

FiveCAP, Inc.

PO Box 37, 302 N. Main Street, Scottville, MI 49454
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WEATHERIZATION PROGRAM CONTRACTOR RFP APPLICATION COVER SHEET

COMPANY INFORMATION		
Contractor's Name (Please Print):		
Company Name:		
Address:		
City, State and ZIP:		
Business Telephone:	Cell Phone:	
Email:		
<input type="checkbox"/> Corporation	<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Partnership

Complete this package and return to FiveCAP, Inc. for the final phase of the bidding process no later than June 11, 2021 by 5:00 p.m. Contractors with completed packages will be contacted by FiveCAP, Inc. to establish prices and sign agreements.

- _____ Background Information
- _____ Customer Reference Authorization
- _____ Certification of Debarment (Attachment D)
- _____ Criminal History - ICHAT (Attachment H)
- _____ Central Registry Clearance (Attachment E)
- _____ Confidentiality Policy (Attachment F)
- _____ Conflict of Interest & Code of Conduct Policy (Attachment G)
- _____ Proposed costs of each item including labor and material (Attachment A)
- _____ Contract for Service – to be determined
- _____ Copies of License(s) – Certifications
 - _____ Builders License or
 - _____ Maintenance and Alteration and
 - _____ Mobile Home License
 - _____ Lead
 - _____ IAQ certification
- Proof of:
 - _____ Worker's Compensation
 - _____ Employer's Liability
 - _____ Comprehensive General Liability
 - _____ Policy Occurrence Insurance
 - _____ Auto Insurance

BACKGROUND INFORMATION:

List counties in which you have performed work:

- _____ Lake County
- _____ Mason County
- _____ Manistee County
- _____ Newaygo County
- _____ Other: _____
- _____ Other: _____
- _____ Other: _____

Contractor listing with state is by: _____ Individual _____ Principle Officer

Social Security Number of Owner: _____

Will you allow us to run your credit report? _____ Yes _____ No

Date Company Formed: _____

Employer Tax ID Number: _____

LIST YOUR INSURANCE CARRIER(S):

- 1. _____
- 2. _____

Have you worked with FiveCAP, Inc. in the past? _____ Yes _____ No

Is company 51% or more minority owned?
_____ Yes _____ No

LIST YOUR MAJOR WEATHERIZATION SUPPLIERS:

- 1. _____ State: _____
- 2. _____ State: _____
- 3. _____ State: _____

Is company 51% or more female owned?
_____ Yes _____ No

How many total years does your firm have doing sidewall insulation? _____ years

How familiar are you with Davis Bacon? Give example:

Have you worked as a weatherization contractor in Michigan?

_____ Yes _____ No
If yes, what agency? _____
Contact #: _____

Do you currently have access to a Blower door? _____ Yes _____ No

Have you worked with a Blower door in the past? _____ Yes _____ No

Number of jobs you would like to perform per week? _____

How many employees does you company consist of? _____

Is your company considered a small business? _____ Yes _____ No

Are you interested as a primary, secondary, or mechanical contractor? _____

Item #1 Criteria Point Sheet: Previous Weatherization Work History

Maximum number of points an individual contractor can receive for experience is capped at 20 points.

One full year of previous work experience in good standing completing Dept. of Energy (DOE) weatherization jobs with FiveCAP, Inc. and/or another Agency since 2015 will be awarded 20 points.

Do you have at least one full year of previous work experience in good standing completing jobs with the FiveCAP, Inc. Weatherization Program and/or another Agency completing DOE Weatherization jobs (previous work experience must be no later than 2015)?

- Yes No

AGENCY REFERENCE AUTHORIZATION

Please give us the names, addresses and phone numbers of up to 5 Agencies for whom your company has provided weatherization services:

The provision of these names below signifies that you authorize FiveCAP, Inc. to contact the listed agencies. FiveCAP, Inc. may contact each agency you list and ask them questions about the years of service, how satisfied they are with the work and your firm’s customer relations. This authorization is valid until the conclusion of the contractor selection process. Include the agency name, contact person if available, agency city, and phone number. **To receive the points above you must include a verification letter that clearly identifies the number of years of service, approximate number of jobs completed and reference (Sample Verification Letter on next page). Other forms of documentation will be considered by the selection committee.**

Name of WAP/LWO	Address	Phone Number	Dates of Work History

Previous Weatherization work experience with FiveCAP, Inc. Weatherization Program?

- Yes No

If yes with FiveCAP, Inc., how many years? _____

<p><i>OFFICE USE ONLY:</i> Records reviewed and certified by: _____ that (insert contractor name) _____ has had previous work history with the FiveCAP Weatherization Program no later than 2015 and is in good standing with the program. Number of years: _____</p>

Years of Experience installing Non-WAP Weatherization Measures (2 points per year up to 5 years since 2015)

Please note that the maximum number of points for previous work experience (both WAP and Non WAP) is capped at 20 points.

Do you have previous work experience in good standing providing Weatherization Installation services comparable to those described herein (previous work experience must be since 2015)?

Yes No

If yes, for how many years (check all years that apply)?

2016 2017 2018 2019 2020

Attached documentation that demonstrates your company provided weatherization services in each year marked. **Attach** contact information FiveCAP, Inc. can use to verify the information provided. Provide a detailed description of the types of weatherization installation services provided, the number of units completed, and the dollar amount of the services for each year marked. Include the percentage the weatherization services represented of your business for each year.

Item #2 Criteria Point Sheet: Competitive Price

Complete the following Weatherization Site Built Work Sheet (Attachment A)
(maximum 20 points)

Contractors are to fill out and submit as part of the RFP, A Weatherization Site Built Work Sheet. Please complete Attachment A.

Work Sheets need to be filled out completely. Please be sure to separate the Labor and Material costs into the proper column. Pricing will play a vital role in the selection of Contractors; failure to complete the Price Work Sheets may render the RFP void of any consideration. For the purposes of scoring, each Contractor's pricing will be evaluated based on the following method: The following eight commonly installed items from the Unit Price Bid Form will be used to establish whether or not the Contractor's pricing is competitive:

Weatherization Measures – for a 36'x30' house with 8' ceilings	Unit	Price (Price includes all materials, labor, permit fees)	Quantity	Total
Open Attic: blown cellulose R-30	sq. ft.		1080 sq. ft.	
Wall Insulation: blown cellulose R-13 (2x4 construction, all exterior siding types)	sq. ft.		1056 sq. ft.	
Box sill seal with 1" Foam & install fiberglass batts R-13	ln. ft.		Box band sill 132 ln. ft. standard 8" box sill	
3" foam and box sill	Per box		1	
3" foam and band sill	Ln ft		Band sill 132 ln ft standard 8" band sill	
Steel replacement entry door with window (w/lockset, deadbolt, caulking, interior and exterior trim)	each		1 door	
Furnace 92%+ eff. (Replacement of existing draft-vented furnace or replacement of 92% furnace with new 90%+ rated, NG or propane fuel type, size range from 35,000 BTU and up. Pricing to include tow-pipe or concentric air/vent, a code approved chimney liner installed to correct venting for DHW tank and appropriate disposal of condensates.	each		1	
Boiler-Hot Water-Complete	each		1	
ASHRAE 62.2: New cut in; use existing circuit; install ASHRAE compliant continuous vent fan.	each		1	
Total				

The Contractor's submitted cost for each of the eight commonly installed measures will be compared to the average price submitted for all contractors scored within this RFP. An average of the total eight weatherization items cost comparison will be used to establish how many points the Contractor earns for this section.

- Contractors 0-5% lower than average (20 points)
- Contractors more than 5% lower than average (15 points)
- Contractors up to 5% higher than average (5 points)
- Contractors more than 5% above average (0 points)

One of FiveCAP, Inc.'s objectives in procurement of weatherization contractors is to obtain labor and materials at the best value, taking into account not only the competitiveness in price, but also compliance with Michigan Field Guide Manual requirements and reliability of performance. It is not in the interest of FiveCAP, Inc. to accept an unreasonably low or high bid. FiveCAP, Inc. will review the entire price list (Attachment A) and reserves the right to reject bids that are determined to be priced unreasonably low or unreasonably high. If prices are determined to be unreasonably low or high FiveCAP, Inc. may invite the bidder to provide clarification or justification or any information which may be helpful in explaining why the price is not unreasonably low or high. You will not be allowed to introduce any changes to the original bid.

Once selected as a Contractor, all work is issued on a per-job basis to contractors on the Roster in consecutive fashion and other award eligibility criteria as described in this RFP. All prices submitted by awardees of this RFP will be averaged. Contractors submitting RFPs must agree to averaging prices. Each job is a scope of work comprised of the measures and quantities specified by Program staff for a given house. The award amount for each house weatherized is determined by applying an average price list derived from all qualified contractors on the Roster to the given job's scope of work. Price list adjustments will be considered on an annual basis. Contractors must indicate a price for each item on the list. If any required items are left blank, the proposal will be considered incomplete and the proposal may be rejected.

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. FiveCAP, Inc. reserves the right to delete any such measure if the price is deemed to be inappropriate. Other materials not included on the price list may be substituted on a case by case basis with FiveCAP, Inc.'s prior approval.

Materials shall be installed in accordance with the specifications and policies outlined in the TWP and the Standard Work Specifications. Bidding contractors must be able to provide all measures specified in the Work Sheets in accordance with all applicable federal, state, county and local standards and specifications regardless of the techniques or methods used. All prices are for weatherization measures installed according to industry and program standards and include labor, material, permits, job site cleanup, overhead, 18-month warranty and all other associated costs. A warranty must be provided on materials and labor for a period of eighteen (18) months from the date of FiveCAP, Inc. acceptance of the work (the work has passed inspection). All materials used in the weatherization program must meet the specifications of the various funding authorities. All prices for blown insulation materials shall be for materials that meet federal recycled materials specifications.

Item #3, #4, #5, #6, #7, # 8 Criteria Point Sheet: Training

Complete Attachment C – Contractor/Subcontractor Certification Tracking Sheet and attach a copy of each certificate identified below.

Total Number of employees including owner/principal that will supervise and install weatherization measures? _____

Total Number of HVAC Subcontractor employees including owner/principal that will supervise and install HVAC? _____

Lead Safe Weatherization Work Practices (LSW) Training

Are you or your crew members including the Mechanical Subcontractor and crew trained in Lead Safe Weatherization Work Practices (LSW)?

Yes No

If yes, how many crew members including owner/principal have LSW training? _____

If yes, how many HVAC subcontractor crew including owner/principal have LSW training? _____

Attach each certificate. Include LSW training certification information on the Contractor Certification Tracking Form (Attachment C).

(10 points – 100% prime and subcontractor; 5 points At least one certified crew member of the prime contractor)

Lead Safety for Renovation, Repair and Painting (LRRP) Training

Are you or your crew members including the Mechanical Subcontractor and crew trained in Lead Safety for Renovation, Repair and Painting (LRRP)?

Yes No

If yes, how many crew members including owner/principal have a LRRP Certification? _____

If yes, how many HVAC subcontractor crew including owner/principal have LRRP training? _____

Attach each certificate. Include LRRP training certification information on the Contractor Certification Tracking Form (Attachment C).

(10 points – 100% prime and subcontractor; 5 points – At least one certified crew member of the prime contractor)

State of Michigan Weatherization Indoor Air Quality/Mold Training

Are you or your crew members including the Mechanical Subcontractor and crew trained in State of Michigan Weatherization Indoor Air Quality/Mold Training?

Yes No

If yes, how many crew members including owner/principal have IAQ Certification? _____

If yes, how many HVAC subcontractor crew including owner/principal have IAQ training? _____

Attach each certificate. Include IAQ training certification information on the Contractor Certification Tracking Form (Attachment C).

(10 points – 100% prime and subcontractor; 5 points – At least one certified crew member of the prime contractor)

MIOSHA 10 Hour Training

Are you or your crew members including the Mechanical Subcontractor and crew trained in State of Michigan OSHA Training?

- Yes
- No

If yes, how many crew members including owner/principal have MIOSHA Certification? _____

If yes, how many HVAC subcontractor crew including owner/principal have MIOSHA training? _____

Attach each certificate. Include MIOSHA training certification information on the Contractor Certification Tracking Form (Attachment C).

(10 points – 100% prime and subcontractor; 5 points – At least one certified crew member of the prime contractor)

Building Performance Institute (BPI) Certified Crew Leader Training

Are you or your crew members a BPI Certified Crew Leader?

- Yes
- No

If yes, how many crew members including owner/principal have BPI Crew Leader Certification? _____

Attach each certificate. Include BPI Crew Leader certification information on the Contractor Certification Tracking Form (Attachment C).

(10 points – at least one BPI Crew Leader with the prime contractor)

Building Performance Institute (BPI) Certified Retrofit Installer Training

Are you or your crew members a BPI Certified Retrofit Installer?

- Yes
- No

If yes, how many crew members including owner/principal have BPI Retrofit Installer Certification? _____

Attach each certificate. Include BPI Retrofit Installer certification information on the Contractor Certification Tracking Form (Attachment C).

(5 points – at least one BPI Retrofit Installer certified crew member with the prime contractor)

Item #9 and #10 Criteria Point Sheet:

Women-owned business enterprise (5 points)

Minority-owned business enterprise (5 points)

Is your company a woman-owned business enterprise that is at least 51% owned and operated by a woman. **Attach documentation of business ownership or registration with a women's business enterprise program.**

Yes No

Is your company a minority-owned business enterprise that is at least 51% owned and operated by a minority. **Attach documentation of business ownership or registration with a minority business enterprise program.**

Yes No

CUSTOMER REFERENCE AUTHORIZATION

Please give us the names, addresses and phone numbers of 5 customers for whom your company has provided the below:

caulking	doors	door repair
sidewall insulation	glazing	replacement windows
venting	attic insulation	weather-stripping
storm windows	floor insulation	mobile home measures
clock thermostat	smoke alarms	glass replacement
Furnace clean and tune / repair / replacement		

The provision of these names and your signature below signifies that you authorize FiveCAP, Inc. to contact the listed persons. FiveCAP, Inc. will contact each customer you list and ask them questions about how satisfied they are with the work and your firm's customer relations. This authorization is valid until the new contractors are selected by the FiveCAP, Inc. contractor solicitation committee.

Be sure to include the city, we will contact these individuals to verify residence, work performed and quality of work.

Company: _____

Owner Signature: _____ Date: _____

1) _____

2) _____

3) _____

4) _____

5) _____



FiveCAP, Inc. Applicant and Contractor Appeal Procedure



Applicable for all programs and contractual services operated by FiveCAP, Inc.

Policy Statement

For the purpose of the normal appeal process, FiveCAP, Inc. will consider that there has been a partial or complete denial of assistance when benefits or services denied are specific, tangible benefits (programs of contracted services for which a written application has been completed) and funds are currently available. FiveCAP, Inc. has authority to provide or disburse them, and the applicant falls within or believes that he/she can prove he/she falls within the program or contracted services guidelines. The following appeal procedure applies to the following:

- An application for low-income service if there has been a partial or complete denial of assistance.
- A service provider's contract has been suspended, terminated, or not renewed.
- A contractor's or potential contractor's application or proposal to provide services was denied.
- An administrative action that limits or imposes requirements on the contractor or service provider.

Procedure

1. All applicants for benefits or services covered by this policy will be notified at time of application that an appeal process exists for persons denied services. This notification may either be printed on the application form or a notice attached to the application form.
2. Applicants will be notified in writing of his/her denial with twenty (20) days of the denial stating the specific reason(s) for said denial and informing him/her for assistance and /or
 - a. Submitting additional information that he/she feels may qualify him/her for assistance and/or
 - b. Requesting, in writing, a review within ten (10) days after receipt of the letter of denial. The applicant shall be informed of the designated person(s) (name, address, and phone number) by whom the request for review shall be processed (person or persons other than the original denier).
3. An appeal review will be scheduled within ten (10) days after receiving the appeal request by:
 - a. Notifying, in writing, the applicant of the time and place of the appeal and that information or criteria on which the applicant was denied is available for review.
 - b. Informing the applicant that he/she and/or his/her representative may attend to provide any additional information that may qualify him/her for the denied assistance. Affected party may appear in person or through a designated representative to appeal the denial to review items in dispute and seek clarification or resolution to the dispute.

4. Procedures will be established for the designated appeals person to thoroughly review the applicants eligibility based upon all documented or known circumstances pursuant to Program Guidelines, contracted services, and local authority. A record (minutes) of the proceedings, including additional written and verbal documentation, shall be maintained in the FiveCAP, Inc. Central Administrative Office for a period of three (3) years.
5. Appeals proceedings will be conducted within sixty (60) days:
 - a. Notification, in writing, will be sent to the applicant/contractor within ten (10) days after the decision of the appeals person stating the applicants eligibility or sustaining the original denial based upon the information provided.
 - b. Any formal appeal will be requested in writing by the affected party or parties with ten (10) days.
 - c. Upon receipt of an appeal request, an informal hearing will be conducted. The decision rendered will be in writing to the affected parties.
 - d. A request for an appeal hearing may be refused if the applicant/contractor fails to comply with the appeal procedures or the lack of standing by the appellant.
6. Applicants, contractors, or service providers may appeal administrative complaints to the governing/advisory board in writing within ten (10) days. Written notice to the appellant of the governing/advisory board's determination will be provided within thirty (30) days of the appeals filing date.
7. The applicant/contractor may appeal FiveCAP, Inc.'s decision and/or the governing/advisory board's determination to Michigan Department of Health and Human Services, Bureau of Community Action and Economic Opportunity with fifteen (15) days of the written notice or when the decision should have been made by FiveCAP, Inc. which will review and act on the appeal pursuant to R400.19201(5). The written appeal shall be submitted to:

Michigan Department of Health and Human Services
Bureau of Community Action and Economic Opportunity
235 South Grand Avenue, Suite 204
Lansing, MI 48909

The appeal shall be in writing and include, to the extent possible, the following information:

- a. A copy of the original appeal and all correspondence relating to the appeal.
- b. The full name, address, and telephone number of the person(s) making the appeal.
- c. The full name and address of the party against whom the appeal is made, or other information sufficient to identify the party against whom the appeal is made.
- d. A clear and concise statement of the facts, as alleged, including pertinent dates, constituting the alleged violation.

- e. The provision of the act, regulation, grant, or other agreements believed to have been violated.
 - f. The relief requested.
 - g. The decision rendered by Administrative Hearings will be made within thirty (30) days from receipt of the appeal and is the final step in the appeal procedure. This decision will be sent in writing to the appellant with a copy to FiveCAP, Inc.
8. A copy of this policy shall be maintained on file at all FiveCAP, Inc. Community Service Offices and shall be available for public inspection.



FiveCAP, Inc. Weatherization Program Appeal of Service Decision



I, _____, have been denied _____
_____ service by the FiveCAP, Inc. Weatherization
Program, and I wish to appeal the decision because:

The following information, I believe, qualifies me for the service:

I understand that a meeting will be scheduled with the Director of Housing. If no resolution results, I will have the right to further appeal to the Executive Director and funding source.

I also understand that I have the right to have a representative accompany me. At the present time, I (print name) _____ am not planning to have a representative with me.

Signature: _____

Address: _____

Date: _____

FiveCAP does not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, height, weight, handicap, political beliefs, or ex-offense.

In accordance with the Americans With Disabilities Act, all materials are available in alternate formats (large type, audio tape, etc.). Please request seven days in advance by calling (231) 757-3785.



FiveCAP, Inc. Weatherization Program Final Decision Notice



To: _____ Date: _____

Address: _____

City/State _____ Zip Code _____

Phone: () _____

- We are in receipt of your application for _____ dated _____, and we are sorry to inform you that the service is being denied.
- This action is being taken for the following reasons:

- This action is based on rules and regulations governing this service, and is taken from:

A copy of this procedural manual is available for review.

- If you do not agree with this decision, you have the right to appeal by following the attached “Applicant & Contractor Appeal Procedure” and filing an “Appeal of Service” within 20 working days of receipt of this notice.

Signed: _____

Title: _____

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In accordance with the Americans With Disabilities Act, all materials are available in alternate formats (large type, audio tape, etc.). Please request seven days in advance by calling (231) 757-3785.

FiveCAP, Inc.

RFP Attachments

- **Attachment A** – Weatherization Bid Price Lists (Site Built Homes and Mobile Homes)
- **Attachment B** – Contractor Evaluation Process
- **Attachment C** – Contractor and Subcontractor Certification Tracking Form
- **Attachment D** – Certification of Debarment
- **Attachment E** – State of Michigan - Central Registry Clearance Request form
- **Attachment F** – Confidentiality Policy
- **Attachment G** – Conflict of Interest Policy
- **Attachment H** – Criminal Check Forms / ICHAT