



REQUEST FOR BID

For Clayton, Henry and Fayette Counties

WEATHERIZATION ASSISTANCE PROGRAM GENERAL CONTRACTING April 2024 – March 2025

**Due Date: 3:00 PM, March 17, 2024
Bids will be opened at that time**

NOTE: New potential contractors will be allowed to submit proposals for consideration at any time during the year. If certified, the certification will only be good for the months remaining until the next annual proposal submission.

Any questions concerning this solicitation should be directed to:
Sophelia Russ, Weatherization Coordinator
Office (404) 362-0205
Fax: (404) 362-0031
Email: sruss@claytoncountycsa.org

REQUEST FOR BID

Clayton County Community Service Authority (CCCSA) is the Weatherization Provider for qualified residents in Clayton, Henry, and Fayette Counties. The program is funded by the Department of Energy through the Georgia Environmental Finance Authority (GEFA). CCCSA is accepting **sealed** bids from pre-qualified contractors to weatherize homes in Clayton, Henry and Fayette Counties. CCCSA will choose the five (5) most reasonable, responsible, responsive, and qualified bidders.

The bid selection will be determined by a combination of the following criteria:

- Lowest bid price per man hour,
- Number of man hours required to complete measures,
- Contractor’s experience in Weatherization
- Ability to show adequate operating capital
- Preference will be given to Women/Minority Business Enterprises

Due Date:

Sealed Proposals: Bidder must submit one (1) original and (1) copy to the following address **by 4:00 P.M. on Thursday, March 17, 2024.**

**Clayton County Community Service Authority, Inc.
ATTN: Sophelia Russ, Weatherization Coordinator
1000 Main Street
Forest Part GA 30297**

The submission shall include the entire Request for Bid document and any attachments and amendments.

- Please mark the envelope clearly “Weatherization Bid”.
- Please direct procedural questions to Sophelia Russ, Weatherization Coordinator at sruss@claytoncountycsa.org

Procurement Schedule Key Dates

- | | |
|----------------------------------|-------------------|
| • Bid Notification/Advertisement | February 17, 2024 |
| • Accept Proposals/Applications | March 17, 2024 |
| • Review and Score Proposals | March 17, 2024 |
| • Contractors Selected | March 20, 2024 |
| • Ready to Enter Contracts | March 23, 2024 |

NOTE: New potential contractors will be allowed to submit proposals for consideration at any time during the year. If certified, the certification will only be good for the months remaining until the next annual proposal submission.

Section I: Proposal

Definitions:

- CCCSA:** Clayton County Community Services Authority, Inc.
Bidder: Individual or business submitting a bid to CCCSA.
Contractor: Individual or business responsible for Performance of Work including labor and materials in accordance with contract.

Purpose of Proposal:

CCCSA is accepting applications for general contracting services for the Weatherization Program. Contractors must be able to provide all services required by the program (Section 4-Detailed Specifications). The Weatherization Program performs insulation, various energy savings related improvements and alterations for qualified low-income clients. The program scope consists of Weatherization of residential dwellings in accordance with GEFA Weatherization Assistance Program Guidelines. CCCSA's Weatherization program services approximately 50 homes per year. Work may be minimal to extensive, i.e. (caulking & weather stripping, sidewall and attic insulation, HVAC, including replacement of unit as well as refrigerator, water heater, and space heater replacement. Bath and kitchen fans installed and attic and foundation vents and, hard wired smoke and CO alarms). Some of the units will be mobile homes.

The successful bidder(s) will be responsible for such weatherization measures required by the program guidelines as outlined in the Georgia Environmental Finance Authority (GEFA) Weatherization Assistance Program Manual, Georgia Weatherization Field Guide, and Weatherization Assistant Energy Audit Software tool. Photographs of completed work must accompany invoice.

Terms:

- A. CCCSA reserves the right to reject any and all proposals received as a result of this RFB. The selected proposal(s) will be most advantageous regarding price, quality of service, experience in delivering HVAC or home improvement services, the contractor and crew training, and willingness to get such training under Federal and GEFA approved programs, capabilities to provide the specified services and expand if necessary, and other factors which CCCSA may identify to be significant. CCCSA reserves the right to modify this RFB at any time before contracts are awarded. Negotiations would be undertaken with those contractors whose proposals are deemed to best meet CCCSA's specifications and needs.
- B. CCCSA reserves the right to reject any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, and to accept or further negotiate cost, terms, or conditions of any bid determined by CCCSA to be in the best interests of its clients.
- C. In the RFB is a list of potential services. Unit prices for delivery of these services are to be provided by the bidders.
- D. This request for Bid must be signed by an official authorized to bind the contractor to its provisions for a period of at least 90 days. Failure of the successful bidder to accept the obligation of the contract will result in the cancellation of any award.

- E. In the event it becomes necessary to revise any part of the RFB, addenda will be provided. The **entire** proposal document with any amendments must be returned. To be considered, one original proposal and one copy must be at CCCSA Office on or before the date and time specified.

- F. Proposals should be prepared simply and economically providing a straight-forward, concise description of the contractor's ability to meet the requirements of the RFB. Proposals shall be typewritten.

Section II: Contractor Information

The proposal shall include all of the following information. Separate pages titled: Addenda A, B, C, D, and E are included as part of this RFB. Please review and complete each addendum by filling out the information requested. Please initial each separate addenda page. Failure to include all the information will result in disqualification or lower ranking bid.

