

REQUEST FOR PROPOSALS

HVAC CONTRACTORS/ELECTRICAL/PLUMBING FOR THE REDEVELOPMENT AUTHORITY OF THE COUNTY OF WAYNE WEATHERIZATION PROGRAM SERVING ALL OF WAYNE & PIKE COUNTY

PURPOSE

The purpose of this Request for Proposal (RFP) is to solicit qualified HVAC, Plumbing and Electrical Contractors to provide labor and material for the DOE Weatherization and LIHEAP Standard / Crisis programs for the Wayne County Redevelopment Authority (WCRA). All work is to be performed according to the minimum standards set forth by the United States Department of Energy (DOE) and the Pennsylvania Department of Community and Economic Development (DCED). Private Contractors will be responsible to supply all labor and material to complete each job in a timely manner and in compliance with Pennsylvania DCED standard of requirements.

ABOUT THE WEATHERIZATION PROGRAM

The Wayne & Pike County Weatherization Program is designed to assist low-income individuals and families reduce their utility bills and live more comfortably in their homes. The program is available to both income eligible homeowners and renters.

WEATHERIZATION ACTIVITIES

Heating, Plumbing, Electrical and HVAC work is to be done qualified licensed professionals. Combustion tests and manual J's are required for all replacement units. Heating Contractors need to fill out the heating price lists. Heating systems or fuel tanks being replaced; the existing defunct unit must be removed by contractor and included in replacement prices.

Clients receive a one year warranty from the contractor on all work performed.

WCRA issues payment within 45 days of a quality inspection approval and receipt of invoice.

SUBMISSION OF PROPOSALS

- Request for Proposals must be submitted as defined by this RFP.
- All submissions are to be in sealed envelopes plainly marked on the outside HVAC Contractor proposal, Plumbing Contractor or Electrical Contractor proposal.
- Submission of documents is a conclusive presumption that the subcontractor is familiar with the RFP and understands and agrees to abide by all of the stipulations and requirements.
- Contractors must return the RFP intact and complete.
- Each submission shall be prepared simply and economically, providing a straightforward, concise description of the contractors approach and ability to meet the service area needs, as stated in the RFP and all attached documents.
- All documents submitted will become the property of WCRA.

SIGNATURE

An authorized officer and/or employee of the company appearing on the Request for Proposals must sign the RFP. The signature represents commitment on the part of the company to provide such goods and services offered to WCRA should it be determined that the subcontractor meets the Proposal guidelines.

SELECTION

WCRA plans to hire multiple qualified contractors. Contractors will be selected using a system based on Proposals and Contractor Experience. The system selection criteria are included in this packet.

MINIMUM CONTRACTOR REQUIREMENTS INSURANCE

The Contractor shall carry Workers Compensation Insurance for all his/her employees in accordance with the State Worker's Compensation Laws.

The Contractor shall carry Employer's Liability Insurance and Comprehensive General Liability Insurance (including completed work coverage) for not less than \$1,000,000, which shall include coverage for the acts of independent contractors \$1,000,000/ \$1,500,000 in the event of bodily injury including death, and \$100,000/\$150,000 for each occurrence for property or property damage.

The Contractor shall carry Pollution Liability (Lead) Insurance in the amount of One Million (\$1,000,000.00) for each occurrence. The contractor shall carry comprehensive auto insurance. Any contractor wishing to participate in the Weatherization Assistance Program must be able to provide the Redevelopment Authority with certificates of insurance as part of the bid package requirement.

If selected, contractors must name the Redevelopment Authority of the County of Wayne as the co-insured on all policies.

CONTRACTOR REGISTRATION

Participating contractors are further required to be registered in Pennsylvania:
A copy of the current registration must be submitted in this bid package.

DEBARRED OR SUSPENDED FROM FEDERAL ASSISTANCE PROGRAMS

The contractor must certify that they have not been debarred or suspended, or have otherwise been excluded from or deemed ineligible from participation in federal assistance programs.

