

STATE OF NEVADA

JOE LOMBARDO
Governor

DR. KRISTOPHER SANCHEZ
Director

STEVE AICHROTH
Administrator



DEPARTMENT OF BUSINESS AND INDUSTRY HOUSING DIVISION

WEATHERIZATION ASSISTANCE PROGRAM (WAP) FY2026

REQUEST FOR APPLICATIONS (RFA): Weatherization Assistance Program (WAP) State Fiscal Year 2026

Release Date: 04/11/2025

Application Deadline: 05/12/2025 by 11:59pm

Point of Contact:

Tamera Saida

Weatherization Assistance Program Supervisor

Phone: (702) 486-4311

Email: weatherization@housing.nv.gov

The Nevada Housing Division (NHD) is issuing this Request for Applications (RFA) to identify qualified community action agencies and other eligible nonprofit or public entities to deliver Weatherization Assistance Program (WAP) services. The program aims to reduce utility costs for low-income households by increasing energy efficiency while ensuring health and safety standards. Priority populations include seniors, persons with disabilities, and families with children under the age of six.

NHD administers WAP by subgranting to Service Providers operating in five service areas. These providers screen participants for eligibility, conduct onsite energy audits to assess project needs and hire local contractors to implement energy conservation measures in single-family homes, manufactured housing, and multi-family buildings.

PURPOSE

Nevada Housing Division's Weatherization Assistance Programs aim to reduce energy costs for low-income households by improving home energy efficiency while ensuring health and safety standards. By providing services such as insulation, heating and cooling system upgrades, and air sealing, these programs help lower utility bills, making housing more affordable for vulnerable populations, including seniors, individuals with disabilities, and families with young children. Additionally, weatherization enhances

housing stability by reducing financial strain, improving indoor comfort, and extending the lifespan of homes, ultimately contributing to long-term affordability and sustainability in low-income communities.

Established in 1976 under the Energy Conservation and Production Act, the Weatherization Assistance Program (WAP) operates under federal and state regulations, including [Nevada Revised Statutes \(NRS\) and Administrative Code \(NAC\) 702](#). It adheres to guidelines from the U.S. Department of Energy (DOE), [10 CFR Part 440, 2 CFR Part 200](#), the DOE State Plan, the U.S. Department of Health and Human Services [45 CFR Part 96.87](#), the [Low-Income Home Energy Assistance Program \(LIHEAP\) State Plan](#), and the [Nevada Fund for Energy Assistance and Conservation \(FEAC\) State Plan](#). [NRS 645D](#) mandates the licensing of energy auditors by the Real Estate Division. Program administration follows funder requirements and NHD standards outlined in each award agreement.

SCOPE OF SERVICES

The selected Service Provider will administer an efficient, cost-effective weatherization program in compliance with NHD policies, procedures, and applicable federal and state regulations. Performance will be evaluated monthly and quarterly. Failure to meet expectations may result in fund redistribution or contract termination, with prior notice and an opportunity to respond.

Key Responsibilities

- Manage financial and human resources to complete projects effectively.
- Provide qualified technical field staff.
- Conduct and document client outreach.
- Determine and verify client eligibility.
- Prioritize assistance per NHD's Eligibility Determination Worksheet.
- Perform energy audits using OptiMiser Software (DOE and DOE IIJA-funded projects).
- Input project data into NHD's weatherization database.
- Develop scopes of work, oversee contractor installations, and conduct final inspections.
- Perform testing and troubleshooting for weatherization-related repairs.
- Process invoices and issue contractor payments.
- Submit monthly Financial Status Reports (FSR) for reimbursement.
- Maintain and submit required data and reports to NHD.
- Conduct competitive bidding (RFQ process) for contractor selection (attachments A and B)
- Ensure staff and contractors maintain required licenses and training.

Client Outreach & Eligibility

Service Providers must conduct outreach to identify eligible households and approve applications per funding guidelines:

- DOE, IIJA, AAH, HEROS, and LIHEAP: $\leq 200\%$ of the federal poverty level.

- FEAC: ≤ 150% of the federal poverty level.
- Priority given to households with elderly, disabled, or young children, emergency situations, and Energy Assistance Program recipients..

Energy Audits & Inspections

- Conduct energy audits and prepare scopes of work for all projects.
- Contractors performing weatherization work cannot conduct audits or scope preparation. Third-party auditors may be used with NHD approval.
- Conduct 100% final inspections on all projects. A Quality Control Inspector will inspect DOE-funded projects.

Allowable Weatherization Measures

All energy conservation measures must meet DOE cost-effectiveness criteria, including labor and material costs. Eligible measures may include:

- Insulation (ceiling, floor, duct, wall)
- Duct and shell infiltration sealing (windows, exterior/storm doors)
- Water heater and pipe insulation
- Solar screens
- HVAC repairs/replacements
- Health and safety upgrades (combustion testing, indoor air quality compliance, radon testing, carbon monoxide detectors, smoke alarms)
- Refrigerator replacement
- LED bulbs
- Incidental repairs per the Health and Safety Plan

Reporting Requirements

Service Providers must maintain and report client and project data in the NHD database, submitting:

- Monthly project completion reports with documentation.
- Financial Status Reports (FSR) and annual financial/compliance audits.
- Contractor contracts, licenses, certifications, and training records.
- Notification of key staff or contractor changes.

Legal & insurance requirements

Selected providers must maintain:

- **General Liability Insurance** (\$500,000 minimum coverage)
- **Worker's Compensation Insurance** (as required by law)
- **Pollution Occurrence Insurance** (recommended but not required)

FUNDING AVAILABILITY

Funding sources include:

- U.S. Department of Energy (DOE) WAP

- U.S. Department of Energy Infrastructure Investment and Jobs Act (IIJA) (formerly BIL)
- Low-Income Home Energy Assistance Program (LIHEAP)
- Universal Energy Charge (UEC)
- Account for Affordable Housing (AAH) (Formerly known as Housing Trust Funds)
- Home Energy Retrofit Opportunities for Seniors (HEROS)

Funds are allocated based on service area needs and provider capacity. A full list of covered jurisdictions is available in Appendix A.

Funding statewide may be adjusted should one or more funding source become unavailable or increased before or during the fiscal year. The number of households weatherized is based on a \$8,497.00 average cost per unit excluding administrative and training and technical assistance costs

SERVICE AREAS	APPROXIMATE FUNDING	# OF HOUSEHOLDS TO BE WEATHERIZED
1.City of North Las Vegas & Northern Rural Clark County	\$2,322,000	156
2. Cities of Las Vegas and Henderson & Southern Rural Clark County	\$5,314,000	501
3. Washoe County	\$1,750,000	162
4. Eastern Rural	\$1,003,000	87
5. Western Rural	\$903,000	56
Total	\$11,292,000	962

Service Area Benchmarks

SERVICE AREAS	# of Households to serve FY26	# of Households to Serve Per Quarter
1.City of North Las Vegas & Northern Rural Clark County	156	39
2. Cities of Las Vegas and Henderson & Southern Rural Clark County	501	125
3. Washoe County	162	41
4. Eastern Rural	87	22
5. Western Rural	56	14
Total	962	241

ELIGIBILITY CRITERIA

Applicants must be:

- A **public or private nonprofit agency** registered in Nevada.
- Demonstrated experience in **weatherization, energy efficiency, or housing rehabilitation**.
- In compliance with all applicable federal and state regulations, including financial and programmatic reporting.

