



**Request for Qualifications  
Specification RFQ07292025  
for  
Mechanical Contractors and  
Architectural Contractors for CEDA Weatherization**

Submittals from minority, women and disadvantaged business enterprises are encouraged.

**Late proposals will not be accepted.**

**Pre-Proposal Meeting**

There will be a Virtual Pre-Proposal Meeting on Wednesday, August 6, 2025, from 1:00PM-2:00PM. CEDA will host the meeting via Microsoft Teams. This is not mandatory, but we highly encourage you to attend.

Email [procurement@cedaorg.net](mailto:procurement@cedaorg.net) to obtain the link.

**Questions**

Questions are due by Friday, August 8, 2025 by 3:00 PM and should be sent to [procurement@cedaorg.net](mailto:procurement@cedaorg.net)

**Submissions are due by Tuesday, August 26, 2025 by 3:00 PM**

CEDA will only accept electronic copies of the submittals, however, if your submittal is too large to send electronically it is your responsibility to get it turned in by the submittal date. Electronic submissions should be sent to [procurement\\_submission@cedaorg.net](mailto:procurement_submission@cedaorg.net)

## **SUBMITTAL INSTRUCTIONS**

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**CEDA Weatherization Multi-Family is soliciting for Mechanical and Architectural Contractors. Respondents can submit for one or both projects. Both projects will have multiple awards.**

**MECHANICAL CONTRACTORS:** If you are interested in being **ONLY** a Mechanical Contractor, please include on the subject line, “Mechanical Contractor ONLY”.

**ARCHITECTURAL CONTRACTORS:** If you are interested in being **ONLY** an Architectural Contractor, please include on the subject line, “Architectural Contractor ONLY”.

### RFQ SUBMISSION CHECKLIST

Proposals submitted by contractors must contain the forms and items listed in Parts I and II below in order to be considered for a contract award. Please ensure that you have completed the forms and indicate such by placing an "X" next to each completed item:

***Part I: The following required documents are provided in the RFQ and must be fully completed:***

- \_\_\_\_\_ Form A - Cover Sheet on Company Letterhead
- \_\_\_\_\_ Form B - Insurance Requirements
- \_\_\_\_\_ Form C - Contractor's Affidavit (including Debarment Information)
- \_\_\_\_\_ Form D - Certification Process Regarding Lobbying
- \_\_\_\_\_ Form E - Diversity Form
- \_\_\_\_\_ Form F - Business Information and References
- \_\_\_\_\_ Form G - Certificate of Compliance with Illinois Drug-Free Workplace
- \_\_\_\_\_ Form H - Statement of Contractor Qualifications
- \_\_\_\_\_ Form I - Bonding Requirements Agreement
- \_\_\_\_\_ Form J - Equipment Availability Form
- \_\_\_\_\_ Form K - Proposed Subcontractors
- \_\_\_\_\_ Form L - Authorization and Release Information
- \_\_\_\_\_ Form M - Certificate of Health and Safety Training (certificates should be included)
- \_\_\_\_\_ Form N - Lead Safe Work Practices
- \_\_\_\_\_ Form O - Master Contractor Release of Lien Agreement
- \_\_\_\_\_ Form P - Completion Schedule Warranty
- \_\_\_\_\_ Form Q - Appeal / Protest Form
- \_\_\_\_\_ Form R - IHWAP Weatherization Standards Manual Agreement
- \_\_\_\_\_ Form S - IHWAP Standards for Weatherization Materials Agreement

\_\_\_\_\_ Form T - Certification Regarding Weatherization Materials

\_\_\_\_\_ **Form U - LEAVE BLANK**

\_\_\_\_\_ Form V - EPA Lead-Based Paint Renovation, Repair, and Painting Training Acknowledgment

\_\_\_\_\_ Form W - Conflict of Interest

\_\_\_\_\_ Form X - Availability of Safety Data Sheets

\_\_\_\_\_ **Form Y - LEAVE BLANK**

\_\_\_\_\_ Form Z - Site Safety Plan

\_\_\_\_\_ **Form AA -LEAVE BLANK**

\_\_\_\_\_ Form BB - Sub-Contractor SAMS, Licenses (as required)

\_\_\_\_\_ Form CC - Training Certificates

***Part II: The following documents are not included in the IFB and must be inserted by the Respondent. All items below must also be included in the Proposal submission:***

1. \_\_\_\_\_ List of all management staff, including resumes for their management experience
2. \_\_\_\_\_ Documentation of existence of workforce, including name and position title. Respondents must provide payrolls from previous weatherization jobs showing its employees.
3. \_\_\_\_\_ Copy of required Licenses and Certifications, including a valid contractor's license in one of the suburban areas that CEDA serves along with a valid General Contractors license.
4. \_\_\_\_\_ Proof of adequate Current/Existing Insurance Coverage - (Once contract is awarded contractors will also be expected to name CEDA as an additional insured.)
5. \_\_\_\_\_ Tax Returns, Audited Financial Statements, or Unaudited (Compilation, Prepared, Reviewed) for the last two (2) years (Please submit these financial documents in a separate sealed envelope identified as "Confidential.")

## SECTION 1 INTRODUCTION

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The Community and Economic Development Association of Cook County Inc. (CEDA) is a community action agency serving Cook County. It provides economic development and human service programs to address the needs of low-income County residents and the underlying conditions which cause those needs. CEDA provides a variety of services including but not limited to WIC, Emergency, Low Income Heating and Energy Assistance Program (LIHEAP), Housing and Weatherization. These services and many others are offered at CEDA.

The Illinois Home Weatherization Assistance Program (IHWAP) is designed to help low-income residents save energy and money while increasing the comfort of their homes. CEDA administers this program to low-income homeowners and qualified renters to help to make their homes more energy efficient.

The intent of this RFQ is to identify and contract multiple Mechanical and Architectural contractors to provide project delivery for CEDA Weatherization's Multi-Family Department for multi-family dwellings (5+ units), and single-family rental units. The number of projects each year ranges between 5 and 10 with an annual budget of \$8-\$12M.

## SECTION 2 SCOPE OF SERVICE

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**Mechanical Contractors:** CEDA is soliciting qualified Mechanical Contractor vendors to provide all permitting, labor, materials and equipment necessary to replace, maintain, or repair, adjust and calibrate all miscellaneous air-conditioning, refrigeration, heating and ventilation systems, domestic hot water, control systems, and related HVAC equipment (including, but not limited to modulating condensing boilers, forced air furnaces, hydronic or steam heating boilers, domestic hot water, central A/C, ductless mini-split, equipment venting, combustion safety and safety testing, etc). Project sizes range from simple walk-up buildings with five (5) or more units to complex high-rise buildings with several hundred units, with an emphasis on central HVAC, Boilers, and Domestic Hot Water system plant replacement. Contractors working in the multi-family and single-family rental units' program must have the knowledge, skills, abilities and equipment to perform these weatherization retrofits in addition to:

1. Mechanical ventilation – ASHRAE 62.2 compliance.
2. Combustion safety testing (if applicable).
3. Single family/individual dwelling unit mechanical systems – repair and/or replacement of forced air furnace, hydronic heating boiler, domestic hot water, central A/C, ductless mini-split, equipment venting, combustion safety and safety testing, etc.

**Architectural Contractors:** CEDA is soliciting qualified vendors for Architectural Contractors to provide all permitting, labor, materials and equipment necessary to replace, maintain, repair, adjust and calibrate all miscellaneous lighting systems, heating and cooling systems, ventilation systems, upgrading eligible appliances, building insulation and air sealing, building envelope upgrade for windows and doors installation, and water conservation measures. Project sizes range from walk-up buildings with five (5) or more units to high-rise buildings with several hundred units. Contractors working in the multi-family and single-family rental units' program must have the knowledge, skills, abilities and equipment to perform weatherization retrofits-including but not limited to:

1. Mechanical ventilation – ASHRAE 62.2 compliance.
2. Combustion safety testing (if applicable).
3. Prescriptive air sealing measures.
4. Installation of foam insulation including phenolic foam insulation.
5. Dense pack insulation installation.
6. Loose blown insulation installation.
7. Window installation.
8. Window Air conditioner installation.
9. Baseload – lightning, refrigerators and freezers
10. Water conservation measures – faucet aerators and low flow shower heads

11. Single family/individual dwelling unit mechanical systems – repair and/or replacement of forced air furnace, hydronic heating boiler, domestic hot water, central A/C, ductless mini-split, equipment venting, combustion safety and safety testing, etc.

## **2.1 Multi Family Component**

The Multi-Family Program consists of multi-family buildings with 5 or more units and single-family rental units. Contractors will be assigned jobs in the dwelling units and common areas of eligible dwellings after the project is awarded. Prior to beginning the work, Contractors must carefully review work orders and engineering specifications (if applicable). If differences exist or arise, CEDA and Contractor must agree via written change order prior to work beginning. Both task and material deletions and additions require written change orders. Contractors working in the multi-family and single-family rental units' program must have the knowledge, skills, abilities and equipment to perform weatherization retrofits as outlined in the scope of service

Contractors must also comply with the following:

1. Local, State and Federal Codes and permitting requirements
2. Scaffolding requirements in the City of Chicago
3. Quality control monitoring on every job site
4. All applicable OSHA and safety requirements

## **2.2 Responsibilities**

Contractor Respondents must possess the experience and qualifications to provide all services needed to deliver the completed project. Mechanical contractors will submit bids on a project-by-project basis using the design-build methodology. Architectural contractors will adhere to the work order provided according to IHWAP standards. The Submission to this solicitation should therefore emphasize contractors' specific type of experience, with particular attention to the composition of the design-build team for mechanical projects, including all necessary sub-contractors, and include biographies and/or resumes of all key personnel who will be assigned to the project. CEDA is also interested in references for past projects in the last five (5) years.

The successful qualified Mechanical Contractors selected under this RFQ will submit project-by-project design build proposals for evaluation by CEDA who will determine the appropriate contractor based on the project mechanical system needs and budgets.

The successful qualified Architectural Contractors selected will utilize pricing provided by CEDA, based on a comprehensive market analysis, and/or custom measures on an as-needed basis, including Prevailing Wage rates, that fall outside of the provided pricing catalog. The selected contractors under this RFQ will have an opportunity to review the price catalog pending contract awards.

### **2.2.1 Contractors selected to participate under this RFQ must comply with State Prevailing Wage surveys and/or Federal Davis Bacon tracking requirements.**

The selected company(ies) will be required to participate in the following:

## **2.3 Site Visits**

Respondents are required to do site visits on all properties.

1. **Mechanical Contractors** - At the time of the site visit, respondents are required to collect all necessary information to review Basis of Design (BOD) documents and necessary specifications to prepare preliminary budgetary pricing and RFP proposals when the project is announced. The information collected at the time of the site visit, in addition to Engineering reports (HVAC site evaluation and Scope of Work) that will be furnished by CEDA Engineering contractors, if applicable, will be used as the basis for the project design-build mechanical bid pricing proposal.

2. **Architectural Contractors** – At the time of the site visit, architectural contractors, will use the opportunity to collect site data to assess and inform the scope of work provided by CEDA to ensure scope is practicable and feasible, and in alignment with IHWAP standards, and pricing catalogs.

## 2.4 Expected Goals and Outcomes

Respondents are expected to successfully complete major Design-Build projects within agreed upon schedule and budget, and in compliance with all IHWAP Standards and DOE's Standard Work Specifications (See Appendix).

## 2.5 Contractor Certifications

Respondents desiring to provide services must be certified or licensed as required by the City of Chicago, local municipalities and the State of Illinois.

Mechanical Contractor Respondents should preferably have Professional Engineer (PE) on staff or have a contract with outside PE to provide design engineering services.

National Certifications: The Department of Energy requires all weatherization firms in the US to have these three certifications. These certifications can be received from multiple vendors in the US. The General Contractor and Subcontractors must have these certifications before beginning a weatherization job in IL:

1. **Environmental Protection Agency/Renovate Repair and Paint (EPA/RRP) Certification** – Contractors must be firm certified with the EPA for EPA/RRP. Firm certification expires every five years so please ensure your firm certification is up to date. In addition to the firm certification, your architectural crews are required to have at least one person with an EPA RRP certification on every worksite at the beginning and end of all jobs that require lead safe work.
  - a. The EPA enforces this certification with massive fines.
2. **OSHA 10 Hour Certification** – All of your architectural and mechanical crew members are required to have this certification.
3. **OSHA Confined Space Certification** – All contractors and associated subcontractors crew members are required to have this certification.
  - a. All contractor firms are required to submit a confined space safety plan.

**Worker Safety Training:** All contractors and associated subcontractors must comply with all Federal, State, and local worker safety and training requirements, standards, regulations, and work practices. CEDA Weatherization is not responsible for oversight or compliance with any and all applicable regulations related to worker safety and Weatherization. Contractors and associated subcontractors are solely responsible for compliance with all applicable regulations related to worker safety and Weatherization.

OSHA and EPA certified Respondents with no willful safety violations in the past 3 years are preferred.

Respondents who have previous experience bidding with local housing authorities (HACC and CHA) or other low-income housing projects are preferred.

Illinois Certification: The Illinois Commerce Commission (ICC) requires the Energy Efficiency Installer Certification----- for any firm, contractor, or entity involved in the installation of energy efficiency measures. Current requirements and more information is available on the ICC website,

Respondents must have knowledge of the City, State, and Federal codes including but not limited to:

- City of Chicago Building Code
- Chicago Energy Code
- American National Standards Institute (ANSI)
- International Energy Conservation Code
- Uniform Mechanical Code



- ASHRAE Standard 62.1 and 62.2
- Energy Star Standards
- Illinois Home Weatherization Assistance Program (IHWAP)
- Department of Energy Standard Work Specifications
- Mechanical Code for State of Illinois and the City of Chicago
- Electric Code for State of Illinois and the City of Chicago
- NFPA Codes and Standards
- Environmental Protection Agency rules and regulations
- OSHA Regulations

**A. Mechanical Contractor Respondents to this RFQ shall demonstrate knowledge and prior experience in providing the following products and services in a course Design-Build project execution:**

1. HVAC Refrigeration Type – Direct Expansion, Chilled Water
2. Ventilation Products and Devices Type- rooftop exhaust fans, dampers (CAR, backdraft, bypass), registers
3. Unitary Type-rooftops, split systems, Heat Pumps, PTACs, mini-splits
4. Air handling Type- central station-manufactured or custom makeup air, fan, filter, coil sections
5. Air Terminal Devices and Heating Products Type- Fan Coils, Unit Ventilators, Unit Heaters, Fin Tube Radiation/Convectors
6. DDC Controls Type-core components, end devices, lighting, panels
7. Pumps Type- single stage, split case, end suction, inline, circulator, booster, ECM, VFD
8. Boilers & Water Heaters Type- modulating condensing, storage, indirect
9. Equipment Parts and Supplies Type- manufactured parts, emergency parts service, miscellaneous material and supplies and other
10. Startup & Commissioning Services Type - equipment startups, system checkouts, control verification, retro commissioning
11. Service & Maintenance Type- preventative and full maintenance contracts, man-at attendance, remote monitoring, annuals, emergency services, regulatory compliance, cleaning (e.g., duct, coils and filters), scheduled maintenance (e.g., oil, chemical and vibration analysis) and other
12. Warranty Services Type- Extended parts & labor (define maximum number of years available), delayed start-up and other
13. Equipment Rentals Type-temporary heat, cranes
14. Professional Services Type- Engineering, Design, Drafting, Architectural, Project Management and other
15. Site Surveys Type- Equipment, system analysis, operational, architectural and other

**B. CEDA Required Certifications**

**1. Foam Insulation Certification for Architectural Contractors**

- a. Phenolic Foam
  - i. CEDA requires all architectural contractors and subcontractors to have a manufacturer material training certificate.
  - ii. Contractors must provide CEDA with a copy of all their company and crew certifications.

**2. Advanced Diagnostics training** - All architectural contractors and associated architectural subcontractors must attend hands-on advanced building pressure diagnostics training. The training will include but is not limited to Zone Pressure Diagnostics (ZPD), pressure pan and fan flow measurement.

3. **Weatherization Retrofit Installer/Technician Intermediate WAP Certification** - (formerly known as Building Envelop or Architectural certification):
  - a. At least one crew leader on all your architectural crews and the Primary Owner or Managing Director of your firm must have a certificate of completion for this class.
  - b. Prerequisites for Retrofit Installer / Technician Certification
    - i. All items below are required prior to taking the written and/or field certification exams:
      1. Education: GED/high school diploma OR equivalent education from another country **OR** state career readiness certificate (with a minimum score of 3 in each work key) **OR** additional points explained below:
      2. If you have a GED/high school diploma or equivalent from another country **OR** a state career readiness certificate, you must obtain a minimum of **35 points** from any combination of activities below:
        - i. If you do not have a GED/high school diploma or equivalent from another country **OR** a state career readiness certificate, you must obtain a minimum of **50 points** from any combination of activities below:
        - ii. Industry specific experience (in energy efficiency & renewable energy) (installing windows, doors, heating systems, insulation, air sealing, etc); maximum of **30 points 10 points** for each 500 hours.
        - iii. Building experience (framing, roofing, drywall, siding, etc); **maximum of 10 points 5 points** for each 1,000 hours.
        - iv. Training from an industry specific training center (training whose content can be matched against and lines up with the content of the job task analysis for the certification); **maximum of 10 points 5 points** for every 16 hours
        - v. Industry certifications (RESNET, BPI, NATE, EPA). Other certifications are also considered; **maximum of 10 points 5 points** per certification.
4. **OSHA 30 Hour Certification** – All of your architectural and mechanical crew leaders are required to have this certification.
  - a. Every weatherization job site must have a crew member identified as the “crew leader”.
5. **HVAC Requirements**
  - a. Every Weatherization Project with an HVAC scope of work will always require a certified HVAC Installer/Technician on site during work in progress.
  - b. A Certificate from an accredited certifier must submitted at time of bid submission. The information submitted to comply with this mandate is subject to review and research by CEDA.
6. **CEDA Enhanced Health and Safety Protocols.**

CEDA has implemented measures to comply with the IHWAP Enhanced Health and Safety Protocols. All contractors and associated subcontractors shall complete CEDA’s training and comply with the required protocols.
7. **Self-Performance**

The Contractor shall perform with its own organization and forces the architectural work amounting to not less than 50% of the total amount of labor hours performed at the Project site. Note: CEDA has determined that the percentage of self-performance is a critical performance criterion. As such, failure to achieve or exceed the self-performance requirements will constitute a reason to terminate the Contract. As requested by CEDA, the Contractor shall provide a report monthly showing the amount of self-performance achieved by project and total cumulative amount. Confirmation of the amount of self-performance will be made by examination of the Contractors Payrolls. The percentage calculation does not include field superintendents or office management personnel. Compliance with the self-performance requirement will be based on the cumulative amount of Work self-performed on all Projects as a percentage of cumulative amount of Work performed under the Contract.

## 2.6 Build America Buy America (BABA)

The Build America Buy America Act, enacted as part of the Infrastructure Investment and Jobs Act on November 15, 2021, established a domestic content procurement preference for all Federal financial assistance obligated for infrastructure projects after May 14, 2022. The domestic content procurement preference requires that all iron, steel, manufactured products, and construction materials used in covered infrastructure projects are produced in the United States. **BABA applies to Public Housing projects utilizing U.S. Department of Energy funds only and does not apply to privately owned buildings or other funding sources utilized by CEDA.** CEDA will provide directions on which projects are required to follow BABA requirements.

Successful Build America, Buy America implementation will create an opportunity for a “virtuous cycle” in which infrastructure investment, critical supply chain efforts, and other Biden-Harris Administration priorities, including sustainability and equity, align and support each other.

The requirements of Build America, Buy America include (1) All iron and steel items used in covered projects must be produced in the United States. This means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States. (2) All manufactured products used in covered projects must be produced in the United States. This means the manufactured product was manufactured in the United States, and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product. (3) All construction materials used in covered projects must be manufactured in the United States. This means that all manufacturing processes for the construction material occurred in the United States.

## 2.7 Contract Period

The contract runs through **October 31, 2026**. CEDA intends to award a one (1) year contract with up to one (1) optional one (1) year renewal periods to be exercised at the mutual agreement of CEDA and the Contractor. All awards are contingent on the availability of funds for these programs.

This will be a multiple contract award. The Respondents whose submissions, in the sole judgment of CEDA, most thoroughly meet the specifications outlined in this document.

CEDA reserves the right to reject any and all submissions, to accept submissions in whole or in part, and to waive any irregularities or defects in any submission, should it deem such action to be in the best interests of CEDA.

## 2.8 Participation of Minority, Women-Owned, Small and Disadvantaged Business Enterprises

CEDA is a Community Action Agency in partnership with communities to bring public and private resources to end poverty. CEDA understands the impact that small and minority businesses can have on poverty. CEDA intends to employ an additional creative solution to the abatement of poverty, by leveraging its procurement dollars in such a way that minority and women business enterprises are stimulated by these funds.

CEDA aggressively seeks minority, women-owned and disadvantaged and small business enterprises to participate in its procurement activities. Vendors must complete Form E of this document. Certification will be accepted from the City of Chicago, County of Cook, State of IL., Women's Business Development Agencies and the Chicago Minority Business Development Council, Inc.

