

DISTRICT 6 - HUMAN RESOURCE DEVELOPMENT COUNCIL

Request for Proposals

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:

- A. Contractor's Information/Application Form (ATTACHMENT A)**
- B. Bid Sheet(s) for either one or all of the following "Heating System Maintenance, Repair and Replacement RFP" and "Water Heater Repair RFP" "Combustion Range/Oven Tune Up and Repair RFP".(ATTACHMENTS C and D)**
- C. Certification Regarding Debarment, Suspension and Other Responsibility Matters (ATTACHMENT B)**
- D. Certification Regarding Drug-Free Workplace Requirements (ATTACHMENT O)**
- E. Certification Regarding Lobbying (ATTACHMENT P)**

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 both areas of the RFP, in one or more communities. You may respond that a service should be HRDC 6'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

HRDC 6 contracts with the State of Montana to provide free home weatherization services to LIEAP eligible clients residing in Fergus, Petroleum, Wheatland, Judith Basin, Musselshell, and Golden Valley Counties. HRDC 6 staff will perform energy audits on frame and mobile homes and apartments of eligible clients to determine weatherization measures that are cost effective to perform. HRDC 6's current contracts with the State include a target number of homes to weatherize in 2024-2025. The total target number is 30. HRDC 6 is seeking one or more contractors, to service one or more communities in each of the six counties served by HRDC 6 through this RFP to support the provision of heating system maintenance, repair, or replacement and water heater tank replacement for these homes. It is anticipated that the contractor(s) will provide the labor and materials necessary to complete these tasks as assigned by HRDC 6.

During cold-weather months (below 50 degrees Fahrenheit at night) HRDC 6 is required to respond to certain "no-heat" situations involving eligible clients within 18-48 hours, depending on the situation. HRDC 6 needs to be able to call on contractor(s), any time of day or night and on weekends, to respond as soon as possible to these situations.

ATTACHMENT G – Contractor Responsibilities and Program Policies provides detailed descriptions of the contractor's responsibilities 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:

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

- Timely performance of work.
- Quality of the work.
- Customer satisfaction, as determined by survey.
- 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 HRDC 6'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 HRDC 6 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 HRDC 6. As such, they are not eligible for vacation, sick leave, health insurance, or any other benefit offered to HRDC 6 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 B.

Worker's Compensation Insurance:

The contractor(s) will provide HRDC 6 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:

HRDC 6, 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 HRDC 6 of new employees within two weeks of hire so that HRDC 6 can run the criminal background check.

Availability of Funds:

If federal or state funds available to HRDC 6 for any contract are reduced or become unavailable at any time during the term of this agreement, HRDC 6 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 Available upon Request	March 25 – April 5, 2024
Proposals due and opened – 1:00 p.m.	April 5, 2024
Proposals Evaluated and Scored	April 12, 2024
Notification of Final Selection(s)	April 19, 2024

IX. 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.

110 Total points possible for Heater System Repair and Replacement Proposal.

100 Total points possible for Water Heater Tank Replacement Proposal.

a. Service Fees and Charges	
Heater System Repair	30 points
Water Heater Replacement	20 points
b. Response Complies with Instructions	20 points
c. Reference Checks	10 points
d. Customer Satisfaction	10 points
e. Extent of Relevant Work Experience	20 points
f. Previous Experience with Davis Bacon Act	10 points
g. Minority/Women Owned Business Enterprises	10 points

See ATTACHMENTS E AND F for details on the scoring process.

DATE, TIME AND PLACE TO SUBMIT PROPOSALS

One original of each proposal labeled “**Weatherization RFP**” shall be provided and addressed to:
HRDC 6

Esther Wilson, Executive Director
Attn: Weatherization Program
300 1st 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. HRDC 6 reserves the right to reject all proposals.

Proposal Opening

Proposals shall be opened at **1:00 p.m. MST, on April 5, 2024**.

Proposals Evaluated and Scored April 12, 2040.

Notification of Final Selection April 19, 2024.

PROTEST PROCEDURES

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

ATTACHMENT A

DISTRICT 6 HUMAN RESOURCES DEVELOPMENT COUNCIL
Weatherization Program
300 1ST 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:

_____ Heating System Repair, Replacement and Maintenance, Hot Water Heater Repair, and Combustion Range/ Oven Tune and Clean.

___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

Area 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 education and training that you have had specific to HVAC and/or Plumbing.

Training	Date Completed
_____	_____
_____	_____
_____	_____

Please list all Certifications that you have obtained related to HVAC and/or Plumbing.

_____	_____
_____	_____
_____	_____

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>

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

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

How long have you been in the 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>

Approximately how many jobs have you completed as an HVAC Technician? _____

Approximately how many jobs have you completed as a Plumber? _____

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

Heating Systems:

- Mobile Home Furnace Repair and/or Replacement
- Stick Built Home Furnace Repair and/or Replacement
- Stand-Alone Gas Heaters
- Electric Heating Systems, such as baseboards and electric furnaces

Water Heaters:

- Combustion Water Heaters
- Electric Water Heaters

Housing Stock:

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

Do you, or your payroll personnel, have experience with the Davis Bacon Act and submitting weekly certified payroll reports? **YES** **NO**

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 agency.
- To complete a criminal background check on any employee of the contractor that will be working in clients' homes and will notify HRDC 6 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 HRDC 6 or if contract relations between the contractor, homeowner or other parties are found to be unsatisfactory, that HRDC 6 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 award of bid/contract, please request that a Certificate of Insurance and Worker's Compensation Certificate be sent to HRDC 6.

