

TEXOMA COUNCIL OF GOVERNMENTS

Request for Proposal (RFP) for Contractor

Texoma Council of Governments seeks qualified contractors to assist in the installation of appropriate measures under the Weatherization Assistance Program (WAP) contract(s) awarded through the Texas Department of Housing and Community Affairs (TDHCA). Bids must include the following required services:

I. Statement of Qualifications

A competent contractor will possess experience administering federally-funded housing projects and possess Certificate of Liability Insurance from a Texas licensed insurer. Proposals must disclose past clients, types of programs administered, and résumés of all employees who might provide technical assistance under the winning contract.

II. Scope of Work

Texoma Council of Governments is an organization that operates/administers a Weatherization Assistance Program (WAP) in 19 counties (BOWIE, CAMP, CASS, COLLIN, COOKE, DELTA, DENTON, FANNIN, FRANKLIN, GRAYSON, HOPKINS, HUNT, LAMAR, MARION, MORRIS, RAINS, RED RIVER, ROCKWALL and TITUS). The WAP program reduces energy costs for low-income households by increasing the energy efficiency of their homes, while ensuring their health and safety. The program prioritizes services to the elderly, people with disabilities, and families with children. The Agency's professionally trained staff will use advanced diagnostic equipment to determine the most cost-effective measures appropriate for each home. Typical WAP measures may include: installing insulation; sealing ducts; replacing, tuning and repairing heating and cooling systems; mitigating air infiltration; and reducing electric base load consumption.

Proposers must describe tasks they would perform to comply with the above administrative duties.



III. Proposed Cost of Services

Your proposal must include your estimated cost for each activity identified in the Scope of Work. Texoma Council of Governments **will not** use lowest bid as the sole basis for selecting the best bid for this contract.

IV. Evaluation Criteria*

Proposals will be evaluated and ranked according to the following criteria:

Criteria	Proposal Points
Material Bid/Labor Bid	40
Bidder's Experience & Integrity	25
Technical Resources	15
Financial Resources	10
Woman or Minority Owned Business (SBA Certificate Required)	5
Historically Underutilized Business (HUB Certificate Required)	5
TOTAL	100

* Proposals must meet a minimum score of 40 points to be considered

V. Deadline for Submission

Proposals will be accepted no later than: **3:00 p.m. on October 17, 2024** at **Texoma Council of Governments, 1117 Gallagher Drive, Suite 450, Sherman, TX 75090.**



Weatherization Assistance Program Bid Packet

**TEXOMA COUNCIL OF GOVERNMENTS
1117 GALLAGHER DRIVE, SUITE 450
SHERMAN, TX 75090**

Enclosed are Materials and Labor bid packets for the following programs and contracts:

1) Weatherization Assistance Program (WAP) – Single/Multi-Family which includes proposals for Weatherization, HVAC, Plumbing and Electrical Contracts.

Responders may bid one or multiple contracts. Please note the bids must be received by date/time cited below at **TEXOMA COUNCIL OF GOVERNMENTS' office at 1117 GALLAGHER DRIVE, SUITE 450, SHERMAN, TX 75090.**

No Later Than Thursday October 17, 2024, 3:00 p.m.

For Weatherization Assistance Program (WAP) – Single/Multi-Family Bids

THE BIDS MUST BE RETURNED IN ENVELOPES WITH COMPANY NAME VISIBLY DISPLAYED AND CLEARLY MARKED ON THE OUTSIDE AS FOLLOWS:

Weatherization Single/Multi-Family Materials and Labor Bid

Weatherization Bid – A (1) General Health & Safety, (2) Air infiltration, (3) Duct Seal/Repairs, (4) Blown Attic Insulation, (5) Water Savers LED's (6) Wall insulation, (8) Refrigerator, (9) Solar Screens, (10) Floor Insulation, (11) Misc. Repairs, (13) Window/ Door Replacement. Place into one envelope and clearly marked with your name.

HVAC Bid and Heat/Cool Bid –B (3) Duct Seal/Repairs, (7) Smart Thermostat, (12) HVAC/ Window Units (Energy Star). Place into one envelope and clearly marked with your name.



TEXOMA COUNCIL OF GOVERNMENTS

Advertisement for Weatherization Assistance Program Material and Labor Competitive Bid

TEXOMA COUNCIL OF GOVERNMENTS in Sherman, TX is soliciting Material and Labor Bids from experienced building construction, HVAC, plumbing and electrical businesses. Experience is relative to the installation of federally eligible Weatherization Assistance Program measures along with any additional federal, state or local funding awarded for home preservation and energy efficiency measures. Weatherization Assistance Program (WAP) measures extend to dwellings of low-income individuals and families residing in the Texoma Council of Governments' nineteen (19) county WAP service area.

TEXOMA COUNCIL OF GOVERNMENTS' Weatherization Assistance Program nineteen (19) county service area includes: BOWIE, CAMP, CASS, COLLIN, COOKE, DELTA, DENTON, FANNIN, FRANKLIN, GRAYSON, HOPKINS, HUNT, LAMAR, MARION, MORRIS, RAINS, RED RIVER, ROCKWALL and TITUS.

Bid packets may be obtained in person during normal business hours at TEXOMA COUNCIL OF GOVERNMENTS, 1117 GALLAGHER DRIVE, SUITE 450, SHERMAN, TX 75090, requested by telephone at 903-893-2161 ext. 3530, or downloaded from www.tcog.com. A pre-bid conference will be held at 3:00 p.m. on Wednesday, October 9, 2024 at the address listed above. Completed bid packets must be received in the TEXOMA COUNCIL OF GOVERNMENTS office at 1117 GALLAGHER DRIVE, SUITE 450, SHERMAN, TX 75090 no later than 3:00 p.m. on Thursday, October 17, 2024. Proposals may be mailed to the above address; however, TEXOMA COUNCIL OF GOVERNMENTS shall not be responsible for late or delayed delivery.

Proposals will be opened on **Monday, October 21, 2024, 12:00 Noon** at **TEXOMA COUNCIL OF GOVERNMENTS, 1117 GALLAGHER DRIVE, SUITE 450, SHERMAN, TX, 75090**.



The final selection process will be based on standardized scoring and competitive negotiation for the purpose of selecting sub-contractors. TEXOMA COUNCIL OF GOVERNMENTS reserves the right to refuse any and all bids. The Contracts will be awarded for a one-year term and may be extended on a yearly basis, up to an additional four (4) years based on:

Satisfactory Performance and the availability of funds

TEXOMA COUNCIL OF GOVERNMENTS
is an Equal Opportunity Employer



TEXOMA COUNCIL OF GOVERNMENTS
Advertisement for Material and Labor
Competitive Bid Schedule

Date	Activity
Monday, September 23, 2024	Advertisement and Public Posting
Wednesday, October 9, 2024	Pre-Bidders Conference at 3:00 p.m.
Thursday, October 17, 2024	Bid Packets due by 3:00 p.m.
Monday, October 21, 2024	Open Bid packets 12:00 Noon
Monday, October 21, 2024	Review and Evaluate Bid Packets 3:00 p.m.
Thursday, October 24, 2024	Notify bidders of outcome pending TEXOMA COUNCIL OF GOVERNMENTS Board Approval



**Weatherization Assistance Program
Bid Packet
Solicitation for Contract**

Table of Contents

1. General and specific information of program and requirements
2. Standard Specifications & Conditions & Contractual Agreement
3. Attachment I Materials & Labor Cost Analysis Sheet
4. Attachment II Bidders Experience & Integrity
5. Attachment III Technical and Financial Resources
6. Attachment IV Legal and Other Bidder Requirements
7. Attachment V Bid Evaluation Sheet



TEXOMA COUNCIL OF GOVERNMENTS

Solicitation for Weatherization Assistance Program

PROGRAM DESCRIPTION

TEXOMA COUNCIL OF GOVERNMENTS is soliciting bids from experienced building construction, HVAC, plumbing and electrical contractors. Experience is relative to the installation of federally eligible Weatherization Assistance Program (WAP) energy conservation and home preservation measures in a nineteen (19) county area including BOWIE, CAMP, CASS, COLLIN, COOKE, DELTA, DENTON, FANNIN, FRANKLIN, GRAYSON, HOPKINS, HUNT, LAMAR, MARION, MORRIS, RAINS, RED RIVER, ROCKWALL and TITUS.

The Weatherization Program is operated under the rules, regulations, and requirements promulgated by the Department of Energy (10 Code of Federal Regulations (CFR) 440) and by the state-funding agency, Texas Department of Housing and Community Affairs (TDHCA). Work performed and measures installed must meet all TDHCA standards and be in full compliance with applicable program guidelines and federal, state and local codes.

A. Material & Labor

Using blower door guided air-sealing approaches; the successful bidder will install measures designed to reduce air exchange, to preserve the integrity of the home's thermal envelope, to reduce energy consumption and to ensure the residents' health and safety. Some of the types of measures are listed below:

- o Install weather stripping, caulking, and switch/outlet gaskets.
- o Replace and/or repair windows and doors.
- o Installing storm windows and solar screens
- o Repair cracks, gaps and holes in ceilings, exterior and interior walls, and floors
- o Insulating attic space, walls and floors
- o Venting attic space, installing and/or insulating attic accesses
- o Installing Light- Emitting Diodes (LED Bulbs)
- o Window AC replacement with Energy Star Window Units
- o Refrigerator replacement with Energy Star Refrigerators
- o Whole house ventilation fans (ASHRAE 62.2 requirements)



B. HVAC (Must be Licensed)

- o Repair/replacement HVAC with Energy Star Central Air Conditioners and Heat Pumps
- o Repair/replacement of Natural Gas & Propane Furnaces
- o Duct sealing
- o Related electrical connections, disconnect, whips

C. Plumbing/Vented & Wall Mount Heater Installation (Must be Licensed)

- o Installation of Vented Space Heaters
- o Installation of Wall Mount Space Heaters
- o Replacement of gas/propane & electric water heaters
- o Repairs to water supply lines and gas lines/connections to protect weatherization measures
- o Insulating water heaters and pipes.

D. Electrical (Must be Licensed)

- o Knob and Tube replacement
- o HVAC circuit installation
- o Major appliance circuit installation
- o Service line connection to house

BID PRICE AND COST ANALYSIS

Material and Labor for customary Weatherization, HVAC, Plumbing and Electrical work must be in written form and must be submitted on the Material and Labor Bid Sheets, Attachment I. Bid prices must be maintained for the initial contract period described above. Quoted prices shall be the completed price at any work site within the previously described county service areas, and may not include separate packaging, handling, shipping and/or delivery charges or travel expenses.

All quoted materials must meet the Department of Energy (DOE) material specifications, current ASHRAE Standards, HBI/NAHB Plumbing Standards, NFS, ASTM, IAPMO Standards and National Electrical Code and other federal, state and local material specifications. Weatherization material proposals must comply with the minimum standards set forth in the **Texas Department of Housing and Community Affairs current Materials and Installation Standards Manual**. The TDHCA Materials and Installation Standards Manual is available for review at TEXOMA COUNCIL OF GOVERNMENTS, 1117 Gallagher Drive, Suite 450, Sherman, TX 75090 or at Documentation related to these standards must accompany this bid and follow Attachment V.



BIDDER ELIGIBILITY

1. Bid package, which are incomplete, or contain prices which do not tabulate correctly, lack required documentation, or are illegible will be considered non-responsive and will be rejected. Submission must include all referenced attachments and required documents.
2. Bids received after the published deadline shall not be accepted and shall be returned unopen, to bidder. All bids must be submitted to SETH EVILSIZER, WEATHERIZATION PROGRAM MANAGER at TEXOMA COUNCIL OF GOVERNMENTS, 1117 GALLAGHER DRIVE, SUITE 450, SHERMAN, TX 75090. The bid must be in a sealed envelope, clearly marked on the outside as indicated on Pages 1 & 2. Otherwise, the envelope will be returned unopened and considered "NON-RESPONSIVE".
3. Bidders must have at least 3 years of experience in weatherization or construction and/or HVAC and/or plumbing and/or electrical. Applicable experience must be documented on Attachment II, Bidder's Experience.
4. Bidders must have the staff, equipment, financial and technical resources needed to effectively perform all required activities specified in the previous Description of Work. Applicable information regarding these criteria shall be recorded on Attachment III, Technical and Financial Resources.

Bidders must comply with all applicable federal, state and local laws and regulations, must have adequate general liability and vehicle insurance and may not be on a local, state or federal Consolidated List of Debarred, Suspended and Ineligible Contractors and Grantees.

5. TEXOMA COUNCIL OF GOVERNMENTS reserves the right to reject any/all bids.

CONTRACTOR SELECTION

A contract pursuant to this solicitation, if awarded, shall be based on TEXOMA COUNCIL OF GOVERNMENTS' evaluation of price, past performance and experience, financial and technical resources and compliance with all legal and other bidder requirements. Specific criteria weighted values are described in Attachment V, Bid Evaluation Sheet.

PRE-BID CONFERENCE

TEXOMA COUNCIL OF GOVERNMENTS will hold a pre-bid conference on Thursday, October 10, 2024 at 3:00 p.m. at TEXOMA COUNCIL OF GOVERNMENTS's office located at 1117 Gallagher Drive, Sherman, Texas 75090. Attendance is optional, but may be advantageous, as potential bidders will have the opportunity to ask questions and/or seek clarification regarding any and all aspects of this bid process. All questions



must be submitted in writing to JUDY FULLYLOVE, ENERGY SERVICES DIRECTOR at TEXOMA COUNCIL OF GOVERNMENTS, 1117 Gallagher Drive, Suite 200, Sherman, TX, 75090 or jfullylove@texoma.cog.tx.us at least one day prior to the pre-bid conference. TEXOMA COUNCIL OF GOVERNMENTS will provide written responses to all questions for all bidders in attendance at the bidder's conference and by mail or e-mail to prospective bidders (all who pick up /request a bid packet) not in attendance. TEXOMA COUNCIL OF GOVERNMENTS will not respond to any questions after the pre-bid conference.



CONTRACTUAL AGREEMENT

Standard Specifications & Conditions

TEXOMA COUNCIL OF GOVERNMENTS is soliciting bids from experienced building construction, HVAC, plumbing and electrical contractors. Experience is relative to the installation of federally eligible Weatherization Assistance Program (WAP) energy conservation and home preservation measures in a nineteen (19) county area including BOWIE, CAMP, CASS, COLLIN, COOKE, DELTA, DENTON, FANNIN, FRANKLIN, GRAYSON, HOPKINS, HUNT, LAMAR, MARION, MORRIS, RAINS, RED RIVER, ROCKWALL and TITUS counties.

The following standard specifications and requirements shall be binding upon the TEXOMA COUNCIL OF GOVERNMENTS (TCOG) Contractor (if selected) pursuant to this solicitation. These standard specifications and requirements are applicable for Weatherization (WAP) and/or additional State/Federally funded programs awarded to TCOG and Comprehensive Energy Assistance Program (CEAP). This document shall be incorporated, by reference, into any contract for WAP and CEAP services, which result from this procurement.

1. Contractor shall furnish all materials necessary for delivery of services in the nineteen (19) county areas for programs listed above. All materials shall meet all current applicable Federal, State and local standards and specifications. Weatherization materials shall comply with the Texas Department of Housing and Community Affairs Materials Installation Standards Manual. TCOG shall not be billed for transportation or delivery costs. Materials shall be new and in good condition. TCOG shall not be charged for items which are damaged prior to or during installation or for wasted materials.
2. Contractor shall abide by the WAP Material Installation standards. See Link: <https://www.tdhca.state.tx.us/community-affairs/wap/docs/21-SWS-TX-FieldGuide.pdf>
3. TCOG shall pay only for those materials which meet applicable standards and which are acceptably and properly installed on eligible dwelling units.



4. It is TCOG's intent to secure a quoted price (i.e., bid) for all customary materials and labor. Incidental items not included in TCOG's solicitation (i.e., nails, screws, fasteners, miscellaneous hardware, etc.) shall not be billed to TEXOMA COUNCIL OF GOVERNMENTS. Unusual or one- of-a-kind circumstances or development of new (DOE/TDHCA approved) products or materials shall be addressed on a case-by-case or as needed basis.
5. Contractor shall furnish all labor pursuant to completion of activities in TCOG's nineteen (19) county area. The Contractor is required to attend all final inspections in order to correct any work as required by TCOG, funding source and/or Federal/State/local inspection.
6. On-site supervision must be provided. Field staff must be proficient in installing approved measures and must meet required OSHA and EPA certifications as listed on Attachment IV for each contract.
7. For Weatherization, TCOG shall conduct an initial air test (on feasible units) prior to undertaking air-sealing activities and shall conduct and record a final air exchange reading upon completion of the air sealing work. The final air exchange rate must be within the desired air exchange range (and minimum ASHRAE, DOE and TDHCA ventilation requirements must be maintained).
8. Once a job is completed, the Contractor must remove all debris from the job site and dispose of it in a proper and responsible manner. The Contractor shall take every precaution necessary to protect all existing trees, shrubbery, plants, sidewalks, buildings, vehicles, etc. in the area where work is being done, as well as the building covered by the contract, and shall rebuild, repair, restore and make good at his own expense all injury and damage to same which may result from work being carried out under this contract.
9. The total allowable materials and labor cost per measure shall be determined prior to the Contractor starting work. The total dwelling costs for weatherization may not exceed established Program maximums. Change Orders require approval prior to installation of measures or measures will be at Contractor's expense.
10. TCOG shall not be charged separately for sub-contractor's cost for job-related transportation, tools or equipment needed to perform work or for disposal of debris removed from the job site, for staff training or for fringe benefits.
11. Contractor is responsible for any job-related illness or injury to workers in his/her employment, and shall indemnify and hold harmless TCOG, TCOG staff, and TCOG clients in the event an on-the-job illness or injury occurs.



12. Contractor must submit itemized material and labor cost statements for each approved job completed and the statement shall be presented in a format provided by TCOG. All work is performed on a reimbursement basis. No draws or advances shall be provided under this agreement. Only when the dwelling unit or facility repair has been completed, TCOG has received the material and labor cost statement, the unit or facility repair has passed the agency's final inspection and TCOG has received the funds from TDHCA or appropriate funding source will payment for the materials and labor be made. Payment will normally be made within 60 days of final agency acceptance. Payment will be made by check and mailed to the address provided by the Contractor only.

13. All work assigned pursuant to this contract must be completed in a timely and expeditious manner. TCOG shall provide a work schedule which shall ensure that its contractual obligations to TDHCA for Weatherization are met. Failure of the Contractor to perform in accordance with said schedule may be grounds for termination of the services agreement.

14. Contractor must correct any Bonafede materials and/or workmanship deficiency identified during the agency final unit inspection. Contractor or approved designee must accompany TCOG inspector on final inspections, except when waived by TCOG. Failure to take required corrective action within a reasonable time period (normally 5 working days) may result in termination of this agreement. Measures that require more than two inspections due to the sub-contractor's failure to meet the specified work requirements shall result in each additional inspection being charged to the Contractor at the rate of \$200.00 per re-inspection. A money order or cashier's check shall be mailed to TEXOMA COUNCIL OF GOVERNMENTS-Weatherization, 1117 GALLAGHER DRIVE, SUITE 450, SHERMAN, TX 75090, for these extra charges.

15. Contractor must promptly correct any deficient performances identified by inspections performed by TEXOMA COUNCIL OF GOVERNMENTS (TCOG), Texas Department of Housing and Community Affairs (TDHCA), Department of Energy (DOE), Federal/State/ Local Code Inspectors and/or complaints by the clients for a period of twelve (12) months after date of unit completion. Corrections must be made within 5 days of notification.

16. Contractor must recognize the special needs and concerns of low-income, elderly and disabled clients and must ensure that clients are at all times treated respectfully and courteously. Contractor and/or staff must conduct themselves in a professional manner at all times.

17. Contractor must retain all work and cost records for a minimum period of three (3) years after payment for the dwelling unit or facility repair has been made and all



other pending matters are closed. This requirement is to assure fair settlement of disputes or complaints that may arise, as well as to fulfill federal audit requirements.

18. Contractor must conform to all current Federal, State and Local material standards, specification and code requirements; 10 CFR 440, Appendix A to Part 440 - Standards for Weatherization Materials and TDHCA Material Installation Standards.

19. The Weatherization (WAP) is federally funded. Any known or suspected incident of fraud or program abuse involving Contractor or the Contractor's staff will be reported to the appropriate state or federal investigative body or official.

20. Contractor is required to provide current plumbing and electrical license including Master and Journeyman along with the required OSHA and EPA certifications listed on Attachment IV of each contract.

21. The Contractor must meet the following and must provide assurances of the same;

a. Equal Employment Opportunity--Compliance with Executive Order 11246, entitled "Equal Employment Opportunity", as amended by Executive Order 11375, and as supplemented in Dept. of Labor regulation (41 CFR part 60).

b. Copeland "Anti-Kickback" Act (18 U.S.C. 874 and 40 U.S.C. 276c) --The sub-contractor must comply with the Copeland "anti-kickback" Act (18 USC 874 and 40 U.S.C.276c) as supplemented in Department of Labor regulations (29 CFR, Part 3, "Contractors and Sub- contractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or sub-recipient shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled. Any suspected or reported violations of this act shall immediately be reported to TDHCA.

c. Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333) -- compliance with Sections 102 and 107 of the Contract work Hours and Safety Standards Act (40 U.S.C. 327-333), as supplemented by Department of Labor regulations (29CFR part 5). Under Section 102 of the act, each contractor shall be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than 1 ½ times the basic rate of pay for all hours worked in excess of 40 hours in the work week. Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do



not apply to the purchases of supplies or materials or articles ordinarily available on the open market or contracts for transportation or transmission of intelligence.

d. Rights to Inventions Made Under a Contract or Agreement--Contracts or agreements for the performance or experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

e. Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended--Contracts and sub-grants of amounts in excess of \$100,000 shall contain a provision that requires the recipient to agree to comply with all applicable standards, orders or regulations issued pursuant to the clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA) (40 CFR, Part 15).

f. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) --Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence any officer or employee of any agency, a member of Congress, officer or employee of Congress, or any employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Any disclosures are forwarded from tier to tier up to the recipient.

g. Debarment and Suspension (E.O.s 12459 and 12689) --No contract shall be made to parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Non-procurement Programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspensions." This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractor declared ineligible under statutory or regulatory authority other than E.O.s 12549. Contractors with awards that exceed the small purchase threshold shall provide the required certification regarding its exclusion status and that of its principal employees.



I HEREBY ACKNOWLEDGE HAVING READ AND CERTIFY THAT I UNDERSTAND AND FULLY ACCEPT ALL THE CONTRACTUAL TERMS AND CONDITIONS WHICH ARE SET FORTH HEREIN AND WHICH SHALL BE INCLUDED IN ANY CONTRACT DOCUMENT EXECUTED PURSUANT TO THIS SOLICITATION.

Respondent's Company Name

Respondent's Printed Name

Title

Respondent's Signature

Date



**ATTACHMENT II
Weatherization Single/Multi-Family Material & Labor
Bidder's Experience & Integrity (25 points)**

1. YEARS OF EXPERIENCE

Number of years' experience you/your company has in construction and/or weatherization work. Please attach information, which can be used to verify your experience. (1 pt. will be awarded for each year of experience up to a maximum of 4 pts.)

# of Years Experience	Total Points
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2. RECORD OF PAST PERFORMANCE *

List below the names, addresses and phone numbers of 3 previous clients as references for whom you/your firm have performed construction and/or weatherization activities in the past 12 months. (Maximum of 21 pts). No points will be awarded for references, which cannot be verified, or who indicate that the work performed or staff conduct was unsatisfactory. Listed below are the questions that will be asked of each reference and the point value attached to their response:

***** FOR OFFICIAL USE ONLY *****

**Staff will place "X" in appropriate block*

Question #1: Which of the tasks below were performed? (1 pts.)

Refer#1	Insulation	Replace Doors/Windows	Air	Misc Repairs
Refer#2	Insulation	Replace Doors/Windows	Air	Misc Repairs
Refer#3	Insulation	Replace Doors/Windows	Air	Misc Repairs

Question #2: Please rate the quality of work completed? (Very Good - 3 pts. Good - 2 pts. Fair - 1 pts. Poor - 0 pts.)

Refer#1	Very Good	Refer#2	Very Good	Refer#3	Very Good
	Good		Good		Good
	Fair		Fair		Fair
	Poor		Poor		Poor

Question #3: Was the contractor timely in completing projects? (Yes - 1 pts. or No - 0 pts.)

Refer#1	Yes	Refer#2	Yes	Refer#3	Yes
	No		No		No

Question #4: Would you contract with this individual again? (Yes - 1 pts. or No - 0 pts.)

Refer#1	Yes	Refer#2	Yes	Refer#3	Yes
	No		No		No

Question #5: Was the contractor (contractor's staff) courteous and respectful? (Yes - 1 pts. or No - 0 pts.)

Refer#1	Yes	Refer#2	Yes	Refer#3	Yes
	No		No		No



ATTACHMENT II
Weatherization Single/Multi-Family Material & Labor
Bidder's Experience & Integrity (25 points)

Reference Name

Address

Phone

Optional References:

ADDITIONAL OPTIONAL REFERENCES (Will only be called if we cannot contact the three references listed above)

QUESTION	YES	NO	
3. Is your company certified as a Historically Underutilized Business? (5 pts. Awarded upon provision of State Certificate)			
4 Does your company have a Woman or Minority-Owned Business Certificate? (5pts. Awarded upon provision of SBA Certificate)			

NAME/Title

SIGNATURE

DATE



ATTACHMENT III
Weatherization Single Family/ Multi-Family Material & Labor
Technical Resources (15 points)

QUESTION

1. List individuals who will be personally either supervising or installing Weatherization measures on homes. (4 pts. Max for each individual listed with experience)

Name:	YES	NO	
a. Do you have Weatherization and construction experience? If yes, how many years? yrs			
b. Do you have experience in blown attic & wall insulation? If yes, how many years? yrs			
c. Have you performed insulation services in Weatherization homes before?			
d. Do you have experience in Safety Standards to Health Hazards of Blown Insulation?			

Name:	YES	NO	
a. Do you have Weatherization and construction experience? If yes, how many years? yrs			
b. Do you have experience in blown attic & wall insulation? If yes, how many years? yrs			
c. Have you performed insulation services in Weatherization homes before?			
d. Do you have experience in Safety Standards to Health Hazards of Blown Insulation?			

2. Would you be able to electronically submit a billing in spreadsheet form? (2 pts.)

3. Have you been responsible for the paperwork involved with accounting for materials and inventory for either a Weatherization program or construction business? If yes, please describe your experience? (1 pt.)

4. Do you own your own tools and equipment that would allow you to effectively weatherize homes in our List Number of Counties county areas? (2 pts.)

