



Department of City Development

City Plan Commission  
Neighborhood Improvement  
Development Corporation  
Redevelopment Authority

Rocky Marcoux  
Commissioner

Martha L. Brown  
Deputy Commissioner

DUE DATE: 9/10/2012 4:00 PM  
NIDC 809 N Broadway 3<sup>rd</sup> floor

**BIDDING  
DOCUMENTS**  
Scope of Work and Specifications  
for  
Remodeling and Repairs  
By General Contractor  
  
at  
2401 N 4TH ST  
Milwaukee, WI 53212-2701  
  
NIDC's Property  
  
Bids for this Project  
are being solicited for  
the following contractor types:  
General Contractor  
  
***NSP Acq/Rehab Loan Program***

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**NOTE: Please contact Robert McInnes at (414) 286-6458 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>

One addendum will be posted on 9/4/2012

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.
  - e) Bid bond as specified in scope
  - f) all other submittals as specified in scope of work

### **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. 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 be 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 with bid. 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/RehabilitationTechnical16398.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. Withdrawal will result in forfeiture of the Bid Bond surety value.

### **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/EmergingBusinessEnter1389.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 effective January 1<sup>st</sup>, 2012)

Family Size:	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Household Income	\$41,000	\$46,850	\$52,700	\$58,550	\$63,250	\$67,950	\$72,650	\$77,300

### 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 effective January 1<sup>st</sup>, 2012)

Family Size:	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Household Income	\$41,000	\$46,850	\$52,700	\$58,550	\$63,250	\$67,950	\$72,650	\$77,300

**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 at (414) 286-5608.

### 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).

**Job Address:** 2401 N 4TH ST

**Date of Invoice:** \_\_\_\_\_

**Log of Hours Worked**

This project was funded through the American Recovery & Reinvestment Act (ARRA.) and/or the US Department of Housing and Urban Development. Attach this form to every invoice submitted for this job address. **Failure to provide the information WILL result in delay of payment.**

**For this invoice,** enter the total number of man-hours worked on this job. Enter "0" if applicable:

a) Number of man-hours worked on this job by you and your employees: \_\_\_\_\_

b) Number of man-hours worked on this job by your sub-contractors: \_\_\_\_\_

c) If other work was performed, enter the type of work done (example: professional services) and the number of hours:

Type of work: \_\_\_\_\_ Number of man-hours \_\_\_\_\_

Type of work: \_\_\_\_\_ Number of man-hours \_\_\_\_\_

Enter below the names of all individuals, including yourself, who performed work related to this invoice. You do not need to enter the number of hours each individual worked. Attach additional sheets if necessary:

<b>Name</b>	<b>Type of Work Performed (Example, Roofing, Carpentry, etc.)</b>	<b>New Hire for this job (Y/N)</b> If yes, employee must provide Section 3 status on Section 3 Certification Form.

I certify that the information provided above is true and accurate.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

# 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 9/10/2012. 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 September 24, 2012 after Contractor's receipt of a Notice to Proceed and is to be satisfactorily completed December 1, 2012. 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.

## **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: **NIDC**  
Project Address: **2401 N 4TH ST**  
Current Address:  
Phone:

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 8-28-2012 and to furnish labor and materials in accordance with the "Technical Specifications and addenda

**Per attached scope of work, broken out by division. Entire bid will be accepted. Division breakout will be used as schedule of values.**

Company name \_\_\_\_\_

By: \_\_\_\_\_  
Signature

Address: \_\_\_\_\_

Date: \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_

Title \_\_\_\_\_

City License # \_\_\_\_\_

Witness \_\_\_\_\_

Lead License No \_\_\_\_\_

Contractor Insurance

Federal contractor tax id #or social sec # \_\_\_\_\_

Expiration. Date \_\_\_\_\_

**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: \_\_\_\_\_

# Scope of work 8/28/2012

Initial inspection Date: 7/1/2012  
Scope Date: 8/28/2012

Owner: TBD  
Property address: 2401 n 4th street

Specialist: Bob McInnes 708-3258  
[robert.mcines@milwaukee.gov](mailto:robert.mcines@milwaukee.gov)

Prior version dates: None

Loan officer: James Sayers

Program: NSP aqi- rehab

Both the "Rehabilitation and Technical Specifications and Performance Standard for the City of Milwaukee - February, 2006" and the "NIDC Addendum to Specifications", effective March 2, 2010, are incorporated into this scope by reference. These items provide an outline of materials requirements and performance expectations. Updated copies can be obtained from NIDC at 809 N. Broadway, (Room 104, first floor).

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.

## Code Key:

Req =	required work
Not req	not required work
Permit =	DNS permit required
Pb-A =	MHD permit is required
Pb-N =	MHD Notification is required
alt =	Alternate

Note: Item code

code

REQ	Bid	\$	
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**Spec code**

**Description of work**

General requirements

1000

Health department abatement permit for all PBA listed work obtained 2 days before start of work and closed at completion of work.

