



Department of City Development

City Plan Commission
 Neighborhood Improvement
 Development Corporation
 Redevelopment Authority

Rocky Marcoux
 Commissioner

Martha L. Brown
 Deputy Commissioner



Bid Package Cover Sheet

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

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

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

Project Address	826 W KEEFE AV
Summary Of Work	
Technical Specialist	Alexander Walker, Phone: (414) 286-5194

Bid packages are available from the owners:

Owner	Ossie Slaughter
Home address	826 W KEEFE AV
Phone	(h) (414) 429-5162
Bid due date	4/24/2015
Approximate starting date	
Approximate completion date	

Note: Please contact **Alexander Walker** at **(414) 286-5194** for the most recent NIDC Rehab Specifications.

A Bid Package includes this cover sheet and:

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



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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

**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 are effective February 5th, 2014)

Family Size:	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Household Income	\$39,400	\$44,950	\$50,650	\$56,250	\$60,750	\$65,250	\$69,750	\$74,250

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.

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 4/9/2015. 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 10 days after Contractor's receipt of a Notice to Proceed and is to be satisfactorily completed within 30 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: **Ossie Slaughter**
Project Address: **826 W KEEFE AV**
Current Address: **826 W KEEFE AV**
Phone: **(414) 429-5162**

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 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: _____

SCOPE OF WORK

Date: 3/4/2015

826 W Keefe Av

Rehab Specialist: Walker 286-5194

First inspection date: 3/2/2015

Prior version dates:

Strong Homes

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. Updated copies can be obtained from NIDC @ 809 N Broadway-3rd Flr.

Lead Related Work: Any task that 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.

Line #	Scope of Work Item	Code	Estimate
1	EXTERIOR (HOUSE)		
2	PORCHES		
3	Paint porch -replace any rotten wood decking	Pb	
4			
5			
6			
7			
8			
9	HOUSE		
10	Tear off & replace entire roof: Replace all rotten and inadequate decking as needed. Provide ice and water shield at the edges, #15 felt. Provide all necessary flashing and dimensional shingles with min. 25 year manufacturer warranty. Re-install or replace attic vents at existing locations.	req Pb	
11	Scrape and paint wood trim.		
12			
13			
14			
15			
16			
23			
24		<i>Total Scope Estimate</i>	\$0.00
25			
26			
27			
28			
29			
30			
31			
32			
28	Prepared by:		Date:
29			
30			
31	Owner Approval:		Date:

Contractor Reference Form

(for project at: **826 W KEEFE AV**)

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:

