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
714 W MADISON ST
Milwaukee, WI 53204-2338

Raul Gomez's Property
(414) 315-1747

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

STRONG Homes 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: **Raul Gomez**
Project Address: **714 W MADISON ST**
Current Address: **714 W MADISON ST**
Phone: **(414) 315-1747**

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: **714 W MADISON 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:**	
	Raul Gomez - 714 W Madison St Tel: (414) 315-1747	**8/21/2026**	
	Rehab Specialist : Davis Jones (414) 708-3076		
	Loan Officer: Consuelo Hernandez (414) 286-5723	**Program:**	
	First inspection date: 8/6/2026	**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: ○ 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	**Gutters and Downspouts:** Replace all gutters and downspouts. Where discharge to grade is problematic, connect downspouts to existing storm inlets with sealed boots. For other downspouts, 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	
2	**Front Entry Porch Painting:** Prep, prime and finish paint the areas of paint failure on the front porch. Repainted areas to be color matched to existing.	CV, Pb	
3	**Door Replacement:** Replace the existing front main door with a metal clad exterior door with a high upper-lite. Install a thumb-turn deadbolt and locking handle. Locks to keyed alike. Paint all exposed wood trim work; jambs and brick molding, etc.	CV, Pb	
4	**Storm Door:** Replace the existing front storm door with a new storm door with an upper-half lite, and screen. Install a closer with a swing limiter. Color (brown, black, or white) per owner.	CV, Pb	
5	**Storm Windows:** Replace the broken storm window pane on the west side of the first floor with a matching aluminum storm window pane.	CV, Pb	
6	**Tuckpointing:** Remove the spray foam from the joints in the block foundation on the east side of the home under the furnace exhaust vents. Mechanically remove any loose or damaged mortar and re-point with N type mortar.	CV, Pb	Self-Help
	INTERIOR		

	GENERAL		
7	**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 paint and finish paint the patched areas. Noted Areas; rear stairwell, front stairwell and west bedroom on the 2nd floor.	CV, Pb	
8	**Alarms:** Install a combination smoke/CO alarm in the basement, first floor, second floor. All alarms shall be sealed battery, 10 year lithium ion units.	CV	
9	**GFCI Receptacles:** Replace the existing electrical receptacles at wet areas with ground fault protected receptacles at the following locations; (2) at the basement laundry tub, and (1) in the 2nd floor bathroom.	PERMIT, CV	
10	**Entry Way Door**: Replace the broken glass panes in the entry way interior door.	CV, Pb	
	BASEMENT		
11	**Furnace Repairs (1st Floor):** Repair the 1st floor furnace to its full function.	CV	
12	**Furnace Replacement (2nd Floor)**: Replace the 2nd floor unit with a like unit. If no like unit is availible then install a ductless mini-split system with a minimum of 2 interior units, one in the main living areas and one in the bedroom areas. If mini-split system is installed then remove the old unit and patch/repair the walls and ceilings once the unit is removed. Patch the exhaust in the chimney with a cemetious material. Prep, prime and paint all repaired areas the match the existing paint and finish. Cap the existing gas line.	PERMIT, CV	
	KITCHEN (1ST FLOOR)		
13	**Kitchen Cabinets:** Remove and replace damaged existing lower cabinets on the east wall. Install new cabinets of matching size and finish. Install new cabinet hardware per owner.	CV	
14	**Kitchen Countertops:** Install new laminate counter tops on top of the replaced cabinets in item #13. New countertop install to include 4" backsplash. New countertops to be mechanically attached from underneath and attached to countertop with silicone based adhesive. All exposed or cut edges to have matching veneer applied. Design and color of countertop per owner's choice.	CV	
15	**Kitchen Sink:** Remove existing kitchen sink and faucet. Install new kitchen sink. Material of replacement sink to be same as existing. New sink install to include attachment of code complaint drain kit, p-trap and supply lines with shut off valves to new faucet.	PERMIT, PR	
	BATHROOM (1ST FLOOR)		

16	**Bathroom Sink:** Remove existing bathroom sink and faucet. Install new bathroom sink. Material of replacement sink to be same as existing. New sink install to include attachment of code complaint drain kit, p-trap and supply lines with shut off valves to new faucet.	PERMIT, CV	
17	**Bathroom Vanity Replacement:** Replace existing vanity with similar sized replacement. New vanity to have access to sink plumbing. Vanity installation to include mechanical attachment to either the wall or floor. Design and finish per owner's choice.	CV	
18	**Bathroom Flooring:** Remove and dispose of existing flooring. Install new VCT, laminate or rolled vinyl flooring rated for wet environments throughout entire kicthen. New install to include new door thresholds, transition strips and shoe molding as needed. If shoe molding is needed it is to be painted or finished to match existing baseboard.	CV	
19	**Bathtub and Surround Replacement:** Replace existing bathtub and surround. Remove any water damaged wall substrate and framing and replace as needed. Install new walk-in shower with new shower plumbing fixtures and code compliant drain kit as well as code compliant supply and waste lines. Install new surround to match new shower pan. Approved materials are acrylic, fiberglass or composite. All seams between the bathtub and the surround panels to caulked and sealed with sealant rated for wet environment.	PERMIT, CV	
20	**Shower Window:** Remove the existing double hung window and wooden trim. Install a new vented glassblock window. Seal all terminations where the new surround meets the new window. If new trim is installed it must be PVC molding. Repair and paint exterior trim or tie into existing siding as needed.	CV, Pb	
20	**Bath fan:** Remove the existing bathfan and install a combination fan and light combo. Ensure fan properly vents to the exterior of the home.	PERMIT, PR	
21	**Bathroom Light Fixture:** Remove and replace the exisiting light fixture above the mirror in the 1st floor bathroom. Style and design per owner.	PERMIT, CV	
22	**Bathroom Drop Ceiling:** Remove and replace the exisiting drop ceiling in the bathroom with a like replacement.	CV	
	BASE BID SUMMARY (Note: Contractors are to provide line item estimates with their bid.)		
	Scope Estimate:		
	Owner Approval:	**Date:**	
	owner signature		