REQ

1000

Copy of permit shall be provided where applicable with draw request for that portion of work. Permits shall be closed before final request for payment.

REQ

1000

Final cleaning. Contractor shall provide a complete professional cleaning of all levels (including basement) at completion, before final payment, leaving all surfaces as new. Remove all stickers, manufactures labels, construction dirt, window glass and storms inside and out, etc.

REQ

1000

Provide complete manufacturer brochures and warranty information that comes with each new appliance installed in home under contract. All information shall be submitted at final request for payment.

REQ

1000

HISTORIC PRESERVATION REQUIREMENTS: This project is under the approval historic preservation the scope has been reviewed and approved.

1000

REQUIRED SUBMITTALS: Provide cut sheet of cabinets, plumbing fixtures, and landscape plantings included in your bid. Read scope to provide complete list of products bid with your proposal. Bids without submittals will be disqualified.

1000

REQUIRED Schedule of values with bid: Contractor shall provide owner with schedule of values for each specification code division of work in bid package as outlined in this scope of work. This contractor submitted schedule of values will be define the expected draw for each item of work on a percent complete basis. Bids submitted in lump sum format will be disqualified.

REQ

1000 **REQUIRED Bid Bond with bid:** BID SECURITY REQ

**REQUIRED:** BOND, CERTIFIED CHECK, OR  
CASHIER'S CHECK, TO ACCOMPANY BID: 10% OF  
CONTRACTOR'S BASE BID. Bid security hereinafter  
specified must be submitted with your bid. If a bid bond  
is used, it must be sealed by the bonding company and  
be accompanied by an affidavit of no interest and a  
copy of a power of attorney. Bonding agents must be  
licensed to do business in the State of Wisconsin. Copy  
of bid bond form attached to this scope of work.

1000 **REQUIRED Performance Bond:** THE SUCCESSFUL REQ  
CONTRACTOR SHALL FURNISH A PERFORMANCE  
BOND IN THE AMOUNT OF 100% OF THE BID WITH  
EACH EXECUTED CONTRACT, INCLUDING  
CHANGE ORDERS, FOR THE DURATION OF THE  
CONTRACT. Copy of performance bond attached to  
this scope of work.

1000 **Two open Houses:** 1st will be on August 29th, 2012 REQ  
1:30 - 3:30. Second will be September 4th 1:30- 3:30.  
One Addendum will be issued after second walk thru on  
September 4th, 2012

1000 **Bids due 9-10:** 4pm at NIDC offices 809 North REQ  
Broadway, Milwaukee, WI. Bids will be time stamped.  
Late bids will not be accepted.

1000 **REQUIRED Schedule submittal with bid:** Detailed REQ  
Schedule of work submittal tied to each spec code  
division of work in bid package as outlined in this scope  
of work WITH BID SUBMISSION. Schedule shall state  
start/finish date for each spec code division.

1000 **REQUIRED subcontractor list with bid:** REQ  
Subcontractor list WITH BID SUBMISSION.

1000 **REQUIRED project duration:** Notice to proceed Sept 24th. Entire scope of project is to be completed no later than Dec 1st, 2012. **Base your submitted schedule on these start and finish dates.** Liquidated damages per diem : \$100.00

<b>REQ</b>	<b>\$</b>
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**Asbestos removal**

**1000 General requirements**

State abatement permit for all asbestos listed work obtained 2 days before start of work and closed at completion of work.

REQ Pbn

2050 **Asbestos removal**

Abate all asbestos pipe wrap entire home.

REQ Permit

**2050 Demolition**

<b>REQ</b>	<b>Bid</b>	<b>\$</b>
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provide all removal from site of all items removed during construction. Include dumpster costs in bid price.

REQ Pbn

2050 remove all existing ceiling tile down to plaster surface. If plaster is beyond patching per wall repair specification, remove plaster down to lath.

REQ Pbn

2050 Remove existing kitchen cabinets, flooring, and light fixtures from upper and lower kitchens. Floor to be left prepared to install new underlayment and vinyl flooring.

REQ Pbn

2050 Remove existing rear door and jamb for installation of new.

REQ Pbn

2050 Remove fuel oil and oil tank in basement. Dispose of according to code. Clean any spilled fuel during removal.

REQ Pbn

2050 Remove existing satellite dish from home.

REQ Pbn

2050 remove all existing carpeting and Pad to wood floor below scrape any stuck pad from floor.

REQ Pbn

**2510 Concrete work**

<b>REQ</b>	<b>Bid</b>	<b>\$</b>
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2510 all side walks which have tripping hazards of more than 3/4" or allow water to pond and pitch toward home; must be removed and replaced. Service walk stairs that are cracked or have uneven rise and run not compliant to existing code must be removed and replaced.

