

# REQUEST FOR PROPOSAL (RFP)

## SUBCONTRACTOR - APPLIANCES

Bid Proposal Number: 2015A-NRG

June 19, 2015



Community Action Partnership of Kern  
5005 Business Park North  
Bakersfield, California 93309  
661-336-5236

REQUEST FOR PROPOSAL # 2015A-NRG

Subcontractor - Appliances

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**RFP#2015A-NRG PROPOSAL CHECKLIST (MANDATORY)**

Proposal Title 2015A-NRG Subcontractor - Appliances		Due Date 7/10/2015	
Primary Contact		Title	
Company		Phone	Fax
Address	City	State or Province	Zip
Secondary Contact		Title	
Company		Phone	Fax
Address	City	State or Province	Zip
<p><b>THE PRIME CONTRACTOR MUST SIGN THIS FORM BELOW and ANSWER THE FOLLOWING QUESTIONS:</b></p> <p>Do you accept all Terms &amp; Conditions in the Sample Agreement? (if no, explain on separate pg) <span style="float: right;">___ Yes ___</span>          No</p> <p>Have you been Debarred or Suspended as per Title 49, Code of Federal Regulations, Part 29? <span style="float: right;">___ Yes ___</span>          No</p> <p>Are you a Minority or Women-Owned Business Enterprise? <span style="float: right;">___ Yes ___</span>          No</p> <p>Are you submitting the required number of originals and copies? (See proposal instructions.) <span style="float: right;">___ Yes ___</span>          No</p>			
<p><b>ON WHAT PAGE IN YOUR PROPOSAL CAN THESE ITEMS BE FOUND?</b></p>			
Section II Special Conditions D. Technical Proposal Information:		Completed and Signed Bid Form 2015A-NRG <span style="float: right;">___</span>	
Firm's experience and capabilities information <span style="float: right;">___</span>		References <span style="float: right;">___</span>	
Names and qualifications of primary staff <span style="float: right;">___</span>		CA State Contractors License <span style="float: right;">___</span>	
Conflict of Interest statement <span style="float: right;">___</span>		Vendor Information Sheet <span style="float: right;">___</span>	
		W-9 <span style="float: right;">___</span>	
<p><b>AUTHORIZED SIGNATURE &amp; CERTIFICATION</b></p> <p>I certify that the above information, and all information submitted in connection with this proposal is complete, true, and accurate and that the requirements noted have been completed and are enclosed. I affirm that I understand and will comply with Community Action Partnership of Kern's procedures under the Davis-Bacon Act as amended, the provision of Contract Work Hours and Safety Standards Act, the Copeland "Anti-Kickback" Act (18 USC §874 and 40 USC §276c; 29 CFR 3), California Prevailing Wage and all other applicable Federal, state and local laws and regulations pertaining to labor standards. I understand that this proposal may be disqualified if the solicitation requirements are not met. I the undersigned am authorized to commit my organization to this proposal.</p>			
Signature		Name	
Title		Organization	
Phone		Date	

**NOTE: This completed form MUST be signed and attached to the front of all copies your proposal.**



**I. GENERAL CONDITIONS**

- A. Purpose:** The Request for Proposal (RFP) is to find a qualified Firm for replacement and/or repair of gas and electric appliances to include forced air units (FAU), wall furnaces, dual pac, water heaters, and stoves.
- B. Governing Contract:** This Agreement is subject to Department of Community Services and Development guidelines.
- C. Instructions for Proposal Submission**
  - 1. Mandatory Pre-Proposal Conference:** There is no mandatory pre-proposal conference.
  - 2. Closing Submission Date:** Proposals must be submitted not later than 2:00 p.m., Friday, July 10, 2015 to Community Action Partnership of Kern, 300 19<sup>th</sup> Street, Bakersfield, California 93301.
  - 3. Inquiries:** Inquiries concerning this RFP should be directed to Loretta Andrews, Energy Program Manager at: landrew@capk.org
  - 4. Conditions of Proposal:** All costs incurred in the preparation of a proposal responding to this RFP will be the sole responsibility of the Firm and will not be reimbursed by the Community Action Partnership of Kern (Owner). Unless otherwise stated, all materials submitted by Firm in response to this RFP shall become the property of the Owner.
- D. Instruction to Prospective Firms:** Your proposal should be addressed as follows:

Community Action Partnership of Kern  
 c/o Loretta Andrews– Subcontractors – Appliances: # 2015A-NRG  
 300 19<sup>th</sup> Street, Bakersfield, CA 93301

It is important that the Firm's proposal be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following information: For Subcontractors – Appliances: # 2015A-NRG.

It is the responsibility of the Firm to ensure that Owner receives the proposal by the date and time specified above.

Late proposals will not be considered. Confirmation of receipt is the sole responsibility of Proposer. Each and every Firm must submit their proposal using the enclosed format. If any proposal submitted deviates from the requested proposal format, it may be cause for disqualification. This does not, however, preclude the Firm from offering alternatives in addition to the information requested in the formatted RFP. The alternatives, however, must be fully explainable and in written form.