Addendum A:

Contractor's Qualifications: Detail of organization's structure and employees and copies of insurance certificates (worker's comp & liability), general contractor's license and business license. Provide evidence of operating capital required to complete jobs.

Addendum B:

Equipment: List type of insulation machine, CO tester, refrigerator monitor, and blower-door unit owned by contractor.

Addendum C:

References: List Weatherization experience and length of time, all classes, training received, including provider of training.

Addendum D:

Unit Price Bid Form: Supply bid price per man hour required to complete jobs.

Addendum E:

Requirements and Standard Provisions Agreement: Review **Requirements Section** and concur that these requirements will be met. Review **Standard Provisions for Contract Section** and concur that these provisions shall be met.

Section III: Standard Provisions for Contracts

If a contract is awarded, the selected contractor will be required to adhere to a set of general contract provisions which will become a part of any formal agreement. Any contractor using Sub-contractors for any portion of this work must ensure that those sub-contractors comply with all parts of this request. Documentation requirements will be maintained in the primary contractors file.

ARTICLE 1 – TERM OF CONTRACT

- A. Beginning Date: This contract is for a one-year period with an option to renew for an additional year with the possibility of further extension (pending fund availability). The term of this contract shall begin on the specific date determined by CCCSA.
- B. Expiration Date: The term of this contract is for a one-year period.

ARTICLE II – PROJECT SUPERVISION

- A. The contract work will be under the management of the Weatherization Director for the specific dwellings. The director will be responsible for defining the scope of the work and ensuring that work is executed under contract compliance with the operational requirements of CCCSA's contract with GEFA. Questions regarding the field variations will be handled by the director. The contractor must obtain director approval prior to performance of any changes to the contract which may give rise to the change in price in which case a work change order will be required.
- B. The Weatherization Director shall be the judge of the acceptability of all work performed and materials used. Acceptance shall be based on a final inspection by the Weatherization Inspector and approval by the Weatherization Director of all work executed on any dwelling. If conditions are not acceptable, the contractor will be called on to review and correct all problems with the work performed. Failure of the contractor to appear and correct unsatisfactory or incomplete work shall result in the contractor being back charged the cost of making the corrections by CCCSA or by other contractors, and the cost will be deducted from the invoices due to the contractor.

ARTICLE III – REPORTING OF CONTRACTOR

- A. The contractor is to report to the Weatherization Director and will cooperate and confer with him/her as necessary to insure satisfactory work progress.
- B. All reports, estimates, memoranda, and documents submitted by the Contractor must be dated, include CCCSA's assigned work number, and the Contractor's name.
- C. Contractor is to submit monthly reports on the status of every case referred.
- D. All reports made in connection with these services are subject to review and final approval by CCCSA and GEFA
- E. CCCSA may review and inspect the Contractor's activities anytime during the term of this contract.
- F. When applicable, the Contractor will submit a final, written report to the Weatherization Director
- G. After reasonable notice to the Contractor, CCCSA may review any of the Contractor's internal records, reports, or insurance policies.

ARTICLE IV – PROJECT LOCATION

- A. Clayton County, Georgia
- B. Henry County, Georgia
- C. Fayette County, Georgia

ARTICLE V – PERSONNEL

- A. The Contractor will not hire any CCCSA employee for any of the required services without CCCSA’s written approval.
- B. The parties agree that the Contractor is neither an employee nor an agent of CCCSA for any purpose.
- C. The Contractor will use only employees that have received the required Federal and State training as determined by CCCSA.
- D. The Contractor shall report the number of additional employees hired to complete the WAP work on a monthly basis.
- E. The contractor will provide certified payroll on a weekly basis to CCCSA for all employees performing work on Weatherization jobs. Certified payrolls will be completed on the TRS System. Failure to remain current on TRS system will be reason for contractor to be removed from further bidding.

ARTICLE VI – INDEMNIFICATION AGREEMENT

The contractor will protect, defend, and indemnify CCCSA, its officers, agents, volunteers, and employees from any and all liabilities, claims, liens, fines, demands, and costs. Including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the Contractor’s own employees, and for loss or damage to any property, including property owned or in the care, custody or control of CCCSA in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or omissions of contractor, any sub-contractor, or any employee, agent or representative of the contractor or any sub-contractor.

ARTICLE VII - INSURANCE REQUIREMENTS

The Contractor will maintain at its own expense during the term of this Contract, the following insurance:

- A. Worker’s Compensation Insurance with Georgia statutory limits and Employers Liability Insurance with a minimum limits of \$100,000 each accident for any employee.
- B. Commercial General Liability Insurance with \$2,000,000 aggregate and \$1,000,000 each occurrence for bodily injury and property damage. CCCSA-Weatherization Program shall be listed on Certificates of Insurance. Deductable must not be greater than \$25,000.00.
- C. Automobile Liability Insurance covering all owned and hired vehicles with Personal Protection Insurance and Property Protection for a minimum combined single limit of \$500,000 each accident.

- D. Insurance companies, named insured and policy forms may be subject to the approval of CCCSA. Such approval shall not be unreasonably withheld. Contractor shall be responsible for all costs resulting from both financially unsound insurance companies selected by Contractor and their inadequate insurance coverage. Contractor must furnish CCCSA with satisfactory certificates of insurance or a certified copy of the policy.
- E. No work will be awarded to the Contractor if certificates of insurance are not current and approved by CCCSA. If the insurance as evidenced by the certificates furnished by the Contractor expires or is canceled during the term of the contract, contractor services and related payment to Contractor will be suspended. Contractor shall furnish CCCSA with certification of insurance evidencing such coverage and endorsements at least ten (10) working days prior to commencement of services under this contract. Certificates shall provide 30 day written notice to the certificate holder of cancellation of coverage.

