**BIDDERS COMPANY NAME**

_____

# REQUEST FOR PROPOSAL

# # 6744

# WEATHERIZATION AND REHABILITATION REFRIGERATOR REPLACEMENT PROGRAM

# FOR WASHTENAW COUNTY

# 2013 - 2015

Prepared By:

Washtenaw County Purchasing
Administration Building
220 N. Main B-35
Ann Arbor, MI 48107
Angela O. Perry
Purchasing Manager
(734) 222- 6768

# WASHTENAW COUNTY

## Finance Department

**Purchasing Division**

220 N. Main, Ann Arbor, MI 48107
Phone (734) 222-6768, Fax (734) 222-6764

**REQUEST FOR PROPOSAL (RFP) # 6744**

**August 16, 2013**

Washtenaw County Purchasing Division on behalf of the Office of Community and Economic Opportunity Department is issuing a Sealed Request for Proposal (RFP) # 6744 for the Weatherization Program and Home Rehabilitation Program Refrigerator Replacement for Washtenaw County. **While the county estimates the number of vendors selected for this program will be one (1), the county retains sole discretion to determine the exact number of vendors required to complete the work.**

**Sealed Proposals:** Vendor will deliver one (1) unbound original clearly marked with pricing page(s) flagged and two (2) bound copies to the following address:

**Washtenaw County**
**Administration Building**
**Purchasing Division**
**220 N. Main St. Room B-35**
**Ann Arbor, MI. 48107**

**Due by Wednesday, September 4th, 2013 at 3:00 pm est.**

**This submission shall include the entire Request For Proposal document and any amendments if issued.**

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

- Please use the attached self-addressed label or the envelope must be clearly marked **"SEALED RFP # 6744 ".**
- Please direct purchasing and procedural questions regarding this RFP via e-mail only to Angela Perry, perrya@ewashtenaw.org.
- Please direct specific technical questions regarding this RFP via e-mail only to Aaron Kraft, krafta@ewashtenaw.org.

Thank you for your interest.

## I. PROPOSAL

**Definitions:**

**"County"** is Washtenaw County in Michigan.

**"Bidder"** an individual or business submitting a bid to Washtenaw County.

**"Contractor"** One who contracts to perform work or furnish materials in accordance with a contract.

**Purpose of Proposal:**

Washtenaw County, Michigan is accepting applications for refrigerator replacement services for the Weatherization and Housing Rehabilitation Program. These programs perform refrigerator replacements, various energy saving related improvements for qualified clients with low income. The Washtenaw County Weatherization and Housing Rehabilitation Programs service approximately 70 homes per year.

**Washtenaw County is having this RFP open until we meet the amount of vendors required for the program. While the county estimates the number of vendors for this program will be one (1), the county retains sole discretion to determine the exact number of vendors required for the program. A decision regarding which vendors will be selected based on their response to this RFP will be made within approximately three (3) weeks following the due date of this proposal. Vendors who submit a response to this RFP will be notified in writing regarding whether or not they will be offered a contract to work with our program. Vendors should review the appeal process on the following page for information on how to appeal a decision.**

**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 Vendor's qualifications, capabilities to provide the specified service, and other factors which Washtenaw County may consider. The County does not intend to award contracts fully on the basis of any response made to the proposal. The County reserves the right to modify this RFP at any time before contracts are awarded. Negotiations would be undertaken with those Vendor's whose proposals are 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.

C. This Request for Proposal 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 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. The **entire** proposal document with any amendments should be returned in **triplicate.** To be considered, one original proposal and two copies of the proposal must be at the County Purchasing Division on or before the date and time specified.

E. Proposals should be prepared simply and economically providing a straight-forward, concise description of the Vendor's ability to meet the requirements of the RFP. Proposals shall be written in ink or typewritten. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person **signing** the proposal.

