



# **REQUEST FOR PROPOSAL**

**MECHANICAL CONTRACTORS**

**PLUMBING CONTRACTORS**

**INSULATION/ATTIC VENTILATION CONTRACTORS**

**WINDOW CONTRACTORS**

Prepared 7/12/2017

## INTRODUCTION AND BACKGROUND

PURPOSE OF THE REQUEST FOR PROPOSAL IS FOR MECHANICAL, PLUMBING WINDOW and ISULATION/ATTIC VENTILATION CONTRACTORS TO PERFORM THE WORK LISTED BELOW FOR SPECTRUM COMMUNITY SERVICES, INC (SCS).

You may submit a proposal for one or more of the following specialty areas:

### SPECIALTY CONTRACTORS:

#### MECHANICAL CONTRACTORS

- Assess, repair and replace furnaces, and equipment related to these items.
- Provide parts and supplies for the repair and replacement furnaces and equipment related to these items.
- **Submit example “separate” proposals** for new replacement for the following:
  1. 35k wall furnace
  2. 50k wall furnace
  3. 60,000 BTU 80% and 90% FAU’s
  4. 80,000 BTU 80% and 90% FAU’s

**Include all venting (flue pipe, wall caps and roof jacks) for each appliance.**

#### PLUMBING CONTRACTORS

- Assess, repair and replace hot water heaters and equipment related to these items
- Provide parts and supplies for the repair and replacement of hot water heaters, and equipment related to these items.
- **Submit example “separate” proposals** for the new replacement for the following:
  1. 30 Gallon water heater
  2. 40 gallon water heater
  3. 50 gallon water heater

**Include all venting (flue pipe, wall caps and roof jacks) for each appliance.**

#### INSULATION/ATTIC VENTILATION CONTRACTORS

- Insulate attics, floors and walls and attic ventilation in single family and multifamily dwellings.
- Contractor to provide parts and supplies for the installation of insulation and ventilation for the following:
- **Submit example “separate” proposals** for the installation of attic insulation:
  1. 1000 sq. ft. of: (R-11)
  2. 1000 sq. ft. of (R-19)
  4. 1000 sq. ft. of (R-38)
  3. 1000 sq. ft. of (R-30)

**Include any roof venting materials needed.**

## WINDOW CONTRACTORS

- Assess, repair and replace windows, sliding glass doors and glass panes.
- Contractor to provide parts and supplies for the repair and replacement of windows, sliding glass doors and glass panes.
- **Submit example “separate” proposals** for the replacement installation of new windows and sliding glass doors for the following:
  1. 6ft. x 4ft. sliding vinyl retrofit window
  2. 4ft. x 3 ft. sliding vinyl retrofit window.
  3. 72” x 80” sliding glass door

**Include all materials needed for the installation.**

## ADMINISTRATIVE

### TECHNICAL AND CONTRACTUAL CONTACT

Any questions concerning technical specifications or Statement of Work requirements must be in by August 9, 2017 and directed to:

<b>Name</b>	Mark Smith
<b>Address</b>	2621 Barrington Court Hayward, CA 94545
<b>Phone</b>	(510) 881-0300 ext. 235
<b>FAX</b>	(510) 265-5798
<b>Email</b>	msmith@spectrumcs.org

### DUE DATES

All proposals are due by August 25, 2017 by 4:00pm. Any proposal received at the designated location after the required time and date specified for receipt shall be considered late and non-responsive. Any late proposals will not be evaluated for award.

## SCHEDULE OF EVENTS

Event	Date
1. RFP Distribution to Contractors	July 17, 2017
2. Contractors Question and Answer Session at Spectrum, 2621 Barrington Court, Hayward CA, 94545	August 11 , 2017
3. Proposal Due Date	August 25, 2017, 4:00pm
4. Target Date for Review of Proposals	August 28, 2017
5. Final Contractor Selection Discussion(s) Interviews	September 7, 2017
6. Anticipated decision and selection of Contractor(s)	September 14, 2017
7. Anticipated commencement date of work	September 25, 2017

## GUIDELINES FOR PROPOSAL PREPARATION

Award of the contract(s) resulting from this RFP will be based upon the most responsive bidder(s) whose offer(s) will be the most advantageous to (SCS) in terms of cost, functionality, technical quality, and other factors as specified elsewhere in this RFP.

(SCS) reserves the right to:

- Reject any or all offers and discontinue this RFP process without obligation or liability to any potential Contractor
- Accept other than the lowest priced offer
- Award a contract on the basis of initial bids received, without discussions or requests for best and final offers
- Award more than one contract

Bidders shall submit bid packages containing several parts as set forth below. Bidders will confine submission to those matters sufficient to respond to this RFP and to provide adequate basis for (SCS) to evaluate a bidder's qualifications.

Successful bidder's submission in response to this RFP will be incorporated into the final agreement between (SCS) and the selected bidder(s). Complete submissions must contain the following:

## PROPOSAL SUBMISSION

**Title Page:** Show the submittal subject, name of firm, local address, telephone number, name of contact person and date.

**Letter of Transmittal:** Provide a brief letter summarizing qualifications.

**Company Profile:** Official registered name (Corporate, D.B.A., Partnership, etc.), Dun & Bradstreet Number, Primary and secondary numbers, address, main telephone number and toll-free numbers, key contact name, title, email, address (if different from above address), direct telephone and fax numbers, person authorized to contractually bind the organization for any proposal against this RFP, brief history, including year established and number of years your company has been installing the work you are bidding on.

