



Request for Proposal
Community Action Program of Evansville
2021 Weatherization Assistance Program

GENERAL INFORMATION

A. Purpose

This Request for Proposal is to contract for installation of weatherization measures in accordance with the rules and regulations of the current Indiana Weatherization Assistance Program.

The service delivery for our program area includes Vanderburgh, Gibson and Posey Counties in Indiana. Contractors should provide service to all counties as listed.

B. Contractors Conference

There will be no contractor's conference.

C. Instructions on Proposal Submission.

1. Closing Submission Date:

Proposals must be submitted no later than **4:00, Friday August 13th 2021**

Proposal opening will take place on **Wednesday, August 18th , at 10:00 AM.**

Contractors are welcomed to attend. Attendance is voluntary and doesn't guarantee proposal status.

2. Inquiries:

Inquiries concerning this proposal should be directed to Andy Brinkley, Manager of Weatherization Assistance Program (812) 459-9498.

3. Conditions of Proposal:



All costs incurred in the preparation of a proposal responding to this request will be the responsibility of the contractor and will not be reimbursed by CAPE.

4. Instructions to Prospective Contractors:

Contractors should review all proposal documents, complete all forms, and sign the Weatherization Agreement. All proposal documents should be sealed in the envelopes provided and returned by mail or delivered to CAPE. It is important that all forms are complete. It is the responsibility of the contractor to ensure that the proposal is received by CAPE by the date and time specified.

5. Small, Women-Owned and/or Minority-Owned Businesses:

Efforts will be made by CAPE to utilize small, women-owned and minority-owned businesses. A firm qualifies as a small business if it meets the definition of “small business” as established by the Small Business Administration (13CRF 121.3-8) by having average annual receipts for the last 3 fiscal years of less than \$4 million. **A certificate issued by the Department of Labor is required to be considered a woman or minority-owned business.**

6. Notification of Award:

We expect to decide upon the successful contractor(s) within one 1 week of the closing date for the receipt of proposals.

7. Proposal Evaluation:

Evaluation of each proposal will be based on the following criteria:

8. Technical Qualifications:

The contractor should include as an attachment to the Technical Qualifications sheet to describe installation experience, certifications and organization size/structure.

Additional information will be accepted but is not required.

9. Right to Reject:



CAPE (Community Action Program of Evansville) reserves the right to reject any and all proposals received in response to the Request for Proposal. A contract for the accepted proposal will be based upon the factors described in this document.

10. Price:

CAPE will establish Unit Pricing by averaging all accepted proposals by “Unit”, or task described on the proposal sheet. This established unit pricing will be in effect and used for all weatherization work for the period between **September 1,2021 and September 1, 2022.**

11. Selection:

Contractors will be selected by tabulation of Technical Qualifications. Factors include the level of performance, commitment, and sustainability as well as price.

12. Payment:

Payment for completed installations will be paid within forty-five (45) days following the CAPE Building Analyst final inspection and satisfaction of work performed.

Proposal or applications received late, by fax or electronically, shall not be considered.



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SPECIFICATIONS FOR DWELLING WEATHERIZATION

Health and Safety:

All applicable Health and Safety measures must be completed on each client home without exception.

Minimum ventilation rates for each client home will be established according to Weatherization standards. Homes exceeding established rates will require passive or mechanical venting to allow enough makeup air to enter the building.

- All clothes driers are to be vented outdoors. Runs of less than 10 feet can be flex duct, longer runs require hard piping. Vent hoods should have a back-flow damper.
- Bathroom exhaust fans should be vented out of doors and not to any semi-conditioned space such as an attic. Fans should not be vented into soffits but through vent hoods on gable ends. Runs of more than twenty (20) feet should be hard piped. A downslope of 1" over 10' is recommended. Ducting must be insulated.
- A daily safety test-out of all combustion appliances is required at the end of each day to ensure that work has not created conditions that will result in the back drafting of flue gasses. This test involves determining the "worst case" depressurization of the building and then testing draft pressures in that condition. CAPE can provide training on CAZ, but classes at INCAA must be taken to ensure proper setup.

General Energy Waste:

Water Heaters

- Water heaters, gas or electric, which are not insulated with foam or in thermal boundary should be wrapped with an insulating jacket rated not less than R-6. T & P piping



should be exposed as well as drain valves and burner covers. Electric water heaters should be taped or wired securely.

- From the water heater, six linear feet of water pipes, hot and cold, should be insulated. Insulation should cover all elbows, valve bodies, and other fittings. Insulation should be sized accordingly and taped securely. Insulation should not be within 8” of the draft hood on the gas water heater.

Duct Sealing

- Duct sealing is quantified and directed by the blower door using pressure pan tests.
- Only ducts with readings greater than -2.0 pa. should be sealed. All ducts in completed homes should have a reading of -2.0 pa. to 0 pa.
- Ducts are to be sealed with mastic. All tape, existing or new is to be sealed in with mastic. Flex ducts shall have the inner sleeve sealed to the boot or collar, and the insulation and an outer coating attached over the sealed layer.
- Register boots are to be caulked or otherwise sealed to the floor.
- Common materials used for duct repair are mastic, nylon mesh tape, caulk, sealant foam, foil tape, and butyl tape. All tape is to be sealed in with mastic.

Major air sealing is typically the repair of larger or obvious breaks in the pressure boundary such as holes in the ceiling, wall, floors, etc. Most often they are easily seen and written on the work order. However, leaks that are not described in the work order, but discovered through the course of work must be addressed as well. Measures used to seal major air leaks should be cost-effective, and permanent.

- All sheet material (4x8 or rolled) should include fasteners and the installation should allow an airtight seal.
- Any wood exposed to the weather must be painted.
- The insulation board of 1/2” thickness is used for many measures.
- Glass replacement should include push points and glazing.
- Drywall patches should be smooth and clean but are not necessarily required to be painted.



Insulation:

Attic

Attics shall be insulated with cellulose to a depth of 12", or R-38 or as recommended by Auditor. Insulation price should include any preparation (flashing around chimneys, lighting, etc.).

- Knee walls should have backing installed (netting, insulation board, etc.) and insulated to R-13 or greater as recommended by the auditor.
- Open wall cavities that connect to the attic or crawl/basement should be sealed. The most common method is "pillowing": or stuffing empty cellulose bags (trash bags, plastic sheeting) with fiberglass scraps, then stuffing them into the opening, and foam sealing in place.
- Fans vented into attic should be routed outside and insulated (see Health and Safety).
- Attic vents should have insect screens.

Sidewalls

All sidewall insulation shall be installed by tube in, dense pack method. One row of siding (usually the third from the bottom) is removed, a 2 ½ "hole is drilled for each stud cavity; a wall tube is inserted until it reaches the top plate and the cavity filled from the top down.

- All drill holed should be plugged before replacing siding.
- Density should be approximately 1.4 lbs. per square foot.
- Above and below windows can be accomplished with 1" holes in the traditional method.

Lead-Safe Work Practices

Lead Safe Work Practices must be used when indicated on the work order. The purpose is for our work to not aggravate existing lead conditions. The basic plan is described below, and the entire lead rule can be found in IDEM 326 IAC 23. CAPE will provide you with the EPA/HUD



booklet “Lead Paint Safety”, A Field Guide for Painting, Home Maintenance, and Renovation Work. The following is a basic containment measure for insulating sidewalls.

- A lead hazard perimeter must be established by enclosing the work area with hazard tape. The work area can be a small section, an entire room, or one side of a home.
- Signs must be posted at each end of the lead hazard perimeter stating, “Lead Hazard” and “No Smoking, Eating, Drinking”. These signs will be furnished by CAPE
- Exterior Insulation: A sheet of plastic (6 mils) is fastened just below the drill area on the wall, draped down the wall to the ground, and ran back from the wall 8 feet. The same piece can be reused for each section, but when finished must be discarded and not used at another location.
- Interior work shall be designed on a case by case basis.
- Workers should wear disposable coveralls, shoe covers, and a hat. These items must be removed when leaving the hazard area. Respirators are not required.
- The work area must be wetted to decrease dust.
- Debris must be wetted before cleaning up.

No paint chips, drill dust or cellulose should be visible on a completed home.

Crawl/Basement:

The purpose of crawl/basement measures is to attempt to create a semi-conditioned area beneath the home while improving the thermal and pressure boundaries.

- A 6 mil, plastic vapor barrier is to be installed in all crawl spaces. The vapor barrier should be sealed at seams and ran to foundation walls. Sealing can be accomplished with tape, foam, mastic or any other permanent means.
- Foundation insulation (Min. R-11) shall be installed around exterior walls if required by the auditor. The insulation shall be fastened tight with excess width turned out across the vapor barrier.
- R-11 unfaced fiberglass insulation batts shall be cut to the appropriate size and installed in all Box Header/Band Joists locations **if required by the auditor.**



Insulation need not be stapled but must cover entire band joist without gaps. **Any cracks, holes or breaches must be sealed before insulating.**

- Foundation vents should be covered with wood, painted and caulked in place.
- Entire foundation perimeter must be as airtight as possible.

Minor Air Sealing:

Minor air sealing consists of sealing several smaller air infiltration sites that may not be obvious without blower door diagnostics, however, some minor air sealing tasks will be indicated on the work order. Most infiltration can be stopped using caulk, sealant foam and weather-stripping.

- Each home will have an established Minimum Ventilation Rate (MVR), and or continuous mechanical ventilation needed (this is done by in house heating technician).
- Best efforts should be used to avoid sealing below MVR.
- The target MVR is not always possible to achieve. We are expected to reach 45% of our ventilation target.

Mobile Homes:

Mobile homes are generally treated in the same way as site-built homes. Lesser volume and tighter construction require venting all moisture sources to the outside. Insulation added to the belly increases insulation value, seals ductwork, and enhances the pressure boundary.

Occasionally, a mobile home will be a good candidate for ceiling or wall insulation. Most often, a large amount of air sealing must be done behind tubs, water heaters and under the home. Mobile home furnaces and water heaters get their combustion air from outside and do not require daily safety test-out procedures.



Request for Proposal

Community Action Program of Evansville

2021 Weatherization Assistance Program

Introduction

The Community Action Program of Evansville (CAPE) operates a Weatherization Program for low-income persons. This program, funded by the Indiana Housing & Community Development Authority (IHCDA), with funds from the U. S. Department of Energy (DOE) and Low-Income Home Energy Assistance Program (LIHEAP) from the Department of Health and Human Services (HHS), is designed to increase the energy efficiency of homes occupied by low-income persons. CAPE intends to engage contractors to complete work on homes in Vanderburgh, Gibson and Posey Counties in 2019 as identified by its Weatherization Assistance Program Auditors/Inspectors.

This document outlines the level of effort expected and the steps necessary for area contractors to participate in this effort.

Submission of Information

Information needed for contractors interested in participating is summarized in the following package. The **final submission** date for the Proposal Package is by **4:00 PM on Friday, September 13, 2021**. Information submitted after the submission date and incomplete proposal packets **shall not** be considered.

Contractors must submit information in a sealed package to:

Tamara Foster, weatherization Department
Community Action Program of Evansville
401 S. E. Sixth Street, Suite 001, Evansville, IN 47713.

Contract Award and Cost Procedures



CAPE intends to establish processing for materials and installation of specific weatherization measures based on costs estimated by prospective contractors and local suppliers as indicated on the Proposal Form. All selected contractors willing to perform the work as specified will be eligible to participate in the program providing requirements in Attachment H. The amount of work assigned to any contractor will be determined through the availability of funds and negotiations between CAPE and the contractor, based on the capability of the contractor to complete the work in the time stipulated. CAPE intends to issue contracts only to those contractors willing and able to perform all the weatherization measures listed in Attachment F under a single contract for each house or group of houses. Contractors' currently providing only one type of service must demonstrate to CAPE that they either can perform the other services or can adequately provide for sub-contractors to provide the services. All work completed must comply with the State of Indiana Workmanship and Material Standards.

Minimum Contractor Requirements

In addition to the submission of the Proposal Packet, contractors must meet certain minimum requirements before the award of any contract (See Attachment B for required attachments). These requirements include:

A. Insurance Coverage

Contractors must furnish CAPE with evidence of adequate liability insurance coverage in the form of a Certificate of Insurance that names the agency under the policy with the submission of the proposal. The minimum level of insurance is \$100,000/\$400,000 (or \$500,000 combined) for personal injury and \$100,000/\$400,000 (or \$500,000 combined) for property damage. In addition, each policy must contain a rider for Manufacturers and Contractors liability coverage and complete work coverage. Contractors must maintain Workmen's Compensation Insurance and provide a copy of the current *Certificate of insurance* along with the proposal package.

B. Licenses

Each participating contractor must abide by the city and/or county builder's codes within their service area and provide a copy of the Company's contracting license with the



submission of the proposal. In the event a license renewal is required, a copy of such renewal must be submitted to CAPE at the time of renewal. Under no circumstances may a contractor's license expire or be under suspension.

C. Credit Check Information

Each participating contractor must submit a written statement of authorization for a credit check. Each contractor must provide the name of their bank for such a check. CAPE shall obtain a credit check on all participating contractors prior to the award of any contract. A negative credit report will not necessarily eliminate a contractor from participation in the proposal proceeding. Rather, CAPE intends to obtain this information for the purpose of assessing the ability of each contractor to complete the work in a timely fashion.

