



Department of City Development
Neighborhood Improvement Development Corporation

DUE DATE: 6/16/2026

**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
2842 N RICHARDS ST
Milwaukee, WI 53212-2440
Christine Davies's Property
(412) 889-2262

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

SNIP HBA Loan Program

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**NOTE: Please contact Mike Dupar 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. Prior to executing a contract for this work, the winning bidder must sign and submit the attached Certification of Debarment.
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.
5. Contractor shall, as part of her/his bid, submit:
 - a) A list of the principal owners of the firm submitting the bid,
 - b) A list of all property located in the City of Milwaukee owned by Contractor and its principal owners.
 - c) Birth date and other information as requested by NIDC to verify court and other records.
 - d) Failure to provide this information will result in delays and may be cause for rejection of your bid.

BID REJECTION/ACCEPTANCE

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

CONTRACT CONDITIONS

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

PERMITS

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

PAYMENT SCHEDULE

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

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

SPECIFICATIONS

The City of Milwaukee "Rehabilitation Technical Specifications and Performance Standard" are incorporated herein by reference. Copies of this document are available at: <https://city.milwaukee.gov/ImageLibrary/Groups/cityDCD/RFP/HIPTECHNICALSPECS.pdf>. 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 public official, employee, board member, or commission member of the City of Milwaukee shall have any interest, direct or indirect, in this contract or receive any premium, commission, fee, or other thing of value, in connection with this contract.

SMALL BUSINESS ENTERPRISES (SBE) AND SECTION 3 WORK FORCE PARTICIPATION

Contractors are notified that it is NIDC policy to strongly encourage SBE and Section 3 participation on all NIDC-sponsored contracts. Information about the City of Milwaukee's SBE programs is available at <https://city.milwaukee.gov/Equity-and-Inclusion/Business>.

Bid Submission Form

This bid document consists of at least three pages; the Bid Submission Form, the Contractor's References, and the Scope of Work.. **All** pages must be completed and submitted as your bid. Bid forms must be received no later than 1/24/2025. 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: **Christine Davies**
Project Address: **2842 N RICHARDS ST**
Current Address: **228 E Hadley st**
Phone: **(412) 889-2262**

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: _____

Contractor Reference Form

(for project at: **2842 N RICHARDS 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: _____

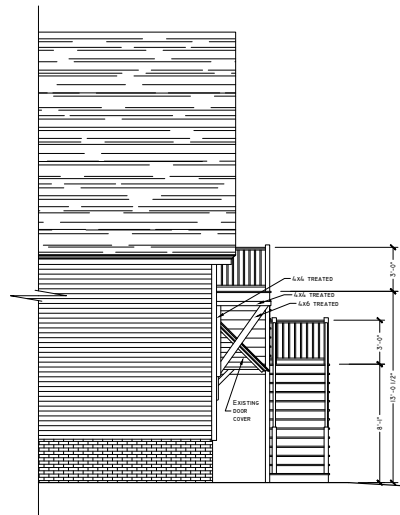
SIZE OF JOB:
_____ under \$10,000 _____ over \$10,000

BRIEFLY DESCRIBE THE WORK YOU COMPLETED:

SCOPE OF WORK		Date: 4/9/2026		
Christine Davies 2842 N Richards St				
Rehab Specialist: Mike Dupar (414) 708-3067				
Loan Officer: Sam Overton		HBA		
First inspection date: 7/23/2024 Prior version dates: 8/5/2024; 9/26/2024				
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				
And, if applicable: <input type="radio"/> YES <input checked="" type="radio"/> 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.				
Link	Scope of Work Item	Code	Estimate	
EXTERIOR				
1	Siding- Prepare exposed exterior wall (east) and install matching vinyl siding to code compliance.	CV/Permit		
2	Gutters/Downspouts- Extend gutter on the North side of house to the East, away from foundation.	PR	Self-Help	
3	Porches- Repair front porch support columns to code compliance and scrape, prep, prime and paint flaking wood- color tbd per homeowner. Install graspable handrails at front porch stairs. Homeowner to stain/paint 2nd story porch post-construction.	PR/Pb		
4	Exterior Staircase Structure- Excavate and install code compliant rear stairwell structure per enclosed architectural plans and to meet code compliance. 6x6" to be used for 15' posts.	PR/PERMIT		
5	Storm Doors- Install new storm doors and swing limiters at front, rear and upper rear porch doors (3 total).	PR		
Interior				
7	Structure/Framing- Repair/sister joist cut-outs above lower kitchen and bathroom to code compliance and at the direction of the Construction Inspector. Reframe wall between lower bathroom and lower east bedroom to code compliance. Repair/improve upon existing load bearing walls at 1st floor bathroom, lower east bedroom and kitchen as necessary and per the direction of the Construction Inspector. Upper Bathroom Framing- Frame out half wall to house water supply and drain piping to accommodate tub/shower install. Finish per homeowner's selection following plumbing rough-in inspection approval.	PR/PERMIT		
8	Plaster/Drywall- Remove all drywall/plaster in 2nd floor bathroom. Install Greenboard in bathrooms. Tape salvageable drywall and finish where possible. Install new 1/2" drywall where needed on walls. New 5/8" drywall at ceilings as needed. Mud and tape new drywall, do not prime or paint-homeowner will complete post construction.	PR/Pb/CV		
9	Bathroom Flooring- Remove flooring at both bathrooms to sub-floor. Repair sub-floor as necessary. Install tile flooring - homeowner to supply tile product. Provide and install transition strips and install quarter round shoe molding. Baseboard/trim to be replaced and painted-color tbd by homeowner.	PR		
10	Water Supply/Misc. Plumbing- Install all new waste stacks to code compliance and to accommodate structural improvements/repairs to kitchen joists. Cap off basement bathroom/toilet to code compliance. Retain laundry tub utility sink and replace supply and drain piping. Repair stove gas-line to lower kitchen to code compliance. Water service line has been cut, restore service to code compliance.	PR/Permit		
11	Lower Plumbing Rough-In Bathroom and Laundry- Clawfoot tub to be retained with same orientation but moved 2" off of West Wall. Supply (pex), drain and waste piping (pvc) to be replaced at bathtub/shower, toilet and vanity to code compliance. Laundry- Hot/cold washer supplies and drain piping to be installed at pantry location.	PR/PERMIT/Pb		
12	Lower Kitchen Plumbing Rough-In- Kitchen sink to be relocated to Southern wall between windows. New plumbing to be run to code compliance. Prep for dishwasher to the right (West) of new sink location. Confirm cabinetry orientation with homeowner prior to rough-in.	NR/PERMIT		
13	Upper Plumbing: Rough-In Bathroom Supply (pex), drain and waste piping (pvc) to be replaced at bathtub/shower, toilet and vanity to code compliance. Homeowner to supply tub and surround for installation. Kitchen Supply- Replace kitchen supply lines with pex and install to code compliance within wall.	PR/PERMIT/Pb		

