Department of City Development
Neighborhood Improvement Development Corporation

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 not acceptable.

at
4550 N 40TH ST
Milwaukee, WI 53209-5808

Felita Lewis's Property
(414) 241-3967

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

Home Rehab Loan Program

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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: **Felita Lewis**
Project Address: **4550 N 40TH ST**
Current Address: **4550 N 40TH ST**
Phone: **(414) 241-3967**

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: **4550 N 40TH 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:**	
	Felita Lewis - 4550 N 40th St Tel: (414)	**8/27/2026**	
	Rehab Specialist : Davis Jones (414) 798-3076		
	Loan Officer: Sam Overton (414) 286 - 5692	**Program:**	
	First inspection date: 8/13/2026 Rev. 10/1/2026		**Home Rehab**

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		
	SITE		
1	**Front Concrete Stairs, Walk and Stoop:** Remove and replace the existing concrete front service stairs, walk way and stoop with like replacements. The walkway to be a minimum of 4'' thick and new concrete stairs and stoop to be steel reinforced. All concrete to have minimum 2500 psi and completed with a broom finish. Backfill and seed the areas around the new concrete after completion.	CV	
2	**Handrail at the Service Stairs:** Install new code compliant handrails at the front service stairs. Handrails to be constructed of black aluminum (Avant from Menards or similar product) or pressure treated lumber. Design and material per owner.	PERMIT, CV	
3	**Tree Trimming:** Trim the low hanging branches on the trees in the rear yard. Trim the branches back to a minumum of 10' from the main house roof and garage roof. Remove and dispose of all removed branches.	PR	
4	**Site Grading:** Install new top soil on all sides of the home to ensure there is a positive pitch away from the home. Protect and retain existing plantings.	CV	
5	**Rear Walk way:** Replace the damaged portion of the rear concrete walkway. New concrete to be 4" thick rated to 2500 psi and be completed with a broom finish. Backfill and seed the areas around the new concrete after completion.	CV	
	GARAGE		

6	**Structural Repairs:** Replumb the garage and install wall bracing and collarties to resecure new position. Reattach the bottom plates to the foundation as needed with sleeve anchors. Protect existing garage door and ensure its function after the repair.	PERMIT, CV, Pb-N	
7	**Garage Concrete Slab:** Remove the west portion of the garage concrete slab that is broken and lifted. Remove any debris, tree roots etc and tamp down the soil prior to pouring new concrete. Install new steel reinforced concrete slab rated to minimum 3000 psi and finished with a broom finish.	CV	
8	**Soffit and Fascia Wrap:** Repair or replace all damaged fascia and soffit boards. Wrap the soffit and fascia in pre-finished aluminum wrap. Colors per owner.	CV, Pb-N	
9	**Door Trim Wrap:** Wrap all exposed door trim in pre-finished sheet metal. To include the main garage door and side entry door. Apply color matched oil based sealant at all seams, edges, and over nail heads.	CV, Pb-N	
10	**Siding:** Replace any damaged or rotten wooden siding boards. Install new vinyl siding over the existing wooden siding with all necessary trims and channels. Color/s per owner. The boarded up window on the west side to be sided over and eliminated.	CV, Pb-N	
11	**Side Door:** Once the garage has been replumbed install a pre-hung primed steel or fiberglass exterior door with a locking handleset and deadbolt.	CV, Pb-N	
12	**Gutter and Downspouts:** Replace the gutters and downspouts. Location of the downspouts to remain. Ensure discharge from the downspouts is a minimum of 4ft from the garage foundation.	PR	
	HOUSE		
13	**Window and Trim Painting:** Apply paintable caulking at all gaps and cracks. Prep, prime, and finish paint areas of exposed wood on the existing window header trim boards. Prep. Prime and paint the upper front gable window jamb. Colors per owner.	CV, Pb-N	
14	**Front Door & Trim Painting:** Repair or replace all damaged trim boards beneath the front door. Apply paintable caulking at all gaps and cracks. Prep, prime, and finish paint the entire previously painted front door and door trim. Colors per owner.	CV, Pb-N	
15	**Replacement Window Sash:** Replace the broken window sash in the 2nd floor north window with a like replacement.	CV, Pb-N	
16	**Side Door Threshold:** Repair the taped over entry step and threshold. Wrap the repaired areas in white aluminum wrap. Seal all seams and transistions with color matched caulking.	CV, Pb-N	
	INTERIOR		
	GENERAL		