ARTICLE VIII – COMPLIANCE WITH LAWS AND REGULATIONS

The Contractor will comply with all Federal, State, and Local regulations, ordinances and codes; including client privacy/confidentiality regulations but not limited to all applicable OSHA/MOSHA requirements and the Americans with Disabilities Act. CCCSA will bear no responsibility for monitoring the contractor's compliance with said legal requirements. If failure on the part of contractor to maintain legal compliance results in the contractor not being able to perform, CCCSA may find said contractor in default.

ARTICLE IX – INTEREST OF CONTRACTOR AND CCCSA

The Contractor promises that it has no interest which would conflict with the performance of services required by this contract. The Contractor also promises that, in the performance of this contract, no officer, agent, employee of CCCSA or member of its governing bodies, may participate in any decision relating to this contract which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested or has any personal or pecuniary interest.

ARTICLE X – CONTINGENT FEES

The Contractor promises that it has not employed or retained any company or person, other than bona fide employees working solely for the Contractor, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than bona fide employees working solely for the Contractor, any fee, commission, percentage, brokering fee, gifts or any other consideration contingent upon or resulting from the award or making of this contract. For breach of this promise, CCCSA may cancel this contract without liability or, at its discretion, deduct the full amount of the fee, commission, percentage, brokerage fee, gift or contingent fee from the compensation due the Contractor.

ARTICLE XI- DEBARMENT AND SUSPENSION

Please provide the following information in the space below:

Legal Name of Applicant Company: _____

1. Please provide the following:

- a) Contractor's License Number and Expiration Date: _____
 (A copy of the license must be attached to this document)
- b) Lead-Based Paint Renovation Contractor License Status and Expiration Date: _____
- c) Employer Identification Number or SSN: _____

<i>Please attach additional pages for any items that need explanation.</i>	Yes	No
2. Is your company currently involved in or does it have any pending legal actions? If yes, please explain.		
3. Has your company filed for bankruptcy in the past five years? If yes, please explain.		
4. Does any employee or official of SW GA CAC or member of any SW GA CAC Advisory Board have any financial or other interest in your company or this project? If yes, please explain.		
5. Is your company a licensed contractor? <i>Please include a copy of your Business License.</i>		
6. Do you have (or will you be able to obtain) all the levels of insurance required in this RFP? <i>Please attach certificates of insurance.</i>		
7. Is your company able and willing to provide both Weatherization and Housing Preservation/Rehab services? If no, please explain and indicate which service you are able and willing to provide.		
8. Is your company willing to work in all 17 counties in SW GA CAC's service area? If not, please explain and indicate which counties you are available to provide services.		

I, the undersigned, have read and reviewed all of the above statements and attest, to the best of my knowledge, that they are correct and that I have the legal authority to commit this organization to a contractual agreement.

Signature: Chief Administrator of Applicant Company _____ Date: _____

Contractor Information Regarding Debarment and Suspension

CONTRACTOR'S NAME: _____

Certification Regarding

Debarment, Suspension, and Other Responsibility Matters

Primary Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

1. The prospective contractor certifies to the best of its knowledge and belief, that it and its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offense enumerated in paragraph (1)(b) of this certification; and
 - d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

AUTHORIZED REPRESENTATIVE

Name

Title

Signature

Date

ARTICLE XII – EQUAL EMPLOYMENT OPPORTUNITY

The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, national origin, physical handicap, age, personal appearance, marital status, familial status, religion and political opinion (except as it relates to a bona fide occupational qualification reasonably necessary to the normal operation of the business).

The Contractor will take affirmative steps to eliminate discrimination based on sex, race, or a handicap in the hiring of applicant and the treatment of employees. Affirmative action will include, but not be limited to: Employment; upgrading, demotion or transfer; recruitment advertisement; layoff or termination; rates of pay or other forms of compensation; selection for training, including apprenticeship.

The Contractor agrees to post notices containing this policy against discrimination in conspicuous places available to applicants for employment and employees. All solicitations or advertisements for employees, placed by or on the behalf of the Contractor, will state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, sexual orientation, national origin, physical handicap, age, personal opinion, marital status, familial status, religion and political opinion.

ARTICLE XIV – EQUAL ACCESS

The Contractor shall provide the services set forth in Section I Proposal without discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, physical handicap, or age.

ARTICLE XV – OWNERSHIP OF DOCUMENT AND PUBLICATION

All documents developed as a result of this contract will be freely available to the public. None may be copyrighted by the Contractor. During the performance of the services, the Contractor will be responsible for any loss of or damage to the documents while they are in Contractor’s possession and must restore the loss or damage at its expense. Any use of the information and results of this contract by the Contractor must reference the project sponsorship by CCCSA, GEFA, and DOE. Any publication of the information or results must be co-authored by CCCSA, GEFA, and DOE.

ARTICLE XVI – ASSIGNS AND SUCCESSORS

This contract is binding on CCCSA and the Contractor, their successors and assigns. Neither CCCSA nor the Contractor will assign or transfer its interest in this contract without the written consent of the other.

ARTICLE XVII – TERMINATION OF CONTRACT

Termination without cause. Either party may terminate the contract by giving thirty (30) days written notice to the other party.

