

REQUEST FOR PROPOSAL

#6784

Weatherization Contracting for the Weatherization and Rehabilitation Programs

for the
Washtenaw County

Office of Community
and
Economic Development

Issued By:

Washtenaw County Purchasing
Administration Building
220 N. Main Street
Ann Arbor, MI 48104

Angela O. Perry
Purchasing Manager
(734) 222-6768



Proposal Submitted by:

Please enter Bidder's Company Name & include as proposal cover



WASHTENAW COUNTY

Finance Department

Purchasing Division

220 N. Main, Ann Arbor, MI 48104
Phone (734) 222-6760, Fax (734) 222-6764
www.purchasing.ewashtenaw.org

RFP #6784

May 15, 2014

Washtenaw County Purchasing Division on behalf of the Office of Community and Economic Development is issuing a sealed RFP #6784 for Residential Weatherization Contracting services for the US Department of Energy Weatherization Assistance Program and the Department of Housing and Urban Development Housing Rehabilitation Program.

Sealed Proposals: Vendor will deliver one (1) **unbound original** and three (3) **bound copies each with the pricing page flagged** to the County location specified below. **In addition**, vendor will also deliver an electronic copy on a USB drive, CD-RW, or DVD in pdf format to the location specified below:

**Washtenaw County
Administration Building
Purchasing Division
220 N. Main St. Basement
Ann Arbor, MI 48104**

By Wednesday, June 11th, 2014 at 3 pm EST

Proposals received after the above cited time will be considered a late bid and are not acceptable unless waived by the Purchasing Manager.

Optional Attendance: A pre-bid informational meeting will be held on 5/22/14 at 4pm at 110 N. Fourth St. Suite 300 Ann Arbor MI 48104

- Your proposal submission envelope must be clearly marked *including FedEx & UPS package labels "SEALED RFP# "6784"*
- Please direct purchasing and procedural questions regarding this RFP to Angela O. Perry **via e-mail only** to perrya@ewashtenaw.org
- Please direct technical questions regarding this RFP to Department contact **via e-mail only** at email krafta@ewashtenaw.org. **Questions can be submitted any time before 5/28/14 by 3:00pm.**

Thank you for your interest.

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PROPOSAL INFORMATION

I. PROPOSAL DEFINITIONS

Definitions

“Bidder”	An individual or business submitting a bid to Washtenaw County
“Contractor/Vendor”	One who contracts to perform services in accordance with a contract
“County”	Washtenaw County in Michigan
“OCED”	Washtenaw County Office of Community and Economic Development

Purpose of Proposal:

Washtenaw County is accepting quotations for residential Weatherization services for the Washtenaw County Weatherization and Housing Rehabilitation Program. The Weatherization Services performed may include; installation of attic, wall and foundation insulation, blower door directed air sealing, and installation of other qualified energy saving measures for qualified income eligible residents of Washtenaw County. This program services approximately 50 homes per year. The price list for this RFP is listed later in this document.

Other materials may be substituted on a case by case basis with the Grantee’s prior approval.

All weatherization measures not specified on the price list will be negotiated with the contractor on a job by job basis (e.g., time and materials) or prices will be requested through a supplemental bid. The Grantee reserves the right to delete any such measure if the price is deemed to be inappropriate.

The successful contractor(s) will be responsible for providing Weatherization services for clients’ homes. The **most qualified** bidders may be offered contracts to perform services. Washtenaw County retains sole discretion to determine the exact number of vendors required for the program. The County will select between 4 and 6 vendors to receive contracts under this RFP.

II. TERMS

A. Washtenaw County reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected, it will be the most advantageous regarding price, quality of service, the Contractor’s qualifications and capabilities to provide the specified service, and other factors that the County may consider. The County does not intend to award a contract fully on the basis of any response made to the proposal; the County reserves the right to

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consider proposals for modifications at any time before a contract would be awarded and negotiations would be undertaken with that Contractor whose proposal is deemed to best meet the County's specifications and needs.

B. The County 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 the County to be in the best interests of the County even though not the lowest bid.

C. Proposals must be signed by an official authorized to bind the Contractor to its provisions for at least a period of 90 days. Failure of the successful bidder to accept the obligation of the contract may result in the cancellation of any award.

D. In the event it becomes necessary to revise any part of the RFP, addenda will be provided. Deadlines for submission of RFP's may be adjusted to allow for revisions. To be considered, **one (1) original and three (3) copies** (one copy unbound) and an electronic version in pdf format, submitted on CD-RW, DVD or USB drive must be at the County as indicated on or before the date specified.

E. Proposals should be prepared simply and economically providing a straight-forward, concise description of the Contractor's ability to meet the requirements of the RFP. Proposals must be typed. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person signing the proposal. Contractor *shall ensure that proposals are submitted using both sides of recycled paper whenever practicable.*

F. In the event, the County receives two or more bids from responsive, responsible bidders, one or more of whom are Washtenaw County Contractors and the bids are substantially equal in price, quality and service, the County shall award the contract to the most responsive, responsible Washtenaw County Contractor. For purposes of this section, Washtenaw County Contractor means a company which has maintained its principal office in Washtenaw County for at least six (6) months. Maintaining a Washtenaw County P.O. Box, is not, in and of itself, sufficient to establish a company as a Washtenaw County Contractor. The County shall have sole discretion under this section to determine if a company qualifies as a Washtenaw County Contractor and if two or more bids are substantially equal.

G. The initial award of this contract shall be for a period of two (2) year(s), with an option to renew an additional one year, pending agreement by both parties.

H. CONFLICT OF INTEREST. Contractor warrants that to the best of contractor's knowledge, there exists no actual or potential conflict between

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contractor and the County, and its Services under this request, and in the event of change in either contractor's private interests or Services under this request, contractor will inform the County regarding possible conflict of interest which may arise as a result of the change. Contractor also affirms that, to the best of contractor's knowledge, there exists no actual or potential conflict between a County employee and Contractor.

I. The bidder shall be responsible for all costs incurred in the development and submission of this response. Washtenaw County assumes no contractual obligation as a result of the issuance of this RFP, the preparation or submission of a response by a bidder, the evaluation of an accepted response, or the selection of finalists. All proposals, including attachments, supplementary materials, addenda, etc. shall become the property of Washtenaw County and will not be returned to the bidder.

J. Any responses, materials, correspondence, or documents provided to Washtenaw County under this solicitation are subject to the State of Michigan Freedom of Information Act and may be released to third parties in compliance with that Act.

K. If the Contractor is not selected for this RFP, he or she will be notified by letter. The notification will inform the client of the reason for denial and that the denial decision can be appealed to the program coordinator.

The Contractor may schedule an appeal interview with the program coordinator. As soon as a decision is made on the appeal the program coordinator will notify the Contractor by letter. If the Contractor is again denied, the Contractor may request the decision be reviewed by the Director of the Office of Community and Economic Development or a Designee.

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III. VENDOR INFORMATION

The proposal shall include **all** of the following information. Failure to include all of the required information may result in disqualification of a Bidder. Please review the separate pages in this RFP titled 'Addenda A, B, C & D'. Complete these pages and include them as part of the RFP submission.

- A. Describe the bidder's qualifications to provide the services required by Washtenaw County. Include years in business under your present company name, staff profiles and experience.
See separate sheet included in this RFP (Attach as Addendum A)
- B. List three (3) references. Please include name, contact email or phone number.
See separate sheet included in this RFP (Attach as Addendum B)
- C. Complete Addenda C "Price Bid Form".
See separate sheet included in this RFP (Attach as Addendum C)
- D. Review standard contract provisions and insurance requirements. Note any limitations on any of the articles or providing insurance requirements as outlined in the contract provisions contained in Sample Contract.
See separate sheet included in this RFP (Attach as Addendum D)

IV. AWARD

Awards will be made to the lowest responsive, responsible bidders, with the most relevant experience and best qualifications. However, the award may not be based solely on low bid alone. The County intends to establish a pool of approved vendors. Only Contractors approved through this process will be able to receive work assignments from contracts resulting from this RFP.

When the evaluation process is complete, the County will inform the Contractor(s) of the award decision. The County will notify the selected contractors of the acceptance to the vendor pool. The County will notify the contractors not selected and explain why they were not selected. These notifications will be done in writing.

V. SCOPE OF WORK

- 1. Required Knowledge

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Washtenaw County's Weatherization Assistance and Housing Rehabilitation program are stringently monitored by US Department Energy, State of Michigan Bureau of Community Action and Economic Opportunity as well as the US Department of Housing and Urban Development. Successful bidders for this work shall be licensed builders and are expected to have expert knowledge of local codes that may impact the work.

2. Equipment

Contractors wishing to perform work for this contract will provide their own equipment, tools and materials to successfully complete the mechanical work. A blower door is required equipment. The County is not responsible for any costs associated with the Contractor's personal equipment needed to perform installations.

3. Requirements for assigned general contractor work orders are as follows:

- a. Following receipt of a Weatherization project work order the Contractor shall contact the home owner to schedule a site visit.
- b. On site the Contractor shall evaluate the work to be completed and discuss the work with the homeowner prior to starting.
- c. The Contractor shall complete the work called for in the work order. Change orders or work they are not able to complete for any reason must be discussed and approved by the County Weatherization Coordinator.
- d. The Contractor shall pull permits as necessary with the appropriate jurisdiction.
- e. The Contractor shall provide submission of invoices and related necessary documentation.
- f. The Contractor shall submit employees for background checks.

4. Work Assignments:

- a. The amount of work assigned to any one contractor will be determined through negotiations between the County and the Contractor. The amount of work assigned will be partly determined by the Contractor's ability to produce quality work in a timely manner. The County intends to issue contracts only to those Contractors willing and able to perform the services as outlined above.
- b. Jobs may be bundled in up to five jobs per bundle. Grantees will award each bundle of jobs to an eligible contractor based on the total estimated job cost for the bundle using the most recent contractor price lists on file. Bundle sizes may change based on production demand and timelines.
- c. All things being equal the County will assign project assignments to approved vendors in a rotating fashion in a manner designed to equally

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distribute the work under this contract. If prices submitted thru this RFP are found not to be equal the Contractor with the lowest total cost which yields the most cost effective energy saving SIR based weatherization measures will be assigned the work.

- d. Non-price criteria for consideration in job award process may include any or all of the following:

Work Capacity

The contractor must be able to complete the work within the time specified. For single unit jobs, the contractor will have 45 calendar days from the time of the preliminary award notice to complete the work so that it is ready for final inspection and approval by the Grantee.

If the Grantee chooses to implement bundling in the job award process, the expected timeframes for contractor work completion must be stated in the RFP submitted to DHS for review and approval.

If the lowest bidder already has five (5) or more jobs currently in progress, the Grantee may award the job to the next lowest bidder.

Note: There may be extenuating circumstances that result in job completion delay. The Grantee must develop and distribute the Grantee policy and procedure to address these situations.

Financial Capacity

The Grantee monitors the dollar amount of work outstanding at any given time with each Contractor. The Grantee will not issue a contractor additional work beyond its financial capacity, until some work currently outstanding is completed, inspected and paid.

If the lowest bidder has \$50,000 or more work outstanding at the time of the bid, the Grantee may award the job to the next lowest bidder.

Inspection Passage Rate

The Grantee tracks each contractor's rate of passing final inspections of jobs completed over the preceding 3-month period.

If the lowest bidder has an inspection rate passage below 90% for jobs completed over the preceding 3-month period, the Grantee may award the job to the next lowest bidder.

Job Completion Timeliness

The Grantee tracks each contractor's record of completing jobs over the preceding 3 months within the timeline specified at the time of the award.

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If the contractor has not completed at least 90% of jobs awarded within the previous 3 months within the timeline specified, the Grantee may award the job to the next lowest bidder.

Refusal of Work

When a contractor is preliminarily awarded a job, he/she has the right to refuse the work. However, the Grantee assumes that the reason for refusal is that the contractor does not have the capacity to complete the work within the required timeframe.

If a contractor refuses one job, the Grantee may assume that the contractor does not have the capacity and may choose not to offer the next job to that contractor.

5. Time period for scheduling work:

- a. The Contractor shall contact the homeowner/client and try to schedule a site visit within 5 days of receipt of job assignment. The work shall be completed within 30 days of job assignment. Client or other factors which delay job completion shall be brought to the County's attention. Any additional or corrective work needs to be completed within 5 days of notification

6. Contractor Evaluation Process

In an effort to maintain the highest quality of work possible, Macomb County Community Services Agency will be implementing a contractor evaluation process. The contractor evaluation will target three key areas of concern: timeliness, quality of work and invoicing. Within these three key areas there will be five benchmarks that each contractor will be required to meet.

Timeliness

In order to fulfill the first benchmark set by Macomb County Community Services Agency contractors will be required to complete and invoice Weatherization projects within 20 business day of issuance. If at any time the contractor has an open job that exceeds 20 business days, no additional work will be issued to that contractor until said job is complete and invoiced.

Quality of Work

The quality of work completed by the contractor will be evaluated utilizing three benchmarks. The first of which will be the condition in which the Weatherization site is left. Macomb County Community Services Agency expects that each Weatherization site be left clean and free from excessive construction debris. The second benchmark will be evaluated on the completeness of each work order. All work is expected to be complete and within the standards of applicable building codes, Standard

of Work specifications and the Technical Weatherization Policy Manual. The third and final benchmark for defining a good quality of work will involve file documentation. Contractors will be held accountable for all required file documentation including, but not limited to, LSW documentation, LRRP paperwork, Insulation Certificates and any other required file documentation.

Invoicing

The fifth and final benchmark that will be evaluated by Macomb County Community Services Agency will involve contractor invoicing. Invoices submitted by the contractors are expected to be accurate and accompanied by appropriate backup.

Benchmark Evaluation

Contractors will be evaluated by either meeting benchmarks or not meeting benchmarks. One point will be given for each of the five benchmarks achieved. Three methods of benchmark evaluation will be used across blocks of five jobs. Each of the individual jobs will be evaluated on the five benchmarks. Each of the benchmarks will be evaluated over the five jobs in the group. And, the average benchmark total over five jobs will be evaluated. The examples below illustrate the benchmark evaluation. Contractors are expected to meet all of the benchmarks but in cases where they are not met, written notification will be issued to the contractor by the Home Preservation/Energy Supervisor. Written notification will be issued for the following concerns;

- 1.) The contractor has failed to meet three benchmarks on any job.
- 2.) The contractor has failed to meet the same benchmark three times out of five jobs.
- 3.) The contractor has failed to maintain a 3.5 average on benchmarks.

Written notifications will be known as “findings.” Three findings will result in a 30 day suspension.

Six findings in a 12 month time frame will result in termination of the contract.

7. Award:

- a. Washtenaw County reserves the right to reject any and all proposals received as a result of this RFP. Contractors shall be selected for their quality of service, cost of installations, qualifications and capabilities to provide the specified service as outlined earlier in this RFP under “Purpose of Proposal” (page 2). The County does not intend to award contracts fully on the basis of any response made to this proposal. The County reserves the right to consider proposals for modifications at any time before a contract would be awarded, and negotiations would be undertaken with that contractor(s) whose proposals are deemed to best meet the County's specifications and needs.

8. Term of Contract

- a. The contract is for a term that ends April 30th 2016.

9. Requirements

- a. Contractors wishing to perform Weatherization work must hold a Builders License. Please include a copy of your licenses with submission of this RFP.
- b. All insurance requirements outlined in this RFP must be met at time of contract signing.
- c. The Contractor will comply with the US Department of Energy Weatherization Program Guidelines, the State of Michigan Bureau of Community Action and Economic Opportunity (BCAEO) 'Technical Weatherization Policy' (TWP) the BCAEO Community Services Policy Manual (CSPM) and the National Renewable Energy Laboratory's(NREL) Standard Work Specifications(SWS). Copies of these manuals are available upon request.
- d. At the request of the County the Contractor shall submit product reports on any materials used.
- e. Participating contractors and all of their crew members must attend training and receive certification in Lead Safe Work Practices (LSWP), EPA Certified Renovator training. Individuals who are not certified will not be permitted to supervise and/or work on the homes serviced through this RFP. Washtenaw County reserves the right to require recertification of LSWP of any of the Contractor's employees. Contractors will be required to attend this training and gain certification within 90 days of being awarded contracts.
- f. Participating contractors and all of their crew members must attend training and receive certification in the state of Michigan Weatherization Indoor Air Quality Training. When dates for the Mold / Indoor Air Quality Training are available, Washtenaw County will inform contractors when this training will be offered. Contractors will be required to attend this training and gain certification within 90 days of being awarded a contract.
- g. The contractor 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 construction standards enforced by local, state or federal building codes. The County reserves the right to determine what constitutes the

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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.

VI. SAMPLE 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. These provisions are general principles which apply to all contractors of service to Washtenaw County such as the following:

In consideration of the promises below, the parties mutually agree as follows:

ARTICLE I - SCOPE OF SERVICES

The Contractor agrees to provide Weatherization services to the Washtenaw County Weatherization and Housing Rehabilitation program participants in accordance with the terms and conditions of this contract. The dwelling units to be serviced under this contract will be assigned to the Contractor by the County's Housing Rehabilitation or Weatherization Specialist.

The Contractor shall adhere to all requirements set forth in the Request for Proposal # XXXX.

The Contractor will submit product reports, and warranty information on all products installed.

The Contractor is responsible to report any work called for in the work order that they are not able to complete for any reason. The contractor is responsible to report any work called for in the work order that the homeowner refuses.

If the work completed by the Contractor fails inspection the County may charge a re-inspection fee of \$50 dollars for each failed inspection. If the work fails again at re-inspection, the Grantee reserves the right to call on another contractor to correct the defects, and not pay the original contractor for the measures that did not pass inspection.

The County may charge \$20 dollars per business day that the work is not completed by the deadline specified, unless it is for reasons beyond the contractor's control (e.g., client non-responsiveness or non-cooperation). The contractor must notify the Grantee in advance of any conditions preventing timely completion of work.

The Contractor is not to perform any extra or supplemental work not related to this contract for the Homeowner for any reason. This includes small free favors or other paid work for a period of one year following the work at the home. Any

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reasonable additional work required as part of this contract must be approved in writing by the Housing Rehabilitation or Weatherization Specialist. The Contactor shall not purchase anything from the homeowner nor take anything given to them for free from the homeowner.

Warranty work performed (labor and materials)

The Contractor warrants to the County 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 with 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 work and materials.

If, within eighteen (18) months after the date of final payment for the work, any of the work is found to be not operational nor in accordance with the requirements of the contract documents, the contractor shall correct it promptly after receipt of written notice from the County to do so unless the County has previously given the contractor a written acceptance of such condition. This obligation shall survive acceptance of the work under the contract and termination of the contract. The County shall give such notice promptly after discovery of the condition requiring correction. The homeowner shall be compensated for any damage to the homeowner's property relating to faulty material or workmanship provided under this contract.

ARTICLE II - COMPENSATION

The Contractor agrees to perform Weatherization services at the per unit price as listed in Attachment A.

The County will provide payment for completed installations following the County's final inspection and sign off of the work by the Weatherization Quality Control Inspector.

For the work done by the Contractor to the County's satisfactory inspection and upon receipt of all required Contractor paperwork and invoices, the County will compensate the Contractor per unit of service as set forth in this contract. The contractor's invoicing shall include an itemized accounting of all costs. The Contractor shall invoice the County within 30 days of completing the work assigned. Invoices not submitted within 60 days following completion of the work will not be paid. The contractor will be paid based on prices defined in this contract. The Contractor agrees to accept the sums set forth in the Contract as payment in full for services.

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The County guarantees no certain monetary contract amount for the contractor. Contract dollar amount is based upon availability of funds and work performed.

Representatives of the Washtenaw County, The Office of Community and Economic Development department, may review and inspect the Contractor's activities during and after the work is completed. Contractors will be reviewed periodically to assure contractual compliance.

Each Contractor shall 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 objecting to the use of any materials, appliances, or methods of the construction as shown or specified, the Contractor shall provide a written report of such objections to the County and obtain proper approval before proceeding with work under this contract. Any adjustment in the materials or methods of construction necessary during the course of the Weatherization work must receive prior written approval of the County.

ARTICLE III - REPORTING OF CONTRACTOR

Section 1 - The Contractor is to report to **Mary Jo Callan, Executive Director OCED** and will cooperate and confer with him/her as necessary to insure satisfactory work progress.

Section 2 - All reports, estimates, memoranda and documents submitted by the Contractor must be dated and bear the Contractor's name.

Section 3 - All reports made in connection with these services are subject to review and final approval by the County Administrator.

