

**DISTRICT 6 - HUMAN RESOURCE DEVELOPMENT COUNCIL**  
**Request for Proposals**

**Contents of this packet**

- **Required Content of RFP Response and Description**
- **Attachment A – Application Form**
- **Attachment B – Bid Sheet with Legal Authority**
- **Attachment C – Certification Regarding Debarment, Suspension, and Other**
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**REQUIRED CONTENT OF RFP RESPONSE**

To simplify and expedite the review process and obtain the maximum degree of information for the evaluation process, the proposal must be organized in the manner specified below. The proposer may include general promotional brochures for additional information but such brochures may not be used in place of the required format items.

**Each proposal must have one complete and signed original of each of the following:**

- 1. Contractor’s Information/Application Form (ATTACHMENT A)**
- 2. Bid Sheet(s) for electrical work for the installation of kitchen, bath and whole-house ventilation fans. (ATTACHMENT B)**
- 3. Certification Regarding Debarment, Suspension and Other Responsibility Matters (ATTACHMENT C)**
- 4. Certification Regarding Drug-Free Workplace Requirements (ATTACHMENT D)**
- 5. Certification Regarding Lobbying (ATTACHMENT E)**
- 6. Copy of current contractor’s license**
- 7. Copy of Worker’s compensation Insurance or exemption from the Department of Labor and Industry**

The appropriate bid sheet(s) must be completed, with a response to each line item. All fees and charges related to each described service or service category must be disclosed. You may respond to one or more communities listed in the RFP. You may respond that a service should be District 6 HRDC’s responsibility or provided by another vendor, and you may also add service items. Such recommendations must be fully described and explained in an attachment to the Bid Sheet, in addition to the disclosure of any resulting service coordination requirements.

## SCOPE OF WORK

District 6 HRDC contracts with the State of Montana, Department of Health and Human Services, to provide free home weatherization services to LIEAP eligible clients residing in Fergus, Petroleum, Wheatland, Judith Basin, Musselshell, and Golden Valley Counties.

District 6 HRDC staff will perform energy audits on frame and mobile homes and apartments for eligible clients to determine cost effective weatherization measures that are to be performed. District 6 HRDC's current contracts with the State include a target number of homes to weatherize.

District 6 HRDC is seeking one or more contractors, to service one or more communities in each of the six counties served by District 6 HRDC, through this RFP to support the installation of bathroom, kitchen or whole house fans for these homes in order to comply with the ventilation codes and energy efficiency programs of the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE 62.2). It is anticipated that the contractor(s) will provide the labor and materials necessary to complete these tasks as assigned by District 6 HRDC.

## CONTRACTOR RESPONSIBILITIES

This section provides detailed descriptions of the contractor's responsibilities and the program policies under this agreement.

### **Contract Term:**

The term of any agreement is effective upon signing through **May 31, 2025**. The agreement(s) may be renewed annually **up to an additional four (4) years**. Both parties must agree in writing to renew and to any amendments to the original agreement.

### **Contract Performance:**

Organization staff will monitor and evaluate contractors' performance. Performance evaluation criteria will include:

- Timely performance of work
- Quality of the work
- Customer satisfaction
- Adherence to rules and regulations
- Appropriate conduct while performing duties under this agreement

Evaluations will include the assignment of a rating to each project completed by the contractor. The rating scale includes Excellent, Satisfactory, Needs Improvement, and Unsatisfactory. Upon District 6 HRDC's request the contractor must correct any work rated as Needs Improvement or Unsatisfactory within seven (7) days of receiving such request. A pattern of Needs Improvement or Unsatisfactory project ratings may result in the termination of the agreement by District 6 HRDC due to lack of contractor performance.

### **Independent Contractor:**

The contractor(s) is an Independent Contractor in accordance with Montana Code Annotated and neither the contractor nor any of its employees are employees of District 6 HRDC. As such, they are not eligible for vacation, sick leave, health insurance, or any other benefit offered to District 6 HRDC employees.

