



461 US. Hwy 285 Fort Stockton Texas, 79735

**Weatherization Assistance Program
HVAC Multi-Family Materials and Labor Bid Packet**

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

1. Weatherization Assistance Program (WAP) – Multi-Family HVAC contract.

Please note the bid must be received at Community Council of South Central Texas, Inc. office at 461 US Hwy 285 Fort Stockton Texas, 79735 **no later than 3:00 p.m. on Monday, November 6, 2023.**

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

For Weatherization Assistance Program (WAP) – Multi-Family proposals

HVAC Bid - place pages 11-15 of the bid packet into one envelope and clearly marked:

**Proposed BID – DO NOT OPEN
HVAC Multi-Family Material and Labor Bid**

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 Proposed Bids will be opened at the public bid opening scheduled at the Community Council of South Central Texas, Inc office at 400 South Getty, Suite A, Uvalde, TX on **Tuesday, November 7, 2023, at 10:00a.m.** All interested parties are encouraged to be present.



**400 South Getty Suite A
Uvalde, TX 78801
830-261-5514**

Advertisement for Material and Labor Bids

Community Council of South-Central Texas, Inc. (CCSCT) in Seguin, Texas is soliciting Material and Labor Bids from experienced building construction **for a primary and/ or a secondary contractor for the following contracts: Single family, Multifamily HVAC businesses, single family and Multifamily general, electrical and plumbing.** 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 perseveration and energy efficiency measures. Weatherization Assistance Program (WAP) and measures extend to dwellings of low-income individuals and families residing in the **CCSCT eight county WAP service areas to replace inefficient central systems, weatherize houses for qualified applicants in a contract year.**

CCSCT Weatherization Assistance Program eight county service area includes: Brewster, Crane, Culberson, Hudspeth, Jeff Davis, Pecos, Presidio, Terrell.

Bid packets may be obtained in person during normal business hours (8am – 5pm) at 461 US. Hwy. 285 Fort Stockton 79735, or at 400A South Getty Street, Uvalde, TX or 801 N State Hwy 123 Bypass, Seguin, Texas 78155, requested by telephone at 432 – 243 – 0051, (830) 303-4376, (830)-261-5514 or downloaded from <http://www.ccsct.org/about-us/request-for-bids/>. A pre-bid conference for WAP program will be held at 10:00 a.m. on Wednesday November 1, 2023, at 461 US. Hwy 285 Fort Stockton Texas 9735. All completed bid packets must be received at the Community Council of South-Central Texas, Inc. office located at 461 US. Hwy 285 Fort Stockton Texas, 79735 no later than 3:00 p.m. on Monday, November 6, 2023. Proposals may be mailed to the above address; however, CCSCT shall not be responsible for late or delayed delivery. The proposals will be opened at 10:00 a.m. on Tuesday, November 7, 2023, at the public bid opening scheduled at 461 US. Hwy 285 Fort Stockton Texas, 79735. The final selection process will be based on standardized scoring and competitive negotiation for the purpose of selecting subcontractors. CCSCT reserves the right to refuse any and all bids. For competitive bids, 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. Otherwise only a one (1) year contract can be offered.

Community Council of South Central Texas, Inc. is an equal opportunity employer.





**400 South Getty Suite A
 Uvalde, TX 78801
 830-261-5514**

Material and Labor Competitive Bid Schedule

Date	Activity
October 18, 2023, thru October 31, 2023	Public Posting Newspaper Advertisement
Wednesday November 1, 2023	Bidders Conference @ 10:00 a.m.
Monday, November 6, 2023	Bid Packets Due by 3:00 p.m.
Tuesday, November 7, 2023	Open Bid Packets @10:00 a.m.
Wednesday, November 8, 2023	Review and Evaluate bid packets
Friday, November 17, 2023	CCSCT Board Approval Notify Bidders of outcome pending

COMMUNITY COUNCIL OF SOUTH CENTRAL TEXAS, INC
Weatherization Assistance Program (WAP)
Solicitation for Contract with Estimated Effective Date Beginning
12/01/2023

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8. Attachment VI – Bid Evaluation Sheet