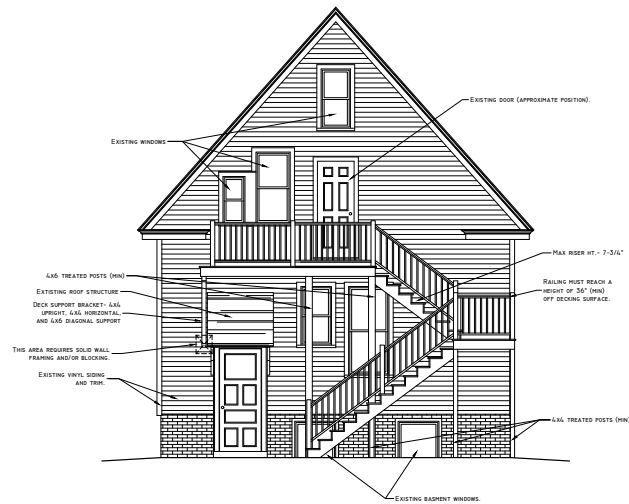
14	Plumbing (Finish)- Install 2 toilets, 2 pedestal bathroom sinks, 2 shower fixtures/hardware, 1 kitchen apron sink (lower) and one set of stackable washer/dryers in lower unit. Sanitize and retain upper sink and reinstall. Provide accessible shut-offs for all. Dishwasher to be installed in lower unit. Fixtures to be supplied by homeowner. <u>Cap off or remove all unused gas lines to code compliance throughout home.</u>	PR/Permit		
15	Water Heaters (2)- Install 2 new power/direct-vented 40 gallon water heaters in basement <u>with corresponding GFCI outlets-</u> one per unit.	PR/Permit		
16	Electrical Rough-In- Bathrooms: Prepare both bathrooms for vented ceiling fans and overhead fixtures at both tubs. Lower Living Room- Install (1) wall outlet in lower living room on north wall next to return vent. Lower Kitchen- Remove counter outlet wiring in SW corner. Install 4plex outlet at counter height on adjacent southern wall). Furnaces/Water Heaters- <u>Refer to respective line items for these items. Pricing for these outlets to be reflected in respective line item costs.</u>	PR/Permit		
17	Electrical (Finish)- Install new fixtures, switches, receptacles and cover plates in both units and basement. <u>Fixtures tbd by homeowner and to be supplied by homeowner.</u> Enclose all open junction boxes.	PR/Permit		
18	Alarms- 10 year sealed lithium ion combination smoke/co detectors to be installed in basement, outside of sleeping areas in both units, shared common areas.	CV	Self-Help	
19	1st Floor Kitchen Windows- SW Lower Kitchen window opening to be reduced and framed to counter height specified by homeowner. Kitchen windows to be replaced with homeowner approved double-hung vinyl window. All alterations to be completed per Planning Department approved drawings/plan and code requirements.	NR/PERMIT/Pb		
20	Kitchen Cabinetry/Countertops- Install 10' of cabinetry in lower unit, including new kitchen sink cabinetry. Install new sink cabinetry at upper unit. Owner to supply cabinetry. Supply and install butcher block countertops throughout	PR		
22	Handrails- Install code compliant handrails at all stairways.	PR		
23	Basement Stairway- Remove flooring down to subflooring at rear door landing and repair as necessary to ensure level and stable. Install weatherproof vinyl sheet flooring at landing.	PR		
24	HVAC/Furnaces- Install two new 90% AFUE or higher forced air furnaces in basement. Vent out foundation walls and repair existing ducting system after cleaning. Upper unit requires all new supply and return ducting. Complete to code compliance. Supply ducting for lower kitchen should be routed and installed at kitchen cabinetry. Vent dryer to code compliance in lower unit.	PR/PERMIT		
25				
26				
27				
<i>Total Scope Estimate</i>				
Alternate- Insulation- Install recommended rated insulation at all exterior walls (R20 + R5 CI or R13 + R10 CI or R0 + R20 CI). Install recommended rated insulation at 1st floor ceiling (R30) and replenish attic insulation as necessary to achieve R60 rating.				
Prepared by: Mike Dupar			Date: 4/09/2026	
Owner Approval:				

ELEVATIONS



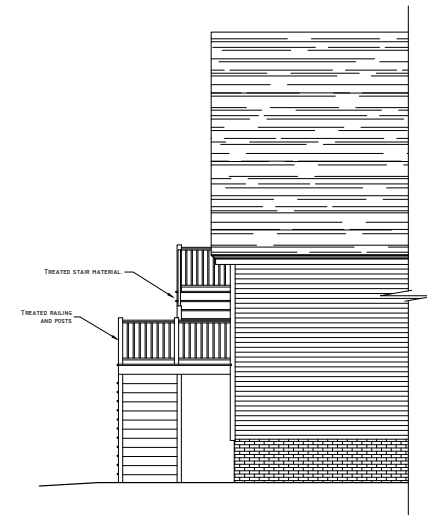
RIGHT ELEVATION

SCALE: 1/4" = 1'0"