Section 4 - The County may review and inspect the Contractor's activities during the term of this contract. The County will track the Contractor's job performance.

Section 5 - When applicable, the Contractor will submit a final, written report to the County Administrator.

Section 6 - After reasonable notice to the Contractor, the County may review any of the Contractor's internal records, reports, or insurance policies.

ARTICLE IV - TERM

This contract begins on **(MONTH, DAY, YEAR)** and ends on **(MONTH, DAY, YEAR)**, with an option to extend an additional _____ year(s).

ARTICLE V - PERSONNEL

Section 1 - The contractor will provide the required services and will not subcontract or assign the services without the County's written approval.

Section 2 - The Contractor will not hire any County employee for any of the required services without the County's written approval.

Section 3 - The parties agree that the Contractor is neither an employee nor an agent of the County for any purpose.

Section 4 - The parties agree that all work done under this contract shall be completed in the United States and that none of the work will be partially or fully completed by either an offshore subcontractor or offshore business interest either owned or affiliated with the contractor. For purposes of this contract, the term, "offshore" refers to any area outside the contiguous United States, Alaska or Hawaii.

ARTICLE VI - INDEMNIFICATION AGREEMENT

The contractor will protect, defend and indemnify Washtenaw County, its officers, agents, servants, 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 Washtenaw County 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:

1. Workers' Compensation Insurance with Michigan statutory limits and Employers Liability Insurance with a minimum limit of \$100,000 each accident for any employee.
2. Commercial General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage. The

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County shall be added as "additional insured" on general liability policy with respect to the services provided under this contract.

3. Automobile Liability Insurance covering all owned, hired and nonowned vehicles with Personal Protection Insurance and Property Protection Insurance to comply with the provisions of the Michigan No Fault Insurance Law, including residual liability insurance with a minimum combined single limit of \$1,000,000 each accident for bodily injury and property damage.

Insurance companies, named insureds?? and policy forms may be subject to the approval of the Washtenaw County Administrator, if requested by the County Administrator. Such approval shall not be unreasonably withheld. Insurance policies shall not contain endorsements or policy conditions which reduce coverage provided to Washtenaw County. Contractor shall be responsible to Washtenaw County or insurance companies insuring Washtenaw County for all costs resulting from both financially unsound insurance companies selected by Contractor and their inadequate insurance coverage. Contractor shall furnish the Washtenaw County Administrator with satisfactory certificates of insurance or a certified copy of the policy, if requested by the County Administrator.

No payments will be made to the Contractor until the current certificates of insurance have been received and approved by the Administrator. If the insurance as evidenced by the certificates furnished by the Contractor expires or is canceled during the term of the contract, services and related payments will be suspended. Contractor shall furnish the County Administrator's Office 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 be addressed to the Washtenaw County c/o: **INSERT DEPARTMENT & CR#**_____, **Street Address**, P. O. Box 8645, Ann Arbor, MI, 48107, and shall provide for 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, including but not limited to all applicable OSHA/MIOSHA requirements and the Americans with Disabilities Act.

ARTICLE IX - INTEREST OF CONTRACTOR AND COUNTY

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 the County of Washtenaw, 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. However, this paragraph does not apply if there has been compliance with the provisions of Section 3 of Act No. 317 of the Public Acts of 1968 and/or Section 30 of Act No. 156 of Public Acts of 1851, as amended by Act No. 51 of the Public Acts of 1978, whichever is applicable.

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, brokerage fee, gifts or any other consideration contingent upon or resulting from the award or making of this contract. For breach of this promise, the County 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

By signing this Contract, Contractor assures the County that it will comply with Federal Regulation 45 CFR Part 76 and certifies that to the best of its knowledge and belief the Contractor and any subcontractors retained by Contractor:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or contractor;
2. Have not within a three-year period preceding this Contract been convicted of or had a civil judgment rendered against them for commission of fraud or a 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;
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state or local) with commission of any of the offenses enumerated in section 2, and ;
4. Have not within a three-year period preceding this Contract had one or more public transactions (federal, state or local) terminated for cause or

default.

ARTICLE XII – LOBBYING

By signing this contract, Contractor assures the County that it will comply with Section 1352, Title 31 of the U.S. Code (pertaining to not using federal monies to influence federal contracting and financial transactions). The Contractor assures the County that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the Contractor shall complete and submit Standard Form - LLL, Disclosure of Lobbying Activities,” in accordance with its instructions;
3. This language shall be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

ARTICLE XIII - DRUG-FREE WORKPLACE

Grantees Other Than Individuals

- A. As required by the Drug-Free Workplace Act of 1988, the Contractor assures the County that it will or will continue to provide a drug-free workplace by:
 - a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee’s workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - b) Establishing an on-going drug-free awareness program to inform employees about—
 - 1) The dangers of drug abuse in the workplace;
 - 2) The grantee’s policy of maintaining a drug-free workplace;
 - 3) Any available drug counseling, rehabilitation, *and* employee assistance programs; and

- 4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
 - 1) Abide by the terms of the statement; and
 - 2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- e) Notifying the County, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to the County;
- f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—
 - 1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - 2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

Grantees Who Are Individuals

As required by the Drug-Free Workplace Act of 1988:

- A. As a condition of the grant, the Contractor assures the County that it will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, the Contractor agrees to report the conviction, in writing, within 10 calendar days of the conviction, to the County.

ARTICLE XIV - FEDERAL PROCUREMENT STANDARDS

The Contractor assures the County that it will follow federal procurement standards as described in the Code of Federal Regulations section 2 CFR Part 215.4 when procuring goods or services with federal funds to insure that procurement decisions are made ethically and with free and open competition among those providing the goods or services.

ARTICLE XV - 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, height, weight, marital status, veteran status, religion and political belief (except as it relates to a bona fide occupational qualification reasonably necessary to the normal operation of the business).

The Contractor will take affirmative action 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, height, weight, marital status, veteran status, religion and political belief.

ARTICLE XVI - LIVING WAGE

The parties understand that the County has enacted a Living Wage Ordinance that requires covered vendors who execute a service or professional service contract with the County to pay their employees under that contract, a minimum of either \$11.64 per hour with benefits or \$ 13.65 per hour without benefits. Contractor agrees to comply with this Ordinance in paying its employees. Contractor understands and agrees that an adjustment of the living wage amounts, based upon the Health and Human Services poverty guidelines, will be made on or before April 30, 2014 and annually thereafter which amount shall be automatically incorporated into this contract. County agrees to give Contractor thirty (30) days written notice of such change. Contractor agrees to post a notice containing the County's Living Wage requirements at a location at its place of business accessed by its employees.

ARTICLE XVII - EQUAL ACCESS

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

ARTICLE XVIII - OWNERSHIP OF DOCUMENTS 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 its 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 the County. Any publication of the information or results must be co-authored by the County.

ARTICLE XIX - ASSIGNS AND SUCCESSORS

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

ARTICLE XX - TERMINATION OF CONTRACT

Section 1 - Termination without cause. Either party may terminate the contract by giving thirty (30) days written notice to the other party.

