

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)
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 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 effective January 10th, 2013)

Family Size:	1	2	3	4	5	6	7	8
Person	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 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).

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 6/30/2013. 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 _____ days after Contractor's receipt of a Notice to Proceed and is to be satisfactorily completed within _____ 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: **Hieu Tran**
Project Address: **3817 N 27TH ST**
Current Address: **8906 S. Parkside Dr.**
Phone: **(414) 762-4390**

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 04/16/2013 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: **3817 N 27TH 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: **3817 N 27TH 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

SCOPE OF WORK		April 16th, 2013 (Tues)	
Hieu Tran: 3817 N 27th St (16-2607)			
RR-CC		<i>Rehab Specialist:</i>	
Aldermanic District 7 - Willie Wade		Hamid Sarlati	286-5657
		Loan Officer:	
First inspection date: 04/15/13 (Mon)		Greg Johnson	286-5692
Revised: 5/3/13 5/6/13			
Both the "Rehabilitation and Technical Specifications & Performance Standard for the City of Milwaukee - February, 2006" & 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 & requires Milwaukee Health Department notification. Standard window treatment & 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 defective service walk as follows: approximately 130 sq ft by the side door (south) & southwest corner.	PR	
4	Patch service walk @ cracks & trip hazards.	PR	
5	Install topsoil (south, west & north) & re-grade away from the building.	PR	
6	GARAGE		
7	Replace fixture in garage as needed (PERMIT).	PR	
8	Repair exterior trims. Install missing parts including fascia, door, trims, etc.	PR	
9	Re-roof (tear off). Install OSB as needed. Install water & ice shield.	PR	
10	Paint boarded garage north over head door.	PR	
11	Paint the garage south over head door.	PR	
12	Replace service door.	PR	
13	Paint all exterior wood surfaces.	PbN	
14	Replace gutters & downspouts.	PR	
15	Repair siding where defective. Replace defective & missing parts.	PR	
16	Replace trip hazard parts of concrete slab. Repair the cracks where it is not trip hazard. About 36 square feet give or take.	PR	
17	PORCH		
18	Repair upper rear porch per code.	PR	
19	Rebuild front porch steps per code including handrails.	PR	
20	Repair front porch deck as needed. Check the porch structure. Repair or replace defective parts per code. Include railing (PERMIT).	PR	
21	HOUSE		
22	Replace all doorbell buttons with cordless.	None	
23	Make rear yard light operable.	PR	
24			
25	Install backflow preventer on house faucet(s) & repair/replace faucet(s) (PERMIT).	PR	
26	Flash chimney.	PR	
27	Re-roof (tear off). Install water & ice shield. Install OSB as needed. Install ridge vents.	PR	
28	Replace gutters & downspouts.	PR	
29	Seal downspouts to receivers.	PR	
30	Repair eaves trim/siding as needed.	PR	
31	Install aluminum storm doors (3).	PR	
32	Tuckpoint foundation. Repair defective parts & corners.	PR	