Existing service providers in **good standing** will receive preference in scoring and service area assignments.

KEY DATES AND TIMELINE

Activity	Date
RFA Release	4/11/2025
Application Due	5/12/2025 by 11:59 p.m.
Notice of Award	5/30/2025
Contractor Cost Info	6/17/2025
Grant Execution	7/01/2025

NHD reserves the right to amend this schedule as necessary.

HOW TO APPLY

Applicants must submit all application requirements in a single PDF file by 05/12/2025.

Applications can be submitted via email to weatherization@housing.nv.gov.

Late applications may not be considered unless specifically authorized by NHD.

APPLICATION REQUIREMENTS

Applications must include:

1. **Completed Application Forms** (provided in this RFA package).
2. **Narrative Response** outlining:
 - Organizational experience in weatherization or related fields.
 - Capacity to manage contractor services.
 - Financial and administrative capabilities.
 - Outreach and client engagement strategies.
3. **Budget and Financial Documents (template included)**
4. **Staffing Plan and Key Personnel**
 - For each existing key staff member, include years of experience, expertise, certifications specific to each role, and all current training.
 - For future staff members, include years of experience, expertise, certifications, training, resume, and any other supporting documentation, such as contract or letter of intent to hire.
5. **Supporting Attachments**, including:
 - Proof of nonprofit status
 - Resumes of key personnel
 - Required licenses and certifications
 - Debarment verification (SAM.gov)
6. **Contractor Procurement and Cost Information**

- Applicants must publicly solicit weatherization contractors using NHD's competitive bid/RFQ format (Appendices A, B, & C). **Contractor cost information must be submitted to NHD at least two weeks before grant execution.**
 - **Attachment A:** Contractor Price Agreement
 - **Attachment B:** HVAC Price Agreement
 - **Attachment C:** Request for quotation

EVALUATION CRITERIA

Applications will be reviewed and scored based on the following criteria:

Category	Maximum Points
Experience & Qualifications	25
Outreach & Client Engagement	10
Staffing & Training	25
Budget & Financial Plan	20
Production & Expenditure Timeline	10
Prior Program Performance	10
Total Possible Points	100

Award recommendations will be based on scores, funding availability, and NHD's assessment of program efficiency.

RIGHTS TO PROPOSALS

All proposals, upon submission to the State of Nevada, shall become the State's property for its use as deemed appropriate. By submitting a proposal, the consultant covenants not to make any claim for or have any right to damages because of any misinterpretation or misunderstanding of the specification or because of any misinformation or lack of information. Nothing contained in this RFP shall create any contractual relationship between the consultant and the State of Nevada. The State accepts no financial responsibility for costs incurred by any consultant in responding to this RFP.

Checklist for Package Contents

Application Forms:

- Application:
 - Complete, sign, and date the Application Forms
 - Complete the Experience form
 - Complete Applicant's Current Year to Date Production and Expenditures form
 - Complete the Outreach and Client Education form
 - Complete Staffing chart
 - Complete the Required Trainings and Certifications form
 - Complete the SFY 2026 Proposed Monthly Production and Expenditure Timeline form
 - Complete Budget Charts

Attachment Documentation:

- Place the signed and dated Application Attachment Cover Sheet in front of all Attachments
- Attachments to be submitted with Application included:
 - Proof of public or non-profit entity status
 - Resumes of Program Manager/Primary Contact and Key Staff
 - Licenses, Certifications, and other requested training verification documents
 - Printout of Applicant's debarment search results from the System for Award Management (SAM)
 - Include a signed Debarment Statement form (pages 25 and 26).
 -
- Contractor Procurement and Cost: RFQ Attachments A, B & C
 - Contractor Price Agreement
 - HVAC Price Agreement
 - RFQ for Weatherization Materials and Services

NHD Weatherization Assistance Program

Application Forms

Date:

Service Provider Name:

Name of Primary Contact:

Title:

Address:

City

State

Zip Code

Phone:

UEI Number:

CAGE Number:

Service Provider has pending or unresolved litigation Yes _____ No _____

If pending or unresolved litigation, please explain below:

Service Area (s) Applicant is applying for: _____
(See Appendix A)

Name (Print

Title

Signature

Date

Experience: Limit response to two (2) pages:

Please list Applicant's experience in administering a government or public utility funded energy conservation program/weatherization assistance program, a housing rehabilitation program or a program designated to assist low-income families.

Please explain the type of weatherization or energy-related home improvements in which the Service Provider:

() has knowledge () has direct experience performing () has training to perform

- 1) Attic, wall, floor, or duct insulation
- 2) Windows and Doors (Repair and Replace)
- 3) Solar Screens
- 4) Heating and Air Conditioning Repairs and Replacements
- 5) Water Heaters
- 6) Mitigating Air Infiltration
- 7) Reducing Electric Base Load Consumption
- 8) Other ____ Explain.

How long has the Applicant performed weatherization assistance services?

____ Years ____ Months

What is Applicant's experience in serving low-income households?

Why is the Applicant best suited to provide services in the service area(s)?

How many Quality Control Inspectors on Staff? _____

In an effort to maintain compliance with the DOE, it will be necessary for each agency to obtain/maintain a Weatherization Quality Control Inspector on staff. Each approved agency will be given until the end of this calendar year (December 31, 2025) to comply.

Please summarize below your agency's training/certification plan to obtain and retain QCI staff:

Applicant's Current Year to Date Production and Expenditures

Please provide Applicant's current State Fiscal Year's Production and Expenditures with projections for the months not yet reported to NHD.

Service Area: _____

Month	Number of Completed Projects	Expenditures
July 2024		
August 2024		
September 2024		
October 2024		
November 2024		
December 2024		
January 2025		
February 2025		
March 2025		
April 2025 - proposed		
May 2025 - proposed		
June 2025 - proposed		
Total		

Outreach and Client Education: Limit response to one (1) page:

Describe any successful outreach and education efforts Applicant performed or is currently performing.

Describe Applicant's strategy in reaching hard-to-reach Clients, such as those located in rural counties or rural areas of the county.

Staffing

Please include all proposed staff members that will utilize any weatherization assistance program grant funding.