**E. Timelines:**

2015A-NRG Subcontractor Appliances	
Date	Event
6/21/2015	RFP advertisement in the Bakersfield Californian
6/22/2015	RFP advertisement faxed to Vendors
6/26/2015	Due date for questions from Vendors
7/03/2015	Response to questions emailed to Vendors
<b>7/10/2015 @ 2:00 PM</b>	<b>Due date for proposals by Vendors</b>
7/17/2015	Contract Awarded

- F. Right to Reject:** Owner reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be based upon the factors described in this RFP. Owner reserves the right to waive any and all informalities or irregularities in any proposal.
- G. Data Universal Numbering System (DUNS) AND Central Contractor Registration (CCR):** Vendors are required to have both their Data Universal Numbering System (DUNS) and Central Contractor Registration (CCR) Cage number in order to conduct business with the CAPK. DUNS and CCR/Cage # are to be filled in on the Vendor Information Sheet. If vendor/firm does not currently have their DUNS number and are not registered with CCR, the following site explains how to receive a DUNS number and register with CCR which are both FREE of charge. See attached instruction sheet.

H. U.S. ENVIRONMENTAL PROTECTION AGENCY (EPA) CERTIFICATION: VENDORS ARE REQUIRED TO OBTAIN AN EPA CERTIFICATION IN ORDER TO CONDUCT BUSINESS WITH THE CAPK.

I. Small, Women and/or Minority-Owned Business: Efforts will be made by Owner to utilize small businesses, women and minority-owned businesses, with the consideration that the primary responsibility is the most favorable return to Owner.

A Firm qualifies as a small business firm, if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.3-8), by having average annual receipts for the last three fiscal years of less than four million dollars.

J. Price: All prices and quotations must be typed or written in ink utilizing attached bid form. No erasures or correction fluid is permitted. Errors may be crossed out and corrections printed in ink by the person signing the proposal.

ENCLOSED BID FORM IS TO BE SUBMITTED WITH PROPOSAL.

K. Date Available to Start: Date Available to start is a part of the consideration and must be stated in definite terms and must be adhered to.

L. Authorized Proposals: All proposals must be dated and signed by a responsible officer or employee of the Firm. All proposals must have the Firm's name clearly indicated in the proposal.

## II. SPECIAL CONDITIONS

A. Background: The Owner is seeking to find a qualified Firm for replacement and/or repair of gas and electric appliances to include forced air units (FAU), wall furnaces, dual pac, water heaters and stoves. The purpose of this Request for Proposal (RFP) is to provide a method of selection and the basis for negotiating an agreement to perform such services. The agreement term would be through August 31, 2017.

Firm's must demonstrate prior similar experience, a minimum of five years of operation in the present form of business organization; prior similar experience of the applicants sub-consultants; and extensive experience on comparable projects of key personnel assigned to this project.

B. Selection: The selection process will be followed by contract negotiation. **The FINAL pricing in the resulting contract shall be the pricing included in proposers' bid documents.** If negotiations are unsuccessful, Owner will proceed with negotiations with the next qualifying Firm.

It is recognized that the selected Firm will be required to collect all pertinent information necessary to complete the required services in advance of all required deadlines. Therefore, all responding Firms will keep this in mind when preparing their response to the RFP.

C. Scope of Work: The Firm is to provide all items as described below and in further detail on Bid Form 2015A-NRG, including labor:

- Water Heater: To include: permit, installation, removal and disposal of removed appliance, clean up of debris created during installation, gas line valve, gas connector, flex water connectors, ¾" water gate valve and vent materials to existing ceiling jack. All water heaters must be secured to structure top and bottom for earthquake strapping.
- Range: To include: counter top, built in oven, 30" and 36" free standing ranges. All installation will include permit, removal and disposal of old range, cleanup of debris created during installation, installation of line valve and connector.
- Furnace: To include: permit, complete change out installation, removal and disposal of removed appliance, clean up of debris created during installation, line valve, connector, wall thermostat (heat only) and complete vent system.

D. Technical Proposal Information

1. Describe the Firms experience and capabilities with regard to non-profit agencies.
2. List the name(s) and professional qualifications of the primary staff that will be assigned to the Owner's account.
  - a. Include job title, current responsibilities, total years experience, years with the Firm, degrees and certifications, professional affiliations, and any other relevant information.
  - b. Provide a list of other key personnel who will be assigned to Owner's account.
  - c. Describe any services or portion of services that will be performed by a sub-consulting and/or sub-contracting Firm, and provide relevant information on such Firm's qualifications and personnel.

