

**CONTRACTOR INSTRUCTIONS**

1. **Check that you have an attached scope of work (SOW) for each project you wish to bid.**
2. **Download or print each SOW and provide/write your cost for all tasks.**

**The SOW is a Portable Document Format (PDF) and you will need to use the PDF ‘add text’ function to write amounts, or you can print the PDF and scan it back to SDC with handwritten amounts. Hard copies/paper copies of the SOW are available at SDC upon request and need to be returned to approved staff at the in-person site (address below).**

**Include totals for the sections of maintenance, electrical, and plumbing. Provide a grand total at the SOW end.**

1. **Use the ‘Informal BID’ form to record your totals for each SOW section of maintenance, electrical, and plumbing, or write “see SOW costs and totals” on the informal bid form. Complete the sections asking for information.**
2. **You should have a SOW and an Informal BID form completed for each job/address for which you submit a BID.**
3. **Send each SOW and Informal BID to the SDC procurement officer via email, US mail (address below), or in-person (address below) by the deadline.**

**See procurement office due date on the RFB email**

**Mailing and in-person: SDC- SW, 9006 W. Lincoln Ave, 2nd floor, Procurement Officer, Milwaukee, WI 53227**

**Questions or concerns: Wade J. Moffett, NIP office, (414) 906-2834 office**

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