Department of City Development
Neighborhood Improvement Development Corporation

DUE DATE: 11/30/2026

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
1731 W COURTLAND AV
Milwaukee, WI 53209-6438

Tabatha Montgomery's Property
(414) 639-2942

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

STRONG Homes Loan Program

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NOTE: Please contact Davis Jones at (414) 708-3076 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 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: **Tabatha Montgomery**
Project Address: **1731 W COURTLAND AV**
Current Address: **1731 W COURTLAND AV**
Phone: **(414) 639-2942**

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: **1731 W COURTLAND 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:
_____
_____
_____

	SCOPE OF WORK	**Scope Date:**	
	Tabatha Montgomery - 1731 W Courtland Ave Tel: (414) 639-2942	**10/26/2026**	
	Rehab Specialist : Davis Jones (414) 708-3076		
	Loan Officer: Judy Carson	**Program:**	
	First inspection date: 10/20/2026	**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 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.

Line #	Scope of Work Item	Code	Estimate
	EXTERIOR		
	HOUSE		
1	**Exterior Painting :** Remove all loose paint on all of the siding, soffit, fascia and exterior trim. Inspect all components and replace any rotten or damaged boards. Caulk all joints, seams, edges, and fastener holes and with paintable sealant, prime then finish paint. Color/s per owner.	CV, Pb	$4,000
2	**Wood Sash Windows and Wood Storms :** Reglaze the exterior wood sash windows and storms as needed. Prep, prime and finish paint the exterior of all wooden windows on the entire home. Color and sheen per owner. To include the wooden storms windows on the rear of the home. Ensure all sashes and storms function properly after painting.	CV, Pb	$2,500
3	**Security Door:** Replace the existing front security door with a new glazed security door. Install a thumb-turn deadbolt and locking handle. Door is to be keyed-alike with the main door or per owner.	CV, Pb	$500
4	**Front Picture Window:** Replace the front plexiglass and front picture window with a new double paned fixed picture window.	PR, Pb	$1,500
5	**Front Entry Trim:** Replace the damaged and rotten lower trim where the main home meets the front porch. Install new flashings as needed. Style of trim to match exisiting. Prep, prime and finish paint.	CV, Pb	$1,000
6	**Front Stoop and Railing Painting:** Remove the loose and flaking paint on the front entry stoop, stairs and railing. Prep and prime the railing with a rust inhibiting primer and the stoop with a primer for concrete/masonry applications. Finish paint the stoop stairs and railings. Colors per owner.	CV, Pb	$1,200
	INTERIOR		
	GENERAL		

7	**Basement Door:** Replace the existing basement door with a like replacement. New install to include a new knob and other hardware as needed.	CV, Pb	$600
8	**Alarms:** Install a combination smoke/CO alarm in the basement and first floor. All alarms shall be sealed battery, 10 year lithium ion units.	CV	$250
	BASEMENT		
9	**Dryer Vent:** Replace the flexible dryer vent with a solid walled galvanized vent pipe.	CV	$250
10	**GFCI Receptacles:** Replace the existing electrical receptacles at the laundry area with ground fault protected receptacles; one on the ceiling above the washing machine.	PERMIT, CV	$500
11	**Missing Face Plate:** Install new face plate on the ceiling junction box where missing in the laundry area.	PERMIT, CV	$100
12	**Water Heater Vent:** Readjust the negatively pitched water heater exhaust pipe to be positively pitched towards the existing chimney exhaust.	CV	$400
	BATHROOM		
13	**Wall and Ceiling Painting:** Clean, prep, prime and finsh paint the bathroom walls and ceiling. Color and sheen per owner.	PR, Pb	$700
	KITCHEN		
14	**Kitchen Fan**: Repair or replace the exisiting kitchen exhaust fan. Clean all ductwork and components.	PERMIT, PR	$400
15	Kitchen Floor: Remove and replace the existing kitchen flloring. Install new LVP, VCT or rolled linoleum flooring. New install to include all thresholds, transistions, shoe molding and all other trims as needed. Design/ Color per owner	CV	$900
	BASE BID SUMMARY (Note: Contractors are to provide line item estimates with their bid.)		
	Scope Estimate:		**$14,800**
	Attachments: none		
	Owner Approval:	**Date:**	
	owner signature		