D. Guarantees

1. Contractors are to provide CAPE with a written guarantee stating they will provide all services specified in the proposal package.
2. Contractors must provide information on experience, length of service, type of work performed, and ability to complete work designated along with the proposal package.
3. Contractors must supply names of four (4) previous customers served within the last twelve (12) months.
4. Contractors must provide CAPE with a history of participation in a federally funded program like weatherization (if any).
5. Contractors must provide CAPE with a statement of accessibility to the necessary workforce, vehicles, tools, Blower Door (Audit of air infiltration of the house) and other equipment and materials required for this program.
6. Contractors with an Affirmative Action Program and demonstrated Equal Opportunity Employment practices will be given preference in the awarding of contracts.



7. Contractors must guarantee the life of all materials and labor for normal wear and tear, for a period of one (1) year. The anniversary dates shall be the date of the completed unit as set forth in the post-inspection.
8. Contractors may be subject to any other conditions and guarantees as set forth in the contract.

Required Weatherization Measures

CAPE requires that all necessary and appropriate measures be completed on each house receiving weatherization assistance. A summary of the types of measures required is attached to this notice (Attachment F).

It will be the contractor's responsibility to use a *Minneapolis Blower Door*. A Blower Door test must be taken before any work is started, after sidewall insulation and after the job is complete. These readings must be taken in CFM at fifty (50) paschal or twenty-five (25) when fifty (50) cannot be met. CAPE may let a new contractor use a blower door for the first 30 days. Once the starting CFM has been established, the contractor must reduce the CFM's to 1,500 or until it is no longer cost-effective. All materials used must need State Workmanship Material Standards.

Minimum Material and Installation Quality Standards

The State of Indiana has established materials and installation quality standards for all items necessary to complete the required measures. A contractor participating in the program is required to meet those standards.

Method of Payment

The reimbursement system does not provide an advance. Contractors will provide a simple invoice form for timely submittal to the Community Action Program of Evansville. These invoices will be submitted along with all state and agency forms and **any** additional forms that may be required by CAPE during operation of the program for each unit weatherized. Post-inspection will generally be within ten (10) working days. Rejected work will generally be re-inspected within five (5) working days after reported as required. Payment is due within forty-five (45) days of receipt of the contractor's invoice. Only completed units may be billed. The



contractor and the agency must maintain all required documents through the term of the contract for a period of three (3) years. If there is a client complaint that has not been resolved or the work is not approved, no payment will be made.

Intakes

CAPE is responsible for making available all necessary applications with income and eligibility documentation prescreened and approved. Contractors will not be furnished client information other than that needed to complete the work on a dwelling. Client confidentiality will be strictly adhered to.

Pre-Inspection

The job specification sheet will be forwarded to the contractor (in a manner to be determined in the contract between CAPE and the contractor) at which time **the contractors are responsible for double checking all measures and counts to ensure their accuracy since contractors will be held responsible for missed measures and missed counts.** The contractor prior to the start of work must report any such discrepancies to the Weatherization Assistance Program Coordinator.

Performance of Work

Contractors must furnish equipment and work crews with competent and qualified staff (both supervisory and crew worker personnel) and will complete work on units during the period specified by this contract. **All tools and equipment must meet all safety requirements as prescribed by law.**

Post Inspection (Quality Control)

Any job reported as *complete* and monitored by the agency that requires further work by the contractor will be performed at the contractor's expense. CAPE will have the authority to charge for re-inspection if the work is deemed unsatisfactory or falsified (see Attachment A). If it is found that materials used do not conform to prescribed standards, the contract may be immediately terminated.



The contractor will be responsible for all damages resulting from improper installation of weatherization materials and the contractor is also responsible to account for all corrective measures necessary to bring the units into compliance.

All contractors must designate enough personnel to be responsible to ensure that the following measures are met:

1. All necessary work indicated on the job order has been adequately performed;
2. All necessary work on the dwelling has been adequately performed;
3. All materials used must conform to the product standards;
4. Contractors will perform post-inspection with their staff. Jobs must be signed off (post-inspection by the contractor prior to post-inspection by CAPE).

Awarding of Contract

The awarding of this contract is solely dependent upon the availability of funds.

Training

Training will be provided to selected contractors where needed. And will be paid for with federal funds, hourly wages, mile reimbursement, motel if needed



ATTACHMENTS

(THESE ATTACHMENTS MUST BE SUBMITTED WITH ORIGINAL SIGNATURES)

- A. Weatherization Rework Policy
- B. Items Required for Proposal
- C. Contractor Proposal Checklist
 - CAPE Blower Door Leakage Reduction Guidelines
 - Excluded Materials of Blower Door Price
- D. Contractor Identifying Information Sheet
- E. Weatherization Questionnaire
- F. Weatherization Measures
- G. Discrimination-Free Environment
- H. Contractor Selection Policies & Procedures
- I. Contractor(s) Data Sheet
- J. Contractor(s) Rating System
- K. Contractor Certifications
- L. Dwelling Weatherization Proposal Sheet
- M. Weatherization Technical Qualifications
- N. W-9 Taxpayer Identification Number Request Form



Attachment A

WEATHERIZATION REWORK POLICY

If Contractor's work is classified failed by CAPE's Quality Control Inspector (QCI) for any of the major rejects listed below, the contractor will not be paid until repairs are done and inspected again by CAPE's QCI.

Major Rejection

The following items are considered Major Rejections:

1. Poor Workmanship
2. Overcharge on Materials

Failure to clean the job site properly

3. A minor rejection reported as repaired and rejected again upon re-inspection.

I have read and agree to adhere to the Weatherization Rework Policy.

Contractor Signature

Date

Name & Address of Contractor/ Business



Attachment B

ITEMS REQUIRED FOR PROPOSAL

1. Certificate of Insurance.
2. Copy of Contracting License.
3. Written Statement of Authorization for a Credit Check.
4. Written Statement of Authorization for a Background Check (If you are a new contractor to CAPE, you must have a 50-state background check done on all employees who will be working with CAPE).
5. Written Statement of Guarantee stating contractor will provide all services specified in the contract.
6. Information on experience, names and addresses of four (4) previous customers services in the past twelve (12) months.
7. History of participation in a Government Funded Contract Program (if any).
8. Statement of accessibility to the necessary workforce, vehicles, tools, equipment and materials, Blower Door, etc.
9. Written Affirmative Action Statement
10. Written guarantee or the life of all materials and labor under normal wear and tear, for a period of one (1) year.
11. Weatherization Rework Policy (Attachment A).
12. Items Required for Proposal Signature Sheet (Attachment B).
13. Contractor Proposal Checklist (Attachment C).
14. Contractor Identifying Information (Attachment D).
15. Weatherization Questionnaire (Attachment E).
16. Weatherization Measures (Attachment F).
17. Provision of Discrimination-Free Environment (Attachment G).
18. Contractor Selection Policies & Procedures (Attachment H).
19. Contractor Data Sheet (Attachment I).
20. Contractor Rating System Sheet (Attachment J).
21. Contractor Certifications (Attachment K).
22. Dwelling Weatherization Proposal Sheet (Attachment L).