2510 front porch remove and replace existing porch and stairs complete with new concrete. Match existing profile and design. Provide in concrete down spout connector to match existing for connection by Roofing contractor.

2510 excavate form and pour parking slab to the south of garage 20' wide 22' long.

2510 Remove existing curb, excavate, form, and pour apron and all curb cuts required for access to street. to the south of garage 22' wide.

**2200** **Excavation grading and backfill**  
 Correct negative pitch of soil around building where grade specifications are not met. Remove mulch and stones around walls. Remove obstructions that prevent water from running away from walls. Grade specifications: Pitch away from building (1/2" to 1" per foot for 5-6 feet from walls) using an underlayment of blended soil (2/3 clay 1/3 topsoil) which will sheen away water.

<b>REQ</b>	<b>Bid</b>	<b>\$</b>
REQ	PbN	

**2900** **Fence**  
**owner shall provide certified survey defining lot boundaries.**  
 provide and install rubber coated chain link fence. Fence new 4 1/4 w mieneke split lot with chain link fence complete perimeter per attached site plan.  
 Provide and install remote opening gate in front of new parking slab west of garage. Match the 22' length of the parking slab.

<b>REQ</b>	<b>Bid</b>	<b>\$</b>
REQ	PbN	

**2900** **Landscaping and site work**

<b>\$</b>
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2900	Install new sod complete combined yard and existing.	REQ	PbN	
2900	Remove all existing landscaping around home. remove timbers at east end of home.	REQ	PbN	
2900	remove existing shrubs in front of home complete with roots. Provide planting bed per grading specification.	REQ	PbN	
2900	Plant privacy hedge to alley and sidewalk perimeter of fence.	REQ	PbN	
2900	provide 150 sq feet of low maintenance ground plantings in front of home complete with mulch top.	REQ	PbN	
<u>4000</u>	<u>Masonry</u>	<b>REQ</b>	<b>Bid</b>	<b>\$</b>
4000	Rebuild chimney exterior from roofline to existing height. Match existing design, color, and size exactly. Match mortar as to original composition and color as close as possible. Install chimney liner for wood burning fireplace. Repair or replace damper as required.	REQ	PbN	
4000	Rebuild masonry area above garage overhead door where out of plane and coming loose from home. Match mortar as to original composition and color as close as possible. Mason shall match radius of Amarr overhead garage door specified in door section.	REQ	PbN	
4000	Tuck point areas where mortar joints have deteriorated but brick is still attached to frame structure entire house. Chisel out joint to depth of 1/2" or to sound surface. Wet joint before application of new mortar. Match mortar type in existing as to type and color. Tool surface to match surrounding joints. Acid wash after curing to remove any that bonds to surface outside of joint. intent is to provide a match to existing as close as possible.	REQ	PbN	

2401 N 4th street  
414 W Mieneke

**Scope of work 8-28-2012**

Rehabilitation Specialist: Bob McInnes

4000 Acid wash brick when done. Intention is to leave masonry completely restored, brick clean, without any excess mortar on brick.

REQ Pbn

**Rough and finish Carpentry**

REQ	Bid	\$
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6100 **Lumber and rough carpentry**

rebuild wall south east corner of dining room. First and second floor. Preserve existing plaster frieze or restore as new.

REQ Pbn

6200 **Finish Carpentry and millwork**

6200 **Interior**

install minimum 10 feet of upper and 10 feet lower cabinet in each (upper and lower) kitchen (40 LF total). Cabinets shall be Maple Mission style with solid wood fronts; flat panel doors and drawers; Plywood sides, bottom, and back; full drawer self closing slides and doors.

REQ Pbn

6200 Install minimum 10 feet of premium laminate countertop per unit.

REQ Pbn

6200 replace all missing built-in cabinet doors 4 total. Install new Tempered glass.

REQ Pbn

6200 reattach all handrail to wall. Provide new per code if missing.

REQ Pbn

6200 Install 18" continuous shelf and pole in each closet in the home

REQ Pbn

**Exterior**

Remove any sheet metal trim from existing home to ascertain design of trim below. Call rehab specialist when work is started to confirm replacement profile for submittal to historic preservation.

REQ Pbn

6200 restore all exterior trim to home. trim shall be #1 clear white or red cedar lumber sized to match existing.

REQ Pbn

**7200 Insulation and vapor barrier**

REQ	Bid	\$
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2401 N 4th street  
414 W Mieneke

**Scope of work 8-28-2012**

Rehabilitation Specialist: Bob McInnes

7200 Dens pack insulation entire home. Areas to include: all exterior walls, space between 1st and second floor for sound attenuation, Attic to R-50. install ventilation channels to rafter spaces before blowing attic.

