Department of City Development
Neighborhood Improvement Development Corporation

EXTENDED BID DUE DATE: 11/20/2026

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 <u>not acceptable</u>.

at
2546 N 24TH ST
Milwaukee, WI 53206-1048

Carolyn Smith's Property
(414) 839-4595

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

STRONG Homes Loan Program

CONTENTS

1	*GENERAL BID INFORMATION*	*3*	*CONTRACTOR REFERENCE FORM*
2	*BID SUBMISSION FORM*	*4*	*SCOPE OF WORK*

NOTE: Please contact Elona Peace at (414) 708-5362 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 10/16/2026. 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 15 days after Contractor's receipt of a Notice to Proceed and is to be satisfactorily completed within 45 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: **Carolyn Smith**
Project Address: **2546 N 24TH ST**
Current Address: **2546 N 24TH ST**
Phone: **(414) 839-4595**

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 8/21/2026 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: **2546 N 24TH 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	Scope date: Friday, August 21, 2026	
	Carolyn Smith, 2546 N. 24th St (414) 839-4595		
	Rehab Specialist: Elona Peace (414) 708-5362		
	Loan Officer: Sam Overton (414) 286-5692		
	First inspection date: 7/30/26 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 FL.		
	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.		
	SITE		
1	*Remove and replace defective front (west), 2546 (lower unit) concrete service Steps, (3,rise), include footings, Form, pour, broom finish, include all necessary metal reinforcements, rebar, wire mesh, expansion felt, backfill with top screen soil, seed/straw or sod.*	*PR-(PERMIT)*	
2			
3	***PORCH***		
4	*Remove and replace Front (west) 2546 (lower unit) concrete top step and deck, concrete pad, fill grade, compact, install rebar mesh wire, and all necessary reinforce and repour. Patch, porch, concrete walls (skirting) and lower steps, as needed, to code*	*PR*	
5	*Repair or replace front (west), 2546-2548 (lower & upper unit) concrete porch, wood guard/step/graspable railings to code . Prepare and paint, complete previously painted porch surfaces, including headers, underdecks(ceilings), fascia , soffit, columns, skirting, wood and masonry., color selection (TBD) By owner*	*PR-Pb (PERMIT)*	
6	*Install EPDM rubber membrane to front (west) upper porch deck to manufacture's specification. Retain existing front porch guard railings and prepare and paint, color selection (TBD) by owner*	*PR-Pb*	
7	*Replace defective gutters with seamless k-style or half round to fit overhang, include downspouts and gutter apron*	*PR*	
8			
9	***HOUSE***		
10	*Remove and replace all house with seamless k-style gutters, downspouts and gutter apron. Install elbows and gutter extension 4'-6' front foundation walls, drain tiles extension rear (NE/SE) not to create trip hazard*	*PR-Pb*	
11	*Secure loose vinyl siding south wall*	*PR*	
12	*Install new closures to front (west), 2546 (lower, unit),entry, security door, ensure operable.*	*PR*	
13	*Replace defective front and rear (east /west),wooden attic window sashes (4) and boards w vent for air flow to existing lower sashes , ensure water tight . Trim excess spray foam to 2nd floor bathroom glass block window, and install trim board to cover and paint to match. Prepare and paint, color selection (TBD) by owner*	*PR-Pb*	

14	*Replace all rotten, crown molding, gables, eaves (fascia/soffit) (N/S/E/W). Prepare and paint, all previously painted front (west), and (N/S) moldings, gables, eaves (fascia /soffit), frieze boards, attic windows, etc., color selection (TBD) by owner*	*PR-Pb*	
15	*Replace broken basement glass panes, push points and glazing. Prepare and paint, all basement, boards, storms and window sashes, color selection (TBD) by owner*	*PR-Pb*	
16	*Reset and tuck-point basement brick foundation walls and brick window sills, all elevations, as needed. Replace busted concrete caps to window wells. Prepare and paint foundation brick walls, all elevations, color selection (TBD) by owner*	*PR-Pb*	
17			
18	***INTERIOR (2546, LOWER UNIT) AND REAR HALL***		
19	*Replace missing and secure loose drop ceiling tiles in 1st floor unit, living room*	*PR*	
20	*Install new transition flooring strip (tapered) between 1st floor unit, dining and kitchen room, trip hazard*	*PR*	
21	*Install new tub /shower surround compartment to 1st floor unit bathroom Install batt insulation, proper R-value, if needed to exterior wall. Install drywall (green board).Include new plumbing fixtures; shower head/handheld to Owner's Specifications. Remove wood window sash and install new security glass block window, include new composite window trim at perimeter, caulk and seal all junctions in shower area with 100% silicone caulk plumbing fixtures to Owner's Specifications.*	*PR- (PERMIT)*	
22	*Repair or replace defective outlets (receptacles) to both 1st floor bedrooms (east) walls, to code*	*PR- (PERMIT)*	
23	*Remove and replace 1st floor bathroom vanity complete with top & splash, retain faucet, replace flex p-trap with rigid and waterlines shut off valves, as need*	*PR- (PERMIT)*	
24	*Prepare, drywall patch, plaster, finish, prime, paint 1st floor unit, bathroom, ceiling and walls and rear, 1st to 2nd floor stairwell cracks . color selection (TBD) by owner*	*PR-Pb*	
25	*Install new vinyl sheet/plank (water proof, 6 mil minimun thickness) flooring to 1st floor bathroom, include sub flooring, as needed, to Manufactures specifications. Install baseboard/vinyl base, include 1/4 rd. or shoe molding and transition floor strips. Reset existing toilet (water closet), include water line and shut-off valves*	*PR*	
26			
27	***INTERIOR (2548, UPPER UNIT)***		
28	*Install new transition flooring strip between 2nd floor unit, bathroom.*	*PR*	
29	*Make all necessary adjustments to ensure 2nd floor bathroom door is operable. Repair door and baseboard (match existing) trim exterior and interior, mising and peeling paint, paint trim to match existing color*	*PR-Pb*	
30	*Replace flex p-trap with rigid and waterlines shut off valves, in 2nd floor bathroom vanity and kitchen base sink cabinet, to code*	*PR- (PERMIT)*	
31	*Repair or replace defective and illegally recessed wall, switches/outlets (receptacles) boxes (receptacles) 2nd floor master bedroom. living room and kitchen. Install new ceiling light fixture to 2nd floor front (west), master bedroom and over the kitchen sink wall light fixture. Install missing electrical outlets and switch cover plates wall, to code*	*PR- (PERMIT)*	
32	*Install combination 10 year seal battery smoke and carbon monoxide detectors, basement*	*PR*	*Self-help*
33			
34	***BASEMENT***		

35	*Install GFCI outlets (receptacles) in laundry area to existing within 6' of water source. Install addittional porcelain ceiling light fixtures to existing junction to provide adequate lighting. Screw shut electrical junction box, and missing electrical cover plates to ceiling junction to code*	*PR-(PERMIT)*	
36	*Total Scope Estimate*		
37			
38	*Prepared by:*		*Date:*
39			
40			
41	*Owner Approval:*		*Date:*
42			