



FiveCAP, Inc.



WEATHERIZATION PROGRAM

CONTRACTOR RFP INSTRUCTIONS & SUBMISSION CHECKLIST

Complete this package and return to FiveCAP, Inc. **by June 11, 2021 no later than 5:00 p.m.** for consideration as a contractor. Submit one original and two copies of RFP application and Subcontractor Certification Tracking Form.

Company Name:

Contractor RFP
Instructions & Submission Checklist

Minimum Qualifications

(Contractors failing to meet all minimum qualifications will automatically be disqualified from further consideration).

RFP Application

- Contractor RFP Application *(See Contractor RFP Application Cover Sheet)*
- Contractor Background Information Form
- Contractor Capacity –(**Attach** two (2) years of Company tax returns and a most recent financial statement provided by their accountant or a letter from their accountant stating evidence of financial stability).

License (**Attach** copy of current license)

- Builders License and/or
- Maintenance and Alteration License **AND**
- Mechanical License **and/or** Mechanical subcontractor agreement with License attached

** The person/company that is issued the license by the State of Michigan must be the entity that is submitting the RFP.*

- Contractor and Mechanical Subcontractor must be an EPA Lead-Safe Certified Firm
(**Attach** copy of certification or evidence of application and payment submitted to EPA for Certification including certification for Mechanical Subcontractor if applicable)

Insurance (**Attach** up to date certificates up to required limits including those of Mechanical Subcontractor if subcontracting)

- Workers' Compensation
- Employer's Liability
- Comprehensive General Liability
- Auto Insurance

- Performance Bond (**Attach** letter from a surety company that they will provide a performance bond in the amount of \$10,000).
- Certificate of Good Standing (Corporation) or Certificate of Existence (LLC) (**Attach a** Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by the Michigan Department of Licensing and Regulatory Affairs Corporations, Securities & Commercial Licensing Bureau or Articles of Organization (If Respondent is a joint venture, a Certificate of Good Standing or Certificate of Existence, as applicable, must be submitted for each entity comprising the joint venture).
- Certification that company is not federally debarred or suspended (signified by signature on Certification of Debarment form – Attachment D)

Selection Criteria - Points

It is the responsibility of the applicant to submit support documentation that will allow the selection committee to reasonably ascertain whether points should be awarded in a particular category.

- Item #1 Criteria Point Sheet: Previous weatherization work history completing Weatherization jobs.
- Item #2 Criteria Point Sheet: Price
- Item #3, #4, #5, #6, #7, # 8 Criteria Point Sheet: Training
- Item #9 and #10 Criteria Point Sheet: Women-owned business enterprise and minority-owned business enterprise.

By signing this contractor RFP bid application, I certify that I am legally permitted to represent the company in contracting, fully understand and agree to abide by the terms of the RFP, and certify that I have not been debarred or suspended, or have otherwise been excluded from or deemed ineligible for participation in federal assistance programs. I also certify that the firm has the financial capacity to manage and perform the work described in the RFP. I verify that the answers provided in this application are accurate to the best of my knowledge and hereby authorize FiveCAP, Inc. to verify all information provided in this RFP. I certify that neither I, nor any persons holding a key or other position within the company do not have any relationship to or with any FiveCAP, Inc. personnel that would be considered a conflict of interest. I have not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in the preparation and submission of this bid.

Signature

Date

Print Name and Title

FiveCAP, Inc.
Weatherization Program
Contractor Selection Criteria

Minimum Qualifications

(Contractors failing to meet all minimum qualifications will automatically be disqualified from further consideration).

- Contractors must demonstrate successful past completion of weatherization work similar to that described in this RFP and the Michigan Weatherization Field Guide SWS Edition. Contractor and crew must be familiar with and possess the knowledge and skills identified in the (National Renewable Energy Laboratory) Job Task Analysis to ensure quality work (documented by completing the Contractor Background Information Form)

- Contractors must have the capacity to maintain production and adequate cash flow while awaiting payment. At a minimum, Contractors should be able to carry a minimum of \$50,000 worth of work with the Program beyond any work for or obligations to other entities (Documented by completion of the Contractor Background Information Form and submission of two (2) years of Company tax returns and a most recent financial statement provided by their accountant or a letter from their accountant stating evidence of financial stability. This information will be utilized to determine the Respondent's financial condition and ensure sufficient capital to complete the project).

- Builders License or Maintenance and Alteration License Firm **AND** Mechanical License and/or Mechanical Subcontractor Agreement with license attached (documented by submission of current license and subcontractor agreement)

- Contractor and Mechanical Subcontractor must be an EPA Lead-Safe Certified Firm (Attach copy of certification or evidence of application and payment submitted to EPA for Certification including certification for Mechanical Subcontractor if applicable)

- Insurance for both Contractor and Mechanical Subcontractor if applicable (documented by submission of up to date certificates up to required limits)

- Contractor must provide evidence of a commitment to be issued a \$10,000 Performance Bond if awarded a contract as a result of this RFP (documented by a letter from a surety company that they will provide a performance bond in the amount of \$10,000).

- Certificate of Good Standing (Corporation) or Certificate of Existence (LLC): The Contractor shall provide a Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by the Michigan Department of Licensing and Regulatory Affairs Corporations, Securities & Commercial Licensing Bureau or Articles of Organization (If Respondent is a joint venture, a Certificate of Good Standing or Certificate of Existence, as applicable, must be submitted for each entity comprising the joint venture.)

- Certification that company is not federally debarred or suspended (signified by signature on the Certification of Debarment form – Attachment D)

If a Contractor does not convince FiveCAP, Inc. that it possesses the above minimum qualifications with the RFP response, FiveCAP, Inc. shall deem the Contractor not qualified and the Contractor’s proposal will not be scored.

ITEM #	<u>ITEM # TOTAL POSSIBLE POINTS = 105</u> * In the event of a tie, FiveCAP, Inc. may choose to conduct an interview or consider the overall required training certifications presented to make the final determination.	Maximum Points
1.	Previous weatherization work history – (Completing DOE Weatherization jobs with FiveCAP, Inc. or for another WAP Agency in good standing and/or years of experience installing weatherization measures).	20 points
2.	Competitive Pricing	20 points
Training:		
3.	State of Michigan Weatherization Lead Safe Work Training	10 points
4.	US EPA Lead Renovator Repair and Painting Training	10 points
5.	State of Michigan Weatherization Indoor Air Quality/Mold Training	10 points
6.	MIOSHA 10-Hour Training	10 points
7.	BPI Crew Leader	10 points
8.	BPI Retrofit Installer	5 points
W/MBE Points:		
9.	Woman-owned business enterprise	5 points
10.	Minority-owned business enterprise	5 points