Contractor's Signature: _____ Date _____

ATTACHMENT B

**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

ATTACHMENT C

BID SHEET: HEATING SYSTEM REPAIR, REPLACEMENT AND MAINTENANCE

All materials used in provision of services must meet or exceed “10 CFR 440 Appendix A: “Standards for Weatherization Services” REFER TO ATTACHMENT J

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

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

If required by system, all venting and combustion air shall be installed in accordance with AGA and GAMA specification. New gas forced air furnaces shall have pilotless ignition.

All new unit installations shall include new thermostat.

All duct work connections and holes shall be sealed, on all sides, with a non-toxic, Department of Energy industry approved, mastic duct sealant applied per manufacturers specifications.

New conduit or gas pipe installed through the roof shall include new properly sized roof jack with 3-course seal at the roof.

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

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

Project commencement and completion must be accomplished within ten (10) working days of notice to proceed.

Please list the Manufacturer brand name and model you will be using for the scope of work listed below:

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

REPLACEMENT: Contractor must include labor and materials to complete project.

ITEM 1	
Description Of Scope Of Work	Unit Price
Removal of old forced air furnace in hall closet. Replace with new 90% 100,000 BTU natural gas furnace with new flue, duct connector, gas flex and new thermostat.	CONTRACTOR'S BID AMOUNT
	Materials \$
	Labor \$
	Total \$

ITEM 2	
Description Of Scope Of Work	Unit Price
Installation of a new 38,000 BTU direct vent wall heater. Connect to existing gas line elbow from old unit, run 10' new gas line with fittings. Electrical connections.	CONTRACTOR'S BID AMOUNT
	Materials \$
	Labor \$
	Total \$

ITEM 3	
Description Of Scope Of Work	Unit Price
Installation of a 38,000 BTU free standing direct vent gas fire place. Connect to existing gas line elbow from old unit, run 10' new gas line with fittings, electrical connections. Thermostat on adjacent wall with 20" wall kit.	CONTRACTOR'S BID AMOUNT
	Materials \$
	Labor \$
	Total \$

ITEM 4	
Description Of Scope Of Work	Unit Price
Clean, test and tune – per Heating Worksheet (Attachment L to RFP)	CONTRACTOR'S BID AMOUNT
	Materials \$
	Labor \$
	Total \$

REPAIRS: Provide labor rate per hour for HVAC repairs and replacements.

HVAC REPAIRS and REPLACEMENTS	
Labor Rate Per Hour	\$
Emergency Service Call Charge	\$
Percentage of Overhead	%

Signature

Date

Rating Criteria – Heating System Repair/Replacement 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.

110 total points possible.

Service Fees and Charges: Heater System Repair/Replacement – 30 Possible Points

Heating System Repair/Replacement-Item 1

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	

Heating System Repair/Replacement-Item 2

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	

Heating System Repair/Replacement-Item 3

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	

Heating System Repair/Replacement-Item 4

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	

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
All other bids will not be awarded any points	

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

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.	5 points
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

All Heating System & Housing Stock Items	
Checked	20 points
Not All Heating System & Housing Stock Items	
Checked	10 points
No Items Checked	0 points

Experience with Davis Bacon Act – 10 Possible Points

Experience with Davis Bacon Act	10 points
No Experience with Davis Bacon Act	5 points

Minority/Women Owned Business – 10 Possible Points

Contractor is certified as a Minority or Women Owned Business	10 points
Contractor is not certified as a Minority or Women Owned Business	0 points

ATTACHMENT F

Rating Criteria – Water Heater Tank Replacement Proposal

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

100 total points possible

Service Fees and Charges: Water Heater Replacement – 20 Possible Points

Water Heater – Item 1

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	

Water Heater – Item 2

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	

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
All other bids will not be awarded any points	

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
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
Calls 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

All Water Heater & Housing Stock Items Checked	20 points
Not All Water Heater & Housing Stock Items Checked	10 points
No Items Checked	0 points

Experience with Davis Bacon Act – 10 Possible Points

Experience with Davis Bacon Act	10 points
No Experience with Davis Bacon Act	5 points

Minority/Women Owned Business – 10 Possible Points

Contractor is certified as a Minority or Women Owned Business	10 points
Contractor is not certified as a Minority or Women Owned Business	0 points

ATTACHMENT L

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.

ATTACHMENT 0

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).

Typed Name and Title of Certification Official

Signature

Date

ATTACHMENT P

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)

ATTACHMENT D

Water Heater Repair

ITEM 1	
Description Of Scope of Work	Unit Price
Repair or installation of flue vents, repair of gas leaks, and other repairs as needed.	CONTRACTOR'S BID AMOUNT
	Materials \$
	Labor \$
	Total \$

Combustion range/ Oven Tune Up

ITEM 1	
Description Of Scope of Work	Unit Price
Repair of gas leaks, Tune and Clean as needed and other repairs as needed.	CONTRACTOR'S BID AMOUNT
	Materials \$
	Labor \$
	Total \$