

BIDDERS COMPANY NAME

# REQUEST FOR PROPOSAL

6409

## WEATHERIZATION PROGRAM

### GENERAL CONTRACTING

#### FOR WASHTENAW COUNTY

2008 - 2010

Prepared By:

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

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Senior Buyer  
(734) 222- 6749





## WASHTENAW COUNTY

Finance Department

Purchasing Division

220 N. Main, Ann Arbor, MI 48107  
Phone (734) 222-6760, Fax (734) 222-6764

### REQUEST FOR PROPOSAL # 6409

May 29, 2008

Washtenaw County Purchasing Division on behalf of the Employment Training and Community Services Department is issuing a Sealed Request for Proposal (RFP) #6409 for the Weatherization Program for Washtenaw County. **Washtenaw County is having an open bid process until 6/30/2010. Contractors can respond to this RFP after the due date of June 19, 2008 to request to be qualified for this program.**

**Sealed Proposals:** Vendor will deliver one (1) original and two (2) copies to the following address:

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

**Initial due date by Thursday, June 19, 2008 at 3:00 pm.**

**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 # 6409".
- Please direct purchasing and procedural questions regarding this RFP to Anne Strieter at (734) 222-6749.
- Please direct specific technical questions regarding this RFP to Aaron Kraft at (734) 544-2947.

Thank you for your interest.

**RFP 6409 Weatherization  
Program for Washtenaw County**

**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 quotations for insulation contracting services for the Weatherization Program. The Weatherization Program performs insulation, various energy saving related improvements and alterations for qualified low-income clients. Washtenaw County Weatherization Program services approximately 100 homes per year. Work may be minimal to extensive, i.e. (caulking & weather stripping to sidewall & attic insulation, or re-roofing, etc.) As many as 50% of the units may be mobile homes.

Washtenaw County is requesting an open bid process until 06/30/2010. Contractors can respond to this RFP after the due date of June 19, 2008 to request to be qualified for this program. This will insure that an adequate list of qualified vendors will be available.

The successful contractor(s) will be responsible for such weatherization measures called for by program guidelines as outlined in the State of Michigan Department of Human Services Bureau of Community Action and Economic Opportunity guidelines.

**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 Contractors 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 contractors 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.

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C. Once all proposals are received, quoted costs shall be reviewed, and a negotiated price will be set for each individual item. These prices shall become unit costs for all construction measures typically used by the weatherization program. These unit costs shall be sent back to contractors who have submitted bids for review. Contractors who accept these unit costs shall then become eligible, provided they meet all other County requirements, to contract with the Weatherization program.

D. 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.

E. 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 must be at the County Purchasing Division on or before the date and time specified.

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

G. Contractors wishing to be awarded a contract following closure of the bidding process will be considered. These late contractors are required to provide all contractor information. They will not be allowed to submit unit costs for material and labor. They will be required to follow the already established pricing schedule.

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**II. CONTRACTOR INFORMATION**

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

- A. Contractor's Qualifications - Detail:  
(See attached "Contractor Information Questionnaire") **(Addenda A)**
  
- B. **Equipment:** List type of insulation machine and blower-door unit owned by contractor. **(Addenda B)**
  
- C. **References:** List weatherization experience with whom, and length of time. (see attached "Weatherization Experience List.") **(Addenda C)**
  
- D. Supply unit cost to complete performance, material and labor price (see attached "Unit Price Bid Form") **(Addenda D)**
  
- E. Review requirements in **Requirements Section** (page 10) and concur that these requirements will be met. Review **Standard Provisions for Contract Section** (Pages 4-8) and concur that these provisions shall be met. **(Addenda E)**

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**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:

ARTICLE III - REPORTING OF CONTRACTOR

Section 1 - The Contractor is to report to (**DEPARTMENT HEAD TITLE**) 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.

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**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

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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.

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 - 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

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orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief.

ARTICLE XII - 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 \$10.48 per hour with benefits or \$ 12.28 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, 2009 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 XIII - 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 XIV - 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 XV - 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 XVI - 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 XVII - 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.

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ARTICLE XVIII - PRACTICE AND ETHICS

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

ARTICLE XIX- 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 XX - 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 XXI - EXTENT OF CONTRACT

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

## **IV. CONSTRUCTION CONTRACTING Terms and Conditions**

### **BACKGROUND INFORMATION**

The Washtenaw County Weatherization Program is soliciting bids from private contractors to provide weatherization services to clients of Washtenaw County. The program is financed by the U.S. Department of Energy, the Michigan Public Service Commission, and administered by the Michigan Department of Human Services.

