# ATTENTION

Solicitation for General Contractor bids at the following address:

4023-25 N. 13th Street

An open house will be available as follows:

Thursday, August 4th, Door opens at 10AM

Bids will be due August 10, 2016 by 4:45PM

For more information contact Jeff Keen at (414) 286-8604

City of Milwaukee

Department of City Development
Neighborhood Improvement Development Corporation

DUE DATE: 8/10/2016

# BIDDING DOCUMENTS

Scope of Work and Specifications
for
Remodeling and Repairs

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

at
4023-4025 N 13TH ST
Milwaukee, WI 53209-6901

Cy Cullen and Denise Cullen's Property
Call Jeff Keen (414) 286-8604

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

***SNIP HBA Loan Program***

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**NOTE: Please contact Jeff Keen at (414) 286-8604 for new Rehab Specifications.**
**ONLY ONE COPY PER CONTRACTOR.**

# GENERAL BID CONDITIONS AND INSTRUCTIONS

## LOAN PROGRAM

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

## SITE INSPECTION

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

## ADDENDA

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

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

## BIDDER ELIGIBILITY

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

## BID REJECTION/ACCEPTANCE

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

## CONTRACT CONDITIONS

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

## PERMITS

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

## PAYMENT SCHEDULE

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

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

## SPECIFICATIONS

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

## WITHDRAWAL OF BIDS

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

## NONDISCRIMINATION

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

## INTEREST IN CONTRACT

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

## EMERGING BUSINESS ENTERPRISES (EBE) AND SECTION 3 WORK FORCE PARTICIPATION

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

# CITY OF MILWAUKEE – NEIGHBORHOOD IMPROVEMENT DEVELOPMENT CORPORATION (NIDC)
# CONTRACTOR RESPONSIBILITIES UNDER SECTION 3

## What is Section 3?

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

## What projects are subject to Section 3?

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

## What are Contractors' responsibilities under Section 3?

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

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

## What is a Section 3 Business?

Section 3 Businesses are one of the following:

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

**Who is a Section 3 Resident?**

Section 3 Residents are:

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

(Income levels effective June 6th, 2016)

| 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 June 6th, 2016)

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

**Section 3 Statement:** Please check the appropriate box below.

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

☐ My business is not a Section 3 business.

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

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

If you have any questions about this form, please call NIDC 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 8/10/2016. 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 _____ 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: **Cy Cullen**
Project Address: **4023-4025 N 13TH ST**
Current Address: **4046 N. 14th St.**
Phone: **(414) 406-9749** Contact Jeff Keen (414) 286-8604

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 6/2/16 revised 7/15/16 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: **4023-4025 N 13TH 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: **4023-4025 N 13TH ST**)

CONTRACTOR: List below three references.

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

REFERENCES

1. Name: _____
   Address: _____
   Telephone: _____

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

BRIEFLY DESCRIBE THE WORK YOU COMPLETED:

_____
_____
_____

2. Name: _____
   Address: _____
   Telephone: _____

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

BRIEFLY DESCRIBE THE WORK YOU COMPLETED:

_____
_____
_____

3. Name: _____
   Address: _____
   Telephone: _____

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

BRIEFLY DESCRIBE THE WORK YOU COMPLETED:

_____
_____
_____

# Contractor Ownership Information

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

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

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

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

_____

Address of business: _____

List all owners & partners of this business:

First_____ Middle_____ Last_____ Date of Birth_____
Address_____

First_____ Middle_____ Last_____ Date of Birth_____
Address_____

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

1. Address_____ Property taxes current? Yes ☐ No ☐
   Open code orders? Yes ☐ No ☐
2. Address_____ Property taxes current? Yes ☐ No ☐
   Open code orders? Yes ☐ No ☐
3. Address_____ Property taxes current? Yes ☐ No ☐
   Open code orders? Yes ☐ No ☐
4. Address_____ Property taxes current? Yes ☐ No ☐
   Open code orders? Yes ☐ No ☐
5. Address_____ Property taxes current? Yes ☐ No ☐
   Open code orders? Yes ☐ No ☐
6. Address_____ Property taxes current? Yes ☐ No ☐
   Open code orders? Yes ☐ No ☐

Attach additional sheets if necessary.

