

**REQUEST FOR QUALIFICATIONS
SNOHOMISH COUNTY HUMAN SERVICES
2015 WEATHERIZATION ASSISTANCE PROGRAM
MECHANICAL INSPECTION, SERVICE AND REPAIR**

SUMMARY

Snohomish County requires qualified mechanical contractors to provide inspection and servicing of heating and cooking appliances at an estimated total of **144** homes at an average cost of **\$1,500** per home from **April 1, 2015** through **March 31, 2016**. All workers installing energy efficiency measures must be paid wages governed by the state prevailing wage reporting requirement.

All measure prices must be reported with three component costs; a) the material cost, and b) all other costs and c) totaling the measure price. For measures with no materials involved, a single price is satisfactory.

I. Overview

A. Issuing Agency - This Request for Qualifications (RFQ) is issued by the Snohomish County Human Services Department, Housing and Community Services Division (hereinafter referred to as the "County").

B. Purpose - The purpose of this RFQ is to select **full service mechanical contractors** that will provide inspection and servicing of heating and cooking appliances to site-built and mobile/manufactured homes to meet the goals of the County's Weatherization Program. The goals are to:

- Make cost effective energy efficiency and related repair improvements to homes occupied by low income people to reduce energy bills; and
- Increase home health, safety, and durability; and
- Provide educational services to household's members and help them to better understand and control their energy use.

The contractor selected will assist the Human Services Department's Housing and Community Services Division, designated as the Snohomish County Community Action Program, in providing weatherization services to site-built single family dwellings, site-built multi-family dwellings, and manufactured (mobile) homes of approximately **144** low-income households located throughout the County with an estimated contracted expense of **\$216,000**. The services are primarily funded by a variety of

Federal, State, and Local grant funds.

The weatherization services shall support the mission of the Community Action Program which is to:

- Reduce poverty by empowering the poor, building community capacity, changing public attitudes, and changing social attitudes.

C. Availability of Funds - Contracts entered into as a result of this RFQ will be negotiated with the successful proposer. The total amount of funding available for contracted cost is estimated to be **\$216,000** during the funding period which begins **April 1, 2015** and ends **March 31, 2016**. The County anticipates approximately half of the funding available will be used on site-built homes and the other half will be used on mobile/manufactured homes. Generally, the program weatherizes very few multifamily buildings greater than four units.

The County reserves the right to extend the contract for one or more additional years with the concurrence of the contractor or contractors. Historically, contracts originally specified for one year were extended the two following years, with negotiated minor unit price changes due to increases in material costs. There is no guarantee of continued funding or contract extension.

Weatherization and repair funds are provided by the U.S. Department of Energy (DOE), U.S. Department of Health and Human Services (HHS), Bonneville Power Administration (BPA), Washington State Matchmakers Program (MM), Public Utility District Number 1 of Snohomish County (PUD), and Puget Sound Energy (PSE). The funds are administered by the State of Washington's Department of Commerce.

The funding described in this section is only an estimate. Actions currently under consideration both locally and nationally may dramatically affect the amount of funding available. Successful proposers are not guaranteed any specified level of funding.

D. RFQ Schedule

Friday December 12, 2014	Notice Published - Release RFQs
Tuesday January 6, 2015 9:00-10:30 AM Room 6A04 3000 Rockefeller Ave Everett WA	Proposers' Conference ATTENDANCE ENCOURAGED
Friday January 30, 2015 12:00 P.M. (noon)	Proposal due
Tuesday February 10, 2015	Notify and Negotiate Contracts
Tuesday March 3, 2015	Contracts Issued
Wednesday April 1, 2015	Work Orders Issued

II. Scope of Work to be Performed

- A. **Scope of Work** - The County requires a contractor to provide Electric Furnace Safety Inspection and Servicing to approximately 144 housing units located throughout Snohomish County and to provide Gas and Oil-fired Furnace Safety Inspection and Servicing in approximately 45 housing units located throughout the county. The gas furnaces may include units fueled by propane. The contractor is expected to inspect the entire heating system: in the case of combustion appliances availability of sufficient combustion and make-up air, appropriate size and type of fuel supply lines and properly functioning vent connectors and chimneys, as well as the heating appliance are to be inspected.