ARTICLE XXI - PAYROLL TAXES

The Contractor is responsible for all applicable state and federal social security benefits and unemployment taxes and agrees to indemnify and protect the County against such liability.

ARTICLE XXII- PRACTICE AND ETHICS

The parties will conform to the code of ethics of their respective national professional associations.

ARTICLE XXIII- CHANGES IN SCOPE OR SCHEDULE OF SERVICES

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

ARTICLE XXIV - CHOICE OF LAW AND FORUM

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

ARTICLE XXV - EXTENT OF CONTRACT

BID #6784 Weatherization Services Contracting for Washtenaw County

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

ADDENDA A

Contractor initials

Contractor Qualifications

Name of Contractor: _____

Employer Tax ID No: _____

Contractor Address: _____

Email Address: _____

Business Telephone: _____

Fax: _____

Principal Officer: _____

Insurance Company:
(Name and address) _____

Employee Training received provide documentation
 State of Michigan Weatherization Lead Safe Work Practices (LSWP)
 EPA Renovate Repair and Paint (RRP) Certification
 OSHA 10 Hour Training

Certification for Employees
 See Page #6, Requirement #8

Employee Name	Circle yes or no EPA RRP	Circle yes or no LSWP
_____	yes/no	yes/no
_____	yes/no	yes/no
_____	yes/no	yes/no
_____	yes/no	yes/no

ADDENDA B

Contractor initials

Customer References (include other agency contacts if desired)

Name: _____

Name: _____

Telephone: _____

Telephone: _____

Type of Work: _____

Type of Work: _____

Name: _____

Telephone: _____

Type of Work: _____

Has your company ever worked for a Community Action Agency or other Housing Program as a General Contractor provider? (yes or no) _____

List the years you worked for that agency(s) _____

If yes, please indicate the agency, contact person and phone number.

Please list below any additional information you feel is important regarding your company (please feel free to attach separate informational documents):

Please describe capacity:

of employees on staff: _____

of job that can be completed per month: _____

ADDENDA C

Contractor initial

Price Bid Form

All bids in response to this request for proposal (RFP) must comply with the following instructions failure to do so may result in disqualification. The prices submitted by each bidder will be used to determine which contractor is awarded work and the price submitted will establish the price paid for the weatherization work for each contractor. **This is a Competitive Bid, prices submitted by bidders will directly impact award and assignment of work.**

If desired, please include a separate sheet to summarize your quote or add comments as appropriate. However, please be sure to fill out this Bid form provided below.

Bidding: Weatherization work shall be bid per unit.

Work shall follow all manufacturer’s instructions and applicable codes.

Please provide prices below. Please split unit costs into labor and materials. These prices will be reviewed and used to set the County’s final pricing for each measure for each contractor. Reminder, The Department of Energy now requires Washtenaw County to evaluate each individual Weatherization project using each contractors individual price. Which will generally result in Contractors who submit lower prices receiving a greater share of the work.

Weatherization General Contractor Unit Price List

Insulation Measures

Sidewall insulation

Installation of blown cellulose wall insulation includes all necessary preparation removal and reattachment of siding, plugging or filling drill holes, if blown thru brick fill holes with brick mortar, etc. Where possible cellulose insulation shall be installed in a dense pack fashion into the structure’s wall cavity.

Cellulose through/under wood, metal or vinyl R-13 (per sq ft)
****this item is part of the average pricing evaluation****

Labor: \$_____ Materials: \$_____

Wall Insulation -Blown Fiberglass - 2x4 Filled Insulation Sq Ft

Labor: \$_____ Materials: \$_____

Wall Insulation -Injection Foam - 2x4 Filled Insulation Sq Ft

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Labor: \$_____ Materials: \$_____

Wall Insulation -Fiberglass Batts - 2x4 Filled Insulation Sq Ft

Labor: \$_____ Materials: \$_____

Wall Insulation -Core Fill - R-11.27 Insulation Sq Ft

Labor: \$_____ Materials: \$_____

Wall Insulation -Spray Foam - 3" - 2x4 Filled Insulation Sq Ft

Labor: \$_____ Materials: \$_____

Cellulose through/under wood, metal or vinyl R-19 (per sq ft)

Labor: \$_____ Materials: \$_____

Cellulose install through brick, refill drill holes with brick mortar, R-13 (per sq ft)

Labor: \$_____ Materials: \$_____

~Note: Bidding of Injection foam is optional

Approved injection foam material installation installed thru stud wall behind siding.

Labor: \$_____ Materials: \$_____

Approved injection foam material installation installed thru concrete wall.

Labor: \$_____ Materials: \$_____

Open wall fiberglass R-13 (per sq ft)

Applies to kneewalls or other open areas Labor: \$_____ Materials: \$_____

Open wall fiberglass R-19 (per sq ft)

Applies to kneewalls or other open areas Labor: \$_____ Materials: \$_____

Open wall kneewalls Spray Foam R-14 (per sq ft)

Applies to kneewalls or other open areas Labor: \$_____ Materials: \$_____

Set up charge – check at least four walls for existing insulation (this charge used only when existing insulation discovered and no insulation will be added)

Labor: \$_____

BID #6784 Weatherization Services Contracting for Washtenaw County

Ceiling and Attic Insulations

Installation of blown cellulose attic insulation includes the following basic attic preparation: Blocking around chimney, access(s) can lights and other heat sources. using blower door to seek out air sealing opportunities existing at the ceiling to attic floor pressure plane. Blocking eaves/soffits at the exterior side of the top plate to a prevent insulation from covering soffit vents and installing chutes in each rafter/truss bay, Blocking bypasses. helping to move a small amount of client belongings (10 items or less). Flag electrical junction boxes and other critical structures. Installation of insulation depth markers (1 marker per 300 sq. ft).

Open attic cellulose: R-11 (per sq ft) Labor: \$_____ Materials: \$_____

Open attic cellulose: R-19 (per sq ft) Labor: \$_____ Materials: \$_____

Open attic cellulose: R-30 (per sq ft) Labor: \$_____ Materials: \$_____

****this item is part of the average pricing evaluation****

Open attic cellulose: R-38 (per sq ft) Labor: \$_____ Materials: \$_____

Open attic cellulose: R-49 (per sq ft) Labor: \$_____ Materials: \$_____

Prices for fiberglass the same depths as

Open attic fiberglass batts: R-11 (per sq ft) Labor: \$_____ Materials: \$_____

Open attic blown Fiberglass: R-11(per sq ft) Labor: \$_____ Materials: \$_____

Open attic fiberglass batts: R-19 (per sq ft) Labor: \$_____ Materials: \$_____

Open attic blown Fiberglass: R-19(per sq ft) Labor: \$_____ Materials: \$_____

Open attic fiberglass batts: R-30 (per sq ft) Labor: \$_____ Materials: \$_____

Open attic blown Fiberglass: R-30 (per sq ft)Labor: \$_____ Materials: \$_____

Open attic fiberglass batts: R-38 (per sq ft) Labor: \$_____ Materials: \$_____

Open attic blown Fiberglass: R-38 (per sq ft)Labor: \$_____ Materials: \$_____

Open attic blown fiberglass: R-49 (per sq ft) Labor: \$_____ Materials: \$_____

Attic slopes R-11dense pack cellulose or fiberglass (per sq ft)