- 23. Weatherization Technical Qualifications (Attachment M).
- 24. W-9 Taxpayer Identification Number Request (Attachment N).

I have read and agree to adhere to the Items Required for Proposal Policy.

Contractor Signature

Date

Name & Address of Contractor/ Business



Attachment C

ITEMS REQUIRED FOR WEATHERIZATION ASSISTANCE PROGRAM **CONTRACTOR PROPOSAL CHECKLIST**

Contractor Name

1. Current Certificate of Insurance	Yes	No
2. Copy of Contractor Licenses	Yes	No
3. Written Statement of Authorization for Credit Check	Yes	No
4. Written Statement of Authorization for Background Check	Yes	No
5. Written Statement of Guarantee regarding services	Yes	No
6. Experience Information with verification of names and addresses	Yes	No
7. History of participation in Government funded Contract Programs	Yes	No
8. Statement of Accessibility	Yes	No
9. Written Affirmative Action Statement	Yes	No
10. Written Guarantee of life of all materials/labor	Yes	No
11. Weatherization Rework Policy Sheet (Attachment A)	Yes	No
12. Items Required for Proposal Sheet (Attachment B)	Yes	No
13. Contractor Proposal Checklist (Attachment C)	Yes	No
14. Contractor Identifying Information Sheet (Attachment D)	Yes	No
15. Weatherization Questionnaire Sheet (Attachment E)	Yes	No
16. Weatherization Measures (Attachment F)	Yes	No
17. Provision of Discrimination-Free Environment (Attachment G)	Yes	No
18. Contractor Selection Policies and Procedures (Attachment H)	Yes	No
19. Contractor Data Sheet (Attachment I)	Yes	No
20. Contractor Rating System Sheet (Attachment J)	Yes	No
21. Contractor Certifications (Attachment K)	Yes	No
22. Dwelling Weatherization Proposal Sheet (Attachment L)	Yes	No
23. Weatherization Technical Qualifications (Attachment M)	Yes	No
24. W-9 Taxpayer Identification Number Request (Attachment N)	Yes	No



I have read and agree to adhere to the Items Required for Proposal Policy.

Contractor Signature Date

Name & Address of Contractor/ Business



Attachment C-1

CAPE BLOWER DOOR LEAKAGE REDUCTION GUIDELINES

<u>CFM @</u> <u>50 Pascal</u>	<u>Minimum CFM</u> <u>Reduction</u>	<u>CFM @</u> <u>25 Pascal</u>	<u>Minimum CFM</u> <u>Reduction</u>
1500	127	750	63
1600	156	800	77
1700	183	850	92
1800	213	900	106
1900	245	950	122
2000	278	1000	139
2100	312	1050	156
2200	348	1100	174
2300	385	1150	192
2400	424	1200	212
2500	464	1250	232
2600	506	1300	253
2700	549	1350	274
2800	593	1400	296
2900	639	1450	319
3000	687	1500	342
3100	735	1550	367
3200	786	1600	393
3300	837	1650	418
3400	890	1700	445
3500	945	1750	472
3600	1001	1800	500
3700	1058	1850	529
3800	1117	1900	558
3900	1177	1950	688
4000	1239	2000	619



4100	1302	2050	651
4200	1366	2100	683
4300	1432	2150	716
4400	1499	2200	749
4500	1568	2250	784
4600	1638	2300	819
4700	1710	2350	855
4800	1783	2400	891
4900	1858	2450	929
5000	1934	2500	967
5100	2022	2550	1005
5200	2100	2600	1050

- 1) Set up blower door at client's home and adjust to 50 Pascal pressure. If unable to reach 50, adjust to exactly 25 Pascal.
- 2) Using the indicated ACH and volume of the home, find the CFM by using the following formula:

$$\text{CFM} = \frac{\text{ACH} \times \text{Volume}}{60}$$

- 3) Take the CFM you have calculated and find the nearest CFM on the 25 or 50-pascal list (whichever is appropriate). The CFM number in the *minimum reduction* list alongside it is the minimum amount of reduction necessary to meet the standards.
- 4) To find the reduced ACH equivalent for the minimum CFM reduction, subtract the CFM from step 3 from the CFM in step 2 and enter this new CFM in the following formula:

$$\text{ACH} = \frac{60 \times \text{CFM}}{\text{Volume}}$$

- 5) The goal for all homes is 1500 CFM at 50 paschal.



Attachment D

CONTRACTOR IDENTIFYING INFORMATION SHEET

Identifying Information

Name of Company:

Address:

Principal Officer:

Sex/Race of Principal Officer:

Telephone: (____) _____

Date Firm Established: _____

Signature: _____

Typed Name: _____

Company Name (Typed): _____



Attachment E

WEATHERIZATION QUESTIONNAIRE

1. Is your company currently in receivership? ___Yes ___No
2. Is your company currently in civil proceedings that would entail liens on materials, equipment, etc. that would be used in the Weatherization Program? ___Yes ___No
3. If required, would your company be willing to provide a \$20,000 performance bond? ___Yes ___No
4. Do you own a Blower Door? ___Yes ___No
If yes, list model and brand _____.
If no, would you be willing to purchase one (cost of about \$2,000.00)? ___Yes ___No
5. Is the Blower Door Chart (Attachment C-1) acceptable to your company? ___Yes ___No
6. Would your company be willing to work from an established unit cost for materials and labor based on the average of contractors and local suppliers? ___Yes ___No
7. Has your company ever worked for CAPE in Weatherization or any other program run by CAPE? ___Yes ___No
If yes, when? _____.
8. Is your company willing to commit a two- or three-man crew full time to the Weatherization Program? ___Yes ___No
9. Is your company willing to work in all three counties (Vanderburgh, Gibson, & Posey)? ___Yes ___No
If no, which ones? _____.
10. Is your company willing to work under the Weatherization Rework Policy as described in Attachment A? ___Yes ___No
11. Is your company owned by a minority or female enterprise? ___Yes ___No
If so, which one? _____.
12. Is your company an Equal Opportunity Employer? ___Yes ___No
13. Are you willing to provide training for crews as scheduled by CAPE or Indiana Family & Social Services Administration? ___Yes ___No
14. Are there any minorities or female staff employed with your company? ___Yes ___No
If so, how many? _____ Minority _____ Female



Attachment F

WEATHERIZATION MEASURES

Contractors must provide (directly or through sub-contractors):

- A. Blower Door Test (see page three *Required Weatherization Measures*)
- B. Caulking/Weather-stripping
- C. Wall Insulation
- D. Floor insulation
- E. Ceiling/Attic Insulation
- F. Duct Insulation
- G. Water Heater Insulation
- H. Glass & Sash Replacement
- I. Window/Door Repair and/or Replacement
- J. General Repair
- K. Trailer Skirting
- L. Heating System Repair
- M. Upgrading for Heating Systems
- N. Servicing of Heating System
- O. Pressure Pan Testing
- P. Base Load Measures (light bulbs, showerheads, faucet aerators)

I have read and agree to adhere to the Weatherization Measures Policy.