# Sub-Contractor List

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

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

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

| | | | |
|---|---|---|---|
| | SCOPE OF WORK (SNIP-HBA) | page 1 or 5 | |
| | Cy Cullen (414) 406-9749 or (414) 475-8393 | | |
| | 4023-25 N. 13th Street | *Rehab Specialist:* | |
| | | Jeff Keen 286-8604 | |
| | | *Loan Officer:* | |
| | Scope date: 6/2/16 | Judy Carson 286-3543 | |
| | Revised dates: 6/24/16 7/15/16 | | |
| | Both the "Rehabilitation and Technical Specifications and Performance Standard for the City of Milwaukee - February, 2006" and the "NIDC Addendum to Specifications," dated 8/23/07 & 5/13/08, are incorporated into this scope by reference. These items provide an outline of materials requirements & performance expectations. | | |
| | Lead Related Work: Any task that a disturbs previously painted surface shall be performed by properly certified personnel and follow the State of Wisconsin Department of Health Services Administrative Code **Chapter DHS 163** regarding the certification for the identification, removal and reduction of lead-based paint hazards (Pb). | | |
| | And, if applicable: ○ YES ◉ NO<br>Any task that disturbs a previously painted surface requires Milwaukee Health Department notification (Pb-N). Window replacement shall be performed by properly certified personnel and requires a Milwaukee Health Department Permit (Pb-A). | | |
| | 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 | **SITE** | **Code** | **Cost Est** |
| 2 | Remove overgrown shrub and roots from in front of the building. Prep area and install weed barrier, edging and new shrubs. Install crushed stones within edging area. Owner to select all materials and plantings. (OWNER) | PR | 0 |
| 3 | Cut tree growth obstructing the garage roof. Maintain a minimum 8' clearance. (OWNER) | PR | 0 |
| 4 | Repair walkway from front City walk to alley including steps. Fill large cracks with concrete repair, level sections & level steps both front & at alley. Repair concrete at south-west corner of property to reduce vehicle damage to fence & yard. Install pipe handrail for rear service steps mounted in concrete footings. Rail to be placed on the right hand side as a person goes down the stair. Railing height can be between 30" - 38" but must be consistent. (Note: rail cannot start out at 30" & end up at 38" in height) Measure vertically from the step nosing. Balusters are not required for this rail. Railing must be to code. | PR | |
| 5 | Replace retaining wall for full length of south property line along alley. Install block on proper stone bed. Fill behind wall with topsoil. Owner to seed and maintain. | CV | |
| 6 | Repair and straighten all chain link fencing for the property. Repair/replace all defective/missing gates to proper working order. Replace defective or missing hardware, fencing, rails and posts as needed. Prep & paint all rusted fence areas. (OWNER) | CV | 0 |
| 7 | | | |
| 8 | **GARAGE** | | |
| 9 | Secure loose siding. Replace defective vinyl siding and corners to match as close as possible. Replace missing/defective wood trim sections for soffit, fascia, windows, doors and lower siding. Prep and paint all previously painted surfaces including boards on lower windows and north gable window. Maintain address numbers on alley side. Garage to be made rodent proof. | CV-Pb | |
| 10 | Install locking knob and deadbolt for the garage service door. Correct frame and latching for service door. (OWNER) | CV | 0 |
| 11 | Tear off and replace roof. Install north side box vent. Install underlayment sheathing, felt paper and flashings. | PR | |
| 12 | Install outlets (hot all the time) in garage ceiling for door openers so that no door opener requires an extension cord. (permit) | CV | |
| 13 | Replace north and south garage overhead doors to match middle door as close as possible. Make all overhead doors operable properly. | PR | |
| 14 | | | |
| 15 | | | |

