



Department of City Development
Neighborhood Improvement Development Corporation

DUE DATE: 6/17/2026

**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
3754 N 27TH ST
Milwaukee, WI 53216-2606
Rosie Smith's Property
(414) 595-3985

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

STRONG Homes Loan Program

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**NOTE: Please contact John Burke at (414) 286-5652 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 6/17/2026. 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 10 days after Contractor's receipt of a Notice to Proceed and is to be satisfactorily completed within 30 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: **Rosie Smith**
Project Address: **3754 N 27TH ST**
Current Address: **3754 N 27TH ST**
Phone: **(414) 447-6163**

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 5/14/2026 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: **3754 N 27TH 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: | |
| Rosie Smith - 3754 N 27th St Tel: (414) 414-418-6993 | | May 14th, 2026 | |
| <i>Rehab Specialist:</i> John Burke | | | |
| <i>Loan Officer:</i> Judy Carson | | Program: | |
| First inspection date: 5/13/2026 Prior version dates: | | STRONG Homes | |
| Both the " <i>Rehabilitation and Technical Specifications and Performance Standard for the City of Milwaukee - February, 2006</i> " and the " <i>NIDC Addendum to Specifications</i> ," 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: <input type="radio"/> YES <input checked="" type="radio"/> 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 | Gutters and Downspouts: A.) Clean the gutter, and properly dispose of the waste off-site. B.) Reconfigure the discharge of the Southwest downspout. The water currently flows backwards to the house/foundation. Chase the water far into the front yard with hard-piping (not flexi-piping) and discharge so that the water flows away from the house. | CV, Pb | |
| 2 | Chimney Removal: Remove the chimney to below the roof deck, and deck-over. Install ice and water shield and matching shingles. | CV | |
| 3 | Front Entry Ramp/Porch (wood): A.) Secure any loose deck boards on the ramp. B.) Replace the existing guardrails on the ramps, stairs and porch with pressure treated wood rails. Install painted and graspable handrails at the sides of the stair, and ramp. C.) All construction is to be code compliant. | PERMIT, CV | |
| 4 | Front Entry Door - Repairs: A.) The door face is slightly bent out on the hinge side: gently bend it back and secure it into place. B.) Adjust the door and/or strikes so that the lock and latch properly align for correct functionality. B.) Replace the double keyed lock on the security door with a thumb turn lock. | CV | |
| 5 | Rear Entry Door Repair: Replace the locking handset and deadbolt. Correct all other functionality issues. | CV, Pb | |
| 6 | Rear Security Door: Replace the existing security/storm 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. | CV, Pb | |
| 7 | Basement Window Repairs: A.) Replace any broken/missing glass block unit. B.) Replace the dryer vent louver. | CV, Pb | |
| 8 | Exterior Hose Bibbs: Replace both exterior hose bibbs with frost free, non-siphong spigots. | CV, PERMIT | |