Staffing Full Name	Primary Duty	Full/Part Time	Annual Regular Salary	Annual Benefits	% of Time Staff Member Work for WAP	% of Pay/Benefits from WX Grant

Please indicate the primary contacts for staff responsible for the following:

Programmatic: _____

Technical: _____

QCI: _____

Outreach: _____

Finance: _____

Required Trainings and Certifications

Please list any staff members experienced in participating in a weatherization assistance program with respect to auditing, installation or inspection of work performed in the field.

Staffing Full Name	Job Title	License or Certification	Course Title (Auditing, Installation, Inspection)	Date of Course	Company Sponsoring Training

SFY 2026 Proposed Monthly Production and Expenditure Timeline

Please provide Applicant's proposed production and expenditure schedule for the period of July 1, 2025, through June 30, 2026.

Service Area (s): _____

Month	Projected Number of Completed Projects	Projected Expenditures
July 2025		
August 2025		
September 2025		
October 2025		
November 2025		
December 2025		
January 2026		
February 2026		
March 2026		
April 2026		
May 2026		
June 2026		
Totals		

Budget Charts

Each Service Provider shall submit as part of the Application, the following cost items by completing the budget charts below. This will allow NHD greater ability to plan for these expenditures prior to the start of the program year and to determine which grant funding source is best suited to cover these costs. If approved by NHD, these costs will be included in the DOE and/or FEAC Annual State Plans and will be in addition to the allowed administrative funding under the grants.

Vehicle Chart

If applicable, please complete the chart below if the subgrantee is requesting the use of weatherization funding for the purchase of any vehicles estimated to cost \$10,000 or more in SFY 2026. Briefly describe why the vehicle(s) is/are needed and any specific details of the planned purchase.

For example, Service Provider needs to replace existing 10-year-old weatherization truck in bad condition and high mileage with a new, all-wheel drive vehicle, with capacity to securely store weatherization equipment.

Vehicles (Make and Model)	Estimated Cost	Need and Description

Equipment Chart

If applicable, please complete the chart below if the subgrantee is requesting to use weatherization funding for the purchase of any equipment estimated to cost \$10,000 or more in SFY 2026. Briefly describe why the equipment is needed and any specific details of the planned purchase.

For example, the agency needs to purchase new blower door testing equipment because a new energy auditor has been hired, increasing the program staffing. The equipment is expected to be needed by August 1st, the date when the new energy auditor is anticipated to start.

Type of Equipment	Estimated Cost	Need and Description

Insurance Information

Liability Insurance Chart

Throughout the term of each grant period awarded, Service Providers must have and keep in force comprehensive general liability insurance with personal injury, contractual and broad form property damage liability endorsements with a minimum limit of coverage of \$500,000 combined single limit. Service Providers may request weatherization funds to purchase this general liability insurance, which is required. Funds requested here do not include the costs for auto liability insurance, which is also required but is to be paid from Program Operations.

Furthermore, NHD encourages Service Providers to purchase Pollution Occurrence Insurance (POI) as a part of, or addendum to, general liability insurance. General liability insurance policies usually do not provide for any health and safety measures, especially lead in the form of lead-based paint and other hazardous conditions that might be caused or exacerbated by weatherization activities. Although purchasing POI is optional, if a Service Provider does not obtain POI coverage and damage occurs or there is disturbance to any other environmental pollutants, the cost of remediation, clean up, relocation, medical or any other resulting cost may not be charged to the Weatherization Assistance Program.

Please complete the chart below if the subgrantee is requesting to use weatherization funding for the purchase of general liability insurance and/or Pollution Occurrence Insurance in SFY 2026.

Liability Insurance	Estimated Cost	Insurance Provider
General Liability Insurance		
Pollution Occurrence Insurance		

Attachments for Application Forms Cover Sheet

Please place attachments behind this cover sheet:

1. Attach proof of public or non-profit entity status.
2. Attach resumes of Program Manager/Primary Contact and Key Staff.
3. Attach Licenses, Certifications and other documents detailed below:
 - a. Nevada Secretary of State and County and/or City Government;
 - b. Real Estate Division Energy Auditor (**1 employee minimum** and attach all certificates for Applicant) or a copy of the exemption letter provided to Applicant by the Real Estate Division;
 - c. Community Action Agency, if applicable;
 - d. Energy Auditor License (**1 employee minimum** and attach all licenses for Applicant);
 - e. BPI Building Analyst Professional Certificate (**1 employee minimum** and attach all licenses for Applicant); and
 - f. BPI Quality Control Inspector Certificate (**1 employee minimum** and attach all licenses for Applicant).
4. Printout of Applicant's debarment search results from the System for Award Management.
5. Signed Debarment Statement form (Certification Regarding Debarment, Suspension, and Other Responsibility Matters Primary Covered Transactions).
6. Contractor Procurement and Cost: RFQ Attachments A, B & C
 - a. Contractor Price Agreement
 - b. HVAC Price Agreement
 - c. RFQ for Weatherization Materials and Services

Name (Print)

Title

Signature

Date

Debarment Statement

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

1. The prospective Service Provider certifies to the best of its knowledge and belief, that it and its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offense enumerated in paragraph (1)(b) of this certification; and
 - d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
2. Where the prospective Service Provider is unable to certify to any of the statements in this certification, such prospective Service Provider shall attach an explanation to this proposal.

<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Name (Print)	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Title
<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Signature	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Date

Service Areas

Service Area 1 – North Las Vegas and Northern Rural Clark County
Bunkerville
Glendale
Indian Springs
Logandale
Mesquite
North Las Vegas (City)
Overton
Sunrise Manor
Moapa
Moapa Valley
Mt. Charleston
North of Charleston (Cities or neighborhoods not named above)

Service Area 2 – Las Vegas, Henderson and Southern Rural Clark County
Arden
Blue Diamond
Cal-Nev-Ari
Enterprise
Goodsprings
Jean
Las Vegas (City)
Laughlin
Nelson
Primm
Sandy Valley
Sloan
Summerlin
Spring Valley
Searchlight
Whitney
Winchester
Boulder City
Paradise
South of Charleston (Cities or neighborhoods not named above)

Service Area 3 – Washoe County
Washoe County including Reno, Sparks and Rural Washoe County

Service Area 4 – Eastern Rural Counties
Elko County
Esmeralda County
Eureka County
Humboldt County
Lander County
Lincoln County
Mineral County
Nye County
Pershing County
White Pine County

Service Area 5 – Carson City and Western Rural Counties
Carson City
Churchill County
Douglas County
Lyon County
Storey County

End of the Request for Application for Service Providers

SFY 2026 CONTRACTOR PRICE AGREEMENT FORM

General Weatherization Measures

Attachment A

Contractor:

Date:

Agency:

Cost \$

Evaluation / Testing Charges	
ESP Blower Door / Combustion Appliance Testing	
Deferral Fee	
Health and Safety	
Self-Closing Hinge	
Screw & Tape Water Heater Flue Pipe to Standard	
Outlet Covers (Missing or Poses a H&S issue)	
Intrusive Testing	
Bathroom Exhaust Fan	
Hazardous Material Containment - Each Location	
Range Hood & Damper	
Convert Wood Stove Air Source to Outside	
Cap off Wood Stove at Ceiling	
Gas Wall Oven Replacement	
Firerate Water Heater/Furnace Enclosure	
Water Heater Floor	
Water Heater Floor (when W/H is replaced)	
ASHRAE Exhaust Fan (Mechanical Ventilation)	
CVA Vents	
Smoke Detectors (10 Years)	
CO Alarms (10 Years)	
Replace Dryer Vent Kit	
Repair Broken Glass (Dual Pane)	
Repair Broken Glass (Single Pane)	
Fire Place Damper Clip	
Capping Off and Removal Of Flex Line For Gas Fire Places	
Mechanical	
30 Gallon Water Heater Replacement (Conv) >.92 elect >.61 gas	
40 Gallon Water Heater Replacement (Conv) >.92 elect >.61 gas	
50 Gallon Water Heater Replacement (Conv) >.92 elect >.61 gas	
30 Gallon Water Heater Replacement (Manuf) >.92 elect >.61 gas	
40 Gallon Water Heater Replacement (Manuf) >.92 elect >.61 gas	
30 Gallon Water Heater Replacement (Direct Vent) >.92 elect >.61 gas	
40 Galon Water Heater Replacement (Direct Vent) >.92 elect >.61 gas	
40 Gallon Heat Pump Water Heater	
Air Infiltration & Minor Home Repair	
AC/Cooler Cover small (less/ = to 18x18)	
AC/Cooler Cover large (over 18x18)	
Window Replacement (sq./ft.)	
Door Weather-stripping	
Door Bottom	
Door Threshold	
Install Exterior Door (Pre Hung)	

Install Mobile Home Door	
Install Mobile Home Door w/Vision	
Door Lockset	
Door Deadbolt	
Door and Window Trim (per linear foot)	
Exhaust Damper	
Caulk, Latex (per tube)	
Caulk, Silicone (per tube)	
Low Expanding Foam (per tube)	
2" Mesh Tape (per 1/2 roll)	
181 Approved Mastic (per 1/2 gallon)	
Foam Weather-strip Kit	
Recessed Light with Integrated LED Retrofit Kit - (each)	
181 - Approved Foil Tape (per 1/2 roll)	
Sheet Metal (sq./ft.)	
Isolating Garage from Living Space - Materials/Labor	
Labor (for items not listed in price agreement)	
Insulation (Per sq./ft. unless noted)	
Attic Insulation (R-11 BLOWN CELLULOSE)	
Attic Insulation (R-19 BLOWN CELLULOSE)	
Attic Insulation (R-27 BLOWN CELLULOSE)	
Attic Insulation (R-30 BLOWN CELLULOSE)	
Attic Insulation (R-38 BLOWN CELLULOSE)	
Attic Hatch Insulation (R-38 RIGID R-MAX) Not Per SQ' - (each) - (Included in attic insulation)	
Mobile Home Roof Insulation (1" POLYURETHANE w/ELASTOMERIC COATING)	
Mobile Home Roof Coating (2 COATS ELASTOMERIC)	
Duct Insulation (R-8) Per Sq. Ft.	
Water Heater Blanket (50 GAL MAX)	
Pipe Wrap (Per Linear ft.)	
Rigid Pipe	
Diverter	
Floor Insualtion (R-19 W/Pipe Wrap)	
General Conservation Measures	
Solar Screens (Per sq./ft.)	
Solar Screens Patio Sliders (Per sq./ft.)	
Re-Screening (Per sq./ft.)	
Standoff Clips (Each)	
Attic Vents	
LED Light Bulb	
Showerhead Adapters	
Stationary Shower Head (2.5 gpm)	
Handheld Shower Head (2.5 gpm)	
Permit Fees (Actual cost plus 1 hour labor)	
Faucet Aerators (2.2 gpm)	
Other	
Refrigerator Delivery. Install & Return to supplier for proper disposal	
(for areas where delivery service is not available from vendor)	
Travel Labor - paid only after 30 miles 1 way from contractor's place of business	
Mileage Reimbursement: Only after 30 miles 1 way from contractor's place of business	

(set by Mile Allowance - NHD)	
Additional Costs: To Be Approved By Nevada Housing Division	

SFY 2025 HVAC PRICE AGREEMENT FORM

CONTRACTOR: _____ DATE: _____

AGENCY: _____

Please list the Manufacturer brand name and model you will be using for the scope of work listed. (York, Coleman, Rheem, Rudd, Amana or approved equal). Contractor is expected to install what they bid or must provide justification for the change prior to installation. **No Pricing will be accepted if the models and brand names are not provided.**

All new HVAC installations are to be performed in accordance with the most recent Universal Mechanical Code and/or local building code.

Permits will be required as applicable by local building code. It will be the responsibility of the Contractor to ensure that necessary permits have been secured prior to starting work. This cost must be included in each line item price below.

The Contractor shall be responsible for ensuring properly sized gas line is supplying the heater and shall inform agency in the event that existing line is improperly sized. The Contractor shall leave all literature on the new units with the client and shall also inform the client of proper care and maintenance required on the new units.

If required by system, all venting and combustion air shall be installed in accordance with AGA and GAMA specification.

All new unit installations shall include new thermostat.

All installation estimates shall include removal and proper disposal of existing equipment, recovery of refrigerant from existing system as required by law.

Contractor is responsible for leaving the job site clean, hauling away job debris, and existing equipment (if applicable) and for properly disposing of existing equipment to meet EPA regulations.

All Contractor bid amounts below for installs of package units to include new elbow or roof curb, t-stat and stand, disconnect and fuses and condensate drain. All installs of split systems to include new line set, t-stat, condenser pad, disconnect, fuses and gas line if applicable. ALL tie-ins to ductwork to be sealed with a UL approved duct mastic. Contractor is to ensure that all units are properly charged to the manufacturer's specification. Contractor is responsible for properly sizing unit using a Manual J or other approved heat load calculation.

REPLACEMENT: Contractor must include permit fees, sales taxes, labor and materials to complete project.