Inspection of any combustion appliances requires completion of the **“Combustion Safety Test Report” (Exhibit 3)**, as appropriate for the system(s) being inspected. The County is aware that many proposers are not familiar with this form; instruction in completion of the form will be provided, upon request, to the successful proposer. Proposers should be aware that completion of the “Combustion Safety Test Report” requires the use of a manometer or magnehelic gauge that reads to 1 Pascal (Pa), such as the DG-500 Pressure Gauge available from The Energy Conservatory, and a carbon monoxide meter, reading to 1 ppm, such as the Bacharach Monoxor II.

During the furnace inspections, items may be identified as defective, inoperable or requiring repair. The items identified shall be reported to the County. Additional work may be authorized at the discretion of the County to repair defective items found during the inspection.

Emergency situations involving a life or health threatening crisis may be identified by the County. The contractor agrees to respond to a customer faced with a life or health threatening energy crisis, as determined by the County, within eighteen hours of the order being received from the County.

All prices are for furnace service work and parts installed according to industry standards and include labor, material, permits, job site cleanup, overhead and all other costs, excluding sales tax.

The price for the Electric Furnace Safety Inspection and Servicing shall include the following:

Electric Furnaces

- Inspect the elements.
- Inspect the sequences and control system.
- Inspect the thermostat for correct operation. Clean or adjust if necessary.
- Inspect and clean the blower motor and fan blades. Lubricate all motors and bearings.
- Inspect all belts for tension, wear and condition.
- Replace all filters. Inspect to insure the availability of return air and provide one extra filter for occupant to replace.
- Inspect the cold air return for the furnace.
- Measure and report heat rise.

The price for the Gas and Oil-fired Furnace Safety Inspection and Service shall include the following measures:

Oil Furnaces

- Inspect furnace for burner operation, unusual noises and vibrations, flame color, flame shape and flame impingement as the furnace begins to operate. Inspect the length of time between shutting off the burner and when the flame is extinguished.

- Inspect the chimney and base, and/or flue pipe. Inspect the barometric damper, if present. Vacuum and clean the combustion chamber (including secondary chamber), heat exchanger, and flue, as necessary.
- Inspect the brickwork and/or combustion chamber and heat exchanger for cracks.
- Inspect the oil pump screen and oil filter. Clean or replace, if necessary.
- Inspect for oil leaks.
- Clean and adjust the firing assembly, as required.
- Inspect the cad cell or stack relay. Clean if necessary.
- Test the burner transformer.
- Inspect the relay safety timing.
- Replace the air filter. Inspect to ensure the availability of combustion air and provide one extra filter for occupant to replace.
- Inspect the cold air return to the furnace.
- Inspect for confined space conditions.
- Inspect and clean the blower motor and fan blades. Lubricate all motors and bearings.
- Inspect and adjust as necessary the fan belt tension, wear, and condition.
- Test the high limit control and measure the temperature rise through the unit.
- Inspect the thermostat for correct operation. Clean or adjust if necessary.
- Inspect the chimney for cleaning and safety.
- Conduct a post-inspection efficiency test and complete certification report.

- Conduct combustion safety tests and complete an information checklist. The combustion safety checks shall include a worst case fan depressurization test, a combustion back draft test, a forced air system heat exchanger test, a spillage test, and a carbon monoxide (CO) test.

Gas Furnaces

- As the furnace begins operation, check for burner operation, unusual noises and vibrations, flame color, flame roll out, and light off.
- Inspect and clean the furnace fan and blower. Lubricate all motors and bearings.
- Inspect and adjust as necessary the fan belt tension, wear, and condition.
- Inspect the heat exchanger and combustion chamber for cracks.
- Replace air filter. Inspect to ensure the availability of combustion air and provide one extra filter for occupant to replace.
- Inspect the cold air return to the furnace.
- Inspect for confined space conditions.
- Inspect the draft control for proper operation. Draft reading should be, at a minimum, .02.
- Inspect the bottom of the draft diverter for pitting.
- Inspect the chimney and base, and/or flue pipe. Inspect the vent damper, if present.
- Adjust the pilot and perform any burner or firing adjustments necessary.
- Test the safety lockout.
- Test the fan limit switch.
- Inspect the thermostat for correct operation. Clean or adjust if necessary.
- Test the high limit control and measure the temperature rise through the unit. (Should be within 60-100 degrees Fahrenheit.)

- Inspect the chimney for cleaning and safety.
- Conduct a post-inspection efficiency test and complete certification report.
- Conduct combustion safety tests and complete an information checklist. The combustion safety checks shall include a worst case fan depressurization test, a combustion back draft test, a forced air system heat exchanger test, a spillage test, and a carbon monoxide (CO) test.