Weatherization consists of ceiling, sidewall, and foundation insulation, addressing air infiltration and making some minor repairs.

Washtenaw County's Weatherization program is stringently monitored by Michigan Department of Human Services Weatherization Division. Labor and material technical requirements that must be followed are detailed in the Department of Human Services 'Weatherization Field Manual' and the newer 'Technical Policies Manual'. All materials supplied and installed must be in compliance with these requirements stated in these Manuals. Copies of these Manuals are available upon request.

Washtenaw County Weatherization program intends to establish unit costs for construction measures based on costs provided by prospective contractor bids in this RFP. Items that we are requesting prices for are listed on pages 16-22 of this RFP. 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. The agency intends to issue contracts only to those contractors willing and able to perform the Weatherization construction measures as outlined in this document.

### **TIME PERIOD FOR COMPLETING WORK ON WEATHERIZATION PROJECTS:**

**A.** The contractor shall contact the Weatherization customer within 5 days and begin work within 4 weeks after receiving the work called for detailed in the Building Check and Job Order Sheet (BCJO) from the Weatherization Coordinator. The Weatherization coordinator understands that time must be allowed for ordering of materials, gaining access to home, etc. The BCJO will identify the property to be weatherized, and will include a specific work write up and descriptions of work being required.

**B.** The Contractor shall complete all work specified in the BCJO within six weeks of its receipt. In the event the Contractor can not complete all scheduled work within the required time period the Contractor shall advise the Weatherization Coordinator. The Contractor must explain the reasons for the delay and explain the additional time required to complete the work. The Weatherization Coordinator has the option to grant the Contractor an extension for time to complete the required work upon receipt of valid reasons, only in this manner shall an extension be reviewed by the Weatherization Coordinator and extension granted. Failure to complete projects within this time frame will result in fewer projects being assigned, current projects being reassigned, and or termination of contract. The contractor shall contact the weatherization coordinator and inform them of a time that they will be at the work site just prior to completing the required work.

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**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 "Purpose of Proposal" (page 1, Item C.) quality of service, and the Contractors' qualifications and capabilities to provide the specified service, 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 the 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 contractors whose proposals are deemed to best meet the County's specifications and needs.

**TERM OF CONTRACT:**

The contract is for a two year term ending on 6/30/2010. No pricing changes are allowed during the first year of the contract. For the 2<sup>nd</sup> 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 Weatherization Coordinator and the Purchasing Division at least 90 days prior to the end of the Proposal's timeframe. The contract may be extended for a third year or until the new bid process is completed.

**REQUIREMENTS / SCOPE OF SERVICES**

1. Participating contractors must hold a current Michigan Residential Builders or Maintenance & Alteration contractor's license.
2. All insurance requirements outlined in this RFP must be met at time of contract signing.
3. The Contractor will apply for and obtain permits with the appropriate jurisdiction for all work performed under this contract requiring a permit ie. roofing, windows, insulation. The Contractor shall arrange for inspections with appropriate local inspectors and inform the Home Weatherization Coordinator as to the date and time of the inspection.
4. The Contractor will comply with the State of Michigan Bureau of Community Action and Economic Opportunity (BCAEO) 'Weatherization Field Manual' and the BCAEO's Technical Division's 'Technical Weatherization Policies'. Copies of these manual's are available upon request.
5. Any necessary corrections found during post-inspection are the responsibility of the participating contractor. Any fees associated with a failed inspection or need for reinspection by either the Local Weatherization Coordinator or other inspector, are the responsibility of the contractor.
6. The contractor when requested shall submit product reports or save empty containers on any materials used. The contractor will supply a clipping from the insulation bag or either cellulose or fiberglass with product name and batch number for each job where insulation is used.

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7. Participating contractors and all of their crew members must attend training and receive certification in Lead Safe Work Practices (LSWP). Individuals who are not certified will not be permitted to inspect, supervise and/or work on the homes to be weatherized. Washtenaw County reserves the right to require recertification of LSWP of any of the Contractors employees.
8. The state of Michigan Weatherization Division will be implementing a Mold Training that Weatherization contractors will be required to attend. When details of the Mold Training are available, Washtenaw County will inform contractors when this training will be required and offered.
9. The Department of Energy (DOE) requires that Local Weatherization Agencies and their subcontractors carry Pollution Occurrence Insurance (POI). This requirement is mandatory and the Contractor shall purchase sufficient POI coverage to meet the DOE requirements. The POI coverage requirements can be met by purchasing coverage individually, or by purchasing Additional Insured coverage on the Washtenaw County Agency Policy.
10. 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 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.
11. When the Contractor turns in the work order and invoice, all work called for must be complete. If after the first inspection the work is not satisfactory, the Contractor will be charged a reinspection fee of \$50.00 for the first reinspection \$100.00 for each inspection thereafter. These reinspection fees shall be deducted from the total payment for that particular work order.
12. 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 adjustment before proceeding 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.

