



Social Development Commission
Pathways from poverty to success

**Community Relations-Social Development
Commission in Milwaukee County
1730 West North Avenue,
Milwaukee, WI 53205**

**City of Milwaukee Grant of Federal Community
Development Funds Neighborhood Improvement
Project (NIP)**

July 11, 2018

RFB# 071-118

Specifications for:

Minter

| | | | |
|--|--|--|--------------|
| <p align="center">REQUEST FOR BID 071-118 Minter Neighborhood Improvement Project (NIP) THIS IS NOT AN ORDER</p> | | <p align="center">Community Relations Social Development Commission (CR-SDC) NIP 1730 West North Avenue Milwaukee, WI 53205</p> | |
| <p align="center">Bid Due Date Monday, July 16, 2018, 2:00p.m. CT</p> | | <p align="center">All questions relating to this Request For Bid shall be submitted in writing to: Terri Eckels-Nikoo, Procurement Coordinator 1730 West North Avenue, Milwaukee, WI 53205 414-906-2719– Fax tnikoo@cr-sdc.org</p> | |
| Calendar of Events | | | |
| <p>Wednesday, July 11, 2018 Friday, July 13, 2018, 9:00 a.m. CT Monday, July 16, 2018, 2:00 p.m. CT Monday, July 16, 2018, 2:00 p.m. CT</p> | | <p>RFB Issuance Mandatory Walkthrough Bid Due Date Bid Opening</p> | |
| Bidder Name and Address (must be completed) | | | |
| <input type="checkbox"/> CERTIFIED MINORITY BUSINESS. Check box at left if the Bidder is a certified minority business (MBE, DBE, WBE). | | | |
| <p>ACKNOWLEDGEMENT OF ANY ADDENDA and/or REVISIONS and AGREEMENT TO ALL TERMS: In signing this Bid, Bidder acknowledges and affirms that its Bid complies with all terms, conditions and specifications of this bid and any addenda, appendices or revisions thereto. If awarded a contract, Bidder shall comply with all terms of its Bid and all terms, conditions and specifications of this bid and any addenda or revisions thereto.</p> <p>DEBARMENT AND SUSPENSION: In signing this Bid, Bidder acknowledges it has not been suspended, debarred, declared ineligible or voluntarily excluded from eligibility by any Federal department or agency.</p> <p>NON-COLLUSION: In signing this Bid, Bidder certifies it has not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a Bid; that this Bid has been independently arrived at without collusion with any other Bidder, competitor or potential competitor; that this Bid has not been knowingly disclosed prior to the opening of Bids to any other Bidder or competitor; that the above statement is accurate under penalty of perjury.</p> | | | |
| Name of Authorized Company Representative (Type or Print) | | Title | Date |
| Signature of Authorized Company Representative Named Above | | Phone | Fax |
| | | | Email |

Form must be returned with Bid

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Official Sealed Bid #071-118

1). Bidding Instructions

Official sealed bids shall be received at Community Relations- Social Development Commission (CR-SDC) offices located at 1730 West North Avenue, no later than **2:00 p.m. on Monday, July 16, 2018 in the Waiting Area. The words "NIP Bid# 071-118-Minter"** shall be **clearly marked on your company envelope, along with your Company name and address listed in the upper left hand corner of the envelope.**

Bidders Statement and DNS Scope Task Clarification must be returned signed and dated by an authorized representative. Extra pages and literature may be added to this package.

Only one bid per company will be accepted.

Bids will be publicly opened @ 2:05 p.m. on Monday, July 16, 2018 at 1730 West North Avenue, Milwaukee, WI 53205.

There **will be a mandatory** walkthrough at 902 West Nash Street on Friday, July 13, 2018 at 9:00a.m. A Company representative must arrive no later than 10 minutes after the published time of the walkthrough to participate in the bid process.

2). Submission on Proposals

Make one photocopy set of the complete set of original documents. Mark the photocopied set "Copy". Place the original and copied set(s) of documents in a sealed package (envelope or box). A detailed cost breakdown must be shown on the cost sheets.

We will need line item costs for each bid.

The bidder, in submitting his/her bid proposal, agrees to enter into contract with CR-SDC.