Labor: \$_____ Materials: \$_____

Attic slopes R-19 dense pack cellulose or fiberglass (per sq ft)

Labor: \$_____ Materials: \$_____

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Floor Insulation

Floor Insulation -Fiberglass Batts - R-11 Insulation Sq Ft

Labor: \$_____ Materials: \$_____

Floor Insulation -Spray Foam - R-11 Insulation Sq Ft

Labor: \$_____ Materials: \$_____

Floor Insulation -Blown Cellulose - R-11 Insulation Sq Ft

Labor: \$_____ Materials: \$_____

Floor Insulation -Blown Fiberglass - R-11 Insulation Sq Ft

Labor: \$_____ Materials: \$_____

Floor Insulation -Fiberglass Batts - R-19 Insulation Sq Ft

Labor: \$_____ Materials: \$_____

Floor Insulation -Spray Foam - R-19 Insulation Sq Ft

Labor: \$_____ Materials: \$_____

Floor Insulation -Blown Cellulose - R-19 Insulation Sq Ft

Labor: \$_____ Materials: \$_____

Floor Insulation -Blown Fiberglass - R-19 Insulation Sq Ft

Labor: \$_____ Materials: \$_____

Floor Insulation -Fiberglass Batts - R-30 Insulation Sq Ft

Labor: \$_____ Materials: \$_____

Floor Insulation -Spray Foam - R-30 Insulation Sq Ft

Labor: \$_____ Materials: \$_____

Floor Insulation -Blown Cellulose - R-30 Insulation Sq Ft

Labor: \$_____ Materials: \$_____

Floor Insulation -Blown Fiberglass - R-30 Insulation Sq Ft

Labor: \$_____ Materials: \$_____

BID #6784 Weatherization Services Contracting for Washtenaw County

Floor Insulation -Fiberglass Batts - R-38 Insulation Sq Ft

Labor: \$_____ Materials: \$_____

Floor Insulation -Spray Foam - R-38 Insulation Sq Ft

Labor: \$_____ Materials: \$_____

Floor Insulation -Blown Cellulose - R-38 Insulation Sq Ft

Labor: \$_____ Materials: \$_____

Floor Insulation -Blown Fiberglass - R-38 Insulation Sq Ft

Labor: \$_____ Materials: \$_____

Basement, Crawlpace or Foundation Insulation

Perimeter fiberglass R-13, including up into the band joist, tight seams. Kraft paper removed. Air seal between living space and crawl space(per sq ft)

Labor: \$_____ Materials: \$_____

Perimeter fiberglass R-19, including up into the band joist, tight seams. Kraft paper removed. Air seal between living space and crawl space(per sq ft)

Labor: \$_____ Materials: \$_____

6 mil Visqueen vapor barrier, overlap seams 12 inches and seal one foot up walls and seal (per sq ft)

****this item is part of the average pricing evaluation****

Labor: \$_____ Materials: \$_____

Install crawlspace foundation block vent basic type. (ea)

Labor: \$_____ Materials: \$_____

Install crawlspace foundation block vent, automatic open, thermostatically controlled. (ea)

Labor: \$_____ Materials: \$_____

Duct Sealing with a pre-approved butyl backed foil tape or with mastic (per lin ft)

Labor: \$_____ Materials: \$_____

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Duct Insulation R-3 minimum, Reflectix or equivalent (per lin ft)

Labor: \$_____ Materials: \$_____

Foundation Wall Insulation R-12 minimum foam wall board (per sq ft)

Labor: \$_____ Materials: \$_____

Box Sill (i.e. band joist) R-19 fiberglass, kraft paper removed. Provide air sealing of box sill area prior to installation of fiberglass insulation. Air seal between floor and crawl space(per linear ft)

Labor: \$_____ Materials: \$_____

Box Sill (i.e. band joist) 1" (one inch) spray foam plus R-13 fiberglass.(per linear ft)

Labor: \$_____ Materials: \$_____

Air Sealing Measures

Please note Washtenaw County no longer able to compensate for running a blower door to determine initial air leakage or reduction , please price measures accordingly. Blower doors will still be required to be performed by the contractor. and documentation of pre and post CFM submitted

Blower door Driven air sealing per hour labor and material

Labor: \$_____ Materials: \$_____

Caulk and Foam lin ft

Labor: \$_____ Materials: \$_____

Window Sealing (each window)

Labor: \$_____ Materials: \$_____

Doors

Door weather striping good quality (ea) Labor: \$_____ Materials: \$_____

Door sweep (ea) Labor: \$_____ Materials: \$_____

Door Thresholds bump type (ea) Labor: \$_____ Materials: \$_____

Door Threshold Wood, oak or treated (ea) Labor: \$_____ Materials: \$_____

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Install metal insulated prime pre-hung door incl. lockset, hinges, and weather-strips, caulking, including peep hole, interior and exterior trim (ea)

Labor: \$_____ Materials: \$_____

Check fit and free exterior door (ea) Labor: \$_____ Materials: \$_____

New standard door knob lockset (ea) Labor: \$_____ Materials: \$_____

Low-E Windows -price to include building permit as required.

Fixed vinyl double paned picture window, caulking, interior and exterior trim (under 101 UI)

Labor: \$_____ Materials: \$_____

Low-E Vinyl double paned, double hung or slider prime window caulking, interior and exterior trim (under 101 UI)

Labor: \$_____ Materials: \$_____

Low E- Vinyl double paned, double hung or slider prime window caulking, interior and exterior trim (over 101 UI)

Labor: \$_____ Materials: \$_____

Repair broken glass, remove broken and install new glass with glazing (per sq ln)

Labor: \$_____ Materials: \$_____

Install window glazing only (per lin ft) Labor: \$_____ Materials: \$_____

Install good quality caulking (per lin ft) Labor: \$_____ Materials: \$_____

Install exterior wood or metal trim, primed, includes caulking (per lin ft)

Labor: \$_____ Materials: \$_____

Install window pulley seals (ea) Labor: \$_____ Materials: \$_____

Install sash lock (ea) Labor: \$_____ Materials: \$_____

Secure milk or coal chute and seal and insulate (ea)

Labor: \$_____ Materials: \$_____

Access covers for attics, knee walls and crawlspaces

Insulation level attached to access must match depth of surrounding insulation.