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**PAYMENT TERMS / INVOICING / WARRANTY AND CORRECTION PERIOD**

For satisfactory work completed by the Contractor on dwelling units 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 a written account of all work completed. The contractor will be paid based on prices established from this RFP. Payment will be made by the County in a timely manner not to exceed thirty days from date of original invoice. Payments will be issued prior to final inspection of work.

**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 to the requirements of the contract documents. Work not conforming to these requirements, including substitutions not properly approved and authorized, may be considered defective.

**Period of Correction all weatherization work (labor and materials):**

If within eighteen 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 period of eighteen months shall be extended with respect to additional work first performed after final payment by the period of time between final payment and the actual performance of the additional work. This obligation shall survive acceptance of the work under the contract and termination of the contract. The County shall give such notice promptly after discovery of the condition.

**Period of Correction for roof replacements (labor and materials)**

If, within five years after the date of final payment for roof replacement work, any of the work is found to be not in accordance with the requirements of the contract documents, the contractor shall correct the defective work 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. If, as a result of defective work performed by the contractor any other damage is caused to the residence or associated belongings the Contractor shall also correct that related damage. 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.

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**ADDENDA A**

\_\_\_\_\_  
Contractor initials

Contractor Qualifications

Name of Contractor: \_\_\_\_\_

Employer Tax ID No.  
Or Social Security No: \_\_\_\_\_

Contractor Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Business Telephone: \_\_\_\_\_

Principal Officer: \_\_\_\_\_

Builders License #: \_\_\_\_\_

Mechanical License No.: \_\_\_\_\_

Insurance Company:  
(Name and address) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Lead Safe Work Practices  
Certification for Employees  
See Page 9, Requirement #6

Certification  
Received?  
Circle:

List Employee Names: _____	yes/no
_____	yes/no
_____	yes/no
_____	yes/no
_____	yes/no



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**ADDENDA C**

\_\_\_\_\_  
Contractor initials

**Customer References**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Telephone: \_\_\_\_\_

Type of Work: \_\_\_\_\_

Type of Work: \_\_\_\_\_

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Type of Work: \_\_\_\_\_

Have you ever worked for another community action agency as a weatherization contractor? \_\_\_\_\_

If yes, please indicate the agency and a contact person.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Length of time: \_\_\_\_\_

Please list below any additional information you feel is important regarding your company:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**ADDENDA D**

\_\_\_\_\_  
Contractor initials

Unit 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. All work shall comply with the DHS BCAEO Technical Division's 'Weatherization Field Manual' and 'Technical Weatherization Policy Manual, copies available upon request.**

**Bid Sheet:** Bidders are required to list installation price per unit item  
**(all prices to include material and labor).**

**INSULATION**

**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.

Through/under wood, metal or vinyl R-13 (per sq ft) \$\_\_\_\_\_

Through/under wood, metal or vinyl R-19 (per sq ft) \$\_\_\_\_\_

Install through brick, refill drill holes with brick mortar, R-13 (per sq ft) \$\_\_\_\_\_

Open wall fiberglass R-13 (per sq ft) \$\_\_\_\_\_

Set up charge – check at least four walls for existing insulation (this charge used only when existing insulation discovered) \$\_\_\_\_\_

**Ceiling/Attic Insulations**

Installation of blown cellulose attic insulation includes the following basic attic preparation:  
Blocking around chimney, access(s) and heat sources. Block eaves/soffits to a prevent insulation from blocking soffit vents, helping to move a small amount of client belongings (10 items or less). Flag electrical junction boxes and other critical structures.

Open attic cellulose: R-11 (per sq ft) \$\_\_\_\_\_

Open attic cellulose: R-19 (per sq ft) \$\_\_\_\_\_

Open attic cellulose: R-30 (per sq ft) \$\_\_\_\_\_

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Open attic cellulose: R-38 (per sq ft)	\$ _____
Block around knob & tube install R-19 insulation (per sq ft)	\$ _____
Attic slopes R-11 blown cellulose or fiberglass (per sq ft)	\$ _____
Attic slopes R-19 blown cellulose or fiberglass (per sq ft)	\$ _____
Install in open attic fiberglass batts R-19 (per sq ft)	\$ _____

**Basement, Crawlspace or Foundation Insulation**

Perimeter fiberglass R-11 with 2' drape over ground (per sq ft)	\$ _____
6 mil Visqueen vapor barrier, overlap seams 12" and one foot up walls (per sq ft)	\$ _____
Install crawlspace foundation block vent (ea)	\$ _____
Floor fiberglass include metal support rods R-11 (sq ft)	\$ _____
Floor fiberglass include metal support rods R-19 (sq ft)	\$ _____
Duct Sealing with a pre-approved butyl backed foil tape or with mastic (per lin ft)	\$ _____
Duct Insulation R-3 minimum, Reflectix or equivalent (per lin ft)	\$ _____
Box Sill R-19 fiberglass (per lin ft)	\$ _____

**AIR SEALING**

**Doors**

Door weather striping good quality (ea)	\$ _____
Door sweep (ea)	\$ _____
Door Thresholds bump type (ea)	\$ _____
Door Threshold Aluminum (ea)	\$ _____
Door Threshold Wood, oak or treated (ea)	\$ _____
Install metal insulated prime pre-hung door incl. lockset, hinges, and weatherstrips, caulking, interior and exterior trim (ea)	\$ _____

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Check fit and free exterior door (ea) \$ \_\_\_\_\_

Conversion plate or modification kit for exterior door lock (ea) \$ \_\_\_\_\_

New standard door knob lockset (ea) \$ \_\_\_\_\_

New deadbolt with hole in door for deadbolt already existing (ea) \$ \_\_\_\_\_

Drill hole in door for a new Deadbolt lock \$ \_\_\_\_\_

**Storm Door Repairs**

New storm door chain (ea) \$ \_\_\_\_\_

New piston (ea) \$ \_\_\_\_\_

New latch and storm door handle (ea) \$ \_\_\_\_\_

Remove and Reinstall storm door (ea) \$ \_\_\_\_\_

**Windows**

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

Vinyl double paned, double hung or slider prime window caulking, interior and exterior  
trim (under 101 UI) \$ \_\_\_\_\_

Vinyl double paned, double hung or slider prime window caulking, interior and exterior  
trim (over 101 UI) \$ \_\_\_\_\_

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

Window insert repair (per sq in) \$ \_\_\_\_\_

Install window glazing only (per lin ft) \$ \_\_\_\_\_

Install new window sill (per lin ft) \$ \_\_\_\_\_

Install good quality caulking (per lin ft) \$ \_\_\_\_\_

Install brick mold (per lin ft) \$ \_\_\_\_\_

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

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Install window pulley seals (ea)	\$ _____
Install sash lock (ea)	\$ _____
Secure milk or coal chute and seal and insulate (ea)	\$ _____
Install air conditioner wrap (ea)	\$ _____

**Access covers for attics, knee walls and crawlspaces**

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” plywood painted panel, insulation barrier, eye hooks, weather stripping /s. R-19 insulation pillow

\$ \_\_\_\_\_

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

\$ \_\_\_\_\_

Install crawlspace access – new, where none existed previously ½” wolmanized plywood, 2x4 wolmanized framing, 2 zinc barrel bolts, weather stripping insulation pillow (ea)

\$ \_\_\_\_\_

Install new attic access panel only ½ inch plywood painted white (ea)

\$ \_\_\_\_\_

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

\$ \_\_\_\_\_

Install attic access ‘box’ type cover for pull down stairs. Insulate sides and top, caulk all seams, eye hooks, weather stripping. Lid should be hinged if attic space allows. ‘Box’ should be constructed from solid wood or ½ inch plywood. (ea)

\$ \_\_\_\_\_

**Storm Window Costs**

Sliders with screens, under 101 U.I. (ea.)

\$ \_\_\_\_\_

Insert replacement, per U.I.

\$ \_\_\_\_\_

Insider storms (ea.)

\$ \_\_\_\_\_

Storm windows, over 101 U.I.