Protests regarding the validity or appropriateness of the invitation for bid will not be considered unless the protest is filed in writing with CR-SDC Purchasing Office, prior to the closing date for the bid.

3). Awards

Community Relations-Social Development Commission (CR-SDC) reserves the right to reject any or all bids if bidder is non-responsive/non-responsible.

CR-SDC reserves the right to reject any or all bids for business reasons.

CR-SDC strives to work with all competitive vendors whenever possible, and reserves the right not to award the bid to the lowest bidder.

Bidders are expected to examine carefully the specifications, terms and conditions. Failure to do so shall be at the bidder's risk.

4). Discounts

Cash discount offered for payment within designated period:

_____ % _____ Days

(Cash discount quoted will be applied determining the final bid price). Cash discounts of less than 10 days will not be considered in the award of this bid. Discounts will be calculated from **a)** the date the material is received; or **b)** the date the invoice is received, whichever is later. Please include any cash discounts on your Scope of Work form.

5). Time for Receiving Bid

Sealed bids shall be deposited at the address specified in the instruction page no later than the exact time and date indicated. Bids received prior to the time of opening will be placed in a secured file and will remain unopened.

6). General Conditions

CR-SDC is a non-profit intergovernmental agency and therefore is funded by the Federal/State Government and reserves the right to cancel due to lack of funding with a 30 day written notice. CR-SDC is exempt from payment of Wisconsin State taxes.

SDC Payment terms are Net 30 Days.

The scope of work in this bid have been identified and inspected by the Department of Neighborhood Services. These inspectors have provided the Maintenance, Mechanical, Plumbing, Roofing, Electrical and Lead scope of work that will bring these homes into compliance with the building code.

CR-SDC strives to work with all competitive vendors whenever possible, and reserves the right not to award the bid to the lowest bidder.

Once a vendor has been selected pursuant to the agency's competitive Bid process, an unsuccessful applicant or bidder may raise any question, challenge or appeal with respect to the selection process in the following manner:

1. Any complaint or challenge to the selection process must be communicated in writing to the individual or program that issued the Bid within five business days of the date that notice of selection/non-selection was received.
2. The individual or program responsible for the Bid shall provide a written response to the complainant within five business days of receipt of the written complaint.

If after the review of the response described in step 2, above, the complainant remains unsatisfied with the process, the complainant may file a grievance with the CEO. The grievance must be in writing, must clearly set forth the grounds or basis for the grievance, and must be filed within ten business days after receipt of the response described in step 2, above. The CEO will review the grievance and may convene the Executive Committee to discuss the complaint. The Committee may consult with persons necessary to determine the following issues:

- (a) Did the selection process violate any policy or procedure of the agency?
- (b) Did the selection process violate any Federal, State, or local law?

The CEO shall communicate a written decision to the complainant within 30 calendar days of receiving the written grievance. The written decision of the CEO shall be final.

CR-SDC intends to use EBE (Small, Minority and Women) vendors whenever practical, in accordance with the agency's mission. The Purchasing Department will endeavor to bid to EBE whenever and wherever possible Bids can possibly be awarded to these vendors if they come within 5% of the lowest bidder and if the quality of the service or goods supplied is of at least equal quality compared to the other vendors. EBE vendor must be certified with the City of Milwaukee.

For Informational Purposes Only

Please circle the following where applicable: My firm is a certified **Minority** or **Women-Owned Business Enterprise**. Please list Agency (s) you are currently certified with and its expiration date. Submit a copy of your certification document(s) with the bid.

| Agency Of Certification | Exp. Date |
|-------------------------|-----------|
| | |
| | |
| | |
| | |

7). Special Instructions

There will be no Mandatory Bidder's Meeting for this project. Instead, there will be a brief meeting at the site of the day's walkthrough to discuss process and project duration. Contractors must arrive promptly by 8:30 a.m. with the following documents:

- 1. DNS Work Scope
- 2. SDC Task Clarification Document

Each project is not considered complete until the DNS Final Inspection punch list is completed.

The scope of work is an actual home that is part of this project. Vendor's who respond to this bid must submit a list of activities to be performed and a list of material/services to be provided.

Maintenance vendors must be State of Wisconsin Lead-Certified and must hold a valid City of Milwaukee Home Improvement Contractor's License. Vendor must have a current State of Wisconsin Dwelling Contractor Financial Responsibility Certificate. Trade contractors (Electrical, HVAC & Plumbing) must have a valid State of Wisconsin License (Master Electrician, HVAC Contractor and Master Plumber).

The minimum requirements are listed below:

- 1. City of Milwaukee Contractor License**
- 2. Certificate of Insurance with SDC named insured.**
- 3. WI Dwelling Contractor Certification**
- 4. Lead Company Certification**
- 5. Lead Abatement Supervisor Certification**
- 6. Workers must have Lead Safe Worker Certification for Abatement Work**

A copy of these documents must accompany bid.

Permits must be taken out for all area's specified "permit required". Contractor will be responsible for securing permits and arranging any required inspections.

Vendors that are new to CR-SDC must complete a vendor application and are required to send CR-SDC two written letters of reference. Contractor's offices should be located in the City of Milwaukee.

Rehabilitation Technical Specifications and Performance Standards Manual

www.city.milwaukee.gov to get to the manual you have to type in the name of the document in the "site search" box.

The vendor that is selected will be required to submit a certificate of insurance with CR-SDC as the certificate holder along with an Affidavit of no Interest with Disclaimer page. These documents must be submitted before any work begins.

All projects must be completed within 35 business days of award unless other agreements have been made. If projects are not completed during that time frame, and no extension is granted by the Project Manager, CR-SDC reserves the right to cancel the contract.

Insurance Requirements

| | |
|--|--|
| General Liability | \$1,000,000.00/ Per Occurrence \$2,000,000.00/ Annual Aggregate |
| Personal Injury | \$1,000,000.00/ Per Occurrence |
| Fire Legal Liability | \$100,000.00/ Per Occurrence |
| Products Completed Operations | \$1,000,000.00/ Per Occurrence |
| Medical Payments | \$5,000.00/ Per Occurrence |
| Owned Auto Liability and or Non-Owned / Hire Auto Liability | \$1,000,000.00/ Per Occurrence If Automobiles Utilized |
| Workers Compensation | Statutory Employers Liability (\$500/\$500/\$500) |
| Professional Liability | \$1,000,000.00/ Annual Aggregate Per Specialty |

Community Relations-Social Development Commission is to be named additional Insured on all liability coverage, evidenced via a Certificate of Insurance.

8). CR-SDC Equal Opportunity & LEP Statement

CR-SDC is committed to the belief that each individual is entitled to equal employment opportunities without regard to race, creed, color, ethnic or national origin, age, sexual preference, non-job-related physical or mental disability, marital or parenthood status, physical characteristics, economic status, genetic information, prior arrest, conviction, incarceration record or violation of Chapter 125 of Wisconsin laws (except where funding guidelines prohibit and/or one's conviction demonstrates a programmatic conflict). The agency pledges itself to apply this commitment to recruiting, hiring, compensation, fringe benefits, staff development and training, promotions, termination and all other conditions of employment.

It is the policy of CR-SDC to provide language access services to populations of persons with Limited English Proficiency (LEP) who are eligible to be served or likely to be directly affected by our programs. Such services will be focused on providing meaningful access to our programs, services and/or benefits.

9). Bidder's Statement

Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to bid opening. This may be done directly or indirectly to any other bidder or to any competitor.

Each person signing this bid certifies he/she is the person in the bidder organization responsible within that organization for the decision as to the prices being offered.

All work must be carried out in a professional and workmanlike manner and will be warranted for a minimum of one year. All completed work must have a lead wipe test conducted with subsequent clearance by the City's Health Department. Vendors please provide pricing in the areas you are bidding on.

Note: You must complete each line item of the SDC Work Scope Bid Sheet for the categories you are bidding on. The bid statement must include a cost for each category and homeowner, and for each mechanical subcategory when applicable. All category tasks should be combined to provide a single cost for each category on each project.

NIP

Minter

902 West Nash Street

RFB# 071-118

Company Name: _____

Quote given by: _____

Authorized Signature _____

Telephone Number _____

Date _____

Minter **Total \$** _____

RETURN THIS PAGE WITH BID

REQUEST FOR BID# 071-118 Minter

**COMMUNITY RELATIONS – SOCIAL DEVELOPMENT COMMISSION
NIP
COVER SHEET**

Organization Name: _____

Contact Person: _____

Title: _____

Phone: _____ Ext: _____ Fax: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Website: _____ E-mail: _____

Social Security or Federal ID Number: _____

Total Proposed Budget if applicable: _____

Certified Minority Vendor* YES ___ NO ___ Certified EBE YES ___ NO ___

Certified Woman Vendor* YES ___ NO ___ Certified DBE YES ___ NO ___

Certification documents attached YES ___ NO ___

* CR-SDC intends to use EBE/DBE'S (Small, Minority and Women) vendors whenever practical, in accordance with the agency's mission. CR-SDC will endeavor to bid to EBE/DBE's whenever and wherever possible. Bids can possibly be awarded to these vendors if they come within 5% of the lowest bidder and if the quality of the service or goods supplied is of at least equal quality compared to the other vendors. EBE/DBE's vendor must be certified to receive this 5% preference (the State of Wis., City of Mil.w.EBE.or Wis. Unified Certification Program). **Certification documentation must be attached to Bid to qualify for points.**

Statement of Certification

The proposed activities, qualifications, dates, availability of resources, staff, cost, and all statements made are true and correct.

Authorized Representative Signature and Title:

(Print)

(Date)

(Signature)

Return this page with Bid



Neighborhood Improvement Project (NIP)

Maintenance Scope

Customer Copy

Address: 902 W Nash St

NIP Agency: SDC
Survey Date: 2/7/18

Name: Irene Minter
Phone #: (414) 763-0873

Inspector: Nikolas Stoehr 286-8286
Mechanicals: EP

Recently a staff member from the Department of Neighborhood Services inspected your property as part of the NIP program. Under this program, homeowners like you can receive help in bringing their homes into compliance with the building code. The following is a list of repairs identified by our inspectors.

Please note: This is a maintenance program and NOT a remodeling program.

In the future, a member of the community group who is working with you will contact you to review this list and discuss the repairs which they can make. Where possible they will try to repair items rather than replace them. By doing that we can keep our costs down and serve more people. If you have any questions about items on this list, please contact the inspector whose name and telephone number appear at the top of this letter.

| QTY | MAINTENANCE SCOPE | MHD Pb Monitoring | AREA | ITEM COST |
|------|--|-------------------|------|-----------|
| | Lead Work As Required By HUD Standards | | | |
| 1 | Obtain a Lead Abatement Permit from MHD prior to starting Lead Work. | | EA | |
| 1 | F/I Lead Containment Measures necessary to safely complete work | Pb-N | EA | |
| 23 | F/I Lead Reduction-Vinyl Replacement WD (per MHD Standards) | Pb-A | EA | |
| 23 | F/I Lead Reduction-Stabilize interior window sill finish | Pb-A | EA | |
| 1 | F/I Lead Reduction (Single)-Interior cleaning | Pb-N | EA | |
| | Exterior - Roofing | | | |
| 1 | Provide Dumpster - 20 Cu. Yd. Capacity | | EA | |
| 1 | Rebuild Chimney above roof line | | EA | |
| 1984 | Roof Shingles - TEAROFF Shingles | | SF | |
| 102 | F/I Ice & Water shield, rubberised material under starter course or valleys | | SF | |
| 92 | F/I Gutter apron, aluminum, color to match | | LF | |
| 105 | F/I Roof drip edge, aluminum, color to match | | LF | |
| 6 | F/I Roof vent, aluminum, color to match | | EA | |
| 1984 | Roof Shingles, 235-240 lb/sq. including 15# felt, new roof | | SF | |
| 24 | Roof - TEAROFF metal roof (east bump out) | | SF | |
| 24 | F/I Ice & Water shield, rubberised material under metal roof (east bump out) | | SF | |
| 24 | F/I Roofing-metal roofing (east bump out) | | SF | |
| | Exterior - Front Porch/South Elevation | | | |
| 1 | Obtain Construction Permit prior to starting work | | EA | |
| 39 | Remove Aluminum Gutter & D.S | | LF | |

39
4/25/2018

| | | | |
|-----|--|------|---------|
| 337 | Roof Shingles - TEAROFF Shingles | | SF |
| 15 | F/I Roof drip edge, aluminum, color to match | | LF |
| 39 | F/I Gutter apron, aluminum, color to match | | LF |
| 337 | Roof Shingles, 235-240 lb/sq. including 15# felt, new roof | | SF |
| 3 | R/R Fascia board | Pb-N | LF |
| 39 | F/I Gutter, Aluminum "K"-Type | | LF |
| 24 | F/I Downspout, Aluminum (includes discharge portions from house gutters) | | LF |
| 2 | F/I Downspout Hook-up W/GAGAS adapter | | EA |
| 54 | Prep & Paint Fascia & Soffit | Pb-N | LF |
| 42 | Prep & Paint header/girder | Pb-N | SF |
| 26 | Prep & Paint Porch Guardrail | Pb-N | LF |
| 8 | R/R Step Handrail/Guardrail, w/treated lumber - permit | Pb-N | LF |
| 208 | Prep & Paint Porch Decking | Pb-N | SF |
| 4 | Prep & Paint Porch Steps | Pb-N | EA Rise |

Exterior - Front/South Elevation

| | | | |
|----|---|------|----|
| 11 | R/R Fascia board | Pb-N | LF |
| 35 | Prep & Paint Fascia & Soffit | Pb-N | LF |
| 7 | F/I Aluminum window trim/wrap-Exterior | Pb-N | EA |
| 8 | F/I Aluminum upper fascia (under porch soffit)-Exterior | Pb-N | LF |
| 1 | F/I Aluminum door trim/wrap-Exterior | Pb-N | EA |

Exterior - Right/East Elevation

| | | | |
|----|---|------|----|
| 46 | Remove Aluminum Gutter & D.S. | | LF |
| 46 | F/I Gutter, Aluminum "K"-Type | | LF |
| 80 | Prep & Paint Fascia & Soffit (includes dormer, excludes lower bump-out) | Pb-N | LF |
| 15 | F/I Aluminum Fascia & Soffit (lower bump-out) | | LF |
| 9 | F/I Aluminum window trim/wrap (excludes piano windows) | Pb-N | EA |
| 2 | Prep & Paint Window, exterior sash & trim (piano windows) | Pb-N | EA |
| 1 | Prep & Paint Entry Door (both sides) | Pb-N | EA |
| 1 | R/R Interior Entry Door - tighten handle | | EA |
| 1 | F/I Aluminum door trim/wrap-Exterior | Pb-N | EA |
| 4 | Prep & Paint Doarded-up Basement window | | EA |

Exterior - Rear/North Elevation

| | | | |
|----------------------------------|---|------|----|
| 35 | Prep & Paint Fascia & Soffit | Pb-N | LF |
| 4 | F/I Aluminum window trim/wrap-Exterior | Pb-N | EA |
| 1 | R/R Boarded Basement Window (east window) | Pb-N | EA |
| 2 | Prep & Paint Boarded-up Basement windows | | EA |
| Exterior - Left/West Elevation | | | |
| 46 | Remove Aluminum Gutter & D.S. | | LF |
| 46 | F/I Gutter, Aluminum "K"-Type | | LF |
| 46 | Prep & Paint Fascia & Soffit | Pb-N | LF |
| 6 | F/I Aluminum window trim/wrap (excludes piano windows)-Exterior | Pb-N | EA |
| 2 | Prep & Paint Windows (piano windows) | Pb-N | EA |
| 2 | Prep & Paint Boarded-up Basement windows | | EA |
| Exterior - Garage | | | |
| 1 | Remove foliage around garage | | EA |
| 8 | R/R Trim Board at garage walls (any rotted areas) | Pb-N | LF |
| 100 | Prep & Paint Fascia & Soffit | Pb-N | LF |
| 452 | Prep & Paint Wood Siding | Pb-N | SF |
| 2 | Prep & Paint Garage-Overhead Door | Pb-N | EA |
| 80 | Masonry Repair/remove loose mortar and parge as needed on south and east walls (including forming and pouring northeast corner) | | SF |
| 120 | Prep & Paint Interior Masonry walls | Pb-N | SF |
| Interior - First Floor Kitchen | | | |
| 130 | Patch Plaster - SKIM Coat | Pb-N | SF |
| 130 | Prep & Paint Interior Ceiling | Pb-N | SF |
| Interior - First Floor Bathroom | | | |
| 75 | Patch Plaster - SKIM Coat (all portion of walls and ceiling) | Pb-N | SF |
| 43 | Prep & Paint Interior Ceiling | Pb-N | SF |
| 32 | Prep & Paint Interior Walls | Pb-N | SF |
| 2 | R/R Plastic wall tile | | SF |
| Interior - Second Floor Bathroom | | | |

| | | | |
|--|--|------|----|
| 21 | F/I Flooring-Composition tile 12" x 12" incl. 1/4" underlayment | | SF |
| 13 | F/I Shoe molding (wood), PAINTED or stained | | LF |
| Interior - First Floor Dining Room | | | |
| 12 | Patch Plaster - SKIM Coat (dining room ceiling) | Pb-N | SF |
| 269 | Prep & Paint Interior Ceiling | Pb-N | SF |
| Interior - First Floor Living Room | | | |
| 1 | F/I Entry Door-Weatherstripping, incl. door sweep | | EA |
| Interior - First Floor Hallway | | | |
| 44 | Patch Plaster - SKIM Coat - Ceiling | Pb-N | SF |
| 5 | Patch Plaster - SKIM Coat - Walls | Pb-N | SF |
| 44 | Prep & Paint Interior Ceiling | Pb-N | SF |
| 189 | Prep & Paint Interior Walls | Pb-N | SF |
| Interior - First Floor Southwest Bedroom | | | |
| 121 | Patch Plaster - SKIM Coat | Pb-N | SF |
| 121 | Prep & Paint Interior Ceiling | Pb-N | SF |
| 1 | R/R Interior Closet Door - tighten handle | | EA |
| Interior - First Floor Northwest Bedroom | | | |
| 87 | Remove wall paper (east wall) | | SF |
| 87 | Patch Plaster - SKIM Coat (east wall) | Pb-N | SF |
| 2 | Patch Plaster - SKIM Coat (north wall/behind couch) | Pb-N | SF |
| 4 | Patch Plaster - SKIM Coat (south wall/under window) | Pb-N | SF |
| 121 | Prep & Paint Interior Ceiling | Pb-N | SF |
| 778 | Prep & Paint Interior Walls (all walls) | Pb-N | SF |
| Interior - Second Floor South Bedroom | | | |
| 7 | F/I additional framing member to existing wall/gaurdrail to achieve 36" (at tr | | LF |
| 21 | Prep & Paint Guardrail | Pb-N | LF |

| | | | |
|-----|--|------|---------|
| | Interior - Rear Hallway (first floor to basement) | | |
| 45 | Patch Plaster - SKIM Coat (entire ceiling/first floor stairs to basement) | Pb-N | SF |
| 114 | Patch Plaster - SKIM Coat (all walls/first floor stairs to basement) | Pb-N | SF |
| 45 | Prep & Paint Interior Ceiling (entire ceiling/first floor stairs to basement) | Pb-N | SF |
| 114 | Prep & Paint Interior Walls (all walls/first floor stairs to basement) | Pb-N | SF |
| 3 | F/I Basement Steps - Permit Req. | | EA Rise |
| 9 | F/I Flooring-Composition tile 12" x 12" incl. 1/4" underlayment (rear entry landing) | | SF |
| 6 | F/I Shoe molding (wood), PAINTED or stained | | LF |
| 10 | F/I Vinyl step tread covering with metal nosing | | EA |

Interior - Basement

| | | | |
|---|--|--|----|
| 1 | F/I Combination Smoke & CO Alarm, battery operated | | EA |
| 2 | F/I metal straps for dryer vent | | EA |
| 2 | R/R Concrete/Patch Concrete in front of washtub | | SF |

Note: The Contractor will be responsible for the removal and proper disposal of all scrap and debris created as a result of his/her work at this property.

Maintenance Estimate Total:

4/25/2018

Inspector

Date

All work herein shall be performed in accordance with the "Technical Specifications and Performance Standard" of the City of Milwaukee, Community Development Grants Administration, July 2000.





Neighborhood Improvement Project (NIP)
Electrical Scope

Customer Copy

Address: 902 W Nash St
Name: Irene Minter
Phone #: (414) 763-0873

NIP Agency: SDC
Survey Date: 2/7/18
Inspector:

This is the electrical scope of work for your NIP project. An electrical contractor will obtain a permit and complete the work items listed on this scope. No other electrical work is authorized without the expressed written consent of the Department of Neighborhood Services. If additional work is needed to correct electrical code violations, contact your NIP inspector.

Please Note: This is a maintenance program NOT a remodeling program.

All work herein shall be performed in accordance with the "Technical Specifications and Performance Standard" of the City of Milwaukee, Community Development Grants Administration, February 2006.



| QTY | ELECTRICAL WORK | MHD Pb Monitoring | AREA | COST |
|-----|---|-------------------|------|------|
| | C - Interior Common | | | |
| 1 | Obtain Electrical Permit prior to starting work (including service upgrade) | | EA | |
| | Interior - First Floor Bathroom | | | |
| 1 | Replace the wall light fixture (above vanity using fixture w/o outlet) | | EA | |
| 1 | Replace the BATHROOM receptacle with a GFCI protected outlet (outlet under sink) | | EA | |
| | Interior - Second Floor Bathroom | | | |
| 1 | Replace the BATHROOM receptacle with a GFCI protected outlet | | EA | |
| | Interior - First Floor Dining Room | | | |
| 1 | F/I Receptacle including wiring and box (east wall by lamp) | | EA | |
| | Interior - First Floor Living Room | | | |
| 1 | R/R Ceiling fixture including wiring, box and switch | | EA | |
| | Interior - First Floor North Bedroom | | | |
| 1 | F/I Receptacle including wiring and box (east wall/behind dresser) | | EA | |
| | Interior - Second Floor South Bedroom | | | |
| 1 | F/I Receptacle including wiring and box (south wall/under window) | | EA | |
| 1 | R/R Ceiling fixture/furnish light fixture with 3 way switches @ top of stairs and hall leading to additional bedrooms | | EA | |
| | Interior - Basement | | | |

| | | |
|-------------------|--|----|
| 2 | F/I Missing main panel breaker removal coverplate | EA |
| 1 | F/I Receptacle including wiring and box (for washer) | EA |
| 1 | R/R Basement porcelain ceiling fixture | EA |
| 1 | Resecure the service panel cover | EA |
| Exterior - Common | | |
| 1 | Update Electrical Service-100 AMP, 1 meter | EA |

Note: The Contractor will be responsible for the removal and proper disposal of all scrap and debris created as a result of his/her work at this property.

Electrical Estimate Total:

Inspector 4/25/2018
Date



Neighborhood Improvement Project (NIP)
Plumbing Scope

Customer Copy

Address: 902 W Nash St
Name: Irene Minter
Phone #: (414) 763-0873

NIP Agency: SDC
Survey Date:
Inspector:

This is the plumbing scope of work for your NIP project. A plumbing contractor will obtain a permit and complete the work items listed on this scope. No other plumbing work is authorized without the expressed written consent of the Department of Neighborhood Services. If additional work is needed to correct plumbing code violations, contact your NIP inspector.

Please Note: This is a maintenance program NOT a remodeling program.

All work herein shall be performed in accordance with the "Technical Specifications and Performance Standard" of the City of Milwaukee, Community Development Grants Administration, February 2006.



| QTY | PLUMBING WORK | MHD/Pb Monitoring | AREA | COST |
|-----|---|-------------------|------|------|
| 1 | C - Interior Common Obtain Plumbing Permit prior to starting work | | EA | |
| 1 | Exterior - Right/West Elevation F/I Backflow protection on the outside hose bib | | EA | |
| 1 | Interior - First Floor Bathroom Replace the lavatory tail piece and trap | | EA | |
| 1 | R/R Caulk Bathtub/Wall joints, remove old caulk and clean surface | | EA | |
| 1 | Interior - Second Floor Bathroom Obtain Plumbing Permit prior to starting work | | EA | |
| 1 | Replace the lavatory tail piece and trap (including stack and vanity modifications) | | EA | |
| 1 | Watercloset - Remove & reset to ensure a water tight seal | | EA | |
| 1 | Interior - Basement Repair plumbing leak - permit (behind dryer) | | EA | |
| 1 | Repair plumbing leak - permit (infront of dryer) | | EA | |
| 1 | Repair/replace water heater flue | | EA | |

Note: The Contractor will be responsible for the removal and proper disposal of all scrap and debris created as a result of his/her work at this property.

Plumbing Estimate Total:

4/25/2018

Inspector

Date

DNS Work Scope Task Clarification:

Owner: **Irene Minter** Address: **902 W. Nash St.**

Roof Shingles: House Roof.

1. Roof Shingles, 235-240 lb./sq. including 15#felt, new roof: Requires installation of 30 Year Dimensional Asphalt Shingles and Asphalt Ridge Shingles. OSB with roof clips.
2. R/R (remove and replace) Chimney flashing, aluminum: Requires that shingles which abut the chimney must be interlaced with base flashing, step flashing, cricket flashing, and counter flashing. Roof drip edge, gutter apron, step flashing, vent flashing, and flashing of all other roof penetrations are required. Gutter apron must be used at all areas receiving gutters.
3. F/I (furnish and install) Ice and Water shield rubberized material under starter course or valleys: Roof valleys require installation of galvanized "w" valley flashing at all valleys.
4. Shingles must be nailed per manufacturer's specifications. Staples are not allowed.
5. Contractor must protect the house, landscaping, and neighbor's property from damage during roof tear-off.
6. The installation must comply with the shingle manufacturer's warranty, and a copy of the warranty must be conveyed to the SDC – NIP program.

Gutters and Downspouts:

1. New gutters and downspouts must match the existing location and lay-out, and they must be connected to the existing drain tile risers for the home. Gutter straps must be installed underneath the shingles along the roof edge, and at maximum, every 36" apart. Five inch gutters and four inch downspouts.

Vinyl Flooring: 2nd "Floor Bathroom

1. Sheet vinyl shall be used in place of the 12"x 12" tile specified in the scope of work.
2. Minimum thickness must be 80 mil.
3. ¼" underlayment must be fire-rated for its' use, and it must be glued and screwed in place. Screw heads must be counter-sunk with floor leveler used cover screw heads.

Lead Paint Hazard Reduction Work Practices

1. Contractors must demonstrate work practice standards which meet DHS 163.13 and 163.14.
2. Contractors must submit the following documentation:
 - a. Wisconsin Dept. of Health Services notice verification.
 - b. Milwaukee Health Department permit and lead clearance verification.
 - c. Copy of the Occupant Protection Plan.
 - d. Copy of the OSHA Written Compliance Plan.
 - e. Personal air sampling laboratory analysis results.

Pre-hung Doors: West Elevation Entry /

1. Door frame must be square, plumb, and flush to the rough opening.
2. Nail Pattern: Through door jamb at the hinge location, middle top, and lock-side jamb across from the door hinge locations.

Prep and Paint:

1. Wet scrape to eliminate flaked and bubbled paint.
2. Prime coat bare wood/exposed plaster, and exposed existing paint edges.
3. Acrylic caulk seams between molding transitions and wall cracks. For example, caulk at the door brick molding and the door frame, between a fascia crown molding and the fascia board, or in plaster or drywall surface cracks.
4. Apply finish coat of paint.
5. Paint or stain all new stairway handrails.
6. Remove and re-install receptacle and switch plates.

Replacement Vinyl Windows:

1. Windows must be ordered within one week of commencement date specified in the Notice to Proceed. Must use a Milwaukee Health Department approved vinyl replacement window.
2. Acrylic latex caulk the window perimeter once the window is set. Gaps greater than ¼" must be filled with fiberglass insulation, and covered with a trim stop molding.
3. Manufacturer's warranty document must be conveyed to the homeowner as a condition of payment for the windows.
 3. Tempered glass must be used in bathrooms, stairwells, and within four feet of doors.

Subcontractors:

1. Contractors must provide SDC-NIP, and client, with the names of subcontractors used to complete project work scope items. A final inspection, closed permits, contractor and subcontractor lien waivers are required prior to payment by SDC on the subcontracted work.

DNS Work Scope Task Clarification is to be signed, dated, and returned to SDC at the time of bid submittal.

Company Name: _____

Signature: _____

Date: _____