Solid Fuel Combustion Appliances

- Inspect the chimney for appropriate height and size, spark arrestor and/or chimney cap. As appropriate inspect the condition of the masonry, crown, mortar, stove pipe, vent liner and flashing. Visually examine the interior of the chimney for nests or other obstructions, failed mortar or brickwork.
- Inspect the condition of the firebox, doors, screens, damper and ash dump as appropriate.
- Inspect the condition of the heating appliance, fire bricks, heat exchanger, and vent connectors as appropriate. Inspect for heat shields and adequate clearance from combustible surfaces.
- In mobile homes, verify that the appliance is approved for mobile homes and is properly installed including functioning independent combustion air.
- Conduct combustion safety tests and complete an information checklist. The combustion safety checks shall include a worst case fan depressurization test, a combustion back draft test, a forced air system heat exchanger test, a spillage test, and a carbon monoxide (CO) test.

Other

- Charges for additional parts or other costs not specified in these documents shall be determined by the proposer's invoice price plus 15 percent. Labor for installation of the part(s) shall be at the rate specified in this proposal.
- Only water based mastic or foil faced butyl tape (installed to manufacturer's recommendation) is allowed for sealing joints in duct work and plenums.

An excellent discussion of requisite contractor skills and equipment is available at <http://www.waptac.org/training-tools/core-competencies.aspx>

Customer service is a priority of the program. Contractors are expected to maintain positive customer relationships at all times. All contractors must ensure that the contractor's employees, subcontractors, and subcontractor's employees shall treat each customer with dignity and respect. Recognizing that customers may not be knowledgeable about weatherization and repair work, the contractor will be asked to ensure customers are knowledgeable about the work that will be or has been done to their home. Contractors will educate customers in how the proper use and care of the products and materials installed can help them save energy and money, the ways in which customers can maintain and extend the life of any installed products, and educate customers in the use and care of any customer adjustable products.

- B. Work Requirements** - Except in instances where local codes take precedence, all weatherization projects shall be weatherized in accordance with Washington Department of Commerce Weatherization (Wx) Manual (Policies and Procedures, Specifications and Standards, Supporting Documents, and Multi-Family Supplement) for the appropriate housing type. <http://www.commerce.wa.gov/Programs/services/weatherization/Pages/WeatherizationTechnicalDocuments.aspx>

National Renewable Energy Laboratory Standard Work Specifications [Guidelines for Home Energy Professionals Standard Work Specifications](http://www.nrel.gov/docs/legosti/other/4162.pdf) (SWS) and the Washington State Weatherization Field Guide replace the Wx Manual Specifications and Standards and the Multi-Family Supplement. <http://www.commerce.wa.gov/Documents/HIP-Weatherization-Energy-Out-West-Field-Guide.pdf>.

Wx Program defines the SWS. The SWS defines the Wx outcomes. The field guide defines applicable work that meets the specifications, objectives, and desired outcomes outlined in the Standard Work Specifications for Home Energy Upgrades (SWS).

Where the referenced documents specify different requirements, materials, or methods of construction, the most restrictive shall govern. Contractors are encouraged to utilize eligible contractors under Section 3 of the Housing and Urban Development Act of 1968.

All weatherization and repair work described in this RFQ has been determined to be "Public Work" and is subject to the payment of prevailing wages. Under certain rare circumstances Davis-Bacon reporting may be required. Current State prevailing wage rates can be found at:

<http://www.lni.wa.gov/TradesLicensing/PrevWage/WageRates/default.asp>

Successful proposers will be required to file documents with the State regarding the labor categories and wages that are paid for the work. The contractor may post a retainage bond or a retainage amount of **five (5) percent** which will be held on all work paid. The retainage will be released upon the receipt of an Affidavit of Wages Paid form certified by the State.

All work (labor and materials) shall be warranted for a period of one **(1) year**. Contractors shall also provide customers with any manufacturer's warranties for all contractor installed products.

Contractors are required to post a **\$30,000** Performance and Payment Bond. The Performance and Payment Bond will cover all work performed during the period of the contract. **A copy of the bond is attached as Exhibit 1.**

Contractors shall maintain **Material Safety Data Sheets (MSDS)** for all products used in the performance of the work in their office(s) and on all job sites. A copy of all the MSDS forms shall be provided to the County in the form of a notebook or booklet at the time a contract is awarded. Contractors shall update their MSDS books whenever the contractor adds a new product or there is a change in a current product.

