ATTENTION

Solicitation for General Contractor bids at the following address:

4363-65 N. 16th Street

An open house will be available as follows:

Wednesday, April 27th, Door opens at 1:30PM

Bids will be due May 4, 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: 5/4/2016

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
4363-4365 N 16TH ST
Milwaukee, WI 53209-6924

Andrew Headrick and Michael Herder's Property
Contact Jeff Keen (NIDC) (414) 286-8604

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

Rental Rehab Loan Program

CONTENTS

1	*GENERAL BID INFORMATION*	*4*	*BID SUBMISSION FORMS*
2	*DEVELOPERS & CONTRACTORS Responsibilities under Section 8*	*5*	*SCOPE OF WORK*
3	*SECTION 3 Business Certification & Contract Section 3 Clause*		

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

MILWAUKEE

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 March 6th, 2015)

Family Size:	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Household Income	$41,100	$46,950	$52,800	$58,650	$63,350	$68,050	$72,750	$77,450

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 March 6th, 2015)

Family Size:	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Household Income	$41,100	$46,950	$52,800	$58,650	$63,350	$68,050	$72,750	$77,450

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 5/4/2016. 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: **Andrew Headrick**
Project Address: **4363-4365 N 16TH ST**
Current Address: **4063 Harrington Ct.**
Phone: **(970) 988-3462**___ or contact Jeff Keen (NIDC) (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 4/5/16 revised 4/6/16 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: **4363-4365 N 16TH 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: **4363-4365 N 16TH 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 (RENT REHAB)		Page 1 of 3	
	Andrew Headrick (Property Manager: Malino Watson 414-708-1198)			
	4363-65 N. 16th Street		*Rehab Specialist:*	
			Jeff Keen 286-8604	
			Loan Officer:	
	Scope date: 4/5/16		Greg Johnson 286-5692	
	Revised dates: 4/6/16			
	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			
	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	Cut out wild tree & brush growth from around house and garage. Cut back tree limbs causing damage to the garage.		PR	
3	Repair all chain link fence for the property. Replace missing, fencing, top rails, post caps & gates. Secure link fence & repair all gates to proper working order.		CV	
4				
5	**GARAGE**			
6	Straighten, repair and brace garage walls.		CV	
7	Tear off and replace roofing to match house. Replace all rotted and defective roof boards. Sister in rafters as needed including rafter tails. Install underlayment sheathing, felt paper and flashings. Install roof vents.		PR	
8	Replace the garage service door, trim and frame. Paint same.		PR	
9	Replace the overhead door. Paint same. Door to operate manually.		CV	
10	Repair siding. Replace siding sections where missing or damaged. Secure all siding. New siding sections to match as close as possible.		CV	
11	Replace all rotted, missing & defective soffit & fascia boards. Prep & paint same.		CV-PbN	
12	Restore electrical service to the garage. Make switch, fixtures and outlets operable and to code. All outlets to be GFCI protected. Note: Garage door openers are not part of this work item. Contractor may bid separately for garage door openers. (permit)		CV	
13	Eliminate garage gutters and downspouts.		CV	
14	Install alley address numbers on garage.		CV	
15				
16	**EXTERIOR**			
17	Tear off and replace roof. Include front canopy. Install underlayment sheathing, felt paper and flashings. Install Ice and Water shield for eaves and valleys. Install all new step flashing for chimney. Install new flashing and vent roof vents. Install gutter apron.		CV	
18	Repair damaged siding. Caulk cracks. Replace missing sections and corner pieces. Prep and paint all siding.		CV-PbN	
19	Repair, prep and paint basement windows and screens. Install new dryer vents as needed.		CV-PbN	
20	Remove rotted milk chute trim and door. Board and paint same.		CV-PbN	
21	Replace all rotted, defective & missing, window, door, soffit, fascia and other trim boards for entire house. Include replacement of rotted boards for the front canopy. Prep and paint all window, door, soffit, fascia and other previously painted trim surfaces for the entire house. Include triangle vents on roof.		CV-PbN	