Contractor Signature

Date



Attachment G

PROVISION OF DISCRIMINATION-FREE ENVIRONMENT

1. Intent

It is the intention of the Governing Board of CAPE to provide a workplace environment, which is as free from discrimination as possible.

To further this aim, the Board will adopt specific policies, which are published in this section.

2. Affirmative Action

The Community Action Program of Evansville is committed to ensuring equal opportunity and participation to all its employees and applicants for employment, consistent with applicable Federal, State, and local laws. CAPE will take affirmative action to ensure that each employee, contractor, and applicant will be accorded equal treatment with respect to all terms, conditions, and privileges of employment including recruitment, selection, placement and opportunities for advancement, regardless of race, sex, color, religion, national origin, age, disability, or political affiliation or belief.

A. Responsibility

The President of the Governing Board and the Executive Director of CAPE are responsible for implementing the Affirmative Action policy and for ensuring equal opportunity for all employees, contractors, and applicants.

The plan will be reviewed annually by the Board of Directors.

B. Goal

Affirmative Action and Equal Employment Opportunities shall be viewed as an integral part of the mission and management of CAPE and shall be reflected in all the employment or contract conditions and opportunities of this agency.

C. Demonstrated good faith, as well as progress in achieving goals and objectives, shall be considered in the evaluation of the performance of the Management staff of CAPE.



- D. CAPE will continue to examine carefully and periodically all employment policies and practices to ensure that they do not operate to the detriment of any person.
- E. CAPE will promote employment opportunities for women, members of minority groups, the disabled and veterans. CAPE expects its contractors hiring practices to reflect the same.
- F. All employment and/or contract decisions shall be based on a fair and equitable assessment of merit – and assessment of individual’s talents, skills, knowledge, ability to do the work assigned, and potential – and of the requirements of CAPE for excellence. Those judged to be the best qualified based on realistic and reasonable qualification requirements should be selected, retained and advanced.
- G. Affirmative action requires that any barriers to equal employment opportunity be identified and that positive measures be taken to remove them and to eliminate underutilization of women, ethnic minorities, the disabled, and veterans, in occupations, organizational units, and at certain salary levels. Affirmative Action also requires an opportunity for upward mobility and the provision of avenues for career advancement.
- H. This policy is affirmed with the full expectation that it will result in a diverse workforce of high quality through increased employment of women, ethnic minorities, veterans and the disabled.
- I. The Membership of the Board of Directors of the Agency will include persons of minority background and will strive for a balance of race, sex, and age.

3. Sexual Harassment

- A. CAPE maintains a strict policy prohibiting sexual harassment. This policy applies to **ALL** employees and/or contractors of CAPE, non-supervisory as well as supervisors and agents. Furthermore, it prohibits harassment in any form, including verbal, physical and visual harassment.



- B. All claims of sexual harassment are to be promptly, and thoroughly investigated and corrective action taken as warranted by the results of the investigation, which may include disciplinary action, up to, and including immediate termination.

Employees and/or contractors deliberately making false claims are subject to disciplinary action up to and including immediate employment and/or contract termination.

- C. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- 1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- 2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals, or
- 3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

2. Racial or National Origin Harassment

- A. CAPE maintains a strict policy prohibiting harassment due to race or national origin. This policy applies to **all** employees and/or contractors of CAPE, non-supervisory as well as supervisors and agents. Furthermore, it prohibits harassment in any form including verbal, physical and visual harassment.

- B. All claims of harassment due to race or national origin are to be promptly, and thoroughly investigated and corrective action taken as warranted by the results of the investigation. This may include disciplinary action, up to and including immediate termination.

- C. Racial or national origin harassment includes but is not limited to making disparaging remarks, gestures, or other actions designed to defame the character or question the integrity of the affected individual; or substantially interfering with an individual's work performance; or creating an intimidating, hostile or offensive working environment.



- D. Employees and/or contractors deliberately making false claims are subject to disciplinary action up to and including immediate employment and/or contract termination.

I have read and agree to adhere to the Items Required for Proposal Policy.

Contractor Signature

Date

Name & Address of Contractor/ Business



Attachment H

CONTRACTOR SELECTION POLICIES AND PROCEDURES

Discrimination against, or denial of employment to, any individual in the performance of any rehabilitation contract on the grounds of race, color, religion national origin, age, sex, handicap, belief or political affiliation, in violation of Title V and VII of the Civil Rights Act (42 USC 2000d) and the Age Discrimination in Employment Act (29 USC 794).

A Minority or Woman-Owned Business Enterprise (MBE/WBE) is defined for this program as a business which has been established for at least one year and is 51% owned, operated and controlled by Minorities or Women. **Corporation or Partnerships** formed merely to qualify as an MBE or WBE for purpose of this **Rehab Program** will not be considered Minority or Women-Owned Business Enterprise.

Pre-approved Contractors:

- Proposals on the Weatherization Assistance Program shall be requested from contractors upon an invitation from CAPE. The Program Manager will prepare a proposal form and work write-up, which shall be provided to the Contractor as part of a proposal package. The proposal package shall include a list of history of participation in government-funded projects, a list of previous customers with complete contact information, have performed acceptable work for CAPE within the last year, has a current certificate of liability insurance on file at the CAPE Corporate Headquarters located at 401 S.E. Sixth Street, Suite 001, Evansville, IN 47713, that includes IHCD as additionally insured, and if Contractor employ persons, the policy must also include workers compensation. A copy of the Verification of Contractor and Subcontractor(s) Eligibility Form (Exhibit C) received from IHCD, verifying that the Contractor is not on the current HUD Disbarment and/or Suspension list, must also be on file at CAPE Corporate Headquarters.

New Contractors:

- It is the CAPE Weatherization Assistance Program Manager's responsibility to contact Contractors of our choice, either from the existing Contractors list on file at CAPE Corporate



Headquarters or from any other source, and to negotiate a proposal for the work necessary to correct the items on the deficiency list, for an approved Weatherization site and/or sites.