Create an attic access – new, where none previously existed (install in closet where possible) Install painted wood trim for a finished appearance for new access. ½”

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plywood white painted panel, insulation barrier, eye hooks, weather stripping and an insulation pillow to match insulation depth of attic (ea)

Labor: \$_____ Materials: \$_____

Improve existing attic access panel by adding minimum R19 insulation pillow, stops, eye hooks and weather stripping. (ea)

Labor: \$_____ Materials: \$_____

Install new attic access panel IN A GARAGE must be 1 hour fire rated. Painted white (ea)

Labor: \$_____ Materials: \$_____

Install hinged knee wall door – new, where none previously existed (install in an out of the way area if possible) Install painted wood trim for a finished appearance ½” plywood panel, 2 hinges, 1 barrel bolt, minimum R-19 insulation pillow, weather stripping (ea)

Labor: \$_____ Materials: \$_____

Improve existing knee wall access panel door by adding minimum R19 insulation pillow, stops, eye hooks and weather stripping. Installation should create air tight seal. (ea)

Labor: \$_____ Materials: \$_____

Install crawlspace access – new from the interior of the house, where none previously existed ½” plywood, framing as needed, weather stripping & insulation pillow.

Labor: \$_____ Materials: \$_____

Improve existing crawlspace access panel door by adding R19 insulation pillow, stops, slide bolt latches and weather stripping. (ea)

Labor: \$_____ Materials: \$_____

Improve existing crawlspace access panel door with new wolmanized plywood panel. (ea)

Labor: \$_____ Materials: \$_____

Install attic access ‘box’ type cover for pull down stairs. Insulate sides to R-19 and top to match attic insulation depth, caulk all seams to provide an air tight finish, eye hooks, weather stripping. The Cover should be hinged if attic space allows. ‘Box’ should be constructed from solid wood or ½ inch plywood. (ea)

Labor: \$_____ Materials: \$_____

Storm Window Costs

Sliders with screens, under 101 U.I. (ea.) Labor: \$_____ Materials: \$_____

Insert replacement, per U.I. Labor: \$_____ Materials: \$_____

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Insider storms (ea.) Labor: \$_____ Materials: \$_____

Storm windows, over 101 U.I. Labor: \$_____ Materials: \$_____

Bypass Sealing

-using vinyl faced insulation or air sealing bags caulked or foamed in place

Bypass sealing all areas (per lin ft) (including joists, slopes etc)
Labor: \$_____ Materials: \$_____

Ceiling/Attic Ventilation Costs

Roof vents, can type; 80 square inches net free venting (ea)
Labor: \$_____ Materials: \$_____

Ridge vents (lin ft) Labor: \$_____ Materials: \$_____

Install new gable vents (up to 14"x 24") (ea) Labor: \$_____ Materials: \$_____

Install Soffit vents (ea) Includes interior chute installation
Labor: \$_____ Materials: \$_____

Install insulated vent-bath or kitchen vent ductwork (including duct run up to 16 feet) (ea)
Labor: \$_____ Materials: \$_____

Install exhaust roof vent for vent fan (ea) Labor: \$_____ Materials: \$_____

Roofing Work -please bid only if interested in performing roof replacement work.

Check box if your company is interested in performing roof replacement work under this RFP

All roof work performed for this bid shall be warranted for a period of five years following payment. This warranty covers problems such as leaks, loose shingles and correcting, replacing or repairing other damage and/or problems that may result from the faulty roof work. Please refer to other sections of this RFP for further language regarding the roof warranty and period of correction for roof work. Subcontracting of roofing work will not be allowed.

Standard roof work shall be bid to include installation of new 30 year 'three tab' or 'architectural shingles' installation according to manufactures recommendations,

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code approved can venting, new drip edge, new vent pipe boots, starter shingles for eaves and rakes, ridge and gable cap shingles and code approved ice and water shield along eaves and rakes. Work includes proper disposal of scrap and waste. Roofs greater than 6/12 pitch additional costs will be considered on a case by case basis, costs bid below assume less than 6/12 pitch.

Install new shingles over existing shingles complete, per square (100 sq ft)

Labor: \$_____ Materials: \$_____

Tear off one layer and replace roof complete (per square)

Labor: \$_____ Materials: \$_____

Tear off each additional roofing layer (beyond one layer) (per square)

Labor: \$_____ Materials: \$_____

Roof decking replacement using 3/8" plywood (per sq ft)

Labor: \$_____ Materials: \$_____

Extra Ice guard installed when required low pitch etc. (per lin ft)

Labor: \$_____ Materials: \$_____

Substitute ridge venting for standard can venting (per lin ft)

Labor: \$_____ Materials: \$_____

Mobile Home Measures

Check box if your company is interested in performing work on mobile homes under this RFP

Install new mobile home door including lockset, caulking, weather stripping interior and exterior trim (ea)

Labor: \$_____ Materials: \$_____

Install new mobile home combo door including lockset, caulking, weather stripping interior and exterior trim (ea)

Labor: \$_____ Materials: \$_____

Install new water heater access door (ea) Labor: \$_____ Materials: \$_____

Install standard mobile home window replacement (ea)

Labor: \$_____ Materials: \$_____

Install vinyl double hung mobile home window replacement (ea)

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Labor: \$_____ Materials: \$_____

New metal drip cap for door or window (ea)

Labor: \$_____ Materials: \$_____

Insulate belly/floor with R-19 fiberglass fill belly cavity full to prevent loss of insulation effectiveness due to settling (per sq ft)

Labor: \$_____ Materials: \$_____

Wall Insulation -Faced Batts - R-13 Insulation SqFt

Labor: \$_____ Materials: \$_____

Wall Insulation -Cellulose, Blown Insulation Bag

Labor: \$_____ Materials: \$_____

Wall Insulation -Fiberglass, Blown Insulation Bag

Labor: \$_____ Materials: \$_____

Floor Insulation -Cellulose, Blown Insulation Bag

Labor: \$_____ Materials: \$_____

Floor Insulation -Fiberglass, Blown Insulation Bag

Labor: \$_____ Materials: \$_____

Roof Insulation -Cellulose, Blown Insulation Bag

Labor: \$_____ Materials: \$_____

Roof Insulation -Fiberglass, Blown Insulation Bag

Labor: \$_____ Materials: \$_____

Replace or repair rodent barrier (per sq ft) Labor: \$_____ Materials: \$_____

Seal or repair floor register boots at floor and duct use mastic or pre-approved butyl backed tape (per register)

Labor: \$_____ Materials: \$_____

Seal and insulate end of trunk line using pre-approved tape (ea)

Labor: \$_____ Materials: \$_____

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Glass Insider storms up to 30" x 40" (ea) Labor: \$_____ Materials: \$_____

Glass Insider storms over 30" x 40" (ea) Labor: \$_____ Materials: \$_____

Plastic Insider storms up to 30" x 40" (ea) Labor: \$_____ Materials: \$_____

Plastic Insider storms over 30" x 40" (ea) Labor: \$_____ Materials: \$_____

Install window/door casing (per lin ft) Labor: \$_____ Materials: \$_____

Check fit and free mobile home doors (ea) Labor: \$_____ Materials: \$_____

*Floor repair/replacement minimum cost per area (min area 1sq ft) (ea)

Labor: \$_____ Materials: \$_____

*bid "square foot" cost floor repair, for each additional sq ft (per sq ft)

Labor: \$_____ Materials: \$_____

Additional Miscellaneous Items

Install electrical outlet or switch gaskets (ea Labor: \$_____ Materials: \$_____