ARTICLE XVIII – PAYROLL TAXES AND LICENSES & PERMITS

The Contractor is responsible for all licenses and permits fees as well as applicable state and federal social security benefits and unemployment taxes and agrees to indemnify and protect CCCSA against such liability.

ARTICLE XIX – SCOPE OR SCHEDULE OF SERVICES

Changes mutually agreed upon by CCCSA and the Contractor, will be incorporated into this contract by written amendments signed by both parties.

ARTICLE XX – LEAD TAINTED SURFACES

To work on Lead tainted surfaces, participating Contractors and all of their crew members must use Lead Safe Work Practices (LSWP) accepted by GEFA. Lead renovator certification will be required by April 1, 2020.

ARTICLE XXI – CHOICE OF LAW AND FORUM

This contract is to be interpreted by the laws of Georgia. The parties agree that the proper forum for litigation arising out of this contract is in Clayton County, Georgia.

ARTICLE XXII – EXTENT OF CONTRACT

This contract represents the entire agreement between the parties and supersedes all prior representations, negotiations or agreements whether written or oral.

ARTICLE XXIII – DUNS/SAM

The contractor must be registered with Dun & Bradstreet to receive a Data Universal Numbering System (DUNS) Number prior to contract execution. The contractor must be registered and active with System for Award Management (SAM) prior to contract execution.

Section IV. Detailed Specifications

BACKGROUND INFORMATION

Clayton County Community Service Authority is soliciting proposals from private contractors to provide weatherization services to CCCSA clients.

Weatherization consists of ceiling, sidewall, and foundation insulation, addressing air infiltration, replacement of refrigerator, space heater, HVAC repair and replacement, and making some minor repairs.

CCCSAs Weatherization Program is monitored by Georgia Environmental Finance Authority. Process requirements that must be followed are detailed in the GEFA's Program Operations Manual, Georgia Weatherization Field Guide, and Georgia Whole House Priority List. All materials supplied and installed must be in compliance with these requirements.

To qualify for award, contractors must have sufficient operating capital and resources and have successfully completed similar service projects preferably to low-income clients in Clayton, Henry, and Fayette Counties or the neighboring County's of Georgia. These contracts shall be awarded to the most reasonable and qualified bidder based on the total bid package. Omission of any part of the bid or items in the Bid Proposal form by leaving spaces blank shall be considered non-responsive which shall be the cause for rejection of entire bid. Contractor(s) shall carefully consider in their bids all work specified in this contract. No allowance shall be made after the bid opening for the contractor's failure to take into account all charges as full compensation for items specifically and clearly identified in the contract plans and specifications.

AWARD:

CCCSA reserves the right to reject any and/or all proposals received as a result of this RFB. Promptly after award by CCCSA, the successful bidder(s) will receive notice and sign agreement from CCCSA.

DETAILED SPECIFICATIONS:

NOTE: Where this section differs from Section III Standard Provisions for Contracts, this section shall prevail.

DS1

A. CONTRACTING ENVIRONMENT DECLARATION
CCCSA will:

1. Have adequate numbers of contracts to ensure high quantity of work for participating contractors.
2. Process payment of completed work within 30 days of inspection sign off and submission to CCCSA.
3. Provide complete description of the scope of work to be provided by the Contractor.

B. CONTRACTOR WILL:

1. Have a current Georgia Business Licenses, and current HVAC and Electrical Contractor Licenses.
2. Have successfully completed similar service projects preferably for low income clients in Clayton, Henry, and Fayette Counties or the neighboring County(s) of Georgia.
3. Comply with Georgia Environmental Finance Authority Weatherization Assistance Program Operations Manual, Georgia Weatherization Field Guide, and DOE approved energy audit tool.
4. Successfully complete any necessary corrections found during post-inspection of any job. Any fees associated with a failed inspection or need for re-inspection by either CCCSA or other inspector, are the responsibility of the contractor.

5. Attend training along with all the participating Contractor's crew members and receive certification in Lead Safe Work Practices (LSWP). Individuals who are not certified will not be permitted to work on home to be weatherized and Lead Renovator Certification will be required effective April 1, 2020.
6. Understands and agrees that the determination of satisfactory completion of work required by, or as a result of this contract, shall not be limited to compliance with standards enforced by local, state, or federal building codes. CCCSA reserves the right to determine what constitutes the satisfactory completion of the work performed by the Contractor under this contract and to require corrections or additional work above and beyond that which might be required by governing building codes.
7. Submit invoice when all work called for has been completed. Invoice must be broken down by material and labor for each task. It is strongly encouraged that Contractor notifies Weatherization office when work will be completed so work can be inspected while contractor is still there. If work is not satisfactory a rework order will be written two rework orders on any one job may result in termination of contract if in excess of 2 times on any given job.
8. Be responsible for the satisfactory completion of work set forth in the work order. The Contractor shall provide, without charge, all incidental items required as part of the work, even though not particularly specified or indicated. If the contractor has just reasons for objection to use of any materials, appliances, or methods of the construction as shown or specified, the Contractor shall provide a written report of such objections and obtain proper adjustment before proceeding under this contract. Any adjustments in the material or methods during the course of weatherization work must receive prior written approval from CCCSA. Contractor will provide printed photos of completed work for each job.