- For Contractor's who have expressed an interest in submitting a proposal for the CAPE Weatherization Assistance Program projects, but has no past work history with CAPE, the contractor must first complete the following:
- Copies of the CAPE Weatherization Assistance Program Proposal Packets may be obtained from the weatherization Department located at CAPE Headquarters or for information call (812) 492-3925
- **Proposal Packets Forms:** Complete forms and deliver to the CAPE Finance Department. The Program Manager will review forms, and send to IHCDA Compliance Monitor for verification, that the Contractor interested in submitting a proposal for the CAPE Weatherization Assistance Program is not suspended, and/or disbarred from working on projects receiving Federal assistance. **(NOTE: If you, or any of your subcontractors, do not have a Tax ID number use your social security number in place of the Tax ID number.)**

Complete the Contractor's Data Sheet, also provide a copy of the Contractor's certificate of liability insurance within your packet and deliver to CAPE Finance office. If the Contractor employs persons, the policy must also include workers compensation. For Contractors who are approved by CAPE, and/or awarded a contract to perform work on a rehab project, receiving Federal assistance, **the policy shall name CAPE (401 S.E. Sixth Street, Suite 001, Evansville, IN 47713) & IHCDA (30 S. Meridian Street, Suite 1000 Indianapolis, IN 46204) as additionally insured.**

- After CAPE has received a letter of confirmation from IHCDA stating that the above named "Contractor" and/or "Principals" name do not appear on HUD current Suspension or Debarment lists, and therefore, is eligible to the proposal on a contract to receiving Federal Assistance.



- CAPE shall contact the Contractor at the contractor work address and schedule an interview, which shall be conducted by CAPE staff.
- CAPE shall notify Contractor, in writing; within five (5) working days from the date of the Contractor’s interview, as to if, CAPE rejected or approved Contractor request to have Contractor name and/or Firm’s name added to the Weatherization Assistance Program proposal list.
- The contract shall be made only with Contractors who possess the potential ability to perform successfully under the terms and conditions of the Contract Agreement.

All the following criteria shall be considered by CAPE in the evaluation process:

- Experience. 15pts
- Materials & labor costs. 35 pts
- Affirmative Action Statement. 20pts
- Willingness to meet training requirement. 15pts
- Minority/Female Contractor Ownership. 15pts
- In certain circumstances, contracts with certain parties are restricted by CAPE implementation of E.O.s 12549 and 12689, “Debarment and Suspension.”

CAPE reserves the right to reject any and all Contractors, Contractor’s offers to propose, and/or proposals received from Contractors, on any such projects receiving Federal assistance, when it is not in CAPE best interest to do so.

I have read and agree to adhere to the Contractor Selection Procedures & Policy.

Contractor Signature Date

Name & Address of Contractor/ Business



Attachment I
CONTRACTOR DATA SHEET

Firm Name	Street	City and State	Zip Code
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_____ Corporation () Partnership () Privately Owned ()

Contact Person/Telephone No. _____

Please enter the names of corporation officers (if a corporation), partners (if a partnership), owner (if private)

Name	Title	Address	Tax I.D. No.	Phone No.
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Name	Title	Address	Tax I.D. No.	Phone No.
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Name	Title	Address	Tax I.D. No.	Phone No.
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Name	Title	Address	Tax I.D. No.	Phone No.
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LIST CONSTRUCTION EXPERIENCE OF EACH OF THE PRINCIPALS:

Experience / No. of Years in Business:

Indicate if new construction, rehabilitation, historic renovation is:

Other cities in which your firm or principals have operated:



Business References (include local banks and material suppliers):

Name	Address	Phone No.
_____	_____	_____
_____	_____	_____
_____	_____	_____

Recent customers with whom you have done business:

Name	Address	Phone No.	\$ Amount
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____

Firm Name

Firms with which you have established credit:

Name	Address	Phone No.
_____	_____	_____



 Name Address Phone No.

 Name Address Phone No.

Have you ever filed for bankruptcy? _____

The undersigned contractor certifies that all information given herein is correct and that the information may be verified from any source and further agrees:

That the _____ (City, State, or County) contracts license class _____ and bond therefore are current, and that the undersigned contractor agrees to maintain current status of all licenses and bonds as required by the _____ (City, State, or County).

That the contractor will perform the work in accordance with the description of work, general specifications and all applicable _____ (City, State, or County) codes and zoning regulations and be subject to a final inspection by _____.

That if the work performed by the contractor is found to be unsatisfactory or if the contract relations between the contractor, homeowner, or other parties are found to be unsatisfactory, the _____ (City, State, or County) may remove his/her name from the list of selected contractors without notice.

That any required insurance and workman's compensation will be provided by the contractor on request.

That she/he will abide by all applicable equal employment opportunity regulations.

Date: _____

By: _____

Title: _____



Attachment J
CONTRACTOR RATING SYSTEM

The requirements listed below must be met upon submission of the proposal package.

- 1) Certificate of Insurance.
- 2) Copy of Contracting License.
- 3) Written Work Guarantee.
- 4) Statement of Guarantee stating you have accessibility to the necessary workforce, vehicles, tools, blower door, equipment, and materials, etc.
- 5) Statement of Guarantee statement you will provide all services specified in the contract.
- 6) Contractors cannot be in receivership or in civil proceedings that entail liens on materials that contractor would be using for Weatherization.
- 7) Contractors must be an Equal Opportunity Employer and must submit a copy of their *Affirmative Action Policy* or Statement.
- 8) Contractors must be willing to work from an established unit cost.
- 9) Contractors must be willing to work under CAPE’s Rework Policy (Attachment A)
- 10) Contractors must submit all required documents by the established deadline.

Proposal Rating System

Experience:	15 points
Materials and labor cost:	35 points maximum based on proposal & completion
Affirmative Action Statement:.....	20 points maximum
Willingness to meet training requirements: ...	15 points maximum



Minority/Female Contractor Ownership:..... 15 points maximum

Maximum Points: 100

I have read and agree to adhere to the Contractor Selection Procedures & Policy.

Contractor Signature

Date



Attachment K

CONTRACTOR CERTIFICATIONS

On behalf of the Contractor, the individual signing certifies:

Work shall be performed as directed by CAPE Community Action Agency and according to state and federal guidelines. Contractor shall address any issues or problems with the CAPE Housing Section Manager. All work must meet above specifications and pass inspection by our Building Analyst prior to payment being made for installation.

Invoices or other documentation relating to specific jobs submitted shall include the client name/address, date work was completed, specific work performed, and CAPE job number. Invoices will be submitted by job upon completion and shall differentiate costs for labor and materials.

The CAPE “walk away” criteria will be followed, and CAPE notified of any issues prior to departing the job site or as soon as possible thereafter.

Information sensitive to CAPE will be treated on a confidential basis. Examples include but are not limited to client information as stated on Weatherization applications, information regarding employees, and specific agency expenditures or procedures. Selected contractors may be required to sign a confidentiality agreement.