SCOPE OF WORK		April 16th, 2013 (Tues)	
	Hieu Tran: 3817 N 27th St (16-2607)		
33	HOUSE (Continued)		
34	Prep and paint all doors, windows, soffits, fascia, gable-end (i.e. rake) trim. Include porches.		PbN
35			
36	Replace all windows with vinyl replacement window. Bathroom windows to be glass block & hallway windows tempered glass.		PbA
37			
38	INTERIOR		
39	Standard Window Treatment as outlined by the Milwaukee Health Department to all windows. Interior stoops, if painted, must be stripped & repainted; if varnished, clean surfaces & revarnish.		PbN
40	GENERAL INTERIOR		
41	FRONT VESTIBULE - 1st Floor		
42	Install globe for light fixture.		PR
43	Drywall north, south, east & west walls as needed.		PbN
44	Paint. Include closet & closet door.		PbN
45	Sand & seal floor.		None
46	Replace entry door with solid core pre-hung steel (PERMIT).		PR
47	Replace heat grill (return).		PR
48	FRONT BEDROOM - 1st Floor		
49	Repair heat grille.		PR
50	Install globe for light fixture.		PR
51	Drywall as needed.		PbN
52	Paint. Include closet.		PbN
53	Install carpet & pad. Include closet.		None
54	Repair closet & room doors. Replace defective hardware.		PR
55	LIVING ROOM - 1st Floor		
56	Repair heat grille.		PR
57	Repair fixture (PERMIT).		PR
58	Paint.		PbN
59	Sand & seal floor or install carpet and pad.		None
60	DINING ROOM - 1st Floor		
61	Repair heat grille.		PR
62	Replace fixtures above built in cabinets(1) (PERMIT). Install globe for ceiling light.		PR
63	Paint.		PbN
64	Sand & seal floor or install carpet and pad.		None
65	KITCHEN & PANTRY - 1st Floor		
66	Repair heat grille.		PR
67			
68	Repair plaster to a smooth surface.		PbN
69	Replace receptacles/plates with ground type (PERMIT).		PR
70	Install 20 amp circuit & outlet (PERMIT).		PR
71	Install GFCI outlet(s) @ all existing within 6' of sink (PERMIT).		PR
72	Replace sink with double basin stainless steel. Replace faucet (PERMIT).		PR
73	Paint. Include pantry.		PbN
74	Install underlayment & sheet vinyl. Include pantry.		PR
75	Install 6' wall & base cabinet. Include kitchen sink cabinet.		None
76	Repair pantry doors. Replace defective hardware.		PR
77	Repair pantry cabinets. Install missing parts.		PR
78	Install globe for light fixture in pantry.		PR

SCOPE OF WORK		April 16th, 2013 (Tues)	
	Hieu Tran: 3817 N 27th St (16-2607)		
79			
80	CENTER HALL - 1st Floor		
81	Install battery-operated smoke & CO detector.		
82	Paint.		PbN
83	Install underlayment & sheet vinyl.		None
84	Repair closet door. Replace defective hardware.		PR
85	REAR BEDROOM - 1st Floor		
86	Repair/replace heat grille.		PR
87	Install globe for light fixture.		PR
88			
89			
90	Install carpet & pad. Include closet.		None
91	BATHROOM - 1st Floor		
92	Repair heat grille.		PR
93	Install GFCI adjacent to lavatory (PERMIT).		PR
94	Install proper globe for light fixture.		PR
95	Replace tub/tub faucet including shower (PERMIT).		PR
96	Install new vanity & faucet (PERMIT).		PR
97	Replace water closet (PERMIT).		PR
98	Remove existing wall covering.		PbN
99	Drywall ceiling/north, south, east & west walls as needed.		PbN
100	Paint.		PbN
101	Repair floor.		PR
102	Install underlayment & sheet vinyl.		PR
103	Replace accessories.		None
104	Install ceramic tile tub surround with shower rod.		PR
105	Clean repair and paint medicine cabinet.		PR
106	Repair door.		PR
107	Install modernizer & privacy set for room door.		PR
108	Install exhaust fan switch (PERMIT).		PR
109	REAR HALL & STAIRS: 1st Floor to Basement		
110	Install globe for light fixture.		PR
111	Repair plaster to a smooth surface.		PbN
112	Paint.		PbN
113	Install handrail for basement steps.		PR
114	Remove carpet from treads for the 1st floor landing, exit landing and basement. Clean landings and treads.		None
115	Replace defective & missing door trims.		PR
116	Repair steel entry door with weather strips and new threshold.		PR
117	Repair entry door threshold.		PR
118	BASEMENT		
119	Replace two furnaces (PERMIT).		PR
120	Replace defective/hanging fixtures (PERMIT).		PR
121	Provide separate circuits for furnace(s) (PERMIT).		PR
122	Replace receptacles/plates with ground type. Install GFCI outlet by laundry trays (PERMIT).		PR
123	Install closers/covers/plates.		PR
124	Install two 20 amp laundry circuits & outlets (PERMIT).		PR
125	Install 150 amp duplex breaker service (PERMIT).		PR
126	Replace two automatic washer connections (PERMIT).		PR