F. Contractors wishing to be awarded a contract following closure of the bidding process may or may not be considered.

G. Vendor Appeal Process

1. Unsuccessful bidders may appeal an award of contract, lease or purchase order to the County Administrator.

2. All appeals shall be made in writing to the County Administrator within five (5) business days of the Notice to Award.

3. The County Administrator shall take necessary actions to review the appeals and respond to the individual submitting an appeal within five (5) days. This response shall be documented in writing in the bid file.

H. 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.

I. The initial award of this contract shall be for a period of ___2___ year(s), with an option to renew an additional __1-3_____ years, pending agreement by both parties.

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

K. 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.

L. 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.

## II. CONTRACTOR INFORMATION

The proposal shall include all of the following information. Separate pages titled: 'Addenda A, B, C and D' are included as part of this RFP. Please review and complete each Addenda by filling out the information requested. Please initial each separate Addenda page and submit with your RFP submission. Failure to submit all the information could result in disqualification.

A. Contractor's Qualifications - Detail:
(See attached "Contractor Information Questionnaire")
(**Addenda A**)

B. **References:** List weatherization or rehabilitation program related experience; with whom, and length of time.
(**Addenda B**)

C. Supply unit cost to complete performance, material and labor price (see attached "Unit Price Bid Form")
(**Addenda C**)

D. Review requirements in **Requirements Section** (page 13) and concur that these requirements will be met. Review **Standard Provisions for Contract Section** (Pages 4-10) and concur that these provisions shall be met.
(**Addenda D**)

# 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. 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 residential Refrigerator replacement services to the Washtenaw County Weatherization Assistance Program participants in accordance with the terms and conditions of this contract. The dwelling units to be weatherized under this contract will be assigned to the Contractor by the County's Home Weatherization Program Coordinator. Requirements for acceptable Refrigerator replacement models are listed in Appendix A of this contract.

The Contractor shall adhere to all requirements set forth in the Request for Proposal # 6744.

The Contractor shall provide a simple and effective method which shall allow the County to order refrigerator replacements for program clients. The Vendor shall arrange for delivery of refrigerators with program clients. The Vendor will remove the old refrigerator from the client's home. The old refrigerator shall be decommissioned and recycled. Refrigerant shall be captured. Written proof of decommissioning the old refrigerator shall be kept on file for three years.

The Contractor will submit product reports, manuals and warranty information on all refrigerators replaced. Warranty information and operating instructions shall be provided to the homeowner at time of delivery.

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.

**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. Coverage applies equally to all dwelling units served by the Weatherization program:**

If, within twelve (12) 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 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 contractor shall provide clients with a phone number following installation that will connect them with a service provider should the refrigerator require repairs.

## ARTICLE II - COMPENSATION

For the work done on each dwelling weatherized 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 will be paid based on prices defined in this contract. The Contractor agrees to accept the sums set forth in the Work Orders as payment in full for services. Sources of funds and payment for services under this contract shall include, but not be limited to, the United States Department of Energy Weatherization Assistance for Low Income Persons Program, Michigan Public Service Commission funds and Housing and Urban Development funds.

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, the Michigan Department of Human Services, the Department of Energy, 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, OCED Executive Director 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.

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).

## 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 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 County Administrator, P. O. Box 8645, Ann Arbor, MI, 48107, and shall provide for 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, including but not limited to all applicable OSHA/MIOSHA requirements and the Americans with Disabilities Act. See attachment D.

## 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 - 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 XIII - PREVAILING WAGE RATES

The Contractor agrees that all craftsmen, mechanics and laborers it employs to work on this project shall, at a minimum, receive the prevailing wages and fringe benefits of the

Building Trade Department for corresponding classes of craftsmen, mechanics and laborers for the Washtenaw County area, as determined and published by the Davis-Bacon Division of the United States Department of Labor. Contractor agrees that all subcontracts entered into by the Contractor shall contain a similar provision covering any sub-contractor's employees who perform work on this project.