Installations shall generally be completed within 14 calendar days of the date order is received. In the event contractor is unable to contact clients or complete installations within this time, client file shall be returned to CAPE for evaluation. In cases of delay due to the availability of required equipment or parts, CAPE will be notified. A record of all attempts to contact clients must be provided to CAPE upon request.

Labor and services will be provided as an Independent Contractor, and not as an employee of CAPE. The contractor has no rights or privileges as described in the CAPE Employee Handbook



CAPE shall be held harmless regarding any injuries, damages, or liability that may be incurred as a result or in connection with the services and labor to be performed, including injuries or damages to the contractor.

Federal contracting provisions as outlined below will be observed when appropriate.

1. Act (40 U.S.C. 327-333) regarding the computation of wages for mechanics and laborers based on the standard work week of 40 hours and Equal Employment Opportunity, E.O. 11246
2. Copeland "Anti-Kickback" Act, (18 U.S.C. 874 and 40 U.S.C. 276c)
3. Davis-Bacon Act, (40 U.S.C. 276a to a-7) requiring contractors to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor.
4. Contract Work Hours and Safety Standards the provision that no laborer/mechanic shall be required to work under unsanitary, hazardous or dangerous conditions.
5. Clean Air Act (42 U.S.C. 7401 et seq)
6. Byrd Anti-Lobbying Amendment, (31 U.S.C. 1352) regarding the filing of required certification in the event the contract exceeds \$100,000. Federal appropriated funds are not to be used for the influencing of any officers/employees/member of Congress in connection with obtaining any Federal contract, grant or any other award.
7. Code of Conduct. Any contractor who embezzles, willfully misapplies, steals, or obtains by fraud any of the monies, funds, assets, or properties, which are part of a contract or grant, shall be subject to disciplinary actions and/or fined. The contractor shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or potential contractors.
8. Conflict of Interest. The contractor will avoid conflicts of interest with any other business and/or personal matters. If such conflict does arise, the contractor will declare that conflict.
9. Ethics. Contractors shall abide by all ethical requirements that apply to persons who have a business relationship with the State as set forth in Indiana Code 4-2-6 et seq., dated April 27, 2004. If the contractor is not familiar with these ethical requirements, the Contractor should refer any questions to the Indiana State Ethics Commission or



visit the Indiana State Ethics Commission website at <http://www.in.gov.ethics/>. Failure to comply with these standards may result in penalties under Indiana Code 4-2-6-12 and /or termination of this agreement.

Individuals performing services will attain the Building Performance Institute (BPI) Certification **as a Building Technician I within one year of hire/** The certification shall be maintained, and no uncertified workers shall be used on CAPE weatherization projects.

Contractor shall include the names of workers used for each job in invoices and notify CAPE of personnel changes.

Certificate of coverage for General Liability and Workman’s Compensation will be provided to CAPE. Interruption of coverage will result in immediate suspension.

There is no involvement in any agreement to pay money or other consideration for the execution of this agreement, other than to an employee of the Contractor.

Prices in this proposal have been arrived at independently, without consultation, communication, or agreement for restricting competition.

There must be no attempt by the contractor to discourage any potential contractor from submitting a proposal.

All documents in the Request for Proposal, including but not limited to the Weatherization specifications, training requirements and proposal evaluation has been read and understood.

No parties or principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded by any state or federal agency.

Dated this _____ day of _____, _____

Company Name



Printed Name and Title of Individual Signing

Signature of Representative



Attachment L

DWELLING WEATHERIZATION PROPOSAL SHEET 2019 / 2020

<i>General Energy Waste</i>	<i>Unit</i>	<i>Comment</i>	<i>Material</i>	<i>Labor</i>	<i>Total</i>
Blower Door Air Sealing	Labor Hour		\$	\$	\$
Mastic	1 Gallon		\$	\$	\$
Tyvek	Sq. Ft.		\$	\$	\$
Foil Tape			\$	\$	\$
Air/Duct Sealing Labor			\$	\$	\$
Drywall 4x8x1/2	Per Sheet		\$	\$	\$
Drywall 4x8x5/8	Per Sheet		\$	\$	\$
4x8x1/2 OSB	Per Sheet		\$	\$	\$
4x8x3/4 OSB	Per Sheet		\$	\$	\$
Sealant Foam	16oz./24oz Can		\$	\$	\$
Aluminum Radiant Barrier	Sq. Ft.		\$	\$	\$
Aluminum Flashing 20" x Linear Ft.			\$	\$	\$
Duct Wrap 3" Thick R-8	Sq. Ft.		\$	\$	\$
<i>Base Load Measures (Done in House)</i>	<i>Unit</i>	<i>Comment</i>	<i>Material</i>	<i>Labor</i>	<i>Total</i>
Water Heater Jacket			\$25.00	\$45.00	\$70.00
Flood Lights (90-Watt Equivalent)	Ea.		\$26.00	\$22.50	\$48.50
40-Watts Led	Ea.	Daylight Bulbs	\$1.35	\$4.50	\$5.85
60-Watts Led	Ea.	Daylight Bulbs	\$2.37	\$4.50	\$6.87
Aerators	Ea.		\$0.90	\$9.00	\$9.90
Showerhead	Ea.		\$7.50	\$22.50	\$30.00
PPG Wrap (Pipe) 1/2" Per Ft. x 6'			\$6.00	\$11.25	\$18.25
PPG Wrap (Pipe) 3/4" Per Ft. x 6'			\$7.00	\$11.25	\$18.25



Smoke Detector	Ea.	Installed to Manufacturer Specifications / 10 Year Ion	\$15.75	\$22.50	\$38.25
Carbon Monoxide Alarm	Ea.	Installed to Manufacturer Specifications	\$18.97	\$22.50	\$41.47
20-Watts Candelabra	Ea.	Daylight Bulbs	\$12.00	\$4.50	\$16.50
Insulation	Unit	Comment	Material	Labor	Total
Attic (Cellulose) 4"	Sq. Ft.	Open Blow	\$	\$	\$
Attic 9" = R-30	Sq. Ft.	Open Blow	\$	\$	\$
Attic 11.3" = R-38	Sq. Ft.		\$	\$	\$
Attic Vent <12x18	Ea.	Replace Existing / Includes Sealant	\$	\$	\$
Attic Vent <12x18	Ea.	Install New / Includes Sealant	\$	\$	\$
Attic Vent >12x18	Ea.	Replace Existing / Includes Sealant	\$	\$	\$
Attic Vent >12x18	Ea.	Install New / Includes Sealant	\$	\$	\$
Aluminum Flashing	Sq. Ft.	Around Chimneys, Lighting, Etc.	\$	\$	\$
Attic Insulation Door/Hatch (2" Blue board) to R30			\$	\$	\$
Dens-Pack Knee Wall R-15	Sq. Ft.		\$	\$	\$
Attic Hatch Surround 2X12X10			\$	\$	\$
Attic Pull Down Surround			\$	\$	\$
Attic Pull Down (Insulate to R30)			\$	\$	\$
Baffle Attic Vent 22" (Durovent)			\$	\$	\$
Blue Board 2" R-10 4'x8'	Sq. Ft.		\$	\$	\$
Dense Pack Floor Cavity 10"	Sq. Ft.		\$	\$	\$
Dense Pack Floor Cavity 6"	Sq. Ft.		\$	\$	\$
Sidewall (Cellulose) R-15	Sq. Ft.		\$	\$	\$
Sidewall – Vinyl Siding			\$	\$	\$
Sidewall – Wood Siding			\$	\$	\$



