Department of City Development
Neighborhood Improvement Development Corporation

DUE DATE: 11/23/2026

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
2570 N 1ST ST
Milwaukee, WI 53212-2805

Tammy McHenry's Property
(414) 916-1871

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 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: **Tammy McHenry**
Project Address: **2570 N 1ST ST**
Current Address: **2570 N 1ST ST**
Phone: **(414) 916-1871**

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: **2570 N 1ST 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:**	
	Tammy McHenry - 2570 N 1st St Tel: (414) 916-1871	**7/22/2026**	
	Rehab Specialist : Davis Jones (414) 708-3076		
	Loan Officer: Judy Carson (414) 286-3543	**Program:**	
	First inspection date: 7/14/2026 Rev. 8/6/2026	**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	**Roof Replacement:** Tear off all layers of existing shingles and replace the entire roof with architectural shingles. Replace any underlying rotten or damaged roof sheathing. Install 'W' flashing at all valleys. Provide ice and water shield a minimum of 3 feet wide at all roof edges, and valleys, install synthetic roofing felts, and metal drip and apron flashing. Install new roof vents per code. Provide all necessary flashings, and minimum 30 year dimensional shingles. No HD shingles. owner can select from earth tones without HPC color review	PR	
2	**Soffit and Fascia Repairs:** Repair or replace the following exterior trim boards. Noted areas: Missing piece at the NE corner of the home, loose board on the upper south sid eof the home. Apply paintable caulking at all gaps and cracks as needed. Scrape, prime, and finish paint the repaired areas. Colors per owner. Decorative carvings must be retained or re-installed on new fascia/bargeboards.	CV, Pb	
3	**Gutters and Downspouts:** Replace the 1/2 round gutters gutters along the south side of the front porch. New gutters to be color matched to match existing.	CV, Pb	
4	**Chimney Repairs:** Reflash the chimney with metal flashing color matched to the roof. Must use step-flashing style counter flashing. No straight cut counter flashing.	CV	
5	**Roof Warranty:** Provide the shingle manufacturer's warranty after roof replacement	PR	N/A

6	**Front Entry Porch (wood):** Resecure any loose deck boards. Prep, prime and finish paint the front porch decking, stairs and handrails. Colors and sheen per owner. To include the prep, priming and painting of the front south brick pillar. Mechanically remove any loose mortar and repoint with N-type mortar prior to painting.	CV, Pb	
7	**Broken Storm Windows**: Replace and replace the broken storm window pane on the north side of the house and the porch window to the left of the front door. Ensure all storm windows are at full function after pane replacement.	CV	
8	**Broken Windows**: Repair the wood sash windows at the following locations; 2nd floor front window, 1st floor stairwell windows, 2nd floor stairwell windowsand front upper bedroom windows.. Install new glass panes, glaze, prep and paint to match the existing color.	CV	
9	**Rear Cellar Door:** Replace the rear cellar door with a prehung exterior door. Replace the damaged and rotten trim prior to the installation of the new door. Prep, prime and paint the door, jamb and repaired trim to match existing.	CV	
	INTERIOR		
	GENERAL		
10	**Stair Treads**: Resecure and reattach any loose treads and stair components for the main interior staircase.	CV	
11	**Plaster and Paint Repairs:** Repair the walls throughout the home where the walls were opened for a plumbing repair. Patch, prep, prime and finish paint to match adjacent surfaces. Noted areas, kitchen walls, living room ceiling, 2nd floor hallway and 2nd floor bedroom. Repair areas of water damage from roof leak. Noted areas; kitchen ceiling, 2nd floor bedroom ceiling and 1st floor front roof ceiling.	CV, Pb	
12	**Alarms:** Install a combination smoke/CO alarm in the basement, first floor, second floor. All alarms shall be sealed battery, 10 year lithium ion units.	CV	
	BASEMENT		
13	**Dryer Vent:** Replace the flexible dryer vent with a solid walled galvanized vent pipe.	CV	
14	**GFCI Receptacles:** Replace the existing electrical receptacle at the laundry area above the washing machined with a ground fault protected receptacle.	PERMIT, CV	
15	**Electrical Service Panel Replacement:** Install new electrical panel and wiring as necessary for a fully code compliant system. Ensure the panel is rated to 100 amps.	PERMIT, CV	
16	**Sump Pump:** Inspect and replace existing sump pump. Ensure proper function.	CV	

17	**Structural Repairs:** Identify sagging floor joists under the southern living room. Cut into the existing concrete floor and dig down to solid bedrock and pour 2x2 steel reinforced footers and install steel support posts to sure up existing first floor living room floor.	PERMIT, CV	
18	**Wall Repair:** Clean, prep and mechanically remove any loose mortar and re-point the brick wall along the rear cellar stairs with M-type mortar.	PR	
	BASE BID SUMMARY (Note: Contractors are to provide line item estimates with their bid.)		
	Scope Estimate:		
	Attachments: none		
	Owner Approval:	**Date:**	
	owner signature		