- E. Conflict of Interest: Provide a statement of any potential conflicts your Firm and/or key staff may have regarding these services. The statement should not only include actual conflicts, but also any working relationships that may be perceived by disinterested parties as a conflict. **If no potential conflicts of interest are identified, so state in your proposal.**
- F. Minority, Women or Small Business: If your Firm qualifies as a small, women or minority-owned business, provide documentation of qualifications.
- G. Fee Proposal/BID Form 2015A-NRG: All proposals must state the maximum total compensation for performing Services for the term of the agreement. Bid Form 2015A-NRG must be completed and submitted with proposal.
- H. Submittal Documents:
  - 1. Page 3: 2015A-NRG Proposal Checklist
  - 2. Page 10-13: Signed Bid Form 2015A-NRG, signature indicates acceptance of all Addendums, Contract Terms & Conditions, Federal Assurances & Central Contractor Registration. All forms can be located at <http://www.capk.org/index.cfm/fuseaction/pages.page/id/695>
  - 3. Page 14-15: Vendor Information Sheet
  - 4. Page 16: W-9
  - 5. Page 17: Certifications
  - 6. Page 18: CCR DUNS ORCA
  - 7. Three references who can comment on the past performance of your Firm. The references shall be from at least one non-profit or public agency. References are to include telephone, facsimile and e-mail.
  - 8. A copy of current California State Contractors License.
  - 9. In a separate document provide the following information:
    - a. A detailed explanation of the materials/appliances quoted.
    - b. Conflict of Interest Statement.
    - c. Warranty Information for material and labor.

### III. PROPOSAL EVALUATION

- A. Submission of Proposals: All proposals shall include one (1) original and one (1) complete copy of the Firm's response. This document will become part of the contract.
- B. Non-responsive Proposals: Proposals may be judged non-responsive and removed from further consideration if any of the following occur:
  - 1. The proposal is not received timely, in accordance with the terms of this RFP.
  - 2. The proposal does not follow the specified format and respond adequately to each item in Section II.
- C. Selection Procedure: Proposals will be reviewed and Firms will be evaluated based on their relative rankings in each area of the proposal. This is a NEGOTIATED procurement and as such, award will not necessarily be made to the Contractor submitting the lowest priced proposal. Award will be made to the Proposer submitting the best responsive proposal satisfying Partnership's requirements, price and other factors considered.  
  
The selection process is designed to ensure that the Proposer's services/products are engaged on the basis of demonstrated competence and qualifications for the type of services to be performed and at fair and reasonable prices for Partnership.
- D. Fee Proposal: The Selection Committee will consider the reasonableness of all fee proposals and quotations.
- E. Solicitation Caveat: The Firm understands and agrees that the Owner shall have no financial responsibility for any costs incurred by the Firm in responding to this RFP and shall not be liable for any Firm costs attributed to the planning and design of the project until the Firm has executed a contract with the Owner and has been authorized in writing to proceed. The Owner reserves the right to terminate this RFP after three (3) days (72-hours) notice to all prospective proposers.
- F. Right to Reject: The Owner may, at its discretion, request presentations or additional information with any or all Firms to clarify or negotiate modifications to the Firm's proposals.

However, the Owner reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, which the Firm can propose.

The Owner shall be solely responsible for awarding the contract.

- G.** Signature: The Bid Form, all Information Required of Firm or prequalification forms, all Guarantees, and all other forms enclosed must be signed in the name of the Firm and must bear the signature of the person or persons duly authorized to sign these documents. Where indicated, if Firm is a corporation, the legal name of the corporation shall first be set forth, together with two signatures: one from among the chairman of the board, president or vice president and one from among the secretary, chief financial officer, or assistant treasurer. Alternatively, the signature of other authorized officers or agents may be affixed, if duly authorized by the corporation. Such documents shall include the title of such signatories below the signature and shall bear the corporate seal. Where indicated, in the event that the Firm is a joint venture or partnership, there shall be submitted with the bid certifications signed by authorized officers of each of the parties to the joint venture or partnership, naming the individual who shall be the agent of the joint venture or partnership, who shall sign all necessary documents for the joint venture or partnership and, should the joint venture or partnership be the successful Proposal Firm, who shall act in all matters relative to the contract resulting there from for the joint venture or partnership. If Firm is an individual, his/her signature shall be placed on such documents.
- H.** Withdrawal of Bids: Any proposal may be withdrawn, either personally, or by written request, at any time prior to the scheduled closing time for receipt of bids. No proposal shall be withdrawn for a period of 60 days subsequent to the opening of proposal.
- I.** Agreement: The Agreement, which the successful Firm, as "Contractor", will be required to execute, is included in the RFP documents and should be carefully examined by the Firm.

