hiring **new employees**, you and your contractors/ subcontractors must attempt to identify and hire qualified Section 3 residents (the definition of a Section 3 resident is below) to fill these positions. "Attempt" means efforts such as recruiting low-income residents through local advertising media, displaying signs at the project site, contacting area community and workforce development organizations, or similar methods. If new employment opportunities are created as a result of this project, NIDC will require documentation of the steps you and your contractors/subcontractors took to identify and hire qualified Section 3 residents.
- Submit a Section 3 Participation Report at the conclusion of each project.

What is a Section 3 Business?
Section 3 Businesses are one of the following:

1. Businesses that are 51% or more owned by Section 3 Residents.
2. Businesses where at least 30% of employees are currently Section 3 Residents, or were within three years of the date of hire.
3. Businesses that commit to and document that at least 25% of the dollar amount of all subcontracts associated with its work on a project will be carried out by businesses which meet one of the two above criteria.

Who is a Section 3 Resident?

Section 3 Residents are:

1. Residents of Public Housing or
2. Individuals that reside in the City of Milwaukee and whose household incomes do not exceed the thresholds below.

(Income levels are effective January 10th, 2013)

Family Size:	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Household Income	$39,350	$44,950	$50,550	$56,150	$60,650	$65,150	$69,650	$74,150

Is there a current list of Section 3 Businesses?

There is no current list of Section 3 Businesses in the Milwaukee Area. Currently, NIDC relies on businesses self-certification to determine whether or not a business is a Section 3 Business. While the criteria are not identical, many City of Milwaukee certified Emerging Businesses Enterprises (EBEs) may also qualify as Section 3 Businesses. A list of EBEs is available at: http://www.city.milwaukee.gov/EmergingBusinessEnte1389.htm

If you or your sub-contractors are seeking a referral source for qualified Section 3 Residents to be considered for new employment opportunities arising out of NIDC funded projects, please contact the Wisconsin Regional Training Partnership at 414-342-9787 or the Milwaukee Area Workforce Investment Board at 414-270-1700.

If you have additional questions about Section 3 requirements, please contact NIDC.

City of Milwaukee – Neighborhood Improvement Development Corporation
Section 3 Business Certification

Section 3 Business Criteria: Your business is eligible for Section 3 Certification if it meets any one of the following criteria. If your business meets one or more of these criteria, please circle the applicable criteria.

1. Fifty-one percent or more of your business is owned and managed by a Section 3 qualified person or persons. (See qualification guidelines below)
2. Thirty percent or more of your permanent, full-time employees are Section 3 qualified persons.
3. You can provide evidence of a commitment to subcontract in excess of 25 percent of the dollar award of all subcontracts to be awarded to business concerns that meet the qualifications of (1) and (2) above.

Section 3 Person Criteria: A Section 3 qualified person must:

1.) Be a resident of Public or Indian Housing; **or**,
2.) Live in the City of Milwaukee **and**, earn no more than the following amounts:

(Income levels are effective January 10th, 2013)

Family Size:	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Household Income	$39,350	$44,950	$50,550	$56,150	$60,650	$65,150	$69,650	$74,150

Section 3 Statement: Please check the appropriate box below.

☐ My business is a Section 3 business in accordance with the criteria circled above under Section 3 Business Criteria.

☐ My business is not a Section 3 business.

Signature:		Date Signed:
Name:	Title:	
Company Name:		
Address:		
Telephone Number:		

Note: The City of Milwaukee or NIDC may request documentation and additional information as may be reasonably required to certify whether your business qualifies as a Section 3 business. If you are found to have intentionally falsified any information on this report, you may be prohibited from bidding on future City of Milwaukee or NIDC projects.

If you have any questions about this form, please call NIDC.

SECTION 3 CLAUSE

(for inclusion in all section 3-covered contracts)

A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low-and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.

C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.

E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.

F. Non compliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

G. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

Bid Submission Form

This bid document consists of five (5) pages. They are the Bid Submission Form, the Materials List, the Contractor's References, Contractor Ownership Information, and the Subcontractor List.
All pages must be completed and submitted as your bid. Bid forms must be received no later than 11/4/2013. CONTRACTOR agrees this bid shall remain in effect for a period of sixty (60) days. If the OWNER takes no action during the 60 days, the bid shall become void without recourse by either party.

START AND COMPLETION OF WORK
The work presented in this project is to be started within **15** days after Contractor's receipt of a Notice to Proceed and is to be satisfactorily completed within **90** days thereafter. Interior/Exterior Completion and/or Weather-Affected repairs, if any, must be completed as further outlined and incorporated in Bid Attachments A and/or B respectively. (Strike if not applicable.)

