Department of City Development
Neighborhood Improvement Development Corporation

DUE DATE: 11/19/2026

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
3429 W WALNUT ST
Milwaukee, WI 53208-2361

Beverly Staples's Property
(414) 315-6181

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 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 11/19/2026. 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 _____ 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: **Beverly Staples**
Project Address: **3429 W WALNUT ST**
Current Address: **3429 W WALNUT ST**
Phone: **(414) 315-6181**

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: **3429 W WALNUT 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: 11/03/2026

Beverly Staples - 3429 W Walnut St

Rehab Specialist : Mike Dupar (414) 708-3067

Loan Officer: Consuelo Hernandez

First inspection date: 9/15/2026 Prior version dates: 9/21/2026; 9/28/2026 **STRONG**

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,

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	Estimat
	EXTERIOR		.
1	**Fascia/Soffits-** Replace all dry-rot and decaying portions of fascia and soffit. Prep, prime and paint all soffits and fascia on exterior of home. Color tbd by homeowner. Note damage to Eastern roofline ornamental fascia (retain details) and S and E trim.	PB/CV	
2	**Window/Door Framing/Sills/Trim-** Replace all dry-rot and decaying portions of exterior doors and window trim, sills, framing. Prep, prime and paint all exterior door and window framing, trim, sills. Color tbd by homeowner.	PB/CV	
3	**Front Porch Lower + Upper-** Replace all dry-rot and decaying portions of porch framing, skirting, decking etc at both levels. Prep, prime and paint. Color tbd by homeowner, including columns, posts and guardrails etc.	PB/CV	
4	**Rear Siding/Jump Porch-** Remove all lumber and debris from rear jump porch. Eliminate door and seal cavity to code compliance internally and externally. Replace exposed sheathing, install house wrap and re-side with like-kind product. Material and color match as best as possible. Drywall over interior cavity, prime and paint. color tbd per homeowner.	PB/PR/PERMIT	
5	**Upper Porch Storm Door-** Install glass pane and rescreen. Restore to full functionality. If cheaper just replace door.	PR	
6	**Lower Front Storm Door/Entry Doorknob-** Replace tension rod and restore to full functionality. Replace front entry door knob.	PR	
7	**Handrails-** Install code compliant handrails at flight of stairs at side/side entry walkway and at rear stairs to alley.	CV	
8	**Window Screen-** Rescreen all damaged window screens.	PR	
9	**Lower Siding**- Replace damaged vinyl siding to right of lower unit front door.	CV	
			.
	INTERIOR		.
10	**Upper Unit Toilet-** Replace toilet with ADA compliant toilet with grab bars. Replace flange and wax ring.	CV/PR/PERMIT	
11	**Basement Handrail-** Rescure basement handrail to code compliance.	CV/Pb	
12	**Plaster Repair-** Spot repairs peeling paint throughout all units and common spaces. Most significant repairs are to be at back hallway**.**	CV/Pb	
13	**Lower Sink Plumbing Trap-** Replace leaking trap to code compliance.	CV/PERMIT	
14	**Basement Water Piping-** Clean all piping, junctions, shut-offs beneath lower unit leak. Reevaluate with Rehab Specialist what requires potential replacement after resolving leaks.	CV/PR/PERMIT	
15	**Gas Leak-** Repair leaking portion of gas piping. Pipe has been flagged with yellow tape by WE Energies in the foundation at the front (North wall), just to the East of the main support beam.	PR/PERMIT	
16	**Dryer Vent Piping-** Resecure dryer vent piping to code compliance.	PR/CV	
17	**Electrical + Panels/Service-** Install new panels for both units, minimum 150 amps, to code compliance. Re-designate circuits to prevent overloads throughout home, specifically to address overloads at kitchens. Replace outlet at rear lower bedroom to code compliant functionality. Test and resolve any electrical issues at Water Heater serving Upper Unit.	CV/PERMIT	
18	**Smoke/CO-** Install new 10 year lithium ion combination smoke/co outside of all bedrooms in both units, back hall landing of upper, lower and basement.	CV/PR	
19	**Bedroom Door-knobs-** Repair upstairs door-knobs at 2 bedrooms.	CV	
20	**Upper Bathroom Vanity/Flooring-** Resecure vanity to wall and repair flooring gaps behind and next to vanity to ensure water resistant.	CV	
21			
	Total Scope Estimate		.

Prepared by: Mike Dupar Date: 11/03/2026

Owner Approval: Date: