



**WASHTENAW COUNTY  
FINANCE DEPARTMENT**

**Purchasing Division**

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**December 20, 2011**

**Addendum #1**

RFP No. 6660  
Title: Inspection Services for the Weatherization Program  
Bid Due Date: Tuesday, January 10, 2012 at 3:00 PM

Included in this Addendum is clarification and more explicit instruction for submitting the sample inspection write up, including the IWC inspection form and NEAT audit.

Note: Please do not confuse this 'Addendum #1' (which is this document) with the 'Addendum A' which is a section of the RFP.

The information below replaces Section II, 'Contactor Information' Part 'A' subpart 1 & 2.

Questions regarding these instructions can be directed to Aaron Kraft 734-544-2947 or by email [krafta@ewashtenaw.org](mailto:krafta@ewashtenaw.org).

**II. CONTRACTOR  
INFORMATION**

- A. Contractor's Qualifications and expertise:
1. List number of years in the inspection business and number of years performing Weatherization Program inspections. List other work experience or include resume if desired.
  2. IMPORTANT RFP SUBMISSION REQUIREMENT: please read carefully:

A requirement for complete submission of this RFP's 'Addenda A' includes submitting a complete IWC inspection report, and a complete NEAT 8.6 audit. Submission includes a hard copy of the IWC and NEAT input and NEAT output reports. Electronic submission is not required.

The Contractor shall provide their own inspection data from a 'dummy' house or a house previously inspected. Fill out the IWC completely include Notes, sketches and photos, attach separate pages if necessary. A complete and detailed inspection will be scored positively. The contractor should contact Aaron Kraft if they need a copy of the IWC inspection file.

The Contractor shall also complete a NEAT audit for the sample home. The Contractor shall create an appropriate NEAT set up library on their copy of the NEAT audit. Information about how to set up a NEAT set up file can be found here:

[http://www.michigan.gov/dhs/0,4562,7-124-5452\\_45583---,00.html](http://www.michigan.gov/dhs/0,4562,7-124-5452_45583---,00.html) - please see the Technical Weatherization Policies Manual at this website for details on how to set up a NEAT audit. Further instruction is available here:  
<http://www.waptac.org/Energy-Audits/Weatherization-Assistant.aspx>

The Contractor shall transcribe the SIR justified work called for on the NEAT output report into the sample IWC 'work order' tab for this sample write up. Include SIR's on the IWC work order tab.

**(Attach this section as labeled 'Addenda A')**

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Anne Strieter, B.S., C.P.M.  
Interim Purchasing Manager

cc: RFP 6660