



Department of City Development
 Neighborhood Improvement Development Corporation

General Contractor's

Bid Package Cover Sheet

The following project is open for bidding by contractors possessing a Milwaukee Home Improvement Contractor License.

Please contact the owner for an appointment to inspect the property. Return bids to the owner.

Note that all activities disturbing lead (Pb) based surface coatings require State certified personnel and, as noted, a Milwaukee Health Department Lead Permit.

Project Address	2910 N 36TH ST
Summary Of Work	General
Technical Specialist	Elona Peace, Phone: (414) 286-0759

Bid packages are available from the owners:

Owner	Ola Taylor
Home address	2910 N 36TH ST
Phone	(h) (414) 444-0611 (w)
Bid due date	9/30/2016
Approximate starting date	November 16, 2016
Approximate completion date	December 31, 2016

Note: Please contact **Elona Peace** at (414) 286-0759 for the most recent NIDC Rehab Specifications.

A Bid Package includes this cover sheet and:

A) General Bid Conditions and Instructions, B) Bid Document C) Scope of Work dated:	1) Bid Submission Form 2) Materials List, 3) Contractor References 4) Subcontractor List
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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 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. 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)

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 9/30/2016. 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 45 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: Ola Taylor
Project Address: 2910 N 36TH ST
Current Address: 2910 N 36TH ST
Phone: (414) 444-0611

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 9/02/2016 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: _____

Contractor Reference Form

(for project at: 2910 N 36TH 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 <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.

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

Materials List

For the project located at: 2910 N 36TH 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: _____