COMMUNITY COUNCIL OF SOUTH CENTRAL TEXAS, INC

Solicitation for Weatherization Contract

PROGRAM DESCRIPTION:

Community Council of South Central Texas, Inc (CCSCT) is soliciting bids from experienced HVAC, contractors. Experience is relative to the installation of federally eligible Weatherization Assistance Program (WAP) energy conservation and home preservation measures in our eight (8) county area including Brewster, Crane, Culberson, Hudspeth, Presidio, Pecos, Jeff Davis and Terrell 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. 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

PERIOD COVERED:

CCSCT reserves the right to reject any or all bids and/or to cancel this solicitation at any time prior to contract award. Should a contract be awarded pursuant to this procurement, the initial contract period should be 12/1/2023 through 11/30/2024. For competitive bids, 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. Otherwise only a One (1) year contract can be offered.

BID PRICE:

Material and Labor for customary Weatherization, HVAC 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 (2023). The TDHCA Materials and Installation Standards Manual is available for review at 461 US. Hwy 285 Fort Stockton Texas, 79735 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.

COMMUNITY COUNCIL OF SOUTH CENTRAL TEXAS, INC

Solicitation for Weatherization Contract

BIDDER ELIGIBILITY:

1. Bid packages, which are incomplete, prices 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 unopened, to bidder. All bids must be submitted to CCSCT 461 US. Hwy 285 Fort Stockton Texas, 79735. 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 HVAC. 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 & IV, 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 V, Legal and Other Bidder Requirements.
6. CCSCT reserves the right to reject any/all bids.

CONTRACTOR SELECTION:

A contract pursuant to this solicitation, if awarded, shall be based on CCSCT's 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:

CCSCT will hold a pre-bid conference at 10:00a.m., on Wednesday, November 1, 2023 at CCSCT's office located at **461 US. Hwy. 285 Fort Stockton 79735**. 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 CCSCT at 461 US. Hwy 285 Fort Stockton Texas, 79735 at least one day prior to the pre-bid conference. CCSCT 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. CCSCT will not respond to any questions after the pre-bid conference.

**CONTRACTUAL AGREEMENT
HVAC MULTI-FAMILY
STANDARD SPECIFICATIONS & CONDITIONS**

The following standard specifications and requirements shall be binding upon the Community Council of South Central Texas, Inc (CCSCT) 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 CCSCT. This document shall be incorporated, by reference, into any contract for WAP services, which result from this procurement.

1. Contractor shall furnish all materials necessary for delivery of services in the **eight (8)** 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. CCSCT shall not be billed for transportation or delivery costs. Materials shall be new and in good condition. CCSCT 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, Materials and Installation Standards Manual. CCSCT shall pay only for those materials which meet applicable standards and which are acceptably and properly installed on eligible dwelling units. **Newly installed units must meet the SEER 2 energy star ratings.**
3. It is CCSCT's intent to secure a quoted price (i.e. bid) for all customary materials and labor. Incidental items not included in CCSCT's solicitation (i.e. nails, screws, fasteners, miscellaneous hardware, etc.) shall not be billed to CCSCT. 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 CCSCT's **eight (8)** county area. The Contractor is required to attend all final inspections in order to correct any work as required by CCSCT, funding source and/or Federal/State/local inspection.
5. On-site supervision must be provided. Field staff must be proficient in installing approved measures. Must meet required OSHA and EPA certifications as listed on Attachment V for each contract.
6. For Weatherization, CCSCT 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 on under this contract.

**CONTRACTUAL AGREEMENT
HVAC MULTI-FAMILY
STANDARD SPECIFICATIONS & CONDITIONS
(CONT'D)**

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. CCSCT 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 CCSCT, CCSCT staff, and CCSCT 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 CCSCT. 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, CCSCT has received the material and labor cost statement, the unit or facility repair has passed the agency's final inspection and CCSCT 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. CCSCT 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 CCSCT inspector on final inspections, except when waived by CCSCT. 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 CCSCT-Weatherization, 801 North Hwy 123 Bypass, Seguin, TX 78155, for these extra charges.
14. Contractor must promptly correct any deficient performances identified by inspections performed by CCSCT, 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.

