



Request for Qualifications

HVAC, Plumbing, Electrical, Carpentry Installers All Programs

Purpose:

The purpose of this Request for Qualifications is to invite prospective contractors to submit their qualifications to provide installation services to income-eligible customers in Santa Barbara County.

This is subcontracted position performing basic home modifications including but not limited to appliance repair and replacement, minor plumbing, installation of handicap accessible measures such as grab bars, shower heads, SAFE-T-Pole, 3-in-1 Toilet seats, home weatherization measures, and electrical health and safety issues. It is a best value contract for services based on different reimbursement guidelines from three or more different funding sources. Reimbursement fees for service are determine by CommUnify.

The Organization

CommUnify is a private non-profit social service agency that provides income-eligible vulnerable population of Santa Barbara County with free and low cost services assisting with childcare, food services, energy services, counseling, job training and program referral.

Funding Source for this RFP

The Department of Energy (DOE), Health and Humans Services and Development, Santa Maria CSBG, Central Coast Area Agency on Aging.

Clients to be served

CommUnify will provide services to the residents of Santa Barbara County. Special priority is given to residents that are classified as vulnerable population according to definitions assigned by The Department of Community Services and Development. These groups are identified as the elderly over the age of 60, children under 5 years old and disabled.

Area to be served

Santa Barbara County

Proposal Preparation Information

Eligibility Requirements

Applicant must do business in Santa Barbara County and be able to serve clients from Carpinteria, North to Guadalupe and as far East as Cuyama. Applicant must be licensed contractor with the State of California and must hold all or one of the following certifications: **General B license, and/or D/65, C61 C20 and C10.** Applicant must also meet contract insurance requirements and hold or be able to obtain State required certification for them and their crew within in 120 days of bid award. Applicant **MUST SUBMIT COPIES OF ALL LICENSES from California State License Board with RFQ.**

Applicant must have a Dun and Bradstreet Universal Numbering System (DUNS) number and register with the Central Contractors Registration(CCR; www.ccr.gov). Copy of current SAM listing form(<http://www.sam.gov/portal/public/SAM>) is required to be submitted. This is to let CommUnify know that your company is not on the federal debarred list.

Weatherization Services Only

Applicant must be able to demonstrate the ability to provide or obtain expertise in weatherization services and furnace repair and replacement that meet the requirements of the Department of Energy Weatherization Assistance Program (DOE), Low Income Home Energy Assistance Program (LIHEAP) and the Southern California Gas Company ESA Program. Applicant will be required to provide and maintain all diagnostic testing equipment. Applicant must be able to demonstrate or obtain proficiency in the following as they apply to the services they are providing for the program:

1. Blower door testing
2. Duct leak testing
3. Combustion Appliance Safety Test
4. Lead Safe Practices

Applicant must have or obtain certificates of completion from Department of Community Services and Development certified training facility. If selected all required certifications from the **Department of Community Services and Development or program funder will be paid for by CommUnify of Santa Barbara County for qualified applicants. Reimbursement may include, hotel stay, staff salary and cost of course.**

Insurance requirement:

Worker's Compensation and Employer Liability insurance in the amount of \$1,000,000.00 each occurrence. General liability Insurance including blanket contractual, broad form property damage, product/completed operations, independent contractors liability all applicable to personal injury and property damage with combined single limit of \$1,000,000.00 each occurrence.

Contract Period

Contract will run for one year with optional one-three year renewal extension. Contract period will be contingent upon available funding and contractor performance. Both parties have the right to terminate the contract giving 30 day written notice.

CommUnify's Right to Change

CommUnify reserves the right to modify, amend, cancel, or terminate this RFQ at any time by issuance of an addendum posted to its website at www.CommuUnifySB.org



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What to Submit

Applicant must submit two signed copies of the RFQ with the following information attached. CommUnify staff will verify the submission of the documents in the submitted column. RFQ's submitted without all documents will not be considered.

Item	Description	Submitted <i>*Internal Staff use only</i>
Cover letter	Submit a brief cover letter providing name and address of business and contact information for company.	
References	Provide 3 references that can verify the quality and nature of your work as well as character. Name, number and email address to be provided. These references cannot CommUnify clients, employees, family members or agencies affiliated with CommUnify	
Written Narrative	Explain in paragraph form the following: 1. Experience with working with income eligible families 2. Experience in specialized field of licensure 3. Number of staff working for company 4. Why your company should be considered for this contract	
Board Members/Incorporation Document	Please provide the names of all board members and copy of incorporation, LLC, non-profit or Sole proprietor/partnership which ever apply	
Insurance	Please provide copy of most current insurance certificate. Upon award you be required to add CommUnify as an additional insured.	



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Training Requirements – complete one for each employee including owner/contractor. Please use multiple copies for additional employees. Provide Copies of Certifications

Employee Name_____ **Date of hire**_____

Course	Title: Crew Member	Owner/Field Supervisor	Date of Training
State Certified Weatherization 40 Hour Pre Course			
Basic Weatherization			
Combustion Appliance Testing			
*Quality Assurance(Field)			
Blower Door Testing			
HUD Lead Safe			
OSHS 10			
OSHA 30			
EPA Lead Renovator Certification			
HERS Rater			
*Quality Control Inspector			

- Please provide any other supporting documentation for any additional trainings or certifications not listed



Application Selection:

CommUnify may select one or more contractors who are the most qualified to provide services.

Points will be awarded for RFQ submittal according to the following

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| 1. Submission of packet on or before deadline | 10 points |
| 2. Submission of Cover letter | 5 points |
| 3. Submission of reference | 10 points |
| 4. Submission of narrative | 5 points |
| 5. Board Member/Incorporation Documents | 5 points |
| 6. Training Certifications all staff | 10 points |
| 7. DUNS number | 5 points |
| 8. Insurance Certificate | 5 points |
| 9. CCR and SAM | 5 points |
| 10. General B, D/65, C20/C61/C10 | 25 points (5 points for each certification) |

Maximum points 100

Selection and Notification

Contractors determined by CommUnify to possess the highest points may be considered to enter a contract for services to provide weatherization and appliance repair/replacement services. Because of demand for services more than one contractor may be selected. Written notifications will be sent to those contractors via email or US mail if they will be considered for award of the contractor or not.

Complete RFQ information will be accepted on an ongoing basis

Mail/Hand Delivered:

CommUnify
5638 Hollister Ave Ste 230
Goleta, CA 93117
Attn: Community Services Director

Email: klawrence@communifysb.org

Phone inquiries: 805-964-8857 ext #1145



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Applicant Name _____

Signature _____ **Date** _____