C. PROGRAM PROCEDURES The following describes the general work routine:

1. Pre-audit Screening Interview: At the time of the initial contact with a potential client CCCSA staff will require certain information as part of the application process in order to determine eligibility. A qualified in-house agency staff person will conduct a walkthrough of each unit prior to the energy audit to determine if there are any barriers preventing weatherization of the home. The in-house agency staff person will also estimate the number of man hours needed to complete each job. If the house is judged to be beyond the scope of the program it will be removed from the workload and will not be given to an auditing contractor.
2. Energy Audit: An auditing contractor completes a weatherization work order form by performing a visual inspection and using diagnostic testing equipment. The auditor establishes the condition of the building, measures the pre-treatment air infiltration rate, identifies any health and safety problems, tests and evaluates all combustion appliances, and prepares a list of measures needed for the treatment of the house. Auditing contractors will be limited to doing energy audits. They

may not do weatherization installation as part of CCCSA Weatherization program. Likewise, weatherization or HVAC contractors may not perform energy audits for CCCSA Weatherization Program. In the event that CCCSA subcontracts out audits auditing firms selected could not perform installation of measure work on houses they audited.

3. Treatment approval. The completed audit and work order is returned to CCCSA Weatherization Director. Once the audit and the scope of work are approved, an order to proceed is given to the Contractor to begin weatherizing the home. Upon receipt of the order to proceed, the contractor shall begin work within 5 days and complete all work within 15 days.
4. Health and Safety: The licensed Contractor replaces, retrofits, cleans and tunes, or makes other repairs to the heating equipment system, exhaust system, and/or distribution system.
5. Weatherization treatment: Weatherization treatment consists of a range of conservation measures including blower door-assisted air sealing, insulation, installation of lighting and water conservation treatments, and minor repairs related to the conservation work. The air sealing/insulating staff must have carpentry skills and be capable of performing minor repairs. Blower door tests will be necessary to ensure that proper air tightness is achieved. Repairs precede air sealing. Air sealing in the attic cavity precedes insulation of that space. Air sealing techniques should generally be concentrated in the attic and basements.
6. Contractor report: The contractor shall report all work completed on the work order. All work performed beyond the scope of the work order must be fully documented. Any changes, additions or deletions of work must have prior Weatherization Director. Approval of the work done is mandatory and a change order must be submitted for approval.
7. Quality control: 100% of the houses shall be inspected by CCCSA after completion of the work.

An inspection will be made preferably on the day of completion of the work but certainly within in ten days of the reception of the contractor's report and invoice. The inspection will include a visual inspection of all installed measures, as well as blower door testing on all units including the building envelope and duct system. Gas appliance testing will be done on all units.

8. House revisit: The contractor at no additional cost to CCCSA must correct work when it fails to meet program standards. The contractor will submit the invoice when all work called for has been completed. Excessive re-inspections may result in termination of contract.
9. Termination of contract for failure to complete work: Poor quality work demonstrated by regular inspection failures will be cause for the termination of a contract.
10. Warranty: The contractor shall warrant and/or provide manufacturer's warranties for all mechanical devices for all workmanship for a period of one year. The responsibility to correct any problems rising from unsatisfactory installation of any measure shall be that of the contractor.

11. Compensation: The contractor shall invoice CCCSA for satisfactorily completed work. The rate of costs of work shall be taken from the contract agreement between the contractor and CCCSA. All invoices should be numbered with CCCSA work number and dated appropriately.

DS2. REPAIR, MAINTENANCE, RETROFIT, AND/OR REPLACEMENT OF HEATING SYSTEM SCOPE OF WORK

- A. The successful bidder will be responsible for providing the services of license furnace contractors to perform efficiency improvements for heating systems in dwellings eligible to receive service under the Program. CCCSA will establish the specifications for service delivery.
1. A clean/tune will be provided on all homes where natural gas or propane is used by the central heating system. At a minimum, the licensed furnace contractor will perform the following:
 - a. Perform combustion efficiency before work begins and record results on appropriate forms.
 - b. Clean and vacuum system. Remove burner and blower wheel and vacuum and blow out with compressed air when possible.
 - c. Inspect main gas valve, pressure regulator and other control valve to ensure operational safety.
 - d. Adjust air/fuel ratio for maximum efficiency.
 - e. Replace air filter if present or install if missing.
 - f. Inspect all electrical connections and safety devices.
 - g. Inspect chimney and smoke pipes including water heater pipes if present.
 - h. Inspect flu vent damper and draft controls. Make necessary adjustments to ensure proper draft.
 - i. Lubricate all motors and moving parts where required.
 - j. Clean and level house thermostat and test for operating accuracy.
 - k. Perform combustion efficiency and smoke tests after work is completed and record results on appropriate forms.
 - l. Inspect water heater, including flue, and perform back-draft tests where appropriate.
 2. A clean/tune will be provided on all homes where electricity or gas (heat pump, electric furnace, etc) is used by the entire central heating system. At a minimum, the licensed furnace contractor will perform the following:
 - a. Clean and vacuum entire furnace including removing blower wheel and blowing out with compressed air when possible.
 - b. Test all heating elements with an amp meter
 - c. Inspect all safety controls
 - d. Replace air filter if present or install if missing
 - e. Conduct other industry tests and perform necessary repairs as indicated.
 - f. Seal and make necessary adjustments to ensure proper airflow.
 3. A clean/tune of Air conditioner will be provided on all homes where there central cooling system. At a minimum, the licensed furnace contractor will perform the following:

- a. Clean and vacuum entire furnace including removing blower wheel and blowing out with compressed air when possible including A coil.
- b. Test all heating elements with an amp meter
- c. Inspect all safety controls, including outdoor disconnect.
- d. Perform acid wash of A coil if needed.
- e. Replace air filter if present or install if missing
- f. Conduct other industry tests and perform necessary repairs as indicated.
- g. Seal and make necessary adjustments to ensure proper airflow.
- h. Adjust air/fuel ratio for maximum efficiency
- i. Clean wash outdoor unit if needed.