REQ Pbn

7200 Install Thermax insulation to all basement exterior walls tape seams.  
7200 wrap all radiator piping with insulation.

REQ Pbn

REQ Pbn

**Roofing, gutters, and downspouts**

**REQ Bid \$**

**7311 Asphalt shingles And flashing**

Tear off and reroof shingles entire roof. Remove and dispose of all roofing and defective sheathing. Cut a 1" wide vent at ridge board. Replace defective sheathing up to 5 sf per 100 sf of roof, matching surrounding sheathing. Install preformed aluminum drip edge and vent pipe boots. Install 15 lb felt and ice/water shield at roof edge and valleys. Replace all flashing entire roof. Install shingles over ridge vent. install edge vent soffit venting. Install 245lb fiber glass asphalt dimensional shingle with 30 year warranty.

REQ Pbn

**7530 Single-ply membrane roofing**

Remove and replace roofs with pitch lower than 3" in 1 foot pitch with modified bitumen (Porch roof, Gables etc.). Provide proper termination per manufacturers detail.  
7530 Replace all existing flashing with new. Properly install intop reglet joints as required where abutting masonry.

**REQ Bid \$**

REQ Pbn

**7631 Gutters and downspouts**

dispose of gutter. Install white 5", K type, seamless, .027 gauge, gutter to roof. Use only sealant recommended for gutter and downspout use, UV resistant and installed per manufacturer's direction.

REQ Pbn

**\$**

7631 Dispose of downspout. Install 5", square corrugated, seamless, .027 gauge, white aluminum downspout. Strap at least 3' on center. Attach to storm water leaders using gagas adapters

REQ Pbn

**7600** **Metals, Iron**

REQ	Bid	\$	
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7600 REQ Pbn

Salvage medallions from existing porch railing for incorporation into new railing. Design fabricate and install new railing to meet current building code and match design of existing railing. Provide submittal of new rail for approval of owner before fabrication core drill concrete to receive new rail and install.  
7600 REQ Pbn  
Replace missing window well grates match existing in size and design. Fasten new and existing to wells with bolts.

**Doors and Hardware**

REQ	Bid	\$	
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**Doors**

**8200** REQ Pbn

replace or patch all broken interior damaged doors throughout home. Match existing in wood species and design. Repair all doors in home to function correctly. All hardware should function correctly and latch/ lock when closed.

8200 REQ Pbn

repair existing front entry door. Re weather-strip to seal door. Provide new full view wood storm door.

8200 REQ Pbn

Install new solid core wood prime door and frame to rear porch. Provide and install wooden full view storm door

8200 REQ Pbn

Install new solid core wood prime door and frame to rear entrance. Match front door design. Provide and install wooden full view storm door.

8200 REQ Pbn

replace overhead door in garage with wood carriage style overhead door as manufactured by Amarr garage door. Bob Timberlake- Davidson design, no lights, clear cedar and "Barcelona" surface applied hardware package. Install electric door opener with one remote. [http://www.amarr.com/residential/collection\\_options/bob\\_timberlake/Davidson///](http://www.amarr.com/residential/collection_options/bob_timberlake/Davidson///)

8200 REQ Pbn

Install new solid core wood prime door and frame to Garage entrance. Match front door design with no light in door

**8710 Hardware**

8710 retain all existing functioning hardware. Repair existing or replace broken with new acceptable to owner. All doors to lock and function easily.  
REQ P bN

8710 all prime doors to have functioning entry set and dead bolt lock, keyed alike. Reinforce frame strike by attaching to framing behind.  
REQ P bN

**8600 Windows**

8600 **prime windows:** Completely restore existing windows to as new condition.  
REQ P bA

8600 leaded windows -Completely restore existing windows.  
REQ P bA

8600 Replace all broken glass, in existing windows.

<b>REQ</b>	<b>Bid</b>	<b>\$</b>	
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8600 **EAST UPPER WINDOWS BASE BID:** Replace missing east upper missing windows with wood sash and leaded glass windows to match profile of panel below  
REQ ALT

**8600 EAST UPPER WINDOWS ALTERNATE COST**

**REQUIRED:** leaded windows -Completely restore missing east upper windows. replicate windows from picture supplied in scope with medallion as shown on pictures.. Install in new sash and install in frame.

<b>REQ</b>	<b>Bid</b>	<b>\$</b>	
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8600 Provide and install exterior wood storm screen windows for all double hungs.  
REQ P bA

8600 Provide and install interior storm/screen windows where casement windows open.  
REQ P bA

8600 repair existing basement windows. Scrape and paint, reglaze, replace all broken glass. Two shall function to vent basement in cross ventilation.  
REQ P bA

8600 Health department abatement permit for all P bA listed work obtained 2 days before start of work and closed at completion of work.  
REQ P bA

**9250 Drywall and plaster**

<b>REQ</b>	<b>Bid</b>	<b>\$</b>	
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2401 N 4th street  
414 W Mieneke

**Scope of work 8-28-2012**

Rehabilitation Specialist: Bob McInnes

9250 repair all walls in cost effective manner providing the best finished appearance. All surfaces are to be brought to a smooth surface with a flat plane at minimum to be consistent with new plaster. ensure patch is firmly adhered to existing lath using plaster washers if repaired. alternative to patch is to remove plaster and install drywall new or laminate 1/4" over solid plaster surface: tuck all drywall behind existing base molding. Work is to be of best quality, leaving a finished surface that is "as new".

REQ P6N

\$

**Stucco**

9250 **Stucco.** Repair any stucco that is missing or damaged. Determine composition of existing stucco before repair. Stucco from 1920's was either Portland cement or lime based. Any repair shall match existing composition. All loose lath shall be reattached with galvanized nails. Provide bonding agent to wood lathe and piece in metal lath attached to framing behind. Guidelines from "Preservation brief 22- The preservation and repair of historic stucco" by Anne Grimmer- National park service shall be followed. Link listed below:  
<http://www.nps.gov/history/hps/tps/briefs/brief22.htm>

REQ P6N

REQ Bid \$

**Flooring and ceramic tile estimate**

**Ceramic tile**

9300 clean and restore floor and wall porcelain ceramic tile in bathrooms. Seal grout joints.

REQ P6N

**Wood floor**

9550 Sand to bare wood, stain and seal wood floor where existing entire house. Patch any wood flooring damaged or missing. Provide color and finish sample for owners selection.

REQ P6N

9665 **Resilient sheet flooring**

2401 N 4th street  
414 W Mieneke

**Scope of work 8-28-2012**

Rehabilitation Specialist: Bob McInnes

9665 provide and install underlayment and high quality vinyl in  
kitchens and complete back hallway stairs: start of  
basement stairs continuous to 2nd floor landing ending  
at entry door to upper unit. Provide all metal edge  
nosing's.

REQ Pbn

**9900 Painting and varnishing**

**9900 exterior painting**

9900 Paint exterior entire home 2 color paint job. completely  
scrape off old loose paint from remaining trim using  
sharp carbide scraper. Provide smooth surface for paint  
application. Include one full coat bonding primer on all  
surfaces and two finish coats of exterior paint. Sheen to  
be egg shell. Work is to be of first quality. Trim/ wall  
junctures are to be caulked, in a neat and workmanlike  
manner, with a sharp delineation between color  
transitions.

REQ	Bid	\$
REQ	Pbn	

**9900 Interior painting**

9900 paint interior entire home. Work to include complete  
coat of vapor retardant primer as specified below on  
exterior walls and bonding primer to remainder of home.  
Apply two finish coats from same manufacturer in color  
selected by owner. Walls flat, trim satin sheen. Work is  
to be of first quality. Trim/ wall junctures are to be  
caulked, in a neat and workmanlike manner, with a  
sharp delineation between color transitions.

REQ	Bid	\$
REQ	Pbn	

9900 paint living space ceiling directly below roof and all  
exterior walls with vapor barrier paint that provides a  
rating of 1 perm or less. Use ICI dulux ultra hide vapor  
barrier paint 1060-1200, Sherwin Williams Moisture  
Barrier primer finish B72W1, or equal.

9900 Paint all painted trim and doors in home. Caulk all  
junctures wipe smooth. Prime and paint. Provide color  
sample for approval by owner.

9900 Varnish all Varnished trim and doors in home. Stain  
where new wood is installed.

REQ Pbn

**Scope of work 8-28-2012**

**15400 Plumbing**  
 permit for all work obtained before start of work and closed at completion of work

<b>REQ</b>	<b>Bid</b>	<b>\$</b>	
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15400 Rod out sewer to street REQ permit  
 15400 replace all waste and vent piping as required. REQ permit  
 15400 remove old and install new stationary tub in basement complete. Provide waste, supply faucet, arrestors, Back flow preventers, laundry hookups, and fiberglass tub per code. REQ permit

15400 Water service entry repair as required. Water shut off to operate freely. REQ permit  
 15400 replace all galvanized supply lines thru out home with Pexs per plan. Water shut offs at all fixture locations. REQ permit

15400 provide and install 2 high efficiency power vented water heater complete with all venting required for code compliant installation. REQ permit

15400 Provide and install 2 vanity cabinets, cultured marble top and faucet to bathroom per plan REQ permit  
 15400 Provide and install 2 new toilets to bathroom per plan REQ permit

15400 re-glaze existing tubs both units. Install new mixer and faucet in existing locations REQ permit  
 15400 Provide working gas piping to stoves in kitchen REQ permit  
 15400 Provide and install 18 Gauge, 9" deep stainless double bowl sink, and faucet in kitchen. REQ permit

