



Department of City Development
Neighborhood Improvement Development Corporation

DUE DATE: 10/14/2026

**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
3724A N 18TH ST
Milwaukee, WI 53206-2403

Latyra Booker's Property
(414) 522-2388 or (414) 810-9461

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

STRONG Homes Loan Program

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NOTE: Please contact Theresa Morales at (414) 708-0432 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 **10/14/2026** . 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: **Latyra Booker**
Project Address: **3724A N 18TH ST**
Current Address: **3724 A N 18TH ST**
Phone: **(414) 522-2388**

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: **3724A N 18TH 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:	
Latyra Booker 3724 N 18th ST Tel: (414) 522-2388/(414) 810-9461		8/4/2026	
Rehab Specialist: Theresa Morales (414) 708-0432			
Loan Officer: Consuelo Hernandez (414) 286-5723		Program:	
First inspection date: 07/22/2026 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 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 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	Soffit and Fascia Repairs: Repair holes in soffit and fascia around perimeter of house, prior to installation of new gutters. Holes are visible through 2nd floor crawlspace. Repairs made are to match existing color/material/finish.	CV, PR	
2	Gutters and Downspouts: Remove and replace all gutters and downspouts, around entire perimeter of house, including gutters and downspouts on porch roof and dormers. (Note: For gutters and downspouts from upper dormers, chase all discharge through downspouts to lower gutters; do not discharge water across lower roof surfaces.) Downspouts to direct discharge to grade with bends and extensions 4' away from the foundation, and provide splash blocks. Install permanent caps at abandoned storm inlets.	CV, PR	
3	Front Entry Porch (wood): A.) Remove and replace the entire west side porch structure, and tongue and groove decking. Install additional 4x4 posts with frost proof footings as necessary for support. Install perimeter trim boards, and skirting. B.) Replace the porch stairs with new code compliant wood stairs. C.) Install wood guardrails at the porch perimeter, and guardrails with handrails at each side of the stairs. D.) Remove old posts that were previously used as part of a wheelchair ramp and fill holes with dirt-add topsoil and grass seed. E.) Retain existing porch concrete columns and repair masonry block and tuckpoint all areas where missing concrete. Prepare surface and paint concrete columns to match existing color. F.) After completion of new porch, seal all wood surfaces. Owner to decide color/finish. G.) All construction is to be code compliant and all new lumber to be PT (pressure treated). *Owner has wood on-site that may be used for new porch, contractor to determine if material is usable	CV, PR, Pb, PERMIT	

4	Rear Porch - Upper (Jump Porch): <u>1)</u> Remove existing rear jump porch and install a new, code compliant jump porch-to include support posts and footings. <u>2)</u> Prepare surface and seal all new wood (posts, trim boards, guardrails, and decking). <u>3)</u> Make repairs to all damaged siding from removal of old porch and installation of new porch. Siding is to be weathertight and properly sealed. Match existing style and color if any siding is replaced. <u>4.)</u> All construction is to be code compliant.	CV, PR, Pb, PERMIT	
5	Front Main Entry Door Replacement: 1) Remove and replace the existing west side main entry door with a white pre-hung, metal clad exterior door with a high upper-lite. Install a thumb-turn deadbolt and locking handle. 2) Paint all exposed wood trim work to include jambs, threshold, sill and brick molding.	CV, PR, Pb	
6	Front Security Door: <u>1)</u> Repair existing security door on west side of property. Remove all rust and correct defects; prepare surface, prime and finish paint using exterior grade, rust-resistant paint (match existing color). <u>2)</u> Remove existing door hardware and install a thumb-turn deadbolt and locking handle (contractor may be able to use existing door hardware). Door is to be keyed-alike with the main door. <u>3)</u> Remove defective screen on upper portion of door and replace with glass.	CV, PR, Pb	
7	Rear Pantry Window: Pantry window pane on east side of house is cracked. Remove and replace window pane. New glass pane to be properly sealed/caulked in place.	CV, Pb	
INTERIOR			
GENERAL			
8	Handrail: Install a wooden handrail along the length of 2nd floor stairway, in rear of house. New handrail to be sealed after installation. Handrail to be code compliant.	CV, PR, Pb	
9	Alarms: Install a combination smoke/CO alarm in the basement, 1st floor bedrooms, and 2nd floor bedrooms. All alarms shall be sealed battery, 10 year lithium ion units.	CV, PR, Self-Help	\$0
10	1st Floor Kitchen Electrical Switches: Owner states light switches in 1st floor kitchen are not working correctly. Remove and replace defective switches and restore electrical to a code compliant condition.	CV, PR, PERMIT	
11	2nd Floor Jump Porch Door Hardware: Remove existing deadbolt and door knob on door leading to jump porch and replace with a thumb-turn deadbolt and locking handle. Door to be keyed alike with main entry door into 2nd floor unit.	CV, PR, Pb	
BASEMENT			
12	Dryer Vent: Replace the flexible dryer vent with a solid walled galvanized vent pipe.	CV, PR	
13	Receptacle Installation and Not-In-Use Electrical: <u>1)</u> Two receptacles in basement are not secured/mounted properly. Properly mount existing receptacles. <u>2)</u> Remove all not-in-use cables and wires in basement.	CV, PR, PERMIT	
14	Electrical Cover Plates: Install outlet, switch, and junction box cover plates at all locations where missing in basement ceiling and walls.	CV, PR	

15	Handrail: Install a wooden handrail along the length of basement stairs. New handrail to be sealed after installation. Handrail to be code compliant.	CV, PR, Pb	
16	Asbestos Pipe Insulation: Abate all 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.	CV, PR	
17	Mold Remediation: Remove all mold on basement floors, walls, and stairway walls using a bleach solution or mold cleaner. Mold to be removed from all surfaces prior to applying a KILZ type mold and mildew primer to basement walls and stairway walls.	PR, Pb	
BASE BID SUMMARY (Note: Contractors are to provide line item estimates with their bid.)			
			Scope Estimate:
Attachments: none			
Owner Approval:			Date:
owner signature			

