



REQUEST FOR PROPOSALS

Weatherization Assistance Program

Utah Community Action Weatherization (UCA) is accepting subcontractors' proposals for a home energy improvement project under the Utah Weatherization Assistance Program. The program is administered through the Department of Workforce Services Housing and Community Development Weatherization office. The contract requires the weatherization of homes in **Davis, Morgan, Salt Lake, Tooele, and Weber** counties, during the period of **July 1, 2018 through June 30, 2019**. During the course of the project, subcontractors are required to perform energy saving measures in customers' homes.

UCA is requesting proposals from interested parties who are properly licensed contractors in the State of Utah in the following individual trade(s):

ELECTRICAL

Beginning on **May 7, 2018** proposal packages will be available online at www.utahca.org/weatherization or for pickup at UCA Weatherization, 850 W 1700 S Salt Lake City, UT 84104.

Proposals will be accepted at 850 W 1700 S Salt Lake City, UT 84104 or may be mailed to:

**UCA Weatherization
Attn: Ian Spangenberg
850 W 1700 S
Salt Lake City, UT, 84104**

Contractors submitting proposals must include in the proposal package: contractor information sheet, a copy of the business license, trade certification and training, and proof of Worker's Compensation, General Liability, Automobile insurances and w-9. **FAXED PROPOSALS WILL NOT BE ACCEPTED.**

Sealed proposals will be opened at UCA Weatherization, 850 W 1700 S Salt Lake City, UT 84104. Contractors will be notified of proposal award upon final approval.

MINORITY, WOMEN AND DISABLED-OWNED BUSINESSES ARE ENCOURAGED TO PARTICIPATE IN THE PROPOSAL PROCESS.

1. INTRODUCTION AND PURPOSE:

- i. **PURPOSE OF THE REQUEST FOR PROPOSALS:** Utah Community Action, hereinafter referred to as Utah Community Action, is soliciting qualifications and proposals of contractors to provide Plumbing, Electrical, HVAC and Shell (insulation, doors and windows) labor and materials for weatherization projects for UCA's Weatherization Assistance Program.

Contractors will be responsible for supplying labor, material, and equipment in completing work as specified on work orders issued by UCA. The contractors will have the responsibility to complete the work in a timely manner and in compliance with the standards set forth by the U.S. Dept. of Energy, Housing and Community Development Weatherization program and UCA Weatherization.

REASONABLE ACCOMMODATION: UCA will provide reasonable accommodations, including the provision of informational material in an alternative format, for qualified individuals with disabilities upon request. If you think you need accommodations at a proposal opening/vendor conference, contact the UCA representative.

- ii. **SCOPE:** UCA intends to utilize this proposal for all purchases for one year; however, UCA may bid out single jobs on an as-needed basis when deemed in the best interest of UCA.
- iii. **OVERVIEW OF PROCURING AGENCY:** UCA is a non-profit community action agency that operates/administers a weatherization program in Davis, Morgan, Salt Lake, Tooele and Weber counties. The U.S. Department of Energy's (DOE) Weatherization Assistance Program (Weatherization) reduces energy costs for low-income households by increasing the energy efficiency of their homes, while ensuring their health and safety. The Program prioritizes services to the elderly, people with disabilities, and families with children.
- iv. **CONTRACT LENGTH:** The contract will be for a one year period, July 1, 2018 through June 30, 2019.
- v. **METHOD OF AWARD:** The award will be given to the contractor(s) whose proposal(s) are the most responsive to the solicitation, and is the most advantageous to UCA, considering price, quality, and other applicable factors including but not limited to experience, service record of the vendor, and required education/training/credentials of the vendor. Multiple contractors will be used to complete the contract. Any and all proposals may be rejected when it is in the agency's best interest to do so. **The lowest proposal will not always be accepted.**
- vi. **CANCELLATION and TERMINATION:** UCA reserves the right to cancel the resulting contract/agreement, for any reason, by giving written notice to Contractor of such cancellation and specifying the effective date thereof, at least ten (10) days before the effective date of such cancellation. Contractor shall, in the event of cancellation, be entitled to receive compensation for any work accepted hereunder in accordance with the Agency's order(s). Contractor may also be compensated for partially completed work in the event of such cancellation. The compensation for such partially completed work shall be no more than the percentage of completion of each work effort, as determined at the sole discretion of UCA, times the corresponding payment for completion of such work as set forth in the Agency's order(s).

2. PROPOSAL PROCEDURES AND INSTRUCTIONS:

- i. **PRE-BID CONFERENCE:** A Pre-Bid Conference will be held at UCA Weatherization, 850 W 1700 S Ste. 1 Salt Lake City, UT 84104 at **10:00 am on Wednesday May 16, 2018. All potential subcontractors are encouraged attend the Pre-Bid Conference.** Contractors are encouraged to confirm their attendance to the Pre-Bid Conference by contacting Ian Spangenberg weatherization@utahca.org or by calling 801-214-3171.
- ii. **QUESTION AND ANSWER PERIOD:** Questions regarding the RFP will be accepted beginning **Monday May 7, 2018.** All questions must be submitted in writing to Ian Spangenberg at weatherization@utahca.org. All questions will be answered in writing, and an addendum issued and posted to the website and e-mailed to each potential subcontractor. No questions will be responded to after the question and answer period has expired.
- iii. **METHOD OF SUBMISSION:** Vendors must submit three (3) original copies of all materials required for acceptance of their proposal, to:
**Utah Community Action
Weatherization
Attn: Ian Spangenberg
850 W 1700 S Ste. 1
Salt Lake City, UT 84104**

An authorized UCA representative in the above office must receive the proposals. All proposals must be time-stamped at UCA by an authorized representative prior to the proposal opening time. Proposals not so stamped will be considered late. All proposals must be packaged, sealed and show the following information on the outside of the package:

- Subcontractor's Name and Address
- Request for Proposal Title
- Proposal Due Date
- Date Proposal Submitted

- iv. **INQUIRIES:** All inquiries concerning this Request for Proposals (RFP) will be submitted via e-mail to: Weatherization@utahca.org. During the procurement process, prospective subcontractors shall direct any inquiries to the e-mail address provided. In no case shall oral communications take precedence over written communications.
- v. **AMENDMENTS TO THE RFP:** If a change to the RFP solicitation (i.e. scope of work, pricing schedules, etc.) becomes necessary after it has been issued, a written amendment will be issued to all prospective subcontractors. The amendment will formally detail each change, however all terms and conditions which are not modified remain unchanged.

3. PROPOSAL ACCEPTANCE, EVALUATION, AWARD AND PROTEST PROCEDURES:

- i. **PROPOSAL ACCEPTANCE:** Proposals which do not comply with instructions or are unable to comply with specifications contained in this RFP may be rejected by UCA. UCA may request reports on a subcontractor's financial stability and if financial stability is not substantiated may reject a subcontractor's proposal. UCA retains the right to accept or reject any or all proposals, and accept or reject any part of a Proposal deemed to be in the best interest of UCA. UCA shall be the sole judge as to compliance with the instructions contained in this RFP.

- ii. **PROPOSAL EVALUATION:** Proposals will be evaluated by assigned UCA staff to verify that they will meet all specified requirements in this RFP. This verification may include requesting reports on the subcontractor's financial stability, conducting demonstrations of the vendors' proposed product(s) and/or service(s), and reviewing results of past awards to the subcontractor by UCA.

- iii. **NOTIFICATION OF INTENT TO AWARD:** Any subcontractor who responds to this RFP with a proposal will be notified in writing of UCA's intent to award the contract(s) as a result of this RFP. After a notification of the intent to award is made, and under the supervision of agency staff all copies of proposals will be available for public inspection between 8:30 am to 4:00 pm at 850 W 1700 S Ste. 1 Salt Lake City, UT 84104. Subcontractors can schedule reviews with the authorized UCA representative to ensure that space is available for the review.

- iv. **PROTEST PROCEDURES:**
 - PURPOSE:** To provide specific actions which will be taken should a protest be filed by an unsuccessful subcontractor.
 - Procedures:**
 - Protester**
 - a. File a written complaint using the agency specified format within ten (10) working days after notice of rejection.
 - Contract Coordinator**
 - a. Notify subcontractor that a complaint of protest has been filed.
 - Administration**
 - a. Schedule the meeting of protest committee to review complaint.
 - Protest Committee**
 - a. Conduct meeting to evaluate protest within ten (10) working days of the filing of the receipt of protest.
 - b. Record minutes of evaluation of protest committee meeting.
 - c. Issue a decision to agency administration within five (5) working days of the meeting of the protest committee.
 - d. Notify protester of the decision of the protest committee.
 - ADDITIONAL INFORMATION:**

Protest format will contain the following:

 - a. Notice of protest and specific reasons for filing the protest.
 - b. Statement stating this is a protest letter.
 - c. A detailed statement of the grounds for protest.
 - d. A specific request for a ruling by the protest committee and a statement of the relief requested.

*If this information is not furnished, UCA may refuse to consider the protest. Protests must be submitted in writing. The individuals who sit on the protest committee must be identified in writing prior to commencement of all procurement activities. The contract coordinator and program director should not be involved in the protest procedures other than to provide technical support to the protest committee.

4. Scope of Services

The Subcontractor agrees to provide the services as described on the Scope of Work document provided by the Contractor. Likely tasks include, but are not limited to:

1. Install new or upgrade existing breaker and wiring, as necessary, for installation of new HVAC system.
2. Install new powered circuit with switch and venting for bathroom exhaust fan that meet ASHRAE 62.2 requirements.
3. Install new or upgrade existing breaker and wiring, as necessary, for installation of new water heater.
4. Replace knob-and-tube wiring in attic.
5. Other, as specified in the Scope of Work provided by the Contractor.
6. Follow guidelines imposed by OSHA confined spaces effective February 1, 2016.

5. RFP Checklist

The following forms must be completed and submitted with the proposal in accordance with the instructions noted on the front cover sheet of the RFP:

- Subcontractor Information –Attachment 1
- Subcontractor References –Attachment 2
- Schedule B-Subcontractor Compensation –Attachment 3
- Business Licenses
- W-9
- Sample of Company Invoice
- Trade Certifications & Trainings
- Proof of Insurance in the following categories:

Worker's Compensation –Liability coverage and minimum limits of \$500,000.00

Commercial General Liability – General Liability insurance in the minimum amount of \$2,000,000.00 Combined Single Limit per occurrence for bodily injury, personal injury, and property damage including, but not limited to, coverage for premises/operations, independent contractors, contractual liability, products and completed operations.

Automobile – Automobile Liability Insurance, to include liability coverage, covering all owned, hired and non-owned vehicles used in performance of the contract. The minimum combined single limit shall be \$1,000,000.00 bodily injury and property damage.

CONTRACTOR INFORMATION

1. Business Name: _____
2. Owner(s) Name: _____
3. Contact Person: _____
4. Physical Address: _____

5. Billing Address (if different from physical): _____

6. Telephone: _____ Fax: _____
7. Email address: _____
8. Company Structure (corporation, partnership, sole proprietorship): _____
9. Business Type (Trade): _____
10. Years in Business: _____
11. Federal Tax Identification Number: _____

CONTRACTOR REFERENCES

| | | | |
|--|--|-----------|--|
| Contractor: | | | |
| Provide company name, address, contact person, telephone number, and appropriate information on product(s) and/or service(s) used for four (4) or more installations with requirements similar to those included in this solicitation document. If vendor is proposing any arrangement involving a third party, the named references should also be involved in a similar arrangement. | | | |
| Company Name: | | | |
| Address (include Zip + 4): | | | |
| Contact Person: | | Phone No: | |
| Product(s) and/or Service(s) | | | |
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|------------------------------|--|-----------|--|
| Company Name: | | | |
| Address (include Zip + 4): | | | |
| Contact Person: | | Phone No: | |
| Product(s) and/or Service(s) | | | |
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|------------------------------|--|-----------|--|
| Company Name: | | | |
| Address (include Zip + 4): | | | |
| Contact Person: | | Phone No: | |
| Product(s) and/or Service(s) | | | |
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|------------------------------|--|-----------|--|
| Company Name: | | | |
| Address (include Zip + 4): | | | |
| Contact Person: | | Phone No: | |
| Product(s) and/or Service(s) | | | |
| | | | |

**Subcontractor Compensation
SPECIFICATIONS AND REQUEST FOR PRICING PROPOSALS**

The Contractor shall furnish all supervision, technical personnel, labor, machinery, tools, equipment, materials and services, and perform all mechanical and Weatherization work required in accordance with the State of Utah Standard Work Specification Procedures (SWS). The work performed is based on home energy audits conducted by Utah Community Action. Typical measures installed by contractors may include: installing and vented bathroom exhaust fans and range hoods; tuning, repairs and replacing heating and cooling systems and ductwork; repairs and replacing water heaters; removing unvented space heaters; installing Energy Recovery Ventilators (ERVs); and minor electrical, plumbing, gas line repairs; installing insulation; sealing ducts; mitigating air infiltration; and reducing electric base load consumption. The work is performed in site built homes and mobile homes. The properties and services to be contracted for will be included in the Work Orders issued by Utah Community Action. Those contractors evaluated from this RFP to be the most qualified and price competitive will be provided opportunities to bid on individual jobs.

Contractor agrees to install said items in a workmanlike manner at such times and places as designated by Utah Community Action. All materials used in provision of services must meet or exceed 10 CFR 440 Appendix A: "Standards for Weatherization Services".

Contractor is responsible for leaving the job site clean, hauling away job debris, and existing equipment (if applicable) and for properly disposing of existing equipment or debris to meet EPA regulations. When applicable, EPA RRP Lead Safe Work Practices must be followed.

Project commencement and completion must be accomplished within Twenty (20) working days of notice to proceed. Contractor is to notify Utah Community Action as soon as project is completed for inspection.

Permits will be required as applicable by local building code. It will be the responsibility of the Contractor to ensure that necessary permits have been secured prior to starting work. This cost must be included in each line item price below. Contractor must include permit fees (if applicable), sales taxes, labor, materials, travel, equipment, overhead, and expenses to complete project.

ELECTRICAL WORK, EXHAUST FANS AND RANGE HOODS

All new exhaust fan installations and other electrical work are to be performed in accordance with the most recent local building codes. Work must also comply with the Utah Weatherization Field Guide will and a copy will be provided to the contractor.

The Contractor shall be responsible for ensuring properly venting of exhaust fans and range hoods and proper electrical requirements. The Contractor shall leave all literature on the new units with the client and shall also inform the client of proper care and maintenance required on the new units.

Please list the Manufacturer brand name and model you are proposing for the scope of work listed below.

ITEM 1: EXHAUST FAN**BRAND:** _____**MODEL:** _____

Exhaust fans installed must be UL listed model HVI certified to sound level of 1 sones or less a minimum of 110 cfm on high with an variable continuous fan option. If exhaust fan does not have a continuous variable speed option provide the cost to install a switch that can be programmed for intermittent control.

| Description of Scope of Work | Total Cost |
|--|------------|
| Replace exhaust fan, tie into existing vent (materials supplied materials) | \$ |
| Install new exhaust fan and vent to exterior (contractor supplied materials) | \$ |
| Install exhaust fan duct work-per linear foot: | \$ |
| Install programmable intermittent switch | \$ |
| Labor rate per hour if Agency supplies materials | \$ |

ITEM 2: RANGE HOODS**BRAND:** _____**MODEL:** _____

Range hood must have sound level of 3 sones or less and 100 cfm in kitchens with dedicated vent, sealed and insulated.

| Description of Scope of Work | Total Cost |
|---|------------|
| Replace vented range hood, tie into existing vent. | \$ |
| Install vented range hood and vent out to exterior. | \$ |
| Install range hood duct work-per linear foot: | \$ |
| Labor rate per hour if Agency supplies materials | \$ |

ITEM 3: ENERGY RECOVERY VENTILATOR (ERV)**BRAND:** _____**MODEL:** _____

| Description Of Scope Of Work | Total Cost |
|--|------------|
| Install Energy Recovery Ventilator (ERV) | \$ |

Item 4: ELECTRICAL REPAIRS HOURLY RATE

Hourly labor rate to install electrical related items. Example: running new circuit to furnace, new circuit for air conditioning, Replace knob and tube wiring in attics with new junction boxes and Romex.

| Description Of Scope Of Work | Total Cost |
|------------------------------|------------|
| Labor Rate per Hour | \$ |