Unit Prices:

Item #	Description of scope of work	Cost
1.0	Removal of down flow forced air gas furnace and replace with new 80 AFUE gas furnaces: (Mobile Home) only when 95 cannot be done.	
1.1	56,000 btu	
1.2	70,000 btu	
1.3	77,000 btu	

Item #	Description of scope of work	Cost
2.0	Removal of up-flow forced air gas furnace and replace with new 95 AFUE gas furnace: (Mobile Home)	
2.1	60,000 btu	
2.2	80,000 btu	
2.2	100,000 btu	

Item #	Description of scope of work	Cost
3.0	Removal of forced air gas furnace and replace with a new 80 AFUE gas furnace: (residential) only when 95 can't be done.	
3.1	45,000 btu	
3.2	50,000 btu	
3.3	70,000 btu	
3.4	100,000 btu	
3.5	110,000 btu	
3.6	120,000 btu	

Item #	Description of scope of work	Cost
4.0	Removal of forced air gas furnace and replace with a new 95 AFUE gas furnace: (residential)	
4.1	40,000 btu	
4.2	60,000 btu	
4.3	70,000 btu	
4.4	84,000 btu	
4.5	98,000 btu	
4.6	112,000 btu	

Item #	Description of scope of work	Cost
5.0	Remove and replace roof mounted evaporative cooler. To include new roof jack with damper, and stand, t-stat, water line, bleed off kit and pads.	
5.1	4200/4800 Down draft ½ hp, 2-speed	
5.2	5500/6500 Down draft ¾ hp – 1hp, 2-speed	

Item #	Description of scope of work	Cost
6.0	Remove and replace evaporative cooler.	
6.1	4200/4800 Side draft ½ hp, 2-speed	
6.2	5500/6500 Side draft ¾ hp – 1hp, 2-speed	

Item #	Description of scope of work	Cost
7.0	Remove existing heat pump package unit on roof and replace with new 14.2 SEER heat pump.	
7.1	1.5 ton	
7.2	2.0 ton	
7.3	2.5 ton	
7.4	3.0 ton	
7.5	3.5 ton	
7.6	4.0 ton	
7.7	5.0 ton	

Item #	Description of scope of work	Cost
7B.0	Remove existing heat pump package unit on roof and replace with new 15 SEER heat pump.	
7B.1	1.5 ton	
7B.2	2.0 ton	
7B.3	2.5 ton	
7B.4	3.0 ton	
7B.5	3.5 ton	
7B.6	4.0 ton	
7B.7	5.0 ton	

Item #	Description of scope of work	Cost
8.0	Remove existing gas-pack on roof and install new gas-pac. (14.2 SEER)	
8.1	1.5 ton	
8.2	2.0 ton	
8.3	2.5 ton	

8.4	3.0 ton	
8.5	3.5 ton	
8.6	4.0 ton	
8.7	5.0 ton	

Item #	Description of scope of work	Cost
8B.0	Remove existing gas-pack on roof and install new gas-pac. (15 SEER)	
8B.1	1.5 ton	
8B.2	2.0 ton	
8B.3	2.5 ton	
8B.4	3.0 ton	
8B.5	3.5 ton	
8B.6	4.0 ton	
8B.7	5.0 ton	

Item #	Description of scope of work	Cost
8A	Remove existing split system a/c gas heat and replace with a/c split system with gas furnace (14.2 SEER / 95 AFUE)	
8A.1	1.5 ton	
8A.2	2.0 ton	
8A.3	2.5 ton	
8A.4	3.0 ton	
8A.5	3.5 ton	
8A.6	4.0 ton	
8A.7	5.0 ton	

Item #	Description of scope of work	Cost
8B	Remove existing split system a/c gas heat and replace with a/c split system with gas furnace (15 SEER / 95 AFUE)	
8B.1	1.5 ton	
8B.2	2.0 ton	
8B.3	2.5 ton	
8B.4	3.0 ton	
8B.5	3.5 ton	
8B.6	4.0 ton	
8B.7	5.0 ton	

Item #	Description of scope of work	Cost
9.0	Replace existing split system heat pump with new 14.2 SEER split heat pump	
9.1	1.5 ton	

9.2	2.0 ton	
9.3	2.5 ton	
9.4	3.0 ton	
9.5	3.5 ton	
9.6	4.0 ton	
9.7	5.0 ton	

Item #	Description of scope of work	Cost
9B.0	Replace existing split system heat pump with new 15 SEER split heat pump	
9B.1	1.5 ton	
9B.2	2.0 ton	
9B.3	2.5 ton	
9B.4	3.0 ton	
9B.5	3.5 ton	
9B.6	4.0 ton	
9B.7	5.0 ton	

Item #	Description of scope of work	Cost
10.0	Replace existing A/C condensing unit with new 14.2 SEER	
10.1	1.5 ton	
10.2	2.0 ton	
10.3	2.5 ton	
10.4	3.0 ton	
10.5	3.5 ton	
10.6	4.0 ton	
10.7	5.0 ton	

Item #	Description of scope of work	Cost
10A	Replace existing HEAT PUMP condensing unit with new 14.2 SEER	
10A.1	1.5 ton	
10A.2	2.0 ton	
10A.3	2.5 ton	
10A.4	3.0 ton	
10A.5	3.5 ton	
10A.6	4.0 ton	
10A.7	5.0 ton	

Item #	Description of scope of work	Cost
10B.0	Replace existing A/C condensing unit with new 15 SEER	
10B.1	1.5 ton	

10B.2	2.0 ton	
10B.3	2.5 ton	
10B.4	3.0 ton	
10B.5	3.5 ton	
10B.6	4.0 ton	
10B.7	5.0 ton	

Item #	Description of scope of work	Cost
10AB	Replace existing HEAT PUMP condensing unit with new 15 SEER	
10AB.1	1.5 ton	
10AB.2	2.0 ton	
10AB.3	2.5 ton	
10AB.4	3.0 ton	
10AB.5	3.5 ton	
10AB.6	4.0 ton	
10AB.7	5.0 ton	

Miscellaneous Charges:

Item #	Description of scope of work	
11.0	New Return (can, grill and run)	
11.1	New Supply or Return Drop (provide a per drop price here)	
11.2	Jumper Duct System (bar faced) (per room price)	
11.3	Register Replacement (type is adjustable, curved blade, with shutter damper) Provide a per register price.	
11.4	New copper line set per ft.	
11.5	Sheet metal transition	
11.6	Gas Line Pressure Test	
11.7	Permit fees	
11.8	Crane fees	
11.9	Thermostat – Non Programable	
11.10	Thermostat - Programable	
11.11	Roof stand	
11.12	Condenser Pad	
11.13	Fused Disconnect	
11.14	Non-Fused Disconnect	
11.15	Condensate Drain	
11.16	Whip	
11.17	Refrigerant Flush Kit	
11.18	Flue Vent System	
11.19	A Coil	
11.20	Furnace Flue System (mobile)	
11.21	Compressor	

11.22	Run Capacitor	
11.23	Condenser Fan Motor	
11.24	Contact Switch	
11.25	Fan Blade	
11.26	Reverse Valve	
11.27	R-470A Charge (per lb.)	
11.28	R-410 Charge (per lb.)	
11.29	New filter – Must provide for either repair or replacement	
11.30	Labor Per Hour (for items not listed in price agreement)	

(INSERT AGENCY NAME)

REQUEST FOR QUOTATION

For

WEATHERIZATION MATERIALS AND SERVICES

Release Date: _____, 2024

Deadline for Submission: _____, 2024 _____ PST at Agency

Opening of Quotations: _____, 2024 _____ PST at Agency

AGENCY NAME:

ADDRESS:

CITY, STATE and ZIP CODE:

PHONE NUMBER:

EMAIL ADDRESS OF AGENCY'S

PRIMARY CONTACT PERSON:

TTY for Deaf and Hard of Hearing: _____

(If Agency does not have a TTY number, insert:

Nevada Housing Division's TTY number: 1.800.326.6868)

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RFQ ATTACHMENTS

I. INTRODUCTION

I.1 PURPOSE OF THIS REQUEST FOR QUOTATION

The _____ (Insert Agency Name) is soliciting quotations for weatherization materials and services assigned on an as-needed basis. The _____ (Insert Agency Name) does not guarantee any minimum number of projects under this process. The award(s) will be based on the lowest bid (50%), the capacity of the Contractor, as well as quality of performance on currently assigned projects. A Vendor or Offeror may apply and receive awards for one or all of the service areas and housing types. If one Contractor is selected to provide service in the area(s) based on the lowest bid and the capacity of the Contractor, that Contractor will perform weatherization services for the entire program year. If the winning Contractor cannot perform the weatherization services for any reason or lacks the capacity to perform the services, the second lowest bidder from the RFQ process will be assigned the remaining projects. If the second winning Contractor cannot perform the weatherization services for any reason or lacks the capacity to perform the services, the third lowest bidder from the RFQ process will be assigned the remaining projects.

I.2 OVERVIEW OF _____ (Insert Agency Name) WEATHERIZATION PROGRAM

The Weatherization Program reduces energy costs for low-income households by increasing the energy efficiency of their homes, while ensuring their health and safety. The program prioritizes services to the elderly, persons with disabilities and families with children under six years of age.

_____ (Insert Agency Name) is a non-profit organization (or quasi-government entity) that operates a weatherization program in _____ (Insert Counties). _____ (Insert Agency Name)'s professionally trained weatherization crews use computerized energy audits, along with advanced diagnostic equipment to determine the most cost-effective materials and services (measures) appropriate for each dwelling. Typical measures may include: installing insulation, sealing ducts, repairing and replacing heating and cooling systems, mitigating air infiltration, and reducing electric baseload consumption.

The State of Nevada, Department of Business and Industry, Housing Division administers the state-wide program and provides local non-profits funds from Federal and State sources to implement the program. Those funds will be used to pay for the materials and services under this contract.

I.3 MAJOR OBJECTIVES REQUEST FOR QUOTATION

The major objectives of this solicitation are to:

- 1) Provide a procurement procedure that facilitates open and free competition in the selection of contractor(s).
- 2) Identify Vendor/Offerors that will provide weatherization materials and services for the Agency.
- 3) Ensure all materials and services meet the Agency's, the Housing Division and various funder standards and requirements.
- 4) Ensure that all materials and services are provided in the timeframe established by the Agency from **July 1, 2024**, to **June 30, 2025** (first year).

I.4 OVERSIGHT AND MANAGEMENT

Oversight and Management of the Agreement will be exercised by _____
(Insert the Title of the Position) of the Agency's staff. He/she is responsible for coordinating the delivery of the scope of work under this Agreement.

I.5 PRIMARY CONTACT OR PROJECT MANAGER

_____ (Insert Name of Agency's Primary Contact) will serve as the primary Agency contact or project manager and central communication link between the Agency and the Vendor/Offeror for the duration of the contract.

I.6 TYPE OF AGREEMENT AND PAYMENT SCHEDULE

This Agreement will be on a cost reimbursement or fixed price basis depending upon the materials and services being purchased. There will be an initial 1-year period from July 1, 2025, through June 30, 2026, with four (4) 1-year options available. Each of these Agreements will be priced separately and exercised at the Agency's discretion. Payments will be made after completion of the work, delivery of services, inspection and acceptance by the Agency. Upon award of the contract, there will be a 90-day base period for the Agency to evaluate the contractor's performance. Failure to deliver services and meet the performance standards or requirements in the agreed scope of work may be grounds to terminate the Agreement.

I.7 PROCUREMENT SCHEDULE KEY DATES

The following are the key dates on the schedule for this procurement:

Agency Activity	Dates*
Issue Request for Quotation (RFQ)	
Conduct Bidders Conference	
Issue Modifications, if applicable	
Open Responses to RFQ	
Conduct Evaluation	

Select Vendor/Offeror(s)	
Issue Notice of Award	
Execute Contract with Final Contractor(s)	

* _____ (Insert Agency Name) reserves the right to proceed under a modified version of this schedule, if required.

II. QUOTATION REQUIREMENTS

II.1 INQUIRIES

All inquiries concerning this Request for Quotation (RFQ) will be answered at the Bidders Conference.

_____ (Insert Agency Name) assumes no responsibility for representations concerning conditions made by its Officers or Staff prior to the execution of the Agreement; unless such representations are specifically incorporated into the RFQ by subsequent official written Addenda. Oral conversations pertaining to modifications or clarifications of the RFQ shall not be considered as part of the RFQ; unless confirmed, in writing, by official written Addenda.

II.2 BIDDERS CONFERENCE

A Bidders Conference will be held:

Date: _____
Time (PST): _____
Place (full address): _____

All potential Vendor/Offerors will be required to register at the Bidders Conference. All instructions for the RFQ will be provided at the Bidders Conference.

II.3 DATE, TIME AND PLACE TO SUBMIT QUOTATION

One (1) original document labeled “**Response to Weatherization RFQ**” shall be submitted in a SEALED package and addressed to:

(Insert Name of Agency’s Primary Contact Person)
 AGENCY NAME
 ADDRESS
 CITY, STATE and ZIP CODE

Quotations shall be accepted until _____ PST, on _____, (insert date). Quotations shall be accepted in person, email, courier service or via the US Postal Service. It is the sole responsibility of prospective Vendor/Offeror to take notice of the

date and time that quotations are due, and to ensure their submittals are received prior to the due date and time. Late quotations shall not be accepted.

II.4 QUOTATION SUBMISSIONS

All information provided in response to this RFQ is subject to verification by the Agency. Misleading, incomplete and/or inaccurate information shall be grounds for disqualification at any stage in the procurement process.

The Vendor/Offeror must sign all required documents and enclose the checklist. Submission of the signed quotation is an acknowledgment and acceptance of all the terms and conditions of the solicitation. _____ (Insert Agency Name) reserves the right to reject all quotations.