To protect the health and safety of weatherization clients, their neighbors, and weatherization practitioners, Contractors shall utilize Lead Safe Weatherization on homes built prior to 1978, unless it has been determined by a certified risk assessor that there is no lead present. All staff that work on homes for the County must be certified in Lead Safe Weatherization (LSW). Staff new to the County program must be LSW certified within 6 months. Contractors need to be aware of and follow requirements of EPA and OSHA when working with homes built prior to 1978. Recent guidance can be found at:

http://waptac.org/data/files/website_docs/government/guidance/2011/wpn%2011-6a_updated.pdf.

C. Award of Work -

The Contractor has **60** days after receipt of the Preliminary Notice to Proceed to complete the work. If the Contractor, selected on the basis of low proposal price, is unable to meet the schedule due to lack of capacity, the Contractor may return the work via letter within **10** days of receipt. The job(s) may be awarded to another contractor that is able to meet the schedule. The County reserves the right to reissue any returned job to the original contractor.

On a regular and on-going basis the County shall review contractors' performance in meeting customer service, safety, and work completion

goals. The Contractor is subject to successfully maintaining positive customer relations and timely completion of work as specified.

Performance that is less than satisfactory may result in the contractor being placed on probation. Continued unsatisfactory performance during any probationary period may lead to the cancellation of a contract.

III. RFQ Procedures

- A. **Period of Performance** - The period of performance for services solicited under this RFQ is for the period beginning **April 1, 2015** and ending **March 31, 2016**. The County reserves the right to extend the contract for one or more additional years with the concurrence of the contractor or contractors.
- B. **Notice of Solicitation** - Failure of the County to notify any party or parties directly regarding the availability of this RFQ shall not void the RFQ process.
- C. **Deadline for Submittal** - To be considered, proposals must be received no later than **12:00 noon on Friday January 30, 2015** at the address shown below:

Bill Beuscher, Supervisor
Snohomish County Human Services
Office of Weatherization & Energy Assistance
3000 Rockefeller Ave
Everett, WA 98201-3527

Hand delivered proposals should be taken to the Reception Desk of the Lower Level in the Admin East building. There is an entrance to the lower level on Oakes Avenue between Wall and Pacific.

Late proposals are ineligible and will not be considered. Late proposals received at the Department of Human Services after the time indicated on this

will be stamped on the envelope with the date and the time received. If requested by the proposer, a copy of the rejected proposal will be returned, with the original being maintained by the Department.

- D. **Modification of proposals** - In the event that a proposer desires to change any part(s) of a previously submitted proposal, the entire proposal, including copies required in Section III.G, must be re-submitted prior to the closing date and time indicated in Section III.D. After the closing date, no modification(s), including partial modifications submitted will be

considered. Only the last proposal submitted shall be considered.

- E. **Addendum to RFQ** - At any point in time it becomes necessary to revise any part of the RFQ, addenda will be provided to all organizations who have submitted an RFQ. Failure of the County to notify any party or parties directly regarding the addendum to this RFQ shall not void the process.
- F. **Copies of proposals** - Proposers must submit one original and one copy of their complete proposal. Proposals and other materials submitted in response to this RFQ become the property of Snohomish County and will not be returned. It is understood and agreed that proposers claim no proprietary rights to the ideas or approaches contained in the proposal.
- G. **Proposers' Conference** - A Proposers' Conference will be held at **9:00 A.M. on Tuesday January 6, 2015 in Room 6A04 on the 6th floor of the Admin East building, 3000 Rockefeller Avenue, Everett, WA, 98201**. The purpose of this conference will be to explain the RFQ process and answer general informational questions. All prospective proposers are encouraged to attend.

Written inquiries concerning this RFQ may also be submitted. Written inquiries must be received by Bill Beuscher, **by 12:00 P.M (noon) on Tuesday January 6, 2015**. Written inquiries will not be accepted after that date.

Within five working days of the Proposers' Conference, if required, written responses to questions raised during the Proposers' Conference as well as any resulting addenda to the RFQ will be emailed to Proposers' Conference attendees. Oral explanations and/or instructions will not be binding.

No questions raised after the Tuesday January 6th 2015 Proposers' Conference will be answered.

- H. **Authorship** - Proposals developed with the assistance of organizations or individuals outside the proposer's own organization (including paid consultants) should be identified. No contingent fees for such assistance will be allowed to be paid under any contract or grant resulting from this RFQ.
- I. **Proposal Costs** - The County is not liable for any costs incurred by a proposer prior to the full execution of a contract. All costs incurred in response to this RFQ, including travel costs to attend the Proposers' Conference or contract negotiation sessions, are solely the responsibility of the proposer.