#### IV. CONTRACTOR'S OBLIGATIONS

- A.** Laws and Regulations: Contractor shall obey all State and Federal regulations and guidelines now or hereafter enacted.
- B.** Independent Contractor: Contractor understands and agrees that it is an "independent contractor" with respect to the services to be performed under this Agreement. Community Action Partnership of Kern shall be exempt from payment of all Unemployment Compensation, FICA, retirement, life and/or medical insurance and Workers' Compensation Insurance.
- C.** Contractor's License: If, at the time of the bid opening date and time, Firm is not properly licensed to perform the Project in accordance with Division 3, Chapter 9, of the Business and Professions Code of the State of California, such bid will be rejected as non-responsive. Required licenses are as such: B – General Building; C-10 Electrical; C-20 Warm-Air Heating, Ventilating and Air-Conditioning; C-36 Plumbing. Pursuant to Business and Professions Code Section 7028.15, no payment shall be made for work or materials under the contract unless and until the Registrar of Contractors verifies to the Owner that the Firm was properly licensed at the time the bid was submitted. Any Firm not so licensed is subject to penalties under the law and the contract will be considered void.
- D.** U.S. Environmental Protection Agency (EPA): Pursuant to 40 CFR Part 745, Subpart E, Firm must be EPA Certified to conduct Renovation, Repair and Painting Activities in target housing and child-occupied facilities. Firm must become EPA Lead Certified within three months of award of contract. If certification is not obtained by due date, this contract is null and void.
- E.** Insurance: Contractor shall procure, furnish and maintain for the duration of this Agreement the following types and limits of insurance ("basic insurance requirements") herein:
1. Automobile Liability Insurance, providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than One Million Dollars (\$1,000,000) per occurrence; and the policy shall:
    - a. Provide coverage for owned, non-owned and hired autos.
    - b. Contain an additional insured endorsement in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.
  2. Broad Form Commercial General Liability Insurance, ISO form CG00 01 11 85 or 88 providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than One Million Dollars (\$1,000,000) per occurrence; and the policy shall:
    - a. Provide Contractual Liability coverage for the terms of this Agreement.

- b. Contain an additional insured endorsement in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.
3. Workers' compensation insurance with statutory limits and employer's liability insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence; and the policy shall contain a waiver of subrogation endorsement in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.

All policies required of the Contractor shall be primary insurance as to Community Action Partnership of Kern, its board, officers, agents employees and volunteers and any insurance or self-insurance maintained by Community Action Partnership of Kern, its board, officers, agents employees and designated volunteers shall be in excess of the Contractor's insurance and shall not contribute with it. Additional insured endorsement shall use ISO form CG20 10 11 85 (in no event with an edition date later than 1990).

Insurance is to be placed with insurers with a Bests' rating of no less than A: VII. Any deductibles, self-insured retentions or insurance in lesser amounts, or lack of certain types of insurance otherwise required by this Agreement, or insurance rated below Bests' A: VII, must be declared prior to execution of this Agreement and approved by the City of Bakersfield in writing.

All policies shall contain an endorsement providing Community Action Partnership of Kern with thirty (30) days written notice of cancellation or material change in policy language or terms. All policies shall provide that there shall be continuing liability thereon, notwithstanding any recovery on any policy.

The insurance required hereunder shall be maintained until all work required to be performed by this Agreement is satisfactorily completed.

Contractor shall furnish the Owner with a certificate of insurance and required endorsements evidencing the insurance required. The Owner may withdraw its offer of contract or cancel this contract if certificates of insurance and endorsements required have not been provided prior to the execution of this Agreement.

- F. Indemnity: Contractor shall indemnify, defend, and hold harmless the Owner, its officers, agents and employees against any and all liability, claims, actions, causes of action or demands whatsoever against them, or any of them, before administrative or judicial tribunals of any kind whatsoever, arising out of, connected with, or caused by Contractor, Contractor's employees, agents or independent contractors or companies in the performance of, or in any way arising from, the terms and provisions of this Agreement whether or not caused in part by a party indemnified hereunder, except as limited by California Civil Code Section 2782.

**G. Administrative Requirements:**

1. **Financial Management:** Contractor agrees to comply with 24 CFR Part 84 and agrees to adhere to the accounting principles and procedures required therein, utilize adequate internal controls, and maintain necessary source documentation for all costs incurred.
2. **Audits and Inspections:** All Contractor records with respect to any matters covered by this Agreement shall be made available to the Owner, its designee or the Federal Government, at any time during normal business hours, as often as the Owner deems necessary, to audit, examine, and make excerpts or transcripts of all relevant data. Any deficiencies noted in audit reports must be fully cleared by the Contractor within 30 days after receipt by it. Failure of Contractor to comply with the above audit requirements will constitute a violation of this Agreement.

**V. SUBCONTRACTS**

Contractor shall cause all of the provisions of this Agreement in its entirety to be included in and made a part of any subcontract executed in the performance of this Agreement.

Contractor shall undertake to insure that all subcontracts let in the performance of this Agreement shall be awarded on a fair and open competition basis. Executed copies of all subcontracts shall be forwarded to the Owner along with documentation concerning the selection process.

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CONTRACTOR PROFILE SHEET

General Information:

1. Firm Name: \_\_\_\_\_ Phone No. \_\_\_\_\_
2. Contractor License  
Class C-10 Contractor License Number: \_\_\_\_\_  
Class C-20 Contractor License Number: \_\_\_\_\_  
Class C-36 Contractor License Number: \_\_\_\_\_  
List any other Licenses held Number: \_\_\_\_\_  
Name of License Holder: \_\_\_\_\_  
Relationship to Company: \_\_\_\_\_
3. U.S. Environmental Protection Agency (EPA) Certification #: \_\_\_\_\_
4. Name of Person(s) authorized to make financial and business decisions and sign legal documents:  
Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_
5. How many years of experience does your company have? \_\_\_\_\_
6. Total number of employees: \_\_\_\_\_
7. Number of Repair/Replacement technicians you currently employ? \_\_\_\_\_
8. Number of furnaces you can repair per week: \_\_\_\_\_
9. Number of furnaces you can replace per week: \_\_\_\_\_
10. Number of water heaters can you replace per week: \_\_\_\_\_
11. Number of ranges you can replace per week: \_\_\_\_\_
12. Approximate number of days you can begin service at the capacity indicated above after execution of the contract.  
  
CHECK ONE: a. 1-4 days \_\_\_ b. 5 days \_\_\_ c. 2 weeks \_\_\_ d. 3 weeks \_\_\_
13. Will you be able to respond to hazardous corrections or complaints within 48 hours and all other corrections within five working days after oral or written notification from the Agency?
14. If there any type of appliance your company is not equipped to repair or replace? Yes \_\_\_ No \_\_\_
15. If yes, please explain: \_\_\_\_\_
16. Is your company equipped to make incidental repair applicable to the installation of an appliance (i.e., drywall work, painting, etc.) yes \_\_\_ No \_\_\_
17. List your normal territory of operation: \_\_\_\_\_

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**BID FORM 2015A-NRG - FURNACE**

Labor:

Hourly rate quote for Service Technician: \$ \_\_\_\_\_ per hour  
Hourly rate quote for two-man Service crew \$ \_\_\_\_\_ per hour  
Mileage charges per mile, when applicable \$ \_\_\_\_\_ per mile  
*(per mile charge shall not exceed the federal per diem requirements)*

Unit Price Quote:

Provide a unit price quote for each of the items below. The price quote must be for a complete change out installation, and must include material, labor and total costs to be valid. The complete job is installation, removal and disposal of the removed appliance including any clean-up or debris created during the installation. Price quotes are to include permit costs if applicable.

Realizing that labor costs vary for each job, an approximate labor charge should be included for a "kind-for-kind" replacement with no incidental charges. Incidental charges for other than kind-for-kind replacements are handled on a case by case basis.

Material + Labor + Permit = Total Cost

1. Remove and replace one heating/cooling Thermostat and sub-base.  
\$ \_\_\_\_\_ + \$ \_\_\_\_\_ + \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
Manufacturer/Model: \_\_\_\_\_
2. Convert manual wall furnace to wall thermostat operation. Install B-67 gas valve, pilot generator, wall t'stat, new line valve and flex connector (wiring Not exposed).  
\$ \_\_\_\_\_ + \$ \_\_\_\_\_ + \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
Manufacturer/Model: \_\_\_\_\_
3. Blower motor replace on Day-N-Night 80U24-19 (or equivalent) upflow gas-fired forced air unit with A/C ( 2 speed)  
\$ \_\_\_\_\_ + \$ \_\_\_\_\_ + \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
Manufacturer/Model: \_\_\_\_\_

Please include line valve, connector, wall thermostat (heat only) and complete vent system.

4. Remove existing FAU and install 80,000 BTU upflow, high efficiency (88% or higher AFUE Rating) FAU, closet installation, adapt to existing polonium, closet meets free air requirements. No duct work required.  
\$ \_\_\_\_\_ + \$ \_\_\_\_\_ + \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
Manufacturer/Model: \_\_\_\_\_
5. Remove existing FAU and install 80,000 BTU horizontal high efficiency (88% or higher AFUE Rating). In attic with existing legal platform: Attic access 30" x 30". Adapt to existing plenum, install insulated flex duct return air register to furnace (8'), vent into existing roof stack.  
\$ \_\_\_\_\_ + \$ \_\_\_\_\_ + \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
Manufacturer/Model: \_\_\_\_\_
6. Install one 35,000 BTU single wall furnace, new installation, gas outlet at furnace location  
\$ \_\_\_\_\_ + \$ \_\_\_\_\_ + \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
Manufacturer/Model: \_\_\_\_\_
7. Install one 35,000 BTU single wall furnace, new installation, gas outlet at furnace location with free standing kit.  
\$ \_\_\_\_\_ + \$ \_\_\_\_\_ + \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
Manufacturer/Model: \_\_\_\_\_
8. Remove existing wall furnace and vent system (metal). Install one 35,000 BTU wall furnace.  
\$ \_\_\_\_\_ + \$ \_\_\_\_\_ + \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
Manufacturer/Model: \_\_\_\_\_
9. Install one 50,000 BTU dual wall furnace, new installation of gas outlet at furnace location.  
\$ \_\_\_\_\_ + \$ \_\_\_\_\_ + \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
Manufacturer/Model: \_\_\_\_\_
10. Remove existing flat floor furnace and install One 50,000 BTU floor furnace, no floor cutting required. Replace horizontal metal vent (4') to existing vertical vent.

\$ \_\_\_\_\_ + \$ \_\_\_\_\_ + \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
Manufacturer/Model: \_\_\_\_\_

11. Remove Coleman 8600 Series furnace in mobile home and install new FAU.

\$ \_\_\_\_\_ + \$ \_\_\_\_\_ + \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
Manufacturer/Model: \_\_\_\_\_

12. Remove flat floor furnace, cap gas line, frame floor opening with 2x4, cover opening with plywood and seal edges.

\$ \_\_\_\_\_ + \$ \_\_\_\_\_ + \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
Manufacturer/Model: \_\_\_\_\_

13. Typical single wall furnace. Remove and clean firebox, clear and clean vent, reassemble with existing line valve and connector.

\$ \_\_\_\_\_ + \$ \_\_\_\_\_ + \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
Manufacturer/Model: \_\_\_\_\_

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**BID FORM 2015A-NRG - RANGE**

Labor:

Hourly rate quote for Service Technician: \$\_\_\_\_\_ per hour

Hourly rate quote for Two-Man Service Crew \$\_\_\_\_\_ per hour

Mileage charges per mile, when applicable \$\_\_\_\_\_ Per mile

*(per mile charge shall not exceed the federal per diem requirements)*

All counter tops, built in ovens, 30" and 36" free-standing ranges will be provided by the Contractor. All other materials will be purchased and billed by the contractor. Incidental charges for other than "kind for kind" installations are handled on an individual job basis.

All installations will include removal and disposal of old range, installation of line valve and connector. Price quotes are to include permit costs if applicable.

Material + Labor + Permit = Total Cost

1. Install one 30" free-standing range

\$\_\_\_\_\_+\$\_\_\_\_\_+\$\_\_\_\_\_=\$\_\_\_\_\_

Manufacturer/Model: \_\_\_\_\_

2. Install one 36" free-standing range

\$\_\_\_\_\_+\$\_\_\_\_\_+\$\_\_\_\_\_=\$\_\_\_\_\_

Manufacturer/Model: \_\_\_\_\_

3. Install one 4-burner counter top unit with electric ignition, requiring no incidental work (straight drop in)

\$\_\_\_\_\_+\$\_\_\_\_\_+\$\_\_\_\_\_=\$\_\_\_\_\_

Manufacturer/Model: \_\_\_\_\_

4. Install one single built-in oven with electric ignition, requiring no incidental work (straight slide in)

\$\_\_\_\_\_+\$\_\_\_\_\_+\$\_\_\_\_\_=\$\_\_\_\_\_

Manufacturer/Model: \_\_\_\_\_

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**BID FORM 2015A-NRG - WATER HEATER**

Labor:

Hourly rate quote for Service Technician: \$ \_\_\_\_\_ per hour  
Hourly rate quote for Two-man service crew: \$ \_\_\_\_\_ per hour  
Mileage charges (when applicable) \$ \_\_\_\_\_ per mile  
*(per mile charge shall not exceed the federal per diem requirements)*

Unit Price Quote:

Please provide a unit price quote for each of the items listed below. The price quote must include material, labor, permit and total cost to be valid. The complete job is installation, removal, and disposal of the removed appliance. The price quote should also include any clean up of debris created during the installation. Price quotes should be for a normal installation, additional charges for unusual situations are handled on a case-by-case basis.

Include in your price quote new water heater gas line valve, gas connector, flex water connectors, 3/4" water gate valve and vent materials to existing ceiling jack. All water heaters must be secured to structure top and bottom for earthquake strapping. Price quotes are to include permit costs if applicable.

Material + Labor + Permit = Total Cost

1. One 30-gallon water heater installed in garage, requiring new 18" platform. Platform is to be built and installed.

\$ \_\_\_\_\_ + \$ \_\_\_\_\_ + \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Manufacturer/Model: \_\_\_\_\_

2. One 40-gallon water heater installed in garage, requiring new 18" platform. Platform is to be built and installed.

\$ \_\_\_\_\_ + \$ \_\_\_\_\_ + \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Manufacturer/Model: \_\_\_\_\_

3. One 30-gallon water heater installed outside, include concrete pad, new metal cabinet enclosure and new vent system extending above roof caves.

\$ \_\_\_\_\_ + \$ \_\_\_\_\_ + \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Manufacturer/Model: \_\_\_\_\_

4. One 40-gallon water heater installed outside, include concrete pad, new metal cabinet enclosure and new vent system extending above roof caves.

\$ \_\_\_\_\_ + \$ \_\_\_\_\_ + \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Manufacturer/Model: \_\_\_\_\_

5. One 30-gallon water heater installed in indoor cabinet enclosure.

\$ \_\_\_\_\_ + \$ \_\_\_\_\_ + \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Manufacturer/Model: \_\_\_\_\_

6. One 40-gallon water heater installed in indoor cabinet enclosure.

\$ \_\_\_\_\_ + \$ \_\_\_\_\_ + \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Manufacturer/Model: \_\_\_\_\_

7. One 30-gallon water heater installed in indoor open area (i.e., laundry room).

\$ \_\_\_\_\_ + \$ \_\_\_\_\_ + \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Manufacturer/Model: \_\_\_\_\_

8. One 40-gallon water heater installed in indoor open area (i.e., laundry room).

\$ \_\_\_\_\_ + \$ \_\_\_\_\_ + \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Manufacturer/Model: \_\_\_\_\_

