



Department of City Development
Neighborhood Improvement Development Corporation

DUE DATE: July 6th, 2022

**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. Please wear a mask and practice social distancing while inside the property to avoid transmitting the Coronavirus.

at
3933 N 19TH PL
Milwaukee, WI 53206-1904
Jacquelyn Whitten's Property
(414) 899-0357

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. During the time of the Coronavirus pandemic, Contractors are required to wear a face mask and do their best to stay physically distanced by at least six (6) feet while performing interior inspections of the property.

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.
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, and does not have felony convictions related to neighborhood safety and stability.
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: <http://www.city.milwaukee.gov/RehabilitationTechni16398.htm>. 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.

EMERGING BUSINESS ENTERPRISES (EBE) AND SECTION 3 WORK FORCE

PARTICIPATION

Contractors are notified that it is NIDC policy to strongly encourage EBE and Section 3 participation on all NIDC-sponsored contracts. Information about the City of Milwaukee's EBE programs is available at <http://www.city.milwaukee.gov/EmergingBusinessEnte1389.htm>.

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 7/6/2022. 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 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: **Jacquelyn Whitten**
Project Address: **3933 N 19TH PL**
Current Address: **3933 N 19TH PL**
Phone: **(414) 899-0357**

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 11/15/2021 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: **3933 N 19TH PL**)

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:	
Jacquelyn Whitten - 3933 N 19th Pl		June 21st, 2022	
<i>Rehab Specialist:</i> John Burke			
<i>Loan Officer:</i> Sam Overton		Program:	
First inspection date: 11/1/2021 Prior version dates: 11/15/2021		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			
SITE			
1	Tree Trimming: Trim back the two front evergreen trees and the rear birch tree from the edge of the walls and roof.	CV	
HOUSE			
2	Metal Siding Repairs: Replace the missing section of siding at the Southwest corner of the house, with similar or matching siding, and replace all missing corner trims. Prep and paint the siding on the East and South facades, to match the original factory finish.	CV, Pb	
3	Soffit Repairs: Repair or replace all damaged/missing and metal soffit panels and trim pieces.	CV, Pb	
4	Downspout Repairs: A.) Replace the downspout at the Southeast corner of the house. (The existing downspout is split, on the rear side.) Connect the new downspout to the existing storm inlet with a sealed boot. B.) Install a sealed boot over the open storm inlet on the North side of the house.	CV, Pb	
5	Electrical Conduit: Remove the electrical BX wiring on the exterior of the West side of the house, which chases to the second floor. Install proper conduit with liquid-tight fittings, and new wiring, to code. In the second floor, replace the electrical fixture box/receptacles with a quad outlet. (This wiring serves an existing electrical receptacle for a window air conditioning unit, and is to be on a dedicated circuit.)	PERMIT, CV	
6	Exterior Hose Bib: Replace the existing hose bib with a new frost-free anti-siphon hose bib.	PERMIT, CV	
7	Basement Window Panels: Install painted plywood panels over two badly deteriorated basement windows on the North façade.	CV, Pb	
8	Broken Window Glass, Screens: Replace broken/cracked/missing exterior glazing for the main windows and storms with new glass and window screens. Field verify quantity.	CV, Pb	

9	Window Trim and Sash Painting: Scrape, prime paint, and finish paint existing wood sash storm windows and trims. Color is to match existing (white).	CV, Pb	
10	Rear Door Painting: Repaint the rear entry door.	CV, Pb	
INTERIOR			
GENERAL			
11	Alarms: Install a combination smoke/CO alarm in the basement, first floor, and second floor. All alarms shall be sealed battery, 10 year lithium ion units.	CV	
12	Electrical Cover Plates: Install outlet, switch, and junction box cover plates at all locations where missing. Re-secure existing loose light fixtures.	CV	
13	Electrical Service Upgrade: Upgrade the electrical service from 60 amps to 100 amps. Install a new electrical panel with additional blank spaces for future work. Install a new meter box, properly sized service wiring and conduit, and all other work necessary for a fully code compliant assembly.	(PERMIT), CV	
14	Handrails: Install new (painted) handrail on all flights of the stairs.	CV	
BASEMENT			
15	Stairwell - Plaster Ceiling Repair: Remove all loose plaster, mud/tape and patch the ceiling. Paint the entire ceiling.	CV	
16	GFCI Receptacles: Replace the existing electrical receptacles at the laundry area with ground fault protected receptacle. Replace any other outlets with ground fault protected outlets.	PERMIT, CV	
17	Loose Electrical Cable: In the joist space above the furnace, properly remove or terminate the loose BX wire whip.	CV	
18	Water Heater - Vent Repair: Seal the water heater exhaust vent to the chimney with high temperature sealant, to prevent any exhaust gases from entering the living space.	CV	
19	Toilet Removal: Remove the abandoned toilet and cap off the floor waste pipe and water supply piping.	CV	
FIRST FLOOR			
20	Bathroom Window: Replace the existing window with a glass block window unit, with a small venting opening. On the exterior; encapsulate any exposed wood with color-matched sheet metal wraps, and color-matched caulking. On the interior; ensure that the sill does not collect pooled water, install water proof vinyl trim and color-matched caulking for a water tight assembly.	CV	
21	Bathroom Shower Valve: Remove and replace the existing shower valve, tub-filler, riser, and shower head with owner approved fixtures.	PERMIT, CV	
22	Bathroom Shower Surround: Remove the existing surround and underlying wall finishes down to the studs. Paint the studs and wood in the wall cavities with mold-inhibiting primer. Install batt insulation, vapor barrier, and water resistant drywall. Install a new acrylic shower surround.	CV	
23	Kitchen - Plaster Ceiling Repair: Remove all ceiling plaster and lath. Install a new drywall ceiling, and finish paint.	CV, Pb	
24	Pantry Light Fixture: Install a new fixture box and light fixture. Correct all wiring issues for this fixture and it's switch.	CV	
25	New Microwave Receptacle: Install a new receptacle for the microwave, on a dedicated 20 amp circuit. (Located in the pantry.)	CV	

SECOND FLOOR		
26	Outlet Repair: Restore functionality (correct any wiring issues) for the electrical outlet located at the East side of the West bedroom.	CV
BASE BID SUMMARY (Note: Contractors are to provide line item estimates with their bid.)		
		Scope Estimate: <input type="text"/>
Attachments: none		
Owner Approval:		Date:
<i>owner signature</i>		