- J. **Acceptance of Terms** - By submitting proposals in response to this RFQ, the proposer accepts all terms and conditions of this RFQ, as well as all County, State and Federal regulations and requirements pertaining to the operation of the solicited services; and if selected, agrees to be bound by the proposals and the RFQ incorporated in an agreement with the County unless the County agrees that specific parts of either the RFQ or the proposals are not part of the agreement. The County reserves the right to introduce additional terms and/or conditions during final contract negotiations.

All contracts administered by Snohomish County Department of Human Services require execution of the Basic Terms and Conditions, to which the proposer must agree as a part of, and a requirement of, this RFQ. The Basic Terms and Conditions include requirements for both general liability and automobile insurance in the amount of \$1,000,000. The County requires that all contractors doing weatherization work carry liability insurance for Pollution Occurrence. The Basic Terms and Conditions will be updated early next year and included in this contract. **A copy of the current Basic Terms and Conditions is attached.**

- K. **Right to Reject, Negotiate and/or Cancel** - The County reserves the right to reject any or all proposals if such a rejection is in the County's best interest. This RFQ is a solicitation for offers and is not to be construed as an offer, guarantee or a promise that the solicited services will be purchased by the County. The County may withdraw this Request for Qualifications at any time and for any reason without liability for damages, including, but not limited to, proposal preparation costs.

Additionally, the County reserves the right to negotiate with the apparently successful proposers and may request additional information or modification from a proposer. When deemed advisable, and before any contract is let, the County reserves the right to arrange an on-site pre-award review to determine the proposer's ability to meet the terms and conditions of the RFQ.

- L. **Evaluation Process** - An Evaluation Committee will independently evaluate and rate each RFQ. Snohomish County may make such investigations as deemed necessary to determine the ability of the proposer to perform the work, and the proposer shall furnish to the County all such information for this purpose as the County may request. The County reserves the right to reject any RFQ if the evidence submitted by, or investigation of, such proposer fails to satisfy the County that such proposer is properly qualified to carry out the obligation of the contract and to complete the work contemplated therein.

M. **Proposal Evaluation Criteria** - Proposal evaluations will be based on the proposer's response as follows: **Management Section (20%); Technical Section (20%); and Mechanical Unit Cost Section (60%)**. Much of the information requested in the Management Section is also required by the **Basic Terms and Conditions, Specific Terms and Conditions (Exhibit A)**, and the **Statement of Work (Exhibit B)**. The Committee will employ a proposal rating system, which assigns scores to each proposal.

N. **Contract Award and Cancellation of Award** - The contract award will be final when Snohomish County and the successful proposer have executed a contract. **A sample contract document is attached as Exhibit 2.**

Prior to contract execution, the County reserves the right to cancel an award immediately if new regulations or policy make it necessary to change the program purpose or content substantially, or to prohibit such a program.

O. **Right of Protest** - This procedure is to be followed in the event that an organization proposing to receive funds protests the County's decision or the selection process.

The contractor shall notify the Administrator of the Snohomish County Housing and Community Services Division in writing of the nature of the protest and request a meeting to discuss the protest. The County must receive this notification no later than five (5) working days after the occurrence of the incident upon which the protest is based.

The protest will be reviewed and, if a meeting was expressly requested in writing, it will be scheduled with the contractor within three (3) working days of the receipt of the written request for a meeting. The Administrator will issue a written response no later than five (5) working days following this meeting. At that time the response will be mailed to the contractor.

In the event that the contractor is dissatisfied with the decision rendered by the Administrator, the contractor may appeal the Administrator's decision to the Director of the Human Services Department. The contractor shall notify the Director in writing of the nature of the protest and request a meeting to discuss the protest. The Director must receive the notification no later than five (5) working days after the receipt of the Administrator's decision.

The Director will review the protest and schedule a meeting with the contractor within three (3) working days of notification. The Director will issue a written response no later than five (5) working days following this meeting. The Director's decision shall be final, however, it shall not prevent any contractor from pursuing any rights or remedies that might

otherwise be available.

Should an unsuccessful proposer file a protest over the award of a contract pursuant to this Request for Qualifications, the County may elect to postpone the award of the contracts until the completion of the protest process outlined above.