**Certification:**

The contractor(s) certifies that s/he is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. See ATTACHMENT C.

**Worker’s Compensation Insurance:**

The contractor(s) will provide District 6 HRDC with a copy of its Worker’s Compensation certificate for the contract period, or its written exemption from the Department of Labor and Industry.

**Criminal Background Checks:**

District 6 HRDC, as a provider of community services, protects its clients and requires criminal background checks on any employee and employees of contractors or subcontractors that will be working in clients’ homes. The contractor will consent to the conducting of a criminal background check on any employees that will be working in clients’ homes. Contractor will notify District 6 HRDC of new employees within two weeks of hire so that District 6 HRDC can run the criminal background check.

**Availability of Funds:**

If federal or state funds available to District 6 HRDC for any contract are reduced or become unavailable at any time during the term of this agreement, District 6 HRDC may take any of the following actions:

- A. Terminate the agreement with written notice.
- B. Reduce the service requested under this agreement.

**SCHEDULE OF KEY EVENTS**

Notice of RFP Published in Local Papers	March 15 – March 23, 2024
Request for Proposals (RFP) Packets	March 25 – April 3, 2024 Available upon Request
Proposals due - 1:00 p.m.	April 5, 2024
Proposals Evaluated and Scored	April 12, 2024
Notification of Final Selection(s)	April 19, 2020

**CONTRACTOR SELECTION CRITERIA**

Responses to the RFP will be evaluated using the following criteria. The evaluation results will provide a basis for any awards made as a result of this RFP. The evaluation process will also involve interviews and reference checks.

80 points possible for electrical fan wiring and other electrical work (as needed)

- a. Service Fees and Charges 10 points
- b. Response Complies with Instructions 25 points
- c. Reference Checks 10 points
- d. Customer Satisfaction 10 points

- e. Extent of Relevant Work Experience 20 points
- f. Minority/Women Owned Business Enterprises 5 points

See ATTACHMENT G for details on the scoring process.

**DATE, TIME AND PLACE TO SUBMIT PROPOSALS**

One original of each proposal labeled “**Weatherization Electrical Services RFP**” shall be provided and addressed to:

District 6 HRDC  
 Esther Wilson, Executive Director  
 Attn: Weatherization Program  
 300 1<sup>st</sup> Avenue North, Suite 203  
 Lewistown, MT 59457

Proposals shall be accepted until **1:00 p.m. MST, on April 5, 2024**. Proposals shall be accepted in person, by courier service, or the US Mail. Faxed or emailed quotations shall not be considered.

It is the sole responsibility of proposers to take notice of the date and time that proposals are due, and to ensure their submittals are received prior to the due date and time. Late proposals shall not be accepted.

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

Submission of a signed proposal is acknowledgment and acceptance of all terms and conditions of the RFP. District 6 HRDC reserves the right to reject all proposals.

**Proposal Opening**

Proposals shall be opened at	<b>1:00 p.m. MST, on April 5, 2024</b>
Proposals Evaluated and Scored	April 12, 2020
Notification of Final Selection	April 19, 2020

**PROTEST PROCEDURES**

See ATTACHMENT F for specific procedures to protest the results of this RFP process.

**DISTRICT 6 HUMAN RESOURCES DEVELOPMENT COUNCIL  
Weatherization Program  
300 1<sup>ST</sup> Avenue North, Suite 203  
Lewistown, MT 59457  
Phone: 535-7488  
Fax: 535-2843**

**Contractor Information/Application Form**

**Please indicate the services and the communities (which include the surrounding areas) you are submitting a proposal for:**

\_\_\_\_\_ Electrical wiring for kitchen, bath and whole-house ventilation fans, and other electrical work, as needed.

