



Request for Proposal

Weatherization and HVAC Installers LIHEAP 2016-2017 DOE 2017 ESAP 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 RFP

The Department of Energy (DOE), Health and Humans Services and Development, Southern California ESA program

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 all or one of the following certifications: General **B license, and/or D/65, C61 C20 and C10.** Applicant must also meet contract insurance requirements and hold or be able to obtain State required certification for them and their crew within in 90 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.

General B requirement:

Applicant must be able to demonstrate the ability to provide or obtain expertise in weatherization services and furnace repair and replacement that meet the requirements of the Department of Energy Weatherization Assistance Program (DOE), Low Income Home Energy Assistance Program (LIHEAP) and the Southern California Gas Company ESA Program. Applicant will be required to provide and maintain all diagnostic testing equipment. Applicant must be able to demonstrate or obtain proficiency in the following as they apply to the services they are providing for the program:

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

Applicant must have or obtain certificates of completion from Department of Community Services and Development certified training facility. Also the Installers certification is required from Southern California Gas training center. Training for Department of Community Services and Development will be paid for by Community Action Commission of Santa Barbara County for qualified applicants

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-three 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



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 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 apply	
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

Helping People. Changing Lives.

Training Requirements – complete one for each employee including owner/contractor. Please use multiple copies for additional employees.

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/C10 **25 points(5 points for each certification)**

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 **April 30, 2017**.

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**_____

Weatherization Contractors Billing Invoice

Contractor		
Address		
City / Zip Code		
Phone		

2017 Wx MEASURES REIMBURSEMENT LIHEAP/DOE WAP/ESAP LEVERAGED JOBS Effective 11/01/2016

** You are not required to submit prices for all services*

Measure Description Diagnostic and Alarms	Amt	Quantity	Total
Blower Door Test Pre			
Blower Door Test Post			
Combustion Appliance Safety Pre-Test			
Combustion Appliance Safety Post-Test			
Paper work for NGAT must be filled out at the same time as CAS test NGAT			
Duct Leakage Test (Duct Blaster pre and post) (REQUIRED ALL DWELLINGS W/FAU) MUST FILL			
Duct Leakage Test (Duct Blaster pre and post) (REQUIRED ALL DWELLINGS W/FAU) MUST FILL			
Carbon Monoxide Alarm, Lithium Battery (REQUIRED ALL LIHEAP/DOE WAP)			
Smoke Alarm 10 yr. Lithium Battery (REQUIRED ALL LIHEAP/DOE WAP ONLY)			
Measure Description Priority Measures	Amt	Quantity	Total
A/C Cover (window/Wall) Clip On only Each			
A/C Cover (window/Wall) Magnetic only Each			
Caulking per LF.. (maximum of 95qwithout Company approval) - PER LIN. FT.		X	
Evaporative Cooler Register Cover Clip On Each			
Evaporative Cooler Register Cover Magnetic Each			
Furnace Clean & Tune All of SB County for LIHEAP/DOE Must install filter when applicable and bill separate			
Hot Water Flow Restrictor, Faucet Restrictor (Per Device) (MAX 6)			
Low Flow Showerhead - Regular (Per Device) (MAX 3)			
Low-Flow Showerhead - Hand-Held (Per Device) (MAX 3)			
Switch & Outlet Gaskets & Covers - PER HOME - Location:			
Thermostatic Shower Valve - Not billable for STATE ONLY dwellings			
Water Heater Blanket (Per Blanket) Individual			
Water Heater Blanket (Per Blanket) Central			
Water Heater Pipe Wrap (Maximum 8') Per Dwelling Flat Rate			
Weatherstripping, Other (foam tape) <input type="checkbox"/> FAU Door <input type="checkbox"/> WH Door <input type="checkbox"/> Attic Access			
Weatherstripping, Mobile Home door (ESAP) (foam tape on aluminum jam)			
Weatherstripping, Hinged Exterior Door (Per Door)			
★			
Measure Description Additional Allowable Measures	Amt	Quantity	Total
New Attic Access Cover			
New Attic Access (Enlarge existing to meet WIS requirements)			
Casing w/Caulking - Door per LF MATERIAL ONLY		X	
Casing w/Caulking - Door LABOR ONLY PER DWELLING			
Casing w/caulking - Window per LF MATERIAL ONLY		X	
Casing w/caulking - Window LABOR ONLY PER DWELLING			
CVA REQUIRES 2 VENTS TO EQUAL 100 SQ IN. (MATERIAL/LABOR) Furnace			
CVA REQUIRES 2 VENTS TO EQUAL 100 SQ IN. (MATERIAL/LABOR) Water Heater			
DOOR, EXTERIOR REPAIR NOT TO EXCEED	Amt	Quantity	Total
Door Dead Bolt - EACH (MAX 4)			
Door Double Slide Bolt			
Door Handle Each			
Door Hinge Locking Pin Each			
Door Hinge Loose Pin Each			
Door Hinges, Spring (one per exterior door to garage)			
Door Jam includes caulking per 7'		X	
Door Lockset - EACH (MAX 4)			
Door Lock Brace (per door) (AKA DOOR REINFORCEMENT)			
Door Shoe - EACH <input type="checkbox"/> 1 3/8 U w/drip <input type="checkbox"/> 1 3/4 U w/drip (MAX 6)			
Door stop including caulking per 7'			
Door Striker plate, regular - PER DOOR (MAX 6)			
Door Striker plate, safety or mag - PER DOOR			
Door Sweep			
Door Threshold - EACH <input type="checkbox"/> 5/8 Low X 36 <input type="checkbox"/> 1" High X 36 <input type="checkbox"/> Bumper X 36 (MAX 6)			
DOOR, Exterior Replacement (Max replacement cost per door max 3)			
Dryer Vent Only Per Appliance			
Dryer Vent - Cut Opening Per Appliance			
Duct Repair per Joint			
Seal FAU Platform (Caulking Around Base of FAU)			