**CONTRACTUAL AGREEMENT
HVAC MULTI-FAMILY
STANDARD SPECIFICATIONS & CONDITIONS
(CONT'D)**

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 2023 TDHCA Material Installation Standards.
18. The Weatherization Assistance Program (WAP) is 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.

**CONTRACTUAL AGREEMENT
HVAC MULTI-FAMILY
STANDARD SPECIFICATIONS & CONDITIONS**

- 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
HVAC MULTI-FAMILY
MATERIAL AND LABOR

**ATTACHMENT I
HVAC MULTI-FAMILY MATERIAL AND LABOR BID SHEET (40 Points)**

***ALL MATERIALS MUST MEET OR EXCEED**

10 CFR 440, Appendix A to Part 440 - Standards for Weatherization Materials, 2020 TDHCA Material Installation Standards Manual

HVAC – Must be Energy Star Rated

ANSI/ASTM Standards	Description	Unit Measure	Material Price Per Unit	Labor Price Per Unit	Total Bid Per Unit
	Central Furnace - NG or LP Complete Inside Unit - Includes Filter Rack & Thermostat – 90% (compatible w/new efficiency ratings)				
*	50,000 BTU	Each			
	70,000 BTU	Each			
	90,000 BTU	Each			
	100,000 BTU	Each			
	125,000 BTU	Each			
	15 SEER 2 7.5 HSPF 2 Central System Complete Includes: Condenser/Furnace, Filter Rack, Thermostat, Freon 90% efficiency rating				
*	1.5 Ton Complete NG/LP System	Each			
	2 Ton Complete NG/LP System	Each			
	2.5 Ton Complete NG/LP System	Each			
	3 Ton Complete NG/LP System	Each			
	3.5 Ton Complete NG/LP System	Each			
	4 Ton Complete NG/LP System	Each			
	5 Ton Complete NG/LP System	Each			
	15 SEER Central System Complete Includes: Condenser/Furnace, Filter Rack, Thermostat, Freon				
*	1.5 Ton Complete NG/LP System 90%	Each			
	2 Ton Complete NG/LP System 90%	Each			
	2.5 Ton Complete NG/LP System 90%	Each			
	3 Ton Complete NG/LP System 90%	Each			
	3.5 Ton Complete NG/LP System 90%	Each			
	4 Ton Complete NG/LP System 90%	Each			
	5 Ton Complete NG/LP System 90%	Each			
	16 SEER Central System Complete Includes Filter Rack, Thermostat, Freon				
*	1.5 Ton Complete NG/LP System	Each			
	2 Ton Complete NG/LP System	Each			
	2.5 Ton Complete NG/LP System	Each			
	3 Ton Complete NG/LP System	Each			
	3.5 Ton Complete NG/LP System	Each			
	4 Ton Complete NG/LP System	Each			
	5 Ton Complete NG/LP System	Each			

ATTACHMENT I - HVAC MULTI-FAMILY MATERIAL AND LABOR BID SHEET (cont'd)

	15 SEER 2 7.5 HSPF 2 Central System Complete Includes Filter Rack, Thermostat, Freon	UNITS	MATL	LABOR	TOTAL
*	1.5 Ton Complete Electric AC	Each			
	2 Ton Complete Electric AC	Each			
	2.5 Ton Complete Electric AC	Each			
	3 Ton Complete Electric AC	Each			
	3.5 Ton Complete Electric AC	Each			
	4 Ton Complete Electric AC	Each			
	5 Ton Complete Electric AC	Each			
	15 SEER 2 7.5 HSPF 2 Heat Pumps Complete Includes Filter Rack, Thermostat, Freon				
*	1.5 Ton Complete HP	Each			
	2 Ton Complete HP	Each			
	2.5 Ton Complete HP	Each			
	3 Ton Complete HP	Each			
	3.5 Ton Complete HP	Each			
	4 Ton Complete HP	Each			
	5 Ton Complete HP	Each			
	15 SEER Heat Pumps Complete Includes Filter Rack, Thermostat, Freon				
*	1.5 Ton Complete HP	Each			
	2 Ton Complete HP	Each			
	2.5 Ton Complete HP	Each			
	3 Ton Complete HP	Each			
	3.5 Ton Complete HP	Each			
	4 Ton Complete HP	Each			
	5 Ton Complete HP	Each			
	16 SEER Heat Pumps Complete Includes Filter Rack, Thermostat, Freon				
*	1.5 Ton Complete HP	Each			
	2 Ton Complete HP	Each			
	2.5 Ton Complete HP	Each			
	3 Ton Complete HP	Each			
	3.5 Ton Complete HP	Each			
	4 Ton Complete HP	Each			
	5 Ton Complete HP	Each			
	15 SEER 2 Condensers Complete Includes Filter Dryer and Freon				
*	1.5 Ton	Each			
	2 Ton	Each			
	2.5 Ton	Each			
	3 Ton	Each			
	3.5 Ton	Each			
	4 Ton	Each			
	5 Ton	Each			

