

REQUEST FOR PROPOSAL #005

WEATHERIZATION AND HEATING & COOLING SERVICES



By:
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APPENDIX A

1.0 INFORMATION

- 1.1 "Electronic submission hereof is certification that the Bidder has read and understands the terms and conditions hereof, and that the Bidder's principal is fully bound and committed."

2.0 PURPOSE/BACKGROUND

Maravilla Foundation ("Maravilla Foundation") Energy Division's Weatherization and Emergency Crisis Intervention Program (ECIP) Heating & Cooling (HCS) serving a Los Angeles County service territory (primarily East LA, San Gabriel/Fernando/Antelope Valleys) and Ventura County is soliciting quotations for subcontractors to complete installation work of:

- Weatherization Program Services: including mechanical ventilation & other electrical work; attic/wall/floor insulation; other feasible measures as deemed allowable in the State funded programs;
- Heating & Cooling Services: repair/replacement of Heating, Venting & Air-Conditioning (HVAC); Water Heaters, smoke/carbon monoxide alarms, Duct work, venting and other feasible measures as deemed allowable;
- Other energy-efficiency measures that may be allowable by our funders: State of California Community Services and Development;
- See Exhibit B for list of measures.

Purpose of Request for Proposal

The purpose of this Request for Proposal (RFP) is to solicit weatherization and heating/cooling services subcontractors for Maravilla Foundation Energy Division's Weatherization and ECIP HCS. A weatherization/HCS subcontractor is a contractor possessing a State of California Class "B" General Building Contractor license and/or "D65" Weatherization and Energy Conservation license; "C20" HVAC license; "C10" Electrical; and/or "C2" Insulation and Acoustical license issued by the State of California Contractors' State License Board (CSLB) in the name of the organization or individual as the Reliable Management Employee or Officer. Additional accreditations that meet all minimum qualifications are set forth in this RFP.

All work is to be performed according to the standards set forth by the State of California Department of Community Services and Development, Department of Energy, Technical Reference Manual (TRM) and all applicable federal, state, county, and local standards and jurisdiction. All weatherization installers and crew leaders/supervisors must possess the qualifications, knowledge, skills, and abilities contained herein and are able to take and pass the following trainings: Basic Weatherization, Combustion Appliance Safety Test, Duct Blaster, Blower Door and other trainings as required by the contract.

The following is required of the selected subcontractor(s) to have in place or in a policy format:

- Injury and Illness Prevention Program;
- Provide updated records of all employees' trainings and certifications (see Exhibit C- list of required trainings "CSD Weatherization Training Program" which may subject to change);
- Provide updated records of calibration of equipment as required.

Subcontractors will be responsible to supply labor and material in completing all units. The subcontractor will have the responsibility to complete these units according to contractual timelines defined by funding source and in compliance with all applicable federal, state, county, local standards and jurisdiction.

The subcontractor will not be allowed to subcontract the weatherization & HCS installation work.

3.0 TIMELINE	DATES:
1. DEADLINE FOR SUBMISSION OF QUESTIONS Bidders must submit their questions to francisco@maravilla.org	May 24, 2024 at 5:00 PM Pacific Time
2. DEADLINE FOR QUOTATION SUBMITTAL Quotations must be submitted by email to Deo@maravilla.org charris@maravilla.org	May 31, 2024 at 5:00 PM Pacific Time
3. TENTATIVE DATE FOR AWARDING CONTRACT	10-60 days, contingent upon bidder meeting all of the bid specifications.

4.0 PERIOD OF PERFORMANCE

The period of performance shall be annual renewal in two-year increments, with the completion date of June 30, 2026, with no obligation by Maravilla Foundation to purchase any specified amount of services. If at any time, services pass this date for any reason(s), both parties must agree in writing.

5.0 GENERAL REQUIREMENTS

Procedures for Submitting Proposal

All quotations must be submitted in accordance with the standards and specifications contained within this Request for Proposal (RFP). **Quotations must be emailed to DEO@maravilla.org, charris@maravilla.org.**

Maravilla Foundation reserves the right to waive, at its discretion, any irregularity, which we deem reasonably correctable or otherwise not warranting rejection of the quotation.

Maravilla Foundation shall not pay any costs incurred or associated in the preparation of this or any quotation or for participation in the procurement process.

Quotes must be specific unto themselves. For example, “*See Enclosed Manual*” will not be considered an acceptable quotation. Receipt of all addenda, if any, must be acknowledged in the quotation.

Late responses will not be accepted. Postmarks **will not** be accepted in lieu of this requirement.

6.0 METHOD OF AWARD (Specifications)

Responses will be evaluated based upon criteria determined to be appropriate by Maravilla Foundation, which may include but are not necessarily limited to the following:

- a. Lowest overall purchase price
- b. Adherence to specifications as detailed in this RFP
- c. Warranties
- d. All associated delivery costs
- e. Completion/Delivery date

- f. Product acceptability
- g. Service/Customer Support
- h. Approved by Service System for Management (SAM.gov)
- i. Required licenses
- j. Letter of interest detailing years of experiences, company's capacity, types of services provided, letter of recommendations from those you have performed work for and etc.

Maravilla Foundation reserves the right of award in regard to any other factors we determine to be appropriate.

7.0 EVALUATION PROCESS

All quotations will be given thorough review. All contacts during the review selection phase will be only through the Energy Division Department. Attempts by the Bidder to contact any Maravilla Foundation representative may result in disqualification of the Bidder. We recognize that prices are only one of several criteria to be used in judging an offer, and Maravilla Foundation is not legally bound to accept the lowest offer.

