

# HEATING & COOLING SYSTEMS AND SERVICES

For the

BRAZOS VALLEY COMMUNITY ACTION AGENCY

CHDO/CEAP/WEATHERIZATION PROGRAM 2016

3141 Briarcrest Drive, Suite 510,

Bryan Texas 77802

(979) 774-1831

Company: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Fax: \_\_\_\_\_

Cell: \_\_\_\_\_

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

BID A--HVAC

BID B--WEATHERIZATION

BOTH

(Please mark all that apply)

ISSUE DATE:

February 22, 2016

10:00 p.m.

DUE DATE:

March 11, 2016

12:00 p.m.

FOR INFORMATION

CONTACT: Bryan Jones

(979) 774-1831

[bdjones@bvcaa.org](mailto:bdjones@bvcaa.org)

Bidders must submit an original bid and one copy. Sealed Bids will be accepted until 12:00p.m. March 11, 2016 at 3141 Briarcrest Drive, Suite 510, Bryan Texas, 77802.

Bid packets may be submitted by mail, courier, or hand delivery to 3141 Briarcrest Drive, Suite 510, Bryan Texas, 77802 on or before 12:00 p.m. March 11, 2016.

Bids received after the date and time specified above shall not be considered for award and shall be returned, unopened, to bidder. Bidders using the U.S. Mail, private parcel, delivery service, or other mail/parcel carrier are solely responsible to ensure on-time delivery.

Bids will be opened promptly at 12:01 p.m. March 11, 2016at same location.

**All bids must be delivered in SEALED ENVELOPES, clearly marked, on the outside of the envelope, "HEATING AND COOLING SYSTEMS AND SERVICES 2016 SEALED BID".**

Service delivery area consists of 10 counties: Brazos, Burleson, Grimes, Leon, Madison, Montgomery, Robertson, Walker, Waller, and Washington.

**The bidder's name and address shall also be included on the sealed envelope. An authorized official of the bidding firm must print or type his/her name and manually sign the bid. Bids that are not signed shall be considered non-responsive and shall not be considered for award pursuant to this solicitation.**

Both successful and unsuccessful Procurement Bidders will be given prompt written notice that BVCAA, INC. has the Right to refuse any/or all bids.

A contract, if awarded pursuant to this solicitation, shall be made to the lowest responsive, responsible bidder, price and other factors considered. Contracts will be awarded on pre-established scoring criteria.

**Note:**

- BVCAA, INC. will reject your Sealed Bid if it is incomplete and/or illegible.
- The selected Sealed Bid will be checked for cost reasonableness.
- Each Sealed Bid or participant shall have the right to appeal any administrative issues arising from the procurement efforts to BVCAA, INC. These issues include: source evaluation, protests, disputes and claims.

If the Bidder for Procurement by Sealed Bid is not satisfied with the decision of BVCAA, INC., he/she may then appeal to his/her grievance to Texas Department of Housing and Community Affairs provided such appeal is related to the following:

- Violations of federal laws or regulations.
- Violations of protest procedures or failure to review a complaint or protest.

## Scoring Criteria

Points will be given to each of the contractual considerations including financial resources & integrity, bidders technical knowledge, and price of materials and labor.

The bidder with the lowest material and labor price will be awarded a maximum of 50 points. All other bidders will receive points based on the following formula:

$$\begin{array}{l} \text{Lowest bid price} \quad \div \quad \text{bid price} \quad \quad \quad \times 50 = \quad \text{points awarded} \\ \text{Example} \quad \$1000 \quad \div \quad \$1200 = .83 \quad \quad \quad \times 50 = \quad 41.6 \end{array}$$

## Scoring Breakdown

I.	Bidder's Financial Resources & Integrity	24	Points
II.	Bidder's Technical Knowledge & Experience	26	Points
III	Material and Labor Price	50	Points
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	Total Possible Points	100	Points

## SCOPE OF SERVICES

BVCAA, INC. is seeking up to two (2) qualified HVAC contractors and up to two (2) qualified WAP contractors to provide services for the CHDO, CEAP, BVCAA CHDO properties and Weatherization Program. Services will be performed on dwellings throughout **Brazos, Burleson, Grimes, Leon, Madison, Montgomery, Robertson, Walker, Waller and Washington Counties**. These services are delivered pursuant to the CHDO, CEAP and Weatherization Assistance Program and are designed to resolve a crisis, lower utility usage and promote energy conservation.