	SCOPE OF WORK (RENT REHAB)		Page 1 of 3	
	Andrew Headrick (Property Manager: Malino Watson 414-708-1198)			
22	**EXTERIOR (Continued)**		page 2 of 3	
23	Replace the front porch concrete stoop and steps. Replace two walkway sections adjacent to front porch step to eliminate trip hazard. New step rise and run to be to code. Correct and reinstall handrail and guardrail for same.		CV	
24	Install vinyl replacement windows for each opening. Bathroom and stairwell windows must be tempered glass windows. (Health Department permit)		CV-PbA	
25	Provide lead cleaning and lead clearance report.		CV-PbA	
26	Replace missing downspout sections. Seal all downspouts to drain hubs. Rod out clogged underground drains for same.		CV	
27	Install pre-hung steel side entry door and hardware.		CV	
28	Repair storm door for side entry. Install glass and screen inserts as needed. Install new hardware where damaged or missing.		CV	
29	Install back flow preventer for south hose bib.		CV	
30	Repair the front entry storm door hardware and locking.		CV	
31				
32	**INTERIOR (1st floor)**			
33	Install carbon monoxide detector with 10 year sealed battery.		CV	
34	Secure bathtub faucet and make it operate properly. (permit)		CV	
35	Repair ceramic tiles for bathtub including around faucet.		CV	
36	Install globes for bathroom light fixtures.		CV	
37	Abandon built in plug-in for the bathroom light fixtures. Install an in wall GFCI outlet for the bathroom.		PR	
38	Install globe for kitchen ceiling light fixture.		PR	
39	Install GFCI at existing outlet between kitchen counter & refrigerator. (permit)		CV	
40	Install underlayment and sheet vinyl flooring for the kitchen. Vinyl tile squares shall not be installed.		CV	
41	Install new knob hardware for the closet door in the south-west bedroom.		PR	
42	Correct latching for the entry door to the south-west bedroom.		PR	
43	Install an outlet for the south wall of the north-west bedroom. (permit)		PR	
44				
45			CV	
46	**INTERIOR (2nd floor)**			
47	Install underlayment and sheet vinyl flooring for the kitchen. Vinyl tile squares shall not be installed.		CV	
48	Replace all cabinets and countertops for the kitchen. Block and install counter end caps.		CV	
49	Reinstall existing sink and faucet for kitchen. Install new code compliant trap and connections for same. (permit)		CV	
50	Repair and paint kitchen ceiling.		CV-PbN	
51	Replace light over kitchen sink. Install in-wall switch for same. (permit)		CV	
52	Repair door latching and lock for kitchen door to side hall. Replace and stain defective door stop. Door and knob to be keyed alike.		CV	
53	Install 10 year sealed battery combination CO/Smoke detector.		CV	
54	Replace missing globe for interior hall light fixture.		PR	
55	Install globes for bathroom light fixtures.		CV	
56	Abandon built in plug-in for the bathroom light fixtures. (permit)		PR	
57	Replace bathtub surround. Prep, Caulk and Paint previously painted window trim in shower surround.		CV	
58	Replace sink vanity. Re-set existing sink and faucet. (permit)		CV	
59	Professionally re-glaze/re-enamel bathtub. Use a contractor that specializes in this work.		CV	
60	Replace door and hardware to bathroom. Paint door.		CV	
61	Secure air vent in north-west bedroom.		PR	
62	Replace missing globe for south-west and north-west bedroom ceiling lights.		PR	
63	Make all bathroom plumbing fixtures operate properly. (permit)		CV	
64				

	SCOPE OF WORK (RENT REHAB)		Page 1 of 3	
	Andrew Headrick (Property Manager: Malino Watson 414-708-1198)			
65				
66	**COMMON AREAS**		page 3 of 3	
67	Install a globe for the light on the 1st floor landing. Replace switch cover plate.		PR	
68	Contractor to install stair handrails where missing from the side entry to 2nd floor. Stain or paint same. Secure existing sections as needed.		CV	
69	Replace flooring for the side, front and upper landings of the stairwell.		CV	
70	**BASEMENT**			
71	Install carbon monoxide detector with 10 year sealed battery.		CV	
72	Repair and secure stair treads.		CV	
73	Replace the drain trap for the 1st floor bathtub. (permit)		CV	
74	Correct leakage at water meter. (permit)		CV	
75	Replace copper jumper gable ground at water meter. (permit)		CV	
76	Secure all light fixtures throughout the basement. (permit)		PR	
77	Clean out debris from basement. (Owner)		CV	
78	Properly connect all heat runs including above breaker box and above south water heater.		CV	
79	Install basement stair handrail. Paint or stain same.		CV	
80	Install one new hi efficiency gas forced air furnace on the north side. Repair and/or replace plenum and duct work as needed. Install new thermostat. Install filter rack in cold air return. Balance both heating systems. (permit)		CV	
81	Install new separate circuit for the north furnace. Identify circuit in the breaker panel. (permit)		CV	
82	Install GFCI outlets for each laundry area to eliminate extension cord use. (permit)		CV	
83	Install hard dryer vent for each unit.		CV	
84	Replace corroded pipes and valves above both water heaters. (permit)		CV	
85	Properly secure all dryer gas lines at south-east basement area.		CV	
86				
87			**TOTAL EST**	
88				
89				
90	Prepared by:		Date:	
91				
92	Owner Approval:		Date:	