## SECTION 3 CONTRACTOR QUALIFICATIONS

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A. Proposers will need to meet the following qualifications in order to be considered for Contract award:

1. **Mandatory Meetings & Trainings:** Contractors and crew workers hired by the contractor must attend all CEDA Weatherization Program informational meetings and mandated training programs

that are targeted at them. The Weatherization program requires all training and certifications outlined in CI-15 when working on homes in IHWAP.

2. **Certifications**, see CI-15
3. **Bonding**, see IB-06
4. **Experience**: Selected contractor(s) must have a minimum of three (3) consecutive years in business as a general contractor. Contractors bidding on any contract are required to have a minimum of three (3) years of Weatherization or other documented experience in completing home weatherization work. The decision of whether or not the documented weatherization experience is satisfactory for the award of any contract will be in the sole opinion of CEDA. The contractor must provide information on experience and references in the following areas where applies
  - a. Attic, basement, crawl space, and sidewall insulation
  - b. Air bypass sealing (Sealing building envelope, reducing air infiltration).
  - c. Caulking and weather-stripping
  - d. Window and door replacement and repair
    - i. Scaffolding requirements in the City of Chicago
  - e. Dense-pack insulation (Both Cellulose and Fiberglass insulation)
  - f. Phenolic foam or equivalent injection foam insulation installation.
  - g. Mechanical ventilation installation
  - h. Repair and/or replacement of single family/individual dwelling unit mechanical systems including but not limited to:
    - i. Forced air furnace, hydronic heating boiler, domestic hot water, central A/C, ductless mini-split, equipment venting, combustion safety, etc.
  - i. Combustion safety testing
  - j. Quality control inspections
  - k. Prescriptive air sealing/air infiltration reduction
  - l. Installation of energy conservation measures.
  - m. Project site safety plan (especially as it pertains to COVID-19).
8. **License**: Contractor must have a business license in a city, town, village, or municipality in Cook County and be able to act as a general contractor for Weatherization work.
  - a. Contractors must be licensed for roofing, plumbing, and electrical or list a subcontractor who is licensed for roofing, plumbing, and electrical.
9. **References**: Contractor must have three (3) references from projects that are comparable in scope and size to CEDA Weatherization projects.
10. **System for Award Management (SAM)**: Provide a SAM number for general and subcontractor. For information on how to obtain a SAM number for your organization, please refer to the following website: <http://www.sam.gov>
11. **Financial Viability**: Contractors must be, in the sole judgment of CEDA, financially viable and have the ability to pay project expenses until payment is forthcoming. Bidders must provide the last three (3) years audit reports (independent audit and schedule of Federal awards) and management letters as well as a copy of the most recent internally prepared financial statement. Must also provide the last three (3) years' Forms 990 or 990-EZ, including all supporting schedules and attachments (also Form 990-T, if applicable).
12. **Equipment**: Contractor must have sufficient equipment to fulfill the work capacity they selected in this bid. Contractor and/or associated subcontractors, in addition to standard contractor equipment, are required to maintain the following equipment where applies
  - a. Truck or Van (**Arch & Mech**)
  - b. Tiff- or Equivalent-Gas Sniffer (**Arch & Mech**)
  - c. Digital Camera capable of time and date stamping photographs. (**Arch & Mech**)

- d. Insulation Machine with capability of dense packing wall cavities with either cellulose and fiberglass insulation. **(Arch)**
  - e. Dense pack Test Box, test gauge and scale **(Arch)**
  - f. Phenolic/Injection foam machine (for use in cold temperatures - heated truck, heated hoses) **(Arch)**
  - g. Confined space equipment **(Arch & Mech)**
  - h. HEPA Vacuum **(Arch & Mech)**
  - i. EPA RRP containment **(Arch & Mech)**
13. **Specialized Equipment:** Contractor and/or associated subcontractors must have additional specialized equipment prior to the assignment of any work. Example of specialized equipment:
- a. Calibrated Blower Door and manometer.
  - b. Pressure pan, fan flow meter, and diagnostic testing accessories (air current tester, test tubes, probes, tee taps, etc.)
  - c. Combustion Analyzer
  - d. Gas Flow Meter
  - e. Infrared Camera
14. **Good Standing:** Contractor must be in Good Standing with the State of Illinois. Contractors must be able to provide valid certification. Inquiries regarding certification can be made at [www.cyberdriveillinois.com](http://www.cyberdriveillinois.com)
- a. Contractors must provide documentation of good standing from any associated vendors, suppliers, and subcontractors.
15. **Workforce:** Contractor must be able to show that they have a workforce. The workforce should include work crews, office staff, etc.
- B. **Minority/Women/Disadvantaged/Small/Veteran Business Enterprise:** Certified minority, women, disadvantaged, small and veteran business (M/W/D/S/VBEs) are encouraged to respond to this solicitation (Form E). In addition, non-M/W/D/S/VBE contractors are encouraged to utilize M/W/D/S/V business enterprises as subcontractors for the procurement of supplies to the greatest extent possible.
- C. CEDA reserves the right to take such steps as it deems necessary to determine the qualifications of the Respondent to adequately fulfil the requirements of the Contract, and the Respondent shall furnish to CEDA all information and data requested for this purpose. Failure of the Respondent to cooperate with CEDA in its investigation or submit any additional documents requested by CEDA shall be grounds for disqualification.
- D. CEDA reserves the right to refuse to award a Contract to any person, firm or corporation that is default of a contract with CEDA or had failed to perform faithfully on any previous contract with CEDA.
- E. The Respondent, if requested, must present within a reasonable time, as determined by CEDA, evidence satisfactory to CEDA of performance ability and possession of necessary facilities, pecuniary resources, and adequate insurance to comply with the terms of these specifications and Contract Documents. Such evidence may include but is not limited to a site-visit and in-person interview conducted by CEDA staff.

## SECTION 4 EVALUATION PROCESS

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### 4.1 Submission Evaluation and Award

Submissions will be evaluated based on the quality of the Respondents' credentials and experience. Evaluation of Submissions is the sole responsibility of CEDA staff and based totally on CEDA's assessment of Submissions. The CEDA Procurement Director reserves the right to award a contract or reject any or all Submissions when, in her opinion, the best interest of CEDA will be served.

## 4.2 Selection Process

Upon review of all information provided by Respondents, the Evaluation Committee will make a recommendation for selection of the Procurement Manager for concurrence and submission to CEDA Board of Directors. CEDA reserves the right to check references on any projects performed by the Respondent whether provided by the Respondent or known by CEDA. The selected Respondent(s) will be submitted for approval to the CEDA Board of Directors. CEDA intends to select a submission(s) that best meets the needs of CEDA and provides the best overall value. Upon approval of the Respondent(s), a contract will be prepared by CEDA and presented to the Respondent(s) for signature.

### 4.2.1 Payment and Performance Bond

For each individual contract, the successful Respondent shall furnish a payment and performance security in the form of a bond in the amount listed below. The successful Respondent(s) must submit the Payment and Performance Bond prior to Contract award. The Responder shall acquire the bond at its own expense with a surety company having a policy holder rating of not lower than "A" and a financial rating not lower than "-AAA" in Best's Insurance guide (current addition). A Contractor's failure to satisfactorily complete an assigned job will result in invoking the Payment and Performance bond, as liquidated damages so that weatherization work can be successfully complete in the affected home.

Specification No.	Contract	Area	Amount of Payment and Performance Bond
RFQ07102023	Multi-Family	Cook County	\$2,000,000

### 4.2.2 Surety Company

Bidders must use a responsible surety company listed on the U.S. Treasury List of Approved Sureties, with an AM Best rating of A-Class VII or better and licensed to do business in the State of Illinois to issue and sign IFB bonds, and the payment and performance bonds of the type required hereunder by CEDA. If a surety is downgraded during the term of a bond and no longer appears on the U.S. Treasury List of Approved Sureties or is downrated by AM Best, Responder shall promptly supply CEDA with a replacement bond issued by a surety that meets the surety qualification requirements stated herein.

## 4.3 Investigations Prior to Contract Award

CEDA may make such investigations as are deemed necessary to determine the ability of the vendor to perform the work, and the vendor shall furnish all such information and data for this purpose as CEDA may request. CEDA reserves the right to reject any Submission if the evidence submitted by, or investigation of such vendor, fails to satisfy it that such vendor is properly qualified to carry out the obligations of the contract.

## 4.4 Responsiveness Review

CEDA personnel will review all Submissions to ascertain that they are responsive to all submission requirements.

## 4.5 Acceptance of Submissions

CEDA reserves the right to reject any or all Submissions or any part thereof, to waive informalities, and to accept the Submission deemed most favorable to CEDA.

#### 4.6 Evaluation Process

Submissions will be scored on a one hundred (100) point scale by an evaluation committee comprised of CEDA personnel. The committee will evaluate all Submissions in accordance with the evaluation criteria detailed below.

This evaluation process may result in a short-list of Respondents. The evaluation committee, at its option, may request that all or short-listed Respondent make a presentation, offer customer testimonials or reference, submit clarifications, schedule a site visit of their premises (as appropriate), respond to questions, or consider alternative approaches.

#### 4.7 Right to Inspect

CEDA reserves the right to inspect and investigate thoroughly the establishment, facilities, equipment, business reputation, and other qualifications of the Respondent and any proposed sub-respondents and to reject any Submission regardless of price if it shall be administratively determined that in CEDA's sole discretion the Respondent is deficient in any of the essentials necessary to assure acceptable standards of performance. CEDA reserves the right to continue this inspection procedure throughout the life of the Contract that may arise from this RFQ.

### SECTION 5 EVALUATION CRITERIA

#### 5.1 Responsiveness of Submission

The respondent is compliant with all the submission requirements of the RFQ.