SCOPE OF WORK		April 16th, 2013 (Tues)	
	Hieu Tran: 3817 N 27th St (16-2607)		
127	BASEMENT (Continued)		
128	Install two backflow preventers on laundry tray faucets.		PR
129	Eliminate all electrical & plumbing code violations (PERMIT).		PR
130	Replace two water heaters (PERMIT).		PR
131	Properly install water meter setting (PERMIT).		PR
132	Clean basement to a sanitary condition.		PR
133	Install trap for the bathtub (PERMIT).		PR
134	Install battery-operated smoke & CO detector.		PR
135	Remove both oil tanks from the basement		CV
136	REAR HALL & STAIRS: 1st Floor to Attic		
137	Install globe for light fixture.		PR
138	Repair and paint the ceiling/north, south, east & west walls as needed.		PbN
139	Paint.		PbN
140	Install handrail for all steps per code.		PR
141	Remove carpet from treads for the 1st floor landing, exit landing and basement. Clean landings and treads.		None
142	Replace door to porch with pre-hung steel (PERMIT).		PR
143	Install door for attic hatchway.		PR
144			
145	SECOND FLOOR		
146	KITCHEN & PANTRY - 2nd Floor		
147	Install globe for light fixture.		PR
148	Replace receptacles/plates with ground type (PERMIT).		PR
149	Install 20 amp circuit & outlet (PERMIT).		PR
150	Install GFCI outlet within 6' of sink (PERMIT).		PR
151	Replace sink with double basin stainless steel. Replace faucet (PERMIT).		PR
152	Repair plaster.		PbN
153	Paint. Include pantry.		PbN
154	Install underlayment & sheet vinyl. Include pantry.		PR
155	Install wall/base cabinets as follows: 6' wall & base cabinet. Include kitchen sink cabinet.		None
156	Repair cabinets in pantry. Install missing parts.		PR
157	Replace door to rear hall with solid core.		PR
158	Install globe for the light fixture in pantry (PERMIT).		PR
159	Repair door to pantry.		PR
160	CENTER HALL - 2nd Floor		
161	Install battery-operated smoke & CO detector.		PR
162	Paint.		PbN
163	Install underlayment & sheet vinyl.		None
164	REAR BEDROOM - 2nd Floor		
165	Repair/replace heat grille.		PR
166	Install globe for light fixture.		PR
167	Repair plaster.		PbN
168	Paint. Include closet.		PbN
169	Install carpet & pad. Include closet.		None
170	Repair closet & room doors. Include hardwares.		PR
171	BATHROOM - 2nd Floor		
172	Repair heat grille.		PR
173	Install GFCI adjacent to lavatory (PERMIT).		PR
174	Install globe on existing wall fixture (PERMIT).		PR

SCOPE OF WORK		April 16th, 2013 (Tues)
	Hieu Tran: 3817 N 27th St (16-2607)	
175	Replace tub/tub faucet including shower (PERMIT).	PR
176	Install new vanity & faucet (PERMIT).	PR
177	Replace water closet (PERMIT).	PR
178	Repair plaster.	PbN
179	Paint.	PbN
180	Repair floor.	PR
181	Install underlayment & sheet vinyl.	PR
182	Replace accessories.	None
183	Install ceramic tile tub surround with shower rod.	PR
184	Clean repair and paint medicine cabinet.	PR
185	Repair door.	PR
186	Install modernizer & privacy set for room door.	PR
187	Install exhaust fan switch (PERMIT).	PR
188	FRONT BEDROOM - 2nd Floor	
189		
190	Paint. Include closet.	PbN
191	Install carpet & pad. Include closet.	None
192	Repair all doors. Replace hardware as needed.	PR
193	DINING ROOM - 2nd Floor	
194	Repair heat grille.	PR
195	Install globe for light fixture.	PR
196	Install outlet (PERMIT).	PR
197	Repair drywall.	PbN
198	Paint.	PbN
199	Install carpet & pad.	None
200	Repair drawers and frame for built in cabinets.	PR
201	LIVING ROOM - 2nd Floor	
202	Install globe for light fixture.	PR
203	Repair drywall.	PbN
204	Paint.	PbN
205	Install carpet & pad.	None
206		
207		0
208		39
209		EST TOT: PERMITS
209	EXPLANATION OF CODES:	
210	PR Program Requirement: This item of work is required by NIDC.	
211	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.	
212		
213	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.	
214		
215	None This item of work is not required by NIDC.	
216		
217	Permit This item of work requires a Permit issued by the Department of Neighborhood Services. Please contact (414) 286-8011 for further information.	
218		
219		
220	Prepared by:	Date:
221		
222		
223	Owner Approval:	Date: