



Weatherization Assistance Program Materials and Labor Bid Packet

TEXOMA COUNCIL OF GOVERNMENTS – 1117 GALLAGHER DRIVE, SUITE 200 – SHERMAN, TX 75090

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

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

Responders may bid on an individual contract, selected multiple contracts or bid on all contracts. Please note the bids must be received at TEXOMA COUNCIL OF GOVERNMENTS' office at 1117 GALLAGHER DRIVE, SUITE 200, SHERMAN, TX 75090 **no later than 3:00 P.M. December 17 of 2018.**

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

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

Weatherization Single Family/Multi-Family Materials and Labor Bid

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

Place into one envelope and clearly marked with your name.

HVAC Bid –B (2) Duct Seal/Repairs, (7) Smart Thermostat, (12) HVAC/ Window Units (Energy Star) place into one envelope and clearly marked with your name.

Plumbing/Vented-Space Heaters Bid –C (1) Health/ Safety "Plumbing" place into one envelope and clearly marked with your name.

Electrical Bids –D (1) Health & Safety "Electrical" into one envelope and clearly marked with your name.

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REFERENCES

If supplying proposals for multiple contracts, accompanying references are required with each contract proposal. References will be verified prior to the bid opening, as specified in the bid packet under Bidder Eligibility. Therefore you need to place the remaining sheets of the bid packet into a second envelope and clearly mark it as:

REFERENCES ONLY

LIST SPECIFIC BID EACH REFERENCE ACCOMPANIES

The Competitive Bids are to be opened at the public bid opening scheduled at the TEXOMA COUNCIL OF GOVERNMENTS office at TEXOMA COUNCIL OF GOVERNMENTS, 1117 GALLAGHER DRIVE, SHERMAN, TX, 75090 in the Texoma Room on Tuesday, December 18 at 3:00 p.m. All interested parties are encouraged to be present.



TEXOMA COUNCIL OF GOVERNMENTS Advertisement for Material and Labor Bids

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

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

Bid packets may be obtained in person during normal business hours at TEXOMA COUNCIL OF GOVERNMENTS, 1117 GALLAGHER DRIVE, SUITE 200, SHERMAN, TX 75090, requested by telephone at 903-813-3526, or downloaded from www.tcog.com. A pre-bid conference will be held at 10:00a.m on Wednesday December 7, 2018 at the address listed above.

Completed bid packets must be received in the TEXOMA COUNCIL OF GOVERNMENTS office at 1117 GALLAGHER DRIVE, SUITE 200, SHERMAN, TX 75090 no later than 3:00 p.m. on Monday, December 17, 2018. Proposals may be mailed to the above address; however, TEXOMA COUNCIL OF GOVERNMENTS shall not be responsible for late or delayed delivery. The sealed proposals will be opened at 3:00 p.m. on Tuesday, December 18, 2018 at the public bid opening scheduled at TEXOMA COUNCIL OF GOVERNMENTS, 1117 GALLAGHER DRIVE, SUITE 200, SHERMAN, TX, 75090. The final selection process will be based on standardize scoring and competitive negotiation for the purpose of selecting sub-contractors. TEXOMA COUNCIL OF GOVERNMENTS reserves the right to refuse any and all bids. The Contracts will be awarded for a one year term and may be extended on a yearly basis, up to an additional four (4) years based on satisfactory performance and the availability of funds.

TEXOMA COUNCIL OF GOVERNMENTS is an equal opportunity employer.

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

Date	Activity
Saturday, December 1, 2018	Advertisement and Public Posting
Wednesday, December 7, 2018	Bidders Conference at 10:00 a.m.
Monday, December 17, 2018	Bid Packets due by 3:00 p.m.
Tuesday, December 18, 2018	Open Bid packets 3:00 p.m.
Wednesday, December 19, 2018	Review and Evaluate Bid Packets
Friday, December 21, 2018	Notify bidders of outcome pending TEXOMA COUNCIL OF GOVERNMENTS Board Approval

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Weatherization Assistance Program Bid Packet

Solicitation for Contract with Estimated Effective Date Beginning
12/01/2018

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TEXOMA COUNCIL OF GOVERNMENTS Solicitation for Weatherization Contract

PROGRAM DESCRIPTION

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

The Weatherization Program is operated under the rules, regulations, and requirements promulgated by the Department of Energy (10CFR440) and by the state-funding agency, Texas Department of Housing and Community Affairs (TDHCA). Work performed and measures installed must meet all TDHCA standards and be in full compliance with applicable program guidelines and federal, state and local codes.

DESCRIPTION OF WORK:

A. Material & Labor

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

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

B. HVAC (Must be Licensed)

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

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

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

D. Electrical (Must be Licensed)

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

BID PRICE

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

All quoted materials must meet the Department of Energy (DOE) material specifications, current ASHRAE Standards, HBI/NAHB Plumbing Standards, NFS, ASTM, IAPMO Standards and National Electrical Code and other federal, state and local material specifications. Weatherization material proposals must comply with the minimum standards set forth in the Texas Department of Housing and Community Affairs current Materials and Installation Standards Manual (2012). The TDHCA Materials and Installation Standards Manual is available for review at TEXOMA COUNCIL OF GOVERNMENTS, 1117 Gallagher Drive, Suite 200, Sherman, TX 75090 or at <http://www.tdhca.state.tx.us/community-affairs/wap/guidance.htm>. Documentation related to these standards must accompany this bid and follow Attachment I.

BIDDER ELIGIBILITY

1. Bid package, which are incomplete, or contain prices which do not tabulate correctly, lack required documentation, or are illegible will be considered non-responsive and will be rejected. Submission must include all referenced attachments and required documents.
2. Bids received after the published deadline shall not be accepted and shall be returned unopen, to bidder. All bids must be submitted to JUDY FULLYLOVE, ENERGY SERVICES DIRECTOR at TEXOMA COUNCIL OF GOVERNMENTS, 1117 GALLAGHER DRIVE, SUITE 200, SHERMAN, TX 75090. The bid must be in a sealed envelope, clearly marked on the outside as indicated on Page 1 & 2. Otherwise the envelope will be returned unopened and considered "NON-RESPONSIVE".

3. Bidders must have at least 3 years of experience in weatherization or construction and/or HVAC and/or plumbing and/or electrical. Applicable experience must be documented on Attachment II, Bidder's Experience.
4. Bidders must have the staff, equipment, financial and technical resources needed to effectively perform all required activities specified in the previous Description of Work. Applicable information regarding this criteria shall be recorded on Attachment III, Technical and Financial Resources.
5. Bidders must comply with all applicable federal, state and local laws and regulations, must have adequate general liability and vehicle insurance and may not be on a local, state or federal Consolidated List of Debarred, Suspended and Ineligible Contractors and Grantees. Required documentation is outlined in Attachment IV, Legal and Other Bidder Requirements.
6. TEXOMA COUNCIL OF GOVERNMENTS reserves the right to reject any/all bids.

CONTRACTOR SELECTION

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

PRE-BID CONFERENCE

TEXOMA COUNCIL OF GOVERNMENTS will hold a pre-bid conference on Wednesday December 7, 2018 at 10:00 am at TEXOMA COUNCIL OF GOVERNMENTS's office located at 1117 Gallagher Drive, Sherman, Texas. Attendance is optional, but may be advantageous, as potential bidders will have the opportunity to ask questions and/or seek clarification regarding any and all aspects of this bid process. All questions must be submitted in writing to JUDY FULLYLOVE, DIRECTOR OF ENERGY SERVICES at TEXOMA COUNCIL OF GOVERNMENTS, 1117 Gallagher Drive, Suite 200, Sherman, TX, 75090 or Jfullylove@texoma.cog.tx.us at least one day prior to the pre-bid conference. TEXOMA COUNCIL OF GOVERNMENTS will provide written responses to all questions for all bidders in attendance at the bidder's conference and by mail, fax, or e-mail to prospective bidders (all who pick up /request a bid packet) not in attendance. TEXOMA COUNCIL OF GOVERNMENTS will not respond to any questions after the pre-bid conference.



CONTRACTUAL AGREEMENT Standard Specifications & Conditions

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

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

1. Contractor shall furnish all materials necessary for delivery of services in the nineteen (19) county areas for programs listed above. All materials shall meet all current applicable Federal, State and local standards and specifications. Weatherization materials shall comply with the Texas Department of Housing and Community Affairs Materials Installation Standards Manual. TCOG shall not be billed for transportation or delivery costs. Materials shall be new and in good condition. TCOG shall not be charged for items which are damaged prior to or during installation or for wasted materials.
2. All weatherization materials shall be installed in accordance with the standards contained in the TDHCA Weatherization and Mechanical Field Guides. TCOG shall pay only for those materials which meet applicable standards and which are acceptably and properly installed on eligible dwelling units.
3. It is TCOG's intent to secure a quoted price (i.e. bid) for all customary materials and labor. Incidental items not included in TCOG's solicitation (i.e. nails, screws, fasteners, miscellaneous hardware, etc.) shall not be billed to TEXOMA COUNCIL OF GOVERNMENTS. Unusual or one of a kind circumstances or development of new (DOE/TDHCA approved) products or materials shall be addressed on a case-by-case or as needed basis.
4. Contractor shall furnish all labor pursuant to completion of activities in TCOG's nineteen (19) county area. The Contractor is required to attend all final inspections in order to correct any work as required by TCOG, funding source and/or Federal/State/local inspection.

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5. On-site supervision must be provided. Field staff must be proficient in installing approved measures and must meet required OSHA and EPA certifications as listed on Attachment IV for each contract.
6. For Weatherization, TCOG shall conduct an initial air test (on feasible units) prior to undertaking air-sealing activities and shall conduct and record a final air exchange reading upon completion of the air sealing work. The final air exchange rate must be within the desired air exchange range (and minimum ASHRAE, DOE and TDHCA ventilation requirements must be maintained).
7. Once a job is completed, the Contractor must remove all debris from the job site and dispose of it in a proper and responsible manner. The Contractor shall take every precaution necessary to protect all existing trees, shrubbery, plants, sidewalks, buildings, vehicles, etc. in the area where work is being done, as well as the building covered by the contract, and shall rebuild, repair, restore and make good at his own expense all injury and damage to same which may result from work being carried out under this contract.
8. The total allowable materials and labor cost per measure shall be determined prior to the Contractor starting work. The total dwelling costs for weatherization may not exceed established Program maximums. Change Orders require approval prior to installation of measures or measures will be at Contractor's expense.
9. TCOG shall not be charged separately for sub-contractor's cost for job-related transportation, tools or equipment needed to perform work or for disposal of debris removed from the job site, for staff training or for fringe benefits.
10. Contractor is responsible for any job-related illness or injury to workers in his/her employment, and shall indemnify and hold harmless TCOG, TCOG staff, and TCOG clients in the event an on-the-job illness or injury occurs.
11. Contractor must submit itemized material and labor cost statements for each approved job completed and the statement shall be presented in a format required by TCOG. All work is performed on a reimbursement basis. No draws or advances shall be provided under this agreement. Only when the dwelling unit or facility repair has been completed, TCOG has received the material and labor cost statement, the unit or facility repair has passed the agency's final inspection and TCOG has received the funds from TDHCA or appropriate funding source will payment for the materials and labor be made. Payment will normally be made within 60 days of final agency acceptance. Payment will be made by check and mailed to the address provided by the Contractor only.
12. All work assigned pursuant to this contract must be completed in a timely and expeditious manner. TCOG shall provide a work schedule which shall ensure that its contractual obligations to TDHCA for Weatherization are met. Failure of the Contractor to perform in accordance with said schedule may be grounds for termination of the services agreement.

13. Contractor must correct any bonafide materials and/or workmanship deficiency identified during the agency final unit inspection. Contractor or approved designee must accompany TCOG inspector on final inspections, except when waived by TCOG. Failure to take required corrective action within a reasonable time period (normally 5 working days) may result in termination of this agreement. Measures that require more than two inspections due to the sub-contractor's failure to meet the specified work requirements shall result in each additional inspection being charged to the Contractor at the rate of \$200.00 per re-inspection. A money order or cashier's check shall be mailed to TEXOMA COUNCIL OF GOVERNMENTS-Weatherization, 1117 GALLAGHER DRIVE, SUITE 200, SHERMAN, TX 75090, for these extra charges.
14. Contractor must promptly correct any deficient performances identified by inspections performed by TEXOMA COUNCIL OF GOVERNMENTS (TCOG), Texas Department of Housing and Community Affairs (TDHCA), Department of Energy (DOE), Federal/State/Local Code Inspectors and/or complaints by the clients for a period of twelve (12) months after date of unit completion. Corrections must be made within 5 days of notification.
15. Contractor must recognize the special needs and concerns of low-income, elderly and disabled clients and must ensure that clients are at all times treated respectfully and courteously. Contractor and/or staff must conduct themselves in a professional manner at all times.
16. Contractor must retain all work and cost records for a minimum period of three (3) years after payment for the dwelling unit or facility repair has been made and all other pending matters are closed. This requirement is to assure fair settlement of disputes or complaints that may arise, as well as to fulfill federal audit requirements.
17. Contractor must conform to all current Federal, State and Local material standards, specification and code requirements; 10 CFR 440, Appendix A to Part 440 - Standards for Weatherization Materials and 2012 TDHCA Material Installation Standards.
18. The Weatherization (WAP) and Comprehensive Energy Assistance Program (CEAP) are federally funded. Any known or suspected incident of fraud or program abuse involving Contractor or the Contractor's staff will be reported to the appropriate state or federal investigative body or official.
19. Contractor is required to provide current plumbing and electrical license including Master and Journeyman along with the required OSHA and EPA certifications listed on Attachment IV of each contract.
20. The Contractor must meet the following and must provide assurances of the same;
 - a. ***Equal Employment Opportunity***—Compliance with Executive Order 11246, entitled "Equal Employment Opportunity", as amended by Executive Order 11375, and as supplemented in Dept. of Labor regulation (41 CFR part 60).

- b. ***Copeland “Anti-Kickback” Act (18 U.S.C. 874 and 40 U.S.C. 276c)***–The sub-contractor must comply with the Copeland “anti-kickback” Act (18 USC 874 and 40 U.S.C.276c) as supplemented in Department of Labor regulations (29 CFR, Part 3, “Contractors and Sub-contractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or sub-recipient shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled. Any suspected or reported violations of this act shall immediately be reported to TDHCA.
- c. ***Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333)***–compliance with Sections 102 and 107 of the Contract work Hours and Safety Standards Act (40 U.S.C. 327-333), as supplemented by Department of Labor regulations (29CFR part 5). Under Section 102 of the act, each contractor shall be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than 1 ½ times the basic rate of pay for all hours worked in excess of 40 hours in the work week. Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market or contracts for transportation or transmission of intelligence.
- d. ***Rights to Inventions Made Under a Contract or Agreement***–Contracts or agreements for the performance or experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.
- e. ***Clean Air Act (42 U.S.C. 7401 et seq.)*** and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended–Contracts and sub-grants of amounts in excess of \$100,000 shall contain a provision that requires the recipient to agree to comply with all applicable standards, orders or regulations issued pursuant to the clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA) (40 CFR, Part 15).
- f. ***Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)***–Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence any officer or

employee of any agency, a member of Congress, officer or employee of Congress, or any employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Any disclosures are forwarded from tier to tier up to the recipient.

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

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

Respondent’s Company Name

Respondent’s Printed Name

Title

Respondent’s Signature

Date

ATTACHMENT I, II, III, IV, V.
WEATHERIZATION SINGLE FAMILY/
MULTI-FAMILY MATERIAL AND LABOR



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

1. YEARS OF EXPERIENCE

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

2. RECORD OF PAST PERFORMANCE

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

Question #1: Which of the tasks below were performed? 1 pt.			
Ref.#1	<input type="checkbox"/> Insulation	<input type="checkbox"/> Replace doors/windows	<input type="checkbox"/> Air infiltration
Ref.#2	<input type="checkbox"/> Insulation	<input type="checkbox"/> Replace doors/windows	<input type="checkbox"/> Air infiltration
Ref.#3	<input type="checkbox"/> Insulation	<input type="checkbox"/> Replace doors/windows	<input type="checkbox"/> Air infiltration
Question #2: Please rate the quality of work completed. Very Good – 3 pts. Good – 2 pts. Fair – 1 pt. Poor – 0 pts.			
Ref.#1	<input type="checkbox"/> Very Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Very Good
	<input type="checkbox"/> Good	<input type="checkbox"/> Poor	<input type="checkbox"/> Fair
Ref.#2	<input type="checkbox"/> Very Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Very Good
	<input type="checkbox"/> Good	<input type="checkbox"/> Poor	<input type="checkbox"/> Fair
Ref.#3	<input type="checkbox"/> Very Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Very Good
	<input type="checkbox"/> Good	<input type="checkbox"/> Poor	<input type="checkbox"/> Fair
Question #3: Was the contractor timely in completing projects? Yes – 1 pt. or No – 0 pt.			
Ref.#1	<input type="checkbox"/> Yes	Ref.#2	<input type="checkbox"/> Yes
	<input type="checkbox"/> No		<input type="checkbox"/> No
Ref.#3	<input type="checkbox"/> Yes		<input type="checkbox"/> No
Question #4: Would you contract with this individual again? Yes – 1 pt. or No – 0 pt.			
Ref.#1	<input type="checkbox"/> Yes	Ref.#2	<input type="checkbox"/> Yes
	<input type="checkbox"/> No		<input type="checkbox"/> No
Ref.#3	<input type="checkbox"/> Yes		<input type="checkbox"/> No
Question #5: Was the contractor (contractor's staff) courteous and respectful? Yes – 1 pt. or No – 0 pt.			
Ref.#1	<input type="checkbox"/> Yes	Ref.#2	<input type="checkbox"/> Yes
	<input type="checkbox"/> No		<input type="checkbox"/> No
Ref.#3	<input type="checkbox"/> Yes		<input type="checkbox"/> No

Reference Name	Address	Phone

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

Reference Name	Address	Phone

3. Is your company certified as a Historically Underutilized Business? ☐ YES ☐ NO
(5 pts. Awarded upon provision of State Certificate)

4. Does your company have a Woman or Minority-Owned Business Certificate? ☐ YES ☐ NO
(5 pts. Awarded upon provision of SBA Certificate)

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

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

NAME #1: _____	YES	NO
a. Do you have Weatherization and construction experience?	_____	_____
b. Do you have experience in blown attic & wall insulation?	_____	_____
If yes, how many years? _____		
c. Have you performed insulation services in Weatherization homes before?	_____	_____
d. Do you have experience in Safety Standards to Health Hazards of Blown Insulation? _____	_____	_____

NAME #2: _____	YES	NO
a. Do you have Weatherization and construction experience?	_____	_____
b. Do you have experience in blown attic & wall insulation?	_____	_____
If yes, how many years? _____		
c. Have you performed insulation services in Weatherization homes before?	_____	_____
d. Do you have experience in Safety Standards to Health Hazards of Blown Insulation? _____	_____	_____
2. Would you be able to electronically submit a billing in spreadsheet form? (2 pts.) _____	_____	_____
3. Have you been responsible for the paperwork involved with accounting for materials and inventory for either a Weatherization program or construction business? If yes, please describe your experience? (1 pt.)	_____	_____

4. Do you own your own tools and equipment that would allow you to effectively weatherize homes in our List Number of Counties county areas? (2 pts.)
- _____
5. Experienced staff to promptly address client appointments, question and warranty? (2 pts.)
- _____



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

- | | YES | NO |
|--|-------|-------|
| 1. Are you willing to provide proof of the required general liability insurance? (2 pts.) | _____ | _____ |
| 2. Can you provide documentation that you have a minimum line of credit of at least \$10,000 for up to 90 days?
If yes, attach documentation? (2 pts.) | _____ | _____ |
| 3. Are you willing to wait 60 days after final inspection to receive payment by mail to address provided by sub-contractor?
(2 pts.) | _____ | _____ |
| 4. List two trade references that you or your firm has purchased materials from within the past 12 months. The following two questions will be asked of each reference. No points will be awarded if references cannot be contacted, so you may list additional references under the optional section. | | |

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

QUESTION 2 – “Have you, or would you, extend credit to this individual?” (1 pt.)

	Name	Address	Phone #
Reference #1	_____		
Reference #2	_____		
Optional #1	_____		
Optional #2	_____		

Reference # 1 Answers

Question # 1: ☐ Yes ☐ No Comments: _____

Question # 2: ☐ Yes ☐ No Comments: _____

Reference # 2 Answers

Question # 1: ☐ Yes ☐ No Comments: _____

Question # 2: ☐ Yes ☐ No Comments: _____

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ATTACHMENT IV

Legal and Other Bidder Requirements

1. The successful bidder for each contract will be given 5 days to provide TEXOMA COUNCIL OF GOVERNMENTS with a copy of the firm's:
 - A. Comprehensive general and automobile liability insurance, or insurance carrier's letter of certification, required for all contracts.
 - B. Texas Worker's Compensation System proof of coverage. Non-subscribers must, if awarded the contract, sign the Texas Workers Compensation Commission Joint Agreement to affirm independent relationship for certain building and construction workers form, required for all contracts.
 - C. Environmental Protection Agency (EPA) LEAD-SAFE CERTIFIED FIRM certificate. If not certified, proof of application to become certified and must provide the LEAD-SAFE CERTIFIED FIRM certificate within 5 days of receiving the certificate. Required for successful Weatherization Material & Labor and Plumbing Material & Labor bidder.
 - D. Lead-Safe Certified Renovator certificate for Jobsite Supervisors or Crew Leaders. Required for successful Weatherization/Facility and Plumbing Material & Labor bidder.
 - E. Occupational Safety and Health Administration (OSHA) 10-hour OSHA training course certificate for all non-supervisory employees. Required for all contracts.
 - F. Occupational Safety and Health Administration (OSHA) 30-hour OSHA training course certificate for all supervisory employees. Required for all contracts.

Should the successful bidder not be able to provide this information, the bidder scoring the 2nd highest points will be contacted.
2. Provide a notarized statement attesting that the firm is not listed on any federal, state or local (i.e. GSA/HUD/GAO) list of debarred, suspended and ineligible contractors and grantees.
3. Provide a notarized statement attesting that the firm complies with the Department of Labor Fair Labor Standards Act and that the firm meets all equal employment, affirmative action and non-discrimination regulations.
4. The successful bidder must provide TEXOMA COUNCIL OF GOVERNMENTS with documentation that all materials to be used in the Weatherization program comply with DOE Standards. Receipt of this documentation is a condition that must be met before TEXOMA COUNCIL OF GOVERNMENTS will sign the contract with sub-contractor.
5. Documents to be submitted (in the order listed) with the bid package:
 - A. Signed copy of contractual requirements
 - B. Attachment I – Materials and Labor Bid Sheet
 - C. Attachment II - Bidder's Experience & Integrity
 - D. Attachment III - Bidders Technical and Financial Resources
 - E. Attachment IV – Notarized "Debarment" Statement and notarized "Labor Standards"

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ATTACHMENT V
Weatherization Single Family/ Multi-Family Material & Labor Bidder
Evaluation Sheet
(For Agency Use Only)

Responder's Company Name: _____

Bid provided (no points awarded):

RESPONSIVE CRITERIA

Bid submitted on time, in proper form and legible

☐ ☐
☐ Yes ☐ No
Yes No

Bid has all required attachments/documents

MATERIAL BID

Bid weights:

BID POINT TOTALS

Material Bid/Labor Bid 40 pts.

Bidder's Experience & Integrity 25 pts.

Technical Resources 15 pts.

Financial Resources 10 pts.

Woman or Minority Owned Business (SBA Certificate Required) 05 pts.

Historically Underutilized Business (HUB Certificate Required) 05 pts.

Total Points 100 pts.