#### 5.2 Evaluation Criteria

Proposals will be reviewed and selected on the following criteria:

Evaluation Criteria	Points
<b>Years and Qualifications of the Firm</b> <ul style="list-style-type: none"> <li>Contractor's years of experience must meet or exceed three (3) years directly relevant experience with installation experience in commercial and/or large multi-family residential.</li> <li>Respondents must provide a narrative listing the qualifications and experience that allow him/her to provide this service. Please refer to the list in Contractor Qualifications section (2.5) as a guide. Include a description of the firm's history and experience.</li> </ul>	0-25
<b>Key Personnel</b> <ul style="list-style-type: none"> <li>Qualifications and experience of key personnel as evidenced by their credentials and relevant experience.</li> </ul>	0-20
<b>Past Performance</b> <ul style="list-style-type: none"> <li>The Respondent demonstrated success in previous and/or similar work. Firms should highlight all prior City of Chicago and Cook County experience.</li> <li>The Respondent illustrates how previous and/or similar work will aid in their success with this project.</li> </ul>	0-20
<b>Demonstrated Understanding/Quality of the Proposed Plan of Action</b> <ul style="list-style-type: none"> <li>Quality of the proposed plan of action as evidenced by the level of understanding of the proposed RFQ.</li> </ul>	0-10
<b>Minority, Women-Owned, Small, Veterans and Disadvantaged Business Enterprises (Must Provide Certified Paperwork)</b>	0-10
<b>Financial History / Capacity</b> of the organization to undertake and successfully complete the services required. Company financial viability	0-10

and ability to pay project expenses etc. as is evidenced by financial statements, bank, and supplier references.	
<b>Quality of Professional References</b> Quality of references as evidenced by relevant experience in projects of similar magnitude and/or scope of CEDA.	0-5
<b>TOTAL</b>	<b>0-100</b>

## SECTION 6 SUBMISSION OF SUBMISSIONS

CEDA plans to award a contract from this RFQ to the firm that most thoroughly meets the qualifications set forth in this document.

### 6.1 Instructions for Submission

#### 6.1.1 Time for Submission

Submissions shall be submitted no later than the date and time indicated for submission in this RFQ. Late submittals will not be considered.

#### 6.1.2 Complete Submission

Respondents are advised to carefully review all the requirements and submit all documents and information as indicated in this RFQ. Incomplete Submissions may lead to a submittal being deemed non-responsive. Non-responsive submittals will not be considered.

#### 6.1.3 Schedule of Revisions to RFQ Schedule

Should the Respondent consider that changes in CEDA's RFQ schedule are required; the Respondent shall submit a revised summary schedule with an explanation for the revision for CEDA's review. CEDA will be under no obligation to accept revised schedules.

### 6.2 Submission Requirements

#### 6.2.1 Cover Letter

The cover letter shall be signed by an authorized representative of the Respondent. The letter shall indicate the Respondent's commitment to provide the services proposed at the price and schedule proposed.

#### 6.2.2 Qualifications of the Firm

Describe the firm's previous experience with providing the services listed in this RFQ for projects of similar types as described in the Scope of Services. Provide those skills that demonstrate prior experience in providing similar services. Provide at least three (3) contract examples with firms similar in size to CEDA.

Provide a list of references where relevant projects were implemented. Include the name of the contact person, name of the organization, project dollar value, address, telephone number and email address, so CEDA may verify the accuracy of all statements may be completing the reference form found in Form H.

#### 6.2.3 Key Personnel

Provide a chronological resume for each of the key personnel proposed. Identify their specialized experience and professional qualifications as it relates to this contract as described in the Scope of Services. In addition, provide the time commitment for each key personnel. Indicate the level of their commitment to other projects if any.

#### 6.2.4 Proposed Plan of Action

Submissions must contain a brief statement of the company's methodology and relevant philosophy for the services requested in this RFQ. In addition, the Respondent must



provide a detailed proposed plan of action indicating how all requirements will be met as stated in the Scope of Services and the methodology the implementation plan to successfully meet the goals of CEDA. The proposed plan of action shall include key milestones, staff & schedule, and ability to deliver value with a solution evidenced by cost savings as well as a current budget for the project.

#### **6.2.5 Past Performance**

Provide sufficient information to allow CEDA to obtain references related to at least three (3) projects of similar scope that have been successfully completed within the past five (5) years that illustrate the Proposer's ability to perform the services required for this engagement. The projects referenced must include the names of key personnel responsible for the projects. For each referenced project, provide the following information:

1. Project name and location.
2. Name, address, and telephone number of the project owner's representative for the project.
3. Scope of services provided.
4. List of projects in the last five (5) years that you have completed that are similar in character, cost and size.

#### **6.2.6 Tax Returns, Audited Financial Statements, or Unaudited (Compilation, Prepared, Reviewed) for the last two (2) years (Please submit these financial documents in a separate sealed envelope identified as "Confidential.")**

#### **6.2.7 MBE/WBE/SBE/DBE/VBE Participation**

The Respondent must complete Form E of this document, which will provide a listing of the minority and women-owned, small, veterans and disadvantaged business enterprises that will be used on this project and proof of certification for each firm listed. Certification will be accepted from the City of Chicago, CEDA of Cook, State of IL., Women's Business Development Agencies and the Chicago Minority Business Development Council, Inc.

#### **5.2.8 Legal Actions**

Respondents shall include a detailed description of any disputes they currently are involved in, as well as a complete list of any lawsuits, judgments occurring within the last five (5) years, and all current liens pending.

#### **5.2.9 System for Award Management (SAM)**

Provide a SAM number. For information on how to obtain a SAM number for your organization, please refer to the following website: <http://www.sam.gov>

#### **5.2.10 Insurance**

Proof of current insurance or ability to obtain insurance coverage outlined in Form B.

#### **5.2.11 Other**

Submit any information the Respondents deem pertinent to demonstrate its qualifications to perform the services being requested such as memberships in any professional associations.

### **6.3 Proposal Evaluations and Award**

#### **6.3.1 Interviews**

CEDA reserves the right to interview any and all Respondents to discuss their submittals. Respondent agrees to participate in any subsequent meetings or presentations requested by CEDA in the evaluation of this Submission.

## **SECTION 7 GENERAL CONDITIONS**

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### **7.1 Insurance Requirements and Indemnification**

Submission must be accompanied by written evidence of the type and amount of insurance maintained by Contractor. The Contractor shall indemnify, keep and hold harmless its agents, officials, and employees, against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, costs and expenses, which may in anyway accrue against CEDA in consequence of the granting of this contract, or which may in anyway result there from, whether or not it shall be alleged or determined that the act was caused through negligence or omission by the Contractor or his employees, of a sub-contractor of his employees, if any, or of CEDA or its employees. The Contractor shall, at his own expense, appear, defend and pay all charges of attorneys and costs and other expenses arising there from or incurred in connection therewith, and if any judgment shall be rendered against CEDA in any such action, the Contractor shall, at his own expense, satisfy and discharge them. The Contractor expressly understands and agrees that any performance bond or insurance protection required by this contract, or otherwise provided by Contractor, shall in no way limit the responsibility to indemnify, keep and hold harmless and defend the CEDA as herein provided.

### **7.2 Conflict of Interest**

No member of the Board of Directors, officer, employee or agent of CEDA who exercises any functions or responsibilities in connection with the carrying out of the project will have any personal or financial interest, direct or indirect, in the AGREEMENT.

Contractor represents that they presently have no interest and will not acquire any interest, direct or indirect, in the project to which this AGREEMENT pertains which would conflict in any manner or degree with the performance of their work hereunder. Contractor covenants that in their performance of the AGREEMENT, no person having any such interest shall be employed.

[ ] To the best of our knowledge, the undersigned company has no potential conflict of interest due to any other clients, contracts, nepotism or property interest for this project.

**OR**

[ ] The undersigned company, by attachment to this form, submits information which may be a potential conflict of interest due to other clients, contracts, nepotism or property interest for this project.

Failure to check the appropriate blocks above and failure to provide documentation of a possible conflict of interest may result in termination of the AGREEMENT.

### **7.3 Cost/Ownership of Submissions**

CEDA owns all Submissions. CEDA shall not be responsible for expenses incurred in preparing and submitting the Submission. Such costs shall not be included in the submission.

### **7.4 Confidentiality**

The Contractor agrees to keep the information related to all contracts in strict confidence. Contractor agrees not to publish, reproduce or otherwise divulge such information in whole or in part, in any manner or form or authorize or permit other to do so, taking such reasonable measures as are necessary to restrict access to the information in the Contractor possession, to those employees on the Contractor staff who must have the information on a "need-to-know" basis. The Contractor agrees to immediately notify, in writing, CEDA's authorized representative in the event the Contractor determines or has reason to suspect a breach of this requirement.

### **7.5 Submission of Forms and Exhibits**

Respondents are required to complete and submit detailed Submissions to this RFQ, including, but not limited to the submittal requirements set forth in Section 6.2 of this document and all Exhibits and applicable schedules.

### **7.6 Non-Discrimination**

The Respondent participating in this agreement shall not (1) fail or refuse to hire or to discharge any individual or otherwise discriminate against any individual with respect to his or her compensation, or the term, conditions, or privileges of his/hers employment because of such individual race, color, religion, sex, age, handicap or national origin. (2) Limit segregate or classify employees or applicants for employment in any way which deprives or tends to deprive any individual of employment opportunities or otherwise adversely affect his/hers status as an employee, because of such individuals.

### **7.7 Master Release of Lien**

By agreeing to perform weatherization work the Respondent agrees to the following terms.

1. The Respondent agrees that they will not, under any circumstances, seek payment from the owner or occupant of the premises improved.
2. The Respondent shall not file, suffer or permit any lien or other encumbrance of record as a claim against any site of a weatherization project in recognition that the only recourse for payment is from CEDA.
3. Signed lien waivers from each individual work location/property are required from any parties providing labor under a weatherization contract. The proposer agrees to inform any sub-contractor providing material to a weatherization property, prior to engaging such sub-contractors, that lien waivers are required in order for the proposer to invoice CEDA for the weatherization material provided.

### **7.8 Drug-Free Workplace**

Every contract of over \$10,000 shall include the following provisions:

During the performance of this contract, the Respondent agrees to (i) provide a drug-free workplace for the Respondent's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Respondent's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or behalf of the Respondent that the Respondent maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each sub-Respondent.

For the purpose of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a Respondent in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the contract.

### **7.9 Appeal and Protest**

Unsuccessful Respondents shall have (5) five calendar days from the date of notification of the contract award to file a written protest with CEDA, through the Procurement Department. The written protest shall include reason(s) for the protest with supporting documentation where appropriate.

Appeal/Protest procedures that are required by federal/state program funding sources shall take precedent where applicable take precedent where applicable. The President/CEO or his designee shall conduct a review of all information/documents submitted by the Respondent and shall take other steps as deemed necessary for a fair and impartial process of review. The President/CEO will render a final decision, which shall be binding and without additional appeal rights.

**SECTION 8 PROPOSAL AFFIDAVIT**

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On behalf of \_\_\_\_\_ I submit this proposal to the Community and  
(Company Name)  
Economic Development Association of Cook County, IL to provide services as described in  
this document and exhibits.

I have full authority to bind \_\_\_\_\_ to this proposal and the terms and  
(Name )  
conditions of this proposal.