GENERAL PROVISIONS

Contractors are required to: furnish their own tools; have the ability to provide an alternate power source (portable) for all weatherization jobs; provide for secure storage of materials being used; acquire any required permits; furnish their own transportation; document current liability, worker's compensation, and vehicle insurance; and be registered as a Home Improvement Contractor in the State of Pennsylvania. If initially selected and in order to be finalized as a contractor, the following forms must be completed and submitted by the date proscribed at the time of initial selection: a Confidentiality Statement and Request for a Criminal Background Check for all employees. **Additionally, selected contractors will need to accept the established 45 day net payment time table and set price list for all tasks.**

Thank you for your submission!

**REDEVELOPMENT AUTHORITY OF THE COUNTY OF WAYNE
WAYNE / PIKE WEATHERIZATION PROGRAM
CONTRACTOR BID APPLICATION COVER SHEET**

Contractor: _____

Address: _____

Phone: _____ Owner: _____

Partners (if applicable): _____

Instructions / Submission Checklist:

Complete this package and return to the Redevelopment Authority of the County of Wayne by Tuesday, October 2nd, 2018 at **10 am for consideration as a contractor.**

- _____ Contractor Bid Application Cover Sheet (this form)
- _____ Background Information
- _____ Proposal Questionnaire
- _____ Customer Reference Authorization

Attachments:

- _____ Worker's Compensation
- _____ Employer's Liability
- _____ Comprehensive General Liability
- _____ Policy Occurrence Insurance
- _____ Vehicle Insurance
- _____ Pennsylvania Contractor Registration
- _____ Employee Weatherization Training Certifications (if any)

By signing this contractor bid application, I certify that I am legally permitted to represent the company in contracting, fully understand and agree to abide by the terms of the RFP, will comply with all DCED requirements, and certify that I have not been debarred, suspended, or have otherwise been excluded from or deemed ineligible for participation in federal assistance programs.

Signature

Date

BACKGROUND INFORMATION

Company Name _____

Mailing Address _____

Owner(s) _____

Business Phone _____

Cell Phone _____

E Mail Address _____

Contractor listing with state is by: _____

Date Company Formed: _____

Employer Tax ID Number: _____

Describe any previous work experience with the Redevelopment Authority of the County of WAYNE or WAYNE & PIKE County Weatherization Program:

Describe any previous work experience completing Weatherization work in Pennsylvania (utility work, private household, etc):

CONTRACTOR ACKNOWLEDGES payment by us may be delayed based on final inspections. INTLS_____

CONTRACTOR PROPOSAL QUESTIONNAIRE

Please answer all questions by checking the box that applies:

1. YES NO Are all of your employees who will be doing Weatherization work, Certified HVAC, Plumbing and/or Electrical Workers? If No, how many are certified: _____; how many need training: _____; and how many are on the path to certification: _____.

(Include copies of all certifications for current employees with application)

2. YES NO Are you currently registered as a PA Home Improvement Contractor?
3. YES NO Do you have a Lead Safe Work Practices certification?
4. YES NO Do you have a Lead Abatement Contractor certification?
5. YES NO Have you/your employees attended any weatherization/BPI training?

List Classes	-	Date Completed	-	# of employees who completed the class
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6. YES NO Is your company 51% or more minorities owned?
7. YES NO Is your company 51% or more women owned?
8. YES NO Have any claims or lawsuits been brought against your company as a result of services you provided in the past three years?

Comments _____

CUSTOMER REFERENCE AUTHORIZATION

Please give us the name, city/town and phone number of 3 customers for whom your company has provided the below:

mechanical venting
hvac/replacement

plumbing work/services
hvac/heating services

duct / pipe replacement
electrical work/services

The provision of these names and your signature below signifies that you authorize Wayne County Redevelopment Authority to contact the listed persons.

Company: _____

Owner Signature: _____ Date: _____

1) _____

2) _____

3) _____

**REDEVELOPMENT AUTHORITY OF THE COUNTY OF WAYNE
Weatherization Contractor Selection Criteria
Minimum Proposals**

(Contractors failing to meet all minimum Proposals will automatically be disqualified from further consideration).

- ___ Insurance (documented by submission of up to date certificates, to required limits)
 - ___ PA Certified Weatherization Contractor (documented by submission of employee certification letters)
 - ___ PA Contractor's Registration (documented by submission of current registration)
 - ___ Certification that company is not federally debarred or suspended (signified by signature)
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