



Department of City Development  
Neighborhood Improvement Development Corporation

DUE DATE: 6/14/2026

**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  
4419 N 57TH ST  
Milwaukee, WI 53218-5609  
Shawn Williams's Property  
(414) 408-5608 (text)

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

***STRONG Homes 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 . 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: **Shawn Williams**  
Project Address: **4419 N 57TH ST**  
Current Address: **4419 N 57TH ST**  
Phone: **(414) 408-5608**

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 \_\_\_\_\_

By: \_\_\_\_\_

Address: \_\_\_\_\_

Signature

City/State/Zip \_\_\_\_\_

Date: \_\_\_\_\_

Phone \_\_\_\_\_

Title \_\_\_\_\_

City License # \_\_\_\_\_

Lead License No \_\_\_\_\_

Witness \_\_\_\_\_

Contractor Insurance

Expiration. Date \_\_\_\_\_

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: 4419 N 57TH 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:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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<b>SCOPE OF WORK</b>		Date: 5/12/2026	
<b>Shawn Williams- 4419 N 57th St</b>			
<i>Rehab Specialist: Mike Dupar (414) 708-3067</i>			
<i>Loan Officer: Sam Overton</i>			
First inspection date: 4/15/2026 Prior version dates: 4/23/2026		<b>STRONG</b>	
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 <b>Chapter DHS 163</b>			
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.			
Line #	Scope of Work Item	Code	Estimate
<b>EXTERIOR</b>			
1	<b>Roof-</b> Tear off existing shingles and replace with 30 year warrantable shingles (architectural or dimensional). Install synthetic underlayment which matches new shingle warranty requirements. Install metal drip and edge flashing. Replace all flashings (valleys, chimney, step, vent boot etc). 3 feet minimum of ice and water shield at all roof edges and valleys. Contractor is responsible for installing aluminum cladding (color to match) at dormers walls to close off any gaps (aesthetics) greater than 1" as a result of removal of layers of roofing material. Complete to code compliance.	CV	
2	<b>Concrete-</b> Demo and replace all existing service walks to code compliance. Concrete along Southern side of property should be pitched to move water away from the foundation.	CV	
3	<b>Handrails-</b> Install graspable handrails at front entry stairs.	CV	
4	<b>Fascia-</b> Install matching aluminum fascia cladding where missing.	PR-Pb	
5	<b>Stone Façade-</b> Clean cracks of deteriorating segments of the façade. Apply exterior and masonry rated adhesive behind cracks. Drill pilot holes in façade portions and anchor façade with a plaster patching disk to re-adhere façade to structure/framing. Parge over disks and match stone texture as best as possible.	CV	
6	<b>Grading-</b> Regrade around foundation at all sides with screened top-spoil. Seed and straw.	PR	
7			
8			
9			
<b>INTERIOR</b>			
10	<b>Kitchen Sink Faucet-</b> Repair hot water faucet handle to code compliance.	CV	
11	<b>Toilet-</b> Remove toilet and replace flange/wax ring as necessary. Install new toilet base (homeowner to supply) and shim, adhere and caulk as necessary to stabilize. Reinstall existing tank.	CV	
12	<b>Shower-</b> Replace tub with low threshold shower drain pan with acrylic finish. Install sliding door at shower threshold. Replace shower cartridge/mixing valve to restore adequate flow at shower. Waterproof silicone caulk at all necessary junctions.	PR/PERMIT	
13	<b>Basement Handrail-</b> Install corner handrail at basement stairwell.	CV	
14	<b>Asbestos Pipe Insulation-</b> Encapsulate or abate suspected asbestos pipe insulation in basement. Asbestos removal/abatement to follow state DNR guidelines for notification, removal, and disposal. Asbestos removal/abatement to only be completed by licensed individuals.	PR	
15	<b>Upstairs Closets-</b> Repair slider closet door and guest bedroom closet door. Reinstall closet dowel clothes hanger bar.	PR	
16	<b>Waste Piping-</b> Cut out and replace corroded/damaged portion of waste stack piping in basement- main stack and toilet waste piping. Complete to code compliance.	PR/PERMIT	
<i>Total Scope Estimate</i>			
Prepared by: Mike Dupar		Date: 5/12/2026	
Owner Approval:		Date:	