\_\_\_\_\_  
Signature of President our Authorized Officer

\_\_\_\_\_  
Title of President or Authorized Officer

\_\_\_\_\_  
Date

---

**For questions regarding this Submission please contact:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Mailing Address, City, State Zip

**FORM B**  
**INSURANCE REQUIREMENTS**

Proposers must meet the following CEDA standards and maintain at a minimum the types and amounts of insurance coverage set forth below and must provide CEDA with the certificates evidencing such coverage. CEDA reserves the right to ask for higher levels of coverage.

TYPE	MINIMUM ACCEPTABLE LIMITS OF LIABILITY
Worker's Compensation	Statutory-State of Illinois
Employers	
a. Each Accident	\$500,000.00
b. Each Employee Disease	\$500,000.00
c. Policy Aggregate Disease	\$500,000.00
Commercial General Liability	
a. Per occurrence	\$1,000,000.00
b. General Aggregate	
1. General Aggregate-Per Project	\$2,000,000.00
2. General Aggregate Products	\$2,000,000.00
	\$1,000,000.00
Completed Operations	\$1,000,000.00
Personal and Advertising Injury	\$100,000.00
Fire Legal Liability (any one fire)	\$5,000.00
Medical Expense (any one person)	To the fullest extent allowable by law, the policy must include a waiver of subrogation in favor of CEDA.
Umbrella Excess Liability (Coverage must be in excess of Commercial General Liability, Automobile Liability, and Employer's Liability. It shall be no more restrictive than the primary coverage listed.)	\$2,000,000.00 over Primary Insurance \$1,000.00 retention for Self-Insured Hazards Each Occurrence
Business Auto Liability (This Policy must provide coverage for all owned, non-owned, and hired autos.)	\$1,000,000.00

CEDA must be named as an additional insured on all coverage noted above. The Contractors' policies must include Primary and Noncontributory status in favor of CEDA. The Contractor must name the following as additional insured on all certificates of insurance:

**CEDA, its board members, officers, employees, agents, and consultants**

All insurance companies must be rated A-VIII or better by the A. M. Best Company.

Contractor's assumption of liability is independent from, and not limited in any manner by, the Contractor's insurance coverage obtained pursuant to this proposal, or otherwise. All amounts owed by Contractor to CEDA as a result of the liability provisions of the Contract shall be paid on demand.

**FORM C**  
**CONTRACTOR'S AFFIDAVIT**

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Contractor

---

Contractor Address

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Contractor Telephone Number

*Instructions:*

FOR USE WITH ALL CONTRACTS. Every Contractor submitting a bid/proposal to CEDA must complete this Affidavit. Please note that in the event the Contractor is a joint venture, the joint venture and each of the joint venture partners must submit a separate and completed Contractor's Affidavit. In the event the Contractor is unable to certify any of the statements contained herein, the Contractor must contact CEDA and provide a detailed factual explanation of the circumstances leading to the Contractor's inability to so certify.

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I certify that I am authorized to execute this Contractor's Affidavit on behalf of the Proposer set forth above, that I have personal knowledge of all the information set forth herein and that all statements, representations, information and documents provided in or with this Affidavit and attachments hereto are true and accurate.

The Contractor may report any change in any of the facts stated in this Affidavit within fourteen (14) days of the effective date of such change by completing and submitting a new Affidavit.

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Company Name

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Signature of Authorized Officer

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Name of Authorized Officer (Print or Type)

---

Title

All bidders/proposers shall provide the following information with their bid/ proposal/ contract. Complete all blanks by entering the requested information, or, if the question is not applicable, answer with "N/A". If the answer is other, please identify.

1. Date of application: \_\_\_\_\_
2. Company: \_\_\_\_\_
3. Parent Company: \_\_\_\_\_
4. Contact Name: \_\_\_\_\_
5. Street Address: \_\_\_\_\_  
\_\_\_\_\_
6. Mailing Address [if different]: \_\_\_\_\_  
\_\_\_\_\_
7. Telephone (1): \_\_\_\_\_
8. Telephone (2): \_\_\_\_\_
9. Fax Number: \_\_\_\_\_
10. Website Address: \_\_\_\_\_
11. E-mail Address (include name): \_\_\_\_\_
12. Employer's Federal ID# / Social Security #: \_\_\_\_\_
13. SAMS Cage Code No.: \_\_\_\_\_

Contractor is a                      ☐ Corporation                      ☐ Sole Proprietor  
   ☐ Partnership                      ☐ Not-For-Profit  
   ☐ Joint Venture                      ☐ LLC

Date Business Started: \_\_\_\_\_

**Based on the selection above, complete the corresponding section below:**

**SECTION 1. For Profit Corporations, Limited Liability Corporations, or Not-For-Profit Corporations**

- a. Incorporated in \_\_\_\_\_
- b. Authorized to do business in the State of Illinois   ☐ Yes   ☐ No
- c. Names of all officers and directors of corporation (or attach a list)

*Name & Title*


**SECTION 2. Partnership**

If the bidder/proposer is a partnership, indicate the name of each partner or attach a list and the percentage of interest of each therein.

<i>Name of Partners</i>	<i>Percentage of Interest</i>
_____	%
_____	%
_____	%
_____	%
_____	%

**SECTION 3. Sole Proprietorships**

- a. The bidder/proposer is a sole proprietor and is not acting in any representative capacity on behalf of any beneficiary:  
☐ Yes   ☐ No   *If "No," complete items b and c.*
- b. If the sole proprietorship is held by an agent(s) or a nominee, indicate the principle(s) for whom the agent or nominee holds such interest.

*Name(s)*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- c. If the interest of a spouse or any other party is constructively controlled by another person or legal entity, state the name and address of such person or entity possessing such control and the relationship under which such control is being or may be exercised:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SECTION 4 – Joint Venture**

If the Contractor is a joint venture, indicate the name of each partner or attach a list and the percentage of interest of each therein.

<i>Name of Partners</i>	<i>Percentage of Interest</i>
_____	%
_____	%
_____	%
_____	%



---

**SECTION 5. Certification Regarding Suspension and Disbarment**

The contractor certifies to the best of its knowledge and belief, that it and its principles are not presently debarred, suspended, proposed for debarment, ineligible or voluntarily excluded from transactions by any Federal, State or local government agency and have not within a (3) year period preceding this proposal been convicted of or had a civil judgment rendered against them for the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction or contract under a public transaction, a violation of Federal or State antitrust statutes, or the commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property. Further, the contractor certifies it is not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or Local) with commission of any of the offenses enumerated in Section 2(a) above and have not within a (3) year period preceding this agreement had one or more public transactions (Federal, State or Local) terminated for cause or default.

**SECTION 6. Verification**

Under penalty of perjury, I certify that I am authorized to execute this Contractor's Affidavit on behalf of the Contractor set forth on this page, that I have personal knowledge of all the certifications made herein and that the same are true.

---

Signature of President or Authorized Officer                      Title

---

Date

**NOTARY PUBLIC**

On this day, \_\_\_\_\_ personally appeared before me to me known to be the person(s) described in and who executed the within and foregoing instrument and acknowledged that he/she signed the same as his/her voluntary act and deed, for the uses and purposes therein mentioned.

Witness my hand and official seal hereto affixed.

This \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Notary Public in and for the State of \_\_\_\_\_, County of \_\_\_\_\_.

My commission expires \_\_\_\_\_.

Notary Signature \_\_\_\_\_

**AFFIX NOTARY SEAL:**

**FORM D**  
**CERTIFICATION REGARDING LOBBYING**

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**Certification for Contracts, Grants, Loans, and Cooperative Agreements**

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 an 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 contract, the making 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 Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for 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, U.S. 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.

**Statement for Loan Guarantees and Loan Insurance**

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

If any 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 commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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Authorized Officer Signature

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Title

---

Organization

**FORM E  
DIVERSITY FORM**

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**GENERAL PROPOSER INFORMATION:**

1. Name of Company: \_\_\_\_\_
2. Are you or your firm certified as a small, minority, female or disadvantaged business enterprise by a municipal, State or Federal agency?  
[ ] Yes [ ] No
3. If yes, answer the following:
  - a. List agency: \_\_\_\_\_
  - b. Attach a copy of your certification letter.
4. Is your firm certified as a minority business by the Chicago Minority Business Development Council?  
[ ] Yes [ ] No
5. Is your firm certified as a female owned business by the Women's Business Development Agency?  
[ ] Yes [ ] No
6. Attach a copy of your certification letter.

**SUB-CONTRACTOR INFORMATION:**

1. Are you using sub-contractor or suppliers certified as small, minority, female, or disadvantaged businesses? Yes \_\_\_\_\_ No \_\_\_\_\_
2. If yes, please answer the following:
  - a. What approximate percentage of work is performed by these sub-contractors?
  - b. What are the names of the firms?
  - c. Please attach certification forms for all certified sub-contractors.
  - d. What are the names of the firms used, and the approximate dollar amount of the supplies purchased from small, minority, female, or disadvantaged businesses?
  - e. What approximate percentage is that of the total dollar amount purchased?
  - f. Please attach certification forms for all certified suppliers.

When contracting for goods and services preferences will be given to Proposers who subcontract with small businesses, minority-owned firms and women owned enterprises.

**FORM F**  
**BUSINESS INFORMATION AND REFERENCES**

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1. Name of Company: \_\_\_\_\_
2. How many years has this company been in business? \_\_\_\_\_
  - If between 0-4 years, please provide additional information on a separate sheet
3. Do you have a current business license? Yes \_\_\_\_\_ No \_\_\_\_\_
4. In what city or town is the company licensed? \_\_\_\_\_
5. Do you have a current contractor's license? Yes \_\_\_\_\_ No \_\_\_\_\_
6. Please list the municipalities in which you are licensed (copies of licenses should be included in your submittal).  
  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Please provide the name of a bank that you have a business relationship with.  
  
Bank Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Contact \_\_\_\_\_  
\_\_\_\_\_
8. Primary Owner or Managing Director
  - a. Chief executive officer who legally oversees all firm operations
9. Prevailing Wage Administrator
  - a. Party or parties responsible for the administration and oversight of all firm prevailing wage payroll documentation
10. Administrative Contact
  - a. Party or parties responsible for the administration and oversight of all firm invoicing and Contractor Packets  
\_\_\_\_\_

11. Architectural Training Liaison

a. Party responsible for:

- i. 

---

Attending all required training and ensuring that any additional attendees requested by CEDA WX or IHWAP also attend
- ii. 

---

Administering all training of architectural crew members in areas of current IHWAP standards and other knowledge, skills and abilities critical to performing quality weatherization work
- iii. 

---

Firm's central contact for all official IHWAP and CEDA WX training logistics and materials
- iv. 

---

Maintaining and updating the firm's collection of CEDA WX TSBs, IHWAP procedural guidance and manufacturer's MSDS and product manuals
- v. 

---

Maintaining record of all IHWAP mandated certifications and licenses

12. Mechanical Training Liaison

a. Party responsible for:

- i. 