B. Central Heating System Retrofit

1. The successful bidder will use licensed furnace personnel to perform burner retrofits on all heating units where the steady state efficiency rating is below an acceptable level or the burner has a life expectancy of less than five (5) years. A retrofit includes all services listed under “clean and tune” with the addition of the following services.
 - a. Replacement of parts that have malfunctioned (i.e., flame retention head burner; sections of duct work pipe; floor and wall registers; chamber wet pack; thermostats; safety and operating controls; radiator controls; and valves and blower motor belts.
 - b. The licensed furnace contractor must increase the steady state efficiency rate to at least 83%.

C. Central Heating System Replacement

1. The successful bidder will use licensed furnace personnel to replace the central heating system when the steady state efficiency rating is below acceptable levels for oil/kerosene or natural gas, the life expectancy of the furnace is less than five (5) years, or where no obvious corrective action can be performed. In order for the replacement to be allowable, the following actions must occur:
 - a. The licensed furnace contractor must prepare a heat load calculation based on “Manual J for Residential Heating” for every dwelling requiring a replacement. The contractor must also complete the DOE Comparative Heating Unit Analysis or similar document provided by the Weatherization Director. The replacement unit must have a calculated savings to investment ration of 1.1 or greater.
 - b. The licensed furnace contractor must achieve a steady-state efficiency of 81% or greater for oil/kerosene heating systems and 90% or greater for gas/propane heating systems.
 - c. The licensed furnace contractor must conduct all tests necessary to ensure that no negative pressure, spillage of flue gas into the dwelling unit or back drafting of the combustion equipment occurs after replacement.
 - d. Three bids for equipment will be required at least every 6 months.

D. Miscellaneous Requirements

1. The successful bidder must also perform the following services related to this module:
 - a. In cases where a washable filter is not used a minimum of twelve (12) filters must be left on site and the homeowner must be instructed on their use.

- b. A sticker must be placed on the front of the furnace indicating the contractor(s)'s name, service performed, date of service, and name of serviceman.
- c. The replacement of thermostats may be required. These include both standard and automatic setback types for heat and heat/air conditioning.
- d. Contractor should leave the owner's manual after the installation of a furnace, boiler, burner, or thermostat.

E. Water Heaters

- 1. All water heaters must be wrapped with water heater blankets.
- 2. Water lines are to be insulated with pipe insulation from heater out at least 6 feet.
- 3. At any time if any measure is performed, anything must be brought up to code such as water heater, space heater, electrical, plumbing, etc.

F. Ducts/Boots

- 1. All ducts and boots must be mastic sealed if accessible.
- 2. All supply and return ducts must be wrapped with foil backed duct insulation at a minimum of R7 or greater.
- 3. Ducts may be sealed and insulated with two-part foam following OSHA guidelines and with care of application.

G. Health and Safety Inspections

- 1. In addition to the health and safety inspections associated with the auditing protocol, the successful bidder, through the use of licensed furnace personnel, will be required to perform these inspections to ensure the integrity of the central heating and distribution systems:
 - a. Inspect for cracked heat exchanger.
 - b. Check for gas leaks and repair immediately.
 - c. Check humidifier for mold growth. Inform home owner/landlord about cleaning and maintenance of humidifier.
 - d. Perform back-drafting test using an acceptable protocol.

DS3. SPECIAL EQUIPMENT REQUIREMENTS FOR PROGRAM CONTRACTORS

	Weatherization	HVAC
A. Blower Door (Minneapolis Blower Door Model 3 or equal)	*	-
B. Combustion Equipment Analyzer (Enerec 2000, Bacharach PCA -25 or equal)	-	*
C. Draft Testor (Dwyer air meter #460 or equal)	-	*
D. Electric Circuit Analyzer (Sure-test Pro Plus or equal)	*	-
E. Insulation Blowing Machine & 150 ft. hose	*	-
F. Refrigerator KWH Tester (Watts up or equal)	*	

DS4. BIDDER QUALIFICATIONS

- A. The following information shall be submitted with bids in detail to demonstrate that the contractor possesses the qualifications, ability, capacity, facilities, and resources to accomplish the work set forth in these specifications, all to the satisfaction of CCCSA. Information shall be held confidential aside from the need to verify its accuracy. However, CCCSA will assume no responsibility for the accidental disclosure of information submitted by the contractor. The adequacy of the contractor to perform the work will be decided by CCCSA and the decision shall be final.
- B. The contractor shall submit with bid a list of three (3) customers' reference locations in the Metro Atlanta and surrounding area where the contractor has provided such services specified within this Bid Request. Customer references shall include customer's name, address, contact persons, and phone number.
- C. The contractor shall submit with bid evidence of ability to respond within the time limit, specified, hereinafter, in this specification to fulfill the requirements of the contract, and has qualified personnel and equipment necessary to supply the quantity and level of service which CCCSA may require for its operation.
 - a. The contractor shall submit with bid an organization chart showing the scope of his service organization, evidence of technical support, and supervision.
 - b. The contractor shall submit with bid, names and resumes of qualified technical, supervisory, and administrative personnel to be utilized on a year round basis and locally available to perform the required service and repair work under this contract. Resumes shall include references showing contact person and phone number, and be easily verifiable. A list of qualified laborers shall show the number of years of experience and areas of expertise shall be provided including all training and certifications.
 - c. CCCSA reserves the right to terminate the contract at any time for unsatisfactory service performance; CCCSA also reserves the right to cancel this contract at thirty (30) days written notice should the needs of CCCSA change.
 - d. Failure to perform service specified herein with qualified labor and failure to meet other requirements as specified shall be considered as unsatisfactory service under the terms of this contract.
 - e. Failure to correct faulty work performed by the contractor shall be considered as unsatisfactory service under the terms of this contract. Any repair authorized by the Weatherization Director shall be completed under the terms of this contract even though the actual completion may occur after the expiration date.