MATERIAL COSTS (MAX. 20 PTS.) The lowest total material bid will receive 20 points. Each additional bid will receive points by dividing it into the lowest bid and then multiplying that a factor times 20 points.

Lowest Bid _____

This Bid _____

Equals _____ x 20 pts. = _____ pts.

LABOR COSTS (MAX. 20 PTS.) The lowest total labor bid will receive 20 points. Each additional bid will receive points by dividing it into the lowest bid and then multiplying that a factor times 20 points.

Lowest Bid _____

This Bid _____

Equals _____ x 20 pts. = _____ pts.

TOTAL MATERIAL & LABOR BID POINTS (MAX. 40 PTS.) _____ **PTS.**

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BIDDER'S EXPERIENCE & INTEGRITY (25 PTS.)

1. Years of Experience (1 pt. for each year, not to exceed 4 pts.)
2. Reference check questions (7 pts. For each reference – Total of 21 pts.)

	Reference #1	Reference #2	Reference #3
Question #1: Task performed? (1 pt.)	_____	_____	_____
Question #2: Rate quality of work Very good – 3 pts. Fair – 1 pt. Good – 2 pts. Poor – 0 pt.	_____	_____	_____
Question #3: Timely performance? Yes – 1 pt. No – 0 pt.	_____	_____	_____
Question #4: Would you contract again? Yes – 1 pt. No – 0 pt.	_____	_____	_____
Question #5: Courteous & respectful? Yes – 1 pt. No – 0 pt.	_____	_____	_____
Total Points by Reference	_____	_____	_____

TOTAL POINTS BY ALL REFERENCES (MAX. 21 PTS.)

TOTAL BIDDER'S EXPERIENCE & INTEGRITY POINTS (MAX. 25 PTS.)

3. Certified Historically Underutilized Business (Max. 5 pts. With Certificate)

4. Certified Woman or Minority-Owned Business (Max. 5 pts. With Certificate)

TECHNICAL RESOURCES (15 PTS. TOTAL)**1. EXPERIENCE RESOURCES (8 PTS.)**

Name #1

Name #2

- a. Do you have experience in Weatherization and construction?

Yes – 1 pt. No – 0 pt.

- b. Do you have experience in Weatherization and construction?

Yes – 1 pt. No – 0 pt.

- c. Have you performed insulation services in Weatherization homes before?

Yes – 1 pt. No – 0 pt.

- d. Do you have experience in Safety Standards to Health Hazards with Blown Insulation?

Yes – 1 pt. No – 0 pt.

TOTAL EXPERIENCE RESOURCE POINTS (MAX. 8 PTS.)

ADDITIONAL TECHNICAL RESOURCES (7 PTS. TOTAL)

2. Will you be able to bill electronically using Excel? Yes – 2 pts. No – 0 pt.

3. Have you been responsible for the paperwork involved with accounting for materials and inventory for either a Weatherization program or construction business? Yes – 1 pt. No – 0 pt.

4. Do you own your own tools and equipment that would allow you to effectively weatherize homes in our nineteen county area? Yes – 2 pts. No – 0 pt.

5. Experienced staff to promptly address client appointments, questions and warranty issues? Yes – 2 pt. No – 0 pt.

TOTAL ADDITIONAL TECHNICAL RESOURCES (MAX. 7 PTS.)

TOTAL TECHNICAL RESOURCE POINTS (MAX. 15 PTS.)

FINANCIAL RESOURCES (10 PTS. TOTAL)

1. Are you willing to provide proof of the required general liability insurance? Yes – 2 pts. No – 0 pt.

2. Line of credit minimum \$10,000? Yes – 2 pts. No – 0 pt.

3. Are you willing to wait 60 days after final inspection to receive payment by mail to address provided by subcontractor? Yes – 2 pts. No – 0 pt.

4. Trade References?

Yes – 1 pts. No – 0 pt.

Ref #1

Ref #2

Question 1: Honest, fair & responsible

Question 2: Would you extend credit

TOTAL FINANCIAL RESOURCES (MAX. 10 PTS.)

GRAND TECHNICAL AND FINANCIAL RESOURCES POINTS



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