**15500 HVAC**  
 permit for all work obtained before start of work and closed at completion of work

<b>REQ</b>	<b>Bid</b>	<b>\$</b>	
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15500 Existing boilers operate and were recently flushed and drained. Tune for most efficient operation. REQ permit  
 15500 install dryer vent to laundry areas REQ permit  
 15500 install new thermostats REQ permit

**16000 Electrical**  
**16400 Electrical distribution**  
**15300 Smoke and CO alarms**

<b>REQ</b>	<b>Bid</b>	<b>\$</b>	
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2401 N 4th street  
414 W Mieneke

**Scope of work 8-28-2012**

Rehabilitation Specialist: Bob McInnes

15300 Install hard wired smoke detectors as required by code REQ Pbn

15300 Install hard wired CO2 Detectors as required by code REQ Pbn

16000 Restore 100 amp service. ALT permit

16000 permit for all work obtained before start of work and ALT permit

16000 closed at completion of work REQ permit

16000 Ensure new and existing wiring/circuitry is installed per REQ permit

16000 NEC new construction code and properly grounded.

16000 Remove completely all non conforming wiring. Replace all switches.

16000 Electrical contractor is to provide power for all work in combined scope. (IE. Garage door opener requires a circuit and outlet for that circuit. dishwasher requires a circuit etc. gate requires power). It is the electricians responsibility to review the combined scope and provide all outlets required to complete the combined scope of work by all trades.

16000 Provide and install switched overhead lighting outlets in each room. REQ permit

16500 **Lighting** allowance for lighting fixtures \$1400 provided in bid REQ Pbn

price

**Total estimate cost**

1000 Bid bond 10% of bid cost refundable

1000 Performance bond

REQ	Bid	\$
REQ	Bid	\$
REQ	Bid	\$

2409 N 4TH

2401 N 4TH

NEW ADDITION  
TO 2409 N 4TH

NEW ADDITION  
TO 2401 N 4TH

414 W MIENKE

C. E. F. A. N.

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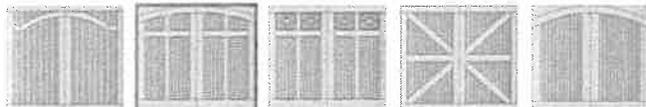
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Carriage House :: Wood Doors  
**BOB TIMBERLAKE®**

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1. Select door design: Bob Timberlake: Davidson

Showing 1 of 5



2. Select color: Clear Vertical Grain Cedar

Showing 1 of 4



3. Select construction: Bob Timberlake



Wood +  
Insulation +  
Wood  
Details

4. Select decorative handle (optional):

Showing 1 of 5



Barcelona  
Zoom

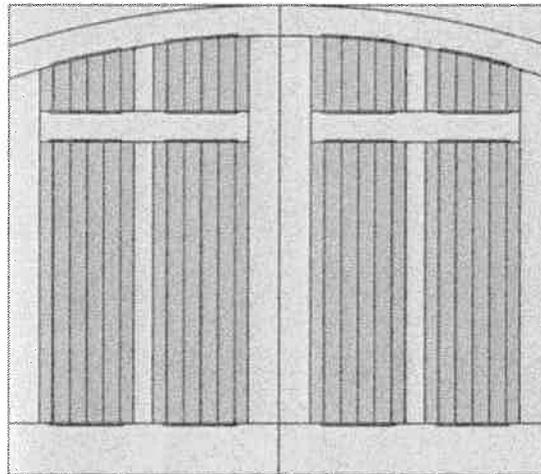
Cambridge  
Zoom

Carolina  
Zoom

Virginia  
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Park City  
Zoom

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**DOOR SUMMARY**

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**Door Design:** Bob Timberlake:  
Davidson

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**Color\*:** Clear Vertical Grain Cedar

**Insulation\*:** Bob Timberlake

**Handle:\*** —

\*Image not available at this time.



*Please Note: Door shown represents a 8'x7' door. Actual design may vary based on door width and height. Amarr reserves the right to modify designs without notice. Download additional door drawings and specifications here.*

**GARAGE DOORS**

- [Carriage Style Doors](#)
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# Materials List

For the project located at: **2401 N 4TH 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: \_\_\_\_\_

## Complete Sub-Contractor List 2401 N 4<sup>th</sup> Street

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: \$ \_\_\_\_\_

<b>Scope work division:</b>		Amount of Subcontract	\$
Company Name		EBE Status	Yes
Address			No
Contact Name		Section 3 Status	Yes
Contact Phone			No
<b>Scope work division:</b>		Amount of Subcontract	\$
Company Name		EBE Status	Yes
Address			No
Contact Name		Section 3 Status	Yes
Contact Phone			No
<b>Scope work division:</b>		Amount of Subcontract	\$
Company Name		EBE Status	Yes
Address			No
Contact Name		Section 3 Status	Yes
Contact Phone			No
<b>Scope work division:</b>		Amount of Subcontract	\$
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Contact Name		Section 3 Status	Yes
Contact Phone			No
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Company Name		EBE Status	Yes
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Contact Name		Section 3 Status	Yes
Contact Phone			No
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Company Name		EBE Status	Yes
Address			No
Contact Name		Section 3 Status	Yes
Contact Phone			No