9. Construction and installation of new 18" platform.

\$ \_\_\_\_\_ + \$ \_\_\_\_\_ + \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Manufacturer/Model: \_\_\_\_\_

10. Construction and installation of Outside cabinet enclosure

\$ \_\_\_\_\_ + \$ \_\_\_\_\_ + \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Cost per foot for additional piping:

Cooper 3/4" \$ \_\_\_\_\_ Galvanized 3/4" \$ \_\_\_\_\_

Signature: \_\_\_\_\_

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

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

APPENDIX A

Community Action Partnership of Kern  
• Energy Department •  
Vendor Information Sheet

Date: \_\_\_\_\_ Prepared By: \_\_\_\_\_

\_\_\_\_\_

Official Business Name: \_\_\_\_\_

\_\_\_\_\_

DBA: \_\_\_\_\_

\_\_\_\_\_

Location Address: \_\_\_\_\_

\_\_\_\_\_ Street City State Zip

Mailing Address: \_\_\_\_\_

\_\_\_\_\_ Street City State Zip

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

\_\_\_\_\_

Phone #: \_\_\_\_\_ Accts. Receivable Phone #: \_\_\_\_\_

\_\_\_\_\_

Fax #: \_\_\_\_\_ Customer Service Phone #: \_\_\_\_\_

\_\_\_\_\_

CAPK Acct #: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

\_\_\_\_\_

Federal ID # or SS#: \_\_\_\_\_ Type of Business: \_\_\_\_\_

\_\_\_\_\_

Contractor Lic #: \_\_\_\_\_ DUNS#: \_\_\_\_\_ CCR & CAGE#: \_\_\_\_\_

\_\_\_\_\_

Business Lic #: \_\_\_\_\_ City Issued: \_\_\_\_\_

\_\_\_\_\_

EPA Certification # \_\_\_\_\_

General Liability Insurance Carrier & Policy #: \_\_\_\_\_

\_\_\_\_\_

Auto Liability Insurance Carrier & Policy #: \_\_\_\_\_

\_\_\_\_\_

Workers Compensation Insurance Carrier & Policy #: \_\_\_\_\_

\_\_\_\_\_

Please Check One:

Corporation \_\_\_\_ CAPK \_\_\_\_\_ Sole Proprietorship \_\_\_\_\_ Individual \_\_\_\_

Please Check One Classification:

Non-Profit \_\_\_\_ Faith Based Agency \_\_\_\_ Local Gov't \_\_\_\_ Fed. Gov't \_\_\_\_ For-Profit \_\_\_\_

Housing Collaboration \_\_\_\_ School District \_\_\_\_ Post-Secondary Education Institution \_\_\_\_

It is the policy of Community Action Partnership of Kern, consistent with Federal, State and local laws, to promote and encourage the development, participation, and continued expansion of Small Business Enterprises, Minority Business Enterprises and Women's Business Enterprises. Is your company:

Minority owned (51+%) \_\_\_\_ Woman owned (51+%) \_\_\_\_\_ Small Business \_\_\_\_\_

Years in Business: \_\_\_\_\_ Accept Purchase Orders: Yes \_\_\_\_ No \_\_\_\_

If your business has a Social Security number as Tax ID, we require the signature of the owner.

Authorized Signature: \_\_\_\_\_

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

Title: \_\_\_\_\_

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

Form <b>W-9</b> (Rev. October 2007) Department of the Treasury Internal Revenue Service	<h2 style="margin:0;">Request for Taxpayer Identification Number and Certification</h2>	Give form to the requester. Do not send to the IRS.
--------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------	-----------------------------------------------------------

Print or type  
See Specific Instructions on page 2.

Name (as shown on your income tax return)	
Business name, if different from above	
Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ ..... <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code	
List account number(s) here (optional)	

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number
: : : :
OR
Employer identification number
:

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

**Part II Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Purpose of Form**

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,



APPENDIX C  
CERTIFICATIONS

On behalf of the Vendor:

1. The individual signing certifies that he/she is authorized to contract on behalf of the Vendor.
2. The individual signing certifies that the Vendor is not involved in any agreement to pay money or other consideration for the execution of this agreement, other than to an employee of the Vendor.
3. The individual signing certifies that the prices in this proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition.
4. The individual signing certifies that the prices quoted in this proposal have not been knowingly disclosed by the Vendor prior to an award to any other Vendor or potential Vendor.
5. The individual signing certifies that there has been no attempt by the Vendor to discourage any potential Vendor from submitting a proposal.
6. The individual signing certifies that he/she has read and understands all of the information in this Request for Proposal, including the information on the programs/grants/contracts to be audited.
7. The individual signing certifies that the Vendor, and any individuals to be assigned to the audits, does not have a record of substandard work and has not been debarred or suspended from doing work with any federal, state or local government.
8. The individual signing certifies that he/she has read and understands all of the following Addendums (Addendum A: Certification Regarding Lobbying; Addendum B: Debarment and Suspension Certification; Addendum C: Non collusion Affidavit; Addendum D: Equal Opportunity; Addendum E: Utilization of Women & Minority Business Enterprises; Addendum F: Equal Opportunity for Special Disabled Veterans; Addendum G: Certification of Workmen's Compensation; Addendum H: Prevailing Wage Compliance Certification); Appendix A: Central Contractor Registration (CCR)/ Data Universal Numbering System (DUNS) number; Federal Assurances, Contract Terms & Additional Terms & Conditions as made available at: <http://www.capk.org/index.cfm/fuseaction/pages.page/id/695>

