



June 28, 2022

CONNECTICUT
WEATHERIZATION ASSISTANCE PROGRAM

NOTICE OF REQUEST FOR WRITTEN COMMENTS

I. INTRODUCTION

The Weatherization Assistance Program (WAP) is funded by the US Department of Energy (DOE), and assists low-income persons to minimize energy-related costs and fuel usage in their homes through retrofits and home improvement measures. Connecticut's Weatherization Assistance Program (CT WAP) is administered by the Department of Energy & Environmental Protection (DEEP) in partnership with the Connecticut Community Action Agency (CAA) network. DEEP currently works with Community Renewal Team Inc. (CRT) and New Opportunities, Inc. (NOI) to qualify households and coordinate services and DEEP provides overall program management and technical assistance.

II. WRITTEN COMMENTS

CRT and NOI are preparing to release open Requests for Proposals (RFPs) to procure qualified, licensed HVAC, weatherization, and environmental contractors to perform work for the CT WAP. The purpose of the RFP process is to identify the most qualified respondents to develop a pre-qualified list of contractors for weatherization work. The selected contractors will provide weatherization services to WAP eligible 1 to 4 unit properties. Drafts of CRT and NOI's RFPs are attached hereto as Attachments A & B.

Pursuant to this Notice, DEEP is providing an opportunity for stakeholders to submit written comments on the attached draft RFPs. Written comments shall be submitted on or before **Thursday July 7, 2022, at 4:00 PM**. Written comments can be e-mailed to DEEP.Weatherization@ct.gov or sent via US Mail to DEEP's Bureau of Energy and Technology Policy, Ten Franklin Square, New Britain, Connecticut 06051. All materials submitted by stakeholders in this proceeding will be posted on the DEEP website. Any questions may be directed to Brian Biernat, DEEP Bureau of Energy and Technology Policy at DEEP.Weatherization@ct.gov.

The Connecticut Department of Energy and Environmental Protection is an Affirmative Action/Equal Opportunity Employer that is committed to complying with the requirements of the Americans with Disabilities Act. Please contact Brian Biernat at DEEP.Weatherization@ct.gov if you are seeking a communication aid or service, have limited proficiency in English, or require some other accommodation. If you wish to file an ADA or Title VI discrimination complaint, you may submit your complaint to DEEP Office of Diversity and Equity at (860) 418-5910 or via email at deep.accommodations@ct.gov. In order to facilitate efforts to provide an accommodation, please request all accommodations as soon as possible following notice of any agency hearing, meeting, program or event.

COMMUNITY RENEWAL TEAM, INC.

Request for Proposal



CONNECTICUT WEATHERIZATION ASSISTANCE PROGRAM

RFP #WXWAP2022

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*CRT is an Affirmative Action/Equal Opportunity Employer.
Minority/Women's business Enterprises are encouraged to apply.*

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INVITATION TO SUBMIT PROPOSALS:

The Community Renewal Team, Inc. (Henceforth referred to as “CRT”) is having an open request for proposals beginning INSERT DATE HERE until INSERT DATE HERE. A copy of the **CRT RFP#WXWAP2022** will also be available on the CRT website portal www.crtct.org under Business Solutions/Vendors, and on the CT State Department of Administrative Services contracting portal at <http://www.biznet.ct.gov/>. There is no fee to obtain the RFP. All inquiries or questions concerning this Request for Proposals and the procurement process must be submitted in writing and can be sent by electronic mail to INSERT CONTACT INFORMATION HERE. In no case shall oral communications take precedence over written communications. Only written communications shall be binding on the RFP.

A mandatory pre-bid conference will be held on INSERT DATE HERE at INSERT LOCATION HERE. All instructions for the RFP will be reviewed at the Bidders Conference and will acquaint all potential bidders with the project and field technical and administrative questions. Questions received in advance will be responded to at the Bidders Conference. Questions regarding the RFP will be accepted up until INSERT DATE HERE. Bids will not be accepted from any Contractor that did not attend the mandatory pre-bid conference.

Sealed proposals will be received at INSERT LOCATION HERE until INSERT DATE HERE. Late proposals will not be accepted.

Contractors shall furnish all supervision, technical, personnel, labor, machinery, tools, equipment, services and materials; and perform all required work as may be specified by work order(s) as provided herein. Materials supplied by the Contractor to be used in the work contemplated herein shall meet or exceed Federal specifications as set forth in Appendix A of 10 CFR Part 440, the State of Connecticut US DOE Weatherization State Plan for Low Income Persons, the Field Implementation Manual requirements from the State of Connecticut Department of Energy and Environmental Protection (DEEP) Weatherization Field Guide and NREL SWS Guide, all guidelines related to Weatherization Readiness Funds (WRF) in accordance with the WRF Plan available in the PY22 CT WAP State Plan and on the CT WAP Website, and the Weatherization Program Notice 22-6.

Contractors will deliver one (1) original and two (2) copies of the proposal and attachments required. Please submit the completed quote forms and any necessary attachments in a sealed envelope clearly labeled with the name of the contractor, address, and the words “**WXWAP2022**”. Envelopes must be plainly marked with the RFP number and RFP title to ensure appropriate handling of the sealed proposal.

No responsibility shall be attached to any person or persons for the premature opening of proposals that are not properly marked.

Sealed proposals must be addressed to: **INSERT CONTACT INFORMATION HERE**

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INTRODUCTION:

CRT HISTORY AND MISSION

CRT's overall purpose is to prepare communities to meet life's challenges. The Community Renewal Team Inc. was founded in 1963 as an anti-poverty agency serving people and families throughout the Connecticut River Valley. Early Care and Education, Meals on Wheels, supportive housing and shelter, and many other CRT programs give people the skills and the resources to become self-sufficient and to thrive.

In 1999, the Community Renewal Team of Greater Hartford Inc. merged with Community Action for Greater Middlesex County to form the Community Renewal Team Inc. CRT now runs major programs in 75 Connecticut towns, including Meals on Wheels, Early Care and Education, homebuyer and energy assistance, nutrition, veteran, senior and youth services.

ORGANIZATIONAL PURPOSE

CRT fulfills its mission through pursuit of the following organizational objectives:

- Increase resources available to meet basic needs of low-income families while supporting their move to economic self-sufficiency, leading to a reduction in the number of households in crisis.
- Expand number of households who are comfortably sustained through employment by assessing employers' needs, improving workers' skills, supporting job retention, and addressing persistent barriers to employment.
- Engage a broad regional coalition to develop and implement a plan to address poverty, while developing grassroots leaders who can advocate for themselves and their community.
- Increase educational opportunities for the region's children, youth and adults by expanding and promoting quality programs while addressing barriers to participation.
- Increase access to a comprehensive system of community-based services to improve physical and mental health, strengthen family well-being and support sustained independence.
- Improve access to affordable, appropriate residences by increasing housing stock; enhancing financial literacy and assets; and supporting people as they become residentially independent.

PROJECT PURPOSE

The Community Renewal Team (CRT) is requesting proposals from qualified licensed; HVAC, Weatherization, and Environmental Contractors in Connecticut. The purpose of this RFP process is to identify the most qualified respondents to develop a pre-qualified list of Contractors for Weatherization Assistance Program related work. For a detailed breakdown of Weatherization Assistance Program items see Attachments E and F.

This solicitation shall service the needs of both the U.S. Department of Energy Weatherization Assistance Program (DOE-WAP) and Connecticut Department of Energy and Environmental Protection (DEEP). The services provided will encompass the work needed to identify and to

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provide weatherization services at WAP eligible 1 to 4 unit properties. CRT will serve approximately 134 homes, including 65 in Region 1 and 69 in Region 2.

The intent of this process is to provide an efficient quality services as defined in the Scope of Services in this document and DOE Weatherization Program Notice(s) 11-6 & 17-7.

CRT requires contractors to follow CT Department of Public Health (DPH) and U.S. Environmental Protection Agency (EPA) regulations for all environmental hazards. Contractors performing weatherization retrofit work on residential properties must follow EPA Lead Renovation, Repair and Painting Rule (RRP Rule). Also weatherization work on HUD funded properties must follow the “Lead Safe Housing Rule” (CFR 24 Part 35) regulations as well as other local ordinances.

SERVICE AREA

The intent of this RFP is to procure for services in Regions 1 & 2 of the established Connecticut Weatherization Assistance Program Service Areas. As such each applicant shall submit a proposal for the region or regions the firm seeks to serve. Regions are outlined in Attachment E.

CONTRACT LENGTH

The contract will be for the period of INSERT DATE HERE, and ending 06/30/2023, annual extensions may be given if needed.

OVERSIGHT AND MANAGEMENT

- a) Administration of The Connecticut Weatherization Assistance Program CRT is the responsible agency for administering the State of Connecticut Weatherization Assistance Program Contract and quality of work for the State of Connecticut with monitoring by the State of Connecticut Department of Energy and Environmental Protection (DEEP).
- b) CRT’s oversight of the agreement will be exercised by the WAP Program Manager .
- c) CRT’s liaison will be the WAP Program Manager for day to day operations.

INSTRUCTIONS TO INTERESTED PARTIES

Sealed Proposals (RFPs) will be received at the Central Office of the Community Renewal Team, Inc., 555 Windsor Street, Hartford, CT until INSERT DATE HERE. Late responses will not be accepted. Submittal of response by fax or email will not be acceptable. Submit the completed proposal forms and any necessary attachments in a sealed envelope clearly labeled with the name of the contractor, address, and the words “WXWAP2022”. Clearly mark your envelope with the RFP number and RFP title as to prevent opening of a sealed response prior to the opening date.

Proposals will be opened on INSERT DATE HERE INSERT LOCATION HERE .

Once proposals are opened, they shall stand firm for 11 months starting INSERT DATE HERE and ending June 30, 2023, after the proposal opening.

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- To be CONSIDERED A QUALIFIED contractor, all responses must contain:
- Certificate of General Liability Insurance (in accordance with Section Indemnification & Insurance)
- Certificate of Professional Liability Insurance (in accordance with Section Indemnification & Insurance)
- Completed RFP Proposal Authorization Form
 - I. Include Name of Contractor on ALL sheets
 - II. Name, address, phone number and email address of firm/person responsible for the project if different from the Quote Proposal Authorization form.
- Statement of Qualifications
- Completed Proposal Company Information and Fee Schedule INSERT ATTACHMENT REFERENCE
- References of at least three (3) trade references and contact information of recently completed projects (owner representative). (INSERT PAGE NUMBER HERE)
- Letter of Interest on (your) Company Letterhead
- Certificate of Solvency, if applicable
- Copy of current Home Improvement Contractor license, if applicable
- Copy of current EPA Lead-Safe Certification for the Firm
- Copy of all certifications and licenses required per specialty
- EPA Lead Renovator Certifications for all employees performing contracted work
- BPI Certifications (Optional)

- Should the contractor find any omissions, discrepancies or errors in the specifications or other Contract Documents or should he be in doubt as to the meaning of the specifications or other Contract Documents, he/she should immediately notify INSERT CONTACT HERE who may correct, amend or clarify such documents by a written interpretation or addendum. It is solely the respondent's responsibility to obtain any and all addendums or official announcements pertaining to this RFP. Jeanette Dunbar may be contacted at dunbarj@crtct.org. No oral interpretations shall be made to any contractor and no oral statement of CRT or its agents shall be effective to modify any of the provisions of the Contract Documents.

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GENERAL CONDITIONS:

All respondents shall observe the following instructions and specifications:

PROPOSAL PRICE

The cost of material and labor for each measure must be separately identified on the bid form. Proposed fees should include a fixed cost, which will cover all expenses to be incurred over the course of providing the requested items, including, but not limited to permits, supplies and materials, disposal costs, travel expenses, postage and delivery, and telecommunication expenses.

PRICING

CRT intends to award contracts to more than one firm as a result of this RFP. The price paid to successful bidders for each measure will be based on their respective proposal and may differ from the price offered in their proposals.

The intended award process for proposals for each type of work will be as follows:

1. Proposals will be scored according to the criteria below.
2. Scored proposals will be ranked from highest to lowest.
3. Contracts will be awarded to the highest ranked Bidders for each of the two (2) Regions (Region 1 and Region 2) served by CRT for the Weatherization Assistance Program. If any Bidder rejects or is otherwise unable to meet any pre-contractual requirement, CRT reserves the right to award to the next highest ranked Bidder.

PROPOSAL EVALUATION CRITERIA

Proposals will be evaluated according to the following point score:

Experience	25 points
Regions – submitted for both Regions 1 & 2	10 points
Capacity for completion of accurate work within allotted time frames (i.e. Number of employees, appropriate equipment/tools, vehicles for transport)	15 points
Ability to perform work as proposed to the Scope of Work in the 2 designated Regions	10 points
Formal training & certifications specific to measures (BPI, RRP, EPA, DPH, OSHA, DOE, etc.)	10 points
Capacity reporting and compliance with program (i.e. Office management procedures, etc.)	10 points
Business references related to professionalism, quality of work and reliability	5 points
Small business and/or minority and/or woman owned business	5 points
Completion of bid proposal and pricing sheet – including all measures requested	10 points

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PAYMENT

- No payment will be made until the equipment and material specified in this proposal has been delivered and installed at the specified location and has been inspected and accepted by CRT. Payment for Weatherization Assistance Program work cannot be released until all work has been completed, including work of multiple contractors, and the file has been closed. Payment will be made within 30 working days of file closing.
- All permits, licenses and fees required for the performance of the contract work shall be secured and paid for by the selected contractor.
- When submitting invoices, the labor and materials component of each Weatherization Assistance Program measure shall be stated separately by the contractor.
- CRT is a non- profit organization and is exempt from State or Federal taxes.

WARRANTIES

- All materials and workmanship provided under this proposal shall be protected by a warranty for a minimum period of (1) year from date of final acceptance, unless a longer warranty is required by Department of Energy standards or a longer warranty is provided by the manufacturer, in which case the longest warranty period shall apply. During the warranty period, the vendor shall repair defective workmanship and repair or replace defective materials at no cost to CRT or homeowner (including labor and delivery costs), except where it is clearly shown that the defect is due to intentional actions of the homeowner subsequent to installation.
- The contractor shall permit CRT, DEEP, and the U.S. DOE or any of their authorized representatives to examine and inspect the weatherization work.
- The contractor shall repair all surfaces and work damaged by the contractor resulting from work under this agreement at no additional cost to CRT or the homeowner. Repair of existing work shall mean the item is to be placed in equal or new condition either by patching or replacing.

PROPOSAL COMPLIANCE

CRT shall be the sole judge as to whether any and all statements of qualifications comply with these specifications, and as such a decision shall be final and conclusive. Respondents shall state in their statement of qualifications and any exceptions taken to the RFP specifications.

All terms and conditions of this RFP will be incorporated into any subsequent contract between CRT and the contractor. If the RFP and contract are found to be in conflict, these terms and conditions shall prevail.

No guarantee is made as to the quantity of work to be awarded related to this RFP.

Multiple proposals shall not be considered from the same Bidder for any item, unless specifically requested. A “multiple proposal” is defined as more than one proposal to the

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same invitation to submit proposal by the same Bidder, whether on a separate proposal form or attached to the initial proposal form, and does not refer to identical copies, if requested.

Recycled Materials: The Contractor is required to purchase products incorporating recycled materials whenever technically and economically feasible. Bidders are encouraged to bid products with recycled content which meet specifications.

Materials Safety Data Sheets: If any item(s) on an order(s) resulting from this award(s) is a hazardous chemical, as defined under 29CFR 1910.1200, provide one (1) copy of a Material Safety Data Sheet for each item with the shipped container(s) and one (1) copy with the invoice(s).

RIGHT OF REJECTION

The Chief Financial Officer (CFO) or their designee may reject or accept any and all proposals in whole or in part or may waive any informality in proposal received if in their opinion, it is deemed in the best interest of the organization to do so.

This RFP is not an offer to contract. Acceptance of a proposal neither commits CRT toward a contract to any respondent, even if all requirements stated in this RFP are met, nor limits the right to negotiate in the best interest of CRT. CRT, in its sole and absolute discretion, reserves the right not to contract with any respondent for any reason.

METHOD OF AWARD

Proposals will be awarded only to responsible and responsive Bidders, as determined by CRT.

Until a contract or purchase order has been executed and authorized by CRT, no vendor can claim any contract rights by virtue of the receipt of the notice of acceptance of proposal alone. Awarding of the contract shall mean that a contract agreement has been executed by both the accepted vendor and CRT.

The award will be given to the contractor(s) whose proposal(s) are the most responsive to the solicitation, and are the most advantageous to CRT, considering price, quality, and other applicable factors including but not limited to experience, service record of the vendor, and required education/training/credentials of the vendor. Multiple contractors may be selected but the preference is for only one HVAC contractor and one Weatherization contractor to provide services for individual tasks for a unit. Please note that weatherization work often requires an electrician to install exhaust fans. Any and all proposals may be rejected when it is in the agency's best interest to do so. The proposal with the lowest price will not always be accepted.

FAMILIARITY WITH LAWS, SITE CONDITIONS AND DOCUMENTS

Each Contractor is required to be familiar with and to comply with the terms and conditions of the specifications and all other contract documents and with all Federal, state and local laws, ordinances or regulations which in any manner relate to the furnishing of the equipment, material or services in accordance with the contract.

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GOVERNING LAW

The goods and services requested by means of this proposal shall be executed and delivered, and shall be enforced in accordance with the laws of the State of Connecticut.

All matters arising hereunder or in any contract finally entered in connection herewith, shall further be maintained solely in the Courts of the State of Connecticut and all parties hereto knowingly and irrevocably submit themselves to the jurisdiction of the Connecticut courts and acknowledge that venue as provided herein is appropriate.

QUALIFICATIONS OF CONTRACTOR

STATEMENTS OF QUALIFICATIONS SHOULD INCLUDE THE FOLLOWING INFORMATION:

- Knowledge of procedures, requirements, and practices related to the weatherization of residences comprised of 1-4 units.
- Knowledge of procedures, requirements, and practices related to federally funded and State of Connecticut construction projects involving weatherization health & safety.
- Demonstration of a sufficient staff to complete each project(s) assigned in a timely manner.
- Resumes of key personnel.
- Company background including number of years in business and present capabilities of the firm to provide services in a timely manner.
- A list of related construction projects, outlining the Project Location, Project Description including size and use, design firm, owner, construction cost, funding source, and construction period. One example should represent a government or not-for-profit client.
- Any additional information/qualifications relevant to this RFP.
- Contractors/sub-contractors and their employees must submit a criminal records check to CRT annually. Any conviction of felony or serious misdemeanor subsequent to the criminal background check must be disclosed to CRT. This disclosure is mandatory. Failure to disclose or disallow an employee will result in disqualification of contractor (to be determined at the sole discretion of CRT.)
- Contractor agrees to the submittal of all criminal records reports to CRT on each of its employees engaged in handling client information or entering the CRT client's homes to perform work related to the Weatherization Assistance Program.

CRT may make such investigations as it deems necessary to determine the ability of the contractor to perform the work. The contractor shall furnish to CRT all such information necessary to complete this investigation as the organization may request. CRT reserves the right to reject any or all proposals if the evidence submitted by, or investigation of the contractor fails to satisfy CRT. That such contractor is qualified to carry out the obligations of the contract and to the work contemplated therein.

ERRORS, INTERPRETATIONS AND ADDENDA

All information given by CRT except by written addenda shall be informal and shall not be binding upon CRT nor shall it furnish a basis for legal action by any contractor against CRT.

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SUBCONTRACTING

The Contractor shall not subcontract the work under this project without written approval of the CFO or her/his designee and CRT's WAP Program Manager unless the subcontractor is listed on the registration form.

INDEMNIFICATION AND INSURANCE

In addition to any insurance requirements as provided herein or in the Agreement, the selected bidder shall at all times indemnify and hold harmless CRT and its officers, agents and employees on account of and from any and all claims, damages, losses, judgements, workers' compensation payments, litigation expenses and legal counsel fees arising out of injuries to persons (including death) or damage to property. The agreement shall provide that all such indemnities shall survive any termination of the Agreement for any reason or cause whatsoever and shall persist until such time as all applicable statutes or repose of limitation have expired.

The Contractor and all subcontractors shall carry Liability Insurance, which shall include coverage for acts of independent contractors or sub-contractors. As a condition to undertaking the Work, Contractor shall acquire, at its sole cost and expense, the following insurance coverage (or equivalent) from insurers with an A M Best rating of A- or better, with the indicated amounts and shall maintain such required insurance coverages during all Work and until the date of final payment under the Agreement or Acceptance of all Work under the Agreement, unless a longer period is specified below.

Such policy shall include the minimum coverages detailed below, and the Contractor shall not engage any subcontractor to perform any part of the work without the Agency's prior written consent and acceptance of subcontractor's insurance certificate. The Community Renewal Team Inc. shall be named as an additional insured pursuant to all insurance agreements required by this Agreement.

The following language shall appear on the Form ACORD 25:

“Community Renewal Team Inc. is named as an additional insured with respect to all insurance policies, including primary and non-contributory policies. A waiver of subrogation shall apply in favor of the additional insured”.

All policies shall require thirty (30) days prior written notice to be given to the Agency in the event of cancellation, termination, and/or other material change in any policy.

The contractor and subcontractors must at the time of the Agreement and any time thereafter upon demand supply the Agency with a Certificate of Insurance and evidence of payment therefore by way of an ACCORD Form 25 for itself and for each and every subcontractor with the minimum insurance limits listed below.

CRT Minimum Requirements are:

- General Liability \$1,000,000 per occurrence \$2,000,000 aggregate defense cost shall be in excess of the limit of liability);

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- Business Auto Liability Combined Single Limit of 1,000,000 and to include hired and non- owned auto;
- Workers Compensation \$1,000,000/ \$1,000,000/\$1,000,000;
- Umbrella Liability \$1,000,000;

- Pollution exclusion modification endorsement of at least \$500,000 under the General Liability Policy

NOTE: The limits required under this section may be satisfied by a combination of primary and excess (umbrella) coverage of 1 million dollars (\$1,000,000) in layers provided that the excess (umbrella) coverage in each of the relevant categories listed in the following examples:

Example #1:

- Workers Compensation of \$100,000 each accident, \$500,000 each employee, and a \$100,000 disease policy limit plus excess (umbrella) coverage provided that the excess (umbrella) coverage covers this category.
- General Liability of \$500,000 each occurrence/\$1,000,000 general aggregate (defense cost shall be in excess of the limit of liability). Plus excess (umbrella) coverage provided that the excess (umbrella) coverage covers this category.
- Automobile Liability Insurance, to include liability coverage, covering all owned, hired and non-owned vehicles used in performance of the contract (\$500,000 each accident).
- (\$1,000,000) Umbrella Policy covering all policies; Workers Comp, Auto, and General Liability
- For contractors conducting environmental testing only** Errors and Omissions Coverage of \$1,000,000 per occurrence or Professional Liability Coverage of \$1,000,000 per occurrence.
- Pollution Occurrence Insurance (POI) of at least \$500,000 under the General Liability Policy as a rider or as a stand-alone policy.

Example #2:

- Worker's Compensation insurance as required by the laws of Connecticut as well as employer's liability coverage of \$1,000,000 each accident, \$1,000,000 each employee, and \$1,000,000 disease policy limit.
- General Liability Coverage on an occurrence basis in the minimum amount of \$1,000,000 each occurrence/\$2,000,000 general aggregate (defense cost shall be in excess of the limit of liability).
- Automobile Liability Insurance, to include liability coverage, covering all owned, hired and non-owned vehicles used in performance of the contract (\$1,000,000 each accident).
- Pollution exclusion modification endorsement of at least \$500,000 under the General Liability Policy as a rider or as a stand-alone policy.

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The Contractor shall provide, at no cost to the Agency, certificates and certificates for each of its subcontractors in form and substance satisfactory to the Agency of such insurance irrevocably naming the Agency as an additional insured and loss payee through the duration of this Agreement and until the expiration of all statutes of limitation or repose in connection with any claim that could be made in connection with the work. Satisfactory certificates of such insurance will be provided upon the signing of this agreement and upon request by the Agency at any time thereafter. At the time of contract negotiation, CRT reserves the right to adjust the insurance requirements to be commensurate with the work that is to be conducted by the contractor.

CRT RIGHT TO TERMINATE CONTRACT

A. Failure of Contractor to deliver:

Failure of a contractor to deliver within the time specified or to deliver within the time extended by CRT, and failure to make replacements of rejected articles when so requested, immediately or as directed by CRT shall constitute contract default.

In the event of default or that any of the provisions of this Contract are violated by the Contractor, or by any of his Subcontractors, CRT may serve written notice upon the Contractor of their intention to terminate the Contract, such notices shall contain the reasons for such intention to terminate the Contract, and unless within five (5) days after the serving of such notice upon the Contractor, such violation or delay shall cease and satisfactory arrangement of correction be made, the Contract shall, upon expiration of said five (5) days, cease and terminate. In the event of any such termination, CRT shall immediately serve notice thereof upon the Contractor.

If contract is terminated, CRT reserves the right to award to next lowest responsible contractor or purchase on the open market. In either event, the defaulting contractor (or his surety) shall be liable to CRT for cost to CRT in excess of the defaulted contract prices.

B. Funding Availability:

It is understood by the parties that CRT is dependent upon annual grants of money from the Federal Government and the State of Connecticut to enable it to carry on its activities. It is therefore agreed that in the event CRT informs the Contractor in writing that the Federal Government or the state of Connecticut has ceased to make a grant sufficient for CRT to fund the program carried on at these premises and, then this agreement shall cease and terminate thirty (30) days from the date of said written notice. In such event, the parties shall each have against the other only such rights as herein provided if the agreement had expired in accordance with its original term. In these cases CRT will honor all work orders issued prior to termination.

RISK OF LOSS

Bidder will agree to bear all risk of loss; injury or destruction of goods and material ordered herein which occurs prior to acceptance. Such loss, injury or destruction shall not release the Bidder from any obligation under this proposal.

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EQUAL OPPORTUNITY - AFFIRMATIVE ACTION

CRT shall not enter into any contract for purchasing with any person, agency, or organization if it has knowledge that such person, agency, or organization discriminates against any applicant, employee, or service recipient on the basis of race, color, religion, national origin, sex, age, sexual orientation or disability; or any person, agency, or organization who fails to comply with all federal and state anti-discrimination laws.

CONTRACTOR PERFORMANCE

Community Renewal Team expects contractors to complete jobs in a timely, professional manner as well as all necessary paperwork being completed accurately. (See Standard Contractor Evaluation Form – Attachment A1)

The agency will track the following data for each contractor for each job:

- a) Whether the job was started on time
- b) Whether the job was completed on time
- c) Condition of job site and customer satisfaction
- d) Accuracy and timeliness of invoices from Contractor to Agency
- e) Accuracy and completeness of the documentation required from contractor
- f) Work not completed in accordance within the standards of applicable building codes and the Standard of Work Specifications (SWS). (Reference website <https://sws.nrel.gov/spec/1> for complete listing of applicable standard work specifications.)
 1. Written notifications will be known as “findings.” If there are two findings in any category, within a 3-month period, the contractor will be required to attend a meeting at which a Corrective Action Plan will be developed, along with an explanation of how the items in the Corrective Action Plan will correct the identified issues.
 2. Jobs will not be issued to the contractor until a Corrective Action Plan has been implemented. If a contractor has three (3) findings within a 6-month period, the agency will cease assigning jobs to the deficient contractor and identify another contractor to conduct the weatherization work or work with the other contractors on the agency roster to complete production goals.
 3. Each completed weatherization project will receive a Quality Control Inspection (QCI) as required by DOE. QCI will be performed by CRT’s QCI Certified Inspectors. Any indicated failures upon QCI inspection will result in the contractor returning to the project to perform corrective measure to bring the work into compliance. A representative of CT DEEP will also participate in a minimum of 10% of the QCIs.

RECORD KEEPING

Community Renewal Team, the Connecticut Department of Energy and Environmental Protection, United States Department of Energy, Connecticut Department of Social Services

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and the Comptroller General of the United States, or any of their duly authorized representatives shall have access to all books, documents, papers, and records which are directly pertinent to the Connecticut Weatherization Assistance Program for the purpose of making an audit, examination, excerpts, and/or transcriptions.

The Contractor agrees to retain all records for a period of three (3) years from the final payment or until all audits, litigation or other actions are resolved, whichever is later.

CONFIDENTIAL INFORMATION

During the course of its contract with CRT, the Bidder may encounter confidential agency and/or client information. The Bidder agrees, as a condition of this bid to save and protect any such confidential information, shall hold the same in confidence, shall not use the Confidential Information other than for the purposes of its business with CRT, and shall not disclose it to anyone without the specific prior written authorization of CRT.

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4.0 SCOPE OF WORK

Scope of Anticipated Services: (for specific items see Attachments E & F)

Some or all of the following services may be required for individual projects:

- **Residential Construction including:**
 1. Minor Roofing, Minor Roof Repairs
 2. Gutters, Downspout, Leader Drains and Extensions
 3. Minor Carpentry
 4. Weatherization Specific Measures Installations
 5. HVAC
 6. Electrical
 7. Plumbing
 8. Other Weatherization related work as assigned by the Local agency

- **Licenses for Contractor or their subcontractors:**
 1. Home Improvement Contractor
 2. Electrical Unlimited
 3. Plumbing & Piping Unlimited

The contractor must state qualifications to perform by themselves or their subcontractors if applicable:

- Building structure / Minor roofing repairs including gutter and downspout installation
- Electrical testing and repairs
- Water Damage repairs necessary in order to weatherize the home and ensure the life of the installed measures such as, but not limited to leaking water pipes
- Install Smoke and CO detectors and Fire extinguishers
- Install bathroom and kitchen exhaust fans
- Inspect/Clean/Repair/Install Combustion Appliance
- Chimney repair
- Chimney liner installation

Many projects may require a scope of work assessment and competitive quotes, other projects will be defined Material and Labor costs per this RFP.

SPECIFICATIONS:

ALL PROPOSALS MUST INCLUDE MATERIALS AND LABOR IN ORDER TO BE CONSIDERED FOR REVIEW.

Attachment A

4.1 MATERIALS

All materials provided through a contract must meet or exceed Department of Energy standards prescribed in 10 CFR Part 440, Appendix A. If there is a conflict between materials specifications identified in this RFP and 10 CFR Part 440 Appendix A, DOE standards shall prevail. Please also refer to the CT WAP Subgrantee Documentation Page and DOE NREL Standard Weatherization Specification at the following links:

<https://portal.ct.gov/DEEP/Energy/Weatherization/Subgrantee-Documents-for-Connecticut-Weatherization-Assistance-Program>

<https://sws.nrel.gov/>

A. Windows and doors:

- Storm windows must be aluminum (White) triple track combination, storm windows conforming to specifications ASTM2 1002 10-93.
- Storm Doors must be aluminum (White) paneled bottom with glass and screen top, conforming to specifications AAMA2 1102.7-89. Replacement windows must be rigid vinyl frame with low E Glass U35 conforming to specifications ASTM2 -D-4726-00.

B. Unfaced batt installation shall be:

- Correctly sized to fit snugly at the sides and ends.
- Installed to completely fill the cavity.
- Cut to fit properly -- there should be no gaps, nor should the insulation be doubled-over or compressed.
- Non-standard-width cavities shall be filled by batt insulation cut approximately one inch (1") wider than the space to be filled. Cut to butt-fit around wiring and plumbing, or be split (delaminated) so that one layer can fit behind the wiring or plumbing and one layer fit in front.

C. Faced batt installation, where used as a vapor barrier, shall be:

- Facing shall be appropriately placed toward conditioned and unconditioned spaces.
- Faced insulation must be properly stapled over the face of the studs; it must be continuous with no penetrations.
- Stapling: the batt flange should be stapled to the face of the framing; flanges from adjacent cavities should overlap per manufacturer's specifications on facing.
- Each batt should be stapled approximately every eight (8) inches, or according to manufacturer's specifications on facing.

All tears or breaks in the facing six (6) inches or longer shall be sealed with duct tape or other waterproof tape. Tears and breaks in the facing should be minimal.

D. Narrow-framed cavities and "chinking":

- Non-standard-width cavities shall be filled by batt insulation cut approximately one inch (1") wider than the space to be filled.

Attachment A

- Narrow spaces (2" or less) at windows, between studs at the building's corners, and at the intersections of partitions and walls shall be filled with small pieces of insulation; care should be taken not to compress the insulation.

E. Air Sealing:

- Materials for air sealing services and building Weatherization test shall be paid at \$126 (\$36 material and \$90 labor) per hour per certified technician performing air sealing.

4.2 LABOR

- No laborer or mechanic shall be required to work in surroundings or under working conditions, which are unsanitary, hazardous, or dangerous to his health and safety as determined under construction, safety and health standards promulgated by the Secretary of Labor. This is as set forth in the Contract Work Hours and Safety Standard Act (40 USC 327-330) and supplemented by Department of Labor regulations (29 CFR Part 5).
- Bidders shall be responsible for keeping the premises broom clean and orderly as a requirement during the course of the workday. Removal and proper disposal of scrap waste, packing materials and/or replaced parts, and/or any other materials used as part of the job scope is required.
- All persons conducting work under contracts resulting from this proposal shall be trained and certified for OSHA 10 and EPA RRP Lead Safe EPA certified (RRP) Renovations, Repairs and Painting practices.

4.3 TECHNICAL PERFORMANCE REQUIREMENTS

All requirements in this section are mandatory. To comply with all applicable laws, ordinances, codes and regulations of local, state and federal governments, including the obtaining of all required permits and licenses at no additional cost to the Agency, except that that actual permit and license fees specific to additional work measures for the site may be charged to the project.

QUALIFIED PROPOSALS SHALL INCLUDE

- Completed Fee Schedule
- List of similar services performed in the last year.
- List of laboratories used for analysis.

QUALIFICATIONS CONSULTANTS/CONTRACTORS

Provide information identifying:

- Minimum of 5 years of relevant weatherization experience (if applicable) and/or Minimum of 5 years of relevant HVAC experience.
- All relevant registrations, certifications, and licenses
- Firm and/or principal of firm cannot be on the State's or federal de-barred list
- Required insurance – see insurance section for limits
- Sufficient personnel – capacity for varied projects or multiple projects

Attachment A

REQUIRED FORMS

THE FOLLOWING FORMS MUST BE COMPLETED AND SUBMITTED WITH THE PROPOSAL:

PROPOSAL:

- 1) RFP Proposal Authorization Form (page 19)
- 2) Statement of Qualifications (page 20)
- 3) Customer Reference Form (page 21)
- 4) Copies of Contractor Registration Form(s) Submitted via <https://www.elicense.ct.gov/>
- 5) Federal Debarment Certification Form (Attachment C)
- 6) Non-Collusion Affidavit of Prime Bidder/Subcontractor (Attachment D)
- 7) Map Regions (Attachment E)
- 8) Pricing Sheet - Weatherization (Attachment F)
- 9) Certificate(s) of Insurance
- 10) Resumes of Key Personnel including Office and Technical Staff
- 11) Certificate of Solvency, if applicable
- 12) Copy of current Home Improvement Contractor License, if applicable
- 13) Copy of current EAP RRP Lead-Safe Certification for the Firm & Supervisors
- 14) Copy of all certifications and licenses (HVAC, AHERA, Electrical, etc.) per specialty as required by state law.
- 15) BPI Certifications; Mandator for DOE WAP Shell contractors only
- 16) Attestation letter for firm regarding background checks for employees and sub-contractors annually.

CRT reserves the right to incorporate standard CRT contract provisions into any contract negotiated with any quote submitted responding to this RFP. Failure of the successful Contractor to accept these obligations in a contractual agreement may result in cancellation of the award.

Attachment A

RFP PROPOSAL AUTHORIZATION FORM

AUTHORIZATION AND EXECUTION OF QUOTE PROPOSAL

The undersigned Contractor, having been fully self-informed regarding the accuracy of the statements made herein, agrees to quote by the conditions set forth in the attached proposal document, and certifies that:

- a. The proposal has been arrived at by the Contractor independently and has been submitted without collusion and without any agreement, understanding, or planned common course of action designed to limit independent Contractor or competition, with any other vendor of materials, supplies, equipment or services described in the invitation to proposal.
- b. The Contractor has submitted this proposal without collusion with CRT, any of its affiliated companies, or any employee thereof, and is unaware of any direct, personal pecuniary interest in the outcome of this proposal of any employee, officer or board member of CRT or any of its affiliated companies.
- c. The Contractor has not communicated the contents of the proposal to its employees or agents to any person not an employee or agent of the Contractor or its surety on any bond furnished with the proposal and will not be communicated to any such person prior to the official opening of the proposal.
- d. The Contractor is not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal department of agency.
- e. The Contractor has become familiar with and has agreed to comply with the terms and conditions of the specifications and all other contract documents and with all Federal, State and Local Laws, Ordinances or Regulations which in any manner relate to the furnishing of the equipment, material or services in accordance with the Contract.

The undersigned Contractor further certifies that this statement is executed for the purpose of inducing the Community Renewal Team to consider the proposal and make an award in accordance therewith.

Complete and Sign

Legal Name of Contractor	
Business Address	
Name & Title of Authorized Agent	
Signature and Date	
Electronic Email	
Cell, Work, & Fax Numbers	

Attachment A

STATEMENT OF QUALIFICATIONS

This Statement of Qualification is to be submitted by the General Contractor at the time of proposal. ALL questions must be answered and the data provided must be clear and comprehensive. The Contractor may submit any additional information as desired. It is understood that the Contractor or the Agent of the Contractor shall furnish any information requested by CRT to verify the information provided. Any evidence of misstatement shall be deemed unresponsive and, if a contract has been awarded, considered grounds for immediate termination.

Name of Contractor:	
Permanent Business Address: Mailing Address (if different):	
Minority/ Women-Owned Business Enterprise? Please provide DAS Diversity Certificate.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Minority <input type="checkbox"/> Women
Number of Employees?	Where is the current company incorporated?
Former Firm name (if any)?	Number of years' experience doing this work?
Addresses and purpose of any business locations in the 51-town Geographical Area to be serviced (attach additional sheet if necessary):	1. 2. 3. 4. 5.
General character of work performed by company:	
Have you ever failed to complete any contract awarded to you?	<input type="checkbox"/> No <input type="checkbox"/> Yes: If yes, please explain where and why?

The undersigned hereby attests to the accuracy of the answers provided and requests and authorizes any persons, firm or corporation to furnish any information requested by the Community Renewal Team, Inc. to verify the recitals comprising this Statement of Qualifications, or references provided, or other Quote materials.

Dated at _____ on this ____ day of _____, 2021 by

Name: _____ Title: _____

Signature: _____

CUSTOMER REFERENCE FORM

Bidder Name: _____

Reference #1

Name of Company: _____

Contact Name: _____

Address: _____

City/Town: _____ State _____ Zip Code _____

Phone Number: _____ Email: _____

Description of work/project/products completed for or sold to this customer:

Reference #2

Name of Company: _____

Contact Name: _____

Address: _____

City/Town: _____ State _____ Zip Code _____

Phone Number: _____ Email: _____

Description of work/project/products completed for or sold to this customer:

Reference #3

Name of Company: _____

Contact Name: _____

Address: _____

City/Town: _____ State _____ Zip Code _____

Phone Number: _____ Email: _____

Description of work/project/products completed for or sold to this customer:

ATTACHMENTS

ATTACHMENT A1

STANDARD CONTRACTOR EVALUATION FORM (For review only)

**ATTACHMENT A1
STANDARD CONTRACTOR EVALUATION FORM**

Project Address: _____ City _____

Date ____/____/____

Project Owner: _____

INSTRUCTIONS:

This Evaluation Form is for evaluating the performance of contractors on properties receiving weatherization services and is to be completed and signed by an individual responsible for the oversight of the project.

- **PREPARE:** After completion of weatherization services the Quality Control Inspector (QCI) and/or Program Coordinator may complete this form as an Evaluation of the contractor's performance. A project is "complete" upon "File Closure for Payment".
- **SIGN & SUBMIT A COPY:** The completed Evaluation must be signed by responsible QCI and PC of the project. "No person shall be liable for any injury or loss to a contractor as a result of the completion of a contractor evaluation.

NOTE: CRT offers contractors in dispute any information contained in an Evaluation an opportunity to do so by submitting a written response to CRT's Program Manager within 30 days of receipt of a copy of the Evaluation. Evaluators finding it necessary for good cause to revise an evaluation may do so provided they include a written explanation for the revision acceptable to CRT's Program Manager. An Evaluator cannot negotiate the contents of an Evaluation. Evaluations and written contractor responses are recorded in a contractor's certification file.

EVALUATION QUESTIONS

Please rate this contractor's performance in each of the following categories by indicating whether performance was "unacceptable = 0," "poor = 1," "satisfactory = 2," "very good = 3" or "excellent = 4," and enter the applicable point score for each category in the right-hand margin.

After completing the final question in this section, please total the points in order to calculate an overall Project Rating. PLEASE NOTE THAT A TOTAL PROJECT RATING SCORE OF AT LEAST 10 IS REQUIRED TO "PASS " and that a record of two or more Project Ratings below 80 may constitute cause for denial of certification or for decertification of a contractor.

Written comments to explain the ratings you assign in any category are extremely helpful, and if you rate performance below "satisfactory" in any category, a detailed written explanation (with examples) must be provided. If additional space is necessary for comments, please feel free to attach additional sheets.

GENERAL INFORMATION Type of Evaluation: -In-Progress; -Final. For a - General Contractor

REFERENCE: Contractor: _____ Tel#: _____ ID

No. _____ (if known)

**ATTACHMENT A1
STANDARD CONTRACTOR EVALUATION FORM (Cont.)**

Scope of Work: Attach a Copy of the NEAT Work Order (WO)

Work Order Date: ___/___/___ End Date: ___/___/___ File Closure Date: ___/___/___

LEGAL AND ADMINISTRATIVE PROCEEDINGS:

Are you aware of any legal or administrative proceedings, invoked bonds, and assessed damages, demands for direct payment, payment bond claims, contract failures, contract terminations, or penalties involving this contractor on this contract? What is the status of any pending litigation? What was the final outcome of any completed litigation? What are the dollar amounts of assessed damages or penalties?

1. Quality of Workmanship & On-Site Supervisory Personnel:

- Rate the quality of this contractor's workmanship. Were there quality-related or workmanship problems? Was the contractor responsive to "Go-Back" work required? Did the crew leader have the knowledge, management, & experience to run a project of this size and scope? If not, provide specific examples.

Comments:

Score: _____

2. Project Management, Scheduling & Subcontractor Management:

- Rate this contractor's performance with regard to adhering to contract schedules. Did this contractor or his subcontractor(s) meet the contract schedule or revisions by approved change orders? If not, was the delay attributable to this contractor? If so, provide specific examples.

Comments:

Score: _____

3. Safety and Housekeeping Procedures:

- Rate this contractor's safety and housekeeping procedures on this project. Were there any OSHA, RRP violations or serious safety accidents? If so, provide specific examples.

Comments:

Score: _____

**ATTACHMENT A1
STANDARD CONTRACTOR EVALUATION FORM (Cont.)**

4. Working Relationships:

- Rate this contractor's working relationships with other parties (i.e. occupants, subcontractors, etc.) Did this contractor relate to other parties in a professional manner? If not, give specific examples.

Comments:

5. Paperwork Processing & Change Orders:

- Rate this contractor's performance in completing and submitting required project paperwork (i.e. invoice & required forms per agreement, etc.) Did the contractor submit the required paperwork promptly and in proper form? Where Change Orders reasonable. If not, provide specific examples.

Comments:

NOTE: A TOTAL POINTS SCORE OF LESS THAN 80 IS A FAILING SCORE.

Total

Points:

I certify that, to the best of my knowledge:

Signature of: Dan Yagmin QCI or Sean Skorton QCI Date

Contractor Signature Date

Signature of CRT Program Coordinator Date

ATTACHMENT B

CONTRACTOR SERVICE AGREEMENT – TERMS & CONDITIONS (For review only)

ATTACHMENT B
PROPOSED CONTRACTOR AGREEMENT FOR SERVICES OR SERVICES
AND MATERIALS FOR DEEP/CONNECTICUT WEATHERIZATION
ASSISTANCE PROGRAM (WAP)

INSTRUCTIONS

- | |
|--------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none">1. TYPE OR PRINT CLEARLY ON THE FORM2. ALL SECTIONS MUST BE COMPLETED |
|--------------------------------------------------------------------------------------------------------------------------------|

This agreement made INSERT DATE HERE by the Community Renewal Team, Inc., Contact: **Program Manager**, Weatherization Program Manager, 555 Windsor Street, Hartford, CT 06120, Phone 860-560-5137, hereinafter referred to as the "Agency", and (Name, Address, Contact Name, Telephone) _____ hereinafter referred to as the "Contractor."

STATEMENT OF WORK

The Contractor shall furnish all supervision, technical, personnel, labor, machinery, tools, equipment, services and materials; and perform all required work as may be specified by work order(s) as provided herein. Materials supplied by the Contractor to be used in the work contemplated herein shall meet or exceed Federal specifications as set forth in Appendix A of the 10 CFR 440, or in the State of Connecticut US DOE Weatherization State Plan for Low Income Persons and all of the Field Implementation Manual requirements from the DEEP Weatherization Field Guide and NREL SWS Guide.

PERIOD OF PERFORMANCE

The effective dates of this Agreement shall be for INSERT DATE HERE through 6/30/2023, and any additional period as the Agency and the Contractor shall agree.

CONTRACT PRICE

The Agency may assign Contractor specific work (the "work") by way of written work order ("Work Order"), and will pay the contractor for performance of the completed work, in current funds, subject to additions and deductions as may be agreed upon or as may be made in accordance herewith. Payments for satisfactorily completed work shall be made in accordance with the Standard Unit Price Lists (Attachments B & C), but notwithstanding anything to the contrary stated or implied herein, Agency shall in no case be liable for payment in excess of available funding.

Contractor shall in no case be entitled to extra or additional compensation upon Agency's failure or refusal to release any building or buildings during the contract period. The Agency may, in its sole discretion, substitute or remove buildings and add to or reduce all related work if deemed necessary by Agency in its sole discretion. Price adjustments shall be pro-rata.

Contractor shall cooperate with the Agency to coordinate with other contractors in the scheduling and completion of the work.

GENERAL CONDITIONS

1. The Contractor shall be bound by the terms and conditions set forth in the Agency's agreement with DEEP ("Prime Contract") and such terms and conditions are incorporated herein by reference with the necessary adaptations. In the event of a conflict between the terms and conditions of the Prime Contract and the present Agreement, the terms and conditions of the Prime Contract shall prevail.
2. No work shall begin until the Agency issues a written Work Order to the Contractor. Agency and Contractor may from time to time change and amend the Work Order, but no such changes or amendments shall be enforceable or binding upon Agency unless made in writing duly executed by Agency. Contractor shall, for no purposes, be entitled to rely on oral or implied amendments, changes or modifications to the Work Order.
3. All work must be completed within 45 days of the date of the Work Order submission to the Contractor unless waived by Agency Program staff. Time is of the essence and Agency may, in its sole discretion and without liability to Contractor of any nature or sort, terminate this Agreement and cancel all work if Contractor fails to timely complete the work as provided herein. Contractor may submit a letter requesting additional time in the event of any delay in the availability or delivery of materials, and Agency may approve or decline such requests in its sole discretion. Liquidated damages may apply (See Liquidated Damages Section) No grant of additional time shall be effective unless made in writing and signed by Agency. Contractor's failure to timely complete the work is a violation of this Agreement and Agency may (i) at its sole and absolute discretion terminate this Contract without liability to Contractor or Contractor's agents, employees, representatives or suppliers, by so notifying the Contractor and (ii) pursue and obtain all other relief and remedies available to Contractor in law or in equity.
4. All times specified in this agreement for the performance and obligations of the parties is deemed of the essence. The acceptance of late performance shall not waive the right to claim damages for such breach nor constitute a waiver of the requirement of timely performance of any obligations remaining to be performed by the delinquent party. The Agency may in its sole discretion and without prior notice deduct damages and set off amounts due from Contractor from any payment otherwise due to the Contractor.
5. Work on any unit may require the efforts of multiple contractors, and Agency will make its best efforts to coordinate and expedite the work of contractors to permit prompt completion and closing of jobs. Contractor shall use its best efforts to coordinate its work with other contractors and to comply with Agency's directions regarding the scheduling of work.
6. All work shall be completed in a competent and workmanlike manner and be acceptable to the Agency. All materials must be installed in accordance with the procedures outlined in the Work Order or as otherwise provided by Agency in writing. Agency's acceptance of faulty work or Contractor's failure to disclose or discover defects will not relieve the Contractor from responsibility, as set forth herein.
7. Agency shall make payment to Contractor within (i) thirty working (30) days of Agency's Health & Safety file closing and approval of Contractor's completed work and (ii) Contractor's provision of lien waivers as provided herein. Agency may accept or reject the work in Agency's reasonable discretion, and Contractor shall not be entitled to payment unless and until Contractor corrects any deficiencies in the work to Agency's reasonable

satisfaction. As a further condition to payment, Contractor shall provide to Agency (i) a written statement satisfactory to Agency representing and warranting to Agency the identity of all independent contractors, sub-subcontractors and material suppliers engaged by Contractor in connection with the work, (ii) lien waivers in form and substance acceptable to Agency executed by every such person or entity that has or may have an opportunity to file any mechanic's lien in connection with the work, and (iii) evidence, reasonably satisfactory to Agency, reflecting contemporaneous payment made therefor by Contractor. In the event of a good faith dispute with Contractor or any subcontractor or material supplier, Agency may at Contractor's expense bond off of any lien placed on any property in connection with the work or any compensation claimed by Contractor hereunder.

8. Contractor must submit with the job invoice:
 - a. Invoice with Name and Address.
 - b. Clear and concise work item details.
 - c. Documentation including: burner combustion report, input sheet, labeled pictures of pre and post work, daily test-in and test-out documentation, pictures of EPA RRP procedures and protocols during construction and Mechanics Lien Waiver. Additional documentation specific to a particular job may be required such as, but not limited to disclaimers, sidewall waivers and permits.
9. Contractor shall defend, indemnify and save the members of the Agency, the State of Connecticut, the United States, and their respective representatives, officers, agents and employees from and against any and all losses, costs, damages, suits, actions, or claims of any character, sort, time and description whatsoever brought for or on account of any losses or damages suffered or sustained by any person, persons (including any person or company asserting title to or a security interest, lien or claim against the materials furnished pursuant to this contract) or property by or from the Contractor or by or in consequence of (i) any violation of this Agreement, (ii) any neglect in safeguarding or preserving materials, the work or in performance of the work, (iii) on account of defective workmanship or materials, (iv) damages caused to any property in which the work is performed or to the residents or occupants of any such property or their belongings, or (v) by or on account of any act, omission, or misconduct of the Contractor or any of its representatives, servants, suppliers, vendors, invitees or employees. Contractor shall further defend the Agency, the State of Connecticut, the United States, and their respective representatives, officers, agents and employees against all claims arising hereunder or in connection with the work with counsel reasonably acceptable to Agency at Contractor's sole expense. Contractor shall pay all attorney's fees, court costs and litigation expenses, including but not limited to all such attorney's fees, costs and expenses incurred by Agency in any dispute with Contractor, irrespective of whether such dispute results in litigation. Contractor's obligations hereunder shall survive the termination of this Agreement for any reason or cause and shall persist until the expiration of all statutes of limitation or repose in connection with any claim that could be made against Agency in connection with the work or other services or materials provided hereunder.
10. The Contractor agrees that the Agency is acting in an independent capacity and not as an agent or instrumentality of any Municipal, State or Federal Government.
11. If changes or interpretations in federal law or regulations shall cause any remaining performance within this contract to be unlawful or any governmental or other agency

terminates or materially delays the funding of the programs under which this Agreement is entered, the Agency may cancel such remaining performance under this Agreement and may cancel such remaining work without liability of any nature or sort.

12. The Equal Employment Opportunity Clause provided under 41 C.F.R. § 60-1.4(b), in accordance with Executive Order 11246 entitled "EQUAL EMPLOYMENT OPPORTUNITY" as amended by Executive Order 11375 and as supplemented in U.S. Department of Labor Regulations (41 CFR 60) is hereby incorporated and made part of this Agreement. Contractor shall not discriminate against any person or group of persons as set forth in said Executive Order.
12. As applicable, Contractor shall not induce, by any means, any persons or group of persons employed for any weatherization project, to give up any part of the compensation to which it, he, she or they are otherwise entitled; as set forth in the Copeland "Anti-Kickback" Act (40 U.S.C. § 3145) as supplemented in Department of Labor regulations (29 CFR Part 3).
13. Contractor shall comply with the Contract Work Hours and Safety Standard Act (40 USC 327-330) as supplemented by Department of Labor regulations (29 CFR Part 5).
14. Contractor shall comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. §§ 7401-7671q) and the Federal Water Pollution Control Act, as amended (33 U.S.C. §§ 1251-1387).
15. Contractor shall certify that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an 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. Contractor shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.
16. Contractor shall at its sole expense and at all times during the term hereof:
 - a. Apply for and obtain at its sole cost all applicable Building Permits, licenses and approvals.
 - b. Keep the premises broom clean and orderly during the course of the work and remove and properly dispose of debris at the end of each work day. Contractor shall comply with all applicable laws and regulations and with Agency's directions with regard to the storage and stockpiling of materials and with regard to the removal and disposal of debris.
 - c. Permit the Agency, the Connecticut Department of Energy and Environmental Protection (DEEP) and U.S. Department of Energy (DOE), Department of Social Services (DSS) or any of their authorized representatives to examine and inspect the weatherization work.
 - d. Repair all surfaces and work damaged by the Contractor resulting from work under this agreement at no additional cost to the Agency. (Repair of existing work shall mean the item is to be restored to its prior condition or better.)
 - e. Verify attendance at training for lead safe weatherization work for all of Contractor's

employees working on weatherization units prior to the commencement of work.

WARRANTY

Notwithstanding any acceptance of the work by Agency, Contractor does hereby warrant and guarantee the work performed and material supplied hereunder for a period of one (1) year from the date of final acceptance of all work required by this agreement. If at any time within the applicable warranty period, any such work or materials prove to be defective in design, operation or workmanship, Contractor shall promptly upon demand complete such repairs or replacements deemed necessary or advisable by Agency at Contractor's sole expense. This warranty by the Contractor is in addition to all warranties, both expressed and implied, offered by the manufacturer and distributor of the materials furnished by the Contractor and to the Agency, and all warranties implied by law and shall survive the termination of this Agreement for whatever reason or cause.

INSURANCE

The Contractor shall provide liability insurance and name "Community Renewal Team, Inc., 555 Windsor Street, Hartford, CT 06120" as *additional insured* on the Certificate of Insurance.

- Contractor shall provide a Certificate and other evidence of such insurance to CRT at the signing of the agreement and upon demand any time thereafter during the duration of this agreement in amounts acceptable to CRT not less than the following:
 - General Liability (\$1,000,000 each occurrence/\$2,000,000 general aggregate);
 - Automobile Liability (\$1,000,000 each accident);
 - Error & Omissions (\$1,000,000 each occurrence);
 - Professional Liability (\$1,000,000 each occurrence) or
 - Umbrella Liability (\$5,000,000 each occurrence);
 - Workers Compensation (\$1,000,000 each accident, \$1,000,000 each employee, \$1,000,000 disease policy limit).
 - Pollution exclusion modification endorsement of at least \$500,000 under the General Liability Policy as a rider or stand-alone policy.
- As a substitute for Workers' Compensation Insurance for self-insurers, the Contractor may provide CRT with a "Certificate of Solvency" issued by Connecticut Workers' Compensation Commission.

LIQUIDATED DELAY DAMAGES AND OTHER DAMAGES

- All work must be completed within **45 days** of the date of the Work Order submission to the Contractor. If there are any delays in the delivery of materials, the Contractor shall submit an email to the CRT's DOE Coordinator requesting additional time caused by said delay. Extensions may only be granted in writing. At the option of CRT this contract may be canceled by failure of the Contractor to finish work within time specified. **Exception: ALL replacement windows with verification of order date submitted to the Program Coordinator for documentation.*
- It is understood and agreed that if production is delayed that damages will be uncertain and difficult to ascertain, and it is agreed that the reasonable foreseeable value of such delays would be the sum of One Hundred Dollars (\$100) per day for each day's delay in fully completing said project beyond the

time specified in a subsequent written agreement, plus any written extensions of time allowed by CRT.

TERMINATION

- A. For Fault** If the Agency determines that the Contractor has failed to perform or will fail to perform all or any part of the contracted services or obligations required under this Agreement, the Agency may terminate or suspend this Agreement in whole or in part upon written notice by certified mail to the Contractor specifying the portions of this Agreement terminated, suspended or reduced. Such notice shall specify the violation(s) of this Agreement, and, in the case of termination, shall specify a reasonable period of not more than ten (10) days nor less than five (5) days from receipt of the notice, at which time the Agreement shall be deemed terminated. In the event of such termination, any materials, supplies, tools or equipment provided by the Agency shall be returned forthwith by the Contractor.
- B. Not for Fault** Whenever the Agency determines that termination of this Agreement in whole or in part is in the best interest of the Agency or the State, or in the event that termination is required by a Federal Sub-grantee, the Agency may terminate this Agreement by written notice to the Contractor specifying the services terminated and the effective date of the termination. Upon termination, the Contractor shall be entitled to and the Agency shall pay, the eligible costs incurred in compliance with this Agreement until the date of the termination, plus any costs the Contractor incurs directly resulting from such termination, provided however, that the total amount paid to the Contractor shall not be more than the amount of Total Compensation specified in this Agreement.
- C. Termination for Circumstances Beyond the Control of the Contractor** The Contractor shall be liable for default unless nonperformance is caused by an occurrence beyond the reasonable control of the Contractor and without its fault or negligence, such as acts of God or the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, unusually severe weather, and delays of common carriers. The Contractor shall notify the Agency in writing as soon as it is reasonably possible after the commencement of any excusable delay; setting forth the full particulars in connection therewith, shall remedy such occurrence with all reasonable dispatch, and shall promptly give written notice to the Agency of the cessation of such occurrence.
- D. In the event of termination of this Agreement**, the Agency shall simultaneously forward to the State/Division a copy of the required notice.

LICENSES AND REGISTRATION

In accordance with Chapters 393 and 400 of the Connecticut State General Statutes, the Contractor does and shall at all times during the term hereof maintain the following licenses and/or registrations in good standing:

General Home Improvement

Home Improvement Contractor's Registration _____

Contractor's Electrical License _____

Contractor's Plumbing License _____

	Heating, Piping & Cooling Limited Contractor	_____
BPI Certifications		
	Building Analyst	_____
	Envelope Professional	_____
	Multi Family Professional (If applicable)	_____
Other Certifications	EPA RRP Certified Firm	_____
	EPA RRP Certified Supervisor	_____
	AHERA Certification	_____
	OSHA 10 Certification	_____
	OSHA Confined Space (one employee per Contractor to be determined)	_____

In the event that any license or registration of the Contractor lapses or otherwise becomes inactive or invalid, Contractor shall notify Agency in writing within two business days.

In addition to the foregoing and within fifteen (15) days following Contractor's execution of this contract, Contractor shall provide to Agency satisfactory evidence that Contractor is an EPA Lead Safe Certified Firm and holds EPA LRRP credentials. Contractor shall observe and comply with all necessary measures during DOE installations.

AUDIT

The Agency, Connecticut Department of Energy and Environmental Protection, United States Department of Energy, Connecticut Department of Social Services and the Comptroller General of the United States, or any of their duly authorized representatives shall have access to all books, documents, papers, and records which are directly pertinent to the Connecticut Weatherization Programs for the purpose of making an audit, examination, excerpts, and/or transcriptions without notice and at all reasonable times. The contractor agrees to retain all records at its usual place of business for a period of three (3) years from final payment or until all audits, litigation or other actions are resolved, whichever is later.

DEBARMENT AND SUSPENSION

The prospective contractor certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by a state or federal department or agency.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed on the day and year first above written. Notwithstanding anything stated or implied herein, this Agreement shall not be enforceable against or binding on Agency for any purpose until reviewed and approved by the State Connecticut Department of Energy and Environmental Protection. This contract terminates on _____, but the parties may agree to extend the term hereof in writing.

CONTACTOR: _____

Witness (Print) Date

Contractor (Print) Date

Witness (Signature) Date

Contractor (Signature) Date

AGENCY: Community Renewal Team, Inc.

Witness (Print) Date

Contractor (Print) Date

Witness (Signature) Date

Contractor (Signature) Date

ATTACHMENT C

Debarment Certification Form

**ATTACHMENT C
DEBARMENT CERTIFICATIONFORM**

**CONTRACTOR AGREEMENT FOR SERVICES OR SERVICES AND MATERIALS
DEEP/WAP ASSISTANCE PROGRAM**

Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower Tier Covered Transactions

The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any State or Federal department or agency.

Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Organization Name

Name & Title of Authorized Representative (Print)

Authorized Signature

Date

ATTACHMENT D

Non-Collusion Affidavit of Prime Bidder/Subcontractor Form

ATTACHMENT D
NON-COLLUSION AFFIDAVIT OF PRIME BIDDER/SUBCONTRACTOR

State of Connecticut in the County of _____)

_____, being first duly sworn, deposes and says that:

1. He is _____ of _____
(Owner, partner, officer, rep. or agent the Bidder that has submitted the attached Bid;
2. He is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;
3. Such Bid is genuine and is not a collusive or false Bid;
4. Neither the said Bidder nor any of its officers, partners, owners, subcontractors, agents, representatives, employees or parties in interest including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other bidder, firm or person to submit a sham Bid in connection with the contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Bid or of any other Bidder, or to fix overhead, profit or cost element of the bid price or the bid price of any other bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement and advantage against the CRT Weatherization Department, or the owner of the property interested in the proposed contract.
5. No member of the Agency, or other Officer of the CRT, or any person in the employ of the Responsible Agency is directly or indirectly interested in the bid, or the work to which it relates, or in any portion of the profits thereof; and,
6. The price of prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees or parties in interest including this affiant;
8. I am/The Bidder is not indebted to CRT in any form or manner.

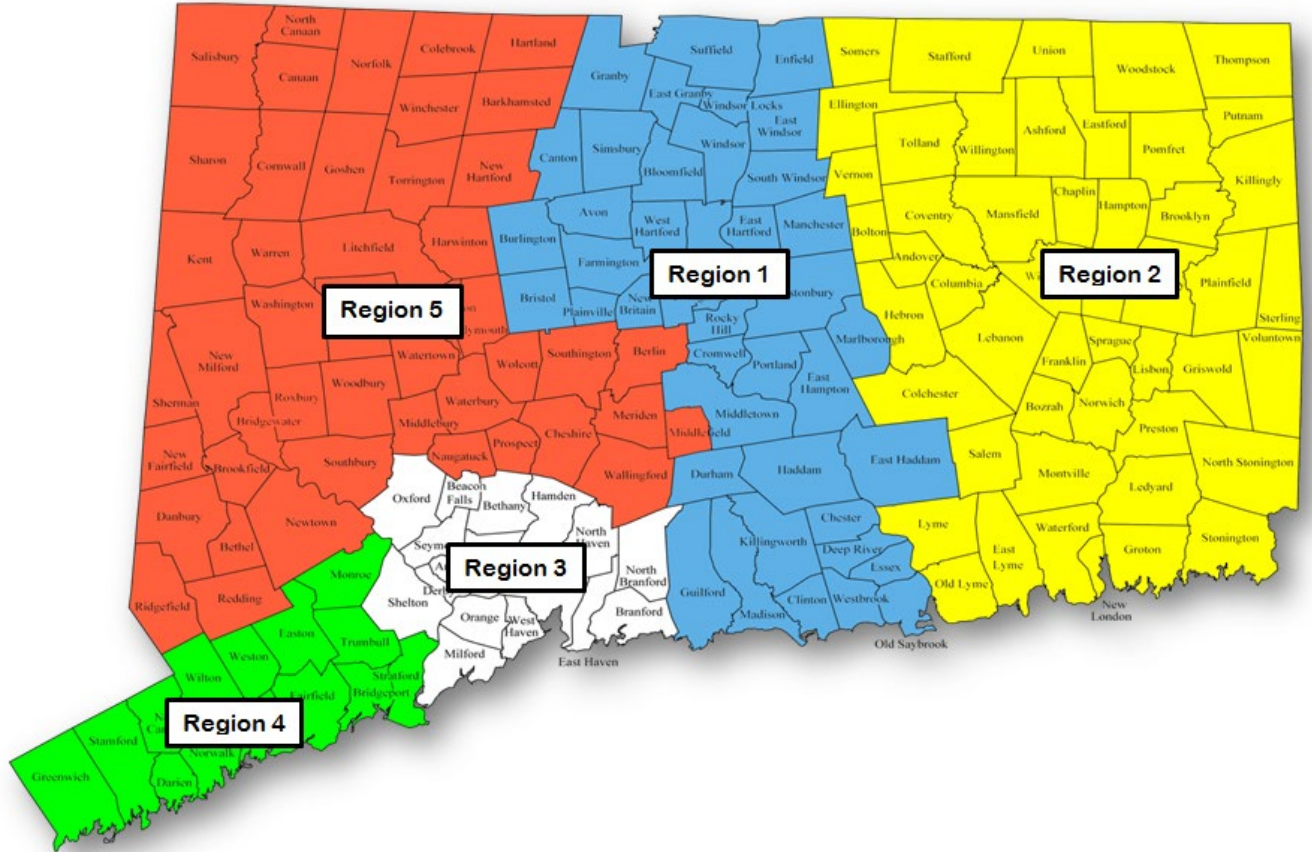
Signed _____

Title _____ Witnessed by _____

ATTACHMENT E

Map Regions

PY 22 Weatherization Assistance Program Service Provider Directory and History



Andover	Region 2	East Hartford	Region 1	Monroe	Region 4	Sherman	Region 5
Ansonia	Region 3	East Haven	Region 3	Montville	Region 2	Simsbury	Region 1
Ashford	Region 2	East Lyme	Region 2	Morris	Region 5	Somers	Region 2
Avon	Region 1	East Windsor	Region 2	Naugatuck	Region 5	Southbury	Region 5
Barkhamsted	Region 5	Easton	Region 4	New Britain	Region 1	Southington	Region 5
Beacon Falls	Region 3	Ellington	Region 2	New Canaan	Region 4	South Windsor	Region 1
Berlin	Region 5	Enfield	Region 1	New Fairfield	Region 5	Sprague	Region 2
Bethany	Region 3	Essex	Region 3	New Hartford	Region 5	Stafford	Region 2
Bethel	Region 5	Fairfield	Region 4	New Haven	Region 3	Stamford	Region 4
Bethlehem	Region 5	Farmington	Region 1	New London	Region 2	Sterling	Region 2
Bloomfield	Region 1	Franklin	Region 2	New Milford	Region 5	Stonington	Region 2
Bolton	Region 2	Glastonbury	Region 1	Newington	Region 1	Stratford	Region 4
Bozrah	Region 2	Goshen	Region 5	Newtown	Region 5	Suffield	Region 1
Branford	Region 4	Granby	Region 1	Norfolk	Region 5	Thomaston	Region 5
Bridgeport	Region 4	Greenwich	Region 4	North Branford	Region 3	Thompson	Region 2
Bridgewater	Region 5	Griswold	Region 2	North Canaan	Region 5	Tolland	Region 2
Bristol	Region 1	Groton	Region 2	North Haven	Region 3	Torrington	Region 5
Brookfield	Region 5	Guilford	Region 1	North Stonington	Region 2	Trumbull	Region 4
Brooklyn	Region 2	Haddam	Region 1	Norwalk	Region 4	Union	Region 2
Burlington	Region 1	Hamden	Region 1	Norwich	Region 2	Vernon	Region 2
Canaan	Region 5	Hampton	Region 2	Old Lyme	Region 2	Voluntown	Region 2
Canterbury	Region 2	Hartford	Region 1	Old Saybrook	Region 1	Wallingford	Region 5
Canton	Region 1	Hartland	Region 5	Orange	Region 3	Warren	Region 5
Chaplin	Region 2	Harwinton	Region 5	Oxford	Region 3	Washington	Region 5
Cheshire	Region 5	Hebron	Region 2	Plainfield	Region 2	Waterbury	Region 5
Chester	Region 1	Kent	Region 5	Plainville	Region 1	Waterford	Region 2
Clinton	Region 1	Killingly	Region 2	Plymouth	Region 5	Watertown	Region 5
Colchester	Region 2	Killingworth	Region 1	Pomfret	Region 2	West Hartford	Region 1
Colebrook	Region 5	Lebanon	Region 2	Portland	Region 1	West Haven	Region 3
Columbia	Region 2	Ledyard	Region 2	Preston	Region 2	Westbrook	Region 1
Cornwall	Region 5	Lisbon	Region 2	Prospect	Region 5	Weston	Region 4
Coventry	Region 2	Litchfield	Region 5	Putnam	Region 2	Westport	Region 4
Cromwell	Region 1	Lyme	Region 2	Redding	Region 5	Wethersfield	Region 1
Danbury	Region 5	Madison	Region 1	Ridgefield	Region 5	Willington	Region 2
Darien	Region 4	Manchester	Region 1	Rocky Hill	Region 1	Wilton	Region 4
Deep River	Region 1	Mansfield	Region 2	Roxbury	Region 5	Winchester	Region 5
Derby	Region 3	Marlborough	Region 1	Salem	Region 2	Windham	Region 2
Durham	Region 1	Meriden	Region 5	Salisbury	Region 5	Windsor Locks	Region 1
Eastford	Region 2	Middlebury	Region 5	Scotland	Region 2	Windsor	Region 1
East Granby	Region 1	Middlefield	Region 5	Seymour	Region 3	Wolcott	Region 5
East Haddam	Region 1	Middletown	Region 1	Sharon	Region 5	Woodbridge	Region 3
East Hampton	Region 1	Milford	Region 4	Shelton	Region 3	Woodbury	Region 5
						Woodstock	Region 2

ATTACHMENT G

PRICING SHEET WEATHERIZATION

ATTACHMENT G

NOI Pricing Sheet - DOE Weatherization Assistance Program PY-22

REGION 3

REGION 4

REGION 5 (CHECK ALL THAT APPLY)

RFP# WXDOE-WAP2022

Bidder Name:

Measure Name	Material Description	Type	Units	Unit\$	NREL / SWS
See guidance #51 for revised details	Labor	Labor	Each		
Hydronic - Fuel Fired Boilers					5.02 5.02004.1 5.0204.1a,b,c
Clean, Tune and Test (CTT)	Bid Price				See Above
Repair and Diagnosis	Cost Plus				See Above
Documentation	Required				See Above
Forced Air -					5.01 5.0109 5.0109.1 5.0109.1a,b,c 5.0109.2 5.0109.2a,b,c 5.0109.3 5.0109.3a,b,c 5.0109.4 5.0109.4a,b,c
Clean, Tune and Test (CTT)	Bid Price				See Above
Condensers	Cost Plus				See Above

Air Handlers	Cost Plus				See Above
Evaporators	Cost Plus				See Above
Controls	Cost Plus				See Above
Combustion Furnaces	Bid Price				See Above
Evaporative Coolers	N/A				See Above
Thermostat					5.0101 5.0101.1a thru g 5.0201 5.0201.1 201.1a thru g
Replacement					See Above
Programmable					See Above
Standard					See Above
Domestic Hot Water Heating Appliance (DHW)					5.0204.1 a thru g
Clean, Tune and Test (CTT)					See fuel fired boiler
Fuel Fired	Bid Price				
Other	Cost Plus				
Replace plastic dryer vent with hard pipe	Material	Health and Safety Items	Each		6.0202.1 a thru i
	Labor	Labor	Each		See Above
Gutter Extension (plastic flex)	Gutter flex extension (plastic flex)	Miscellaneous Supplies	Each		2.0201 2.0201.1
	Labor	Labor	Each		
Measure Name	Material Description	Type	Units	Unit\$	NREL / SWS

Gutter Replacement (up to 10')	Gutter Replacement (up to 10') to include: endcaps	Health and Safety Items	Each		2.0201 2.0201.1
	Labor	Labor	Each		See Above

Measure Name	Material Description	Type	Units	Unit\$	NREL / SWS
Gutter Downspout (up to 10')	Gutter Downspout (up to 10') Note: Hangers, elbows and terminations- cost plus	Health and Safety Items	Each		2.0201.2
	Labor	Labor	Each		See Above
Smoke Detector is Needed	Smoke detector	Health and Safety Items	Each		2.0101
	Labor	Labor	Each		
CO Monitor is Needed	CO monitor	Health and Safety Items	Each		2.0102
	Labor	Labor	Each		

Minor Carpentry (per Hour)	Material	Material - ZERO	Hour		None
	Labor	Labor	Hour		

Measure Name	Material Description	Type	Units	Unit\$	NREL / SWS
Add Smart Switch to existing bath fan - Includes switch and wiring	Smart Switch and wiring	Health and Safety Items	Each		<u>6.0101.4</u>
	Labor	Labor	Each		
Install NEW Bathroom Exhaust Fan - no exhaust fan currently exists	Install NEW Bathroom Exhaust Fan	Health and Safety Items	Each		6.0201 6.0302
	Labor	Labor	Each		
Replace Bathroom Exhaust Fan (venting already exists)	Replace Bathroom Exhaust Fan	Health and Safety Items	Each		6.0201 6.0302
	Labor	Labor	Each		
Venting of Bathroom Exhaust Fan	Material	Health and Safety Items	Each		6.0101
	Labor	Labor	Each		

Measure Name	Material Description	Type	Units	Unit\$	NREL / SWS
Install NEW Kitchen Exhaust Fan - no exhaust fan currently exists	Install NEW Kitchen exhaust fan, Includes Range Hood	Health and Safety Items	Each		6.02016.0201.2
	Labor	Labor	Each		
Install NEW Kitchen Thru-the-Wall Exhaust Fan - no exhaust fan currently exists	Install NEW Kitchen Thru-the-Wall Exhaust Fan	Health and Safety Items	Each		6.0201
	Labor	Labor	Each		
Replace Kitchen Exhaust Fan (venting already exists)	Replace Kitchen Exhaust Fan, Includes Range Hood	Health and Safety Items	Each		6.0201 6.0201.2
	Labor	Labor	Each		
Venting of Kitchen Exhaust Fan	Equipment	Health and Safety Items	Each		6.0201.2
	Labor	Labor	Each		
Insulation Rod-16" Joist Ties Box of 100	Material (to be used for Rim Joist and Basement and Crawlspace Ceilings)	Insulation	Box		4.0302.1

	Labor	Labor	Box		

Measure Name	Material Description	Type	Units	Unit\$	NREL / SWS
Insulation Rod-24" Joist Ties Box of 100	Material	Insulation	Box		4.0302.1
	Labor	Labor	Box		
Vapor Barrier Needed (Basement/Crawlspace)	Basement / crawlspace vapor barrier	Health and Safety Items	SqFt		2.02012.0401.1
	Labor	Labor	SqFt		
Construct Interior Bulkhead Door	Construct Interior Bulkhead Door - Includes Insulation with sheets of Poly- isocyanurate, Q-Ion & latches	Insulation	Each		<u>3.0103</u>
	Labor	Labor	Each		
Practice Lead Safe Weatherization (Doors)	Material	Health and Safety Items	Each		
	Labor	Labor	Each		

Solid Core Door 1 3/8" 3'x6'8" R3.5	Material - inclusive of all to install and function	Doors	Each		3.0202
	Labor	Labor	Each		
Steel Prehung Door 3'x6'8" R5	Material - inclusive of all to install and function	Doors	Each		3.0202
	Labor	Labor	Each		
Broken Glass Single (per pane <= 15" x 30")	Material	Windows	Each		3.0201.4
	Labor	Labor	Each		
Broken Glass Thermal (per pane <= 15" x 30")	Material	Windows	Each		3.0201.4
	labor	Labor	Each		
Glazing Per Window	Glazing Per Window (includes putty & push points)	Windows	Each		3.0201.4
	Labor	Labor	Each		
Storm Aluminum White Window Single Glazed <= 100UI	Labor	Windows	Each		3.0201.8

	Material	Labor	Each		
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Measure Name	Material Description	Type	Units	Unit\$	NREL / SWS
Storm Aluminum White Window Single Glazed => 100UI	Labor	Windows	Each		3.0201.8
	Material	Labor	Each		
Practice Lead Safe Weatherization (Windows)	Material	Health and Safety Items	Each		
	Labor	Labor	Each		
Replacement Vinyl Picture Double Glazed <=100UI	Material	Windows	Each		3.0201.9
	Labor	Labor	Each		
Replacement Vinyl Picture Double Glazed =>100UI	Labor	Windows	Each		3.0201.9
	Material	Labor	Each		
Replacement Vinyl Double Hung Double Glazed <=83UI	Labor	Windows	Each		3.0201.9
	Material	Labor	Each		

Measure Name	Material Description	Type	Units	Unit\$	NREL / SWS
Replacement Vinyl Double Hung Double Glazed >=84 UI	Labor	Windows	Each		<u>3.0201.9</u>
	Material	Labor	Each		
Hatch or Whole House Fan Dam	Material	Construction Materials	Each		3.0103.1
	Labor	Labor	Each		
Chimney Dam	Material	Construction Materials	Each		<u>3.0102.2</u>
		Labor	Each		
Cut and Finish Attic Hatch - Either trim out opening and install hatch panel OR sheetrock, tape and coat of mud	Cut and Finish Attic Hatch - Either trim out opening and install hatch panel OR sheetrock, tape and coat of mud	Construction Material	Each		<u>3.0103.1</u>
	Labor	Labor	Each		

Measure Name	Material Description	Type	Units	Unit\$	NREL / SWS
CutNFinish Vertical Door - Either trim out opening and install wood kneewall door on hinges OR sheetrock, tape and coat of mud	CutNFinish Vertical Door - Either trim out opening & install wood kneewall door on hinges, closure hardware or sheetrock, tape & coat of mud	Construction Material	Each		3.0103.1
	Labor	Labor	Each		
Attic Hatch Kit Pull Down Stairs - Includes structural Insulation dam and insulation box constructed of Poly-isocyanurate	Attic Hatch Kit Pull Down Stairs - Includes structural insulation dam and insulation box constructed of Poly- isocyanurate	Insulation	Each		<u>3.0103.1</u>
	Labor	Labor	Each		
Measure Name	Material Description	Type	Units	Unit\$	NREL / SWS
Insulate Vertical Door - Includes Insulation with sheets of Poly-isocyanurate, Q-lon & latches	Insulate Vertical Door (Kneewall doors and bulkhead doors) - Includes Insulation with sheets Poly- isocyanurate, Q-lon & latches, closure hardware	Insulation	Each		3.0103.19

	Labor	Labor	Each		
Measure Name	Material Description	Type	Units	Unit\$	NREL / SWS
Insulate Attic Hatch - Includes Insulation with sheets of Poly-isocyanurate, Q-lon & latches	Insulate Attic Hatch - Includes Insulation with sheets Poly-isocyanurate, Q-lon & latches	Insulation	Each		3.0103.19
	Labor	Labor	Each		
Electrical Junction Box Cover	Material	Health and Safety Items	Each		2.0301.1
	Labor	Labor	Each		
Install Recessed Light covers prior to insulating	Recessed Light Box Cover Material	Insulation	Each		3.0102.1
	Labor	Labor	Hour		
Aluminum Soffit vent (8"x16")	Material	Insulation	Each		4.0188.2
	Labor	Labor	Each		
Aluminum gable vent (12"x12")	Material	Insulation	Each		4.0188.2

	Labor	Labor	Each		

Measure Name	Material Description	Type	Units	Unit\$	NREL / SWS
PropaVent Per Unit (Baffle Boards)	Material	Insulation	Each		4.0188.2
	Labor	Labor	Each		
Measure Name	Material Description	Type	Units	Unit\$	NREL / SWS
8" Roof Vent	Material	Insulation	Each		4.0188.2
	Labor	Labor	Each		
12" Roof Vent	Material	Insulation	Each		4.0188.2
	Labor	Labor	Each		
Attic Insulation -Blown Cellulose - R-11	Blown Cellulose (add R-11) to include: rulers and flags	Insulation	SqFt		4.0103.2
	Labor	Labor	SqFt		
Attic Insulation -Blown Fiberglass - R-11	Blown Fiberglass (add R-11) to include: rulers and flags	Insulation	SqFt		4.0103.2
	Labor	Labor	SqFt		

Measure Name	Material Description	Type	Units	Unit\$	NREL / SWS
Attic Insulation -Blown Cellulose, Floored/Slope - R-11	Floored Attic, Attic Slope and/or enclosed Kneewall floor - 2X4 (add R-11) includes: rulers and flags	Insulation	SqFt		4.0102.3
	Labor	Labor	SqFt		
Attic Insulation -Blown Cellulose, Kneewall - R-11	Blown Cellulose Open Kneewall Floor (add R-11) to include: rulers and flags	Insulation	SqFt		4.0104.1
	Labor	Labor	SqFt		
Attic Insulation -Batt Fiberglass - R-11	Open Attic Floor 3.5" FGB (add R-11) to included: rulers and flags	Insulation	SqFt		4.0103.1
	Labor	Labor	SqFt		
Attic Insulation -Batt Fiberglass - Open K-Wall - R-11	Open Kneewall Floor: 3.5" FGB (add R-11) to include: rulers and flags	Insulation	SqFt		4.0104.2
	Labor	Labor	SqFt		

Measure Name	Material Description	Type	Units	Unit\$	NREL / SWS
Attic Insulation -Blown Cellulose - R-19	Blown Cellulose Open Attic (add R-19) to include: rulers and flags	Insulation	SqFt		4.0103.2
	Labor	Labor	SqFt		
Attic Insulation -Blown Fiberglass - R-19	Blown Fiberglass Open Attic (add R-19) to include: rulers and flags	Insulation	SqFt		4.0103.2
	Labor	Labor	SqFt		
Attic Insulation -Blown Cellulose, Floored/Slope - R-19	Floored Attic, Attic Slope and/or enclosed Kneewall floor - 2X6 (add R-19) includes: rulers and flags	Insulation	SqFt		4.0104.1
	Labor	Labor	SqFt		
Attic Insulation -Blown Cellulose, Kneewall - R-19	Blown Cellulose Open Kneewall Floor (add R-19) to include: rulers and flags	Insulation	SqFt		4.0104.2
	Labor	Labor	SqFt		

Measure Name	Material Description	Type	Units	Unit\$	NREL / SWS
Attic Insulation -Batt Fiberglass - R-19	Open Attic Floor 6.25" unfaced FGB (add R- 19) to include: rulers and flags	Insulation	SqFt		4.0103
	Labor	Labor	SqFt		
Attic Insulation -Batt Fiberglass - Open K-Wall - R- 19	Open Kneewall Floor 6.25" FGB (add R-19) to include: rulers and flags	Insulation	SqFt		4.0104.2
	Labor	Labor	SqFt		
Attic Insulation -Blown Cellulose - R-30	Blown Cellulose Open Attic (add R-30) to include: rulers and flags	Insulation	SqFt		4.0103.2
	Labor	Labor	SqFt		
Attic Insulation -Blown Fiberglass - R-30	Blown Fiberglass Open Attic (add R-30) to include: rulers and flags	Insulation	SqFt		4.0103.2
	Labor	Labor	SqFt		

Measure Name	Material Description	Type	Units	Unit\$	NREL / SWS
Attic Insulation -Blown Cellulose, Floored/Slope - R-30	Floored Attic, Attic Slope and/or enclosed Kneewall floor - 2X10 (add R-30) includes: rulers and flags	Insulation	SqFt		4.0103.4
	Labor	Labor	SqFt		
Attic Insulation -Blown Cellulose, Kneewall - R-30	Blown Cellulose Open Kneewall Floor (add R-30) to include: rulers and flags	Insulation	SqFt		4.0104.1
	Labor	Labor	SqFt		
Attic Insulation -Batt Fiberglass - R-30	Open Attic Floor 9.75" FGB (add R-30) to include: rulers and flags	Insulation	SqFt		4.0104.1
	Labor	Labor	SqFt		
Attic Insulation -Batt Fiberglass - Open K-Wall - R-30	Open Kneewall Floor 9.75" FGB (add R-30) to include: rulers and flags	Insulation	SqFt		4.0104.2
	Labor	Labor	SqFt		

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Measure Name	Material Description	Type	Units	Unit\$	NREL / SWS
Attic Insulation -Blown Cellulose - R-38	Blown Cellulose Open Attic (add R38) to include: rulers and flags	Insulation	SqFt		4.0103.2
	Labor	Labor	SqFt		
Measure Name	Material Description	Type	Units	Unit\$	NREL / SWS
Attic Insulation -Blown Fiberglass - R-38	Blown Fiberglass Open Attic (add R-38) to include: rulers and flags	Insulation	SqFt		4.0103.2
	Labor	Labor	SqFt		
Attic Insulation -Blown Cellulose, Floored/Slope - R-38	Floored Attic, Attic Slope and/or enclosed Kneewall floor -2X12 (add R-38) includes: rulers and flags	Insulation	SqFt		4.0104.1
	Labor	Labor	SqFt		
Attic Insulation -Blown Cellulose, Kneewall - R-38	Blown Cellulose Open Kneewall Floor (add R-38) to include: rulers and flags	Insulation	SqFt		4.0104.1

	Labor	Labor	SqFt		

Measure Name	Material Description	Type	Units	Unit\$	NREL / SWS
Attic Insulation -Batt Fiberglass - R-38	Open Attic Floor 10.5" FGB to include: rulers and flags	Insulation	SqFt		4.0104.2
	Labor	Labor	SqFt		
Attic Insulation -Batt Fiberglass - Open K-Wall - R- 38	Open Kneewall Floor 10.5" FGB to include: rulers and flags	Insulation	SqFt		4.0104.2
	Labor	Labor	SqFt		
Attic Insulation -Blown Cellulose - R-49	Blown Cellulose Open Attic (add R-49) to include: rulers and flags	Insulation	SqFt		4.0103.2
	Labor	Labor	SqFt		
Attic Insulation -Blown Fiberglass - R-49	Blown Fiberglass Open Attic (add R-49) to include: rulers and flags	Insulation	SqFt		4.0103.2
	Labor	Labor	SqFt		

Attic Insulation -Blown Cellulose, Floored/Slope - R- 49	Floored Attic, Attic Slope and/or enclosed Kneewall floor - 2X16	Insulation	SqFt		4.0103,2
	Labor	Labor	SqFt		

Measure Name	Material Description	Type	Units	Unit\$	NREL / SWS
Attic Insulation -Blown Cellulose, Kneewall - R-49	Blown Cellulose Open Kneewall Floor (add R-49) to include: rulers and flags	Insulation	SqFt		4.0104.1
	Labor	Labor	SqFt		
Attic Insulation -Batt Fiberglass - R-49	Open Attic 12.5: Crossed 16" FGB to include: rulers and flags	Insulation	SqFt		4.0103.3
	Labor	Labor	SqFt		
Attic Insulation -Batt Fiberglass - Open K-Wall floor - R-49	Open Kneewall Floor 12.5: Crossed 16" FGB to include: rulers and flags	Insulation	SqFt		4.0103.3
	Labor	Labor	SqFt		
Kneewall Insulation - Fiberglass Batts - R-13	Open Kneewall 3.5" FGB (add R-13)	Insulation	SqFt		4.0103.3
	Labor	Labor	SqFt		
Kneewall Insulation - Fiberglass Batts - R-19	Open Kneewall 6.25" FGB (add R-19)	Insulation	SqFt		4.0103.3

	Labor	Labor	SqFt		
Measure Name	Material Description	Type	Units	Unit\$	NREL / SWS
Sill Insulation -Fiberglass Batts - R-19	Rim Joist- Unfaced Fiberglass Batt Material	Insulation	SqFt		4.0401.2
	Labor	Labor	SqFt		
Add Sill Insulation-Rigid Board-R-18			SqFt		4.0401.3
Floor Insulation -Fiberglass Batts - R-11	Basement Ceiling 3.5" FGB 16"	Insulation	SqFt		4.03
	Labor	Labor	SqFt		
Floor Insulation -FG Faced Batt - Crawlspace - R-11	Same as Basement Ceiling 3.5" FGB 16"	Insulation	SqFt		4.03
	Labor	Labor	SqFt		
Floor Insulation -Fiberglass Batts - R-19	Basement Ceiling 6.25" FGB 16"	Insulation	SqFt		4.03
	Labor	Labor	SqFt		
Floor Insulation -FG Faced Batt - Crawlspace - R-19	Same as Basement Ceiling 6.25" FGB 16"	Insulation	SqFt		4.03
	Labor	Labor	SqFt		

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Measure Name	Material Description	Type	Units	Unit\$	NREL / SWS
Floor Insulation -Fiberglass Batts - R-30	Basement Ceiling 9.5" FGB 16"	Insulation	SqFt		4.03
	Labor	Labor	SqFt		
Floor Insulation -FG Faced Batt - Crawlspace - R-30	Same as Basement Ceiling 9.5" FGB 16"	Insulation	SqFt		4.03
	Labor	Labor	SqFt		
Floor Insulation -Fiberglass Batts - R-38	Basement Ceiling 12" FGB 16"	Insulation	SqFt		4.03
	Labor	Labor	SqFt		
Floor Insulation -FG Faced Batt - Crawlspace - R-38	Same as Basement Ceiling 12" FGB 16"	Insulation	SqFt		4.03
	Labor	Labor	SqFt		
Practice Lead Safe Weatherization (Walls)	Equipment	Health and Safety Items	Each		
	Labor	Labor	Each		

Measure Name	Material Description	Type	Units	Unit\$	NREL / SWS
Wall Insulation -Blown Cellulose - 2x4 Filled	Aluminum, Clapboard, and Wood Siding 4"	Insulation	SqFt		4.02
	Labor	Labor	SqFt		
Wall Insulation -Cellulose - Asbestos Siding - 2x4 Filled	Asbestos Siding 4"	Insulation	SqFt		4.02
	Labor	Labor	SqFt		
Wall Insulation -Cellulose - Vinyl Sdg, 4" - 2x4 Filled	Vinyl Siding 4"	Insulation	SqFt		4.02
	Labor	Labor	SqFt		
Wall Insulation -Faced Batt - Open - 3.5" - R-13	Open Stud 3.5" FGB	Insulation	SqFt		4.02
	Labor	Labor	SqFt		
Note: All MHEA Measures to be case by case, cost plus per Specified standards.					
MANUFACTURED/MOBILE HOMES BELOW	MHEA = Manufactured Home Energy Audit				MHEA = Manufactured Home Energy Audit
Wall Insulation -Faced Batt - R-13	MHEA only	Insulation	SqFt		MHEA only
	Labor	Labor	SqFt		

Measure Name	Material Description	Type	Units	Unit\$	NREL / SWS
Wall Insulation -Cellulose, Blown	MHEA only	Insulation	Bag		MHEA only
	Labor	Labor	Bag		
Wall Insulation - Fiberglass,Blown	MHEA only	Insulation	Bag		MHEA only
	Labor	Labor	Bag		
Floor Insulation - Cellulose,Blown	MHEA only	Insulation	Bag		MHEA only
	Labor	Labor	Bag		
Floor Insulation - Fiberglass,Blown	MHEA only	Insulation	Bag		MHEA only
	Labor	Labor	Bag		
Roof Insulation -Cellulose ,Blown	MHEA only	Insulation	Bag		MHEA only
	Labor	Labor	Bag		

Measure Name	Material Description	Type	Units	Unit\$	NREL / SWS
Roof Insulation - Fiberglass,Blwn	MHEA only	Insulation	Bag		MHEA only
	Labor	Labor	Bag		
Measure Name	Material Description	Type	Units	Unit\$	<Comment>
Replacement doors	MHEA only	Doors	Each		MHEA only
	Labor	Labor	Each		
Replacement windows	MHEA only	Windows	United Inch		MHEA only
	Labor	Labor	United Inch		
Glass storm windows	MHEA only	Windows	SqFt		MHEA only
	Labor	Labor	SqFt		



NEW OPPORTUNITIES, INC.

Helping People. Changing Lives. ~ Community Action Partnership

Corporate Address:
232 North Elm Street – Waterbury, CT 06702
203.575.9799 ~ 203.755.8254 (fax)

RFP# WXDOE-

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INVITATION TO SUBMIT PROPOSALS

New Opportunities, Inc. (Henceforth referred to as “NOI” or “Agency”) is having an open request for proposals (RFP) beginning **Friday, July 1, 2022 through Friday August 5, 2022** on the CT State Department of Administrative Services (DAS) contracting portal at <http://www.biznet.ct.gov/>. There is no fee to obtain the RFP. All inquiries or questions concerning this RFP and the procurement process must be submitted in writing and can be sent by electronic mail to **Gawdys Grullon, Director of Research, Development & Planning** ggrullon@newoppinc.org. Only written or emailed communications will be acknowledged and shall be binding on the RFP.

A mandatory Pre-Bid Conference will be held on **Monday July 11, 2022 at 10:00AM** at 79 Elm Street Hartford, CT . All instructions for the RFP will be reviewed and NOI Staff will acquaint all potential bidders with the project and field technical and administrative questions. Questions will be responded to at the Pre-Bid Conference and will be accepted up until **Friday July 15, 2022 at 5:00PM**. Q&A's will be published on the CT State Department of Administrative Services (DAS) contracting portal on **Monday July 18, 2022**. Bids will not be accepted from any Contractor that did not attend the mandatory Pre-Bid Conference. NOI will provide reasonable accommodations, including the provision of informational material in an alternative format, for qualified individuals with disabilities upon request.

Sealed proposals will be received at New Opportunities, Inc., Main Lobby Phase II, 232 N. Elm St, until **Monday, July 25, 2022 at 5:00PM**. Late or incomplete proposals will not be accepted. Contractors will deliver one (1) original and two (2) copies of the proposal and attachments required. Please submit the completed quote forms and any necessary attachments in a sealed envelope clearly labeled with the name of the contractor, address, and the words “**WXDOEPY22**”. Envelopes must be plainly marked with the RFP number, RFP title, Region and Contracting Category i.e. “SHELL, SHELL HEALTH & SAFETY AND HVAC” to ensure appropriate handling of the sealed proposal.

A list of Eligible Bidders will be published on the CT State Department of Administrative Services (DAS) contracting portal on **Friday August 5, 2022**.

Once proposals are opened, they shall stand firm for the duration of the PY-22 DOE WAP Program ending **June 30, 2023** after the proposal opening. No responsibility shall be attached to any person or persons for the premature opening of proposals that are not properly marked.

Sealed proposals must be addressed to:

Gawdys Grullon
Director of Research, Development &
Planning
New Opportunities, Inc.
232 N. Elm Street
Waterbury, CT 06702

INTRODUCTION:

NOI MISSION AND HISTORY

New Opportunities mission is to improve the quality of life for economically disadvantaged individuals by providing the necessary resources to increase their standard of living, foster self-improvement, and maximize self-empowerment.

New Opportunities Inc. is the community action agency that serves Waterbury, Meriden, Torrington and 27 surrounding Connecticut towns, offering a variety of social service programs designed to eliminate poverty and assist people in need.

In 1964, the Agency incorporated as a private non-profit corporation in the State of Connecticut and is a tax-exempt 501 (c) (3) organization. With an annual budget for 2014 in excess of \$41 million dollars, New Opportunities administers more than 50 social service programs targeted to the low-income, elderly and disabled communities.

ORGANIZATIONAL PURPOSE

In accordance with the mission of New Opportunities, the Agency aims to increase the self-sufficiency of its customers and support their move out of poverty toward a more middle-class lifestyle.

New Opportunities collaborates with hundreds of local, regional and global organizations to make a positive impact in the community each year.

New Opportunities implements its mission, by providing a broad range of services which encompass the following areas:

- Energy Assistance and Weatherization
- Fatherhood Initiative
- Employment Education and Training
- Child Welfare and Family Development Services
- Early Childhood Education Programs
- Elderly Services
- Homeless Shelter and Transitional Housing
- Ex-Offender Programs and Re-entry Services

GENERAL CONDITIONS

PROJECT PURPOSE

New Opportunities, Inc. (NOI) is requesting proposals from qualified licensed; Weatherization, HVAC, Department of Energy (DOE) Energy Auditors, and Environmental Contractors to service approximately 140 units of single-family housing in Regions 3, 4, and 5. Funding for this effort is made possible by United States Department of Energy in conjunction with Connecticut Department of Energy and Environmental Protection (DEEP). (Please reference Attachment G)

Some or all of the following services may be required for individual projects:

- | Residential Construction Including: | Licensed Contractors & Sub Contractors |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> o Minor Roofing o Gutters o Minor Carpentry o Weatherization o HVAC o Electrical o Plumbing o Other work as assigned | <ul style="list-style-type: none"> o Electrical o HVAC o Lead Based Paint Testing o Plumbing & Piping |

Respondents to this RFP may bid to conduct work pursuant to one or more scopes, as outlined in Section 4.0 Specifications and the Scope of Work detailed pages that follow. If the contractor is proposing to do any of the following work, the contractor must state either their qualifications to perform the work by themselves or the qualifications of the subcontractors they've identified to do the work:

- Building structure / roofing repairs including gutter and downspout installation
- Electrical testing and repairs
- VOC (Volatile Organic Compounds) removal of materials
- HAZMAT disposal
- Water damage repairs such as, but not limited to leaking water pipes, installing sump pumps, repair/replace flashings
- Install Smoke and CO detectors and fire extinguishers
- Install bathroom and kitchen exhaust fans
- Inspect chimneys

Many projects may require scope of work assessment and competitive quotes, while other projects will be defined Material and Labor costs per this RFP.

NOI SERVICE AREA

The intent of this RFP is to procure services as identified by the Connecticut Weatherization Assistance Program Service Areas. As such, each applicant shall submit a proposal for the region(s) as desired to serve. The state will be divided into five (5) Regions which are outlined in (Attachment G contains a regional map and a list of municipalities). The NOI Service Area has been designated as Regions 3, 4, and 5. ***(All applicants shall have the option of submitting a single or multiple region proposal(s) if desired.)*** Respondents to this RFP may bid to

Attachment B

conduct work in one or more regions and they may also bid for one or more scopes.

CONTRACT LENGTH

The agreement will be for the duration period of PY-22, through August 5,2022 ending June 30,2023, annual extensions may be given if needed.

OVERSIGHT AND MANAGEMENT

- a) Administration: NOI is the responsible agency for administrating, ensuring compliance and quality of work for the State of Connecticut DOE Weatherization
- Contract in the 5 Regions with overall compliance monitored by DEEP. Further information can be found on the State of Connecticut DEEP CTWAP website at:
<https://portal.ct.gov/DEEP/Energy/Weatherization/Subgrantee-Documents-for-Connecticut-Weatherization-Assistance-Program>

INSTRUCTIONS TO THE BIDDER

Submitting Instructions: See “Invitation to Submit Proposal” (Section 1.0)

Contractor Eligibility: To be considered a complete package all responses MUST include the following:

- Completed Bid Proposal Authorization Form (Section 6.0)
- Statement of Qualifications:
 - Prior Work Experience in DOE WAP and/or Weatherization
 - Indicate capacity by providing number of crews assigned to DOE WAP (Section 7.0)
- Three professional trade references and one (1) recently completed project. (Section 8.0)
- Letter of Interest on your Company Letterhead of region(s).
- Contractor Registration Form with key contact person information (Attachment A)
- Federal Debarment Certification Form (Attachment D)
- Non-Collusion Affidavit of Prime Bidder/Subcontractor (Attachment E)
- Pricing Sheet & Links to Specifications for Individual Work (Attachment F)
- Certificate of Insurance(s) (in accordance with Section 3.17 Indemnification & Insurance)
- Resumes of Key Personnel including Office & Technical Staff
- Copy of current Home Improvement Contractor license, if applicable
- Copy of current EPA RRP Lead-Safe Certification for the Firm & Supervisor(s)
- Copy of all certifications and licenses (HVA, AHERA, Electrical, & etc.) per specialty as prescribed by state law
- BPI Certifications; Mandatory for DOE WAP Shell only
- Firm's Attestation letter on background checks for employees and sub-contractors

annually

(NOI reserves the right to reject any proposals if the evidence submitted by, or investigation of the contractor, fails to satisfy the provisions of this RFP.)

OMISSIONS, DISCREPANCIES OR ERRORS

If the contractor finds any omissions, discrepancies or errors in specifications, contract documents and/or has questions in any part of this RFP he/she should immediately notify in writing or email

Gawdys Grullon, Director of Research, Development & Planning at ggrullon@newoppinc.org Obtaining written amendments or announcements clarifying interpretations of this RFP is solely the respondent’s responsibility. No oral interpretations shall be made to any contractor and, notwithstanding anything to the contrary stated herein, no oral statement of NOI or its agents shall be effective to modify any of the provisions of this RFP.

All Bidders shall observe the following instructions and specifications.

PROPOSAL PRICE

- a) The cost of material and labor for each measure must be separately identified on the Bid form. Proposed fees should include a fixed cost, which will cover all expenses to be incurred over the course of providing the requested items, including, but not limited to, permits, supplies and materials, disposal costs, travel expenses, postage and delivery, telecommunication expenses.
- b) NOI intends to award agreements as a result of this RFP with individual pricing. *(In other words, the price paid to successful Bidders for each measure will be the same as the price offered in their proposals.)*
- c) The intended award process for proposals for each type of work will be as follows:
 - 1) Proposals will be scored according to the Proposal Weighting Criteria below.
 - 2) Scored proposals will be ranked from highest to lowest.
 - 3) Agreements will be awarded to the highest ranked SHELL and HVAC Bidders for each of the three (3) Regions assigned to NOI for the Weatherization Assistance Program. If any Bidder rejects or is otherwise unable to meet any pre-contractual requirement, NOI reserves the right to award to the next highest ranked Bidder.

PROPOSAL WEIGHTING CRITERIA

Proposals will be evaluated according to the following point score:

Experience relevant to Scope of Work in Shell or HVAC projects	20 points
Pricing	20 points

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Capacity for completion of accurate work within allotted time frames (i.e. Number of employees, appropriate equipment/tools, vehicles for transport) and ability to perform a comprehensive set of work activities in order to fully weatherize a unit.	15 points
Ability to perform work in the regions proposed by the contractor in Attachment F & G	10 points
Formal training & certifications specific to measures (BPI, RRP, EPA, DPH, OSHA, DOE, etc.)	10 points
Capacity reporting and compliance with program (i.e. Office management procedures, etc.)	10 points
Business references related to professionalism, quality of work reliability and credit references	5 points
Small business and/or minority and/or woman owned business (must provide certificate)	5 points
Completion of bid proposal and pricing sheet – including all measures requested	5 points
Total	100 points

****Note:** In order to receive “Pricing” point scoring of 20, a contractor’s price submission in each line item on the Pricing Sheet (Attachment G) must be within a 15% +/- plus or minus of mean. Any variance outside the +/- 15% of mean will be deemed as irresponsible and not recognized for bid scoring purposes. Award is made to the most responsive firm whose proposal is most advantageous to the program. Mean pricing is established recording each line item. Labor and material divided by the number of qualified bidders.

PAYMENT

The agreement will provide that:

- a) No payment will be made until the equipment and material specified in this proposal has been delivered and installed at the specified location and has been inspected and accepted by NOI. Payment for weatherization work cannot be released until all weatherization work has been completed, including work of multiple contractors, and the file has been closed. Payment will be made within 30 working days of file closing.
- b) All permits, licenses and fees required for the performance of the contract work shall be secured and paid for by the selected contractor.
- c) When submitting invoices, the labor and materials component of each weatherization measure shall be stated separately by the contractor.
- d) NOI is a not-for-profit organization and is exempt from State or Federal taxes.

WARRANTIES

The agreement will provide that:

- a) All materials and workmanship provided under this proposal shall be protected by a warranty for a minimum period of (1) year from date of final acceptance, unless a longer warranty is required by Department of Energy standards or a longer warranty is provided by the manufacturer, in which case the longest warranty period shall apply. During the warranty period, the contractor shall repair defective workmanship and repair or replace defective materials at no cost to NOI or homeowner (including labor and delivery costs), except where it is clearly shown that the defect is due to intentional actions of the homeowner subsequent to installation.

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- b) The contractor shall permit NOI, DEEP, Utility Based HES-IE, and the U.S. Department of Energy or any of their authorized representatives to examine and inspect the weatherization work.
- c) The contractor shall repair all surfaces and work damaged by the contractor resulting from work under this agreement at no additional cost to NOI or the homeowner. Repair of existing work shall mean the item is to be placed in equal or new condition either by patching or replacing.

PROPOSAL COMPLIANCE

- i. NOI shall be the sole judge as to whether any and all proposals comply with these specifications and, as such, a decision shall be final and conclusive.
- ii. NOI reserves the right to change specifications based on site conditions and/or material availability. Bidders agree to accommodate reasonable variations above and below proposal quantities.
- iii. NOI reserves the right to release projects in NOI's discretion.
- iv. Multiple proposals shall not be considered from the same Bidder for any item, unless specifically requested. A "multiple proposal" is defined as more than one proposal to the same invitation to submit proposal by the same Bidder, whether on a separate proposal form or attached to the initial proposal form, and does not refer to identical copies, if requested.
- v. *Recycled Materials*: The Contractor is required to purchase products incorporating recycled materials whenever economically feasible. Bidders are encouraged to bid products with recycled content which meet specifications.
- vi. *Materials Safety Data Sheets*: If any item(s) on an order(s) resulting from this award(s) is a hazardous chemical, as defined under 29CFR 1910.1200, provide one (1) copy of a Material Safety Data Sheet for each item with the shipped container(s) and one (1) copy with the invoice(s).

RIGHT OF REJECTION

- vii. NOI may withdraw this RFP, reject or accept any and all proposals in whole or in part or may waive any informality in proposal received if in its sole opinion it is deemed in the best interest of the Agency to do so.
- viii. **This RFP is not an offer to contract.** Acceptance of a proposal neither commits NOI toward a contract to any respondent, even if all requirements stated in this RFP are met, nor limits the right to negotiate in the best interest of NOI. NOI, in its sole and absolute discretion, reserves the right not to contract at all for any of the services contemplated herein and the right not to contract with any respondent for any reason.
- ix. NOI shall have the right to choose a bidder who has submitted an alternate plan or proposal. NOI also reserves the right, in its sole and absolute discretion, to accept or

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reject any and all bids, to waive any irregularity and/or informality in any bid and to request and receive additional information from any bidder when such acceptance, rejection, waiver or request as it may deem to be in the best interest of NOI.

- x. Exceptions set forth in the RFP shall be reduced to a formal agreement between NOI and the successful bidder, which agreement may contain terms not reflected herein. Failure of the successful Contractor to accept the contractual agreement may result in cancellation of the award.

METHOD OF AWARD

- xi. Proposals will be awarded only to responsible and responsive Bidders, as determined by NOI.
- xii. Until an agreement or in the case of emergency work conducted prior to contract execution a purchase order has been executed and authorized by NOI, no contractor can claim any contract rights by virtue of the receipt of the notice of acceptance of proposal alone.
- xiii. The award will be given to the contractor(s) whose proposal(s) are the most responsive to the solicitation, and are the most advantageous to NOI considering price, quality, and other applicable factors including, but not limited to, experience, service record of the contractor, and required education/training/credentials of the contractor. Multiple contractors will be used to complete the contract. Any and all proposals may be rejected when it is in the agency's best interest to do so. The lowest proposal will not always be accepted.

PROTEST PROCEDURES

In the event that an unsuccessful bidder files a protest the following procedures shall be followed:

- 1) Complaint of protest will be submitted to NOI's Director of Program Planner by the complainant in writing with all supportive materials.
- 2) The Director of Weatherization will notify complainant that a complaint of protest has been filed.
- 3) A meeting of the Agency Compliance Team will be scheduled to review the complaint. The Agency Compliance Team will be comprised of three (3) senior level staff members who were not involved with the process.
- 4) A meeting will be conducted to evaluate the protest within ten (10) working days of the filing of the receipt of protest.
- 5) Minutes of the Agency Compliance Team will be maintained.
- 6) The Agency Compliance Team will issue a decision to the President/CEO of NOI within five (5) working days of the meeting.

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- 7) The bidder making the protest complaint will be notified of the results of the evaluation by the Agency Compliance Team within five (5) days of the decision.
- 8) Supporting documentation (correspondence, meeting minutes, and work papers) will be maintained in the bid file.

INQUIRIES REGARDING PROCUREMENT PROCESS

xiv. All inquiries by the prospective Bidder concerning this Request for Proposals and the procurement process must be submitted in writing and addressed to: **Gawdys Grullon, Director of Research, Development & Planning** by email, ggrullon@newoppinc.org. (refer to Section 1.0)

(In no case shall oral communications take precedence over written communications. Only written communications shall be binding on the RFP.)

RFP MODIFICATIONS

New Opportunities, Inc. (NOI) shall prepare written Modifications(s) if deemed necessary in its sole judgment. All modifications to this RFP shall be prepared by NOI and formally issued to all holders on record of RFP documents. Addenda shall be issued no later than the date specified in the schedule. Written addenda shall serve to amend the RFP documents accordingly.

LATE OR INCOMPLETE PROPOSALS

Proposals may be judged nonresponsive and removed from further consideration if they are **incomplete** or if they are **not received** by NOI at the time and place noted herein for responses.

FAMILIARITY WITH LAWS, CODES, SITE CONDITIONS AND DOCUMENTS

- xv. Each Bidder is required to be familiar with and to comply with the terms and conditions of the specifications and all other contract documents and with all Federal, State and Local Laws, Ordinances or Regulations which in any manner relate to the furnishing of the equipment, material or services in accordance with the Agreement.
- xvi. The selected contractor shall, as appropriate for the services being rendered, provide all labor, materials, and equipment necessary for completion of the work, the protection of the building, occupants, all furnishings and equipment, as well as, landscaping and grounds from damage or harm. Any damages caused during the delivery of the services/commodities specified herein shall be promptly repaired by the selected vendor at no cost to NOI, DEEP, The Utility companies or any of its agents and the homeowner.
- xvii. Each Bidder shall ensure that all employees conducting work that require certification or licensure shall be appropriately certified or licensed at all times by the State of Connecticut and any other entities having jurisdiction. All such licenses shall be provided to NOI upon demand. Lead safe practices shall be used at all times in Pre-1978 built properties and all persons performing weatherization work shall have been trained in lead safe weatherization practices.

GOVERNING LAW

This Proposal and any agreement entered into in connection herewith have been and shall be executed and delivered in the State of Connecticut, and shall be construed and enforced in accordance with the laws of the State of Connecticut. The services and/or commodities requested by means of this proposal have been executed and delivered, and shall be construed and enforced in accordance with the laws of the State of Connecticut.

QUALIFICATIONS OF BIDDER

NOI may make such investigations as it deems necessary to determine the ability of the Bidder to perform the work. The Bidder shall furnish to NOI all such information necessary to complete this investigation as the organization may request. NOI reserves the right to reject any or all Bidders if the evidence submitted by, or investigation of contractor fails to satisfy NOI that such Bidder is qualified to carry out the obligations of the agreement and to the work contemplated therein.

ERRORS, INTERPRETATIONS AND ADDENDA

All information given by NOI except by written addenda shall be informal and shall not be binding upon NOI nor shall it furnish a basis for legal action by any Bidder against NOI.

TRADE NAMES OR SUBCONTRACTING

The Contractor shall not subcontract the work under this project without written approval of NOI's Director of Weatherization or designee.

INDEMNIFICATION AND INSURANCE

In addition to any insurance requirements as provided herein or in the Agreement, the selected bidder shall at all times indemnify and hold harmless NOI and its officers, agents and employees on account of and from any and all claims, damages, losses, judgements, workers' compensation payments, litigation expenses and legal counsel fees arising out of injuries to persons (including death) or damage to property. The agreement shall provide that all such indemnities shall survive any termination of the Agreement for any reason or cause whatsoever and shall persist until such time as all applicable statutes or repose of limitation have expired.

The Contractor and all subcontractors shall carry Liability Insurance, which shall include coverage for acts of independent contractors or sub-contractors. As a condition to undertaking the Work, Contractor shall acquire, at its sole cost and expense.

Such policy shall include the minimum coverages detailed below, and the Contractor shall not engage any subcontractor to perform any part of the work without the Agency's prior written consent and acceptance of subcontractor's insurance certificate. The New Opportunities, Inc. shall be named as an additional insured pursuant to all insurance agreements required by this Agreement.

The following language shall appear on the Form ACCORD 25:

“New Opportunities, Inc. is named as an additional insured and loss payee with respect to all insurance policies, including primary and non-contributory policies. A waiver of subrogation shall apply in favor of the additional

insured”.

All policies shall require thirty (30) days prior written notice to be given to the Agency in the event of cancellation, termination, and/or other material change in any policy.

The contractor and subcontractors must at the time of the Agreement and any time thereafter upon demand supply the Agency with a Certificate of Insurance and evidence of payment therefore by way of an ACCORD Form 25 for itself and for each and every subcontractor with the minimum insurance limits listed below.

NOI Minimum Requirements are:

- General Liability \$1,000,000 per occurrence \$2,000,000 aggregate defense cost shall be in excess of the limit of liability);
- Business Auto Liability Combined Single Limit of 1,000,000 and to include hired and non-owned auto;
- Workers Compensation 1,000,000 / 1,000,000/1,000,000;
- Umbrella Liability \$1,000,000;
- Pollution Occurrence with a policy that provides basic limits of \$500,000 per occurrence; \$500,000 aggregate for the policy term and a \$2,500 deductible.

NOTE: The limits required under this section may be satisfied by a combination of primary and excess (umbrella) coverage of 1 million dollars (\$1,000,000) in layers provided that the excess (umbrella) coverage in each of the relevant categories listed in the following examples:

Example #1:

- Workers Compensation of \$100,000 each accident, \$500,000 each employee, and a \$100,000 disease policy limit plus excess (umbrella) coverage provided that the excess (umbrella) coverage covers this category.
- General Liability of \$500,000 each occurrence/\$1,000,000 general aggregate (defense cost shall be in excess of the limit of liability) plus excess (umbrella) coverage provided that the excess (umbrella) coverage covers this category.
- Automobile Liability Insurance, to include liability coverage, covering all owned, hired and non-owned vehicles used in performance of the contract (\$500,000 each accident).
- (\$1,000,000) Umbrella Policy covering all policies; Workers Comp, Auto, and General Liability

Example #2:

- Worker's Compensation insurance as required by the laws of Connecticut as well as employer's liability coverage of \$1,000,000 each accident, \$1,000,000 each employee, and \$1,000,000 disease policy limit.
- General Liability Coverage on an occurrence basis in the minimum amount of \$1,000,000 each occurrence/\$2,000,000 general aggregate (defense cost shall be in excess of the limit of liability).
- Automobile Liability Insurance, to include liability coverage, covering all owned, hired and non-owned vehicles used in performance of the contract (\$1,000,000 each accident).

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The Contractor shall provide, at no cost to the Agency, certificates and certificates for each of its subcontractors in form and substance satisfactory to the Agency of such insurance irrevocably naming the Agency as an additional insured and loss payee through the duration of this Agreement and until the expiration of all statutes of limitation or repose in connection with any claim that could be made in connection with the work. Satisfactory certificates of such insurance will be provided upon the signing of this agreement and upon request by the Agency at any time thereafter. At the time of contract negotiation, NOI reserves the right to adjust the insurance requirements to be commensurate with the work that is to be conducted by the contractor.

RIGHT OF THE AGENCY TO TERMINATE AGREEMENT

a) Failure of Contractor to deliver:

Failure of a contractor to complete a job within the time specified or to deliver within the time extended by NOI and failure to make replacements of rejected articles when so requested immediately or as directed by NOI shall constitute agreement default.

b) NOI may terminate any Agreement contemplated herein according to its stated terms. If the Agreement is terminated NOI reserves the right to award to next lowest responsible contractor or purchase on the open market. In either event, the defaulting contractor (or his surety) shall be liable to NOI for cost to NOI in excess of the defaulted agreement prices.

c) Funding Availability:

It is understood by the parties that NOI is dependent upon annual grants of money from the Federal Government and the State of Connecticut to enable it to carry on its activities. It is therefore agreed that in the event NOI informs the Contractor in writing that the Federal Government, the State of Connecticut, or any funder of the services or work contemplated herein has ceased to make a grant sufficient, in NOI's sole and absolute discretion, for NOI to fund the program contemplated herein, then this agreement shall cease and terminate thirty (30) days from the date of said written notice. In such event, the parties shall each have against the other only such rights as herein provided as if the agreement had expired in accordance with its original term. In these cases, NOI will honor all work orders issued prior to termination.

RISK OF LOSS

Bidder will agree to bear all risk of loss; injury or destruction of goods and material ordered herein which occurs prior to acceptance. Such loss, injury or destruction shall not release the Bidder from any obligation under this proposal.

LIQUIDATED DAMAGES

- All work must be completed within 21 days of the date of the Work Order submission to the Contractor. If there are any delays in the delivery of materials, the Contractor shall submit an email to the NOI's DOE Project Coordinator requesting additional time

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caused by said delay. Extensions may only be granted in writing in Agency's sole discretion. At the option of NOI this agreement may be canceled by failure of the Contractor to finish work within time specified. NOI may allow in its sole discretion grant additional time depending on availability of materials.

EQUAL OPPORTUNITY - AFFIRMATIVE ACTION

- Contractor shall comply with all applicable federal and state anti-discrimination laws. NOI shall not enter into any agreement for procurement of materials or services with any person, agency, or organization if it has knowledge that such person, agency, or organization discriminates against any applicant, employee, or service recipient on the basis of race, color, religion, national origin, sex, age, sexual orientation or disability; or any person, agency, or organization who fails to comply with all federal and state anti-discrimination laws.
- The selected contractor shall agree to absolutely refrain from soliciting, inducing or encouraging for hire, interviewing or hiring any NOI employee from the beginning of the signing of any agreement with NOI to perform weatherization or related services until two (2) years from the last day that the selected contractor provides such services, the selected contractor agrees not to solicit, induce or encourage for hire, interview or hire any NOI employees working as part of or in support of NOI's Weatherization Program.
- The contractor shall affirm and follow all applicable Equal Opportunity Employer policies.
- *Executive Order 11246 entitled "EQUAL EMPLOYMENT OPPORTUNITY" as amended by Executive Order 11375 and as supplemented in U.S. Department of Labor Regulations (10 CFR 60) shall be incorporated and made part of the Agreement. Contractor shall not discriminate against any person or group of persons as set forth in said Executive Order.*
- The Contractor shall agree and warrant that in the performance of the Agreement such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such Contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut; and the Contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, intellectual disability, mental disability or physical disability, including but not limited to, blindness, unless it is shown by the Contractor that such disability prevents performance of the work involved; (2) the Contractor shall agree, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the Commission; (3) the Contractor shall agree to provide each labor union or representative of workers with which the Contractor has a collective bargaining agreement or other contract or understanding and each vendor with which the Contractor has a contract or understanding, a notice to be provided by the Commission, advising the labor union or workers' representative of the Contractor's commitments under this section and to post copies of the notice in conspicuous places available to employees

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and applicants for employment; (4) the Contractor shall agree to comply with each provision of this Section and Connecticut General Statutes Sections 46a-68e and 46a-68f and with each regulations or relevant order issued by said Commission pursuant to Connecticut General Statutes Sections 46a-56, 46a-68e, and 46a-68f; and (5) the Contractor shall agree to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the contract as relate to the provisions of this Section and Connecticut General Statutes Section 46a-56. If the contract is a public works contract, the Contractor agrees and warrants that he will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works projects.

- The Contractor shall agree and warrant that in the performance of the Agreement such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the Unites States or the State of Connecticut, and that employees are treated when employees without regard to their sexual orientation; (2) the Contractor shall agree and warrant to provide each labor union or representative of workers with which such Contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such Contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the Contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (3) the Contractor shall agree to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes Section 46a-56; and (4) the Contractor shall agree to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor which relate to the provisions of this Section and Connecticut General Statutes Section 46a-56.

REPORTING/ RECORDKEEPING

- a. New Opportunities, Inc. (NOI), , Connecticut Department of Energy and Environmental Protection (DEEP), United States Department of Energy (DOE), Connecticut Department of Social Services (DSS) and the Comptroller General of the United States, or any of their duly authorized representatives shall promptly upon demand have access to all of the Contractor's and each subcontractor's books, documents, papers, and records which pertain to the Connecticut Weatherization Programs or any services provided pursuant to the contemplated Agreement for all proper purposes including but not limited to the making an audit, examination, excerpts, and /or transcriptions without notice and at all reasonable times.
- b. The contractor agrees to retain all records as its usual place of business for a period of seven (7) years from final payment or until all audits, litigation or other actions are resolved, whichever is later.

CONFIDENTIAL INFORMATION

During the course of its agreement with NOI, the Bidder may encounter confidential agency

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and/or client information. The Bidder agrees, as a condition of this bid and shall further and more fully agree in the contemplated Agreement to save and protect any such confidential information, to hold the same in confidence, to refrain from use of Confidential Information other than for the purposes of its business with NOI, and to destruction or return of such Confidential Information upon termination or expiration of the contemplated Agreement, and to refrain from disclosure of the Confidential Information to anyone without the specific prior written authorization of NOI.

STATEMENT OF WORK

- a) The CONTRACTOR shall furnish all supervision, technical personnel, labor, machinery, tools, equipment, material, and services; and perform all work required in accordance with the attached specifications that are made a part hereof, as fully set forth herein (see Attachment A)
- b) The AGENCY from time to time in its sole discretion will issue the Work Orders for the property to be contracted as they are determined eligible for service.
- c) The CONTRACTOR agrees to perform all contemplated services and install all necessary items in a good and workmanlike manner at such times and such places as designated by the Agency.

• INVOICE REQUIREMENTS FOR SELECTED CONTRACTORS

The Agreement shall provide that each invoice shall contain the Customer name and address, and itemized labor/material costs for each job submitted within five (5) days of work completion. The Agency is required to use the invoice and the work order pages to verify actual work completed prior to payment to the Contractor. The Agreement shall also identify the personnel identified by the Contractor to be the authorized signers of the invoices and Agency-Generated Work Orders. Agency-generated Work Orders shall be signed and dated by the personnel identified by the Contractor to be authorized signers and the customer and returned with invoice along with other required documentation.

ECONOMY OF PRESENTATION

Proposals must address the specific RFP requirements. All items requested by the RFP shall be answered clearly and concisely. Additional promotional materials that are not responsive to a specific requirement shall not be considered as part of the proposal response package.

COSTS FOR PREPARATION OF PROPOSALS

No payments shall be made to cover costs incurred by any Bidder in the preparation or submission of proposal.

CONTRACTOR PERFORMANCE

New Opportunities, Inc. expects contractors to complete jobs in a timely, professional manner as well as all necessary paperwork being completed accurately. (See Standard Contractor Evaluation Form – Attachment B)

The Agency will track the following data for each contractor for each job:

- Quality of workmanship
- On site supervisory personnel

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- Project management, scheduling & subcontractor management
 - Safety and housekeeping procedures
 - Paperwork processing & change orders
 - Work not completed in accordance within the standards of applicable building codes and the Standard of Work Specifications (SWS). (Reference website <https://sws.nrel.gov/> for complete listing of applicable standard work specifications.)
-
- Written notifications will be known as “findings.” If there are two (2) findings in any category, within a 3- month period, the Contractor will be required to attend a meeting at which a Corrective Action Plan will be developed, along with an explanation of how the items in the Corrective Action Plan will correct the identified issues.
 - Findings must be corrected within (10) ten business days.
 - Jobs will not be issued to the Contractor until a Corrective Action Plan has been implemented. If a Contractor has three (3) findings within a 6-month period, the Agency will cease assigning jobs to the deficient contractor and identify another contractor to conduct the Health and Safety work or work with the other contractors on the agency roster to complete production goals.
 - Each completed weatherization project will receive a Quality Control Inspection (QCI) as required by DOE. QCI will be performed by NOI’s QCI Certified Inspector(s). Any indicated failures upon QCI inspection will result in the contractor returning to the project to perform corrective measure to bring the work into compliance.

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4.0 SPECIFICATIONS

4.1 ALL PROPOSALS MUST INCLUDE MATERIALS AND LABOR IN ORDER TO BE CONSIDERED FOR REVIEW.

4.2 MATERIALS

- A. All materials provided through an agreement must meet or exceed Department of Energy standards prescribed in 10 CFR Part 440, Appendix A as detailed herein in Attachment I. If there is a conflict between materials specifications identified in this RFP and 10 CFR Part 440 Appendix A, DOE standards shall prevail.
- B. Regarding materials used for Weatherization, any and all reference to trade names, types, styles, models or catalogs are intended to be descriptive only and not restrictive unless item is noted "no substitute." The intention is to indicate to Bidder the minimum requirements of type and quality of the articles and/or materials that will be satisfactory. Proposals received on other makes or models will be considered unless item is noted "no substitute." The Bidder is to clearly state in his proposal exactly what he intends to furnish, and to furnish with his proposal a cut or illustration or other descriptive matter, which will clearly indicate and give specification as to the product he proposes to furnish.
- C. Where a proposal is offered on an item other than the trade standard used in the specification, the item should be annotated on the proposal form by referencing an addendum which states the i) make, ii) trade name, and iii) Model number. Samples are to be submitted, if requested, at the Bidder's expense. It is understood that any substitutes which might be offered are guaranteed by the Bidder to be of equal or better quality than is requested in the proposal. It shall be further understood that during original, as well as subsequent shipments, spot checks will be performed to ensure that the items received are, in fact, the items offered in the proposal. Should items/materials prove to be different in any way, the Bidder agrees to pay for and accept the return of the items and agrees to supply the correct items (per proposal specifications) at Bidder's expense.

4.3 LABOR

- a) No laborer or mechanic shall be required to work in surroundings or under working conditions, which are unsanitary, hazardous, or dangerous to his health and safety as determined under construction, safety and health standards promulgated by the Secretary of Labor. This is as set forth in the Contract Work Hours and Safety Standard Act (40 USC 327-330) and supplemented by Department of Labor regulations (29 CFR Part 5).
- b) Bidders shall be responsible for keeping the premises broom clean and orderly as a requirement during the course of the work day. Removal and proper disposal of scrap waste, packing materials and/or replaced parts, and/or any other materials used as part of the job scope is required.
- c) All persons conducting work under contracts resulting from this proposal shall be trained and certified for OSHA 10 and Lead-Safe EPA certified (RRP) Renovations, Repairs and Painting practices.

4.4 TECHNICAL PERFORMANCE REQUIREMENTS

All requirements in this section are mandatory.

- To perform the services provided for in Attachment G of your area of specialty in the attachments below. The services provided by the subcontractor may not be contracted out to any other origination or company.

SCOPE OF ANTICIPATED SERVICES: (for specific items see Attachments F &

G) some or all of the following services may be required for individual projects:

Residential Construction Including:	Licenses Contractors & Sub Contractors
<ul style="list-style-type: none">o Minor Roofingo Gutterso Minor Carpentryo Weatherizationo HVACo Electricalo Plumbingo Other work as assigned	<ul style="list-style-type: none">o Electricalo HVACo Lead Bases Paint Testingo Plumbing & Piping

If the contractor is proposing to do any of the following work, the contractor must state qualifications to perform by themselves or their subcontractors:

- Building structure / roofing repairs including gutter and downspout installation
- Electrical testing and repairs
- VOC (Volatile Organic Compounds) removal of materials
- HAZMAT Disposal
- Water Damage repairs such as, but not limited to leaking water pipes, installing sump pumps, repair/replace flashings
- Install Smoke and CO detectors and Fire extinguishers
- Install bathroom and kitchen exhaustfans
- Inspect Chimneys

Some projects may include installed measures or services that will require prior approval by the Grantee, including site specific competitive procurement.

SCOPE OF WORK: SHELL CONTRACTOR

The Contractor agrees to provide the services and materials referenced below. The price listed in Schedule B for these services must include all standard support and finishing materials referenced in the descriptions. All services must be in accordance with the State of Connecticut Weatherization Installation Standards that was issued by the DEEP on or before September 1, 2018, and OSHA confined spaces effective February 1, 2016. Standards shall be aligned with the National Renewable Energy Laboratory's Standard Work Specifications.

- a. After gross air leakage (and ducts) are sealed, use the blower door and digital manometer to guide air sealing measures. Interim Readings Diagnostics must be used and submitted with the invoice when performing the following measures:
 - i. Air sealing plumbing, electrical, and HVAC penetrations through ceilings, flooring and exterior walls with polyurethane foam;
 - ii. Patch sheet rock on exterior wall to include tape and mud to a ready-to-paint finish; and,
 - iii. Patch holes in flooring and ceilings using existing type materials if possible;
- b. Use blower machine to add insulation at R49 value (or Value NEAT Weatherization Assistant justified) in attics using the manufacturer's bag estimation method. The number of bags used must be included on the invoice submitted to the Agency. Attics must contain Insulation Certificate, depth markers, junction box flags, wind baffles, and an MSDS for the product;
- c. Use insulation blower machine to add fiberglass insulation to the roof cavities of homes and/or manufactured homes. Roof cavities with bowstring, flat, or cathedral styles shall be filled with insulation to capacity. Any access holes created must be sealed in accordance to the CT Weatherization Installation Standards;
- d. Use insulation blower machine (rated at to output at least 2.9 pounds per square inch) that is capable to dense pack sidewall insulation to a minimum density of 3.5 pounds per cubic foot of volume;
- e. Seal accessible ducts, returns, plenums, connections, and boots with mastic and mesh tape resulting in a reading of no more than one (1) Pascal;
- f. Insulate ducts located outside the condition space with R-8, foil-faced duct insulation;
- g. Replace broken window panes;
- h. Install opaque, 6millimeter polyethylene vapor barriers in crawl spaces of site built of modular homes. The seams of each piece must be overlapped 6 inches and sealed. The vapor barrier must extend 6 inches up the foundation wall, mechanically fastened and sealed with adhesive;
- i. Insulate floors with fiberglass batt insulation to R-19 value. The insulation must be supported by insulation staves or nylon thread no less than 28 inches;
- j. Install windows, storm windows and doors and instructed by the work order.

SCOPE OF WORK: SHELL CONTRACTOR HEALTH & SAFETY

Scope of Anticipated Services: (for specific items see Attachments F & G)

some or all of the following services may be required for individual projects:

- Residential Construction including:
 - Minor Roofing
 - Gutters
 - Minor Carpentry
 - Weatherization
 - HVAC
 - Electrical
 - Plumbing
 - Other work as assigned

- Licenses for Contractor or their subcontractors:
 - Home Improvement Contractor
 - Electrical Unlimited
 - Plumbing & Piping Unlimited

The contractor must state qualifications to perform by themselves or their subcontractors, if applicable:

- Building structure / roofing repairs including gutter and downspout installation
- Electrical testing and repairs
- VOC (Volatile Organic Compounds) removal of materials
- HAZMAT Disposal
- Water Damage repairs such as, but not limited to leaking water pipes, installing sump pumps, repair/replace flashings.
- Install Smoke and CO detectors and Fire extinguishers
- Install bathroom and kitchen exhaustfans
- Inspect Chimneys

Many projects may require scope of work assessment and competitive quotes, other projects will be defined Material and Labor costs per this RFP. (Attachment F & G)

SCOPE OF WORK: SHELL MATERIALS

All materials must meet or exceed Department of Energy standards prescribed in 10 CFR Part 440, Appendix A. If there is a conflict between materials specifications identified in this RFP and 10 CFR Part 440 Appendix A, DOE standards shall prevail.

A. Windows and doors:

- Storm windows must be aluminum (White) triple track combination, storm windows conforming to specifications ASTM2 1002 10-93.
- Storm Doors must be aluminum (White) paneled bottom with glass and screen top, conforming to specifications AAMA2 1102.7-89.
- Replacement windows must be rigid vinyl frame with low E Glass U35 conforming to specifications ASTM2 - D-4726-00.

B. Unfaced batt installation shall be:

- Correctly sized to fit snugly at the sides and ends to completely fill the cavity.
- Cut to fit properly --no gaps in insulation or be doubled-over or compressed.
- Non-standard-width cavities shall be filled by batt insulation cut approximately one inch (1") wider than the space to be filled.
- Cut to butt-fit around wiring and plumbing, or be split (delaminated) so that one layer can fit behind the wiring or plumbing and one layer fit in front.

B. Faced batt installation, where used as a vapor barrier, shall be:

- Facing should be placed toward conditioned spaces.
- Faced insulation must be properly stapled over the face of the studs; it must be continuous with no penetrations.
- Stapling: the batt flange should be stapled to the face of the framing; flanges from adjacent cavities should overlap per manufacturer's specifications on facing.
- Each batt should be stapled approximately every eight (8") inches, or according to manufacturer's specifications on facing.

All tears or breaks in the facing six (6") inches or longer shall be sealed with duct tape or other waterproof tape. Tears and breaks in the facing should be minimal.

C. Narrow-framed cavities and "chinking":

- Non-standard-width cavities shall be filled by batt insulation cut approximately one inch (1") wider than the space to be filled.
- Narrow spaces (2" or less) at windows, between studs at the building's corners, and at the intersections of partitions and walls shall be filled with small pieces of insulation.

D. Air Sealing:

- Materials for air sealing services and building Weatherization test shall be paid at \$126 (\$36 material and \$90 labor) per hour per certified technician and technician assistant performing air sealing. Contractor may request additional air sealing time if justified by the WAP Program Coordinator.
- Total air sealing costs must not exceed the total man hours and materials allowed per hour approved by the sub-grantee.

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SCOPE OF WORK: HVAC

The Subcontractor agrees to provide the services and/or materials described in accordance with SWS, WPN 22-7 and/or any state or federal requirements governing weatherization in the state of Connecticut in detail below:

1. Evaluate, clean, tune & test (CTT) heating/cooling equipment per ANSI/ACCA Standard 4 (Maintenance of Residential HVAC Systems) and State of Connecticut Weatherization Assistance Program Guidelines, providing full documentation of combustion and safety testing performed, conditions observed & recommended actions.
 - a. Evaluation should include a visual inspection of existing ductwork, and, if applicable, notifying the Contractor of any deficiencies noted on the NEAT Field Audit Form with photos to document any deficiencies or conditions required.
 - b. Conduct minor repairs to the heating/cooling system as determined by the WAP Program Coordinator. For the purposes of this agreement, minor repairs are defined those repairs that and may be performed by Subcontractor performing the service at the time of the initial service at no additional cost.
 - c. Specify any additional work needed by electrician and/or plumber to achieve efficient, safe and code compliant operation of the unit. Any electrical and/or plumbing services must be separately contracted with by the Contractor; if the Subcontractor prefers a specific electrical or plumbing service provider, he/she may submit that request to the Contractor.
 - d. Follow procedures for servicing, repairing, and disposing of any and all refrigerant-containing devices, units, and systems as outlined by federal, state, and local laws and regulations enacted which pertain to the Federal Clean Air Act of 1990.
 - e. Remove any and all non-functioning equipment and parts associated with system replacements, including obsolete ductwork, unless otherwise specified by the Contractor.
 - f. Follow guidelines imposed by OSHA confined spaces effective February 1, 2016.
2. Replace non-functioning HVAC equipment with equipment of comparable size and type according to Manual J calculations and having an efficiency rating meeting or exceeding State of Connecticut Weatherization Installation Standards. New System must use the same fuel type (oil, propane, electric, etc.) as the existing system unless prior approval is granted to convert fuel type. Installation must meet ANSI/ACCA Standard 5 (Installation of Residential HVAC Systems) and State of Connecticut Weatherization Assistance Program Guidelines.
 - a. Specify any additional work needed by electrician and/or plumber to achieve efficient, safe and code compliant operation of the unit. Any electrical and/or plumbing services must be separately contracted with by the Contractor; if the Subcontractor prefers a specific electrical or plumbing service provider, he/she may submit that request to NOI.
 - b. Remove any and all non-functioning HVAC equipment and parts associated with system replacements, including obsolete ductwork.
 - c. Follow procedures for servicing, repairing, and disposing of any and all refrigerant-containing devices, units, and systems as outlined by federal, state, and local laws and regulations now in effect or hereinafter enacted which pertain to the Federal Clean Air Act of 1990.
 - d. Provide original documentation of the Manual J calculation, new HVAC system operation manual and warranty information to the Contractor with the invoice.

REQUIREMENTS

1. Size and select heating and cooling equipment in accordance with the Air Conditioning Contractors of America (ACCA) Manuals J and S or ASHRAE handbooks. Note that projects in compliance with ENERGY STAR requirements. Rational appropriately sized equipment can save money, ensure adequate dehumidification and prevent short-cycling that can lead to premature motor default.

RECOMMENDATIONS

1. The HVAC contractor generates a Manual J load calculation to determine the heating and cooling loads of a particular project. A room-by-room Manual J is recommended, in order to properly determine room-by-room airflows best suited for the space's associated heating and cooling loads. The Manual J accounts for factors such as the dwelling unit's solar orientation, window design and insulation R-value, installation quality, and building air leakage. Consult www.acca.org/standards/software for a list of software programs reviewed by ACCA to perform Manual J calculations.
2. Consider locating heating and cooling equipment and the distribution system within the building envelope in order to reduce thermal distribution losses. Do not locate air handler or ductwork within the garage space. <https://www.acca.org/standards>

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4.5 LEAD SAFE REQUIREMENTS – WEATHERIZATION PROGRAM

Whenever paint is disturbed in a dwelling constructed prior to 1978 that is not certified as lead-free, or painted surfaces to be disturbed have not tested free of lead, applicable lead safe requirements EPA RRP shall be followed. For such work, contractors shall demonstrate compliance with training and any related certification requirements, work practices, and documentation requirements:

- a) Contractors shall comply with current regulations of all authorities having jurisdiction.
- b) Contractors shall document with required checklist and pictures that lead safe work was performed with lead safe setup, containment, cleanup procedures, and include with the invoice submitted to DOE Coordinator.
- c) To ensure personnel possess adequate training and knowledge enabling them to handle and/or disturb suspect leaded surfaces during weatherization work the Contractor shall supply with this request all EPA RRP Certified Personnel. Further the Contractor will follow all Federal and State Regulations required to adequately safeguarding the health and safety of occupants and/or staff.

4.6 ASBESTOS - WEATHERIZATION PROGRAM

- a) Contractors may encounter asbestos containing materials (ACM), or Suspect Asbestos Like Materials (ALM), during work on a weatherization job. Contractors shall comply with current regulations of all authorities having jurisdiction. According to the Connecticut Department of Health Services (DPH) guidelines, all building components except for metal, glass, wood, and fiberglass shall either be assumed to contain asbestos or proven not to contain asbestos through bulk sampling by a certified Asbestos Inspector and analysis completed by an accredited laboratory. Photo documentation of asbestos including any containment and/or safety practices is required.

4.7 GENERAL PERFORMANCE SPECIFICATIONS AND WORK STANDARDS

- a) Weatherization work shall be aligned with National Renewable Energy Laboratories (NREL). (NREL) Job Task Analysis (JTA) is a foundation for any valid credentialing program and helps identify the core knowledge areas, critical work function, and/or skills, typically found across a representative sampling of current practitioners. Empirical results from a job analysis provide examinees and the public with valid, reliable, fair, and realistic assessment that reflects the skills, knowledge and abilities required to competently perform a job.
- b) Any selected contractors must comply with all applicable Standard Work Specifications (“SWS”) version 2020, Connecticut Weatherization Field Guide, United States Department of Energy (“DOE”) regulations/program notices, National Renewable Energy Laboratories (NREL) Job Task Analysis (JTA), and any other applicable rules/regulations (copies of the SWS and CSPM are available from the

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Agency upon request). All work must comply with all regulations and requirements of program year 2022. Failure to comply in any of the terms contained in these documents may result in any agreement that is awarded being suspended or revoked. For more information please visit the State of Connecticut DEEP CTWAP website at <https://portal.ct.gov/DEEP/Energy/Weatherization/Subgrantee-Documents-for-Connecticut-Weatherization-Assistance-Program>

- c) Bidder must complete the required work within twenty-one (21) days of receipt of NOI's work order. Bidder must supply documentation for any reason they cannot.
- d) Bidder's invoice must list all weatherization services performed. Each weatherization measure will have a split between labor and material. Since material is 100% reimbursable, actual vendor receipts may be required or a fair market material price list must be approved.
- e) Bidder must supply NOI with a copy of any/all documentation regarding problems or issues regarding job site performance and/or client issues.
- f) All reworks or go-backs must be remedied within fourteen (14) working days of notification.

4.7 GENERAL PERFORMANCE SPECIFICATIONS AND WORK STANDARDS (cont.)

The bidder must ensure employees do not smoke or use other tobacco products including but not limited to pipes, cigars, snuff, or chewing tobacco on any part of the jobsite. A weatherization jobsite includes the home and the property in which the home is located.

- g) Bidder will allow thirty (30) working days from the file closing date for payment from NOI after receipt of all billing requirements. Any reworks ordered after inspection(s) will be completed before issuance of payment.
- h) Failure to comply with any of the specifications/ special conditions will be sufficient reason for termination of agreement with the selected Bidder. First infraction: Bidders will be notified in writing of possible suspension. Second infraction: The Bidder agreement will be suspended and the Bidder will be removed from the list of the NOI Bidders list for a period of 2 to 5 years.

5.0 REQUIRED FORMS FOR BID

The following forms must be completed and submitted with the Bid:

- Completed Bid Proposal Authorization Form (Section 6.0)
- Statement of Qualifications (Prior Work Experience in DOE WAP and/or Weatherization)
 - a) Indicate capacity by providing number of crews assigned to DOE WAP (Section 7.0)
- References of at least three trade references and recently completed projects (Section 8.0)
- Letter of Interest on your Company Letterhead of region(s) included in this bid.
- Contractor Registration Form with key contact person information (Attachment A)
- Federal Debarment Certification Form (Attachment D)
- Non-Collusion Affidavit of Prime Bidder/Subcontractor (Attachment E)
- Pricing Sheet & Links to Specifications for Individual Work (Attachment F)
- Certificate of Insurance(s) (in accordance with Section 3.17 Indemnification & Insurance)
- Resumes of Key Personnel including Office & Technical Staff
- Certificate of Solvency, if applicable
- Copy of current Home Improvement Contractor license, if applicable
- Copy of current EPA RRP Lead-Safe Certification for the Firm & Supervisor(s)
- Copy of all certifications and licenses (HVAC, AHERA, Electrical, & etc.) per specialty as prescribed by state law
- BPI Certifications; Mandatory for DOE WAP Shell contractors only
- Firm's Attestation letter on background checks for employees and sub-contractors annually

****NOI reserves the right to reject any proposals if the evidence submitted by, or investigation of the contractor, fails to satisfy the provisions of this RFP.***

6.0 BID PROPOSAL AUTHORIZATION FORM

AUTHORIZATION AND EXECUTION OF BID PROPOSAL

The undersigned Bidder, having been fully self-informed regarding the accuracy of the statements made herein, agrees to abide by the conditions set forth in the attached proposal document, and certifies that:

- a. The proposal has been arrived at by the Bidder independently and has been submitted without collusion and without any agreement, understanding, or planned common course of action designed to limit independent Bidder or competition, with any other vendor of materials, supplies, equipment or services described in the invitation to proposal.
- b. The Bidder has submitted this proposal without collusion with NOI, any of its affiliated companies, or any employee thereof, and is unaware of any direct, personal pecuniary interest in the outcome of this proposal of any employee, officer or board member of NOI or any of its affiliated companies.
- c. The Bidder has not communicated the contents of the proposal to its employees or agents to any person not an employee or agent of the Bidder or its surety on any bond furnished with the proposal, and will not be communicated to any such person prior to the official opening of the proposal.
- d. The Bidder is not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal department of agency. Bidder agrees to verify that the name of the Contractor does not appear on the Excluded Parties List System (EPLS).
- e. The Bidder has become familiar with and has agreed to comply with the terms and conditions of the specifications and all other agreement documents and with all Federal, State and Local Laws, Ordinances or Regulations which in any manner relate to the furnishing of the equipment, material or services in accordance with the Agreement.
- f. Bidder agrees to provide criminal background checks, as required.
- g. Bidder agrees to provide a drug free workplace, as required.

The undersigned Bidder further certifies that this statement is executed for the purpose of inducing New Opportunities, Inc. to consider the proposal and make an award in accordance therewith.

Complete and Sign

Legal Name of Bidder Firm	
Business Address	
Name and Title of Authorized Agent	
Signature and Date	
Electronic Email	
Cell, Work and Fax Numbers	

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7.0 STATEMENT OF QUALIFICATIONS

This Statement of Qualification is to be submitted by the Bidder at the time of proposal. ALL questions must be answered and the data provided must be clear and comprehensive. The Bidder may submit any additional information as desired. It is understood that the Bidder or the Agent of the Bidder shall furnish any information requested by NOI to verify the information provided. Any evidence of misstatement shall be deemed unresponsive and, if an agreement has been awarded, considered grounds for immediate termination.

Name of Bidder:	
Permanent Business Address: Mailing Address (if different):	
Minority/ Women-Owned Business Enterprise? (provide certificate)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Minority <input type="checkbox"/> Women
Number of Employees?	Where is the current company incorporated?
Former Firm name (if any)?	Number of years' experience doing this work?
Addresses and purpose of any business locations in the 51-town Geographical Area to be serviced (attach additional sheet if necessary):	1. 2. 3. 4. 5.
General character of work performed by company:	
Have you ever failed to complete any contract awarded to you?	<input type="checkbox"/> No <input type="checkbox"/> Yes: If yes, please explain where and why?

The undersigned hereby attests to the accuracy of the answers provided and requests and authorizes any persons, firm or corporation to furnish any information requested by the New Opportunities, Inc. to verify the recitals comprising this Statement of Qualification, or references provided, or other bid materials.

Dated at _____ on this _____ day of _____, 2020 by

Name: _____ Title: _____

Signature: _____

8.0 CUSTOMER REFERENCE FORM

Bidder Name: _____

Reference #1

Name of Company: _____

Contact Name: _____

Address: _____
City/Town State Zip Code

Phone Number: _____ Email: _____

Description of work/project/products completed for or sold to this customer: _____

Reference #2

Name of Company: _____

Contact Name: _____

Address: _____
City/Town State Zip Code

Phone Number: _____ Email: _____

Description of work/project/products completed for or sold to this customer: _____

Reference #3

Name of Company: _____

Contact Name: _____

Address: _____
City/Town State Zip Code

Phone Number: _____ Email: _____

Description of work/project/products completed for or sold to this customer: _____

ATTACHMENTS

- Attachment A Contractor Registration Form
- Attachment B Standard Contractor Evaluation Form (For Review Only)
- Attachment C Contractor Service Agreement – Terms & Conditions (For Review Only)
- Attachment D Debarment Certification Form
- Attachment E Non-Collusion Affidavit of Prime Bidder/Subcontractor Form
- Attachment F Weatherization Pricing Sheet
- Attachment G Map/Regions
- Attachment H Materials Specifications

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A. CONTRACTOR REGISTRATION FORM

CONTRACTOR REGISTRATION FORM https://www.elicense.ct.gov/							
COMPANY NAME			PRINCIPLE OWNER				
ADDRESS			ADDRESS				
TOWN	STATE	ZIP CODE	TOWN	STATE	ZIP CODE		
PHONE #			CELL PHONE #	GROSS YEARLY REVENUE			
EMAIL	FAX#		EMAIL	YEARS IN BUSINESS			
SOCIAL SECURITY NUMBER FEDERAL I.D.#			SOCIAL SECURITY NUMBER FEDERAL I.D.#				
BUSINESS TYPE <input type="checkbox"/> CORPORATION <input type="checkbox"/> SOLE PROPRIETORSHIP <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> LLP							
SECTION 3 EMPLOYMENT INFORMATION							
CERTIFIED MINORITY OWNED BUSINESS? (Include Certificates)			<input type="checkbox"/> YES	<input type="checkbox"/> NO	NAME & TITLE		
CERTIFIED WOMEN OWNED BUSINESS? (Include Certificates)			<input type="checkbox"/> YES	<input type="checkbox"/> NO	NAME & TITLE		
SECTION 3 INCOME LIMITS (Optional)			TYPES of SECTION 3 EMPLOYEES		ETHNICITY of EMPLOYEES	Number of	Number of Hisp/Latino
Median Income	50%	80%	Number of Professionals	_____	White	_____	_____
1 person	\$ 30,700	\$ 45,500	Number of Technicians	_____	African American	_____	_____
2 persons	\$ 35,100	\$ 52,000	Number of Office/Clericals	_____	Asian	_____	_____
3 persons	\$ 39,500	\$ 58,500	Construction (List) & Number	_____	American Indian/Alaskan	_____	_____
4 persons	\$ 43,850	\$ 65,000	Trade	_____	Hawaiian/Pacific Islander	_____	_____
5 persons	\$ 47,400	\$ 70,200	Trade	_____	Asian & white	_____	_____
6 persons	\$ 50,900	\$ 75,400	Trade	_____	African American & white	_____	_____
7 persons	\$ 54,400	\$ 80,600	Trade	_____	Latino/Hispanic	_____	_____
8 persons	\$ 57,900	\$ 85,800	Other (List)	_____	Other/ Multi-Racial	_____	_____
CONTRACTOR TYPE			CERTIFICATIONS & LICENSE NUMBERS		LICENSE HOLDER NAME	EXPERATION DATE	
https://www.elicense.ct.gov/Lookup/LicenseLookup.aspx x			(Include copies of licenses)				
CONNECTICUT HOME IMPROVEMENT CONTRACTOR							
CONNECTICUT LEAD ABATEMENT CONTRACTOR							
CONNECTICUT LEAD ABATEMENT SUPERVISOR							
CONNECTICUT PLUMBING CONTRACTOR							
CONNECTICUT ELECTRICAL CONTRACTOR							
CONNECTICUT HEATING CONTRACTOR							
CONNECTICUT SHEETMETAL CONTRACTOR							
EPA RENOVATE RIGHT FIRM							
EPA RENOVATE RIGHT SUPERVISOR							
BULIDNG PERFORMANCE INSTITUTE (BPI) ANALYST							

Attachment B

Have you or your company ever had your license revoked? <input type="checkbox"/> YES <input type="checkbox"/> NO	If so explain.
Have you or your prior companies declared bankruptcy? <input type="checkbox"/> YES <input type="checkbox"/> NO	If so explain.

CREDIT REFERENCES (List 3 of your suppliers)		
1. COMPANY NAME	PHONE#	CONTACT
ADDRESS		ACCOUNT HISTORY (Yrs.)
2. COMPANY NAME	PHONE#	CONTACT
ADDRESS		ACCOUNT HISTORY (Yrs.)
3. COMPANY NAME	PHONE#	CONTACT
ADDRESS		ACCOUNT HISTORY (Yrs.)

WORK REFERENCES (List 4 completed projects in the past year consecutively)			
<input type="checkbox"/> Program <input type="checkbox"/> Private	NAME	ADDRESS	
Contract \$	PHONE#	TYPE OF WORK	
<input type="checkbox"/> Program <input type="checkbox"/> Private	NAME	ADDRESS	
Contract \$	PHONE#	TYPE OF WORK	
<input type="checkbox"/> Program <input type="checkbox"/> Private	NAME	ADDRESS	
Contract \$	PHONE#	TYPE OF WORK	
<input type="checkbox"/> Program <input type="checkbox"/> Private	NAME	ADDRESS	
Contract \$	PHONE#	TYPE OF WORK	
<input type="checkbox"/> Program <input type="checkbox"/> Private	NAME	ADDRESS	
Contract \$	PHONE#	TYPE OF WORK	
List the other Weatherization Programs you are registered with.	Name	Phone#	
	Name	Phone#	

Contractors will not be awarded contracts until the program receives all current licenses, certificates, program registration forms and Certification of Insurances. Required Insurance coverages are listed in the Indemnification and Insurance section of the RFP. Any lapse or absence in required coverages will result in your company's inability to be awarded contracts or payments to be withheld until subsequent coverages are in force. Insurance Binders will be Required at contract signing naming the homeowner as certificate holder.

I certify that all information in this statement in true and complete to the best of my knowledge.

Name _____ **Date** _____

Title and Company _____

B. STANDARD CONTRACTOR EVALUATION FORM (REVIEW ONLY)

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STANDARD CONTRACTOR EVALUATION FORM

Project Address: _____ City: _____ Date: ___/___/___

Project Owner: _____

INSTRUCTIONS

This Evaluation Form is for evaluating the performance of contractors on properties receiving weatherization services and must be completed and signed by the individual responsible for the oversight of the project.

- PREPARE: After completion of weatherization services the Quality Control Inspector (QCI) and/or Program Coordinator (PC) may complete this form as an Evaluation of the contractor’s performance. A project is “complete” upon “File Closure for Payment”.
➤ SIGN & SUBMIT A COPY: The completed Evaluation must be signed by responsible QCI and PC of the project. “No person shall be liable for any injury or loss to a contractor as a result of the completion of a contractor evaluation”.
➤ Findings must be corrected within (10) ten business days.

NOTE: NOI offers contractors in dispute any information contained in an Evaluation an opportunity to do so by submitting a written response to NOI’s Program Planner within 30 days of receipt of a copy of the Evaluation. Evaluators finding it necessary for good cause to revise an evaluation may do so provided they include a written explanation for the revision acceptable to NOI’s Program Planner. An Evaluator cannot negotiate the contents of an Evaluation. Evaluations and Written contractor responses are recorded in a contractor’s certification file.

EVALUATION QUESTIONS

Please rate this contractor’s performance in each of the following categories by indicating whether performance was “Excellent = 3”, “Very Good = 2”, “Satisfactory = 1”, “Unacceptable = 0”, per the evaluation scoring scale.

After completing the final question in this section, please total the points in order to calculate an overall Project Rating.

NOTE: THAT A TOTAL PROJECT RATING SCORE OF AT LEAST 80 IS REQUIRED TO “PASS” and that a record of two or more Project Ratings below 80 may constitute cause for denial of certification or for decertification of a contractor.

Written comments to explain the ratings you assign in any category are extremely helpful, and if you rate performance Below “Satisfactory” in any category, a detailed written explanation must be provided (with examples). If additional space is necessary for comments, please feel free to attach additional sheets.

GENERAL INFORMATION Evaluation Type: [] -In-Progress [] -Final [] - For a General Contractor

REFERENCE – Contractor: _____ Tel#: _____ ID No.: _____ (if known)

Scope of Work: Attach a Copy of the NEAT Work Order (WO)

Work Order Date: ___/___/___ End Date: ___/___/___ File Closure Date: ___/___/___

LEGAL AND ADMINISTRATIVE PROCEEDINGS:

Attachment B

Are you aware of any legal or administrative proceedings, invoked bonds, and assessed damages, demands for direct payment, payment bond claims, contract failures, contract terminations, or penalties involving this contractor on this contract? What is the status of any pending litigation? What was the final outcome of any completed litigation? What is the dollar amounts of assessed damages or penalties? - N/A

1. **Quality of Workmanship:** (Rate the quality of this contractor's workmanship)

- a. Were there quality-related or workmanship problems? -Yes -No
- b. Was the contractor responsive to "Go-Back" work required? -Yes -No -N/A

Overall Rating: Excellent Very Good Satisfactory Unacceptable **Score:** _____

Comments: _____

2. **On Site Supervisory Personnel**

- a. Did the crew leader have the knowledge, management, & experience to complete a project of this size and scope? If not, provide specific examples. -Yes -No

Overall Rating: Excellent Unacceptable **Score:** _____

Comments: _____

3. **Project Management, Scheduling & Subcontractor Management:** (Rate this contractor's performance with regard to adhering to contract schedules)

- a. Did this contractor or his subcontractor(s) meet the contract schedule or revisions by approved change orders? -Yes -No
- b. If not, was the delay attributable to this contractor? If so, provide specific examples. -Yes -No -N/A

Overall Rating: Excellent Unacceptable **Score:** _____

Comments: _____

4. **Safety and Housekeeping Procedures:** (Rate this contractor's safety and housekeeping procedures on this project)

- a. Were there any OSHA, RRP violations or serious safety accidents? -Yes -No
- b. If so, provide specific examples.

Overall Rating: Excellent Unacceptable **Score:** _____

Comments: _____

5. **Working Relationships:** (Rate this contractor's working relationships with other parties (i.e. occupants, subcontractors, etc.))

- a. Did this contractor relate to other parties in a professional manner? -Yes -No
- If not, give specific examples.

Overall Rating: Excellent Unacceptable **Score:** _____

Comments: _____

6. **Paperwork Processing & Change Orders:** (Rate this contractor's performance in completing and submitting required project paperwork (i.e. invoice & required forms per agreement, etc.))

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- a. Did the contractor submit the required paperwork promptly and in proper form?
b. Where Change Orders reasonable? If not, provide specific examples.

Overall Rating: [] Excellent [] Unacceptable Score: _____

Comments: _____

NOTE: A TOTAL POINTS SCORE OF LESS THAN 80 IS A FAILING SCORE.

Total Points: []

I certify that, to the best of my knowledge:

Signature of NOI QCI

Date

Signature of Contractor

Date

Signature of Program Planner

Date

SCORING SCALE

- 1. Quality of Workmanship & On-Site Supervisory Personnel (20 Points):
a. Were there quality-related or workmanship problems?
b. Was the contractor responsive to "Go-Back" work required?

Scoring:

20 Points a = "No", b = "N/A"
15 Points a = "Yes", b = "Yes" (minor issue for correction or need for improvement, corrected in a timely manner) (Very Good)
10 Points a = "Yes", b = "Yes" (major issue for correction, corrected in a timely manner) (Satisfactory)
0 Points a = "Yes", b = "No"

2. On Site Supervisory Personnel (10 Points)

- a. Did the crew leader have the knowledge, management, & experience to complete a project of this size and scope? If not, provide specific examples.

Scoring:

10 Points a = "Yes" (Excellent)
0 Points a = "No" (Unacceptable)

3. Project Management, Scheduling & Subcontractor Management (20 Points): (Rate this contractor's performance with regard to adhering to contract schedules)

- a. Did this contractor or his subcontractor(s) meet the contract schedule or revisions by approved change orders?
b. If not, was the delay attributable to this contractor? If so, providespecific examples.

Scoring:

20 Points a = "Yes", b = "N/A" (Excellent)
0 Points a = "No", b = "Yes" (Unacceptable)

4. Safety and Housekeeping Procedures (20 Points): (Rate this contractor's safety and housekeeping procedures on this project)

Attachment B

- a. Were there any OSHA, RRP violations or serious safety accidents? If so, provide specific examples. -Yes -No

Scoring:

20 Points a = "No" (Excellent)
0 Points a = "Yes" (Unacceptable)

5. **Working Relationships (10 Points):** (Rate this contractor's working relationships with other parties (i.e. occupants, subcontractors, etc.))

- a. Did this contractor relate to other parties in a professional manner? -Yes -No

If not, give specific examples.

Scoring:

10 Points a = "Yes" (Excellent)
0 Points a = "No" (Unacceptable)

6. **Paperwork Processing & Change Orders (20 Points):** (Rate this contractor's performance in completing and submitting required project paperwork (i.e. invoice & required forms per agreement, etc.))

- a. Did the contractor submit the required paperwork promptly and in proper form? -Yes -No

- b. Where Change Orders reasonable? If not, provide specific examples. -Yes -No

Scoring:

20 Points a = "Yes" or a = "Yes" and b = "Yes" (Excellent)
0 Points a = "No" (Unacceptable)

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C. CONTRACTOR SERVICE AGREEMENT: TERMS & CONDITIONS (REVIEW ONLY)

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CONTRACTOR AGREEMENT FOR SERVICES OR SERVICES AND MATERIALS FOR DEEP/CONNECTICUT WEATHERIZATION ASSISTANCE PROGRAM (WAP)

INSTRUCTIONS

- | |
|--------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none">1. TYPE OR PRINT CLEARLY ON THE FORM2. ALL SECTIONS MUST BE COMPLETED |
|--------------------------------------------------------------------------------------------------------------------------------|

This Agreement made on DATE, by the New Opportunities, Inc., Contact: John Ferguson, Weatherization Director, 232 N. Elm St, Waterbury, CT 06702, hereinafter referred to as the "Agency", and Contractor Name, Contact Name, Address, Phone, hereinafter referred to as the "Contractor."

STATEMENT OF WORK

From time to time, the Agency may assign Contractor specific work (the "Work") by way of a written work order ("Work Order"). The Contractor shall obtain all permits and approvals, furnish all supervision, technical, personnel, labor, machinery, tools, equipment, services and materials; and perform all required work as may be specified by Work Order(s) and in all applicable building codes and manufacturer installation instructions or warranty requirements. Materials supplied by the Contractor to be used in the work contemplated herein shall meet or exceed Federal specifications as set forth in Appendix A of the 10 CFR 440, or in the State of Connecticut US DOE Weatherization State Plan for Low Income Persons and all of the Field Implementation Manual requirements from the DEEP Weatherization Field Guide and NREL SWS Guide.

PERIOD OF PERFORMANCE

The effective dates of this Agreement shall be for August 5, 2022 – June 30, 2023, and any additional period as the Agency and the Contractor shall agree.

PRICE

The Agency will pay the contractor for performance of the completed work, in current funds, subject to additions and deductions as may be agreed upon or as may be made in accordance herewith. Payments for satisfactorily completed work shall be made in accordance with the Standard Unit Price Lists (Attachments B & C), but notwithstanding anything to the contrary stated or implied herein, Agency shall in no case be liable for payment in excess of available funding.

Contractor shall in no case be entitled to extra or additional compensation upon Agency's failure or refusal to release any building or buildings during the term of the agreement. The Agency may, in its sole and absolute discretion, substitute or remove buildings and add to or reduce all related work if deemed necessary or desirable by Agency in its sole discretion. Price adjustments, if any, shall be pro-rata.

Contractor shall cooperate with the Agency to coordinate with other contractors in the scheduling and completion of the work.

GENERAL CONDITIONS

1. The Contractor shall be bound by the terms and conditions set forth in the Agency's agreement with DEEP ("Prime Contract") and such terms and conditions are incorporated herein by reference with the necessary adaptations. In the event of a conflict between the terms and conditions of the Prime Contract and the present Agreement, the terms and conditions of the Prime Contract shall prevail.
2. No Work shall begin until the Agency issues a written Work Order to the Contractor. Agency and Contractor may from time to time change and amend the Work Order, but no such changes or amendments shall be enforceable or binding upon Agency unless made in writing duly executed by Agency. Contractor shall not ever be entitled to rely on oral or implied amendments, changes or modifications to the Work Order.
3. All Work must be completed within 21 days of the date of the Work Order submission to the Contractor unless waived by Agency Program staff in writing. Time is of the essence and Agency may, in its sole and absolute discretion and without liability to Contractor of any nature or sort, terminate this Agreement and cancel all Work if Contractor fails to timely complete the Work as provided herein. Contractor may submit a written request for additional time in the event of any delay in the availability or delivery of materials, and Agency may approve or decline such requests in its sole discretion. No grant of additional time shall be effective unless made in writing and signed by Agency. Contractor's failure to timely complete the Work is a violation of this Agreement shall constitute default upon which the Agency may (i) at its sole and absolute discretion terminate this Agreement without liability to Contractor or Contractor's agents, employees, representatives or suppliers, by so notifying the Contractor and (ii) pursue and obtain all other relief and remedies available to Agency in law or in equity.
4. All times specified in this agreement for the performance and obligations of the parties is deemed of the essence. The acceptance of late performance shall not waive the right to claim damages for such late performance nor constitute a waiver of the requirement of timely performance of any obligations remaining to be performed by the delinquent party. The Agency may in its sole discretion and without prior notice deduct damages and set off amounts due from Contractor from any payment otherwise due to the Contractor.
5. Work on any unit may require the efforts of multiple contractors. The Agency will use its best efforts to coordinate and expedite the services of contractors to permit prompt completion and closing of the Work. Contractor shall use its best efforts to coordinate its Work with other contractors and to comply with Agency's directions regarding the scheduling of the Work.
6. All Work shall be completed in a competent and workmanlike manner and be acceptable to the Agency. All materials must be installed in accordance with the procedures outlined in the Work Order, in accordance with all manufacturer's instructions or requirements, and as otherwise provided by Agency in writing. Agency's acceptance of faulty Work or Contractor's failure to disclose or discover defects will not relieve the Contractor from responsibility, as set forth herein.
7. The Agency shall make payment to Contractor within (i) thirty working (30) days of Agency's Weatherization Assistance Program file closing and approval of Contractor's completed Work and (ii) Contractor's provision of lien waivers and other requirements as provided herein. Agency may accept or reject the Work in Agency's reasonable discretion, and Contractor shall not be entitled to payment unless and until Contractor corrects any deficiencies in the Work to Agency's reasonable satisfaction. As a further condition to payment, Contractor shall provide to Agency (i) a written statement in form and substance satisfactory to Agency representing and warranting to Agency the identity of all independent contractors, sub-subcontractors and material suppliers

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engaged by Contractor in connection with the work, (ii) lien waivers in form and substance acceptable to Agency executed by every such person or entity that has or may have an opportunity to file any mechanic's lien in connection with the work, and (iii) evidence, reasonably satisfactory to Agency, reflecting contemporaneous payment made therefor by Contractor. In the event of a good faith dispute with Contractor or any subcontractor or material supplier, Agency may at Contractor's sole expense bond off of any lien placed on any property in connection with the work or any compensation claimed by Contractor hereunder.

8. Contractor must submit with the job invoice;
 - a. Invoice with Name and Address.
 - b. Clear and concise work item details.
 - c. Documentation including; burner combustion report, input sheet, labeled pictures of pre and post work, pictures of EPARRP procedures and protocols during construction and Mechanics Lien Waiver. Additional documentation specific to a particular job may be required such as, but not limited to disclaimers, sidewall waivers and permits.

9. Contractor shall defend, indemnify and save the members of the Agency, the State of Connecticut, the United States, and their respective representatives, officers, agents and employees from and against any and all losses, costs, damages, suits, actions, or claims of any character, sort, time and description whatsoever brought for or on account of any losses or damages suffered or sustained by any person, persons (including any person or company asserting title to a security interest, lien or claim against the materials furnished pursuant to this Agreement) or property by or from the Contractor or by or in consequence of (i) any violation of this Agreement, (ii) any neglect in safeguarding or preserving materials, the work or in performance of the work, (iii) on account of defective workmanship or materials, (iv) damages caused to any property in which the work is performed or to the residents or occupants of any such property or their belongings, or (v) by or on account of any act, omission, or misconduct of the Contractor or any of its representatives, servants, suppliers, vendors, invitees or employees. Contractor shall further defend the Agency, the State of Connecticut, the United States, and their respective representatives, officers, agents and employees against all claims arising hereunder or in connection with the work with counsel reasonably acceptable to Agency at Contractor's sole expense. Contractor shall pay all attorney's fees, court costs and litigation expenses, including but not limited to all such attorney's fees, costs and expenses incurred by Agency in any dispute with Contractor, irrespective of whether such dispute results in litigation. Such loss or injury shall not release the Contractor from any obligation pursuant to this Agreement. Contractor's obligations hereunder shall survive the termination of this Agreement for any reason or cause and shall persist until the expiration of all statutes of limitation or repose in connection with any claim that could be made against Agency in connection with the work or other services or materials provided hereunder.

10. The Contractor agrees that the Agency is acting in an independent capacity and not as an agent or instrumentality of any Municipal, State or Federal Government.

11. If changes or interpretations in federal law or regulations shall cause any remaining performance within this Agreement to be unlawful or any governmental or other agency terminates or materially delays the funding of the programs under which this Agreement is entered, the Agency may cancel such remaining performance under this Agreement and may cancel such remaining work without liability of any nature or sort.

12. Executive Order 11246 entitled "EQUAL EMPLOYMENT OPPORTUNITY" as amended by Executive Order 11375 and as supplemented in U.S. Department of Labor Regulations (41 CFR 60) is hereby incorporated and made part of this Agreement. Contractor shall not discriminate against any person or group of persons as set

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forthinsaidExecutive Order.

13. Contractor shall comply with the Contract Work Hours and Safety Standard Act (40 USC 327-330) as supplemented by Department of Labor regulations (29 CFR Part 5).
14. Contractor shall comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. §§ 7401-7671q) and the Federal Water Pollution Control Act, as amended (33 U.S.C. §§ 1251-1387).
15. Contractor shall certify that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an 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. Contractor shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.
16. The Contractor agrees and warrants that in the performance of the Agreement such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such Contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut; and the Contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, intellectual disability, mental disability or physical disability, including but not limited to, blindness, unless it is shown by the Contractor that such disability prevents performance of the work involved; (2) the Contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the Commission; (3) the Contractor agrees to provide each labor union or representative of workers with which the Contractor has a collective bargaining agreement or other contract or understanding and each vendor with which the Contractor has a contract or understanding, a notice to be provided by the Commission, advising the labor union or workers' representative of the Contractor's commitments under this section and to post copies of the notice in conspicuous places available to employees and applicants for employment; (4) the Contractor agrees to comply with each provision of this Section and Connecticut General Statutes Sections 46a-68e and 46a-68f and with each regulations or relevant order issued by said Commission pursuant to Connecticut General Statutes Sections 46a-56, 46a-68e, and 46a-68f; and (5) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the contract as relate to the provisions of this Section and Connecticut General Statutes Section 46a-56. If the contract is a public works contract, the Contractor agrees and warrants that he will make good faith efforts to employee minority business enterprises as subcontractors and suppliers of materials on such public works projects.
17. The Contractor agrees and warrants that in the performance of the Agreement such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual

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orientation, in any manner prohibited by the laws of the United States or the State of Connecticut, and that employees are treated when employees without regard to their sexual orientation; (2) the Contractor agrees to provide each labor union or representative of workers with which such Contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such Contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the Contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (3) the Contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes Section 46a-56; and (4) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor which relate to the provisions of this Section and Connecticut General Statutes Section 46a-56.

18. The Contractor, at their own expense:

- a. Has a duty to and shall protect from a Confidential Information Breach any and all Confidential Information which they come to possess or control, wherever and however stored or maintained, in a commercially reasonable manner in accordance with current industry standards.
- b. Shall develop, implement and maintain a comprehensive data-security program for the protection of Confidential Information. The safeguards contained in such program shall be consistent with and comply with the safeguards for protection of Confidential Information, and information of a similar character, as set forth in all applicable federal and state law and written policy of the Agency or State concerning the confidentiality of Confidential Information. Such data security program shall include but not be limited to, the following:
 - i. A security policy for employees related to the storage, access and transportation of data containing Confidential information;
 - ii. Reasonable restrictions on access to records containing Confidential Information, including access to any locked storage where such records are kept;
 - iii. A process for reviewing policies and security measures at least annually;
 - iv. Creating secure access control to Confidential Information, including but not limited to passwords; and
 - v. Encrypting of Confidential Information that is stored on laptops, portable devices or being transmitted electronically.
- c. Notify the Agency and the Connecticut Office of the Attorney General as soon as practical, but not later than twenty-four (24) hours, after they become aware of or suspect that any Confidential Information which Contractor or Contractor Parties have come to possess or control has been subject to a Confidential Information Breach. If a Confidential Information Breach has occurred, the Contractor shall, within three (3) business days after the notification, present a credit monitoring and protection plan to the Commissioner of Administrative Services, the Agency and the Connecticut office of the Attorney General, for review and approval. Such credit monitoring or protection plan shall be made available by the Contractor at its own cost and expense to all individuals affected by the Confidential Information Breach. Such credit monitoring or protection plan shall include, but is not limited to reimbursement for the cost of placing and lifting on (1) security freeze per credit file pursuant to Connecticut General Statutes Section 36a-701a. Such credit monitoring or protection plans shall be approved by the State in accordance with this Section and shall cover a length of time

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commensurate with the circumstances of the Confidential Information Breach. The Contractors' costs and expenses for the credit monitoring and protection plan shall not be recoverable from the Agency, any State of Connecticut entity or any affected individuals.

- d. For the purposes of this section Confidential Information shall mean any name, number or other information that may be used along or in conjunction with any other information, to identify a specific individual including, but not limited to, such individual's name, date of birth, mother's maiden name, motor vehicle operator's license number, Social Security number, employee identification number, employer or taxpayer identification number, alien registration number, government passport number, health insurance identification number, demand deposit account number, savings account number, credit card number, debit card number or unique biometric data such as fingerprint, voice print, retina or iris image, or other unique physical representation. Without limiting the foregoing, Confidential Information shall also include any information that the Department classified as "confidential" or "restricted.": Confidential Information shall also include any information that the Agency classifies as "confidential" or "Restricted." Confidential Information shall not include information that may be lawfully obtained from publicly available sources or from federal, state, or local government records which are lawfully made available to the general public.

19. Contractor shall not induce, by any means, any persons or group of persons employed for any weatherization project, to give up any part of the compensation to which it, he, she or they are otherwise entitled; as set forth in the Copeland "Anti-Kickback" Act (40 USC 3145) as supplemented in Department of Labor regulations (29 CFR Part 3) and the Contract Work Hours and Safety Standard Act (40 USC 327-330) and supplemented by Department of Labor regulations (29 CFR Part 5).

20. Contractor shall at its sole expense and at all times during the term hereof:

- a. Apply for and obtain at its sole cost all applicable Building Permits, licenses and approvals.
- b. Keep the premises broom clean and orderly during the course of the work and remove and properly dispose of debris at the end of each work day. Contractor shall comply with all applicable laws and regulations and with Agency's directions with regard to the storage and stockpiling of materials and with regard to the removal and disposal of debris.
- c. Permit the Agency, the Connecticut Department of Energy and Environmental Protection (DEEP) and U.S. Department of Energy (DOE), or any of their authorized representatives to examine and inspect the weatherization work.
- d. Repair all surfaces and work damaged by the Contractor resulting from work under this agreement at no additional cost to the Agency. (Repair of existing work shall mean the item is to be restored to its prior condition or better.)
- e. Verify attendance at training for lead safe weatherization work for all of Contractor's employees working on weatherization units prior to the commencement of work.
- f. When hazardous materials (refrigerant, mercury thermostats, lead paint dust/chips, etc.) are generated in the course of health and safety work, proper disposal by the Contractor is required and must comply with Connecticut's solid waste management regulations and hazardous waste management regulations including RCSA 22a-241b-1 through 4, 22a-209-1 through 16, 22a-449(c)100 through 119, and 22a-449(c)-11, and removal/disposal costs must be included within the costs for installation of health and safety measures.
- g. Follow all Authority Having Jurisdiction (AHJ) codes and manufacturer instructions while

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installing any health and safety measures.

- h. Implement ASHRAE 62.2 Ventilation Requirements. Client refusal of mechanical ventilation, when evaluated and called for pursuant to the Standard, must result in a deferral.
- i. Follow all applicable CT Department of Energy and Environmental Protection (DEEP), CT Department of Public Health (DPH), and US Environmental Protection Agency (EPA) regulations for all environmental hazards. Weatherization retrofit work on residential properties must follow EPA Lead Renovation, Repair and Painting Rule (RRP Rule). Also, weatherization work on HUD funded properties must follow the "Lead Safe Housing Rule" (CFR 24 Part 35) regulations as well as all other applicable state and local ordinances.

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WARRANTY

Notwithstanding any acceptance of the work by Agency, Contractor does hereby warrant and guarantee the work performed and material supplied hereunder for a period of one (1) year from the date of final payment for the Work required by this agreement. If at any time within the applicable warranty period, any such Work or materials prove to be defective in design, operation or workmanship, Contractor shall promptly upon demand complete such repairs or

Replacements deemed necessary or advisable by Agency at the Contractor's sole expense to Agency's reasonable satisfaction. All manufacturers' warranties shall be assigned to Agency, and this warranty by the Contractor is in addition to all such warranties, both expressed and implied, offered by the manufacturer and distributor of the materials furnished by the Contractor and to the Agency. All warranties provided herein, implied by law or otherwise available shall survive the termination of this Agreement for whatever reason or cause.

INSURANCE

In addition to any insurance requirements as provided herein or in the Agreement, the selected bidder shall at all times indemnify and hold harmless NOI and its officers, agents and employees on account of and from any and all claims, damages, losses, judgements, workers' compensation payments, litigation expenses and legal counsel fees arising out of injuries to persons (including death) or damage to property. The agreement shall provide that all such indemnities shall survive any termination of the Agreement for any reason or cause whatsoever and shall persist until such time as all applicable statutes or repose of limitation have expired.

The Contractor and all subcontractors shall carry Liability Insurance, which shall include coverage for acts of independent contractors or sub-contractors. As a condition to undertaking the Work, Contractor shall acquire, at its sole cost and expense, the following insurance coverage (or equivalent) from insurers with an A M Best rating of A- or better, with the indicated amounts and shall maintain such required insurance coverages during all Work and until the date of final payment under the Agreement or Acceptance of all Work under the Agreement, unless a longer period is specified below.

Such policy shall include the minimum coverages detailed below, and the Contractor shall not engage any subcontractor to perform any part of the work without the Agency's prior written consent and acceptance of subcontractor's insurance certificate. New Opportunities, Inc. shall be named as an additional insured pursuant to all insurance agreements required by this Agreement.

The following language shall appear on the Form ACORD 25:

"New Opportunities Inc. is named as an additional insured and loss payee with respect to all insurance policies, including primary and non-contributory policies. A waiver of subrogation shall apply in favor of the additional insured".

All policies shall require thirty (30) days prior written notice to be given to the Agency in the event of cancellation, termination, and/or other material change in any policy.

The contractor and subcontractors must at the time of the Agreement and any time thereafter upon demand supply the Agency with a Certificate of Insurance and evidence of payment therefore by way of an ACCORD Form 25 for itself and for each and every subcontractor with the minimum insurance limits listed below.

NOI Minimum Requirements are:

- General Liability \$1,000,000 per occurrence \$2,000,000 aggregate defense cost shall be in excess of the limit of liability);

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- Business Auto Liability Combined Single Limit of 1,000,000 and to include hired and non-owned auto;
- Workers Compensation 1,000,000 / 1,000,000/1,000,000;
- Umbrella Liability \$1,000,000;
- Pollution Occurrence with a policy that provides basic limits of \$500,000 per occurrence; \$500,000 aggregate for the policy term and a \$2,500 deductible. (Only for contractors conducting environmental remediation);

NOTE: The limits required under this section may be satisfied by a combination of primary and excess (umbrella) coverage of 1 million dollars (\$1,000,000) in layers provided that the excess (umbrella) coverage in each of the relevant categories listed in the following examples:

Example #1:

- Workers Compensation of \$100,000 each accident, \$500,000 each employee, and a \$100,000 disease policy limit plus excess (umbrella) coverage provided that the excess (umbrella) coverage covers this category.
- General Liability of \$500,000 each occurrence/\$1,000,000 general aggregate (defense cost shall be in excess of the limit of liability). Plus, excess (umbrella) coverage provided that the excess (umbrella) coverage covers this category.
- Automobile Liability Insurance, to include liability coverage, covering all owned, hired and non-owned vehicles used in performance of the contract (\$500,000 each accident).
- (\$1,000,000) Umbrella Policy Coverage in all policies; Workers Comp, Auto, and General Liability

Example #2:

- Worker's Compensation insurance as required by the laws of Connecticut as well as employer's liability coverage of \$1,000,000 each accident, \$1,000,000 each employee, and \$1,000,000 disease policy limit.
- General Liability Coverage on an occurrence basis in the minimum amount of \$1,000,000 each occurrence/\$2,000,000 general aggregate (defense cost shall be in excess of the limit of liability).
- Automobile Liability Insurance, to include liability coverage, covering all owned, hired and non-owned vehicles used in performance of the contract (\$1,000,000 each accident).

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The Contractor shall provide, at no cost to the Agency, certificates and certificates for each of its subcontractors in form and substance satisfactory to the Agency of such insurance irrevocably naming the Agency as an additional insured and loss payee through the duration of this Agreement and until the expiration of all statutes of limitation or repose in connection with any claim that could be made in connection with the work. Satisfactory certificates of such insurance will be provided upon the signing of this agreement and upon request by the Agency at any time thereafter. At the time of contract negotiation, NOI reserves the right to adjust the insurance requirements to be commensurate with the work that is to be conducted by the contractor.

LIQUIDATED DELAY DAMAGES AND OTHER DAMAGES

1. In addition to all other remedies provided herein and to compensation for all other damages, losses and costs suffered or incurred by Agency, Agency is entitled to and shall collect damages on account of Contractor's failure to timely complete the Work. Contractor understands and agrees that the actual damages suffered by Agency because of any such delay will be uncertain and difficult of ascertainment, and agrees that the reasonably foreseeable value of such delays is One Hundred and no one-hundredths Dollars (\$100.00) per day for each day or part thereof during which the Work is delayed or not timely completed.
2. Agency's acceptance of any Work contemplated hereunder shall not be a bar, defense to or diminishment of any claim made or that could be made by Agency against Contractor. Agency expressly reserves all claims available to it notwithstanding any acceptance or payment for the Work.

TERMINATION

1. **For Fault:** If the Agency determines that the Contractor has failed to perform or will fail to perform or timely perform all or any part of the Work, contracted services or any of the obligations required under this Agreement, the Agency may terminate or suspend this Agreement in whole or in part upon written notice by certified mail to the Contractor without liability to the Contractor. Such notice shall specify in the case of termination, a reasonable period of not more than ten (10) days nor less than five (5) days from receipt of the notice, at which time the Agreement shall be deemed terminated. In the event of such termination, any materials, supplies, tools or equipment provided by the Agency shall be returned forthwith by the Contractor. If the Agreement is terminated, the Agency reserves the right to award the Work to another contractor or purchase services in the open market. In either event, the defaulting contractor (or its surety) shall be liable to the Agency for cost to the Agency in excess of the defaulted contract prices.
2. **Not for Fault:** Whenever the Agency determines that termination of this Agreement in whole or in part is in the best interest of the Agency or the State, or in the event that termination is required by any federal rule, regulation or agreement, specifically including any funding arrangement or source, the Agency may in its sole discretion terminate this Agreement by written notice to the Contractor specifying the services terminated and the effective date of the termination. Upon termination, the Contractor shall be entitled to and the Agency shall pay, the eligible costs incurred in compliance with this Agreement until the date of the termination, plus any costs the Contractor incurs directly resulting from such termination, provided however, that the total amount paid to the Contractor shall not be more than the amount of Total Compensation specified in this Agreement.

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3. **Termination for Circumstances Beyond the Control of the Contractor:** The Contractor shall be liable for default unless nonperformance is caused by an occurrence beyond the reasonable control of the Contractor and without its fault or negligence, such as acts of God or the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, unusually severe weather, and delays of common carriers. The Contractor shall notify the Agency in writing as soon as it is reasonably possible after the commencement of any excusable delay, setting forth the full particulars in connection therewith, shall remedy such occurrence with all reasonable dispatch, and shall promptly give written notice to the Agency of the cessation of such occurrence.
4. **In the event of termination of this Agreement,** the Agency shall simultaneously forward to the State/Division a copy of the required notice.

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LICENSES AND REGISTRATION

1. Contractor represents and warrants to Agency that Contractor has not been debarred, disciplined or deemed ineligible to accept or complete any state or federal work or project and shall not be so debarred, disciplined or deemed ineligible during the term hereof.
2. In accordance with Chapters 393 and 400 of the Connecticut State General Statutes, the Contractor does and shall at all times during the term hereof maintain the following licenses and/or registrations in good standing as checked on the table below:

Please enter license number for all that apply for both Contractors and Sub Contractors.

General Home Improvement

Home Improvement Contractor's Registration _____

Contractor's Electrical License _____

Contractor's Plumbing License _____

Heating, Piping & Cooling Limited Contractor _____

Other

CT DPH Asbestos License _____

Lead Abatement License by CT DPH _____

Lead Certified by US EPA _____

Electrical Unlimited _____

Plumbing Unlimited _____

Plumbing and Piping Unlimited _____

EPA RRP Certified Firm _____

EPA Certified Supervisor _____

AHERA _____

OSHA 10 Certifications _____

3. In the event that any license or registration of the Contractor lapses or otherwise becomes suspended, conditioned, inactive or invalid, Contractor shall notify Agency in writing within two business days.
4. In addition to the foregoing and within ninety (90) days following Contractor's execution of this contract, Contractor shall provide to Agency satisfactory evidence that Contractor is an EPA Lead Safe Certified Firm and holds EPA LRRP credentials. Contractor shall observe and comply with all necessary measures during DOE installations.

AUDIT

The Agency, Connecticut Department of Energy and Environmental Protection, United States Department of Energy, Connecticut Department of Social Services and the Comptroller General of the United States, or any of their duly authorized representatives shall have access to all books, documents, papers, and records which are directly pertinent to the Connecticut Weatherization Programs for the purpose of making an audit, examination, excerpts, and/or transcriptions without notice at all reasonable times. The contractor agrees to retain all records at its usual place of business for a period of three (3) years from final payment or until all audits, litigation or other actions are resolved, whichever is later.

FUNDING AVAILABILITY

It is understood by the parties that the Agency is dependent upon annual grants of money from the Federal Government and the State of Connecticut to enable it to carry on its activities. Agency may in its sole and absolute discretion inform the Contractor in writing that the Federal Government or the state of Connecticut has ceased to make a grant sufficient for the Agency to fund the program carried on at these premises and this agreement shall cease and terminate, without liability to Contractor, thirty (30) days from the date of said written notice. In such event, the parties shall each have against the other only such rights as herein provided if the Agreement had expired in accordance with its original term. In these cases, the Agency will honor all Work Orders issued prior to termination.

FORUM

The parties deem the Agreement to have been made in the City of Waterbury, State of Connecticut. This agreement shall be, governed by the laws and court decisions of the State of Connecticut, without giving effect to its principles of conflicts of laws and any matter commenced.

INTERPRETATION

This Agreement contains numerous references to statutes and regulations. For purposes of interpretation, conflict resolution and otherwise, the content of those statutes and regulations shall cover over the content of the references in the Contract to those statutes and regulations.

DEBARMENT AND SUSPENSION

The prospective contractor certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by a state or federal department or agency. (Attachment)

AGREEMENT ATTACHMENTS

1. Scope of Work
2. Pricing Sheet- CONNECTICUT WEATHERIZATION ASSISTANCE PROGRAM
3. Contractor Registration Form
4. Contractor Evaluation Form
5. Debarment Certification

D. DEBARMENT CERTIFICATION FORM

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**DEBARMENT CERTIFICATION
FORM**

**CONTRACTOR AGREEMENT FOR SERVICES OR SERVICES AND MATERIALS
DEEP/WAP ASSISTANCE PROGRAM**

Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower Tier Covered Transactions

The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any State or Federal department or agency.

Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Organization Name

Name & Title of Authorized Representative (Print)

Authorized Signature **Date**

E. NON-COLLUSION AFFIDAVIT OF PRIME BIDDER/SUBCONTRACTOR FORM

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NON-COLLUSION AFFIDAVIT OF PRIME BIDDER/SUBCONTRACTOR

State of Connecticut in the County of _____,

Being first duly sworn deposes and says that:

1. He is _____ of _____
(Owner, partner, officer, rep. or agent the Bidder that has submitted the attached Bid;
2. He is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;
3. Such Bid is genuine and is not a collusive or false Bid;
4. Neither the said Bidder nor any of its officers, partners, owners, subcontractors, agents, representatives, employees or parties in interest including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other bidder, firm or person to submit a sham Bid in connection with the contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Bid or of any other Bidder, or to fix overhead, profit or cost element of the bid price or the bid price of any other bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement and advantage against the NOI Weatherization Department, or the owner of the property interested in the proposed contract.
5. No member of the Agency, or other Officer of the NOI, or any person in the employ of the Responsible Agency is directly or indirectly interested in the bid, or the work to which it relates, or in any portion of the profits thereof; and,
6. The price of prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees or parties in interest including this affiant;
8. I am/The Bidder is not indebted to NOI in any form or manner.

Signed _____

Title _____

Witnessed by _____

F. WEATHERIZATION PRICING SHEET

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NOI Pricing Sheet - DOE Weatherization Assistance Program PY-22

REGION 3

REGION 4

REGION 5 (CHECK ALL THAT APPLY)

RFP# WXDOE-WAP2022

Bidder Name:

Measure Name	Material Description	Type	Units	Unit\$	NREL / SWS
See guidance #51 for revised details	Labor	Labor	Each		
Hydronic - Fuel Fired Boilers					5.02 5.02004.1 5.0204.1a,b,c
Clean, Tune and Test (CTT)	Bid Price				See Above
Repair and Diagnosis	Cost Plus				See Above
Documentation	Required				See Above
Forced Air -					5.01 5.0109 5.0109.1 5.0109.1a,b,c 5.0109.2 5.0109.2a,b,c 5.0109.3 5.0109.3a,b,c 5.0109.4 5.0109.4a,b,c
Clean, Tune and Test (CTT)	Bid Price				See Above
Condensers	Cost Plus				See Above
Air Handlers	Cost Plus				See Above
Evaporators	Cost Plus				See Above
Controls	Cost Plus				See Above
Combustion Furnaces	Bid Price				See Above

Attachment B

Evaporative Coolers	N/A				See Above
Thermostat					5.0101 5.0101.1a thru g 5.0201 5.0201.1 201.1a thru g
Replacement					See Above
Programmable					See Above
Standard					See Above
Domestic Hot Water Heating Appliance (DHW)					5.0204.1 a thru g
Clean, Tune and Test (CTT)					See fuel fired boiler
Fuel Fired	Bid Price				
Other	Cost Plus				
Replace plastic dryer vent with hard pipe	Material	Health and Safety Items	Each		6.0202.1 a thru i
	Labor	Labor	Each		See Above
Gutter Extension (plastic flex)	Gutter flex extension (plastic flex)	Miscellaneous Supplies	Each		2.0201 2.0201.1
	Labor	Labor	Each		
Measure Name	Material Description	Type	Units	Unit\$	NREL / SWS
Gutter Replacement (up to 10')	Gutter Replacement (up to 10') to include: endcaps	Health and Safety Items	Each		2.0201 2.0201.1
	Labor	Labor	Each		See Above

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Measure Name	Material Description	Type	Units	Unit\$	NREL / SWS
Gutter Downspout (up to 10')	Gutter Downspout (up to 10') Note: Hangers, elbows and terminations- cost plus	Health and Safety Items	Each		2.0201.2
	Labor	Labor	Each		See Above
Smoke Detector is Needed	Smoke detector	Health and Safety Items	Each		2.0101
	Labor	Labor	Each		
CO Monitor is Needed	CO monitor	Health and Safety Items	Each		2.0102
	Labor	Labor	Each		
Minor Carpentry (per Hour)	Material	Material - ZERO	Hour		None
	Labor	Labor	Hour		

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Measure Name	Material Description	Type	Units	Unit\$	NREL / SWS
Add Smart Switch to existing bath fan - Includes switch and wiring	Smart Switch and wiring	Health and Safety Items	Each		<u>6.0101.4</u>
	Labor	Labor	Each		
Install NEW Bathroom Exhaust Fan - no exhaust fan currently exists	Install NEW Bathroom Exhaust Fan	Health and Safety Items	Each		6.0201 6.0302
	Labor	Labor	Each		
Replace Bathroom Exhaust Fan (venting already exists)	Replace Bathroom Exhaust Fan	Health and Safety Items	Each		6.0201 6.0302
	Labor	Labor	Each		
Venting of Bathroom Exhaust Fan	Material	Health and Safety Items	Each		6.0101
	Labor	Labor	Each		

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Measure Name	Material Description	Type	Units	Unit\$	NREL / SWS
Install NEW Kitchen Exhaust Fan - no exhaust fan currently exists	Install NEW Kitchen exhaust fan, Includes Range Hood	Health and Safety Items	Each		6.02016.0201.2
	Labor	Labor	Each		
Install NEW Kitchen Thru-the-Wall Exhaust Fan - no exhaust fan currently exists	Install NEW Kitchen Thru-the-Wall Exhaust Fan	Health and Safety Items	Each		6.0201
	Labor	Labor	Each		
Replace Kitchen Exhaust Fan (venting already exists)	Replace Kitchen Exhaust Fan, Includes Range Hood	Health and Safety Items	Each		6.0201 6.0201.2
	Labor	Labor	Each		
Venting of Kitchen Exhaust Fan	Equipment	Health and Safety Items	Each		6.0201.2
	Labor	Labor	Each		
Insulation Rod-16" Joist Ties Box of 100	Material (to be used for Rim Joist and Basement and Crawlspace Ceilings)	Insulation	Box		4.0302.1
	Labor	Labor	Box		

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Measure Name	Material Description	Type	Units	Unit\$	NREL / SWS
Insulation Rod-24" Joist Ties Box of 100	Material	Insulation	Box		4.0302.1
	Labor	Labor	Box		
Vapor Barrier Needed (Basement/Crawlspace)	Basement / crawlspace vapor barrier	Health and Safety Items	SqFt		2.02012.0401.1
	Labor	Labor	SqFt		
Construct Interior Bulkhead Door	Construct Interior Bulkhead Door - Includes Insulation with sheets of Poly-isocyanurate, Q-Ion & latches	Insulation	Each		<u>3.0103</u>
	Labor	Labor	Each		
Practice Lead Safe Weatherization (Doors)	Material	Health and Safety Items	Each		
	Labor	Labor	Each		
Solid Core Door 1 3/8" 3'x6'8" R3.5	Material - inclusive of all to install and function	Doors	Each		3.0202
	Labor	Labor	Each		
Steel Prehung Door 3'x6'8" R5	Material - inclusive of all to install and function	Doors	Each		3.0202

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	Labor	Labor	Each		
Broken Glass Single (per pane <= 15" x 30")	Material	Windows	Each		3.0201.4
	Labor	Labor	Each		
Broken Glass Thermal (per pane <= 15" x 30")	Material	Windows	Each		3.0201.4
	labor	Labor	Each		
Glazing Per Window	Glazing Per Window (includes putty & push points)	Windows	Each		3.0201.4
	Labor	Labor	Each		
Storm Aluminum White Window Single Glazed <= 100UI	Labor	Windows	Each		3.0201.8
	Material	Labor	Each		

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Measure Name	Material Description	Type	Units	Unit\$	NREL / SWS
Storm Aluminum White Window Single Glazed => 100UI	Labor	Windows	Each		3.0201.8
	Material	Labor	Each		
Practice Lead Safe Weatherization (Windows)	Material	Health and Safety Items	Each		
	Labor	Labor	Each		
Replacement Vinyl Picture Double Glazed <=100UI	Material	Windows	Each		3.0201.9
	Labor	Labor	Each		
Replacement Vinyl Picture Double Glazed =>100UI	Labor	Windows	Each		3.0201.9
	Material	Labor	Each		
Replacement Vinyl Double Hung Double Glazed <=83UI	Labor	Windows	Each		3.0201.9
	Material	Labor	Each		

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Measure Name	Material Description	Type	Units	Unit\$	NREL / SWS
Replacement Vinyl Double Hung Double Glazed >=84 U1	Labor	Windows	Each		<u>3.0201.9</u>
	Material	Labor	Each		
Hatch or Whole House Fan Dam	Material	Construction Materials	Each		3.0103.1
	Labor	Labor	Each		
Chimney Dam	Material	Construction Materials	Each		<u>3.0102.2</u>
		Labor	Each		
Cut and Finish Attic Hatch - Either trim out opening and install hatch panel OR sheetrock, tape and coat of mud	Cut and Finish Attic Hatch - Either trim out opening and install hatch panel OR sheetrock, tape and coat of mud	Construction Material	Each		<u>3.0103.1</u>
	Labor	Labor	Each		

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Measure Name	Material Description	Type	Units	Unit\$	NREL / SWS
CutNFinish Vertical Door - Either trim out opening and install wood kneewall door on hinges OR sheetrock, tape and coat of mud	CutNFinish Vertical Door - Either trim out opening & install wood kneewall door on hinges, closure hardware or sheetrock, tape & coat of mud	Construction Material	Each		3.0103.1
	Labor	Labor	Each		
Attic Hatch Kit Pull Down Stairs - Includes structural Insulation dam and insulation box constructed of Poly-isocyanurate	Attic Hatch Kit Pull Down Stairs - Includes structural insulation dam and insulation box constructed of Poly-isocyanurate	Insulation	Each		<u>3.0103.1</u>
	Labor	Labor	Each		
Measure Name	Material Description	Type	Units	Unit\$	NREL / SWS
Insulate Vertical Door - Includes Insulation with sheets of Poly-isocyanurate, Q-lon & latches	Insulate Vertical Door (Kneewall doors and bulkhead doors) - Includes Insulation with sheets Poly-isocyanurate, Q-lon & latches, closure hardware	Insulation	Each		3.0103.19
	Labor	Labor	Each		
Measure Name	Material Description	Type	Units	Unit\$	NREL / SWS

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Insulate Attic Hatch - Includes Insulation with sheets of Poly-isocyanurate, Q-Ion & latches	Insulate Attic Hatch - Includes Insulation with sheets Poly-isocyanurate, Q-Ion & latches	Insulation	Each		3.0103.19
	Labor	Labor	Each		
Electrical Junction Box Cover	Material	Health and Safety Items	Each		2.0301.1
	Labor	Labor	Each		
Install Recessed Light covers prior to insulating	Recessed Light Box Cover Material	Insulation	Each		3.0102.1
	Labor	Labor	Hour		
Aluminum Soffit vent (8"x16")	Material	Insulation	Each		4.0188.2
	Labor	Labor	Each		
Aluminum gable vent (12"x12")	Material	Insulation	Each		4.0188.2
	Labor	Labor	Each		

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Measure Name	Material Description	Type	Units	Unit\$	NREL / SWS
PropaVent Per Unit (Baffle Boards)	Material	Insulation	Each		4.0188.2
	Labor	Labor	Each		
Measure Name	Material Description	Type	Units	Unit\$	NREL / SWS
8" Roof Vent	Material	Insulation	Each		4.0188.2
	Labor	Labor	Each		
12" Roof Vent	Material	Insulation	Each		4.0188.2
	Labor	Labor	Each		
Attic Insulation -Blown Cellulose - R-11	Blown Cellulose (add R-11) to include: rulers and flags	Insulation	SqFt		4.0103.2
	Labor	Labor	SqFt		
Attic Insulation -Blown Fiberglass - R-11	Blown Fiberglass (add R-11) to include: rulers and flags	Insulation	SqFt		4.0103.2
	Labor	Labor	SqFt		

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Measure Name	Material Description	Type	Units	Unit\$	NREL / SWS
Attic Insulation -Blown Cellulose, Floored/Slope - R-11	Floored Attic, Attic Slope and/or enclosed Kneewall floor - 2X4 (add R-11) includes: rulers and flags	Insulation	SqFt		4.0102.3
	Labor	Labor	SqFt		
Attic Insulation -Blown Cellulose, Kneewall - R-11	Blown Cellulose Open Kneewall Floor (add R-11) to include: rulers and flags	Insulation	SqFt		4.0104.1
	Labor	Labor	SqFt		
Attic Insulation -Batt Fiberglass - R-11	Open Attic Floor 3.5" FGB (add R-11) to included: rulers and flags	Insulation	SqFt		4.0103.1
	Labor	Labor	SqFt		
Attic Insulation -Batt Fiberglass - Open K-Wall - R-11	Open Kneewall Floor: 3.5" FGB (add R-11) to include: rulers and flags	Insulation	SqFt		4.0104.2
	Labor	Labor	SqFt		

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Measure Name	Material Description	Type	Units	Unit\$	NREL / SWS
Attic Insulation -Blown Cellulose - R-19	Blown Cellulose Open Attic (add R-19) to include: rulers and flags	Insulation	SqFt		4.0103.2
	Labor	Labor	SqFt		
Attic Insulation -Blown Fiberglass - R-19	Blown Fiberglass Open Attic (add R-19) to include: rulers and flags	Insulation	SqFt		4.0103.2
	Labor	Labor	SqFt		
Attic Insulation -Blown Cellulose, Floored/Slope - R-19	Floored Attic, Attic Slope and/or enclosed Kneewall floor - 2X6 (add R-19) includes: rulers and flags	Insulation	SqFt		4.0104.1
	Labor	Labor	SqFt		
Attic Insulation -Blown Cellulose, Kneewall - R-19	Blown Cellulose Open Kneewall Floor (add R-19) to include: rulers and flags	Insulation	SqFt		4.0104.2
	Labor	Labor	SqFt		

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Measure Name	Material Description	Type	Units	Unit\$	NREL / SWS
Attic Insulation -Batt Fiberglass - R-19	Open Attic Floor 6.25" unfaced FGB (add R-19) to include: rulers and flags	Insulation	SqFt		4.0103
	Labor	Labor	SqFt		
Attic Insulation -Batt Fiberglass - Open K-Wall - R- 19	Open Kneewall Floor 6.25" FGB (add R-19) to include: rulers and flags	Insulation	SqFt		4.0104.2
	Labor	Labor	SqFt		
Attic Insulation -Blown Cellulose - R-30	Blown Cellulose Open Attic (add R-30) to include: rulers and flags	Insulation	SqFt		4.0103.2
	Labor	Labor	SqFt		
Attic Insulation -Blown Fiberglass - R-30	Blown Fiberglass Open Attic (add R-30) to include: rulers and flags	Insulation	SqFt		4.0103.2
	Labor	Labor	SqFt		

Attachment B

Measure Name	Material Description	Type	Units	Unit\$	NREL / SWS
Attic Insulation -Blown Cellulose, Floored/Slope - R-30	Floored Attic, Attic Slope and/or enclosed Kneewall floor - 2X10 (add R-30) includes: rulers and flags	Insulation	SqFt		4.0103.4
	Labor	Labor	SqFt		
Attic Insulation -Blown Cellulose, Kneewall - R-30	Blown Cellulose Open Kneewall Floor (add R-30) to include: rulers and flags	Insulation	SqFt		4.0104.1
	Labor	Labor	SqFt		
Attic Insulation -Batt Fiberglass - R-30	Open Attic Floor 9.75" FGB (add R-30) to include: rulers and flags	Insulation	SqFt		4.0104.1
	Labor	Labor	SqFt		
Attic Insulation -Batt Fiberglass - Open K-Wall - R-30	Open Kneewall Floor 9.75" FGB (add R-30) to include: rulers and flags	Insulation	SqFt		4.0104.2
	Labor	Labor	SqFt		

Attachment B

Measure Name	Material Description	Type	Units	Unit\$	NREL / SWS
Attic Insulation -Blown Cellulose - R-38	Blown Cellulose Open Attic (add R38) to include: rulers and flags	Insulation	SqFt		4.0103.2
	Labor	Labor	SqFt		
Measure Name	Material Description	Type	Units	Unit\$	NREL / SWS
Attic Insulation -Blown Fiberglass - R-38	Blown Fiberglass Open Attic (add R-38) to include: rulers and flags	Insulation	SqFt		4.0103.2
	Labor	Labor	SqFt		
Attic Insulation -Blown Cellulose, Floored/Slope - R-38	Floored Attic, Attic Slope and/or enclosed Kneewall floor -2X12 (add R-38) includes: rulers and flags	Insulation	SqFt		4.0104.1
	Labor	Labor	SqFt		
Attic Insulation -Blown Cellulose, Kneewall - R-38	Blown Cellulose Open Kneewall Floor (add R-38) to include: rulers and flags	Insulation	SqFt		4.0104.1
	Labor	Labor	SqFt		

Attachment B

Measure Name	Material Description	Type	Units	Unit\$	NREL / SWS
Attic Insulation -Batt Fiberglass - R-38	Open Attic Floor 10.5" FGB to include: rulers and flags	Insulation	SqFt		4.0104.2
	Labor	Labor	SqFt		
Attic Insulation -Batt Fiberglass - Open K-Wall - R- 38	Open Kneewall Floor 10.5" FGB to include: rulers and flags	Insulation	SqFt		4.0104.2
	Labor	Labor	SqFt		
Attic Insulation -Blown Cellulose - R-49	Blown Cellulose Open Attic (add R-49) to include: rulers and flags	Insulation	SqFt		4.0103.2
	Labor	Labor	SqFt		
Attic Insulation -Blown Fiberglass - R-49	Blown Fiberglass Open Attic (add R-49) to include: rulers and flags	Insulation	SqFt		4.0103.2
	Labor	Labor	SqFt		
Attic Insulation -Blown Cellulose, Floored/Slope - R- 49	Floored Attic, Attic Slope and/or enclosed Kneewall floor - 2X16	Insulation	SqFt		4.0103,2
	Labor	Labor	SqFt		

Attachment B

Measure Name	Material Description	Type	Units	Unit\$	NREL / SWS
Attic Insulation -Blown Cellulose, Kneewall - R-49	Blown Cellulose Open Kneewall Floor (add R-49) to include: rulers and flags	Insulation	SqFt		4.0104.1
	Labor	Labor	SqFt		
Attic Insulation -Batt Fiberglass - R-49	Open Attic 12.5: Crossed 16" FGB to include: rulers and flags	Insulation	SqFt		4.0103.3
	Labor	Labor	SqFt		
Attic Insulation -Batt Fiberglass - Open K-Wall floor - R-49	Open Kneewall Floor 12.5: Crossed 16" FGB to include: rulers and flags	Insulation	SqFt		4.0103.3
	Labor	Labor	SqFt		
Kneewall Insulation - Fiberglass Batts - R-13	Open Kneewall 3.5" FGB (add R-13)	Insulation	SqFt		4.0103.3
	Labor	Labor	SqFt		
Kneewall Insulation - Fiberglass Batts - R-19	Open Kneewall 6.25" FGB (add R-19)	Insulation	SqFt		4.0103.3
	Labor	Labor	SqFt		
Measure Name	Material Description	Type	Units	Unit\$	NREL / SWS

Attachment B

Sill Insulation -Fiberglass Batts - R-19	Rim Joist- Unfaced Fiberglass Batt Material	Insulation	SqFt		4.0401.2
	Labor	Labor	SqFt		
Add Sill Insulation-Rigid Board-R-18			SqFt		4.0401.3
Floor Insulation -Fiberglass Batts - R-11	Basement Ceiling 3.5" FGB 16"	Insulation	SqFt		4.03
	Labor	Labor	SqFt		
Floor Insulation -FG Faced Batt - Crawlspace - R-11	Same as Basement Ceiling 3.5" FGB 16"	Insulation	SqFt		4.03
	Labor	Labor	SqFt		
Floor Insulation -Fiberglass Batts - R-19	Basement Ceiling 6.25" FGB 16"	Insulation	SqFt		4.03
	Labor	Labor	SqFt		
Floor Insulation -FG Faced Batt - Crawlspace - R-19	Same as Basement Ceiling 6.25" FGB 16"	Insulation	SqFt		4.03
	Labor	Labor	SqFt		

Attachment B

Measure Name	Material Description	Type	Units	Unit\$	NREL / SWS
Floor Insulation -Fiberglass Batts - R-30	Basement Ceiling 9.5" FGB 16"	Insulation	SqFt		4.03
	Labor	Labor	SqFt		
Floor Insulation -FG Faced Batt - Crawlspace - R-30	Same as Basement Ceiling 9.5" FGB 16"	Insulation	SqFt		4.03
	Labor	Labor	SqFt		
Floor Insulation -Fiberglass Batts - R-38	Basement Ceiling 12" FGB 16"	Insulation	SqFt		4.03
	Labor	Labor	SqFt		
Floor Insulation -FG Faced Batt - Crawlspace - R-38	Same as Basement Ceiling 12" FGB 16"	Insulation	SqFt		4.03
	Labor	Labor	SqFt		
Practice Lead Safe Weatherization (Walls)	Equipment	Health and Safety Items	Each		
	Labor	Labor	Each		

Attachment B

Measure Name	Material Description	Type	Units	Unit\$	NREL / SWS
Wall Insulation -Blown Cellulose - 2x4 Filled	Aluminum, Clapboard, and Wood Siding 4"	Insulation	SqFt		4.02
	Labor	Labor	SqFt		
Wall Insulation -Cellulose - Asbestos Siding - 2x4 Filled	Asbestos Siding 4"	Insulation	SqFt		4.02
	Labor	Labor	SqFt		
Wall Insulation -Cellulose - Vinyl Sdg, 4" - 2x4 Filled	Vinyl Siding 4"	Insulation	SqFt		4.02
	Labor	Labor	SqFt		
Wall Insulation -Faced Batt - Open - 3.5" - R-13	Open Stud 3.5" FGB	Insulation	SqFt		4.02
	Labor	Labor	SqFt		
Note: All MHEA Measures to be case by case, cost plus per Specified standards.					
MANUFACTURED/MOBILE HOMES BELOW	MHEA = Manufactured Home Energy Audit				MHEA = Manufactured Home Energy Audit
Wall Insulation -Faced Batt - R-13	MHEA only	Insulation	SqFt		MHEA only
	Labor	Labor	SqFt		
Measure Name	Material Description	Type	Units	Unit\$	NREL / SWS

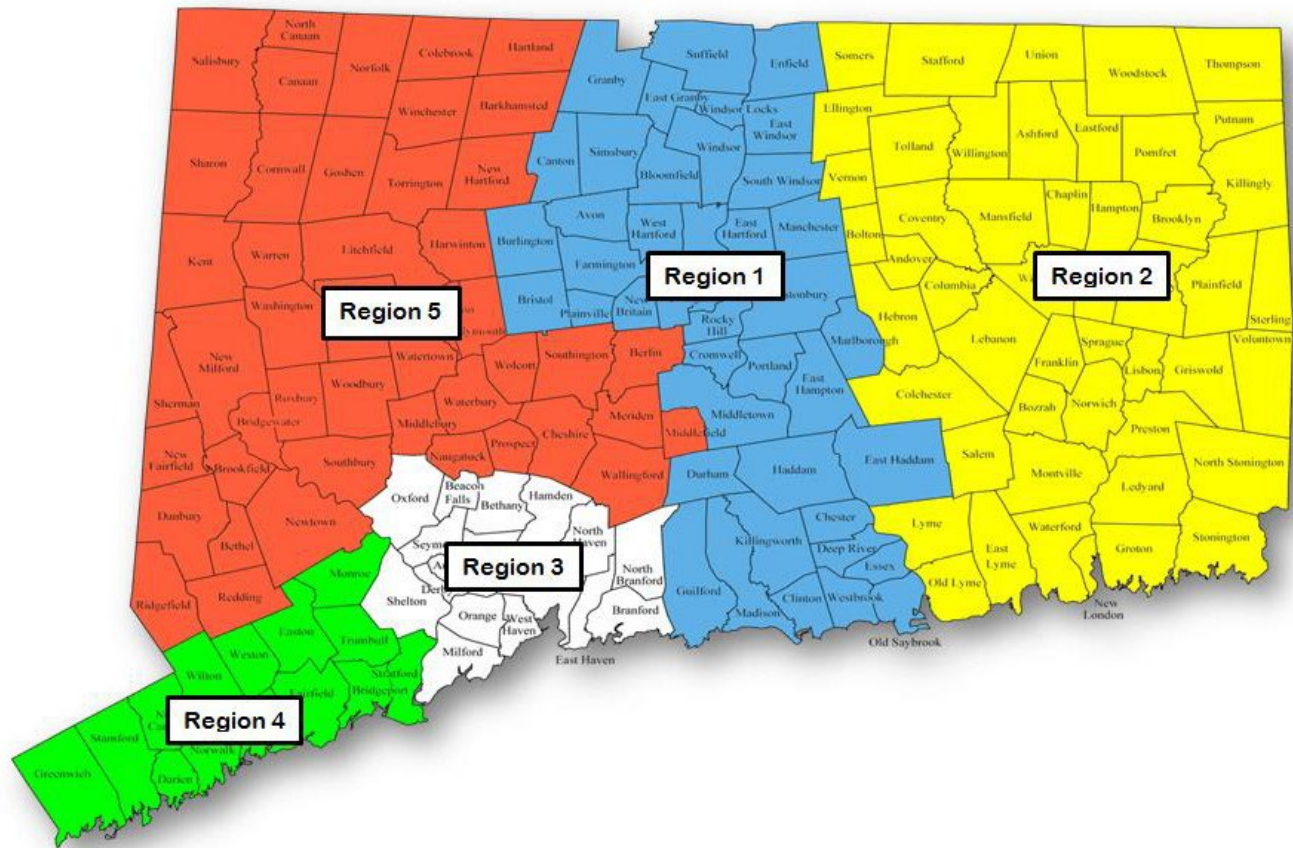
Attachment B

Wall Insulation -Cellulose, Blown	MHEA only	Insulation	Bag		MHEA only
	Labor	Labor	Bag		
Wall Insulation -Fiberglass, Blown	MHEA only	Insulation	Bag		MHEA only
	Labor	Labor	Bag		
Floor Insulation -Cellulose, Blown	MHEA only	Insulation	Bag		MHEA only
	Labor	Labor	Bag		
Floor Insulation -Fiberglass, Blown	MHEA only	Insulation	Bag		MHEA only
	Labor	Labor	Bag		
Roof Insulation -Cellulose, Blown	MHEA only	Insulation	Bag		MHEA only
	Labor	Labor	Bag		

Attachment B

Measure Name	Material Description	Type	Units	Unit\$	NREL / SWS
Roof Insulation -Fiberglass, Blown	MHEA only	Insulation	Bag		MHEA only
	Labor	Labor	Bag		
Measure Name	Material Description	Type	Units	Unit\$	<Comment>
Replacement doors	MHEA only	Doors	Each		MHEA only
	Labor	Labor	Each		
Replacement windows	MHEA only	Windows	United Inch		MHEA only
	Labor	Labor	United Inch		
Glass storm windows	MHEA only	Windows	SqFt		MHEA only
	Labor	Labor	SqFt		

G. MAP REGIONS



** BRANFORD
 ** NORTH BRANFORD

REGION 1
 REGION 1

Andover	Region 2	East Hartford	Region 1	Monroe	Region 4	Sherman	Region 5
Ansonia	Region 3	East Haven	Region 3	Montville	Region 2	Simsbury	Region 1
Ashford	Region 2	East Lyme	Region 2	Morris	Region 5	Somers	Region 2
Avon	Region 1	East Windsor	Region 2	Naugatuck	Region 5	Southbury	Region 5
Barkhamsted	Region 5	Easton	Region 4	New Britain	Region 1	Southington	Region 5
Beacon Falls	Region 3	Ellington	Region 2	New Canaan	Region 4	South Windsor	Region 1
Berlin	Region 5	Enfield	Region 1	New Fairfield	Region 5	Sprague	Region 2
Bethany	Region 3	Essex	Region 3	New Hartford	Region 5	Stafford	Region 2
Bethel	Region 5	Fairfield	Region 4	New Haven	Region 3	Stamford	Region 4
Bethlehem	Region 5	Farmington	Region 1	New London	Region 2	Sterling	Region 2
Bloomfield	Region 1	Franklin	Region 2	New Milford	Region 5	Stonington	Region 2
Bolton	Region 2	Glastonbury	Region 1	Newington	Region 1	Stratford	Region 4
Bozrah	Region 2	Goshen	Region 5	Newtown	Region 5	Suffield	Region 1
Branford	Region 1	Granby	Region 1	Norfolk	Region 5	Thomaston	Region 5
Bridgeport	Region 4	Greenwich	Region 4	North Branford	Region 1	Thompson	Region 2
Bridgewater	Region 5	Griswold	Region 2	North Canaan	Region 5	Tolland	Region 2
Bristol	Region 1	Groton	Region 2	North Haven	Region 3	Torrington	Region 5
Brookfield	Region 5	Guilford	Region 1	North Stonington	Region 2	Trumbull	Region 4
Brooklyn	Region 2	Haddam	Region 1	Norwalk	Region 4	Union	Region 2
Burlington	Region 1	Hamden	Region 1	Norwich	Region 2	Vernon	Region 2
Canaan	Region 5	Hampton	Region 2	Old Lyme	Region 2	Voluntown	Region 2
Canterbury	Region 2	Hartford	Region 1	Old Saybrook	Region 1	Wallingford	Region 5
Canton	Region 1	Hartland	Region 5	Orange	Region 3	Warren	Region 5
Chaplin	Region 2	Harwinton	Region 5	Oxford	Region 3	Washington	Region 5
Cheshire	Region 5	Hebron	Region 2	Plainfield	Region 2	Waterbury	Region 5
Chester	Region 1	Kent	Region 5	Plainville	Region 1	Waterford	Region 2
Clinton	Region 1	Killingly	Region 2	Plymouth	Region 5	Watertown	Region 5
Colchester	Region 2	Killingworth	Region 1	Pomfret	Region 2	West Hartford	Region 1
Colebrook	Region 5	Lebanon	Region 2	Portland	Region 1	West Haven	Region 3
Columbia	Region 2	Ledyard	Region 2	Preston	Region 2	Westbrook	Region 1
Cornwall	Region 5	Lisbon	Region 2	Prospect	Region 5	Weston	Region 4
Coventry	Region 2	Litchfield	Region 5	Putnam	Region 2	Westport	Region 4
Cromwell	Region 1	Lyme	Region 2	Redding	Region 5	Wethersfield	Region 1
Danbury	Region 5	Madison	Region 1	Ridgefield	Region 5	Willington	Region 2
Darien	Region 4	Manchester	Region 1	Rocky Hill	Region 1	Wilton	Region 4
Deep River	Region 1	Mansfield	Region 2	Roxbury	Region 5	Winchester	Region 5
Derby	Region 3	Marlborough	Region 1	Salem	Region 2	Windham	Region 2
Durham	Region 1	Meriden	Region 5	Salisbury	Region 5	Windsor Locks	Region 1
Eastford	Region 2	Middlebury	Region 5	Scotland	Region 2	Windsor	Region 1
East Granby	Region 1	Middlefield	Region 5	Seymour	Region 3	Wolcott	Region 5
East Haddam	Region 1	Middletown	Region 1	Sharon	Region 5	Woodbridge	Region 3
East Hampton	Region 1	Milford	Region 4	Shelton	Region 3	Woodbury	Region 5
						Woodstock	Region 2