5. Do you have experienced staff to promptly address client appointments, question and warranty? (2 pts.)

NAME/Title

SIGNATURE

DATE



ATTACHMENT IV
Weatherization Single Family/ Multi-Family Material & Labor
Financial Resources (10 points)

QUESTION	YES	NO	
1. Do you have and are you willing to provide proof of the required general liability insurance?(2 pts.)			
2. Can you provide documentation that you have a minimum line of credit of at least \$75,000 for up to 90 days? If yes, attach documentation? (2 pts.)			
3. Are you willing to wait 60 days after final inspection to receive payment by mail to address provided by sub-contractor? (2 pts.)			

4. List two trade references that you or your firm has purchased materials from within the past 12 months. The following two questions will be asked of each reference. No points will be awarded if references cannot be contacted, so you may list additional references under the optional section.

QUESTION 1 - "Would you characterize this firm (or individual) to be honest, fair and responsible?" (Please answer below) (1 pt.)

QUESTION 2 - "Have you, or would you, extend credit to this individual?" (1 pt.)

Reference Name

Address

Phone

Optional References:

Reference #1 Answers:

YES NO Comments:

Q#1 - "Would you characterize this firm (or individual) to be honest, fair and responsible?"

Q#2 - "Have you, or would you, extend credit to this individual?"

Reference #2 Answers:

Q#1 - "Would you characterize this firm (or individual) to be honest, fair and responsible?"

Q#2 - "Have you, or would you, extend credit to this individual?"

NAME/Title

SIGNATURE

DATE

ATTACHMENT V
Legal and Other Bidder Requirements

1. The successful bidder for each contract will be given 5 days to provide TEXOMA COUNCIL OF GOVERNMENTS with a copy of the firm's:

A. Comprehensive general and automobile liability insurance, or insurance carrier's letter of certification, required for all contracts.

B. Texas Worker's Compensation System proof of coverage. Non-subscribers must, if awarded the contract, sign the Texas Workers Compensation Commission Joint Agreement to affirm independent relationship for certain building and construction workers form, required for all contracts.

C. Environmental Protection Agency (EPA) LEAD-SAFE CERTIFIED FIRM certificate. If not certified, proof of application to become certified and must provide the LEAD-SAFE CERTIFIED FIRM certificate within 5 days of receiving the certificate. Required for successful Weatherization Material & Labor and Plumbing Material & Labor bidder.

D. Lead-Safe Certified Renovator certificate for Jobsite Supervisors or Crew Leaders. Required for successful Weatherization/Facility and Plumbing Material & Labor bidder.

E. Occupational Safety and Health Administration (OSHA) 10-hour OSHA training course certificate for all non-supervisory employees. Required for all contracts.

F. Occupational Safety and Health Administration (OSHA) 30-hour OSHA training course certificate for all supervisory employees. Required for all contracts.

Should the successful bidder not be able to provide this information, the bidder scoring the 2nd highest points will be contacted.

2. Provide a notarized statement attesting that the firm is not listed on any federal, state or local (i.e. GSA/HUD/GAO) list of debarred, suspended and ineligible contractors and grantees.

3. Provide a notarized statement attesting that the firm complies with the Department of Labor Fair Labor Standards Act and that the firm meets all equal employment, affirmative action and non-discrimination regulations.

4. The successful bidder must provide TEXOMA COUNCIL OF GOVERNMENTS with documentation that all materials to be used in the Weatherization program comply with DOE Standards. Receipt of this documentation is a condition that must be met before TEXOMA COUNCIL OF GOVERNMENTS will sign the contract with sub-contractor.

5. Documents to be submitted (in the order listed) with the bid package:

A. Signed copy of contractual requirements

B. Attachment I – Materials and Labor Bid Sheet

C. Attachment II - Bidder's Experience & Integrity

D. Attachment III - Bidders Technical and Financial Resources

E. Attachment IV – Notarized "Debarment" Statement and notarized "Labor Standards"