BIDDING
Contractors should submit bids to do EXACTLY the work AS DESCRIBED. Any desired changes must be proposed on a separate, "Alternate Bid" page. Any proposed changes are subject to the owner's approval, after consultation with the lender.

MAIL OR DELIVER BIDS TO THE OWNER AT CURRENT ADDRESS
Owner: **Hiba Abu Shawish**
Project Address: **2217 S 28TH ST**
Current Address: **2217 S 28TH ST**
Phone: **(414) 236-0686**

The contractor accepts and agrees to all of the terms and conditions stated in the General Bid Conditions and instructions which are incorporated herein by reference. The contractor hereby further agrees to execute a contract for performance of work as outlined in the "Scope of Work" dated 10/8/2013 and to furnish labor and materials in accordance with the "Technical Specifications and addenda

for the lump sum BASE BID price of: $_____.

Company name _____

Address: _____

City/State/Zip_____

Phone _____

City License # _____

Lead License No _____

Contractor Insurance
Expiration. Date _____

By:_____
Signature

Date:_____

Title _____

Witness _____

Federal contractor tax id #or social sec # _____
Note: one of these numbers is required to validate this bid.

If other than sole proprietor, complete the following:
I certify that I am the _____ (Officer or Title) of the corporation named as contractor herein; that _____ (Name of bidder) who signed this bid form on behalf of the contractor was the authorized representative, of said corporation; that said bid form was duly signed for and in behalf of said corporation by authority of its governing body, and is within the scope of its corporate powers.
(Corporate Seal) BY: _____
Acceptance By Contractor

I have reviewed all bids and hereby accept this bid. I understand that this acceptance is final and may not be revoked subsequent to approval by the NIDC Administrative Review Committee.

Owner's Signature: _____ Date: _____

Owner's Signature: _____ Date: _____

Materials List

For the project located at: **2217 S 28TH ST**

I, the contractor, submit the following descriptions and allowances as part of the bid price. Deviations from the materials, quantities or costs as herein specified will result in a change order with cost differences to the contract. The owner will be provided samples for selection in the price ranges or quality levels as shown below.

SIDING: Manufacturer _____ Gauge_____ Style_____
Type of Material _____ Exposure_____ Color_____
Type of Backerboard _____ Warranty Period _____

ALUMINUM TRIM: Color _____ Gauge _____

STORM WINDOWS: Manufacturer _____ Model _____
Finish _____ Quantity _____

STORM DOORS: Manufacturer _____ Model _____
Finish _____ Quantity _____

KITCHEN CABINETS: Linear Feet of Base Cabinets & Countertops: _____
Linear Feet of Wall Cabinets: _____
Manufacturer _____ Model _____
Finish _____ Quantity _____

MEDICINE CABINET: Manufacturer _____ Model _____
(Circle One) Lighting: with / without Mounting: Surface Flush

FLOOR COVERING: Allowance per square yard for flooring, material only: _____
Allowance per square yard for carpet & pad, material only: _____

VANITY: Cabinet Manufacturer _____ Model _____ Size _____
Sink Manufacturer _____ Model _____ Color _____
Material _____
Faucet Manufacturer _____ Model _____

BATHTUB: Tub Manufacturer _____ Model _____
Color _____ Size _____
Material _____
Faucet Manufacturer _____ Model _____
Showerhead Manufacturer _____ Model _____

TOILET: Manufacturer _____ Model _____ Color _____

KITCHEN SINK: Manufacturer _____ Basin (Circle One) 1 2
Material _____ Size _____ Spray (Circle One) yes no
Faucet Manufacturer _____ Model _____

LAUNDRY TUB: Material _____ Basin (Circle One) 1 2

WATER HEATER: Manufacturer _____ Model _____ Size _____ gallon
Fuel: (Circle One) Gas Electrical

HEATING: Furnace Manufacturer _____ Model _____
BTUH Input Capacity _____ Fuel _____

HUMIDIFIER: Manufacturer _____ Model _____

ELECTRICAL: Total material allowance for all light fixtures included in bid: $_____
Total number of fixtures: _____

Contractor Reference Form

(for project at: **2217 S 28TH ST**

CONTRACTOR: List below three references.

Refer only jobs you have successfully completed and jobs of comparable size and scope to this job. The customer for whom you are submitting this bid may be contacting your references. Be sure to obtain permission from the owners whose names you provide.