ATTACHMENT I - HVAC MULTI-FAMILY MATERIAL AND LABOR BID SHEET (cont'd)

	15 SEER 2 7.5 HSPF Coil Includes Filter Dryer and Freon	UNIT	MATL	LABOR	TOTAL
*	1.5 Ton Coil	Each			
*	2 Ton Coil	Each			
*	3 Ton Coil	Each			
*	4 Ton Coil	Each			
*	5 Ton Coil	Each			
	Air Handlers – Electric(compatible w/ new efficiency ratings) Includes Filter Rack & Thermostat				
*	1.5 Air Handler	Each			
	2 Air Handler	Each			
	2.5 Air Handler	Each			
	3 Air Handler	Each			
	3.5 Air Handler	Each			
	4 Air Handler	Each			
	5 Air Handler	Each			
	Copper Line Units Complete w/ Insulation				
	3/4 & 3/8	per ft.			
	7/8 & 3/8	per ft.			
	1 1/8 & 3/8	per ft.			
	R 8 Flex Duct (25' Box)				
	5" Flex Duct	per ft.			
	6" Flex	per ft.			
	8" Flex	per ft.			
	9" Flex	per ft.			
	10" Flex	per ft.			
	12" Flex	per ft.			
	Return Jumpers				
	12"x 12"x 10" Duct Ins Box	each			
	12" Foil Flex Duct	per ft.			
	12"x 12" Grills	each			
	Registers				
	Floor Registers				
	Ceiling Registers				
	Return Air Grill				
	Misc. HVAC Components				
	Duct Board (sheet)	Each			
	2x4 Lumber	Ln Ft.			
	4'x8' 1/2" Sheetrock (includes Tape & Float)	Each			
	Electric whip	Each			
	A/C Disconnect	Each			
	Condenser Pad	Each			
	LP Kit Conversion	Each			
	Thermostat	Each			

ATTACHMENT I - HVAC MULTI-FAMILY MATERIAL AND LABOR BID SHEET (cont'd)					
	Programmable Thermostat	Each			
	Air Filters (12)	Each			
	Misc. HVAC Components (cont'd)	UNIT	MATL	LABOR	TOTAL
	Filter Rack	Each			
	Drip Pan	Each			
	Float	Each			
*	Combustion Air Assembly (fresh air from outside the envelope)	Each			
	Exhaust Vent for Furnace	Each			
	Misc. HVAC Cost (Labor)	Hr.			
	Plywood for Platform	Each			
	Add Cost for Mobile Home System	Each			
	Lift Truck for Rooftop Units	Each			
	Low Voltage HP Wiring				
	HP Wiring for Replacement HP Units	Each			
	HVAC Tune-up Includes Cleaning Condenser, Evap. Coils, Blower Wheel (squirrel cage), Checking Freon, Add Freon up to 1 LB				
	Electric Systems	Each			
	Gas Systems	Each			
	Attic Systems	Each			
	Misc. HVAC Services				
*	Duct Sealing - Per Register - Includes both at the Register and Plenum	Each			
	Increase Air Return	Each			
	Lead Safe				
	Lead Prevention Cost Measures	Each			
	Total Material & Labor Bid				

All incidentals not listed that may occur or be required will be negotiated prior to work. All totals listed must calculate correctly otherwise bid will be considered non-responsive.