---

Attending all required training and ensuring that any additional attendees requested by CEDA WX or IHWAP also attend
  - ii. 

---

Administering all training of architectural crew members in areas of current IHWAP standards and other knowledge, skills and abilities critical to performing quality weatherization work
  - iii. 

---

Firm's central contact for all official IHWAP and CEDA WX training logistics and materials
  - iv. 

---

Maintaining and updating the firm's collection of CEDA WX TSBs, IHWAP procedural guidance and manufacturer's MSDS and product manuals
  - v. 

---

Maintaining record of all IHWAP mandated certifications and licenses
-

13. Crew Leader

- a. Any individual responsible supervising field workers and delivery of properly completed and inspected weatherization work
-

**FORM G**  
**CERTIFICATE OF COMPLIANCE WITH ILLINOIS DRUG-FREE WORKPLACE ACT**

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\_\_\_\_\_,  
(Contractor)  
having 25 or more employees, does hereby certify, pursuant to Section 3 of the Illinois Drug-Free Workplace Act (30 ILCS 580/1, et seq.), that (he or she) shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the Illinois Drug Free Workplace Act and further certifies that (he or she) is not ineligible for award of this contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.

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

BY: \_\_\_\_\_

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

**FORM H**  
**STATEMENT OF CONTRACTOR'S QUALIFICATIONS**

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All questions must be answered, and the data given must be clear and comprehensive. If necessary, questions may be answered on separate attached sheets. The contractor may submit any additional information he/she desires. **Contractors must complete all parts, or the Proposal will be considered incomplete, if a section does not apply, please put N/A (not applicable).**

1. Contractor \_\_\_\_\_

2. Address \_\_\_\_\_

3. Principal Employees of Firm \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. When was the firm organized? \_\_\_\_\_

a. If a corporation, where was it incorporated? \_\_\_\_\_  
\_\_\_\_\_

5. How many years have you been engaged in the contracting business under your present firm or trade name? \_\_\_\_\_

a. If under 1-year, what company were you operating under? \_\_\_\_\_

Attach a list of contracts on hand: (Schedule these, showing amount of each contract and the appropriate anticipated dates of completion). If you have none on hand, please indicate below.

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6. Type of work performed by your company. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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7. Have you ever failed to complete any work awarded to you? If yes, where and why? Use additional paper if necessary.

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8. **Proposed Monthly Project Capacity:** The Contractor is required to state the number of units that a contractor can reasonably undertake at any one time and complete within the required project timeline (note: each project timeline will vary based on project's scope of work):

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9. List the more important multi-family projects completed in the last 12-18 months (at least three), by your company, stating the work performed, approximate cost, month and year completed for each and a person that can be contacted as a reference.

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10. List your major equipment available for this contract.

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11. List experience in HVAC / Construction work similar in importance to this project.

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**Note: Questions 12 through 14 applies to Contractors self-performing single family/individual dwelling unit mechanical work.**

12. Is your firm able to provide work on heating systems whose fuel source is?

☐ Natural Gas ☐ Coal ☐ Propane ☐ Wood ☐ Oil ☐ Electricity

13. Is your firm able to provide work on the following furnace/appliance types?

☐ Forced Air ☐ Forced Water ☐ Steam Boiler ☐ Gravity Furnace  
☐ Conversion ☐ Wall Furnace ☐ Space Heaters ☐ Gravity Water  
☐ Central Air Conditioning ☐ Mini-split Heat Pump ☐ Solar PV

14. Please indicate any HVAC Licenses you hold, and the city, village, or county where license is current.

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15. Do you have qualified staff to operate blower doors?

☐ Yes ☐ No  
a. Do you own one? ☐ Yes ☐ No

16. Financial References: (Must list two) Reference name, address, and phone telephone

a. 

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b. 

---

c. 

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17. List three references. Describe work performed for references and approximate cost. Information should include name, address, and phone number: References from CEDA must include a recent letter (within the previous program year) from CEDA stating your satisfactory performance for the Agency.

a. 

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b. 

---

c. 

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18. The undersigned hereby authorizes and requests any person, firm or corporation to furnish any information requested in verification of the recitals comprising this Statement of Contractor's Qualifications.

19. BY: \_\_\_\_\_

DATE \_\_\_\_\_

FEIN Number \_\_\_\_\_

**FORM I**  
**BONDING REQUIREMENTS**

---

I hereby agree to supply the following bonding if awarded:

- A Payment and Performance Bond (CEDA to be named)

\_\_\_\_\_  
Company

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**FORM J  
EQUIPMENT AVAILABILITY**

---

CONTRACTOR

NAME: \_\_\_\_\_

**1. TRANSPORTING MATERIALS & CREWS**

TRUCKS OR VANS:

MAKE: \_\_\_\_\_ YEAR: \_\_\_\_\_ SIZE: \_\_\_\_\_  
: \_\_\_\_\_

MAKE: \_\_\_\_\_ YEAR: \_\_\_\_\_ SIZE: \_\_\_\_\_  
: \_\_\_\_\_

**2. STORAGE SPACE FOR MATERIALS**

WAREHOUSE: \_\_\_\_\_ SQUARE FEET: \_\_\_\_\_

LOCATION

ADDRESS: \_\_\_\_\_

**3. CELLULOSE INSULATION BLOWING**

MACHINE

MAKE: \_\_\_\_\_ CAPACITY: \_\_\_\_\_

**4. MACHINE CAPABLE OF DENSE PACK INSULATION INSTALLATION (CELLULOSE & FIBERGLASS)**

MACHINE

MAKE: \_\_\_\_\_ CAPACITY: \_\_\_\_\_

**5. COMMUNICATIONS AVAILABLE**

OFFICE #: \_\_\_\_\_ SECRETARY #: \_\_\_\_\_ PAGER #: \_\_\_\_\_

CELLULAR #: \_\_\_\_\_ FAX #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**6. LADDERS**

#1 LENGTH \_\_\_\_\_ FT #2 LENGTH \_\_\_\_\_ FT

#3 LENGTH \_\_\_\_\_ FT #4 LENGTH \_\_\_\_\_ FT

**7. HVAC ANALYZER (Applicable if sub-contracted)**

MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_  
: \_\_\_\_\_

MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_  
: \_\_\_\_\_

**8. BLOWER DOOR:**

MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_  
: \_\_\_\_\_

MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_  
: \_\_\_\_\_

**9. HEPA VACUUM:**

MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_  
: \_\_\_\_\_

CONTRACTOR

NAME: \_\_\_\_\_

MODEL \_\_\_\_\_

MAKE: \_\_\_\_\_

:

10. **COFINED SPACE EQUIPMENT**

MODEL \_\_\_\_\_

MAKE: \_\_\_\_\_

:

MODEL \_\_\_\_\_

MAKE: \_\_\_\_\_

:

11. **DIGITAL CAMERA:**

MODEL \_\_\_\_\_

MAKE: \_\_\_\_\_

:

MODEL \_\_\_\_\_

MAKE: \_\_\_\_\_

:

12. **OFFICE SPACE**

Address \_\_\_\_\_

City, State \_\_\_\_\_

Zip Code \_\_\_\_\_

Office Phone \_\_\_\_\_

Number \_\_\_\_\_

13. **EXHAUST FAN FLOW HOOD/PRESSURE PANS**

MODEL \_\_\_\_\_

MAKE: \_\_\_\_\_

:

MODEL \_\_\_\_\_

MAKE: \_\_\_\_\_

:

14. **MANOMETER – Capable of performing a blower door test.**

MODEL \_\_\_\_\_

MAKE: \_\_\_\_\_

:

MODEL \_\_\_\_\_

MAKE: \_\_\_\_\_

:

15. **PHENOLIC FOAM MACHINE (INSULATED TRUCK WITH HEATED TUBES – TO CONTINUE WORK THROUGHOUT THE COLDER MONTHS)**

MAKE \_\_\_\_\_ MODEL \_\_\_\_\_

16. **INFARED CAMERA – FLUKE, FLIR, OR EQUIVALENT**

MODEL \_\_\_\_\_

MAKE: \_\_\_\_\_

:

MODEL \_\_\_\_\_

MAKE: \_\_\_\_\_

:

**FORM K  
PROPOSED SUBCONTRACTORS**

 Contractor Name and Address:
 

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**The contractor must, at least identify the firm which will be performing the following functions on each work order, even if it is the contracting firm.** If a subcontractor is used, the subcontractor must submit to CEDA a certificate of insurance. They must either carry their own insurance meeting CEDA's insurance requirements or be carried under the Contractor's insurance.

**DO NOT LEAVE ANY OF THE CATEGORY'S BLANK.**

Type of Work	Subcontractor	Contact Name	Address & Phone	FEIN / SS #
General Carpentry				
Install Insulation				
Install Storm Windows				
Replacement Windows & Doors				
Heating & Cooling				
Electrical				
Roofing (work covered under Roofing Industry Licensing Act)				
Plumbing				

\*A Carpenter-Type Contractor may choose to Subcontract insulation; however, insulation contractor may not subcontract carpentry. Contractors subcontracting roofing work covered under the Illinois roofing

Industry Licensing Act must include name, address, and phone number of subcontractor. In addition, the contractor must attach a copy of the subcontractor's roofing license.



**FORM L**  
**AUTHORIZATION FOR RELEASE OF INFORMATION**

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I hereby authorize the release of information regarding my financial and technical resources to CEDA for the purpose of determining my eligibility as a contractor with CEDA for the 2023 Weatherization Program. A copy of this document shall suffice as proper authorization for the release of information.

---

Company

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Authorized Signature

---

Print Name

---

Date

**FORM M**  
**CERTIFICATION OF HEALTH & SAFETY TRAINING**

---

I hereby certify that the staff of \_\_\_\_\_ has received  
(Company Name)

OSHA 10 hours for all crew members and OSHA 30 hours for all crew leaders. The training and certification requirements are necessary in order to participate on CEDA Weatherization projects. They are attached or will be provided by the startup of the 2023 Program and/or issuance of any jobs.

\_\_\_\_\_  
Company

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**FORM N**  
**LEAD-SAFE WORK PRACTICES**

---

I hereby certify that the staff of \_\_\_\_\_ has  
(Company Name)

- A. Agreed to attend a State of Illinois sponsored training course on "Lead Safe Work Practices." If the contractor has already attended the training course sponsored by the State of Illinois, this requirement is waived.
- B. If the contractor has already attended the State of Illinois "Lead Safe Work Practices" course, they will submit a copy of the state issued certificate for attending the training course.
- C. The contractor must have a copy of the "Weatherization Lead Safe Work Practices" booklet at the jobsite.
- D. Contractor must have a HEPA-VAC at each jobsite capable of vacuuming lead particles.
- E. Contractor will have at each jobsite supplies to address lead, dust and particles. Examples are 4 to 6-mill vinyl, water spray devices, and cleaning solutions to wipe down areas of dust and debris.