## ARTICLE XIV - 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 XV - 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 XVI - 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 XVII - 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 XVIII - 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 XIX - PRACTICE AND ETHICS

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

## ARTICLE XX- 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 XXI - 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 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- CRIMINAL BACKGROUND CHECK

The Contractor, their employees and subcontractors will be subject to background check screening as determined by the County. Any employee of the vendor will be subject to an approved criminal background check before entering County facilities or Weatherization Program Client homes.

ATTESTED TO:

By:_____
Lawrence Kestenbaum (DATE)
County Clerk/Register

WASHTENAW COUNTY

By:_____
Verna J. McDaniel (DATE)
County Administrator

APPROVED AS TO CONTENT:

By:_____
***(DEPARTMENT HEAD)*** (DATE)

CONTRACTOR

By:_____
***(CONTRACTOR'S NAME)*** (DATE)

APPROVED AS TO FORM:

By:_____
Curtis N. Hedger (DATE)
Office of Corporation Counsel

## IV. Refrigerator Replacement Terms and Conditions

### BACKGROUND INFORMATION

The Washtenaw County Weatherization and Housing Rehabilitation Programs are soliciting proposals from private contractors to provide Refrigerator Replacement services to program clients living in Washtenaw County.

Washtenaw County's Weatherization program is stringently monitored by Michigan Department of Human Services Weatherization Division.

The Washtenaw County will establish unit costs for measures based on costs bid thru this RFP process. The amount of work assigned to any one contractor will be determined through negotiations between the agency and the contractor and based on the capacity of the contractor to produce quality work in a timely manner.

### TIME PERIOD FOR COMPLETING WORK ON COUNTY PROJECTS:

**A.** The contractor shall contact the Program Client within five (5) days and begin work within fifteen (15) days after receiving the work order issued by the Weatherization or Rehabilitation program specialist. The County understands that time must be allowed for ordering of materials, gaining access to home, etc. The Weatherization or Rehabilitation Program specialist will identify the property address and provide the contractor with appropriate contact information.

**B.** If causes beyond the Contractor's control prevent timely completion of work, extensions may be granted by requesting an extension in writing.

### AWARD:

Washtenaw County reserves the right to reject any and/or all proposals received as a result of this RFP. Contractors shall be selected as outlined earlier in this RFP under "Selection Criteria" (Page 30). The County will also consider the Contractors' qualifications, capabilities to provide the specified service, "Terms and Conditions", and other factors which the County may consider. 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 those contractors whose proposals are deemed to best meet the County's specifications and needs.

### TERM OF CONTRACT:

The contract term will end on approximately 08/31/2015, with an option to extend an additional one to three years upon mutual agreement by both parties . No pricing

changes are allowed during the first year of the contract. For the 2nd year, no price changes will be allowed without agreement of all the parties. For price changes to be considered for the 2nd year, information justifying a price increase must be submitted to the County. At the discretion of Washtenaw County the contract may be extended.

## REQUIREMENTS / SCOPE OF SERVICES

1. Participating contractors must be capable of delivering refrigerators to any address in Washtenaw County.

2. All insurance requirements outlined in this RFP must be met at time of contract signing.

3. At the request of the County the Contractor shall submit product reports and warranty details on any refrigerators provided thru this contract.

4. 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.

## PAYMENT TERMS / INVOICING

For satisfactory delivery of a refrigerator by the Contractor to a dwelling unit and upon receipt of Contractor paperwork and invoices, the County will compensate the Contractor on a per unit basis. The Contractor's invoicing shall include an itemized written account of all work completed. The Contractor will be paid based on prices that will be determined based on the information provided by the contractor through this RFP. Payment will be made by the County in a timely manner not to exceed thirty days from date of original invoice.