**Project team:** Include biographies and relevant experience of key staff and management personnel. Describe the qualifications and relevant experience of the types of staff that would be assigned to this project by providing biographies for those staff members. Describe bonding process and coverage levels of employees, as well as licensing each employee holds affirm that no employees working on the engagement have ever been convicted of a felony.

**Workload Capacity:** Indicate the company's workload capacity to perform the work on a reasonable schedule.

**Pricing:** Provide individual example proposals (see under specialty contractors)

**Payroll Capacity:** Provide evidence of payroll, as well as listings of worker wages and benefits.

**Documentation:** Evidence (copies of originals) of proper insurance coverage is required for any contract involving any activities that put Spectrum or Spectrum's contracting agencies at risk. In addition to providing evidence of appropriate insurance coverage, all contractors must confirm in writing that they will maintain those required insurance coverages and levels over the course of the contract with (SCS), and that failure to do so is a breach of contract. (SCS) must be added to the insurance policy for the amount of \$3,000,000.00 for Aggregate and \$1,000,000.00 for each occurrence. Provide evidence (copies of originals) of all required bonding, licenses and certifications from the California State License Board.

**Client Listing:** Provide a client listing in your proposal.

**References:** Please provide three business references (General Contractors) to whom you have completed work for the past three years.

**Credit check:** Please provide three supply vendors you purchase materials from for us to credit check.

## **SCOPE FOR SUBCONTRACTORS**

Outlined below is the scope of work that (SCS) requires from the subcontractors. Subcontractors must provide proposal of work to be completed as submitted on Purchase order from (SCS).

- The subcontractor shall pay for and pull all necessary city permits and have the final permit signed off by City Inspector.
- The subcontractor shall schedule and coordinate with clients, within seven business days, work to be done after receiving purchase order from (SCS).
- Proposals must have the following information and cost(s) on them: time in and time out, address serviced, specific area and equipment being serviced (location of equipment, make and model, serial number of the new equipment, detailed diagnosis of the problem/repair, services performed, number of service hours, hourly rate for services performed, material(s) used, cost of material(s)/equipment, name of the technician, and city permit
- Comply with State and Federal cost limitations and mandatory measures as outlined in the LIHEAP/DOE contracts.
- All parts, materials, components, or devices for the contract contractor is bidding on that are not in proper operational condition, shall be repaired, and or replaced with new parts, materials, components, or devices of the same manufacturer or SCS approved equal to bring systems up to current building codes.
- Subcontractor shall assure, pursuant to the extent practicable, that all equipment and products purchased with funds made available under this Agreement shall be American made if possible.
- Job Site Safety: The subcontractor shall adhere to the Occupational Safety and Health Administration's (OSHA's) most recently published Safety and Health Regulations for construction for the duration of this contract.
- The subcontractor shall perform all work and orders with due diligence and in good and workmanlike manner and shall complete the work and orders in accordance to industry standards.
- For problems or deficiencies of significant importance or of a continual nature, the subcontractor will be given one week to correct such problems provided in writing by (SCS), for regular service calls. If the problem is a Health and Safety issue, contractor must respond within 24 hours.
- Subcontractor must allow for inspection of work completed by a (SCS) Inspector.

## **DETAILED RESPONSE REQUIREMENTS EXECUTIVE SUMMARY**

The detailed requirements for each of the above-mentioned sections are outlined in this RFP. Bid packages should consist of one copy of each required document (no duplicates necessary). Bids submitted that lack any of the required information or documentation will be deemed incomplete and may not be considered for selection, at Spectrum's discretion.

This Request for Proposal is intended to produce multiple contracts with quality contractors to do work installing the above services in single family and multi-family dwellings. These contracts will allow (SCS) to complete the volume of work that they have been contracted to do by the State and Federal Governments. We will send purchase orders to qualifying contractors on a regular basis.

Submissions must be received no later than 4:00 p.m. on Friday, August 25, 2017 at the offices of Spectrum Community Services in Hayward California. Submissions should be sealed in an envelope (no electronic submissions) addressed to:

RFP Selection Committee  
Spectrum Community Services  
2621 Barrington Court, Hayward CA, 94545

## **AWARD CRITERIA**

Any award to be made pursuant to this RFP will be based upon the proposal with appropriate consideration given to operational, cost and management requirements. Evaluation of offers will be based upon the Contractor's responsiveness to the RFP and the total price quoted for all items covered by the RFP.

All items requested in this RFP, will be the primary considerations in evaluating all submitted proposals and in the selection of a Contractor or Contractors.

- Overall cost of Contractor's proposal.
- Quality or technical competency of product or service. The Contractor's stability, experiences, and record of past performance in delivering such services.
- Capacity to provide required documentation and reports
- Worker certifications, training/continuing education programs Cost or price analysis of service(s). Availability of sufficient high quality Contractor personnel with the required skills and experience for the specific approach proposed.
- Insurance coverage and/or bonding as required in RFQ or RFP
- Business licenses and/or certifications, including contractors' licenses.
- Spectrum is committed to encouraging the participation of small businesses and will ensure that small businesses are used to the fullest extent practicable.
- Spectrum is committed to making best effort to assist certified Disabled Veteran Business Enterprise (DVBE) firms to participate in the contracting process, and to ensuring that (DVBE) businesses are used to the fullest extent practicable.
- Spectrum is committed to encouraging the participation of women-owned businesses and minority-owned businesses and will ensure that women- and minority-owned businesses are used to the fullest extent practicable.
- Natural resource conservation, ability to provide American made products.

SCS may, at their discretion and without explanation to the prospective Contractors, at any time choose to discontinue this RFP without obligation to such prospective Contractors.