\_\_\_\_\_  
Company

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**FORM O**  
**MASTER CONTRACTOR RELEASE OF LIEN**

---

WHEREAS we the undersigned, have installed materials and furnished labor and/or equipment and that all materials were installed and labor was furnished according to

written agreement dated \_\_\_\_\_ between \_\_\_\_\_

*(Herein referred to as the LAA) and CEDA (Hereafter referred to as the contractor):*

---

WHEREAS, we the undersigned have agreed to release any and all claims and liens which we have, or might have, against the owner weatherized properties, the occupiers of weatherized properties, and the LAA by reason of the labor, materials, and equipment furnished by us in connection with said Weatherization Projects.

NOW THOSE PRESENT WITNESSETH that we, the undersigned, in consideration for the sum listed on the Work Orders and any attached associated Change Orders, the receipt whereof we do hereby acknowledge, do hereby release, remiss, and forever quit any or all manner of liens, claims, and demands whatsoever which we now have, or might have in the future against the owners and occupiers of weatherized properties and the LAA.

\_\_\_\_\_  
(Company Name) (Company Representative) (Date)

Program Year(s): \_\_\_\_\_ (If the Procurement Award is for multiple years)

Verified By: \_\_\_\_\_ (Agency Staff/Procurement Lead)

\_\_\_\_\_  
Company

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**FORM P**  
**COMPLETION SCHEDULE WARRANTY**

---

Contractor hereby acknowledges that all Work must be completed by the end of thirty (30) working days from the date the Work Order and a Notice to Proceed is issued by CEDA excluding holidays. (Request definition of work week from each contractor)

**To the Contractor:** Bidder warrants all work contracted and further acknowledge failure to perform will constitute a default on the terms and conditions of the contract that may result in work being reassigned and the contract being terminated. The warranty penalty for not completing the home on time is \$100 per day. The occurrence of five (5) warranty violations may result in termination of the weatherization contract.

---

Company

---

Authorized Signature

---

Print Name

---

Date

**FORM Q**  
**APPEAL/PROTEST**

---

I, the undersigned, have received a copy of the appeals process and understand the process as indicated in Appendix B of the document.

---

Company

---

Authorized Signature

---

Print Name

---

Date

**FORM R**  
**IHWAP WEATHERIZATION FIELD STANDARDS MANUAL AGREEMENT**

---

I, the undersigned, have received a copy of the Illinois Home Weatherization Assistance Program (IHWAP) Standards Field Guide Manual.

Furthermore, I have read and understood the manual and agree to comply with all standards as stated.

---

Company

---

Authorized Signature

---

Print Name

---

Date

**FORM S**  
**IHWAP STANDARDS for WEATHERIZATION MATERIALS AGREEMENT**

---

I, the undersigned, have received a copy of the Illinois Home Weatherization Assistance Program (IHWAP) Standards for Weatherization Materials (Appendix C).

Furthermore, I have read and understood the manual and agree to comply with all standards as stated.

---

Company

---

Authorized Signature

---

Print Name

---

Date



**FORM T**  
**CERTIFICATION REGARDING WEATHERIZATION MATERIALS**

---

I, the undersigned, certify that if awarded:

1. All weatherization materials supplied by

\_\_\_\_\_  
(Company Name)

for the duration of this contract meets all federal standards as specified in the Standards for Weatherization Materials 10 CFR 440 (Appendix C), and all agency standards or specifications.

2. I understand that supplying materials that DO NOT meet the federal standards constitutes a criminal offense.
3. I have in my possession a copy of Appendix C of 10 CFR and the agency specification list and understand that materials found to be in violation of said Appendix C of 10 CFR 440 or the agency will result in immediate cancellation of my contract. All unused materials will be returned for an immediate refund. All costs relating to the removal and replacement of any installed inferior materials will be the sole responsibility of

and reimbursable to the  
agency.

\_\_\_\_\_  
(Company Name)

4. I will submit current laboratory tests for insulation and replacement and storm windows. Specifications for windows, doors, furnaces, boilers, hot water heaters, fire extinguishers, and smoke and carbon monoxide detectors.
5. National Fenestration Rating (NFRC) certificates will be provided for low-e storm and replacement windows. The U-value must be 0.32 or less as rated by the NFRC. **Note:** U-value shall be the window unit and not the center of glass U-value.

This certification is a material representation of fact upon which reliance was placed when this transaction was made and entered into. Any supplier who fails to file this certification with the agency will not be awarded a contract.

\_\_\_\_\_  
Vendor or Supplier

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Certifying Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
CEDA

\_\_\_\_\_  
Agency

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Agency Official

\_\_\_\_\_  
Date

**FORM V**  
**EPA LEAD-BASED PAINT RENOVATION, REPAIR, & PAINTING TRAINING ACKNOWLEDGEMENT**

---

In order to bid on CEDA Weatherization projects every firm must be "EPA/RRP firm certified" with the EPA. Additionally, a minimum of one person on every crew performing weatherization on pre-1978 structures must hold an EPA/RRP certificate.

I, the undersigned, agree to the above stipulation regarding EPA certification in Lead-Based Paint Renovation, Repair, and Painting.

---

Company

---

Authorized Signature

---

Print Name

---

Date

**FORM W  
CONFLICT OF INTEREST**

---

No member of the Board of Directors, officer, employee or agent of CEDA who exercises any functions or responsibilities in connection with the carrying out of the project will have any personal or financial interest, direct or indirect, in the AGREEMENT.

Contractor represents that they presently have no interest and will not acquire any interest, direct or indirect, in the project to which this AGREEMENT pertains which would conflict in any manner or degree with the performance of their work hereunder. Contractor covenants that in their performance of the AGREEMENT, no person having any such interest shall be employed.

[ ] To the best of our knowledge, the undersigned company has no potential conflict of interest due to any other clients, contracts, nepotism or property interest for this project.

**OR**

[ ] The undersigned company, by attachment to this form, submits information which may be a potential conflict of interest due to other clients, contracts, nepotism or property interest for this project.

Failure to check the appropriate blocks above and failure to provide documentation of a possible conflict of interest may result in termination of the AGREEMENT.

CEDA and Contractor have carefully read the foregoing AGREEMENT, and they know and understand the contents hereof and that they sign the same as their own free act and deed. Signatories for CEDA and "Provider" are authorized to bind their respective entities to this agreement.

---

Company

---

Authorized Signature

---

Print Name

---

Date

**FORM X**  
**AVAILABILITY OF SAFETY DATA SHEETS**

---

I, the undersigned certify that if awarded, I will supply CEDA with the Safety Data Sheets (SDS) concerning hazardous materials (see below) used in conjunction with the project. These SDS will be available to all crew members working on the project.

Upon contract award, all contractors must present SDS information in the printed format of their choice. Each form should include but not limited to the following MINIMUM information:

- Information name and/or product number
- Manufacturer name and address
- Phone number of manufacturers where additional information can be obtained
- Description of hazardous material in product
- Effects of hazardous material
  1. Caulk
  2. Polyurethane Sealant
  3. Adhesive
  4. Window Putty/Glaze
  5. Fire Extinguisher (ABC)
  6. Carbon Monoxide Detector
  7. Smoke Detector
  8. Cleaning Materials
  9. Insulation
    - a. Foam Board-Polystyrene (EPS, XPS)
    - b. Polyisocyanurate
    - c. Loose blown Cellulose
    - d. 1-Part Foam
    - e. 2-Part Foam
    - f. Batt/Fiberglass
    - g. Loose blown Fiberglass
    - h. Rockwool/mineral batt

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Company

---

Authorized Signature

---

Print Name

---

Date

**FORM Z**  
**SITE SAFETY PLAN**

---

I, the undersigned, certify that if awarded, I will supply CEDA with the company's Site Safety Plan used in conjunction with the project. This Site Safety Plan will be available to all crew members working on the project.

---

Company

---

Authorized Signature

---

Print Name

---

Date

**Form BB**  
**SUB-CONTRACTOR SAMS, LICESNSES (AS REQUIRED)**

---

I, the undersigned certify that if awarded, I will supply CEDA with the company's sub-contractor's SAMS and Licenses (as required).

---

Company

---

Authorized Signature

---

Print Name

---

Date

**FORM CC**  
**TRAINING CERTIFICATES**

---

I, the undersigned, certify that if awarded, I will supply CEDA with the company workers' training certificates (as described in this RFQ).

---

Company

---

Authorized Signature

---

Print Name

---

Date

The following **Appendices** contain critical information related to procedures and requirements for all contractors. Please carefully review these documents *prior* to submitting a proposal to ensure all requirements can be met if a contract is awarded.  
Please retain these documents for your records.  
**Do not submit.**



## **APPENDIX A CONTRACTOR EVALUATION**

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### **Weatherization**

#### **Quality Control – Contractor review**

All CEDA Weatherization contractors will be evaluated periodically and annually to identify areas for improvement, compliance, and/or additional training needs.

#### **Periodic analysis**

The analysis may include a brief report based on project performance information for the previous projects, including feedback from project partners such as property owners and managers. Client issues, if applicable, will also be reviewed. The periodic analysis gives CEDA an opportunity to provide the contractor notices of any issues or concerns before they become larger scale problems.

CEDA will perform periodic evaluation to consider deficiency areas and other performance data from previous projects.

Consequences of the evaluation are explained in the CEDA WX Contractor Score Sheet. A course of corrective action may be developed for all low performance contractors. High performance contractors will be recognized and may be invited to participate in other Weatherization programs.

Compliance evaluation includes verification that:

- the contractor is in good legal standing;
- the contractor is in compliance with the Prevailing Wage (Multi-Family or Single Renters) regulations;
- has adequate financial capabilities to fulfill the obligations of the RFQ;
- its principles are not presently or proposed for debarment, suspended, ineligible or voluntarily excluded from transactions by any Federal, State or local government agency in the last three (3) years;
- its principles have not had a civil judgment for fraud or a criminal offense in connection with antitrust statutes, embezzlement, theft, forgery, bribery, falsification or destruction of records, false statements or receiving stolen property. In the last three years.

## **APPENDIX B APPEAL/PROTEST PROCEDURES**

---

All agencies will develop and maintain written procedures to handle and resolve disputes/appeals relating to their procurement procedures must include names/job titles of appropriate agency points of contact for this dispute handling process. The local agency will, in all instances, disclose information regarding the protest to the AGENCY within five (5) working days of receipt of a written protest. Unsuccessful bidder/proposer must be given five (5) working days from receipt of the notification letter to protest the decision orally or in writing. The agency may continue to make purchases from the selected bidder/proposer(s) pending the outcome of the protest. Such purchases will be no more than the amount of goods or services necessary to maintain program operations.