REFERENCES

1. Name: _____
   Address: _____
   Telephone: _____

SIZE OF JOB:
_____ under $10,000 _____ over $10,000

BRIEFLY DESCRIBE THE WORK YOU COMPLETED:
_____
_____
_____

2. Name: _____
   Address: _____
   Telephone: _____

SIZE OF JOB:
_____ under $10,000 _____ over $10,000

BRIEFLY DESCRIBE THE WORK YOU COMPLETED:
_____
_____
_____

3. Name: _____
   Address: _____
   Telephone: _____

SIZE OF JOB:
_____ under $10,000 _____ over $10,000

BRIEFLY DESCRIBE THE WORK YOU COMPLETED:
_____
_____
_____

Contractor Ownership Information

Thank you for submitting a bid for a NIDC-sponsored rehabilitation. If you have not been awarded a contract through NIDC in the past 12 months, you must complete this form.

I (we) certify that this information is true, accurate, and complete. I (we) understand that incomplete or inaccurate information may mean my (our) bid will not be accepted by NIDC.

Failure to complete the form may disqualify your bid. Please print clearly.

Full, legal name of your contracting business (no abbreviations):

_____

Address of business: _____

List all owners & partners of this business:

First_____ Middle_____ Last_____ Date of Birth_____
Address_____

First_____ Middle_____ Last_____ Date of Birth_____
Address_____

List addresses of all properties located in the City of Milwaukee that are owned in whole, or in part, by any owner or partner of the contracting business. Include properties under all forms of ownership including LLC's, incorporated businesses, partnerships, etc.

1. Address_____ Property taxes current? Yes ☐ No ☐
   Open code orders? Yes ☐ No ☐

2. Address_____ Property taxes current? Yes ☐ No ☐
   Open code orders? Yes ☐ No ☐

3. Address_____ Property taxes current? Yes ☐ No ☐
   Open code orders? Yes ☐ No ☐

4. Address_____ Property taxes current? Yes ☐ No ☐
   Open code orders? Yes ☐ No ☐

5. Address_____ Property taxes current? Yes ☐ No ☐
   Open code orders? Yes ☐ No ☐

6. Address_____ Property taxes current? Yes ☐ No ☐
   Open code orders? Yes ☐ No ☐

Attach additional sheets if necessary.

Sub-Contractor List

I (we) certify that this information is true**,** accurate, and complete. I (we) understand that incomplete or inaccurate information may mean my (our) bid will not be accepted by NIDC. Attach additional sheets for other sub-contractors or material suppliers.

The total of EBE sub-contracts, including material suppliers is: $_____
The total of Section 3 sub-contracts including material suppliers is: $_____

ELECTRICAL		Amount of Subcontract	$
Company Name		EBE Status	Yes
Address			No
Contact Name		Section 3 Status	Yes
Contact Phone			No
PLUMBING		Amount of Subcontract	$
Company Name		EBE Status	Yes
Address			No
Contact Name		Section 3 Status	Yes
Contact Phone			No
HVAC		Amount of Subcontract	$
Company Name		EBE Status	Yes
Address			No
Contact Name		Section 3 Status	Yes
Contact Phone			No
CARPENTRY		Amount of Subcontract	$
Company Name		EBE Status	Yes
Address			No
Contact Name		Section 3 Status	Yes
Contact Phone			No
CONCRETE & MASONRY		Amount of Subcontract	$
Company Name		EBE Status	Yes
Address			No
Contact Name		Section 3 Status	Yes
Contact Phone			No
LEAD ABATEMENT		Amount of Subcontract	$
Company Name		EBE Status	Yes
Address			No
Contact Name		Section 3 Status	Yes
Contact Phone			No
INSULATION		Amount of Subcontract	$
Company Name		EBE Status	Yes
Address			No
Contact Name		Section 3 Status	Yes
Contact Phone			No