II.5 QUOTATION OPENING

Quotations shall be opened publicly at the time and place designated on the cover page of this document. The name of each Vendor/Offeror shall be read publicly and recorded. Prices will not be read. Quotations are not subject to public inspection.

II.6 MINIMUM VENDOR/OFFEROR QUALIFICATIONS

The Vendor/Offeror shall have a minimum of two (2) years' experience in weatherization, energy efficiency programs or housing rehabilitation.

II.7 INTEGRITY OF QUOTATION

By signing and submitting the quotation, a Vendor/Offeror affirms that he/she has not given any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or materials/service to a member of the staff or official of _____ (Insert Agency Name) in connection with the submitted quotation. Failure to sign the quotation, or signing it with a false statement, shall void the submitted quotation or any resulting Agreement(s), and the Vendor/Offeror shall be removed from all supplier contractor lists with the Agency.

II.8 QUOTE APPLICABILITY

Vendor/Offeror must substantially conform to the terms, conditions, specifications and other requirements found within the text of the Cost per Measures or specifications and pricing quotes. All previous Agreements or other documents which may have been executed between the Vendor/Offeror and the Agency are not applicable to this Request for Quotation or any resulting Agreement.

II.9 LICENSES

Vendor/Offeror(s) shall maintain all Federal, State and local licenses, permits and certifications required for the operation of business conducted by the Vendor/Offeror in Nevada to perform the scope of work.

II.10 PREFERENCES IN CONTRACTING

Preference may be given to each of the following:

- 1) Nevada is eligible as one of the Labor Surplus Areas (LSA), US Department of Labor;
- 2) Minority-owned Business Enterprises; and/or,
- 3) Women-owned Business Enterprises.

II.11 DOCUMENTATION OF INSURANCE

After the issuance of the Notice of Award and prior to the implementation date of the Agreement, the Vendor/Offeror shall provide _____ (Insert Agency Name) with documentation evidencing the fulfillment of insurance(s) requirements as established by the various funders and the State of Nevada for professional and equipment liability. The Vendor/Offeror shall name _____ (Insert Agency Name) as an additional insured party to address application and equipment damage that occurs during the implementation of this Agreement or service operations.

II.12 ECONOMY OF PRESENTATION

Quotation must address the specific RFQ requirements. All items requested by the RFQ shall be answered clearly and concisely. Additional promotional materials, unrelated to a specific requirement, shall not be included in the quotation or as attachments to the quotation.

II.13 COSTS FOR PREPARATION OF QUOTATIONS

No payments shall be made to cover costs incurred by or the associated costs of any Vendor/Offeror in the preparation or submission of the Response to the Weatherization Request for Quotation.

II.14 RFQ MODIFICATIONS

_____ (Insert Agency Name) shall prepare written modifications, if needed. All modifications to this RFQ shall be prepared by _____ (Insert Agency Name) and formally issued to all registrants from the Bidders Conference. Addenda shall be issued not later than seven

(7) calendar days prior to the deadline for receipt of **Response to the Weatherization RFQ**. Written addenda shall serve to amend the RFQ documents.

II.15 CERTIFICATION OF INDEPENDENT PRICE DETERMINATION

By submission of a response to this RFQ, the Vendor/Offeror certifies that in connection with this procurement the prices in the quotations have been arrived at independently, without consultation, communication, or agreement with competing Vendor/Offeror(s), for the purpose of restricting competition, as to any matter relating to such prices with any competitor.

Each person signing the quotation also certifies either that:

- 1) He/she is the person in the Vendor/Offeror's organization responsible for the decision as to any prices being offered, and that he/she has not participated in, and shall not participate in, any action contrary to the requirements of this document.
- 2) He/she is not the person in the Vendor/Offeror's organization responsible for the decision as to any prices being offered, but he/she has been authorized to act as agent for the persons responsible for such decisions. Furthermore, those persons have not participated in, and shall not participate in, any action contrary to the requirements of this RFQ.

Any offer made or any clarification to the submitted quotation shall be signed by an officer of the offering firm or a designated agent empowered to bind the firm in an Agreement.

II.16 QUOTATION EVALUATION AND AWARD(S)

Quotations shall be evaluated in accordance with _____ (Insert Agency Name)'s criteria.

_____ (Insert Agency Name) may accept an RFQ, as written, by issuing an Agreement that refers to the Response to the Weatherization Request for Quotation. Because _____ (Insert Agency Name) may use this option, the Vendor/Offeror shall include in their written Response all requirements, terms and conditions it may have, and shall not assume an opportunity will exist to add such matters after the submission.

II.17 INTEGRITY OF _____ (Insert Agency Name)

_____ (Insert Agency Name) is committed to an open and free competitive procurement process. _____ (Insert Agency Name) reserves the right to accept or reject any part of any quotations, and to accept or reject any or all quotations without penalty.

III. AGENCY AGREEMENT

Please refer to the Vendor/Offeror's Information on Application Form.

III.1 VENDOR/OFFEROR'S INFORMATION ON APPLICATION FORM

III.2 COMPLETED COST PER MEASURE FORMS

See Attachment A SFY 2025 Contractor Price Agreement Form (Excel Spreadsheet) and Attachment B SFY 2025 HVAC Price Agreement Form (Word Document). These are separate from this document and should be provided in an electronic format.

III.3 TURNAROUND TIME

Vendor/Offeror shall provide the timeframe from the date this project file is assigned by the _____ (Insert Agency Name) for an estimate until the day Vendor/Offeror notifies _____ (Insert Agency Name) of completion. See previous year workload below.

III.4 CAPACITY

Vendor/Offeror acknowledges the capacity to provide monthly production to the _____ (Insert Agency Name). Projects projected for completed from July 1, 2024, through June 30, 2025:

AGENCY	Number of Homes	Percent of Homes	Number of Contractors
Agency Name: Service Area			

III.5 CURRENT LICENSES

Vendor/Offeror shall include one copy of all business licenses:

- 1) State of Nevada, Secretary of State
- 2) Applicable County Governments
- 3) Applicable City Governments
- 4) Nevada State Contractors Board
- 5) Manufactured Housing License (when applicable)
- 6) Copy of Certificate: Environmental Protection Agency, Lead-Safe Certified Firm.

IV. PROPOSAL EVALUATION PROCESS AND CRITERIA

IV.1 EVALUATION PROCESS

_____ (Insert Agency Name) will evaluate this RFQ based on the established criteria. _____ (Insert Agency Name) will determine the best offer(s). Quotations must meet all the mandatory criteria for evaluation. Quotations that are incomplete or contain significant inconsistencies or inaccuracies may be rejected.

IV.2 EVALUATION CRITERIA

All Responses to the Weatherization Request for Quotation will be evaluated based on responses to the following:

Experience **10% or Points**
See Application Form.