DS5. MATERIALS:

- A. All materials, furnished by the contractor shall be new and per the original manufacturer's number for the particular item or approved equivalent, and suitable for the conditions and duties imposed upon them, to assure the completed repairs fulfill the intended requirements of the existing equipment, design, and performance. Substitutions shall be done only with the prior approval of the Weatherization Director. All appliances must be Energy Star Rated.

- B. Contractor will be expected to maintain stocks of items and supplies that should reasonably be expected to be needed in performance of this contract or establish sources that will have them on hand in the local area.
- C. Delay in performing repairs because of lack of items that should be expected to be locally available or failure of contractor to actively pursue the procurement of highly specialized items whose use could not be anticipated is sufficient reason for terminating the contract for default.
- D. All materials used in conjunction with this contract are subject to the approval of the Weatherization Director. If replacement parts have a long term delivery time, the Weatherization Director may authorize rebuilding the existing part at his sole discretion. This authorization will be given in writing to the contractor by the Weatherization Director. Contractors will solicit bids for all materials at least every 6 months and contractors will make available to CCCSA upon request. Contractor must provide CCCSA – Weatherization Program with MSDS sheets for all products used.

E. S6. REMOVAL AND DEMOLITION:

- A. The removal of any material and equipment by the contractor under this contract shall be performed with extreme care by skilled workmen, so that the remaining systems are not damaged. The contractor shall be held financially responsible by CCCSA for any and all damage done to existing equipment and/or systems by the Contractor during the removal and/or demolition. The contractor shall repair any and all damage done at contractor's expense. All existing equipment and systems, in the repair work area, shall be properly and effectively protected by the contractor during the execution of the repair work.
- B. Any equipment/materials removed by contractor which are not to be reused shall be legally disposed at no additional cost to CCCSA.
- C. Certain replacement materials may be guaranteed by the manufacturer for a longer time than specified in this contract. When this is so, the longer guarantee is in effect. This contract does not supersede any original material manufacturer's warranties that may be in effect on some of the materials covered by this contract. Such warranties shall be exercised by the owner. Contractor shall leave warranty information with the home owner as well as contractor's contact information in the event that homeowner needs assistance.

Section V: PAYMENT TERMS/INVOICING/WARRANTY AND CORRECTION PERIOD

A current IRS Form W-9 must be completed and submitted prior to contract execution.

For satisfactory work completed by the Contractor on dwelling units and upon receipt of Contractor paperwork hard copy photos documenting work on each unit, and invoices, CCCSA will compensate the Contractor on a **completed per unit basis**. The Contractor's invoicing shall include a written account of all work completed. All correspondence from the contractor including invoices must have the CCCSA assigned work number written in the upper right-hand corner. The contractor will be paid based on prices listed in this RFB. Payment will be processed by CCCSA in a timely manner not to exceed thirty days from date of receipt of invoices and paperwork from the Contractor. Payments will not be issued prior to satisfactory inspection of work.

Warranty work performed (labor and materials)

The contractor warrants to CCCSA that labor, materials, and equipment furnished under the contract will be of good quality and new unless otherwise required or permitted by the contract documents, that the work will be free from defects not inherent in the quality required or permitted, and that the work will conform to the requirements of the contract documents. Work not conforming to these requirements, including substitutions not properly approved and authorized, may be considered defective.

Period of Correction All Weatherization Work (labor and materials)

If within twelve months after the date of final payment for the work, any of the work is found to be not in accordance with the requirements of the contract documents, the contractor shall correct it promptly after receipt of written notice from CCCSA to do so unless CCCSA has previously given the contractor a written acceptance of such condition. This period of twelve months shall be extended with respect to additional work first performed after final payment by the period of time between final payment and the actual performance of the additional work. This obligation shall survive acceptance of the work under the contract and termination of the contract. CCCSA shall give such notice promptly after discovery of the condition.

ADDENDUM A

Contractor Initials

**Insert Qualifying Contractors Form Here:
Copies of Liability Insurance, Worker's Compensation
Certificate and business license.**

ADDENDUM B

Contractor Initials

Equipment:

A. Blower Door: Own Rent
Make _____ Model _____

B. Insulation Machines: Own Rent
Make _____ Model _____

C. Carbon Monoxide Tester
Make _____ Model _____

D. Refrigerator Meter
Make _____ Model _____

E. Draft Tester
Make _____ Model _____

F. Electric Circuit Analyzer
Make _____ Model _____

G. List other equipment (i.e. Brick insulation drills, etc)

ADDENDUM C

 Contractor Initials

Please provide the following information in the space below:

Legal Name of Applicant Company: _____

<i>Please attach additional pages for any items that need explanation.</i>	Yes	No
1. Have you ever worked for another Community Action Agency as a Weatherization contractor? If yes, please explain and provide name of agency, contact person, contact information, and how long you worked for the agency.		
2. Have you ever worked for another Community Action Agency as a Housing Preservation/Rehab contractor? If yes, please explain and provide name of agency, contact person, contact information, and how long you worked for the agency.		
3. Have you worked on projects funded by government grants? If yes, please describe the project(s), your role, the contract amount and how long the relationship lasted.		
4. Is your company currently providing Weatherization services to another Weatherization program? If yes, what organizations? Please provide name of program, contact name and contact information.		
5. Is your company currently providing Housing Preservation/Rehab services to another Housing Preservation/Rehab program? If yes, what organizations? Please provide name of program, contact name and contact information.		
6. Does your company have the capability to provide other services including electrical, HVAC, and plumbing? If yes, please explain.		
7. Do you have a drug testing policy/procedure for your employees?		
8. Do you conduct background checks on field employees? If yes, please explain what results would disqualify an employee?		
9. Are you a minority or woman-owned business?		
10. In the last year did you subcontract with minority or woman-owned businesses? If yes, please explain to what extent.		
11. Does your company have the capacity to purchase all materials and complete jobs while waiting 30 days for payment after jobs are complete? <i>Please provide a copy of your company's most recent financial statement as well as any other explanation as needed.</i>		

Please be concise and specific when answering the questions below:

12. Provide your company's production information for providing a) Weatherization and b) Housing Preservation/Rehab for the past two years. Include the number of units and total dollars received for providing each service. If your company does not have related Weatherization and/or Housing Preservation/Rehab experience, please provide comparable information for construction.
13. What percentage of your business is new construction and what is retrofit? Of your retrofit, what percentage is weatherization-related work? Please describe your work history with retrofit and weatherization.
14. What percentage of your business does work on the following types of structures make up: stickbult homes, mobile homes, and multi-family unit? Please describe your experience with providing a) Weatherization and b) Housing Preservation/Rehab to each.
15. On average, in the past five years, what percentages of your clients have been low-income (for example: \$32,480 annual income for a family of 2; \$49,200 for a family of 4)?
16. What are the top three types of services you most often provided your low-income clients?
17. Please list any partnerships or contracts you have with area agencies that serve low-income populations.
18. What are your policies and procedures for dealing with a disgruntled client who calls your company?
19. Describe your company's structure. Please indicate how many staff members you have. Include their role (field, administrative, etc.), their full-time equivalency (FTE), technical training and certifications held, and describe their anticipated role with this contract.

Please identify the number of crew members available for Weatherization and Housing Preservation/Rehab jobs under this contract. Please indicate if crew member will be working on Weatherization or Housing Preservation/Rehab or both. For each crew member identify:

- Years of experience
- Certifications in lead based paint (Lead Safe Weatherization, LRRP certified renovator). *Please include copies of certificates with your proposal.*
- Certifications in weatherization and performance testing. Contractor should have staff with the REAP certifications below, equivalent BPI certifications of equivalent experience. *Please include copies of certificates with your proposal.*
 - If you intend to qualify on experience only, please write an explanation of your equivalent experience that illustrates a solid fundamental understanding of different shell types and building components, thermal pressure boundaries, building science and the house as a system approach, understanding of air flow, moisture and ventilation and your comfort level with blower doors and duct blasters as well as understanding the results.

CSA, GA Contractor RFP #24-25
Due Date: February 17th, 2024

Vapor Barrier in Crawl Space _____
Duct Seal/Wrap _____
Seal Registers & Boots _____

ADDENDUM D - continued

*THIS CONTRACT SHALL BE AWARDED TO THE FIVE (5) MOST REASONABLE, RESPONSIBLE, RESPONSIVE, AND QUALIFIED BIDDERS.

NOTE: Attach signed copies of all Addenda received in connection with this bid.

_____ (Affix Corporate Seal Here)

Signature of Authorized Representative (Signatures in Blue Ink Only)

Signature

Title

Date

ADDENDUM E

I have reviewed the Requirements Section of this RFB and concur that these requirements will be met.

I have reviewed the Standard Provisions for Contracts Section and concur that these provisions will be met.

Signature of Authorized Representative (Signatures in Blue Ink Only)

Signature

Title

Date

Email

Contact Number

Clayton County Community Services Authority, Inc.
 Weatherization RFQ Evaluation Criteria
(To be completed by CCCSA)

Contractor: _____ FY: April 2024 - March 2025

<u>Evaluation Criteria (Contractor)</u>	<u>Point Range</u>	<u>Points Awarded</u>
Previous Work History completing DOE Weatherization Jobs	10	
Previous Work History with CCCSA, Inc.	10	
Current Contractor's License, (HVAC, Electrical)	10	
Current Insurance and Bond	10	
Registered with E-Verify	10	
Small, Minority or Female owned	10	
Bid Packet Complete	10	
Warranty products and services	5	
Certifications (Lead Safe Work Place, Indoor Air Quality Training, and other certifications)	5	
Do you operate within OSHA standards protocol including MSDS sheets?	5	
Possession and ability to use a blower door and pressure pan	5	
Reasonable Job Order to Work Completion Time	5	
Reasonable Pricing Quotes (price, labor, materials, quality, etc.)	5	
Total	100	

Scored By: _____