Contractors will be chosen as Primary and then Secondary. Secondary Contractor will be on retainer should the Primary Contractor fail or cannot fulfill program demands.

Bidder must enter a price for each line item on the accompanying bid sheet. **Failure to enter a price for one or more items may render the bid non-responsive, and the bid will be rejected. Prices must remain firm for one year from date of contract signature date regardless of the number of units, if any, called for.**

A contract, if any, awarded pursuant to this solicitation may be extended provided all terms and conditions, except for the contract period, remain unchanged and in full force and effect. This option, if exercised, requires the mutual agreement of BOTH parties. Refusal by either party to exercise this Option to extend shall require this contract to expire on the original or mutually agreed date. The normal extension period shall be in one (1) year increments. The total period of this contract, including all extensions, may not exceed a maximum combined period of four years.

Funds for a contract, if any, resulting from this solicitation have been or are anticipated to be provided through the Texas Department of Housing and Community Affairs pursuant to the Texas Low Income Home Energy Assistance Program, United States Department of Health and Human Services and Housing and Urban Development, City of College Station CHDO program. Services under this program are contingent on BVCAA, INC.'s receipt of program funds.

## SERVICE DELIVERY TERMS AND CONDITIONS

- A. BVCAA, INC. has contracted with the Texas Department of Housing and Community Affairs to perform weatherization on approximately 80 plus units, provide CRISIS repair and services on a undetermined number of emergency heating and air conditioning units under the CEAP crisis component and provide services for repair for existing CHDO rental units in the City of College Station and ALL BVCAA Inc. properties. The crisis repair/ replacement units will consist of window air conditioners, electric space heaters and HVAC central systems repairs.
- B. Delivery: Delivery of all products/services specified in this bid sheet shall be made to the address shown on each individual client Work Order or Delivery Request. Such address shall be the home occupied by an eligible program participant residing anywhere within **Brazos, Burleson, Grimes, Leon, Madison, Montgomery, Robertson, Walker, Waller, and Washington counties.**
- C. Response Time:

Weatherization: Delivery of all products/services specified in this bid sheet shall be made within 10 working days (defined as Monday through Friday except for Federal or State Holidays) or time agreed upon by said contractor and BVCAA, INC. Exceptions to this requirement shall be allowed only in the event an eligible program participant is unavailable for service delivery scheduling (which instances must be documented and provided to BVCAA, INC. designated Weatherization program staff).

CEAP Crisis: All Crisis deliveries shall be within 48 hours of receipt of work order or 18 hours in the event of an immediate health related event.

CHDO Rental: Delivery of all products/services specified in this bid sheet shall be made within 24 hours of receipt of work order. Exceptions to this requirement shall be allowed only in the event that tenant is unavailable for service delivery scheduling (which instances must be documented and provided to BVCAA, INC. CHDO Management).

