



Department of City Development  
Neighborhood Improvement Development Corporation

DUE DATE: July 1<sup>st</sup>, 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  
6106 N 38TH ST  
Milwaukee, WI 53209-3615  
Sheila Kimbrough's Property  
(414) 888-1527

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 08/05/2026 . 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 90 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: **Sheila Kimbrough**  
Project Address: **6106 N 38TH ST**  
Current Address: **6106 N 38TH ST**  
Phone: **(414) 888-1527**

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: 6106 N 38TH 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:	
Sheila Kimbrough 6106 N 38 St Tel: (414) 888-1527		5/29/2026	
Rehab Specialist: Theresa Morales (414) 708-0432			
Loan Officer: Sam Overton (414) 286-5692		Program:	
First inspection date: 05/13/2026 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 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: <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
<b>EXTERIOR SITE</b>			
1	<b>Concrete Sidewalk Repair:</b> Concrete service walk is negatively pitched and detached/sinking at front stoop area. Remove and replace or mud-jack section to eliminate trip hazard, correct pitching, and seal to front concrete stoop. <b>Provide topsoil and grass seed to all disturbed areas of grass after concrete repair.</b>	CV, PR	
<b>EXTERIOR HOUSE</b>			
2	<b>Soffit and Fascia Repairs:</b> After gutters are replaced, repair or replace all damaged soffit and fascia boards around entire perimeter of house. Apply paintable caulking at all gaps and cracks. Scrape, prime paint, and finish paint replaced sections of soffit and fascia-color to match existing color.	CV, PR, Pb	
3	<b>Yankee Gutters and Downspouts:</b> Remove and replace entire gutter and downspout system. Replacement gutters/downspouts to be same style as existing Yankee-gutter system. Remove and replace metal lining for a waterproof barrier and correct drain outlet. Make all necessary repairs to any damaged fascia or soffit after replacement of Yankee gutter system. (see item#2). <b>New downspouts to match existing color.</b> <b>ALTERNATE:</b> After soffit and fascia replacement, install new K-style, seamless gutters around perimeter of house and connect to downspouts. New gutters to match existing color of downspouts.	CV, PR, Pb	
4	<b>South Side Main Entry Door Painting and Weatherstripping: 1)</b> Side entry door and jamb paint/finish on south side of house is flaking/chipping. Scrape, prime paint and finish paint (exterior grade paint) entry door and door jamb. <b>Owner to decide color. 2)</b> Install weatherstripping around perimeter of door opening.	CV, PR, Pb	

5	<b>Front Main Entry Door and Security Door Locksets (2):</b> Remove and replace existing deadbolts and handles on main entry door and security door on west side of house. Install thumb-turn deadbolts and locking handles. Owner to decide if doors to be keyed alike.	CV, PR	
<b>INTERIOR HOUSE</b>			
6	<b>Kitchen Backsplash:</b> Existing kitchen backsplash is falling off, cracked, and pieces are missing. Remove entire existing kitchen backsplash along entire length of countertops and behind stove. Replace with new backsplash-properly grout and seal with water-resistant sealant. <b>Owner to decide on new backsplash color and style.</b>	PR, CV, Pb	
7	<b>Alarms (4):</b> Install a combination smoke/CO alarm in the basement and all 1st floor bedrooms. All alarms shall be sealed battery, 10 year lithium ion units.	CV, PR	
8	<b>GFCI Receptacle (3): 1)</b> Replace the existing electrical receptacles at wet areas with ground fault protected receptacles at the following locations: 1 in 1st floor bathroom, 1 in kitchen. <b>2)</b> Install an additional GFCI receptacle in kitchen with an additional breaker dedicated for microwave use.	PERMIT, CV, PR	
<b>BASEMENT</b>			
9	<b>GFCI Receptacles:</b> Install an additional GFCI receptacle near washing machine to eliminate use of extension cord.	PERMIT, CV, PR	
10	<b>Bathroom: 1)</b> Existing toilet is leaking and tank is cracked. Remove and replace toilet and wax ring. <b>2)</b> Sink is pulling away from wall (not properly mounted). Properly mount existing sink to wall. <b>*Owner to decide new toilet style.</b>	CV, PR	
11	<b>Water Heater:</b> Existing water heater is not venting correctly to chimney. Properly vent water heater and seal . Repair/patch existing hole after venting is corrected. New venting to be code compliant (venting to pitch upward to chimney).	CV, PR	
12	<b>Ceiling Panels:</b> Multiple panels are missing and waterdamaged from previous plumbing leaks. Remove and replace all existing or missing ceiling panels throughout entire basement.	PR, CV	
13	<b>Dryer Venting:</b> Replace the flexible dryer vent with a solid, galvanized vent pipe and connect to dryer per manufacturer's specifications.	PR	
BASE BID SUMMARY (Note: Contractors are to provide line item estimates with their bid.)			
			<b>Scope Estimate:</b>
<b>Attachments: none</b>			
<b>Owner Approval:</b>			<b>Date:</b>
<i>owner signature</i>			