IV. Proposal Requirements

- A. **Proposal Content** - The proposal response must include all the information requested in this RFQ packet. Proposals will be screened for completeness. Failure to provide complete proposals may result in disqualification.
- B. **Proposal Face Sheet** - The proposal face sheet must be completed, signed by the person authorized to enter into contractual agreements on behalf of the proposer, and, if required, the proposer's Board chairperson.
- C. **Management Section** 200 points possible (20%)
- D. **Technical Section** 200 points possible (20%)
- E. **Mechanical Unit Cost Section** 600 points possible (60%)

MANAGEMENT SECTION

Qualification Statement* (200 Points)

FIRM NAME _____

BUSINESS ADDRESS _____

BUSINESS PHONE NUMBER _____ FAX NUMBER _____

CELLULAR PHONE NUMBER _____ PAGER NUMBER _____

FEDERAL TAX ID NUMBER _____

* * * * *

This firm is a: Corporation _____ Partnership _____ Sole Proprietorship _____

State Certified Women or Minority Owned Firm? Yes No

If Yes, Certification number _____

Names and address of all principals, partners, officers, etc.:

Name _____ Address _____

Name _____ Address _____

Name _____ Address _____

* * * * *

How long has your organization been in business as a contractor? No. Years _____

How many years has your organization been a weatherization contractor? Years _____

Business License No. _____ State Registration No. _____

Type of Business License _____

Electrical Administrator license number _____

Electrician license number _____

HVAC license number: _____

Other certifications: _____

* * * * *

** Liability & Property Damage Insurance Co.

Amt. \$ _____ Policy No. _____ Expiration Date _____

Agent: _____ Phone No. _____

Address: _____

** Automobile Insurance Co.

Amt. \$ _____ Policy No. _____ Expiration Date _____

Agent: _____ Phone No. _____

Address: _____

** Name of Bonding Co. _____ Amt. \$ _____

Agent: _____ Phone No. _____

Address: _____

***Bank Reference(s):

Name _____ Address _____ Phone _____

Name _____ Address _____ Phone _____

Supplier References:

Name _____ Address _____ Phone _____

Name _____ Address _____ Phone _____

Attach a list of the subcontractors you intend to use in the performance of the weatherization and repair work described in the RFQ.

* May be subject to Public Disclosure.

** Proof of insurance as required in the Basic Agreement and a minimum \$30,000 Performance and Payment bond must be provided after the contractor is notified s/he has been awarded a contract. Proof of insurance and the bond are both required prior to the execution of a contract with the County.

*** Attach a statement from your banker or accountant detailing your firm's capacity to maintain production and an adequate cash flow while awaiting payment. At a minimum, your statement should detail your firm's capability to carry an additional \$30,000 worth of work for Snohomish County beyond any work performed for any other agencies or utilities.

Please attach a copy of: Contractor's Registration, Business License, Corporation License and State Tax Certification.

TECHNICAL SECTION

**TECHNICAL COMPONENT - SITE-BUILT AND MOBILE (MANUFACTURED) HOMES
(TOTAL POINTS - 200)**

Full-Service Mechanical Contractors

A client satisfaction inquiry will be made by Snohomish County examining mechanical service and repair measures installed in a sample of homes. Full-service mechanical contractors please list four (4) homes your crews have serviced within the past 2 years whose owner has agreed to allow us to contact the homeowner. If an agency or utility funded the work, please provide a "release of information form" for the agency along with a reference name and phone number we may contact for more information.

The four (4) homes from those you have listed for the Technical Component Evaluation. Each home shall be eligible for a total of 50 points. The rating will be scored as follows: 10 points possible on materials and installation, 10 points on the quality of the work, 10 points on agency (or utility) satisfaction, and 20 points on client satisfaction.

(1)Customer _____ Phone _____
Address _____
Type of Home: Site-built Mobile (manufactured)
Grant specifications worked under _____
Date work performed _____
Approx. \$ Amt. _____
Funding Agency _____
Contact Name _____
Phone _____
Description of mechanical work _____

(2)Customer _____ Phone _____

Address _____

Type of Home: Site-built Mobile (manufactured)

Grant specifications worked under _____

Date work performed _____

Approx. \$ Amt. _____

Funding Agency _____

Contact Name _____

Phone _____

Description of mechanical work _____

(3)Customer _____ Phone _____

Address _____

Type of Home: Site-built Mobile (manufactured)

Grant specifications worked under _____

Date work performed _____

Approx. \$ Amt. _____

Funding Agency _____

Contact Name _____

Phone _____

Description of mechanical work _____

(4)Customer _____ Phone _____

Address _____

Type of Home: Site-built Mobile (manufactured)

Grant specifications worked under _____

Date work performed _____

Approx. \$ Amt. _____

Funding Agency _____

Contact Name _____

Phone _____

Description of mechanical work _____

<p style="text-align: center;">MECHANICAL UNIT COST SECTION</p>
--

2015 Mechanical Unit Prices						
	Code	Liquid Fuel Combustion Appliances	Unit Price	Labor	Material	Total Price
1	X1	Safety Inspection and Service for Gas, Propane, or Oil Furnace or Heater.				
2	Y10	Safety Inspection and Service for Gas or Propane Water Heater.				
3	Y15	Safety Inspection and Service for Gas or Propane Range and Oven.				
4	X3	Hourly rate for Repairs.				
5	X6	Supply and replace Fan Belt.				
6	X11	Supply and replace Thermocouple.				
7	X12	Supply and install an Electronic Ignition on a gas furnace or heater.				
8	X8	Flush Oil Lines.				
9	X7	Supply and replace High Limit Control on an oil furnace.				
10	X9	Size, supply and replace Nozzle on an oil furnace.				
11	X10	Supply and install Flame Retention Burner on an oil furnace.				
12	Y14	Supply and replace existing 50 gallon gas or propane Water Heater. (must Meet State Energy Code)				
13	Y24	Supply and replace Dip Tube on water heater.				
		Electric Heating Systems				
14	X2	Safety Inspect and Service Electric Furnace.				

15	Y10A	Safety Inspect and Service Electric Water Heater.				
16	X3	Hourly Rate for Repairs.				
17	Y1	Supply and replace Furnace Heating Element.				
18	Y2	Supply and replace 2 Switch Sequencer.				
19	Y3	Supply and replace 4 Switch Sequencer.				
20	Y23	Supply and replace transformer				
21	Y4	Supply and replace Existing Baseboard Heater, 30"				
22	Y5	Supply and replace Existing Baseboard Heater, 36"				
23	Y6	Supply and replace Existing Baseboard Heater, 48"				
24	Y7	Supply and replace Existing Baseboard Heater, 60"				
25	Y8	Supply and replace Existing Baseboard Heater, 72"				
26	Y9	Supply and replace Existing Baseboard Heater, 120"				
27	Y26	Supply and replace Existing Wall Heater 120 V 1500 W				
28	Y27	Supply and replace Existing Wall Heater 240 V 2500 W				
29	Y13	Supply and replace Existing 50 Gallon Electric Water Heater (must Meet State Energy Code)				
30	Y11	Supply and replace Water Heater Element.				
31	Y12	Supply and replace Water Heater Thermostat.				
32	Y25	Supply and replace Water Heater Dip Tube.				
		Solid Fuel Combustion Appliances				

33	Y16	Safety Inspect and Sweep Wood Stove Chimney.				
34	Y18	Safety Inspect and Sweep Masonry Chimney.				
35	Y21	Safety Inspect and Service Pellet Stove.				
36	Y28	Supply and Install Roof-Top Chimney Damper with Lyemance L 13x13 or approved equal.				
		Thermostats & Alarms				
37	R2	Supply and replace existing 24 volt thermostat with Honeywell T87F or approved equal.				
37A	R2A	White Rogers 1F78-144 24 volt thermostat				
38	X5	Supply and replace existing 24 volt set-back thermostat with Honeywell T8600D2028 or approved equal.				
38A	X5A	White Rogers Setback Thermostat 1F80-361				
39	R5	Supply and replace existing 24 volt heat pump thermostat with Honeywell T841A or approved equal.				
40	R6	Supply and replace existing 24 volt heat pump set-back thermostat with Honeywell T8611G2002 or approved equal.				
41	R3	Supply and replace existing line voltage thermostat with Honeywell T4800A or approved equal.				
41A	R3A	King KIN K601 line voltage thermostat				