\_\_\_ Fergus \_\_\_ Musselshell \_\_\_ Golden Valley \_\_\_ Judith Basin \_\_\_ Petroleum \_\_\_ Wheatland

**Please Note:** A copy of your current Contractor's or Business License must accompany this application.

*Please Print or Type*

DATE: \_\_\_\_\_

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

Owner/Representative: \_\_\_\_\_

Business Address: \_\_\_\_\_  
*Number Street City Zip Code*

Mailing Address: \_\_\_\_\_  
*Number Street City Zip Code*

Phone Numbers: \_\_\_\_\_  
*Office Fax Mobile*

Federal I.D. #: \_\_\_\_\_

If not incorporated, Social Security #: \_\_\_\_\_

Are you registered with a minority/women's business enterprise program or LSA? Yes No

*If your answer is "YES," please submit a copy of certification.*

Please list all Certifications that you have obtained related to electrical work.

_____	_____
_____	_____
_____	_____

List two major suppliers from whom you purchase most of your supplies:

<i>Name</i>	<i>Address</i>	<i>City</i>	<i>Area Code/Phone</i>
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_____	_____	_____	_____
_____	_____	_____	_____

List your primary financial institution(s) with whom you have established credit:

<i>Name</i>	<i>Address</i>	<i>City</i>	<i>Area Code/Phone</i>
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_____	_____	_____	_____
_____	_____	_____	_____

How long have you been in the electrical contracting business? \_\_\_\_\_  
Years Months

List the names and addresses of the last three clients for whom you have completed work:

<i>Name</i>	<i>Address</i>	<i>City</i>	<i>Area Code/Phone</i>
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Approximately how many jobs have you completed as an Electrician? \_\_\_\_\_

Indicate, with a check mark, whether you have experience in any of the following areas:

Electrical Fan Replacement & Wiring:

_____	Bathroom fans
_____	Kitchen fans
_____	Whole house fans

Housing Stock:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Working in older mobile homes
- Working in substandard housing stock
- Working in older housing stock

**THE UNDERSIGNED CONTRACTOR CERTIFIES THAT ALL INFORMATION GIVEN HEREIN IS SUBSTANTIALLY CORRECT AND FURTHER AGREES:**

- Contractor License Class and bond are current, and the undersigned contractor agrees to maintain in current status all licenses and bonds as required by the contracting organization.
- To complete a criminal background check on any employee of the contractor that will be working in clients' homes and will notify District 6 HRDC of new employees within two weeks of hire.
- That the work will be performed in accordance with all laws, ordinances, rules, regulations and standards.
- That if the work performed by the contractor is found to be unsatisfactory by District 6 HRDC or if contract relations between the contractor, homeowner of other parties are found to be unsatisfactory, that District 6 HRDC may remove the contractor's name from the approved list.
- The contractor will abide by the federal regulations pertaining to equal employment opportunity.
- That the work will be done in conformance with all appliance codes and zoning regulations.
- Upon renewal, please request that a Certificate of Insurance and Worker's Compensation Certificate be sent to District 6 HRDC.

Contractor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**BID SHEET**

**Legal Authority**

State of Montana, Department of Health and Human Services

ASHRAE 62.2.2013

National Electrical Code (NEC) 2011

<https://ia700805.us.archive.org/20/items/gov.law.nfpa.nec.2011/nfpa.nec.2011.pdf>

Montana Statutes: A person who plugs in an electrical appliance where an approved electrical outlet is already installed may not be considered as an installer.

<http://leg.mt.gov/bills/mca/50/60/50-60-602.htm>

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

Project commencement and completion must be accomplished within thirty (30) working days of notice to proceed.

The weatherization crew will order and pre-install the ventilation fans. Electrical work will involve wiring to the power source and control switches as required.