I CERTIFY THAT THE ABOVE QUOTED PRICES WILL BE IN EFFECT UNTIL **November 30, 2024**

Respondent's Company Name

Respondent's Printed Name

Title

Respondent's Signature

Date

ATTACHMENT II
HVAC MULTI-FAMILY MATERIAL AND LABOR
BIDDER'S EXPERIENCE & INTEGRITY (25 POINTS)

1. YEARS OF EXPERIENCE

_____ Number of years experience you/your company has in single family HVAC installation and repair. 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"/> HVAC Systems Installation <input type="checkbox"/> Repairs of HVAC Systems Ref.#2 <input type="checkbox"/> HVAC Systems Installation <input type="checkbox"/> Repairs of HVAC Systems Ref.#3 <input type="checkbox"/> HVAC Systems Installation <input type="checkbox"/> Repairs of HVAC Systems		
Question #2: Please rate the quality of work completed. Was the quality 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"/> Good <input type="checkbox"/> Poor Ref#2 <input type="checkbox"/> Very Good <input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Poor Ref#3 <input type="checkbox"/> Very Good <input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Poor		
Question #3: Was the contractor timely in completing projects? Yes – 1 pt. or No – 0 pt. Ref.#1 <input type="checkbox"/> Yes <input type="checkbox"/> No Ref#2 <input type="checkbox"/> Yes <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 <input type="checkbox"/> No Ref#2 <input type="checkbox"/> Yes <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 <input type="checkbox"/> No Ref#2 <input type="checkbox"/> Yes <input type="checkbox"/> No Ref#3 <input type="checkbox"/> Yes <input type="checkbox"/> No		

Reference Name	Address	Phone
1.		
2.		
3.		

ADDITIONAL OPTIONAL REFERENCES

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

Reference Name	Address	Phone
1.		
2.		

- 3.** Is your company certified as a Historically Underutilized Business? (5 pts. awarded upon provision of State certificate) Yes No
- 4.** Does your company have a Woman or Minority Owned Business Certificate? (5 pts awarded upon provision of SBA certificate) Yes No

ATTACHMENT III
HVAC MULTI-FAMILY MATERIAL AND LABOR
TECHNICAL RESOURCES (15 POINTS)

TECHNICAL RESOURCES: (15 points)

1. List individuals who will be personally either supervising or installing HVAC measures in the homes. (4 points max for each individual listed with experience)

NAME #1: _____	Yes	No
a. Do you have experience in the installation of HVAC Systems? If yes, how many years? _____	_____	_____
b. Do you hold a current State of Texas HVAC License? If so what is the number? _____	_____	_____
c. Have you performed HVAC services on Weatherization Multi-family properties before?	_____	_____
d. Do you have experience in Safety Standards to Health Hazards in the Installation of HVAC Systems?	_____	_____

NAME #2: _____		
a. Do you have experience in the installation of HVAC Systems.? If yes, how many years? _____	_____	_____
b. Do you hold a current HVAC License? If so what is the number? _____	_____	_____
c. Have you performed HVAC services on Weatherization homes before?	_____	_____
d. Do you have experience in Safety Standards to Health Hazards in the Installation of HVAC Systems?	_____	_____

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 pts.

4. Do you own your own tools and equipment that would allow you to effectively weatherize homes in our six county areas? 2 pts. Yes No

5. Experienced staff to promptly address client appointments, question and warranty? 2 pts. Yes No

ATTACHMENT IV
HVAC MULTI-FAMILY MATERIAL & LABOR
FINANCIAL RESOURCES (10 POINTS)

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 that 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) 2 pts.

Question 2 - "Have you, or would you extend credit to this individual? 4pts.