Training – Related to weatherization programs. **10% or Points**
See Application Form.

Turnaround Time **10% or Points**
Describe the turnaround time to complete weatherization projects.

Capacity **10% or Points**
See Application Form

Conformance to terms and conditions of this RFQ with attention to thoroughness and complete responses. **5% or Points**
See Application Form.

Preferences in Contracting. **3% or Points**
See Application Form.

Business References (3). **2% or Points**
See Application Form.

Pricing. **50% or Points**
Reasonableness of cost (low bid) for typical Heating Ventilation and Air Conditioning (HVAC) package and/or General Weatherization Measure package. If Vendor/Offeror bids on more than one housing type or on HVAC and General Weatherization Measure package, each package will be evaluated and scored separately.

TOTAL **100% or Points**

See RFQ Attachments.

RFQ ATTACHMENTS

**CHECKLIST for PACKAGE CONTENTS
(Attachments)**

- ___ Place checklist as cover page.
- ___ Acknowledgement of Registration at Bidders Conference
See Attachment No. 1.
- ___ Acknowledgement of Receipt of RFQ Modifications
See Attachment (If any)
- ___ Vendor/Offeror's Responses to **Application Form**
See Attachment No. 2.
- ___ Statement of Independent Price Determination
See Attachment No. 3.
- ___ Statement of Proposed Service Area(s) by County (Signed)
See Attachment No. 4.
- ___ Current Licenses See Attachment No. 5.
- ___ Capacity See Attachment No. 6.
- ___ Debarment See Attachment No. 7.
- ___ Experience (See Application Form.)
- ___ Training (See Application Form.)
- ___ Conformance (See Application Form.)
- ___ Preferences in Contracting (See Application Form.)
- ___ Business References (See Application Form.)
- ___ Price: Attachments A and B.

Name

Title

Signature

Date

ACKNOWLEDGEMENT OF BIDDERS CONFERENCE

ATTACHMENT NO. 1

Vendor/Offeror acknowledges having attended and registered during the Bidders Conference. The following person(s) participated:

Name: _____

Name: _____

Name: _____

Name: _____

Name

Title

Signature

Date

REQUEST FOR QUALIFICATIONS ATTACHMENT NO. 2
VENDOR/OFFEROR
APPLICATION FORM

Date: _____

Business Legal Name: _____

Owner/Representatives:

Business Address:

City State Zip Code

Phone: (_____) _____

Mobile: (_____) _____

Are you registered as an LSA, Minority-owned or Women-owned Business Enterprise?
___ Yes ___ No. If yes, please submit a copy of the certification.

Please explain the type of weatherization or energy-related home improvements your firm performed in the past two (2) years:

- 1) Attic, wall, floor or duct insulation
- 2) Windows and Doors (Repair and Replace)
- 3) Solar Screens
- 4) Heating and Air Conditioning Repairs and Replacements
- 5) Water Heaters
- 6) Mitigating Air Infiltration
- 7) Reducing Electric Base Load Consumption
- 8) Other _____ Explain.

Please list all education and training specifically related to Building Science and Weatherization:

Vendor/Offeror Staff	Training Course	Dates Completed

Please list all Certifications related to Building Science and Weatherization:

Vendor/Offeror Staff	Certifications	Expiration Dates

How long has your firm operated in the building industry?

_____ Years _____ Months

List the names and addresses of three (3) references regarding the quality of your services:

Name	Address	Area Code/Phone

Approximately how many jobs has your firm completed as a general contractor in the past two (2) years?

What is the smallest/value job? _____

What is the largest/value job? _____

How many employees are currently employed full-time? _____

If awarded, how many employees will be utilized for weatherization projects? _____

The undersigned Vendor/Offeror certifies that all information given herein is substantially correct and further agrees:

All work will be performed in accordance with the property requirement standards, codes and zoning regulations.

If any work performed by the Vendor/Offeror, if selected as the Contractor, is found to be unsatisfactory by the administering agency or if contract relations between the Contractor, homeowner or other parties are found to be unsatisfactory, that the _____ (Insert Agency Name) may remove the Contractor's name from the approved list, with such accompanying publicity as it deems necessary.

The Vendor/Offeror, if selected as the Contractor, will abide by the federal and state laws, rules and regulations pertaining to Equal Employment Opportunity.

The Vendor/Offeror, if selected as the Contractor, will promptly provide certificates of insurance and other verifications as described in the RFQ Instructions.

Name

Title

Signature

Date

STATEMENT OF INDEPENDENT PRICE DETERMINATION**ATTACHMENT NO. 3**

By submission of a response to this RFQ, the Vendor/Offeror certifies that in connection with this procurement the prices in the quotations have been arrived at independently, without consultation, communication, or agreement with competing Vendor/Offeror(s), for the purpose of restricting competition, as to any matter relating to such prices with any competitor.

Each person signing the quotation also certifies either that:

- 1) He/she is the person in the Vendor/Offeror's organization responsible for the decision as to any prices being offered, and that he/she has not participated in, and shall not participate in, any action contrary to the requirements of this document.
- 2) He/she is not the person in the Vendor/Offeror's organization responsible for the decision as to any prices being offered, but he/she has been authorized to act as agent for the persons responsible for such decisions. Furthermore, those persons have not participated in, and shall not participate in, any action contrary to the requirements of this RFQ.

Any offer made or any clarification to the submitted quotation shall be signed by an officer of the offering firm or a designated agent empowered to bind the firm in an Agreement.

Name

Title

Signature

Date

STATEMENT OF PROPOSED SERVICE AREA BY COUNTY ATTACHMENT NO. 4

Vendor/Offeror proposes to provide weatherization materials and services relative to this quotation in the following counties:

Name

Title

Signature

Date

LICENSES SHOULD FOLLOW THIS PAGE:

Vendor/Offeror shall include one copy of all business licenses:

- 1) State of Nevada, Secretary of State
- 2) Applicable County Governments
- 3) Applicable City Governments
- 4) Nevada State Contractors Board
- 5) Manufactured Housing License (when applicable)
- 6) Copy of Certificate: Environmental Protection Agency, Lead-Safe Certified Firm.

CAPACITY

Describe the capacity of the field staff for weatherization projects in the proposed service area.

DEBARMENT

Agency Name: _____

Agency Address: _____

Phone: _____

Fax: _____

VENDOR/OFFEROR

Vendor/Offeror NAME: _____

Certification Regarding
Debarment, Suspension, and Other Responsibility Matters
Primary Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

(Before Signing Certification, Read Attached Instruction)

- 1. The prospective contractor certifies to the best of its knowledge and belief, that it and its principals:**
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;**
 - b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;**

- c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offense enumerated in paragraph (1)(b) of this certification; and
 - d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

Name

Title

Signature

Date