	SCOPE OF WORK	Oct 8, 2013 (Tues)		
	Hiba Abu Shawish: 2217 S 28h St (15-2425)			
		Rehab Specialist:		
	( ) Home Aldermanic District 8 - Donovan	Hamid Sarlati		286-5657
	(_____) Cell NSP-HBA (Program Area 3)	*Loan Officer:*		
	First inspection date:	Judy Carson		286-3543
	Revision Dates:			
	Both the "Rehabilitation and Technical Specifications and Performance Standard for the City of Milwaukee - February, 2006" and the			
	"NIDC Addendum to Specifications," dated 7/9/09, 8/23/07 & 5/13/08, are incorporated into this scope by reference. These items provide an			
	outline of materials requirements & performance expectations. Updated copies can be obtained from NIDC @ 809 N Broadway-3rd Flr.			
	Standard Window Treatment: Any task that disturbs a previously painted surface shall be performed by properly certified personnel and			
	requires Milwaukee Health Department notification. Standard window treatment and window replacement shall be performed by properly			
	certified personnel and requires a Milwaukee Health Department PERMIT.			
	Miscellaneous: The contractor is responsible to field verify all measurements, the amount of materials needed, and the number of windows			
	in the building. If any item in this scope calls for a certain manufacturer, model number, or approved equivalent of a particular item, and that			
	item is to be substituted, both NIDC and the owner must approve the substitution in writing as a part of the contract.			
1	**GENERAL EXTERIOR**		**Code**	**Cost Est**
2	**SITE**			
3	Replace front concrete steps handrail.		PR	
4	**GARAGE**			
5	Re-roof. Tear off. Install water & ice shield. Install OSB as needed. Replace all flashings.		PR	
6	Install house number by the alley.		PR	
7	**PORCHES**			
8	Repair rear porch as needed. Replace the columns per code (PERMIT).		PR	
9	Re-paint the rear porch.		PbN	
10	Paint front porch steps handrail.		PbN	
11	**HOUSE**			
12	Replace all doorbell buttons. Install cordless doorbells.		None	
13	Check front & rear light fixtures for proper functioning, replace as needed.		PR	
14	Install backflow preventer on hose faucet(s) & repair/replace faucet(s) if needed (PERMIT).		PR	
15	Remove chimney to the roof line.		PR	
16	Re-roof. Tear off. Install OSB as needed. Install water & ice shield. Replace all flashings. Install ridge vent.		PR	
17	Replace gutters & downspouts.		PR	
18	Seal downspouts to receivers.		PR	
19	Repair or replace all trims as needed. Include window trims, soffits, fascia, etc.		PR	
20	Remove existing siding. If asbestos, dispose per code.		PR	
21	Repair storm windows. Replace as needed.		PR	
22	Tuckpoint foundation as needed.		PR	
23	Install vinyl siding (PERMIT).		PR	
24	Install aluminum trim on doors, windows, soffits, fascia, gable-end (i.e. rake) trim.		PR	
25	Paint all remaining wood surfaces. Include front porche.		PbN	
26	Repair all leaded glass windows for proper functioning.		PR	
27	Replace non-leaded glass windows with vinyl replacement windows.		PbA	
28	Treat all leaded glass windows for lead.		PbA	
29	Replace exterior storm/screen doors.		None	
30	Provide screen windows for all leaded glass windows.		PR	
31				
32	**GENERAL INTERIOR**			
33	Check all outlets & switches for proper wiring (PERMIT).		PR	

	SCOPE OF WORK	Oct 8, 2013 (Tues)		
	Hiba Abu Shawish: 2217 S 28h St (15-2425)			
34	**GENERAL INTERIOR (Continued)**			
35	Remove all existing radiators.		PR	
36	Repair holes on wood floor where radiator are removed.		PR	
37	Install heat opening for all living areas.		PR	
38	Install heat grilles for all heat openings.		PR	
39				
40	**INTERIOR**			
41	**FRONT VESTIBULE - 1st Floor**			
42	Install inner door. Build the door header to fit a standard door.		None	
43	Repair front door with epoxy. Install deadbolt lock & stain & varnish the door.		PR	
44	**REAR BEDROOM - 1st Floor**			
45	Install all missing trims (door & baseboard). Stain and varnish or paint.		PR	
46	Sand, varnish & seal the floor.		None	
47	Repair room door. Replace hardware as needed.		PR	
48	**LIVING ROOM - 1st Floor**			
49	Repair plaster to a smooth surface.		PbN	
50	Paint.		PbN	
51	Sand, varnish & seal the floor.		None	
52	**DINING ROOM - 1st Floor**			
53	Remove wall covering in dining room.		PbN	
54	Repair plaster to a smooth surface.		PbN	
55	Replace missing trims & windows. Stain and varnish to match existing.		PR	
56	Paint.		PbN	
57	Sand, varnish & seal the floor.		None	
58	**KITCHEN & PANTRY - 1st Floor**			
59	Install ceiling fixture per code (PERMIT).		PR	
60	Install 20 amp circuit & outlet (PERMIT).		PR	
61	Install GFCI outlet(s) @ all existing within 6' of sink (PERMIT).		PR	
62	Install missing trims (windows & baseboard). Paint to match existing.		PR	
63	Sand, varnish & seal the floor.		PR	
64	Replace sink with double stainless steel. Replace faucet.		PR	
65	Install wall/base cabinets as follows: 5' kitchen sink cabinet & 5' wall cabinet.		None	
66	Install frames for recessed lights.		PR	
67	Install door for rear hall.		PR	
68	**CENTER HALL - 1st Floor**			
69	Repair plaster to a smooth surface.		PbN	
70	Install battery-operated smoke & CO detector.		PR	
71	Paint.		PbN	
72	Sand, varnish & seal the floor.		None	
73	**BATHROOM - 1st Floor**			
74	Check all the plumbing fixtures for code compliance. Re-install per code as needed (PERMIT).		PR	
75	Install showerhead.		PR	
76	Repair door. Install privacy set.		PR	
77	**REAR HALL & STAIRS: 1st Floor to Basement**			
78	Install missing trims (door, window, baseboard). Paint as needed.		PR	
79	Repair plaster to a smooth surface.		PbN	
80	Paint.		PbN	
81	Install underlayment & sheet vinyl: 1st floor landing to entry landing.		None	