**REPAIRS: Provide labor rate per hour for electrical work.**

Labor Rate Per Hour	\$
Emergency Service Call Charge	\$
Percentage of Overhead	%

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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

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

**(Before Signing Certification, Read Attached Instruction)**

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

**NAME AND TITLE OF AUTHORIZED REPRESENTATIVE**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS**

The grantee certifies that it will provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee’s workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing a drug-free awareness program to inform employees about –
  - (1) The dangers of drug abuse in the workplace;
  - (2) The grantee’s policy of maintaining a drug-free workplace;
  - (3) Any available drug counseling, rehabilitation and employee assistance programs, and
  - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will –
  - (1) Abide by the terms of the statement; and
  - (2) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after each conviction;
- (e) Notifying the agency within ten days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction;
- (f) Taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted-
  - (1) Taking appropriate personnel action against such an employee, up to and including termination; or
  - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

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Typed Name and Title of Certification Official

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Signature

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Date

**CERTIFICATION REGARDING LOBBYING**

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents of all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Organization: \_\_\_\_\_

Street address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

\_\_\_\_\_  
CERTIFIED BY: (type or print)

\_\_\_\_\_  
TITLE:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

## PROTEST PROCEDURES

Specific actions will be taken should a protest be filed by an unsuccessful bidder or proposer.

The protester must file a written complaint within ten (10) working days after the notice of rejection is mailed. The written protest must contain the following:

- Notice of protest and the specific reasons for filing.
- Statement stating the letter is a protest.
- A detailed statement of the grounds for the protest.
- A specific request for a ruling by the agency's protest committee and a statement of the relief requested.

The agency must notify the successful contractor(s) that a complaint of protest has been filed.

The agency will schedule a meeting of the agency's protest committee to review the complaint. The meeting must be held within ten (10) working days of the filing of the protest and the minutes of the meeting must be recorded.

Protest Committee Members:                   HRDC 6 Fiscal Officer  
  HRDC 6 Director

The protest committee will issue a decision within five (5) working days from the date of the meeting.

The agency will notify the protester of the decision of the protest committee.

**Rating Criteria – Electrical Work Proposal**

All proposals will be evaluated by a point system. Other than the Service Fees and Charges – rating criteria is the same for each proposal.

80 total points possible.

**Service Fees and Charges: Electrical work and wiring – 25 Possible Points**

**Labor Rate Per Hour**

Lowest bid will be awarded	5 points
Next lowest bid will be awarded	4 points
Next lowest bid will be awarded	3 points
Next lowest bid will be awarded	2 points
Next lowest bid will be awarded	1 point
All other bids will not be awarded any points	

**Emergency Service Call Charge**

Lowest bid will be awarded	5 points
Next lowest bid will be awarded	4 points
Next lowest bid will be awarded	3 points
Next lowest bid will be awarded	2 points
Next lowest bid will be awarded	1 point

**Response Complies with Instruction – 20 Possible Points**

Contractor’s Information and Application Form	
Filled out completely and signed	5 points
Missing information	3 points
Not signed	0 points
Current Contractor’s License or Business	
License is included	5 points
Not Included	0 points
Current Worker’s Compensation Insurance	
Certificate is included	5 points
Not Included	0 points

Certifications Regarding Debarment, Suspension and Other Responsibility Matters; Drug Free Workplace Requirements; and Lobbying	
All Signed & Dated	5 points
Any Not dated	3 points
Any Not signed	0 points
Any Not Included	0 points
Appropriate Bid Sheets are filled out completely and signed.	
Missing information	3 points
Not signed	0 points

**Reference Checks – 10 Possible Points**

Calls to two suppliers	
Receive 2 positive reports	5 points
Receive 1 positive report	2 points
Receive 0 positive reports	0 points
Call to financial institution	
Receive positive report	5 points
Receive negative report	0 points

**Customer Satisfaction Calls – 10 Possible Points**

Calls to last three customers	
Receive 3 positive comments	10 points
Receive 2 positive comments	5 points
Receive 1 positive comment	2 points
Receive 0 positive comment	0 points

**Extent of Relevant Work Experience – 20 Possible Points**

Electrical experience 10 + years	20 points
Electrical experience 5 – 10 years	10 points
Electrical experience < 5 years	5 points

**Minority/Women Owned Business – 5 Possible Points**

Contractor is certified as a Minority or Women Owned Business	5 points
Contractor is not certified as a Minority or Women Owned Business	0 points