8.0 INTERPRETATION OF RFP

The Contractor must make careful examination and understand all of the requirements, specifications, and conditions stated in the RFP. If any Contractor planning to submit a quote finds discrepancies in or omissions from the RFP, or is in doubt as to the meaning, a written request for interpretation or correction must be given to Maravilla Foundation. Any changes to the RFP will be made only by written addendum. Maravilla Foundation is not responsible for any other explanations or interpretations. If any provision in this agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.

9.0 CANCELLATION OF PROCUREMENT PROCESS

Maravilla Foundation may cancel the procurement process at any time. All responses become the property of Maravilla Foundation. All information submitted in the response becomes "public record" as defined by the State of California upon completion of the procurement process. If any proprietary information is contained in or attached to the response, it must be clearly identified by the Bidder; otherwise, the Bidder agrees that all documents provided may be released to the public after bid award.

Maravilla Foundation reserves the right to withdraw the RFP, to reject a specific quote for noncompliance within the RFP provisions, or not award a bid at any time because of unforeseen circumstances or if it is determined to be in the best interest of Maravilla Foundation.

10.0 COMPENSATION

10.1 Maravilla Foundation shall pay the awarded bidder for the services performed, after the measures/services are installed and tested to the satisfaction of Maravilla Foundation- (after it passes quality assurance inspections by our certified Inspectors). At any time, Maravilla Foundation reserves the right to charge \$100 per trip to the subcontractor(s) if work completed was not satisfactory, resulting in any subsequent re-inspections after the second. The fees will be added to the invoice received for services rendered by subcontractor(s) and the payment will be reduced. Expenses incurred and compensation shall be paid in accordance with an invoice submitted to Maravilla Foundation by awarded bidder. Maravilla Foundation shall pay the acceptable invoice within thirty (30) working days from the date of receipt of the invoice, or the goods/services are received, whichever is later.

10.2 No price increases will be permitted without justification/record of increase in materials or labor prior to work being completed. Any additional work needed found by the selected contractor at job site will require

submitting a change request and/or price quote form sent to Maravilla Foundation for management's approval before the job can commence and/or billed.

11.0 WARRANTY

Bidder shall provide a warranty that includes all parts and labor for 1 year after final inspection is complete. Awarded Bidder shall handle all repairs/services of equipment(s) under warranty, manufacture warranty or Awarded Bidder's Company warranty. Awarded Bidder shall assume all responsibilities pertaining to shipping and handling of equipment that has to be sent back to the manufacture for repairs/services. In the event the equipment is beyond repair, a replacement of a brand new equipment of the same model or equivalent shall be provided by Awarded Bidder. Any REMANUFACTURED equipment is not accepted.

EXHIBIT "A"

1. SCOPE OF WORK

A. General Weatherization Services

- 1) Maravilla Foundation provides weatherization and heating/cooling services for low-income, single family, mobile-homes and multi-family households located in selected zip codes of Los Angeles and Ventura Counties. Clients served include both owners and renters who meet income eligibility requirements that provides the required documentation to deem qualified.
- 2) By providing weatherization services, Maravilla Foundation aims to:
 - a. Reduce energy consumption by installing weatherization measures and related repairs which improve the overall energy efficiency of the home; and
 - b. Enhance client health and safety by providing adequate ventilation, safety functioning of combustion appliances, proper zonal pressures and smoke/carbon monoxide detectors.
- 3) A certified Assessor will conduct a weatherization assessment on each household which served as the scope of work for the job.
- 4) Weatherization services shall be provided to low-income individuals and families in support of the following programs:
 - a. U.S. Department of Health and Human Services Low-Income Home Energy Assistance Program (LIHEAP) weatherization assistance & Emergency Heating & Cooling Services;
 - b. The U.S. Department of Energy Weatherization Assistance Program (DOE WAP and/or Bipartisan Infrastructure Law - BIL);

- e. Any other Energy/Water Efficiency Programs similar to above that Maravilla Foundation may be receiving.

B. Specifications Summary

- 1) Material shall be installed in accordance with the specifications and policies outlined in the Technical Reference Manual (TRM), State and local law, and 10 CFR 440 Appendix A, Standards for Weatherization Material. Bidding subcontractors must be able to provide all measures – labor and materials – specified in the Weatherization Measure Matrix in accordance with all applicable federal, state, county, and local standards and specifications. All prices are for weatherization measures installed according to industry and program standards and include labor, material, job site cleanup, overhead, and all other costs. Prices should reflect all costs associated with the subcontractor's delivery, installation, and administration of the weatherization program. Selected bidder who wins the award may be and/or required to provide cost analysis/justification for prices of each and/or all measures. All materials used in the weatherization program must meet the specification of the various funding authorities.

The prices submitted should be at a rate which allows the subcontractor to install all measures to meet Federal, State, County and local standards and specifications regardless of the techniques or methods used. A warranty must be provided on materials and labor for a period of twelve (12) months from the date of Maravilla Foundation acceptance of work completed (the work has passed quality assurance inspection).

NOTE: American-Made Products: PURCHASE OF AMERICAN-MADE EQUIPMENT AND PRODUCTS—It is the sense of Maravilla Foundation that, to the greatest extent practicable, all equipment and products purchased with funds made available under this agreement shall be American-made.

Exhibit B- WEATHERIZATION/EMERGENCY HEATING & COOLING MEASURE MATRIX- see attached Measure Matrix to complete price quotes per measure/item listed. NOTE: Under Health & Safety/Energy Audit: Cooling and Heating Replacements has option to include bid pricing for 16 SEER High Efficiency AC and 95% High Efficiency Furnaces, please attach a list of measures with pricing and label document as instructed on matrix.

Any measure/item not quoted must go through an approval process; price quote form must be submitted to Maravilla Foundation for review and approval before work can begin. The price quote should include location, type of measure(s), details of the work to be perform, number of hours and labor rate.