## Selection Criteria

Scoring for Refrigerator Delivery RFP

*IMPORTANT:*
*Applicants 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 refrigerator replacement vendor pool may be considered.* Please include additional information *that may help to evaluate your company.*

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

| | |
|---|---|
| ____ of 5 points | Current contractor for Washtenaw County Weatherization or Housing Rehabilitation Program (5 pts maximum) |
| ____ of 10 points | Years of Experience installing Residential Refrigerators<br>(1 point per year up to 10) |
| ____ of 15 points | Small business, Female or Minority Owed<br>(5 pts. for each designation, small business of 50 or fewer employees)<br>*Applicant must submit proof of designation with RFP.* |
| ____ of 25 points | Competitive Pricing<br>Note: Competitive pricing will be scored based on a review of the costs for the three standard refrigerator replacement sizes 15, 18 and 21 cubic foot. Scores for these items will be averaged for each contractor. Individual contractor prices will be compared to the average price submitted.<br><br>Contractors 0-10% lower than the average price (15 points)<br>Contractors more than 10% lower than average (25 points)<br>Contractors 0-5% higher than average (5 points)<br>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.<br>RFP submission complete and appropriate documentation was provided (10 points)<br>RFP is mostly complete some documentation is missing (5 points)<br>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) |
| ____of 10 points | Extra Company or product documentation provided<br>Additional RFP documentation provided reflects positively on company (10 points)<br>Additional RFP documentation provided reflects acceptably on the company (5 points)<br>No additional documentation provided (0 points) |

Total points awarded:_____ out of 75 available

Contractor should be offered a contract: ___ Yes ___ No

## ADDENDA A

_____
Contractor initials

### Contractor Qualifications

Name of Contractor: _____

Employer Tax ID No: _____

Contractor Address: _____

_____

Business Telephone: _____

Principal Officer: _____

Insurance Company:
(Name and address) _____

_____

**ADDENDA B**

_____
Contractor initials

**<u>Customer References</u> (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 Refrigerator Replacement 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):

_____

_____

_____

**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.**

# Weatherization/Rehabilitation Refrigerator Quote Table

**Please complete the follow form.**
**If desire, please include a separate sheet to summarize your refrigerator.**
**Either way, please be sure to fill out this Bid form provided below.**

## Refrigerator size and model information

- All Refrigerators provided shall satisfy the follow specifications
  - Must meet Energy Star standards or a pre approved equal
  - Ice makers are optional
  - Disposal requirements will include, removing the existing appliance(s) identified for replacement from the client's home and certified destruction (including recapture of CFC's as required by section 608 of the "Clean Air Act", as amended by Final Rule, 40 CFR 82, May 14, 1993).
  - A Certificate of Disposal shall be available for all refrigerators removed.
  - Please quote refrigerators based on the listed cubic footage. If your specified model differs in size slightly that should be acceptable.
  - Color choices are not required: white only replacements are acceptable.

| Refrigerator Description | Actual cubic footage | Brand Name | Model # | Color choices optional | Cost |
|---|---|---|---|---|---|
| 15 cubic foot Freezer on top | | | | | |
| 18 cubic foot Freezer on top | | | | | |
| 21 cubic foot Freezer on top | | | | | |
| 18 cubic foot side by side | | | | | |
| 21 cubic foot side by side | | | | | |

| | | | | | |
|---|---|---|---|---|---|
| 18 cubic foot Freezer on bottom | | | | | |
| Haul away old refrigerator | | | | | |
| Haul away each additional refrigerator | | | | | |
| Delivery cost | | | | | |
| Reverse door swing | | | | | |
| 15 cubic foot 2nd option | | | | | |
| 18 cubic foot 2nd option | | | | | |
| 21 cubic foot 2nd option | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

## ADDENDA D

_____
Contractor initials

I have reviewed the Requirements Section of this RFP and concur that these requirements will be met. (Page 13)

I have reviewed the Standard Provisions for Contracts Section and concur that these provisions will be met. (Pages 4-10)

## SIGNATURE PAGE

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

**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.