



Request for Qualifications Insulation and Acoustical Contractor Contract Year 2015/2016

Purpose

The purpose of this Request for Qualifications is to invite prospective contractors to submit their qualifications to provide weatherization services to low-income customers in Santa Barbara County.

This is a subcontracted position performing insulation and acoustical services. It is a *best value, contract for service* based on different reimbursement guidelines from three or more different funding sources. Reimbursement fees for service are determined by Community Action Commission of Santa Barbara County.

The Organization

The Community Action Commission of Santa Barbara County Energy Services program is a private non-profit social service agency that provides low-income vulnerable population of Santa Barbara County with free weatherization services and utility assistance payments.

Funding Sources

Funding for weatherization services is provided by the U.S. Health and Human Services LIHEAP (Low-Income Home Energy Assistance Program) and the Department of Energy Weatherization Assistance Program (DOE WAP) and Southern California Gas Companies Energy Services Assistance Program and as other funding opportunities become available.

Clients to be served

The Contractor is responsible to provide insulation services to targeted low-income households (especially those with elderly, young children and disabled individuals) and households who have the lowest incomes and the highest energy cost in relationship to income. Bilingual in Spanish and English is a plus but not a requirement.

Area to Be Served

All of Santa Barbara County

Proposal Preparation Information

Eligibility Requirements

Applicant must do business in Santa Barbara County and be able to serve clients from Carpinteria north to Guadalupe and as far east as Cuyama. Applicant must be a licensed contractor with a California contractors license Class B and/or C-2 and meet contract insurance requirements. Contractor must have a Dun and Bradstreet Universal Numbering System (Duns) number (www.dnb.com) (or update its existing Duns record) and register with the Central Contractors Registration (CCR; www.ccr.gov). Copy of current SAM listing form <http://www.sam.gov/portal/public/SAM> is required to be submitted (this is to let CAC know that your company is not on the federal debarred list).

Applicants must be able to demonstrate the ability to provide insulation and acoustical services and meet the requirements of the Department of Energy Weatherization Assistance Program, Low Income Home Energy Assistance Program and the Southern California Gas Companies Direct Assistance Program. Applicant must be able to demonstrate proficiency in performing the required trade by providing references.

Insurance Requirements

Worker's Compensation and Employer's Liability Insurance in the amount of \$1,000,000.00 each occurrence.

Comprehensive General Liability Insurance including blanket contractual, broad form property damage, product/completed operations, independent contractors liability all applicable to personal injury , and property damage with a combined single limit of \$1,000,000.00 each occurrence.

Contract Period

As long as funding is provided by the various funding sources and the contractor remains in good standing, the contracts may be on-going and renewable.

CAC's Right to Interview

CAC reserves the right to interview top candidates in order to gather additional information needed to make a selection.

CAC's Right to Change

CAC reserves the right to modify, amend, cancel, or terminate this RFQ at any time by issuances of an addendum posted to its website at www.cacsb.com.

What to Submit

Applicant must submit the 2 signed copies of the RFQ with the following information attached. The training matrix must be filled out and included.

Cover Letter	Submit a brief cover letter. The letter must have the original signature of a person authorized to sign for your business.
Overall Approach	<p>Introduce yourself to CAC. Let us know your history, your philosophy, your strengths and how and why you serve low-income households. Tell us how long your organization has been providing services to the low-income population.</p> <p>Think of this as an introductory statement, a chance to tell CAC how your organization can help CAC fulfill its mission.</p>
Organizational Structure	<p>Explain your organizational structure. Are you a sole proprietor or a partnership, LLC or a non-profit?</p> <p>Please provide names of all officers of your organization.</p>
Experience with low-income populations	Describe your experience serving the low-income population in Santa Barbara County.
Experience providing customer service	Describe how you have provided effective customer service to the low-income population.
Experience	<p>Describe your experience providing services as a contractor and the type of work you performed in (i.e. general construction, new or renovation, tenant improvements, HVAC new and/or service work, etc).</p> <p>Was your experience hands on? Did you have employees? Did you subcontract your work?</p>
License	<p>List your DUN Number, CCR registration and your current contractor's state license number.</p> <p>Copy of current SAM listing form http://www.sam.gov/portal/public/SAM (this is to let CAC know that your company is not on the federal debarred list)</p>

Scope of the work

The scope of the work will generally consist of the following for existing structures;

- Attic insulation
- Wall insulation
- Floor insulation
- Knee wall insulation

Installation requirements will be in accordance with the LIHEAP/DOE WAP Weatherization Installation Standards Manual and/or the Energy Savings Assistance Program California Installation Standards Manual.

All work will require a permit and a signed permit inspection completion sheet.

Application Selection

Community Action Commission may select one or more contractors who are qualified to provide services.

Points will be awarded RFQ submittal.

Applicants ability to meet the Eligibility Requirements = 1 to 50 points

Selection and Notification

Contractors determined by CAC to possess the highest points may be considered for award of a contract for service to provide weatherization and appliance repair/replacement services. Because of demand for services more than one contractor may be selected. Written notification will be sent to those contractors via email or US Mail if they may be considered for award of the contract or not.

The complete RFQ information is to be submitted by COB December 1, 2014 to:

Community Action Commission
Of Santa Barbara County
Energy Services
5638 Hollister Avenue Suite 230
Goleta, CA 93117
Attn: Energy Services Director

Phone inquiries
Call 964-8857 X145 and leave a brief message

Applicant's name _____

Signature _____

Date _____