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Vendor's Firm Name)

\_\_\_\_\_  
(Signature of Vendor's Representative)

\_\_\_\_\_  
(Printed Name and Title of Individual Signing)

## APPENDIX D

### DATA UNIVERSAL NUMBERING SYSTEM (DUNS) AND CENTRAL CONTRACTOR REGISTRATION (CCR):

Vendors are required to have both their Data Universal Numbering System (DUNS) and Central Contractor Registration (CCR) Cage number in order to conduct business with CAPK. DUNS and CCR/Cage # are to be filled in on the Vendor Information Sheet. If a vendor/firm does not currently have their DUNS number and are not registered with CCR, the below explains how to receive a DUNS number and register with CCR which are both free of charge.

### CENTRAL CONTRACTOR REGISTRATION (CCR) • DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER ON-LINE REPRESENTATIONS AND CERTIFICATION APPLICATION (ORCA)

The Federal Acquisition Regulation (FAR) requires that contractors be registered in the CCR database prior to being awarded a contract. Detailed information about CCR is available at <http://www.ccr.gov>. The CCR Customer Assistance Center can be contacted toll free at: 1-888-227-2423.

#### *What is CCR?*

- CCR is the primary vendor database for the U.S. Federal Government.
- The information in CCR is entered and maintained by each vendor.
- Each vendor is responsible for the accuracy and currency of their information.
- CCR validates the vendor information and provides a secure central database for use by Federal Government agencies.

#### *Registration in CCR*

The preferred method for registration is via the World Wide Web at <http://www.ccr.gov>. A CCR handbook, a copy of the registration template, and on-line information about the registration process are available at that site.

- Vendors may register by submitting the registration template to the Department of Defense, Central Contractor Registration 74 Washington Ave., N., Suite 7, Battle Creek, MI 49017-3084.

#### *Registration Process*

The first step is to obtain a Data Universal Numbering System (DUNS) number, which is a unique nine-character identification number provided by the commercial company Dun and Bradstreet (D&B).

- To request a DUNS number call D&B at the toll free number 1-866-705-5711 or register on-line at <http://www.dnb.com/ccr/register.html>. Obtaining a DUNS number through this process is free of charge.
- When you obtain a DUNS number you might be included on D&B's marketing list that is sold to other companies. If you do not want to be included on this list, ask D&B to remove your company's name from the marketing list.
- Once you have a DUNS number you can begin the CCR registration process.
- If *registering on-line* go to <http://www.ccr.gov/> - select "Start New Registration." You will need your DUNS number to start this registration.
- If registering using the paper copy of the registration template, complete the form, including your DUNS number, and mail to the address above.

#### *Access to the CCR Database – Caution regarding TPIN number*

- The CCR is designed to be a highly secure, single repository of vendor information.
- Vendors are required to enter financial information into CCR for the purpose of facilitating payments through electronic funds transfer. Only authorized Government representatives or the vendors themselves can access this financial information.
- Once registration is complete, each vendor receives a Trading Partner identification Number (TPIN) that is his/her secure/confidential password. The TPIN should NOT be used on contracts or other Government paperwork. The TPIN is the vendor's confidential password to allow the vendor to access his/her data in the CCR database. Vendors need both their DUNS number and TPIN number to access their data. At a minimum, vendors will need to access their data annually. Vendors must renew/update their data annually to keep their CCR registration active.

*Please note that registration in CCR does not guarantee business with the Federal Government.*

#### *On-Line Representations and Certifications Application (ORCA)*

The FAR now requires that prospective contractors complete electronic annual representations and certifications in conjunction with their required registration in the CCR Database. These Annual Representations and Certifications are submitted via the Online Representations and Certifications Application (ORCA), a part of the Business Process Network (BPN) at <http://orca.bpn.gov>.

#### *What is ORCA?*

- ORCA is a web-based system that centralizes and standardizes the collection, storage and viewing of many of the FAR representations and certifications required by solicitations.
- With ORCA, vendors have the ability to maintain their representation and certification information via the World Wide Web at <http://orca.bpn.gov>.
- Representations and certifications completed in ORCA will not need to be submitted with each offer (proposal or bid). Solicitations will include a provision that allows vendors to certify that their representations and certifications in ORCA are current, complete and accurate, or to list any exceptions/changes to those certifications.

#### *Vendor Registration in ORCA*

- To register in ORCA, you need to have an active Central Contractor Registration (CCR) record, a Marketing Partner Identification Number (MPIN) from your CCR record, and know your DUNS number
- Detailed information regarding ORCA and how to submit records is available on the ORCA website at <http://orca.bpn.gov> under Help and FAQs.

CAPK DOES NOT GUARANTEE OR WARRANT THE ABOVE INFORMATION.