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Address			No
Contact Name		Section 3 Status	Yes
Contact Phone			No
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Address			No
Contact Name		Section 3 Status	Yes
Contact Phone			No
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Address			No
Contact Name		Section 3 Status	Yes
Contact Phone			No
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Contact Name		Section 3 Status	Yes
Contact Phone			No
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Address			No
Contact Name		Section 3 Status	Yes
Contact Phone			No
<b>Scope work division:</b>		Amount of Subcontract	\$
Company Name		EBE Status	Yes
Address			No
Contact Name		Section 3 Status	Yes
Contact Phone			No

## Complete Sub-Contractor List 2401 N 4<sup>th</sup> Street

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Company Name		EBE Status	Yes
Address			No
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Contact Phone			No
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Address			No
Contact Name		Section 3 Status	Yes
Contact Phone			No
<b>Scope work division:</b>		Amount of Subcontract	\$
Company Name		EBE Status	Yes
Address			No
Contact Name		Section 3 Status	Yes
Contact Phone			No
<b>Scope work division:</b>		Amount of Subcontract	\$
Company Name		EBE Status	Yes
Address			No
Contact Name		Section 3 Status	Yes
Contact Phone			No
<b>Scope work division:</b>		Amount of Subcontract	\$
Company Name		EBE Status	Yes
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Contact Phone			No
<b>Scope work division:</b>		Amount of Subcontract	\$
Company Name		EBE Status	Yes
Address			No
Contact Name		Section 3 Status	Yes
Contact Phone			No
<b>Scope work division:</b>		Amount of Subcontract	\$
Company Name		EBE Status	Yes
Address			No
Contact Name		Section 3 Status	Yes
Contact Phone			No

## Contractor Experience/Project References

COMPANY NAME: \_\_\_\_\_

YEARS IN BUSINESS: \_\_\_\_\_

Bidder shall provide references for residential restoration/rehabilitation projects of similar types and sizes as listed in this scope of work (e.g. rebuilt porches, siding, trim work, masonry, stucco, etc.) in which the Bidder has successfully completed. It is preferred that these references be for older/historically significant and architecturally significant homes similar to this project to which the low bidder proposes to service under this contract.

(Contractor shall provide same information for M/W/SBE subcontractor or other subcontractors as required to meet needs of this contract.)

=====

Project Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

Describe Services Rendered: \_\_\_\_\_

\_\_\_\_\_

Time of Completion: \_\_\_\_\_

=====

Project Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

Describe Services Rendered: \_\_\_\_\_

\_\_\_\_\_

Time of Completion: \_\_\_\_\_

=====

Project Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

Describe Services Rendered: \_\_\_\_\_

\_\_\_\_\_

Time of Completion: \_\_\_\_\_

=====

## 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 <input type="checkbox"/> | No <input type="checkbox"/> |
|                  | Open code orders?       | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2. Address _____ | Property taxes current? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
|                  | Open code orders?       | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. Address _____ | Property taxes current? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
|                  | Open code orders?       | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4. Address _____ | Property taxes current? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
|                  | Open code orders?       | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 5. Address _____ | Property taxes current? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
|                  | Open code orders?       | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 6. Address _____ | Property taxes current? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
|                  | Open code orders?       | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Attach additional sheets if necessary.

**BID BOND**  
**CITY OF MILWAUKEE, WISCONSIN**  
LICENSED SURETY CORPORATION BID BOND

KNOW ALL MEN BY THESE PRESENTS, That we, .....

.....

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

as principal and ..... of .....  
(Home Office)

as surety are held and firmly bound unto the City of Milwaukee, Wisconsin, hereinafter called City in  
the penal sum of .....

..... Dollars,

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

WHEREAS, the above bounden principal is making a proposal in writing dated .....  
20 ....., to the Commissioner of City Development of the City, according to Official Notice No .....  
20 ....., of said Commissioner for furnishing all material, equipment, labor and everything necessary for  
the completion of the work of...

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

NOW, THE CONDITION OF THIS OBLIGATION IS SUCH, that if the above bounden principal shall  
execute the contract in quadruplicate, in accordance with the proposal as accepted, with approved licensed  
surety corporation bound thereto for the faithful performance and proper fulfillment

of such contract, and return the same to the office of the said Commissioner within the time limit specified in said proposal, then the above obligation shall be void, otherwise it shall be and remain in full force and effect.

