



**Community Action
OF SOUTHERN KENTUCKY**

Request For Proposal

Weatherization Contract Services

Proposal # 2014-01

Prepared By: Community Action of Southern Kentucky

3/4/2014

**Community Action of Southern Kentucky
P.O. Box 90014
Bowling Green, KY 42102
Phone: 270-782-3162
www.casoky.org**

REQUEST FOR PROPOSAL

Closing Date: Monday March 24, 2014

Contract Administrator: Christopher Douglas, Purchasing Officer

Telephone: 270-782-3162 ext. 245

Email Address: cdouglas@casoky.org

Proposed Item: 2014-01 "Weatherization Contract Services"

Agency: Community Action of Southern Kentucky
(Weatherization Assistance Program)

Scope: The Request for proposal is for Administration, Support and Labor in our Weatherization Assistance Program.

*****This bid proposal and all exhibits/appendices shall be made a part of the contract awarded to the successful bidder. *****

SIGNATURE SHEET

Item: 2014-01 Weatherization Contract Services

Agency: Community Action of Southern Kentucky

Closing Date: Monday March 24, 2014

As described in the US Office of Management and Budget (OMB), Circular A-133, and Circular A-110, and Compliance Supplements the following purchasing procedures follow compliance and are applicable to each of the federal programs and at a minimum all requirements specified in CFR Title 45, Part 74.

All procurement transactions shall be conducted in a manner to provide, to the maximum extent practical, open and free competition. The agency shall be alert to organization conflicts of interest as well as noncompetitive practices among contractors that may restrict or eliminate competition or otherwise restrain trade. Awards must be made to the bidder or offeror whose bid or offer is responsive to the solicitation and is most advantageous to the agency, price, quality and other factors considered. Solicitations shall clearly establish all requirements that the bidder or offeror shall fulfill in order for the bid or offer to be evaluated by the agency. Any and all bids or offers may be rejected when it is in the agency's interest to do so.

Name of Company:

Telephone #:

Fax:

Mailing Address:

City State & Zip:

Signature of Authorized Representative:

Date:

Section I
General Information

1.1 Description of Community Action of Southern Kentucky

Community Action of Southern Kentucky is a non-profit 501(c) (3) corporation structured to administer federal, state, and local government grants, as well as other funding, to provide a range of services to residents, especially those confronting issues of poverty, in the Barren River area.

1.2 Obtaining Materials/Information:

If at any time you need to obtain any information on the materials being proposed please do not hesitate to contact Christopher Douglas, Purchasing Officer, by email cdouglas@casoky.org or by phone (270) 782-3162.

1.3 Bid Submission:

Completed proposals must be submitted, by mail or hand delivered to corporate office ***(Please do not fax)*** in a ***sealed envelope*** and ***returned no later than Monday March 24, 2014*** with **“Weatherization Contract Services 2014-01 Monday March 24, 2014”** written on the front lower left corner of the envelope. Proposals must be addressed to Community Action of Southern Kentucky Attn. Christopher Douglas PO Box 90014 Bowling Green, KY 42102.

1.4 Bid Opening:

All received bids will be opened on Tuesday March 25, 2014 at 9:00AM or thereupon 9:05AM, at the Central Office in Bowling Green KY, 921 Beauty Avenue Bowling Green, KY. 42101. Bidders are invited to attend the opening of all bids. Bids will be read during the opening but no decision will be made at that time. Bidders do not have to be present at the time of the bid opening to win a bid. Community Action of Southern Kentucky awards bids based on the lowest price and/or best evaluated bid.

Community Action of Southern Kentucky, Inc. complies with Equal Opportunity standards.

Section II
Scope of Services

2.1 Description of Requested Services:

Someone with a thorough understanding of Weatherization Services for Administrative, Support, and Labor. Contractor must meet (or exceed) the following requirements for the DOE/LIHEAP Weatherization Assistance Program:

- Thorough understanding of job components, time management, material installation, etc. to meet DOE standards for Weatherization Program.
- Experience with NEAT/MHEA Audits.
- Certified Weatherization Evaluator.
- Minimum of 5 years Weatherization experience.

Preferred qualifications, trainings, and certifications:

- OSHA Certified contractor
- LEAD Safe Work Practices
- LEAD Renovators
- Mold
- Asbestos
- First Aid/CPR

Scheduled work time:

- Must be able to commit to work a minimum of six (6) weeks, with a minimum of ten (10) hours per week, maximum of forty-five (45) hours per week (unless otherwise approved).

The RFP should include all labor costs (based on per hour rate).

Section III
Proposal Format and Instructions

3.1 Proposal Format

This one time proposal should be completed for the services required. The proposal can be submitted via mail or hand delivered in a sealed envelope as described in Section 1.3 of this Request for Proposal packet. Each proposal submitted should include the following with each bid (Bidder may use their company bidding form or the attached form on page 6 to submit their bid).

- 3.1.1 Company/Individuals Name and Title
- 3.1.2 Mailing Address
- 3.1.3 Itemized total cost of services (per hour rate)
- 3.1.4 Signed Signature Sheet on Page 2 of this packet
- 3.1.5 Beginning Availability Date
- 3.1.6 Three (3) references and contact information

Proposals will be awarded based on the lowest price and/or best evaluated bid.

*Community Action reserves the right to reject any or all proposals submitted and/or to delete certain items or adjust quantities or scope of work. We further reserve the right to obtain clarification of any point in a vendor's proposal or obtain additional information necessary to properly evaluate a particular proposal. Failure of a vendor to respond to such a request for additional information or clarification may result in rejection of a vendor's proposal. Community Action of Southern Kentucky Inc. complies with Equal Opportunity Standards.

General

The Vendor shall furnish all labor, materials, machinery, tools, equipment, and services to perform and complete all work required for the project described herein.

Minimum Specifications

1. Cost of Labor _____
2. Cost of all materials _____
3. Other Cost: (Specify) _____

Total Cost of Project: _____

Date to begin Project: _____

Date to Complete Project: _____

Total time required to complete project: _____

Name of Company/Individual Submitting Proposal: (Please Print)

Address: _____

Title: _____

DBE Certified: Yes No

Authorized Signature: _____ Date: _____

***Please attach at least three references to this sheet.**