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: _____

ATTACHMENT V
LEGAL AND OTHER BIDDER REQUIREMENTS

1. The successful bidder for each contract will be given 5 days to provide Community Council of South Central Texas, Inc 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 CCSCT 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 CCSCT 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 Resources
 - E. Attachment IV – Bidders Financial Resources
 - F. Attachment V – Legal & Other Bidder Requirements
 - G. A Notarized "Debarment" Statement and notarized "Labor Standards"

ATTACHMENT VI
HVAC MULTI-FAMILY MATERIAL AND LABOR
BIDDER EVALUATION SHEET
 (For Agency Use Only)

Responders Company Name: _____

Bid provided (no points awarded):

Responsive criteria:

- | | | | | |
|---|--------------------------|-----|--------------------------|----|
| Bid submitted on time, in proper form and legible | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Bid has all required attachments/documents | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |

MATERIAL BID:

Bid weights:	BID POINT TOTALS
Material Bid/Labor Bid.....	40 pts
Bidders Experience & Integrity.....	25 pts
Technical Resources.....	15 pts
Financial Resources.....	10 pts
Woman or Minority Owned Business (SBA certificate required).....	5 pts
Historically Underutilized Business (HUB certificate required).....	<u>5 pts</u>
Total points.....	100 pts

Material Costs: (maximum 20 points) 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 factor times 20 points.

Lowest bid _____

This bid _____

Equals _____ x 20 pts = _____ pts.

Labor Costs: (maximum 20 points) 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 factor times 20 points.

Lowest bid _____

This bid _____

Equals _____ x 20 pts = _____ pts.

TOTAL MATERIAL & LABOR BID POINTS (Max 40 pts.) _____ pts.

ATTACHMENT VI
HVAC MULTI-FAMILY MATERIAL AND LABOR
BIDDER EVALUATION SHEET
 (For Agency Use Only)

BIDDERS EXPERIENCE & INTEGRITY – 25 points

1. Years of experience (1 pt for each yr. not to exceed 4 pts). _____ pts.

2. Reference check questions: (7 pts max 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 BIDDERS 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)** _____

ATTACHMENT VI
HVAC MULTI-FAMILY MATERIAL AND LABOR
BIDDER EVALUATION SHEET
(For Agency Use Only)

TECHNICAL AND FINANCIAL RESOURCES – (15 Points)

1. EXPERIENCE RESOURCES (8 Points)

Name 1 Name 2

- a. Do you have experience in the installation of HVAC Systems?
Yes = 1 pts – No = 0 pts
- b. Do you hold a current HVAC License?
Yes = 1 pts – No = 0 pts
- c. Have you performed HVAC services on Weatherization
Multi-family properties before?
Yes = 1 pts – No = 0 pts
- d. Do you have experience in Safety Standards to Health Hazards in the
Installation of HVAC Systems? Yes = 1 pts – No = 0 pts

_____	_____
_____	_____
_____	_____
_____	_____

Total Experience Resource Points (Max 8 pts)

ADDITIONAL TECHNICAL RESOURCES (7 pts)

- 2. Will you be able to bill electronically using Excel? Yes = 2 pt – No = 0 pts
- 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 pts – No = 0 pts
- 4. Do you own your own tools and equipment that would allow you to
effectively weatherize homes in our six county area?
Yes = 2 pts – No = 0 pts
- 5. Experienced staff to promptly address client appointments, question
and warranty issues? Yes = 2 pts – No = 0 pts

Total Additional Technical Resources (Max 7 pts)

TOTAL TECHNICAL RESOURCES (Max 15 pts)

FINANCIAL RESOURCES: (10 Points)

- 1. Are you willing to provide proof of the required general liability insurance?
Yes = 2 pts – No = 0 pts
- 2. Line of credit minimum of \$10,000?
Yes = 2 pt – No = 0 pts
- 3. Are you willing to wait 60 days after final inspection to receive payment by
mail to address provided by subcontractor? Yes = 2 pt – No = 0 pts
- 4. Trade References
Yes = 1 pts – No = 0 pts

Ref #1 Ref #2

- Question 1 - Honest, fair & responsible
- Question 2 - Would you extend credit

_____	_____
_____	_____

Total Financial Resources (Max 10 Pts)

TOTAL FINANCIAL RESOURCE POINTS (Max 10 pts)

GRAND TECHNICAL AND FINANCIAL RESOURCES POINTS