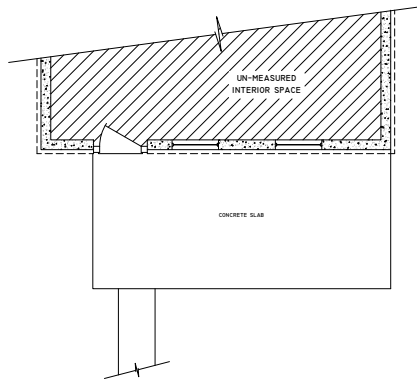
REAR ELEVATION

SCALE: 1/4" = 1'0"



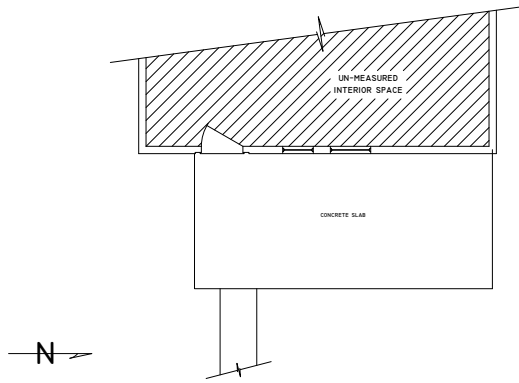
LEFT ELEVATION

SCALE: 1/4" = 1'0"



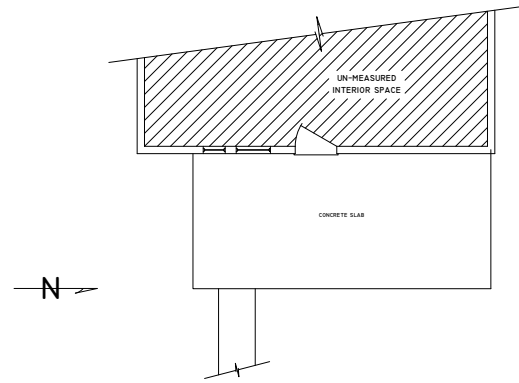
EXISTING BASEMENT

SCALE: 1/4" = 1'0"



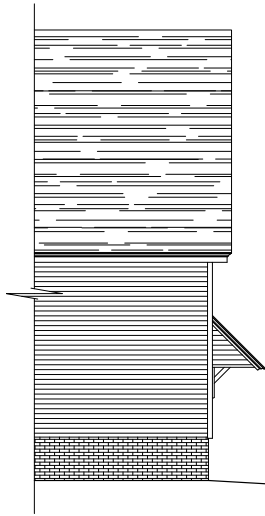
EXISTING FIRST FLOOR

SCALE: 1/4" = 1'0"



EXISTING SECOND FLOOR

SCALE: 1/4" = 1'0"



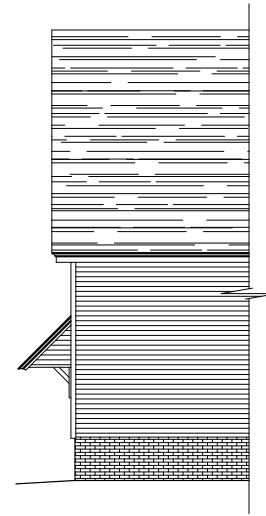
EXISTING RIGHT
ELEVATION

SCALE: 1/4" = 1'0"



EXISTING REAR
ELEVATION

SCALE: 1/4" = 1'0"



EXISTING LEFT
ELEVATION

SCALE: 1/4" = 1'0"