\$ \_\_\_\_\_

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**Bypass Sealing**

-using vinyl faced insulation or air sealing bags

Bottom of slopes (per lin ft)	\$ _____
Under knee wall (per lin ft)	\$ _____
Balloon framing (per lin ft)	\$ _____
Drywall repair (per sq ft) Tape and one coat mud	\$ _____

**Ceiling/Attic Ventilation Costs**

Roof vents, can type; 80 square inches net free venting(ea)	\$ _____
Re-screen existing gable vents with metal screening (ea)	\$ _____
Ridge vents (lin ft)	\$ _____
Install new gable vents (up to 14"x 24") (ea)	\$ _____
Install Soffit vents one story (ea) Includes interior chute installation	\$ _____
Install Soffit vents two story (ea) Includes interior chute installation	\$ _____
Install soffit vent chute (ea)	\$ _____
Install insulated vent-bath or kitchen vent ductwork (ea)	\$ _____
Install exhaust roof vent for vent fan (ea)	\$ _____

**Roofing**

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.

Standard roof work shall be bid to include installation of new 30 year 'three tab' or 'architectural shingles', 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)	\$ _____
Tear off one layer and replace roof complete (per square)	\$ _____

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Tear off each additional roofing layer (beyond one layer) (per square)	\$ _____
Roof decking replacement using 3/8" plywood (per sq ft)	\$ _____
<u>Extra</u> Ice guard installed when required low pitch etc. (per lin ft)	\$ _____
Substitute ridge venting for standard can venting (per lin ft)	\$ _____
Reflash brick chimney (ea)	\$ _____

**Mobile Home Measures**

Install new mobile home door including lockset, caulking, weather stripping interior and exterior trim (ea)	\$ _____
Install new mobile home combo door including lockset, caulking, weather stripping interior and exterior trim (ea)	\$ _____
Install new water heater access door (ea)	\$ _____
Mobile home window replacement (no jalousies) (ea)	\$ _____
Replace window crank handle (ea)	\$ _____
New metal drip cap for door or window (ea)	\$ _____
Insulate belly/floor with R-19 fiberglass (per sq ft)	\$ _____
Replace or repair rodent barrier (per sq ft)	\$ _____
Seal ductwork with approved butyl backed foil tape or with mastic (lin ft)	\$ _____
Seal or repair floor register boots at floor and duct use mastic or pre-approved butyl backed tape (per register)	\$ _____
Seal and insulate end of trunk line using pre-approved tape (ea)	\$ _____
Insider storms up to 30" x 40" (ea)	\$ _____
Insider storms over 30" x 40" (ea)	\$ _____
Install window/door casing (per lin ft)	\$ _____
Self-storing storms up to 30" x 40" (ea)	\$ _____
Self-storing storms over 30" x 40" (ea)	\$ _____

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Check fit and free mobile home doors (ea)	\$ _____
*Floor repair/replacement minimum cost per area (min area 1sq ft) (ea)	\$ _____
*bid "square foot" cost floor repair, for each additional sq ft (per sq ft)	\$ _____
Sweep/clean mobile home roof and apply Cool-Seal roof coating (per sq ft)	\$ _____

### Additional Miscellaneous Items

Install electrical outlet or switch gaskets (ea)	\$ _____
Install pipe wrap any size (per lin ft)	\$ _____
Water heater insulation kit installation	\$ _____
Install battery operated smoke detectors equipped with "Hush" Button (ea)	\$ _____
Install dryer vent complete (both vent cover and pipe) (ea)	\$ _____
Replace dryer vent cover only, equipped with back draft preventer (ea)	\$ _____
Replace dryer vent pipe <u>under</u> 8 foot length -aluminum flex duct (ea) (UL approved)	\$ _____
Replace dryer vent pipe 8 to 15 foot in length using four inch sheet metal required. (ea)	\$ _____
Each foot past 15 foot of dryer vent (sheet metal required) (per lin ft)	\$ _____
Labor per hour	\$ _____
Replace standard thermostat	\$ _____
Replace setback thermostat new thermostat must have two setback periods (i.e. 'Mon-Fri' and 'Sat, Sun'), and include four setbacks times per period.	\$ _____
Run Blower door test. A blower door test includes calculating the Air Changes per Hour (ACH) in the field. Sealing the house to a level allowed by the blower door ACH calculation and performing a final blower door test to confirm the appropriate tightness level of house.	\$ _____

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**ADDENDA E**

\_\_\_\_\_  
Contractor initials

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

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

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**SIGNATURE PAGE**

_____ Signature	_____ Company Name
_____ Print Name	_____ Company Address
_____ Title	_____ City                      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.