	SCOPE OF WORK	Oct 8, 2013 (Tues)		
	Hiba Abu Shawish: 2217 S 28h St (15-2425)			
82	**BASEMENT**			
83	Install high efficiency furnace & ducts to provide heat for both floors (PERMIT).		PR	
84	Provide separate circuits for furnace(s) (PERMIT).		PR	
85	Install closers/covers/plates.		PR	
86	Install one 20 amp laundry circuit & outlet (PERMIT).		PR	
87	Install drain for laundry per code (PERMIT).		PR	
88	Install missing pipes for water supply (PERMIT).		PR	
89	Replace one water heater with high efficiency (PERMIT).		PR	
90	Properly install water meter setting.		PR	
91	Eliminate all unused wiring (PERMIT).		PR	
92	Terminate the shower stall. Install a lavatory per code (PERMIT).		None	
93	Check water closet for code compliance, repair as needed.		PR	
94	Eliminate all electrical & plumbing code violations (PERMIT).		PR	
95	Install hard metal dryer vent.		PR	
96	Board up the open side of the rest room.		PR	
97	Install battery-operated smoke & CO detector.		PR	
98	**REAR HALL & STAIRS: 1st Floor to Attic**			
99	Sand & seal floor & steps.		None	
100	Install handrail where missing.		PR	
101	**ATTIC**			
102	Insulate floor. Install venting.		PR	
103				
104	**2ND FLOOR GENERAL INTERIOR**			
105	Install missing doors.		PR	
106	Repair existing doors as needed.		PR	
107	**CENTER HALL - 2nd Floor**			
108	Repair drywall as needed.		PbN	
109	Install battery-operated smoke & CO detector.		PR	
110	Paint.		PbN	
111	Sand, varnish & seal the floor.		None	
112	**REAR BEDROOM - 2nd Floor**			
113	Sand & seal floor.		None	
114	**BATHROOM - 2nd Floor**			
115	Check plumbing for code compliance, repair as needed. (PERMIT).		PR	
116	Install GFCI in existing box. (PERMIT)		PR	
117	Replace shower.		PR	
118	Install door for laundry chute.		PR	
119	Install exhaust fan & switch (PERMIT).		PR	
120	Install missing trims (door). Stain and varnish.		PR	
121	**CENTER BEDROOM SOUTH**			
122	Repair plaster to a smooth surface.		PbN	
123	Paint.		PbN	
124	Sand & seal floor.		None	
125	Repair room door & hardware.		PR	
126	**CENTER BEDROOM - NORTH**			
127	Repair plaster to a smooth surface.		PbN	
128	**CENTER BEDROOM - NORTH (Continued)**			
129	Paint.		PbN	
130	Sand & seal floor.		None	
131	Repair room door & hardware.		PR	

	SCOPE OF WORK	Oct 8, 2013 (Tues)	
	Hiba Abu Shawish: 2217 S 28h St (15-2425)		
132	**FRONT BEDROOM - 2nd Floor**		
133	Repair plaster to a smooth surface.	PbN	
134	Paint.	PbN	
135	Sand & seal floor.	None	
136	Repair closet & room door. Replace hardwares as needed.	PR	
137			
138		106 EST TOTAL	
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144			
145	**EXPLANATION OF CODES:**		
146	**PR** Program Requirement: This item of work is required by NIDC.		
147			
148	**PbA** Lead Abatement: This item of work requires lead abatement. A lead abatement permit must be obtained from the Milwaukee Health Department prior to start of work. Call (414) 286-5033 for further information.		
149			
150	**PbN** Lead Abatement Notification: The Milwaukee Health Department must be notified prior to starting this item of work. Contact (414) 286-5033 for more information.		
151			
152	**None** This item of work is not required by NIDC.		
153	**Permit** This item of work requires a Permit issued by the Department of Neighborhood Services. Please contact (414) 286-8011 for further information.		
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162	Prepared by:	Date:	
163			
164			
165	Owner Approval:	Date:	