

REQUEST FOR PROPOSAL

#6785

Mechanical Contracting for the Weatherization and Rehabilitation Programs

for the
Washtenaw County

Office of Community
and
Economic Development

Issued By:

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

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



Proposal Submitted by:

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



WASHTENAW COUNTY

Finance Department

Purchasing Division

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

RFP #6785

May 15, 2014

Washtenaw County Purchasing Division on behalf of the Office of Community and Economic Development is issuing a sealed RFP #6xxx for Residential Mechanical Contracting services for the US Department of Energy Weatherization Assistance Program and the Department of Housing and Urban Development Housing Rehabilitation Program.

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

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

By Wednesday, June 11th, 2014 at 3:30 pm EST

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

- Your proposal submission envelope must be clearly marked *including FedEx & UPS package labels* "**SEALED RFP# "6785"**"
- Please direct purchasing and procedural questions regarding this RFP to Angela O. Perry **via e-mail only** to perrya@ewashtenaw.org
- Please direct technical questions regarding this RFP to Department contact **via e-mail only** at email krafta@ewashtenaw.org. **Questions can be submitted any time before 5/28/14 by 3:00pm.**

Thank you for your interest.

BID #6785 Mechanical Services Contracting for Washtenaw County

PROPOSAL INFORMATION

I. PROPOSAL DEFINITIONS

Definitions

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

Purpose of Proposal:

Washtenaw County is accepting quotations for residential Mechanical HVAC services for the Washtenaw County Weatherization and Housing Rehabilitation Program. The Weatherization Services performed may include; furnace tune ups, furnace or boiler replacements, water heater replacements for qualified income eligible residents of Washtenaw County. This program services approximately 100 homes per year. The price list for this RFP is listed later in this document.

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

The successful contractor(s) will be responsible for providing Weatherization Mechanical services for clients’ homes. The **most qualified** bidders may be offered contracts to perform services. Washtenaw County retains sole discretion to determine the exact number of vendors required for the program. The County will select between 3 and 5 vendors to receive contracts under this RFP.

II. TERMS

A. Washtenaw County reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected, it will be the most advantageous regarding price, quality of service, the Contractor’s qualifications and capabilities to provide the specified service, and other factors that the County may consider. The County does not intend to award a contract fully on the basis of any response made to the proposal; the County reserves the right to consider proposals for modifications at any time before a contract would be awarded and negotiations would be undertaken with that Contractor whose proposal is deemed to best meet the County’s specifications and needs.

BID #6785 Mechanical Services Contracting for Washtenaw County

B. The County reserves the right to reject any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, and to accept or further negotiate cost, terms, or conditions of any bid determined by the County to be in the best interests of the County even though not the lowest bid.

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

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

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

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

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

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

BID #6785 Mechanical Services Contracting for Washtenaw County

arise as a result of the change. Contractor also affirms that, to the best of contractor's knowledge, there exists no actual or potential conflict between a County employee and Contractor.

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

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

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

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

BID #6785 Mechanical Services Contracting for Washtenaw County

III. VENDOR INFORMATION

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

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

IV. AWARD

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

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

V. SCOPE OF WORK

1. Required Knowledge

BID #6785 Mechanical Services Contracting for Washtenaw County

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

2. Equipment

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

3. Requirements for assigned mechanical work orders are as follows:

- a. Following receipt of a mechanical work order the Contractor shall contact the home owner to schedule a site visit.
- b. On site the Contractor shall evaluate the mechanical safety and operation of a furnace, boiler or water heater. The Contractor shall take time to explain their findings to the homeowner.
- c. Measure and plan for any follow up Mechanical work.
- d. Pull permits as necessary with the appropriate jurisdiction.
- e. Following receipt of the Notice to Proceed provide for authorized mechanical work.
- f. Provide submission of invoices and related necessary documentation; Permit, Clean and Tune worksheet, Sworn Statement, Waiver of liens etc.

4. Work Assignments:

- a. The amount of work assigned to any one contractor will be determined through negotiations between the County and the Contractor. The amount of work assigned will be partly determined by the Contractor's ability to produce quality work in a timely manner. The County intends to issue contracts only to those Contractors willing and able to perform the services as outlined above.
- b. Jobs may be bundled in up to five jobs per bundle. Grantees will award each bundle of jobs to an eligible contractor based on the total estimated job cost for the bundle using the most recent contractor price lists on file. Bundle sizes may change based on production demand and timelines.
- c. All things being equal the County will assign project assignments to approved vendors in a rotating fashion in a manner designed to equally distribute the work under this contract. If prices submitted thru this RFP are found not to be equal the Contractor with the lowest total cost

which yields the most cost effective energy saving SIR based weatherization measures will be assigned the work.

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

Work Capacity

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

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

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

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

Financial Capacity

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

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

Inspection Passage Rate

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

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

Job Completion Timeliness

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

BID #6785 Mechanical Services Contracting for Washtenaw County

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

Refusal of Work

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

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

5. Time period for Mechanical installations:
 - a. The Contractor shall contact the homeowner/client and try to schedule an site visit within two days of receipt of job assignment. In the cases of a no heat situation the County may request a same day visit if the Contractors schedule allows.
 - b. Following the Contractor shall provide the County a written summary of the conditions found at the home.

6. Contractor Evaluation Process

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

Timeliness

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

Quality of Work

The quality of work completed by the contractor will be evaluated utilizing three benchmarks. The first of which will be the condition in which the Weatherization site is left. Macomb County Community Services Agency expects that each Weatherization site be left clean and free from excessive construction debris. The second benchmark will be evaluated

BID #6785 Mechanical Services Contracting for Washtenaw County

on the completeness of each work order. All work is expected to be complete and within the standards of applicable building codes, Standard of Work specifications and the Technical Weatherization Policy Manual. The third and final benchmark for defining a good quality of work will involve file documentation. Contractors will be held accountable for all required file documentation including, but not limited to, LSW documentation, LRRP paperwork, Sworn Statements or Waivers of lien and any other required file documentation.

Invoicing

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

Benchmark Evaluation

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

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

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

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

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

BID #6785 Mechanical Services Contracting for Washtenaw County

undertaken with that contractor(s) whose proposals are deemed to best meet the County's specifications and needs.

8. Term of Contract
 - a. The contract is for a term that ends April 30th 2016.
9. Requirements
 - a. Contractors wishing to perform mechanical work must hold a Michigan Mechanical License. Please include a copy of your licenses with submission of this RFP.
 - b. All insurance requirements outlined in this RFP must be met at time of contract signing.
 - c. Participating contractors are responsible for scheduling appointments for all mechanical inspections.
 - d. The Contractor will comply with the US Department of Energy Weatherization Program Guidelines, the State of Michigan Bureau of Community Action and Economic Opportunity (BCAEO) 'Technical Weatherization Policy' (TWP) the BCAEO Community Services Policy Manual (CSPM) and the National Renewable Energy Laboratory's(NREL) Standard Work Specifications(SWS). Copies of these manuals are available upon request.
 - e. At the request of the County the Contractor shall submit product reports on any materials used. The Contractor will provide a copy of the product manual for new mechanical equipment installed at each residence.
 - f. Participating contractors and all of their crew members must attend training and receive certification in Lead Safe Work Practices (LSWP), EPA Certified Renovator training. Individuals who are not certified will not be permitted to supervise and/or work on the homes serviced through this RFP. Washtenaw County reserves the right to require recertification of LSWP of any of the Contractor's employees. Contractors will be required to attend this training and gain certification within 90 days of being awarded contracts.
 - g. Participating contractors and all of their crew members must attend training and receive certification in the state of Michigan Weatherization Indoor Air Quality Training. When dates for the Mold / Indoor Air Quality Training are available, Washtenaw County will inform contractors when this training will be offered. Contractors will

BID #6785 Mechanical Services Contracting for Washtenaw County

be required to attend this training and gain certification within 90 days of being awarded a contract.

- h. 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.
- i. MSDS data sheets for all materials used on job must be available on site to crew, client and agency personnel if requested or necessary.

VI. SAMPLE STANDARD PROVISIONS FOR CONTRACTS

If a contract is awarded, the selected contractor will be required to adhere to a set of general contract provisions which will become a part of any formal agreement. These provisions are general principles which apply to all contractors of service to Washtenaw County such as the following:

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

ARTICLE I - SCOPE OF SERVICES

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

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

The Contractor will submit product reports, and warranty information on all Mechanical products installed. Warranty information shall be provided to the homeowner at time of installation.

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

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

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

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

BID #6785 Mechanical Services Contracting for Washtenaw County

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

Warranty work performed (labor and materials)

The Contractor warrants to the County that labor, materials and equipment furnished under the contract will be of good quality and new unless otherwise required or permitted by the contract documents, that the work will be free from defects not inherent in the quality required or permitted, and that the work will conform with the requirements of the contract documents. Work not conforming to these requirements, including substitutions not properly approved and authorized, may be considered defective.

Period of Correction: All work and materials.

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

The contractor shall provide clients with a phone number following installation should warranty work be required.

ARTICLE II - COMPENSATION

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

The County will provide payment for completed installations within twenty (20) business days.

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

BID #6785 Mechanical Services Contracting for Washtenaw County

contract. The Contractor agrees to accept the sums set forth in the Contract as payment in full for services.

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

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

Each Contractor shall be responsible for the satisfactory completion of work set forth in the work order. The Contractor shall provide, without charge, all incidental items required as part of the work, even though not particularly specified or indicated. If the Contractor has just reasons for objecting to the use of any materials, appliances, or methods of the construction as shown or specified, the Contractor shall provide a written report of such objections to the County and obtain proper approval before proceeding with work under this contract. Any adjustment in the materials or methods of construction necessary during the course of the Weatherization work must receive prior written approval of the County.

ARTICLE III - REPORTING OF CONTRACTOR

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

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

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

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

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

BID #6785 Mechanical Services Contracting for Washtenaw County

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

ARTICLE V - PERSONNEL

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

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

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

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

ARTICLE VI - INDEMNIFICATION AGREEMENT

The contractor will protect, defend and indemnify Washtenaw County, its officers, agents, servants, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the Contractor's own employees, and for loss or damage to any property, including property owned or in the care, custody or control of Washtenaw County in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or omissions of contractor, any sub-contractor, or any employee, agent or representative of the contractor or any sub-contractor.

ARTICLE VII - INSURANCE REQUIREMENTS

The Contractor will maintain at its own expense during the term of this Contract, the following insurance:

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

BID #6785 Mechanical Services Contracting for Washtenaw County

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

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

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

No payments will be made to the Contractor until the current certificates of insurance have been received and approved by the Administrator. If the insurance as evidenced by the certificates furnished by the Contractor expires or is canceled during the term of the contract, services and related payments will be suspended. Contractor shall furnish the County Administrator's Office with certification of insurance evidencing such coverage and endorsements at least ten (10) working days prior to commencement of services under this contract. Certificates shall be addressed to the Washtenaw County c/o: **INSERT DEPARTMENT & CR#** _____, **Street Address**, P. O. Box 8645, Ann Arbor, MI, 48107, and shall provide for written notice to the Certificate holder of cancellation of coverage.

ARTICLE VIII - COMPLIANCE WITH LAWS AND REGULATIONS

The Contractor will comply with all federal, state and local regulations, including but not limited to all applicable OSHA/MIOSHA requirements and the Americans with Disabilities Act.

ARTICLE IX - INTEREST OF CONTRACTOR AND COUNTY

The Contractor promises that it has no interest which would conflict with the performance of services required by this contract. The Contractor also promises that, in the performance of this contract, no officer, agent, employee of the County of Washtenaw, or member of its governing bodies, may participate in any decision relating to this contract which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly

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

ARTICLE X - CONTINGENT FEES

The Contractor promises that it has not employed or retained any company or person, other than bona fide employees working solely for the Contractor, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than bona fide employees working solely for the Contractor, any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award or making of this contract. For breach of this promise, the County may cancel this contract without liability or, at its discretion, deduct the full amount of the fee, commission, percentage, brokerage fee, gift or contingent fee from the compensation due the Contractor.

ARTICLE XI – DEBARMENT AND SUSPENSION

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

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or contractor;
2. Have not within a three-year period preceding this Contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state or local) with commission of any of the offenses enumerated in section 2, and ;
4. Have not within a three-year period preceding this Contract had one or more public transactions (federal, state or local) terminated for cause or

default.

ARTICLE XII – LOBBYING

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

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

ARTICLE XIII - DRUG-FREE WORKPLACE

Grantees Other Than Individuals

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

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

Grantees Who Are Individuals

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

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

ARTICLE XIV - FEDERAL PROCUREMENT STANDARDS

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

ARTICLE XV - EQUAL EMPLOYMENT OPPORTUNITY

The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief (except as it relates to a bona fide occupational qualification reasonably necessary to the normal operation of the business).

The Contractor will take affirmative action to eliminate discrimination based on sex, race, or a handicap in the hiring of applicant and the treatment of employees. Affirmative action will include, but not be limited to: Employment; upgrading, demotion or transfer; recruitment advertisement; layoff or termination; rates of pay or other forms of compensation; selection for training, including apprenticeship.

The Contractor agrees to post notices containing this policy against discrimination in conspicuous places available to applicants for employment and employees. All solicitations or advertisements for employees, placed by or on the behalf of the Contractor, will state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief.

ARTICLE XVI - LIVING WAGE

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

ARTICLE XVII - EQUAL ACCESS

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

ARTICLE XVIII - OWNERSHIP OF DOCUMENTS AND PUBLICATION

All documents developed as a result of this contract will be freely available to the public. None may be copyrighted by the Contractor. During the performance of the services, the Contractor will be responsible for any loss of or damage to the documents while they are in its possession and must restore the loss or damage at its expense. Any use of the information and results of this contract by the Contractor must reference the project sponsorship by the County. Any publication of the information or results must be co-authored by the County.

ARTICLE XIX – ASSIGNS AND SUCCESSORS

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

ARTICLE XX - TERMINATION OF CONTRACT

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

ARTICLE XXI - PAYROLL TAXES

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

ARTICLE XXII- PRACTICE AND ETHICS

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

ARTICLE XXIII- CHANGES IN SCOPE OR SCHEDULE OF SERVICES

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

ARTICLE XXIV - CHOICE OF LAW AND FORUM

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

ARTICLE XXV - EXTENT OF CONTRACT

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

ADDENDA A

Contractor initials

Contractor Qualifications

Name of Contractor: _____

Employer Tax ID No: _____

Contractor Address: _____

Email Address: _____

Business Telephone: _____

Fax: _____

Principal Officer: _____

Insurance Company:
(Name and address) _____

Employee Training received provide documentation:

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

Certification for Employees

See Page #9, Requirement #8

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

ADDENDA B

Contractor initials

Customer References (include other agency contacts if desired)

Name: _____

Name: _____

Telephone: _____

Telephone: _____

Type of Work: _____

Type of Work: _____

Name: _____

Telephone: _____

Type of Work: _____

Has your company ever worked for a Community Action Agency or other Housing Program as a Mechanical Services 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. The prices submitted by each bidder will be used to determine which contractor is awarded work and the price submitted will establish the price paid for the weatherization work. **This is a Competitive Bid, prices submitted by bidders will directly impact award and assignment of work.**

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

Bidding: Mechanical work shall be bid per unit.

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

Please provide prices below. Please split unit costs into labor and materials. These prices will be reviewed and used to set the County's final pricing for each measure.

Weatherization Mechanical Contractor Unit Price List

Furnace Measures:

1. All furnace repairs or new installations are to be performed in accordance with the most recent Universal Mechanical Code, local building code, and manufacturers' instructions. Permits will be included in unit pricing below and/or related fees associated. A copy of the permit must be submitted with invoice for payment.
2. Contractor must place on the appliance (in plain view) a sticker indicating the name and phone number of the contractor, date of installation, and a certification that the system is installed in accordance with governing code requirements.
3. Contractor is to supply post-installation test values for efficiency, draft including water heater (if applicable), ambient and air-free CO, and acceptable heat rise.
4. Pricing below must include brand names and models for all new furnaces. New furnace installations are to include condensate pumps and drain piping, when necessary. New furnaces are to contain heat exchanger with 16 gauge 409 stainless steel primary with a 29-4C stainless secondary (secondary heat exchanger for 90+ AFUE furnaces) Pricing is also to include all final pipe, duct, plenum, vent, control wiring, and electrical connections to new furnace.
5. Warranty information and Operation and Maintenance Manuals must be provided to the occupant and/or homeowner indicating a minimum eighteen (18) month labor and material warranty. Contractor will also provide training to occupant and/or homeowner in operation and maintenance of new furnace and components including but not limited to thermostats, de-humidification equipment, filter replacement, etc.
6. Furnace replacements or repairs are to include removal of existing furnaces and/or associated components and proper disposal of all materials off-site.
7. An existing furnace cleaning and tuning shall include:
 - inspection of gas, oil, and/or water leaks.

BID #6785 Mechanical Services Contracting for Washtenaw County

- Inspection for leaks in the heat exchanger; pre-testing and post-testing carbon monoxide test,
- efficiency test,
- draft test, and a smoke test (for oil)
- Inspection of venting system,
- Inspection of ducts/pipes (supply and return),
- adequate fuel supply to control valve,
- oil pressure gas pressure regulator,
- Inspection of power supply wiring,
- Inspection of safety factors (i.e. clearance from combustibles, automatic fuel shut-off controls, etc.).
- Cleaning of the fire tubes, burner ports, heat exchanger, squirrel cage, combustion chamber, cabinet, blower housing, and motor.
- Adjust burner and gas input (set manifold pressure to manufacturer's recommendations) as well as burner air shutters.
- Adjust the pilot light and/or adjust the combustion blower (for power blower). Replace orifice if unit is over or under fired.
- Replace filters if necessary.
- Lubricate fans, motors, and pumps. Inspect, adjust belts as required.
- Check and adjust thermostat, blower, and high limit controls.
- Use a combustion analyzer for verification of furnace efficiency.
- Check temperature rise to verify the rise is within the range listed on the furnace rating tag.
- Adjust heat anticipator.
- The above cleaning and tuning operation is to result in furnace performance within 5 percent of the manufacturer's AFUE rating or a minimum of 70 percent steady state efficiency, whichever is greater.

Description	Unit	Material	Labor	Total
0-49 kBTU Furnace 80%+ efficiency (NG or propane) Brand: Model:	Install Each			
50-69 kBTU Furnace 80%+ efficiency (NG or propane) Brand: Model:	Install Each			
70-100 kBTU Furnace 80%+ efficiency (NG or propane) Brand: Model:	Install Each			
101-130 kBTU Furnace 80%+ efficiency (NG or propane) Brand: Model:	Install Each			
0-49 kBTU Furnace 95%+ efficiency (NG or propane) Brand: Model:	each			
50-69 kBTU Furnace 95%+ efficiency (NG or propane) <i>* this item is part of the average pricing evaluation*</i> Brand: Model:	each			
70-100 kBTU Furnace 95%+ efficiency (NG or propane) Brand: Model:	each			
101-130 kBTU Furnace 95%+ efficiency (NG or propane) Brand: Model:	each			

BID #6785 Mechanical Services Contracting for Washtenaw County

0-49 kBTU Furnace 80%+ efficiency (oil fired) Brand: Model:	each			
50-69 kBTU Furnace 80%+ efficiency (oil fired) Brand: Model:	each			
70-100 kBTU Furnace 80%+ efficiency (oil fired) Brand: Model:	each			
101-140 kBTU Furnace 80%+ efficiency (oil fired) Brand: Model:	each			
Mobile Home 0-35 kBTU Furnace 80%+ efficiency (natural gas or propane) Brand: Model:	each			
Mobile Home 50-69 kBTU Furnace 80%+ efficiency (natural gas or propane) Brand: Model:	each			
Mobile Home 70-100 kBTU Furnace 80%+ efficiency (natural gas or propane) Brand: Model:	each			
Mobile Home 45-90 kBTU Furnace 95%+ efficiency (natural gas or propane) Brand: Model:	each			
Chimney Liner	Inft			
Roof Jack Replacement	each			
Gas-line	Inft			
Programmable Thermostat including control wiring	each			
Condensate Pump Replacement on existing furnaces	each			
Return Retrofit with filter cover	each			
Metal Venting	Inft			
Air Filter cabinet, removable air-tight cover, and typical 1 month filter	each			
PVC Venting	Inft			
Tune and Clean existing furnace (natural gas or propane) <i>* this item is part of the average pricing evaluation*</i>	each			
Tune and Clean existing furnace (oil fired)	each			

Boiler Furnace Measures

1. All boiler repairs or new installations are to be performed in accordance with the most recent Universal Mechanical Code, local building code, and manufacturers' instructions. Permits will be included in unit pricing below and/or related fees associated. A copy of the permit and final inspection approval must be submitted with invoice for payment.
2. Contractor must place on the appliance (in plain view) a sticker indicating the name and phone number of the contractor, date of installation, and a certification that the system is installed in accordance with governing code requirements.

BID #6785 Mechanical Services Contracting for Washtenaw County

3. Contractor is to supply post-installation test values for efficiency, draft including water heater (if applicable), ambient and air-free CO, and acceptable heat rise.
4. Pricing below must include brand names and models for all new boilers. Pricing for new boiler is also to include all final pipe, vent, control wiring, and electrical connections.
5. Warranty information and Operation and Maintenance Manuals must be provided to the occupant and/or homeowner indicating a minimum eighteen (18) year labor and material warranty. Contractor will also provide training to occupant and/or homeowner in operation and maintenance of new boiler and components including but not limited to thermostats, safety information, etc.
6. Boiler replacements or repairs are to include removal of existing boilers and/or associated components and proper disposal of all materials off-site.
7. An existing boiler cleaning and tuning shall include:
 - inspection of gas, oil, and/or water leaks.
 - Inspection for leaks in the heat exchanger;
 - pre-testing and post-testing including carbon monoxide test,
 - efficiency test, draft test, and a smoke test (for oil).
 - Inspection of venting system, pipes (supply and return), adequate fuel supply to control valve,
 - oil pressure gas pressure regulator,
 - power supply wiring
 - safety factors (i.e. clearance from combustibles, automatic fuel shut-off controls, etc.).
 - Clean the fire tubes, burner ports, heat exchanger, combustion chamber, cabinet, blower housing, and motor.
 - Adjust burner and gas input (set manifold pressure to manufacturer's recommendations) as well as burner air shutters.
 - Adjust the pilot light and/or adjust the combustion blower (for power blower).
 - Lubricate fans, motors, and pumps.
 - Inspect, adjust, belts as required.
 - Check and adjust thermostat, water pressure, aquastat, pressure reducing valve, backflow preventer, blower, and high limit controls.
 - Drain system complete including radiant heat panels and refill with water and boiler aid.
 - Adjust heat anticipator.
 - The above cleaning and tuning operation is to result in boiler performance within 5 percent of the manufacturer's AFUE rating for steady state efficiency.

Description	Unit	Material	Labor	Total
30-80 kBTU Boiler 80%-86% efficiency (NG or propane) Brand: Model:	each			
81-130 kBTU Boiler 80%-86% efficiency (NG or propane) Brand: Model:	each			
131-180 kBTU Boiler 80%-86% efficiency (NG or propane) Brand: Model:	each			
40-70 kBTU Boiler 90%+ efficiency (NG or propane) Brand: Model:	each			
71-100 kBTU Boiler 90%+ efficiency (NG or propane) Brand: Model:	each			
101-140 kBTU Boiler 90%+ efficiency (NG or propane)	each			

BID #6785 Mechanical Services Contracting for Washtenaw County

Brand: Model:				
50-100 kBTU Boiler 80%-86% efficiency (oil fired) Brand: Model:	each			
101-150 kBTU Boiler 80%-86% efficiency (oil fired) Brand: Model:	each			
Gas-line black pipe	lft			
Gas-line flex line	lft			
Programmable Thermostat including electrical supply and control wiring	each			
Circulating Pump Replacement	each			
Backflow Preventer Replacement	each			
Aquastat Replacement	each			
Vent Pipe	lft			
Expansion Tank Replacement	each			
Pressure Reducing Valve Replacement	each			
Tune and Clean existing boiler furnace	lft			
Boiler Aid	gallon			
Roof Jack Replacement	each			

Domestic Water Heater

1. All domestic water work is to be performed in accordance with the most recent Universal Mechanical/Plumbing Codes, local building code, and manufacturers' instructions. Permits will be included in unit pricing below and/or related fees associated. A copy of the permit and final inspection approval must be submitted with invoice for payment.
2. Contractor must place on the appliance (in plain view) a sticker indicating the name and phone number of the contractor, date of installation, and a certification that the system is installed in accordance with governing code requirements.
3. Contractor is to supply post-installation test values for efficiency, draft, ambient and air-free CO, and acceptable heat rise.
4. Pricing below must include brand names and models for all new domestic water heaters. All pipe, vent, control wiring, and electrical final connections shall be included in the pricing.
5. Warranty information and Operation and Maintenance Manuals must be provided to the occupant and/or homeowner indicating a minimum eighteen (18) month labor and material warranty. A ten year water heater tank warranty is also required. Contractor will also provide training to occupant and/or homeowner in operation and maintenance of new domestic water heater.
6. Water heater replacements or repairs are to include removal of existing furnaces and/or associated components and proper disposal of all materials off-site.

Description	Unit	Material	Labor	Total
Water Heater 30 gallon atmospheric (NG or propane) Brand: Model:	each			
Water Heater 40 gallon atmospheric (NG or propane) <i>* this item is part of the average pricing evaluation*</i> Brand: Model:	each			

BID #6785 Mechanical Services Contracting for Washtenaw County

Water Heater 30 gallon power vented (NG or propane) Brand: Model:	each			
Water Heater 40 gallon power vented (NG or propane) Brand: Model:	each			
Water Heater 30 gallon sealed combustion (natural gas or propane) Brand: Model:	each			
Water Heater 40 gallon sealed combustion (natural gas or propane) Brand: Model:	each			
Water Heater 40 gallon (electric) Brand: Model:	each			
Mobile Home Water Heater 30 gallon atmospheric (NG or propane) Brand: Model:	each			
Mobile Home Water Heater 40 gallon atmospheric (NG or propane) Brand: Model:	each			
Mobile Home DWH 30 gallon sealed combustion (NG or propane) Brand: Model:	each			
Mobile Home DWH 40 gallon sealed combustion (NG or propane) Brand: Model:	each			
Hybrid Water Heater 40 gallon Brand: Model:	Each			
Tankless Water Heater Brand: Model:	Each			
Chimney Liner	Inft			
Roof Jack Replacement	each			
Vent Duct/Pipe	Inft			

Other miscellaneous work which may be required:

Additional Items	Price perHour	
Service Call standard Labor Rate		

Exhaust Fans

1. Exhaust fan replacements or repairs are to include removal of existing exhaust fans and/or associated components and proper disposal of all materials. All exhaust fans installed must be compliant with ASHRAE 62.2 specifications. ASHRAE 62.2 specifications include (but are not limited to):
 - a. Must meet Sone requirement of less than 1 sone for continuous operation and less than 3 sones for intermittent operation.
 - b. Electrical Switch included in the installation
 - c. Adjustable CFM requirement
 - d. Fan rated for continuous operation.
 - i. Fans may be Panasonic, Broan or approved equal.
 - ii. Kitchen over the oven vent hoods must comply with ASHRAE specifications.

Documentation of equipment used and method of compliance shall be submitted with invoice (ie. brand and model number, supply only, exhaust only, or balanced, equipment settings used by the installer).

Description	Unit	Total
Exhaust fan – Adjustable CFM installed where a fan already exists (ie just swap out the old fan)	each	
Install exhaust fan Adjustable CFM where none exists, Adjustable CFM including electrical and ducting	each	
Exhaust fan WITH LIGHT – Adjustable CFM installed where a fan already exists(ie just swap out the old fan)		
Install exhaust fan WITH LIGHT Adjustable CFM where none exists, Adjustable CFM, including electrical and ducting	each	
Install mechanical “supply only” ducting from exterior connected to furnace return ductwork. Mechanical damper and timer included. Bid to include upto 10 feet of hard duct pipe included.	Each	
Exhaust fan duct work: 1 to 12 feet in length, hard pipe, insulated and sealed duct.	each	
Extra exhaust duct work hard pipe. Install extra footage.	Per foot	
Install new where none previously existed over the oven vent hood thru stud wall. Including back draft hood. Including electrical and ducting.	each	
Install new over the oven vent hood where one already exists.	Each	

Divide vent hood into new install and where one previously existed.and make sure electrical is included.

ADDENDA D

Contractor initials

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

Selection Criteria and Scoring for RFP

Scoring for Mechanical Contractor Applicants

IMPORTANT:

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

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

- ____ of 20 points Current Mechanical contractor for Washtenaw County
Weatherization or Housing Rehabilitation Program in good standing (20 pts maximum)

- ____ of 10 points State of Michigan Weatherization Lead Safe Work training
Submit certificates with RFP (10 pts maximum)
Weatherization Program only – provide certificate

- ____ of 10 points US EPA Lead Renovate Repair and Painting (RRP) training
Submit certificates with RFP (10 points maximum)
Both Weatherization and Rehabilitation

- ____ of 5 points State of Michigan Weatherization Indoor Air Quality training
Submit certificate with RFP (5 points maximum)
Weatherization Program only

- ____ of 5 points Weatherization ASHRAE 62.2 training attendance
Submit certificate with RFP (5 points maximum)
Weatherization program only

- ____ of 5 points OSHA 10 hour training attendance
Submit certificate with RFP (5 points maximum)
Weatherization program only

- ____ of 10 points Years of Experience installing HVAC equipment
(1 point per year up to 10)

- ____ of 5 points Years of Experience with plumbing
(5 points for bidders with a plumber on staff, provide license)

- ____ of 15 points Small business, Female or Minority Owned
(5 pts. for each designation, small business is 10 or fewer employees)

- ____ of 15 points Competitive Pricing
(Note: the final per item price paid to contractors for work to be specified under this RFP will partially be set based upon Contractor's prices listed in the Unit Price Bid Form included with

BID #6785 Mechanical Services Contracting for Washtenaw County

this RFP. Each Contractor's pricing will be evaluated based on the following method:

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

- 50 to 69 KBTU 95% efficient furnace installation
- Clean and Tune furnace
- standard atmospheric 40 gallon water heater installation
- ASHRAE compliant exhaust fan installation

Contractor's submitted cost for these four items will be compared to the average price submitted for all contractors within this RFP.

Contractors 0-10% lower than the average price (10 points)

Contractors more than 10% lower than average (15 points)

Contractors 0-5% higher than average (5 points)

Contractors 5% or higher than average (0 points)

____ of 10 points

Completed required RFP documentation and entire Unit Price Bid Form for the RFP was completed.

RFP submission complete and appropriate documentation was provided (10 points)

RFP is mostly complete some documentation is missing (5 points)

RFP submission is incomplete, large sections of the Unit price Bid Form are not complete and no justification for missing information was provided (0 points)

Total points _____ out of 110 available

Contractor selected as: _____ Primary Contractor _____ Alternate Contractor

SIGNATURE PAGE

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

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

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

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

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

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

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