Install pipe wrap any size (per lin ft) Labor: \$_____ Materials: \$_____

Water heater insulation kit installation Labor: \$_____ Materials: \$_____

Install battery operated smoke detectors equipped with "Hush" Button (ea)

****This item is part of the average pricing evaluation****

Labor: \$_____ Materials: \$_____

Install dryer vent complete (both vent cover and pipe) (ea)

Includes 8 feet of hard pipe. Or UL approved aluminum flex if hard pipe not possible

Labor: \$_____ Materials: \$_____

Replace dryer vent cover only, equipped with back draft preventer (ea)

Labor: \$_____ Materials: \$_____

Replace dryer vent pipe only 8 foot length flex metal pipe UL Approved (ea)

Labor: \$_____ Materials: \$_____

Replace dryer vent pipe only 8 foot length hard pipe UL approved (ea)

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Labor: \$_____ Materials: \$_____

Smoke detector tamper resistant lifetime battery

Labor: \$_____ Materials: \$_____

CO detector tamper resistant lifetime battery

Labor: \$_____ Materials: \$_____

CO/Smoke combination detector tamper resistant lifetime battery

Labor: \$_____ Materials: \$_____

Each foot past 8 foot of dryer vent (sheet metal required) (per lin ft

Labor: \$_____ Materials: \$_____

Compact Fluorescent. -5 Watt Lighting Each Lamp

Labor: \$_____ Materials: \$_____

Compact Fluorescent. -7 Watt Lighting Each Lamp \$0.00

Labor: \$_____ Materials: \$_____

Compact Fluorescent. -9 Watt Lighting Each Lamp \$0.00

Labor: \$_____ Materials: \$_____

Compact Fluorescent. -13 Watt Lighting Each Lamp \$0.00

Labor: \$_____ Materials: \$_____

Compact Fluorescent. -18 Watt Lighting Each Lamp \$0.00

Labor: \$_____ Materials: \$_____

Compact Fluorescent. -25 Watt Lighting Each Lamp \$0.00

Labor: \$_____ Materials: \$_____

Compact Fluorescent. -26 Watt Lighting Each Lamp \$0.00

Labor: \$_____ Materials: \$_____

Compact Fluorescent. -38 Watt Lighting Each Lamp \$0.00

Labor: \$_____ Materials: \$_____

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Compact Fluorescent. -11 Watt Flood Lighting Each Lamp \$0.00

Labor: \$_____ Materials: \$_____

Compact Fluorescent. -15 Watt Flood Lighting Each Lamp \$0.00

Labor: \$_____ Materials: \$_____

Compact Fluorescent. -18 Watt Flood Lighting Each Lamp \$0.00

General labor rate per hour Labor: \$_____

ADDENDA D

Contractor initials

I have review the requirements of this RFP including the section titled 'Standard Provisions for Contracts' and agree that these requirements will be met.

Selection Criteria and Scoring for RFP

Scoring for Weatherization Installer Contractor Applicants

IMPORTANT:

Contractors applying to this RFP will be scored and ranked based on the following criteria and scoring system. These Criteria and Point system will used as part of the overall evaluation for contractors applying to this RFP. Other considerations for acceptance into the County Weatherization and Rehabilitation HVAC vendor pool may be considered. Please feel free to include additional information that may help to evaluate your company.

***To be completed by Washtenaw County (provided here for Contractor Information)*

- ____ of 20 points Current Weatherization contractor for Washtenaw County Weatherization Program (20 pts maximum)
- ____ of 10 points State of Michigan Weatherization Lead Safe Work training Submit certificates with RFP (10 pts maximum)
- ____ of 10 points US EPA Lead Renovate Repair and Painting (RRP) training Submit certificates with RFP (10 points maximum)
- ____ of 10 points State of Michigan Weatherization Indoor Air Quality training Submit certificate with RFP (5 points maximum)
- ____ of 5 points OSHA 10 hour training attendance Submit certificate with RFP (5 points maximum)
- ____ of 10 points Years of Experience installing Weatherization measures (1 point per year up to 10)
- ____ of 15 points Small business, Female or Minority Owned (5 pts. for each designation, small business is 10 or fewer employees) Must document to receive points.
- ____ of 20 points Competitive Pricing (20 points max)

(Note: the final per item price paid to contractors for work to be specified under this RFP will be set based upon Contractor's prices listed in the Unit Price Bid Form included with this RFP. For purposes of scoring each Contractor's pricing will be evaluated based on the following method:

The following four commonly installed items from the Unit Price Bid Form will be used to establish whether or not the contractor's pricing is competitive.

- Open attic cellulose: R-30 (per sq ft)
- Cellulose through/under wood, metal or vinyl R-13 (per sq ft)
- 6 mil Visqueen vapor barrier (per sq. ft.)
- Install battery operated smoke detectors (each)

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The Contractor's submitted cost for each of these four items will be compared to the average price submitted for all contractors within this RFP. An average of each items cost comparison will be used to establish how many points the contractor earns for this section.

- Contractors more than 10% lower than average (20 points)
- Contractors 0-10% lower than the average price (10 points)
- Contractors 0-5% higher than average (5 points)
- Contractors 5% or higher than average (0 points)

____ of 10 points

- Completed required RFP documentation and entire Unit Price Bid Form for the RFP was completed.
- RFP submission complete and appropriate documentation was provided (10 points)
- RFP is mostly complete some documentation is missing (5 points)
- RFP submission is incomplete, large sections of the Unit price Bid Form are not complete and no justification for missing information was provided (0 points)

Total points _____ out of 110 available

Contractor selected as: _____ Primary Contractor _____ Alternate Contractor

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SIGNATURE PAGE

_____ Signature	_____ Company Name
_____ Print Name	_____ Company Address
_____ Title	_____ City, County, St. Zip
_____ Telephone #	_____ Fax #
_____ Federal Tax ID #	_____ Email Address for Purchase Orders

The above individual is authorized to sign on behalf of company submitting proposal.

Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days. Signature page must be signed, boxes checked below, and returned as part of vendor proposal.

By checking this box we hereby certify that we are a Washtenaw County company. If proven otherwise, company may be subject to Disbarment and/or Suspension of doing business with Washtenaw County.

By signing this bid submission, I certify that I and/or my corporation, company, limited liability company, business association, partnership, society, trust or any other non-governmental entity, organization or group is not an "Iran linked business" as defined by P.A. 517 of 2012 (MCLA 129.311 et seq)("Act").

I understand that under the Act, an "Iran linked business means an individual or one of the above-listed groups who engages in investment activities in the energy sector of Iran, including, but not limited to, providing oil or liquefied natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquefied gas for Iran's energy sector or a financial institution extending credit to another person to engage in investment activities in Iran's energy sector.

I further understand that "investment activity" is defined by the Act as an individual or one of the above listed groups that invests \$20,000,000.00 or more in Iran's energy sector or a financial institution that extends credit to another person, if that person uses the credit to engage in "investment activity" in Iran's energy sector.