17	**Lead (Pb) Clearance:** The contractor is to contact and coordinate with the Milwaukee Health Department to obtain lead testing clearances. The contractor is to conduct all necessary cleaning at the property in order to obtain passing lead swipe tests.	Pb-N	
18	**Plaster and Paint Repairs:** Remove loose plaster and paint at all areas which possibly contribute to lead (Pb) contamination. All patches are to match the existing finish of the adjacent surfaces. Spot prime and finish paint the patched areas. Noted Areas; the crack above the front door, 2nd floor west bedroom walls, window trim in the 2nd floor east bedroom.	CV, Pb-N	
19	**Alarms:** Install a combination smoke/CO alarm in the basement, first floor, second floor and all bedrooms. All alarms shall be sealed battery, 10 year lithium ion units.	CV	
20	**GFCI Receptacles:** Replace the existing electrical receptacles at wet areas with ground fault protected receptacles at the following locations; 2 at the kitchen counter, and one in the basement above the laundry basin.	PERMIT, CV	
	BASEMENT		
21	**Laundry Tub Basin:** Replace the laundry basin, faucet and drain lines. New basin to be similar size and style to existing and be placed in the same location. Ensure backflow prevention devices are installed on the new faucet.	CV, Pb-N	
22	**Plumbing Supply Line Repairs:** Replace the leaking supply lines under the stairs and adjacent to the water heater. Ensure the new portions are the same material to the pipes they are adjoining or ensure connections are dielectric union or a brass fittings rated for the pipe materials.	PERMIT, CV	
23	**Electrical Repairs:** Replace the non-functioning receptacle in the basement ceiling in the laundry area. Replace the pull string light in the same area that is missing the pull string. Replace the missing face plate on the junction box in the basement ceiling	PERMIT, CV	
24	**Receptacle for the Sump Pump:** Move the existing receptacle for the sump pump to wall behind the crock and within 3ft of the pump.	PERMIT, CV	
	FIRST FLOOR		
25	**Foyer Receptacle:** Install a new receptacle in the front foyer on the south wall. Repair, patch, prime and paint any wall areas removed or damaged during the install.	PERMIT, CV, Pb-N	
26	**Kitchen Cabinet Repair:** Repair the broken kitchen cabinet door on the upper cabinets.	CV, Pb-N	
27	**Kitchen Floor:** Remove and replace the existing rolled vinyl flooring with either LVT or rolled vinyl. Design and color per owner. Install to include all shoe molding, transitions strips, thresholds or other trims as needed.	PR	

28	**Kitchen Cabinet Hardware and Refinishing:** Replace the kitchen hardware and paint/ refinish the cabinets per owner. New finish to be rated for significant wear and designed for cabinet application.	CV, Pb-N	
29	**Dining Room Light:** Replace the dining room light fixture. Design per owner.	PERMIT, CV	
	BATHROOM		
30	**Bathfan:** Install a new bathfan in the first floor bathroom above the shower that vents to the exterior with a louvered exterior vent. Install a new switch to accommodate the new fixture. Repair, patch, prime and paint any walls or ceilings disturbed during the install.	PERMIT, CV, Pb-N	
31	**Bathtub Replacement:** Replace the existing bathtub. Remove the first course of tile in order to remove the bathtub. Reinstall the first course of tile with a like tile after the new bathtub has been installed. Regrout the new tile to match the existing grout. Caulk and seal the seam where the tile meets the bathtub. Replace the existing plumbing fixtures as needed.	PERMIT, CV	
32	**Bathroom Ceiling:** Repair the bubbling and peeling paint on the bathroom ceiling. Prep, repair, prime and finish paint the entire ceiling.	CV, Pb-N	
33	**Toilet:** Replace the existing toilet with an ADA toilet with a minimum height of 17"	PERMIT, PR	
34	**Vanity:** Remove the existing pedastal sink and replace with a new vanity. New install to include a new faucet and sink. Design and color per owner.	PERMIT, PR	
35	**Bathroom Flooring and Baseboard:** Remove and replace the existing bathroom flooring and baseboard. Install new LVT or rolled vinyl. Style, design and color per owner.	PR	
	BASE BID SUMMARY (Note: Contractors are to provide line item estimates with their bid.)		
	Scope Estimate:		
		Pb Total	
	Owner Approval:	**Date:**	
	owner signature		