Sidewall - Aluminum Siding			\$	\$	\$
Lead Safe Practices	One Story		\$	\$	\$
Lead Safe Practices	Two Story		\$	\$	\$
<i>Crawl/Basement</i>	<i>Unit</i>	<i>Comment</i>	<i>Material</i>	<i>Labor</i>	<i>Total</i>
Vapor Barrier	Sq. Ft.	6 Mil.	\$	\$	\$
R-19 Fiberglass Kraft Faced		For Box Headers, Band Joists	\$	\$	\$
Mortar Mix	Gallon	Seal Foundation	\$	\$	\$
Cover Foundation Vent	Ea.	Plywood, Paint, Caulk	\$	\$	\$
Cover Basement Window	Ea.	Plywood, Paint, Caulk	\$	\$	\$
Crawl Entry Door	Ea.	Homemade	\$	\$	\$
Crawl Entry Door	Ea.	Steel	\$	\$	\$
Crawl Entry Door	Ea.	Other	\$	\$	\$
Vent Well	Ea.		\$	\$	\$
<i>Miscellaneous Items</i>	<i>Unit</i>	<i>Comment</i>	<i>Material</i>	<i>Labor</i>	<i>Total</i>
Dryer Vent Kit	Ea.	Replace / Flex, Clamps, Hood	\$	\$	\$
Dryer Vent Kit	Ea.	Install / Flex, Clamps, Hood	\$	\$	\$
Dryer Vent Hood	Ea.	Replace / Clamps, Hood	\$	\$	\$
Vent Existing Fan (First 8')	Ea.	Flex, Perimeter Wrap, Vent Hood	\$	\$	\$
Vent Existing Fan (10' to 18')	Ea.	Flex, Perimeter Wrap, Vent Hood	\$	\$	\$
6"x25' Flex Duct Box R-8	Per Linear Ft.		\$	\$	\$
7"x25' Flex Duct Box R-8			\$	\$	\$
8"x25' Flex Duct Box R-8			\$	\$	\$



10"x25' Flex Duct Box R-8			\$	\$	\$
12"x25' Flex Duct Box R-8			\$	\$	\$
14"x25' Flex Duct Box R-8			\$	\$	\$
16"x25' Flex Duct Box R-8			\$	\$	\$
36 Inch Panduit Strap	Ea.	Use to Strap Flex	\$	\$	\$
Minor Air Sealing	Unit	Comment	Material	Labor	Total
Door Jamb-up Kit	Ea.	Aluminum with vinyl bulb	\$	\$	\$
Door Sweep	Ea.		\$	\$	\$
Door Threshold	Ea.	Oak with vinyl bulb	\$	\$	\$
Lockset	Ea.	Keyed Exterior	\$	\$	\$
Lockset	Ea.	Passage	\$	\$	\$
Adjust Existing Door	Ea.	No new hinges	\$	\$	\$
Re-hinge Door	Ea.	Remove, Re-hinge, Rehang	\$	\$	\$
Adjustable Strike or Replace	Ea.	Install new	\$	\$	\$
Sash Locks	Ea.	Cam type	\$	\$	\$
Re-glaze Window (<46")	Ea.		\$	\$	\$
Re-glaze Window (>47")	Ea.		\$	\$	\$
Silicone Caulk	Ea.		\$	\$	\$
Latex Caulk	Ea.		\$	\$	\$
Flame Resistant Caulk	Ea.		\$	\$	\$
¼" Plexiglass	Sq. Ft.		\$	\$	\$
Other	Unit	Comment	Material	Labor	Total
Louvered Door	Ea.	Wood, Swinging up to 36"	\$	\$	\$
Louvered Door	Ea.	Wood, Bifold 4'	\$	\$	\$
Single Lock Set	Ea.		\$	\$	\$
Combo Lock Set	Ea.		\$	\$	\$



<i>Mobile Home Specific</i>	<i>Unit</i>	<i>Comment</i>	<i>Material</i>	<i>Labor</i>	<i>Total</i>
Combo Door	Ea.	Includes Storm, Hardware	\$	\$	\$
Drip Cap 34"	Ea.	Above all doors	\$	\$	\$
Blown in Fiberglass / Add 8" = R-19	Sq. Ft.		\$	\$	\$
Blown in Fiberglass / Add 12" = R-30	Sq. Ft.		\$	\$	\$
R-13 6"			\$	\$	\$
<i>Additional Items</i>	<i>Unit</i>	<i>Comment</i>	<i>Material</i>	<i>Labor</i>	<i>Total</i>
1/2" Drywall	Ea.	Type X Rated	\$	\$	\$
Hinge	Ea.	For CAZ Door	\$	\$	\$
Latch	Ea.	For CAZ Door	\$	\$	\$
Tamarack Perfect Balance Grills	Ea.		\$	\$	\$
R-30 Unfaced Fiberglass Batt	Sq. Ft.	CAZ	\$	\$	\$
R-13 Fiberglass Batt	Sq. Ft.	CAZ	\$	\$	\$
Basement Blanket Insulation	Sq. Ft.	Basements and Crawls	\$	\$	\$
E-84 Smoke/Flame Coating	Sq. Ft.		\$	\$	\$



Attachment M

WEATHERIZATION TECHNICAL QUALIFICATIONS

Experience

Describe prior experience installing energy enhancements in existing structures (attach additional sheets if needed):

Describe prior experience working with non-profit organizations:

Organization Size/Structure

Number of production personnel:

Number of production personnel with BPI Building Technician Certification:

Number of non-certified personnel that will attain BPI Building Technician Certification:

Currently attending classes and BPI Building Technician Certification is anticipated:

Date:

Number of production personnel that will be certified:

Service will be provided in
the following:

Vanderburgh

Gibson

Posey



Qualified as a Small, Minority or Women-owned business:		Yes		No
Describe facility being utilized as business office/warehouse (attach additional sheets if needed):				

Equipment

Describe equipment utilized for insulation installation (attach additional sheets if needed):
Describe transportation utilized by business (attach additional sheets if needed):