- D. Payment for Products/Services: There shall be no advance payment for products delivered and/or service provided for the successful bidder, if any, selected for contract pursuant to this procurement. Contractual payment terms and conditions, if a contract is awarded, shall specify that payment shall be made contingent on a final agency inspection of the work performed and shall normally be made 30 to 45 days from date of said inspection and agency approval (of product installation/service delivery). Payments will not be submitted or paid until ALL work by both contractors has been inspected and finalized.
- E. Code Compliance: All installations, repairs, disposals and any other service provided pursuant to this procurement must meet applicable Federal, State and/or local codes, whichever shall be the most restrictive. Bidder shall be responsible for obtaining any required permit and payment of any required payment fee, as applicable.
- F. Guaranties: All installations, repairs, and any other product or service provided pursuant to this solicitation must be guaranteed, in writing, for a minimum period of **ONE YEAR** from the invoice date.
- G. The successful bidder, if any, shall be contractually obligated to complete any warranty work within 3 working days of notification.
- H. All work must conform to the Texas Department of Housing and Community Affairs requirements, including Lead Safe Weatherization practices on all homes built prior to 1978.

## PRODUCT SPECIFICATIONS

- A. Materials must meet the minimum requirements of 10 CFR 440 Attachment A, Standards for Weatherization Materials. A copy is attached for Bidder's review.
- B. Product information. Bidders shall submit with this bid technical specifications of the material to be installed. Materials that do not meet the material specification listed in 10 CFR 440 Attachment A will not be considered.
- C. Product information. Bidders shall submit with this bid Material Safety Data Sheets (MSDS) of products. MSDS sheets must contain content percentages and clarify that it is an **ammonia sulfate free product**.
- D. Product Installation. All equipment shall be installed as recommended by the manufacturer to meet the intent of the application. Clean up is mandatory and should be included in cost.
- E. All HVAC assessments, completed pursuant to this solicitation must be completed by a licensed HVAC professional. Manual J will be required on HVAC complete replacement systems.
- F. All contractors must obtain ALL necessary equipment to accommodate all required testing. (Manuel J, Duct Blaster, Blow Door).

## Central Heating and Cooling Systems

### TECHNICAL SPECIFICATIONS

- A. Product information. Bidders shall submit with this bid technical specifications for HVAC. Bidder's submission must include warranty information, a 1-800 service number for the use of clients and/or agency staff and documentation that the proposed product meets minimum efficiency requirements.
- B. Product Installation-HVAC must be placed to city or local codes. Contractor is responsible for delivery of the new unit, installation, removing old unit, and recapturing Freon according to code. Proper ventilation must be addressed for combustion units. Installation must include instructions to client as to operation, including lighting instruction, and demonstration. A carbon monoxide test must be conducted and results provided to the Agency for every gas unit installed pursuant to this solicitation.
- C. Equipment must be Energy Star Rated. Gas furnaces must meet AFUE rating of .80.
- D. Any additional repairs, replacement, size changes must be authorized by BVCAA, INC.
- E. A written WARRANTY on products installed must be submitted at time of invoicing to WAP agency.



MINIMUM VENDOR QUALIFICATIONS TO BID

Bidder's Name: \_\_\_\_\_ Authorized Agent: \_\_\_\_\_

Address: \_\_\_\_\_ Phone :( ) \_\_\_\_\_

Email: \_\_\_\_\_ Cell: ( ) \_\_\_\_\_

*(Please fill out completely)*

**I. FINANCIAL RESOURCES, TRADE REFERENCES & INTEGRITY.**

A. Please list two business credit references that you have used as a material supplier or to obtain an obligating loan. References must be recent (within the past 12 months) and familiar with your work.

*These are the questions that will be asked when we contact the references.*

- 1. Has this firm (or individual) been timely in meeting their financial obligations to you /your Company?*
- 2. Would you characterize this firm (or individual) as honest, fair, and responsible?*
- 3. Have you or would you extend credit to this firm (or individual) and if so, in what amount and under what terms?*

**Reference 1.** (2 points each question) (Max 6 pts) Points\_\_\_\_\_

(Please fill out required information.)

**Reference 2.** (2 points each question) (Max 6 pts) Points\_\_\_\_\_

(Please fill out required information.)