42	R4	Supply and replace existing line voltage set-back thermostat with Honeywell CT1950A or approved equal.				
42A	R4A	Honeywell line voltage setback thermostat TL8230A1003 16 amps				
43	V1	Supply and install battery powered smoke alarm with Firex Model 4671 or approved equal.				
44	V2	Supply and replace existing 120 V smoke alarm with Fyrnetics 1275EH or approved equal. (with 9V battery back-up)				
45	V5	Supply and install 120 V smoke alarm with Fyrnetics 1275EH or approved equal. (with 9V battery back-up)				
46	V3	Supply and install battery powered CO alarm with ProTech Model 7035-SL or approved equal.				
47	V4	Supply and install 120 V CO alarm with Fyrnetics 900-0099 or approved equal. (with 9V battery back-up)				
		Discount				
48	V80	Discount for two (2) appliances at the same address and within the same Section subtract...(applies to item #33, and #34 only)				
48A	V81	Discount for two (2) baseboard heaters and or wall heaters at the same address and within the same Section subtract...(applies to items #21 through #28)				

49	V90	Discount for three (3) appliances at the same address and within the same Section subtract...(applies to item #33, and #34 only)				
49A	V91	Discount for three (3) baseboard heaters and or wall heaters at the same address and within the same Section subtract...(applies to items #21 through #28)				
50	X13	Obtain permit (does not include cost of the permit)				

Snohomish County Department of Human Services
PROPOSAL FACE SHEET

Proposer
Organization: _____

Address: _____

Title: _____ Telephone # _____

Employer E.I.N.
Number: _____

In signing below, the proposer agrees to all terms and conditions of the Weatherization Program Request for Qualifications including the terms and conditions in the Basic Terms and Conditions, Specific Terms and Conditions, and assurances which are available upon request from the Human Services Department and incorporated as a part of this RFQ.

Further, the proposer states that he/she is _____
(a partner or officer of the firm of, etc.) the party making the attached proposal, that such proposal is genuine and not collusive or sham; that said proposer has not colluded, conspired, connived or agreed, directly or indirectly, with any proposer or person, to put in a sham proposal or to refrain from proposing, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the proposed price of affiant or of any other proposer, or to fix any overhead, profit or cost element of said proposed price or of that or any other proposer, or to secure any advantage against Snohomish County, or any person interested in the proposed contract; and that all statements in said proposal are true.

Signature of Legal Authority: _____

Title: _____ Date: _____

SUBSCRIBED and SWORN to before me

this _____ day of _____, 20____.

Notary Public

My commission expires _____

PROPOSAL EVALUATION CRITERIA

TOTAL POINTS POSSIBLE (100%)	<u>1000</u>
-------------------------------------	--------------------

**1. Technical Section: 200 points
(Maximum score of 50 points is for each of four homes)**

A. Materials and Installation. 10 points

Considerations: Does the work demonstrate a full range of services, were the materials chosen appropriate for the situation and installed according to specifications, and were all required elements related to installation satisfactorily addressed?

B. Quality of the Work. 10 points

Considerations: Were all materials installed in a professional manner, were any repairs needed done correctly, were all repairs installed to correspond with existing conditions?

C. Agency and Utility Satisfaction. 10 points

Considerations: Were any agency/utility timelines for completing the work met, did the contractor handle callbacks in a timely manner, and was the overall performance of the contractor satisfactory?

D. Client Satisfaction. 20 points

Considerations: Did the contractor establish a good working relationship with the client, treat the client and the client's property with respect, establish a schedule and adhere to it, provide information to the client on the materials and equipment installed in the home, and meet the client's expectations for the services and information provided?

Sub-total (30%)	_____ 200
------------------------	------------------

2. Management Section: 200 points

- A. Minority-owned or Women-owned Business. 20 points

Considerations: Is the firm a State-certified Minority or Women-owned Business?

- B. Mechanical Experience. 80 points

Considerations: How many years has the firm been a mechanical contractor and what experience does the firm have with State and Utility sponsored programs?

- C. References. 60 points

Considerations: Does the firm have positive relationships with its suppliers? Does the firm have positive relationships with the agencies and utilities it works with? Does the firm have a good record with Labor and Industries and the Better Business Bureau?

- D. Financial Capabilities. 40 points

Considerations: Is the firm capable of meeting the County's insurance and bonding requirements? Does the firm have the financial capability to support \$30,000 worth of work while payments are processed?

Sub-total (20%)	<u>200</u>
------------------------	-------------------

3. Mechanical Unit Measure Section:

- A. Analysis of Prices in Typical Sample Homes. 400 points

Considerations: What are the contractor's proposed prices for four representative homes?

- B. Balance of the Mechanical Unit Measure Prices. 200 points

Considerations: What are the prices the contractor has proposed for other items not used in the analysis of the sample homes?

Sub-total (60%)	<u>600</u>
------------------------	-------------------