| INTERIOR | | |
|--------------------|---|------------|
| GENERAL | | |
| 9 | Alarms: Install a combination smoke/CO alarm in the basement, first floor, and second floor living area. All alarms shall be sealed battery, 10 year lithium ion units. | CV |
| ELECTRICAL REPAIRS | | |
| 10 | Electrical Service Panel Upgrade: A.) Install a new 100 amp (minimum) electrical panel, with additional blank spaces for future work. If necessary, install a new meter box, properly sized service wiring and conduit, and all other work necessary for a fully code compliant assembly. B.) Screw or affix the old fuse box cover shut. | PERMIT, CV |
| 11 | Front Porch Light Fixture: Replace the ceiling mount light fixture. Ensure functionality of the switch. | CV, PERMIT |
| 12 | Living/Dining Room - Electrical Repairs: A.) Replace/repair 4 non-functioning electrical receptacles. B.) The living room light fixture works intermittently. The owner reports that it may be cross wired with a second floor circuit. Correct the issue/s and restore permanent functionality of the switch and light. | CV, PERMIT |
| 13 | 1st Floor West Bedroom - Electrical Repairs: A.) Replace two existing electrical receptacles at the South, and West walls. B.) Install a new receptacle at the missing location on the East wall. C.) Replace the ceiling fan with a flush mount light fixture. | CV, PERMIT |
| 14 | 1st Floor East Bedroom - Electrical Repairs: A.) Replace the ceiling fan with a flush mount light fixture. B.) Install a switch plate cover. | CV, PERMIT |
| 15 | 1st Floor Bathroom - Light Fixture: Replace the East light fixture with a new wall mount light, with a sturdy covered lamp. | CV, PERMIT |
| 16 | Basement - Electrical Repairs: A.) Remove the various improperly installed and wired electrical receptacles located throughout the basement (walls and ceiling). B.) Remove or correct any improperly installed non-metallic wiring - including feeds to the first floor. C.) Install seven (6) GFCI protected receptacles in the basement; two (2) in the Northwest quadrant, two (2) in the Northeast quadrant, one (1) in the Southeast quadrant one (1) additional in the laundry area (Southwest quadrant). D.) Replace the lamp holder at the bottom of the stairs. E.) Tuck all wiring back in to the electrical junction boxes, and install cover plates. E.) Make any other corrections as required per code. | CV, PERMIT |
| 17 | Basement - New Water Heater Outlet: Install a GFCI protected circuit and receptacle located for the new water heater. | CV, PERMIT |
| BASEMENT | | |
| 18 | Water Heater: Replace the existing water heater with a high efficiency (power vent) 40 gallon water heater. | PERMIT, CV |
| FIRST FLOOR | | |
| 19 | Plaster and Paint Repairs: Remove loose plaster, fill all holes, and apply primer paint at all areas which possibly contribute to lead (Pb) contamination. All patches are to match the existing finish of the adjacent surfaces. The owner shall be responsible for finish painting the wall/ceiling after repairs are performed. Noted Areas; 1.) Hole in wall between living/dining, 2.) Portal door opening sides, between kitchen and bedroom hallway, 3.) Wall repair at West bedroom outlet area, and 4.) East bedroom ceiling (recommend installing entire drywall layer over existing plaster). | CV, Pb |

| | | | |
|---|--|---------------|----------------------|
| 20 | Kitchen Cabinetry: A.) Replace the kitchen cabinets on the East wall, with new cabinets of a similar configuration (doors/drawers/shelves). The North faces shall have finish end panels. B.) Install new laminated countertops, with finished edges. (Exposed particle board edges are unacceptable.) Seal the countertop backsplash to the rear wall. C.) Install door/drawer pulls and handles, and any other necessary hardware. The owner shall pre-approve the cabinets and hardware. | CV, Pb | |
| 21 | Kitchen Sink: Install a new double-bowl stainless steel sink with deep basins. Install a new faucet. Owner is to pre-approve all fixture selections. | CV, PERMIT | |
| 22 | Kitchen Flooring: Remove all layers of flooring down to the base wood floor. Level the sub-floor, and install 1/4" luan type subfloor, and new sheet vinyl flooring. Install new finish-painted shoe molding and transition thresholds at floor edges. Owner shall pre-approve the selection. | CV | |
| 23 | Interior Doors - Repairs: Repair or replace the door knobs/hardware for the bathroom door and East bedroom door. B.) Repair and restore the functionality of the West bedroom sliding closet door. | CV, Pb | |
| BASE BID SUMMARY (Note: Contractors are to provide line item estimates with their bid.) | | | |
| Scope Estimate: | | | <input type="text"/> |
| ALTERNATE WORK ITEMS | | | |
| ALT-1 | Kitchen Cabinetry: A.) Replace the kitchen cabinets on the North wall, with new cabinets of a similar configuration (doors/drawers/shelves). B.) Install a new laminated countertop, with finished edges. (Exposed particle board edges are unacceptable.) Seal the countertop backsplash to the rear wall. C.) Install door/drawer pulls and handles, and any other necessary hardware. The owner shall pre-approve the cabinets and hardware. | CV, Pb | |
| ALT-2 | Rear Entry Door Replacement: Replace the existing rear entry main door with a metal clad exterior door with a high upper-lite. Install a thumb-turn deadbolt and locking handle. Paint all exposed wood trim work; jambs and brick molding, with exterior grade finish paint etc. | CV, Pb | |
| ALTERNATE BID SUMMARY | | | |
| Alternate Scope Estimate: | | | <input type="text"/> |
| Attachments: none | | | |
| Owner Approval: | | Date: | |
| <i>owner signature</i> | | | |