| | | | |
|---|---|---|---|
| | SCOPE OF WORK (SNIP-HBA) | page 1 or 5 | |
| | Cy Cullen (414) 406-9749 or (414) 475-8393 | | |
| 16 | GARAGE (continued) | Page 2 of 5 | |
| 17 | Install north and south overhead garage door openers. Make all overhead doors (including existing middle) operable by hard wire push button and by remote opener. All three doors shall have properly operating safety sensors. | PR | |
| 18 | Install stair handrail to 2nd floor of garage to code. Install guardrail around stair opening at 2nd level of garage to code. (OWNER) | CV | 0 |
| 19 | Provide proper footing base for center column and secure column to base. | CV | |
| 20 | Contractor to correct all electrical code violations in garage & make operable including proper romex runs, covers and secured. Garage shall have a minimum of one GFCI wall outlet hot all the time. All other outlets must be GFCI. Garage must have minimum of two lower garage ceiling lights operated by wall switch near the service door. Make upper level ceiling lights operate by wall switch near the bottom of the stair. (permit) | CV | |
| 21 | | | |
| 22 | EXTERIOR | | |
| 23 | Remove make-shift canopy addition for the south entry. Correct roof caulk on brick and paint to match brick as close as possible. (OWNER) | PR | 0 |
| 24 | Tear off and replace roofing including all porch and bay roofs. Install felt paper. Install Water and Ice shield for all eaves and valleys. Install new flashings including step flashing along dormers and for chimney. Install ridge vent. Install gutter apron. Valleys to be metal with neatly cut edges. | PR | |
| 25 | Replace rear jump porch to code. Include new brackets properly attached to building. Use all treated lumber for joists, brackets, deck & railing. (permit) | CV-Pb | |
| 26 | Abatement contractor to prep and spot prime basement window, storms, screen and frames. | CV-Pb | |
| 27 | Owner to paint all basement windows, storms and screens after abatement work is complete. Provide storms for each window. Provide screen insert for at least two windows. Windows may be boarded and painted except for two with screen. Bars for basement windows may also be installed. (OWNER) | CV | 0 |
| 28 | Install new pre-hung steel doors and solid core storm doors for front and rear balcony's. Include all hardware and keyed alike deadbolt and knobs. (OWNER) | CV | 0 |
| 29 | Abatement contractor to repair and spot prime the front door, frame and trim for the 2nd floor unit and make ready for owner to paint. | CV-Pb | |
| 30 | Owner to replace the front entry door for the first floor unit to match existing door for the upper unit. Install all hardware including locks and knobs keyed alike as needed. Paint both front doors after abatement work is completed. (OWNER) | CV | 0 |
| 31 | Install new security storm doors and hardware for both front entries. Key alike as needed for each unit. (OWNER) | CV | 0 |
| 32 | Abatement contractor to repair and spot prime the side entry door, frame and trim and make ready for owner to paint. | CV-Pb | |
| 33 | Install deadbolt, keyed knob and hardware for the side entry door. Key alike as needed. (OWNER) | CV | 0 |
| 34 | Install security storm door for side entry. (OWNER) | CV | 0 |
| 35 | Replace defective front porch steps and both handrails to code. Use treated materials. Owner to paint or stain.(permit) | CV | |
| 36 | Paint the front porch deck. Note: Deck is of newer construction. (OWNER) | CV | 0 |
| 37 | Replace missing lower front porch balusters to match. Paint to match. Note: Balusters are of newer construction. (OWNER) | CV | 0 |
| 38 | Install new upper front porch balcony rail to match lower porch railing to code. Use all treated materials. Owner to paint or stain. (permit) | CV | |
| 39 | Tuck-point chimney. | CV | |
| 40 | Install new underlayment sheathing and new flat rubber (EPDM) roofing for the front balcony. Piece in new rubber as needed and flash up and under siding. Secure edges and eliminate all openings for a waterproof finish. | CV | |
| 41 | Make minor repairs to gutters and downspouts for proper pitch and where slightly bent for house and porch. (OWNER) | CV | 0 |

