



Request for Qualification

Weatherization and HVAC Installers DOE 2016-2017

Purpose:

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

This is subcontracted position performing basic weatherization services and gas appliance repair and replacement. It is a best value contract for services based on different reimbursement guidelines from three or more different funding sources. Reimbursement fees for service are determine 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 income-eligible vulnerable population of Santa Barbara County with free and low cost services assisting with childcare, food services, energy services, counseling, job training and program referral.

Funding Source for this RFQ

The Department of Energy (DOE)

Clients to be served

CAC will provide services to the residents of Santa Barbara County. Special priority is given to residents that are classified as vulnerable population according to definitions assigned by The Department of Community Services and Development. These groups are identified as the elderly over the age of 60, children under 5 years old and disabled.

Area to be served

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 licensed contractor with the State of California and must hold **General B license, D/65, C61 and C20**. Applicant must also meet contract insurance requirements and hold or be able to obtain State required certification for them and their crew within in 60 days of bid award. Applicant **MUST SUBMIT COPIES OF ALL LICENSES from California State License Board with RFQ**.

Applicant must have a Dun and Bradstreet Universal Numbering System (DUNS) number 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.

Applicant must be able to demonstrate the ability to provide weatherization services and furnace repair and replacement that meet the requirements of the **Department of Energy Weatherization Assistance Program (DOE)**. Applicant will be required to provide and maintain all diagnostic testing equipment. Applicant must be able to demonstrate proficiency in the following:

1. Blower door testing
2. Duct leak testing
3. Combustion Appliance Safety Test
4. Lead Safe Practices

Applicant must have certificates of completion from Department of Community Services and Development certified training facility.

Insurance requirement:

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

Contract Period

Contract will run for one year with optional one year renewal extension. Contract period will be contingent upon available funding and contractor performance. Both parties have the right to terminate the contract giving 30 day written notice.

CAC's Right to Change

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



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What to Submit

Applicant must submit two signed copies of the RFQ with the following information attached. CAC Staff will verify the submission of the documents in the submitted column. RFQs submitted without all documents will not be considered.

Item	Description	Submitted
Cover letter	Submit a brief cover letter providing name and address of business and contact information for company.	
References	Provide 3 references that can verify the quality and nature of your work as well as character. Name, number and email address to be provided. These references cannot be CAC clients, employees, family members or agencies affiliated with CAC Energy services	
Written Narrative	Explain in paragraph form the following: <ol style="list-style-type: none"> 1. Experience with working with income eligible families 2. Experience in the Weatherization HVAC field 3. Number of staff working for you list names 4. Why your company should be considered for this contract 	
Board Members/Incorporation Document	Please provide the names of all board members and copy of incorporation, LLC, non-profit or Sole proprietor/partnership which ever applies	
Insurance	Please provide copy of most current insurance certificate naming CAC as an additional insured on the policy	



A PRIVATE NONPROFIT

Community
Action
Commission

OF SANTA BARBARA COUNTY

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Training Requirements – complete one for each employee including owner/contractor.

Employee Name _____ **Date of hire** _____

Course	Crew	Field Supervisor	Date of Training
Basic Skills Pre-employment			
Environmental Hazards (online)			
Pre-Weatherization (online)			
Basic Weatherization Field			
Pre-Duct Sealing/Blower Door(online)			
Duct Sealing/Blower Door Diagnostic Field			
Pre-Combustion Appliance Safety Test(online)			
Combustion Appliance Safety Field (field)			
Field Assessment			
Quality Assurance(Field)			
HUD Lead Safe			
OSHA 10			
OSHA 30			
EPA Lead Renovator Certification			
HERS Rater			
Quality Control Inspector			
ESAP Field Training 5 days			

Copies are required for all courses completed. For the ESAP Field training please provide SCG badge number. Badge: _____ Expiration Date _____ or copy of pending test date(s).



Application Selection:

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

Points will be awarded for RFQ submittal according to the following

- 1. Submission of packet on or before deadline **10 points**
- 2. Submission of Cover letter **5 points**
- 3. Submission of reference **10 points**
- 4. Submission of narrative **5 points**
- 5. Board Member/Incorporation Documents **5 points**
- 6. Training Certifications all staff **25 points**
- 7. DUNS number **5 points**
- 8. Insurance Certificate **5 points**
- 9. CCR and SAM **5 points**
- 10. General B, D/65, C20/C61 **20 points**
- 11. Copy of General B license **5 points**

Maximum points 100

Selection and Notification

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

Complete RFQ information is to be submitted by **COB September 8th 2016.**

Community Action Commission of Santa Barbara County
 5638 Hollister Ave Ste 230
 Goleta, Ca 93117
 Attn: Energy Services Director

Phone inquiries: 805-964-8857 ext 145

Applicant Name _____

Signature _____ **Date** _____