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

Bidder Witnesses ..... **(Seal)**  
(Bidder)

.....  
By .....  
.....  
(Name and Title)

Surety Witnesses .....  
(Surety)

.....  
By .....  
.....  
(Attorney-in-Fact or Agent)

(Seal of Surety)

Name of Surety Contact Person \_\_\_\_\_ and Phone Number \_\_\_\_\_  
(Please Print)

NOTE: The affidavit on the following page must be properly executed before this bond will be approved.

**AFFIDAVIT**

**STATE OF WISCONSIN }  
MILWAUKEE COUNTY }**

SS

.....

being first duly sworn, on oath deposes and says that he is .....  
(Attorney-in-Fact or Agent)

of .....  
(Surety)

surety on the within bid bond executed by .....

Affiant further deposes and says that no city official or city employee of the City of Milwaukee has any interest, directly or indirectly in, or is receiving any premium, commission, fee or other thing of value on account of, the sale or furnishing of said bid bond.

.....

Subscribed and sworn to before me this

..... day of ..... 20 .....

.....  
Notary Public, Milwaukee County, Wisconsin

My commission expires .....

# PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS: that

\_\_\_\_\_

(Name of Contractor)

\_\_\_\_\_

(Address of Contractor)

a \_\_\_\_\_, hereinafter called Principal,  
(Corporation, Partnership, or Individual)

and \_\_\_\_\_

(Name of Surety)

\_\_\_\_\_

(Address of Surety)

hereinafter called Surety, are held and firmly bound unto \_\_\_\_\_

\_\_\_\_\_

(Name of Owner)

\_\_\_\_\_

(Address of Owner)

hereinafter called Owner, in the penal sum of \_\_\_\_\_

\_\_\_\_\_ Dollars, \$ (\_\_\_\_\_)

in lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION is such that whereas, the Principal entered into a certain contract with the Owner, dated the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_, a copy of which is hereto attached and made a part hereof for the construction of:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NOW, THEREFORE, if the Principal shall well, truly and faithfully perform its duties, all the undertakings, covenants, terms, conditions, and agreements of said contract during the original term thereof, and any extensions thereof which may be granted by the Owner, with or without notice to the Surety, and if he shall satisfy all claims and demands incurred Under such contract, and shall fully indemnify and save harmless the Owner from all costs and damages which it may suffer by reason of failure to do so, and shall reimburse and repay the Owner all outlay and expense which the Owner may incur in making good any default, then this obligation shall be void; otherwise to remain in full force and effect.

PROVIDED FURTHER, that the said Surety, for value received hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the contract or to the work to be performed thereunder or the specifications accompanying the same shall in any wise effect its obligation on this bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the contract or to the work or to the specifications.

PROVIDED FURTHER, that no final settlement between the Owner and the Contractor shall abridge the right of any beneficiary hereunder, whose claim may be unsatisfied.

IN WITNESS WHEREOF, this instrument is executed in four (4) counterparts, each one of which shall be deemed an original, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

(SEAL)

Principal

Witnesses

\_\_\_\_\_

By \_\_\_\_\_

\_\_\_\_\_

Title

Address

Surety

Surety Witnesses

\_\_\_\_\_

Surety - Contract MAILING Address

\_\_\_\_\_

By \_\_\_\_\_

Attorney-in-Fact or Agent

(SEAL OF SURETY)

Name of Surety Contact Person \_\_\_\_\_ and Phone Number \_\_\_\_\_  
(Please Print)

NOTE: The affidavit on the following page must be properly executed before this bond will be approved. Date of Bond must not be prior to date of Contract. If Contractor is Partnership, all partners should execute bond.

IMPORTANT: Surety companies executing bonds must appear on the Treasury Department's most current list and be authorized to transact business in the State where the project is located.

**AFFIDAVIT**

(With Performance Bond)

STATE OF WISCONSIN)  
MILWAUKEE COUNTY )

\_\_\_\_\_, being first duly sworn,  
on oath deposes and says that he/she is \_\_\_\_\_  
(attorney-in-fact

\_\_\_\_\_ of \_\_\_\_\_  
or agent) (Bonding Company)

and is duly authorized to sign for and on behalf of said company, surety on the attached contract, executed  
by \_\_\_\_\_  
\_\_\_\_\_  
(Contractor)

Affiant further deposes and says that no city official, or city employee, of the City of Milwaukee has  
an), interest, directly or indirectly, or is receiving any premium, commission, fee, or other thing of value, on  
account of the sale or furnishing of this bond, undertaking or contract of indemnity, guaranty, or suretyship,  
in connection with the above-mentioned contract.

\_\_\_\_\_  
(Signature)

Subscribed and sworn to before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ .

\_\_\_\_\_  
Notary Public, Milwaukee Co. Wisconsin

My commission expires \_\_\_\_\_ .