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| | SCOPE OF WORK (SNIP-HBA) | | page 1 or 5 | |
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| 42 | EXTERIOR (continued) | | Page 3 of 5 | |
| 43 | Patch hole in brick at north-west area of house. (OWNER) | | CV | 0 |
| 44 | Repair porch ceiling then clad with aluminum soffit material. | | CV | |
| 45 | Replace all missing and defective sections of aluminum trim for soffit, fascia, sills, windows, doors and all other previous aluminum clad areas to match. Secure all loose trim pieces. Repair, prep and paint all remaining un-treated wood surfaces including brackets, railings, steps, skirting, columns, beams for the house and porch areas. | | CV-Pb | |
| 46 | Prep and paint all upper siding. | | CV-Pb | |
| 47 | Install new electrical drop, boxes and meters to code. (permit) | | CV | |
| 48 | Make light operable at the south-west house and above the south door. (permit) | | CV | |
| 49 | Replace front porch light fixtures. Make operable from interior switches. (permit) | | PR-Pb | |
| 50 | Hardwire doorbell systems for both units including new buttons for front and side entries. | | CV | |
| 51 | All salvageable wood windows and sashes for first and 2nd floor to be repaired, including attic. Arched attic windows may be framed out square. Repairs to include window tracks, locks, handles and repair of all defective hardware. All broken, cracked or missing glass shall be replaced for primary and storm windows. Each opening, including attic, shall have a storm window with glass and screen inserts. Install glazing putty for windows. Where windows are beyond repair install new vinyl replacement windows. New windows for bathrooms and stairwells must be tempered glass. Bathroom glass to be privacy glass. Eliminate vents in attic windows. | | CV-Pb | |
| 52 | | | | |
| 53 | INTERIOR (1st Floor) | | | |
| 54 | Install new kitchen base & wall cabinets for all areas. Install new counter tops, sink, faucet and plumbing. Install new handles & knobs for cabinet doors & drawers. Owner to select all materials & approve kitchen layout. Use duct work to create kickboard heat vent. Gas lines must have shut off valves and capped. (Note: This item does not include re-location of kitchen plumbing, relocation of walls or revised layout) (permit) | | CV | |
| 55 | Remove all wall tiles for bathroom including tub surround. Provided proper backer wall board/cement board/drywall as needed for all walls and ceiling areas. Install new ceramic tile tub surround including ceramic soap dish. Remaining wall/ceiling areas to be finished out with drywall, taped, mud, sand, prime and ready for paint. | | CV | |
| 56 | Install new toilet, sink, vanity, sink faucet, tub/shower faucet, shower head, supply, valve connections and drains for bathroom. (permit) | | CV | |
| 57 | Install new in wall medicine cabinet for bathroom. (OWNER) | | PR | 0 |
| 58 | Install new towel and paper holders for bathroom. (OWNER) | | PR | 0 |
| 59 | | | | |
| 60 | INTERIOR (2nd Floor) | | | |
| 61 | Install new kitchen base & wall cabinets for all areas. Install new counter tops, sink, faucet and plumbing. Install new handles & knobs for cabinet doors & drawers. Owner to select all materials & approve kitchen layout. Use duct work to create kickboard heat vent. Gas lines must have shut off valves and capped. (Note: This item does not include re-location of kitchen plumbing, relocation of walls or revised layout) (permit) | | CV | |
| 62 | Remove all wall tiles for bathroom including tub surround. Provided proper backer wall board/cement board/drywall as needed for all walls and ceiling areas. Install new ceramic tile tub surround including ceramic soap dish. Remaining wall/ceiling areas to be finished out with drywall, taped, mud, sand, prime and ready for paint. | | CV | |
| 63 | Install new toilet, sink, vanity, sink faucet, tub/shower faucet, shower head, supply, valve connections and drains for bathroom. (permit) | | CV | |
| 64 | Install new in wall medicine cabinet for bathroom. | | PR | |
| 65 | Install new towel and paper holders for bathroom. | | PR | |
| 66 | | | | |