Reference 1

Financial Resources, Trade References & Integrity

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone#: (     ) \_\_\_\_\_  
*(Corporate telephone number if applicable)*

Fax #: (     ) \_\_\_\_\_  
*(Corporate fax if applicable)*

*(Please fill out completely)*

Reference Questions:

1. Has this firm or individual been timely in meeting their financial obligations to you or your company?
2. Would characterize this firm or individual as honest, fair, and responsible?
3. Have you or would you extend credit to this firm or individual and if so, in what amount and under what terms?

Notes:

BVCAA use only.

Called By: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Reference 2

Financial Resources, Trade References & Integrity

Name: _____
Company: _____
Contact: _____
Phone#: (     ) _____ <i>(Corporate telephone number if applicable)</i>
Fax #: (     ) _____ <i>(Corporate fax if applicable)</i>

*(Please fill out completely)*

**Reference Questions:**

1. Has this firm or individual been timely in meeting their financial obligations to you or your company?
2. Would characterize this firm or individual as honest, fair, and responsible?
3. Have you or would you extend credit to this firm or individual and if so, in what amount and under what terms?

Notes:

BVCAA use only.

Called By: _____ Title: _____
Date: _____ Time: _____

**B. Please answer the following Questions. (2 point for each “No” response) 8 max**

1. Are you or have you been involved in a Chapter 13 bankruptcy proceeding? \_\_\_\_\_

2. Are there any liens against your firm? \_\_\_\_\_

3. Are there any lawsuits against your Firm? \_\_\_\_\_

4. Have any complaints been filed against your firm with the Better Business Bureau? \_\_\_\_\_

If yes, describe the nature of the complaint and its resolution.

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**C. Please answer the following Questions. (1 point for each “Yes” response)**

1. Does your business have the financial capabilities to provide services up to a maximum of 30 days before receiving payment? **(1pts)**. \_\_\_\_\_

2. Does your business/firm employ a “Certified Lead Renovator”? **(1 pts)**. \_\_\_\_\_  
Please provide documentation of those employees.

D. Can you provide a copy of your firm’s most recent (within the last 12 months) financial statement? **(2pts)**. **Points**\_\_\_\_\_

**II. TECHNICAL KNOWLEDGE AND EXPERIENCE**

**A. Bidder's Experience :**

List three references which you have performed jobs for in the last year.

*These are the questions that will be asked when we contact the references.*

**(2 point each question) (Max 8 points per reference)**

- 1. Is the quality of work of this firm or persons, satisfactory or poor?  
If satisfactory, specify in what way. If not, specify in what way.*
- 2. Has this firm or person been timely in completing projects?*
- 3. Has this firm or person crew operated to the best of your knowledge, with good behavior at the work sites?*
- 4. If the occasion arose, would you contract again with this firm or person?*

**Reference 1** (2 points each question) (Max 8) (complete reference sheet)

Name: \_\_\_\_\_ Points\_\_\_\_\_

**Reference 2** (2 points each question) (Max 8) (complete reference sheet)

Name: \_\_\_\_\_ Points\_\_\_\_\_

**Reference 3** (2 points each question) (Max 8) (complete reference sheet)

Name: \_\_\_\_\_ Points\_\_\_\_\_

**B. Are you a minority owned (51% or greater) or woman owned business? (2 pts.)**

\_\_\_\_\_

**BIDDER'S CERTIFICATION:** I hereby certify that the information contained herein is a true and correct representation of my/my firm's qualifications to undertake the activities specified in the procurement.

\_\_\_\_\_

Authorized Agent's Signature

Date

Reference 1

Technical Knowledge and Experience

Name: _____
Company: _____
Contact: _____
Phone#: (    ) _____ <i>(Corporate telephone number if applicable)</i>
Fax#: (    ) _____ <i>(Corporate fax if applicable)</i>

*(Please fill out completely)*

1. Is the quality of work of this firm or persons, satisfactory or poor?

If satisfactory why?

If no, why?

2. Has this person or firm been timely in completing projects?

3. Has this firm or person (crew) operated to the best of your knowledge, with good behavior at this work site?

4. If the occasion arose, would you contract again with firm or person?

BVCAA use only

Called By: _____	Title: _____
Date: _____	Time: _____

Reference 2

Technical Knowledge and Experience

Name: _____
Company: _____
Contact: _____
Phone#: (    ) _____ <i>(Corporate telephone number if applicable)</i>
Fax#: (    ) _____ <i>(Corporate fax if applicable)</i>

*(Please fill out completely)*

1. Is the quality of work of this firm or persons, satisfactory or poor?

If satisfactory why?

If no, why?

2. Has this person or firm been timely in completing projects?

3. Has this firm or person (crew) operated to the best of your knowledge, with good behavior at this work site?

4. If the occasion arose, would you contract again with firm or person?

BVCAA use only

Called By: _____	Title: _____
Date: _____	Time: _____

Reference 3

Technical Knowledge and Experience

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone#: (    ) \_\_\_\_\_  
*(Corporate telephone number if applicable)*

Fax#: (    ) \_\_\_\_\_  
*(Corporate fax if applicable)*

*(Please fill out completely)*

1. Is the quality of work of this firm or persons, satisfactory or poor?

If satisfactory why?

If no, why?

2. Has this person or firm been timely in completing projects?
3. Has this firm or person (crew) operated to the best of your knowledge, with good behavior at this work site?
4. If the occasion arose, would you contract again with firm or person

BVCAA use only

Called By: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_



## LEGAL AND OTHER BIDDER REQUIREMENTS

1. Signed copy of Weatherization BID SHEET
2. Documentation of Bidder's Response to all Requirements.
3. Contractor must be able to obtain all Insurance Requirements at the time the Contract is signed.

### Insurance

At the time the HVAC/Appliance contract is awarded and to be signed, please provide a copy of your firm's comprehensive and automobile liability insurance or insurance carrier's letter of certification (or provide a notarized statement attesting to the ability to obtain the required insurance). Subscribers to the Texas Worker's Compensation system must provide proof of coverage. Non-subscribers must provide documentation of worker protection substantially equivalent to Worker's Compensation Insurance.

1. Automobile Liability                      Show Current Coverage as per State Laws
2. General Liability (including Contractual Liability)

Each Occurrence	\$1,000,000
Personal Injury	\$1,000,000
Products	\$1,000,000
3. Excess Liability is not required. Please list  
The amount of any umbrella coverage which  
Your firm carries. \$ \_\_\_\_\_
4. Worker's Compensation Insurance.

HVAC Appliance Program

Score Sheet

Company: \_\_\_\_\_

**I. Financial Resources, Trade References & Integrity (Max 24 pts)**

**A. Financial Credit**

Reference 1 (6pts)

Q1 \_\_\_\_\_ Q2 \_\_\_\_\_ Q3 \_\_\_\_\_ Points \_\_\_\_\_

Reference 2 (6pts)

Q1 \_\_\_\_\_ Q2 \_\_\_\_\_ Q3 \_\_\_\_\_ Points \_\_\_\_\_

**B. Yes/ No Questions (8 pts.)**

Q1 \_\_\_\_\_ Q2 \_\_\_\_\_ Q3 \_\_\_\_\_ Q4 \_\_\_\_\_ Points \_\_\_\_\_

**C. Financial Capability (2 pts)** Points \_\_\_\_\_

**D. Financial Statement (2 pts)** Points \_\_\_\_\_

**II Technical Knowledge and Experience (Max 26pts)**

**A. Bidder's Experience**

Reference 1 (8 pts)

Q1 \_\_\_\_\_ Q2 \_\_\_\_\_ Q3 \_\_\_\_\_ Q4 \_\_\_\_\_ Points \_\_\_\_\_

Reference 2 (8 pts)

Q1 \_\_\_\_\_ Q2 \_\_\_\_\_ Q3 \_\_\_\_\_ Q4 \_\_\_\_\_ Points \_\_\_\_\_

Reference 3 (8pts)

Q1 \_\_\_\_\_ Q2 \_\_\_\_\_ Q3 \_\_\_\_\_ Q4 \_\_\_\_\_ Points \_\_\_\_\_

**B. Minority Owned (2 pts.)** Points \_\_\_\_\_

**III Material and Labor Bid (Max 50 pts)**

**A Price** Points \_\_\_\_\_

**Total Points** \_\_\_\_\_

## CERTIFICATION

Contractor and Company Name:  Other Company Names or DBA's	
SSN or Employer's Federal ID Number	
Mailing Address:	
Telephone: e-mail	
FAX:	

I understand that Contractors and subcontractors must not be debarred, suspended, or ineligible according to the US General Services Administration's List of Parties Excluded from Federal Procurement or Non Procurement Programs. Verification of contractor eligibility shall be obtained from the Texas Department of Housing and Community Affairs prior to awarding a contract.

I understand that I must carry adequate general liability and worker's compensation insurance. This insurance must be applicable to work done in **Brazos, Burleson, Grimes, Leon, Madison, Montgomery, Robertson, Waller, Walker and Washington** counties and must be in effect during the entirety of the contract period. Evidence of such insurance must be presented prior to the execution of the contract.

I understand that all work must be completed according to the Texas Department of Housing and Community Affairs and BVCAA, INC.'s guidelines and conform to all applicable codes and general specifications.

I certify that I am not a board member, officer, employee or former employee or agent of BVCAA, INC. nor am I a family member, spouse of a board member, officer, employee or agent of BVCAA, INC.

I have been provided a copy of the Procurement for Sealed Bid package, reviewed the documents, and certify that all work completed will meet or exceed these standards and specifications. I further understand that if work performed is found to be unsatisfactory by BVCAA, INC. or if the relations between my company, homeowner or other parties are found to be unsatisfactory, it may result in debarment from future BVCAA, INC. contracts.

**CERTIFICATION (continued)**

I understand that I must report only fully completed units to the Agency. I understand that I cannot alter any work without authorization of the Agency.

I agree to provide BVCAA, INC. a thirty (30) day no interest charged for payment. Payments are made as individual units are totally completed and pass final inspection by the Agency.

I agree to provide proposed services without frequent delays.

I understand that I must provide a one-year written warranty on all work and that failure to complete warranty work may result in debarment from future work.

I understand that I must complete all work within the time period specified in the contract.

I understand that all work must conform to the Texas Department of Housing and Community Affairs requirements, including Lead Safe Weatherization practices on all homes build prior to 1978.

I will abide by the Texas Department of Housing and Community Affairs regulations pertaining to equal employment opportunity.

I understand that selected contractor(s) may be required to undergo background and credit verification prior to execution of contract.

I understand that BVCAA, INC. reserves the right to reject any and all Procurement for Sealed Bids.

No member, officer, agency or employees of BVCAA, INC. shall be personally liable concerning any matters arising out of or in relation to the commitment CHDO/LIHEAP CEAP/Weatherization funds with regards to feasibility or validity of the proposed subject.

I hereby certify that prices quoted above shall be the delivered price at any work site within the stated service delivery area (Brazos, Burleson, Grimes, Leon, Madison, Montgomery, Robertson, Walker, and Waller, Washington) and shall include all packaging, handling shipping and delivery charges. I understand that Brazos Valley Community Action Agency, Inc. is exempt from state and local taxes and have therefore not included taxes in the pricing provided herein. I acknowledge that these prices must remain in effect throughout the original contract period. I further certify that the quoted materials meet the specifications contained in this quotation document and have provided, with this bid, proof of same.

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<b>Contractor's Name (please print)</b>	<b>Contractor's Signature</b>	<b>Date</b>
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