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| 67 | **Rear Hall and Stairwell** | Page 4 of 5 | |
| 68 | Install missing section of stair handrail from side entry to 1st floor landing. Stain same. (OWNER) | CV | 0 |
| 69 | | | |
| 70 | **ATTIC** | | |
| 71 | Install door and hardware for attic. Paint/stain/finish same. (OWNER) | CV | 0 |
| 72 | Repair and secure drywall above stairs. (OWNER) | CV-Pb | 0 |
| 73 | Install stair handrail. (OWNER) | CV | 0 |
| 74 | Install guardrail around stair opening to code. (OWNER) | CV | 0 |
| 75 | Replace light fixtures. Add one fixture. Make operable by switch near attic door. (permit) | CV | |
| 76 | | | |
| 77 | **Basement** | | |
| 78 | Install and stain stair handrail. (OWNER) | CV | 0 |
| 79 | Replace new duplex electrical breaker panels to code. Provide separate circuits as needed including furnaces, water heaters, kitchens, etc. (permit) | CV | |
| 80 | Properly install 220 outlets for each laundry area. (permit) | CV | |
| 81 | Install GFCI outlets for each laundry tray. (permit) | CV | |
| 82 | Correct/replace all defective/hanging/missing light fixtures, outlets and switches throughout the basement. Replace & secure all missing, defective, improper wiring & conduit to code. Replace missing junction covers. Secure main junction box door with screws. (permit) | CV | |
| 83 | Install new copper jumper cable at water meter. (permit) | CV | |
| 84 | Install two new high efficiency forced air furnaces & thermostats. Install filter tray in cold air return. Replace missing & defective duct work. Install dampers & balance systems. Clean all remaining duct work of smoke damage. Install new supply & return vents where damaged or missing throughout building. (permit) | CV | |
| 85 | Hard pipe dryer vents for each laundry area. | CV | |
| 86 | Correct both laundry tray areas with proper tub, faucet, supply, waste and washer connections and make operable. Install backflow preventers to code. (permit) | CV | |
| 87 | Correct all basement plumbing to code including replacement of cracked 4" waste pipe and all missing/defective supply, valves, traps and waste runs. Rod out kitchen and bathroom waste systems throughout the building and all waste systems to street main. (permit) | CV | |
| 88 | Install two high efficiency power vent water heaters. Replace water heater valves and piping where defective or missing. Secure and correct water heater gas lines as needed. (permit) | CV | |
| 89 | Secure and cap dryer gas lines. Gas lines must have shut off valves. | CV | |
| 90 | Seal holes in chimney | PR | |
| 91 | | | |
| 92 | **Common** | | |
| 93 | Electrician to correct/replace all wiring throughout the building where defective. Include areas where fire has damaged wiring within wall, ceiling and floor cavities. Replace/secure all defective boxes, switches, outlets and covers throughout the building including 220 outlets for each kitchen. Provide proper GFCI outlets for kitchens and bathrooms. Replace/secure/properly mount all defective light fixtures throughout. All remaining fixtures/outlet/switches/wiring to be inspected and approved by the electrician. All fixtures to operate from in wall switches. (permit) | CV | |
| 94 | Lead abatement contractor to abate all defective & peeling lead paint surfaces throughout the building & remove all fire/smoke damaged lead materials that are beyond repair including wall areas, ceilings, drywall, plaster, lath, floors, trim, windows, doors, handrails, cabinetry, drawers, shelves, hardware, etc. Lead abatement contractor to repair or replace all damaged wall & ceiling areas. Lead abatement contractor to prep & prime same. All surfaces, including trim, to be abated & paint ready throughout the building. This excludes any non-lead hazard items or surfaces that are already stained, varnished & in good condition. | CV-Pb | |

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| 95 | **Common (continued)** | | Page 5 of 5 | |
| 96 | After lead abatement the general contractor shall finish cleaning all non-lead surfaces and all salvageable non-lead items throughout the building including wall areas, ceilings, floors, trim, windows, doors, handrails, cabinetry, drawers, shelves, hardware, plumbing/electrical fixtures, etc. General contractor then to replace all removed trim, doors, handrails, cabinetry, drawers, shelves, hardware, etc. that were lead and smoke/fire abated with new materials that match as close as possible. New materials to be prepped, primed and paint ready throughout the building. General contractor shall not disturb lead paint surfaces or remove items with lead paint. | | CV | |
| 97 | Owner to purchase all materials and paint all walls, ceilings, doors, closets, halls, stairwells, trim and previously painted surfaces as needed throughout the building after completion of all lead abatement and general contractor activities. Existing trim, doors, cabinets that are already stained, varnished and in good condition are not required to be painted.(OWNER) | | CV | 0 |
| 98 | Replace all remaining locking knobs and single cylinder deadbolts for entry doors to building and for entry doors to units. (OWNER) | | CV | 0 |
| 99 | Cap gas lines in kitchens. (OWNER) | | CV | 0 |
| 100 | Install flooring or refinish flooring for all rooms of the building including closets, interior halls, stairs, landings, pantries & other areas. Install new underlayment & sheet vinyl flooring for kitchens and bathrooms. Repair, replace, paint, stain & finish 1/4 round & base trim as needed. (Note: vinyl tile squares shall not be used for bathrooms or kitchens). Install new rubber treads on stair treads as needed. | | CV | |
| 101 | Install combination CO and smoke detector units with 10 year battery life for the first floor, 2nd floor and basement. (OWNER) | | CV | 0 |
| 102 | | | | |
| 103 | | | **TOTAL EST** | |
| 104 | | | | |
| 105 | | | | |
| 106 | Prepared by: | | Date: | |
| 107 | | | | |
| 108 | Owner Approval: | | Date: | |