The appeal/protest process includes three levels of appeal: the informal conference, the state review, and the formal hearing.

Any unsuccessful bidder/proposer has a right to request an informal conference. The informal conference is designed to ensure that the bidder/proposer understands actions taken and the bidding process of the local agency.

Informal conferences are conducted by the local agency. The request for an informal conference must be acted upon, either in writing or verbally.

- Be held in a place reasonably convenient to the bidder/proposer.
- Be conducted, if possible, by an agency staff member who was not involved in the original decision (the IHWAP Coordinator may also attend).
- Be held within fifteen (15) calendar days of the request.
- Afford the bidder/proposer an opportunity to bring an interpreter and/or representative.
- Afford the bidder/proposer an opportunity to present oral and/or written testimony on his/her behalf.

The agency will give the bidder/proposer a written statement at the end of the conference describing the results of the conference and citing the policy reasons for the decision. A copy of this report must be filed in the procurement bid-opening file.

At the time of the informal conference, the bidder/proposer must be given a "Request for State Review" form that is to be completed by the applicant and sent to the Department within fifteen (15) calendar days of the date of the informal conference. The agency staff conducting the informal conference must present and explain this form to the bidder/proposer.

If the bidder/proposer requests a state review, the Department will review the bidder/proposer(s) file and the informal conference report. The request is considered made the day the request is received by the Department (per the date stamp on the correspondence). A written decision will be made.

The Department will notify the agency that a request for state review has been filed. The agency must, within five (5) days of the request for state review, provide both the Department and the appealing party with a full copy of the Bid file (updated to include the informal conference cover sheet and hearing report).

A state reviewing officer will review the file to determine if the Bid process was in order, if the bidder/proposer was notified within the proper time frame, if the bidder/proposer was properly notified of the right to appeal, if the informal conference was properly conducted, and if the informal conference decision was correct. This determination will be made, and a letter sent to the bidder/proposer and the agency within fifteen (15) days of the request for state review.

If not satisfied with the results of the state review, the bidder/proposer may request a formal hearing within 15 calendar days of the date of the state review letter by sending a written request to the Department. The Department will notify the agency that the request has been made by the bidder/proposer.

Within ten (10) working days of receipt of the bidder/proposer's request for a formal hearing, The Department will telephone the bidder/proposer (or send a letter if the bidder/proposer cannot be contacted by phone) and the agency to set the date, time, and location for the formal hearing. A follow-up letter will be sent to the bidder/proposer 10 days before the hearing asking the bidder/proposer to contact the department toll-free energy hotline to confirm the appointment. The Formal hearing shall be held within thirty (30) days of the bidders/proposer(s) request for a hearing.

A State Hearing Officer will conduct the formal hearing. The Hearing Officer must ensure that the following procedures are followed:

The testimony of the formal hearing summarizes the actions of the case to date, the bidders/proposer's reason for appeal, and the agency Appeals Officer's explanation of the decision that the agency made.

The Hearing Officer will explain that the purpose of the hearing is to determine if the policies were fairly applied to the bidders/proposer's case. Challenges to federal or state policy are not pertinent to the administrative hearing and will not be considered by the Appeals Review Board. Challenges to the underlying policy must be brought in court and the bidder/proposer should be referred to legal assistance offices.

The Hearing Officer will limit presentations to relevant and material facts and policy; explain the purpose and procedure to be followed; the manner in which the decision will be rendered; develop the facts relevant to the issues; clearly identify the policy provision relied on; assist the bidder/proposer in presenting their version of the case; enable the agency Appeals Officer to present the case and policy supporting the action of the agency; permit cross-examination by the participants; respect the rights and dignity of all participants to the hearing; and summarize the points developed.

The formal hearing information is transmitted to the Appeals Review Board, which will make the decision based upon the record. The bidder/proposer is notified within 10 working days of the formal hearing of the decision, the reasons for the decision, and, if denied, of their right to seek review in court.

The hearing will be held in a private room that is completely separated from any other agency's business. The hearing is held in private to assure confidentiality for the bidder/proposer. The State Hearing Officer shall ensure that the case is not discussed prior to the opening of the hearing.

The hearing will be tape-recorded and will follow the format of the formal hearing script. The State Hearing Officer will operate a tape recorder as well as provide all necessary tapes. The equipment will be tested prior to the hearing and the recorder starts before any discussion takes place.

To open the hearing, the State Hearing Officer will announce the who, what, when, where, why of the session and note the names and titles of all persons present.

The State Hearing Officer will then note their role in the hearing and will state the purpose of the hearing.

At this point, all persons who will be making a statement should be sworn in as witnesses. (If the bidder/proposer has an attorney or representative, the attorney or representative is not sworn in.)

Next, the bidder/proposer and/or their representative will be given the opportunity to present the bidders/proposer's reasons for appeal. The bidder/proposer may present new evidence. If it is written evidence, the State Hearing Officer will explain the contents of the document for all parties to the formal

hearing. The Hearing Officer or agency representative may question the bidder/proposer or the bidders/proposer's witnesses.

After the bidder/proposer has presented his/her case and the witnesses have answered any questions, the agency Appeals Officer, IHW AP Coordinator, and/or any agency witnesses who have personal knowledge of the case will be given the opportunity to present their agency's position. The bidder/proposer and/or the bidder/proposer's representative may question the agency's witnesses.

The State Hearing Officer may question any witness, when necessary, to fully develop the facts of the case.

Should any questions be asked that challenge state or federal policy, the Hearing Officer will reply, "The purpose of this hearing is to determine whether the policies were fairly applied to your case. If you wish to challenge the policies themselves, such a challenge is not appropriate to this administrative hearing. A challenge to the policies must be brought to court." The Hearing Officer will not answer questions when answers cannot be quoted from the IHW AP Procurement Manual.

To close the hearing, the State Hearing Officer will note that the State Appeals Review Board will review all documents and testimony and reach a decision that will be shared in writing with all parties within 10 calendar days of the formal hearing.

The State Hearing Officer will present the tape and case file to the Appeals Review Board at The Department. The Appeals Review Board is a three-person board consisting of:

1. A State Hearing Officer
2. Two of the following, or their designee:
  - a. Manager, Office of Energy Assistance
  - b. Assistant Manager, Office of Energy Assistance
  - c. Chief, Office of Energy Assistance
  - d. Assistant Chief, Office of Energy Assistance
  - e. Manager, Support Services
  - f. Grants Management Supervisor

The Appeals Review Board will make a decision based on the testimony and documents provided at the formal hearing. The decision will be final, and any further recourse will have to be appealed through the courts.

After a decision is made by the Appeals Review Board, both the bidder/proposer and the agency will be notified in writing by the Department within ten (10) working days of the formal hearing. If the original procurement decision is upheld, a letter will be sent to the bidder/proposer, with a copy to the agency. If the agency's decision is overturned by the Appeals Review Board, a letter explaining the decision will be sent to the bidder/proposer and the agency explaining the error(s) made and the reason(s) for the decision rendered by the Appeals Review Board. A copy of the notification letter will be placed in the bid/proposal file.

## **APPENDIX C STANDARDS FOR WEATHERIZATION MATERIALS**

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The following Government standards are produced by the Consumer Product Safety Commission and are published in title 16, Code of Federal Regulations:

Thermal Insulating Materials for Building Elements Including Walls, Floors, Ceilings, Attics, and Roofs Insulation—organic fiber—conformance to Interim Safety Standard in 16 CFR part 1209;

Fire Safety Requirements for Thermal Insulating Materials According to Insulation Use—Attic Floor—insulation materials intended for exposed use in attic floors shall be capable of meeting the same flammability requirements given for cellulose insulation in 16 CFR part 1209;

Enclosed spaces—insulation materials intended for use within enclosed stud or joist spaces shall be capable of meeting the smoldering combustion requirements in 16 CFR part 1209.

The following standards which are not otherwise set forth in part 440 are incorporated by reference and made a part of part 440. The following standards have been approved for incorporation by reference by the Director of the Federal Register in accordance with 5 U.S.C. 552(a) and 1 CFR part 51. These materials are incorporated as they exist on April 5, 1993 and a notice of any change in these materials will be published in the Federal Register. The standards incorporated by reference are available for inspection at the National Archives and Records Administration (NARA). For information on the availability of this material at NARA, call 202-741-6030, or go to:

[http://www.archives.gov/federal\\_register/code\\_of\\_federal\\_regulations/ibr\\_locations.html](http://www.archives.gov/federal_register/code_of_federal_regulations/ibr_locations.html).

The standards incorporated by reference in part 440 can be obtained from the following sources:

Air Conditioning and Refrigeration Institute, 1501 Wilson Blvd., Arlington, VA 22209; (703) 524-8800.

American Gas Association, 1515 Wilson Blvd., Arlington, VA 22209; (703) 841-8400.

American National Standards Institute, Inc., 1430 Broadway, New York, NY 10018; (212) 642-4900.

American Society of Mechanical Engineers, United Engineering Center, 345 East 47th Street, New York, NY 10017; (212) 705-7800.

American Society for Testing and Materials, 1916 Race Street, Philadelphia, PA 19103; (215) 299-5400.

American Architectural Manufacturers Association, 1540 East Dundee Road, Palatine, IL 60067; (708) 202-1350.

Federal Specifications, General Services Administration, Specifications Section, Room 6654, 7th and D Streets, SW, Washington, DC 20407; (202) 708-5082.

Gas Appliance Manufacturers Association, 1901 Moore St., Arlington, VA 22209; (703) 525-9565.

National Electrical Manufacturers Association, 2101 L Street, NW, Suite 300, Washington, DC 20037; (202) 457-8400.

National Fire Protection Association, Batterymarch Park, P.O. Box 9101, Quincy, MA 02269; (617) 770-3000.

National Standards Association, 1200 Quince Orchard Blvd., Gaithersburg, MD 20878; (301) 590-2300. (NSA is a local contact for materials from ASTM).

National Wood Window and Door Association, 1400 East Touhy Avenue, Des Plaines, IL 60018; (708) 299-5200.

Sheet Metal and Air Conditioning Contractors Association, P.O. Box 221230, Chantilly, VA 22022-1230; (703) 803-2980.

Steel Door Institute, 712 Lakewood Center North, 14600 Detroit Avenue, Cleveland, OH 44107; (216) 899-0100.

Steel Window Institute, 1230 Keith Building, Cleveland, OH 44115; (216) 241-7333.

Tubular Exchanger Manufacturers Association, 25 North Broadway, Tarrytown, NY 10591; (914) 332-0040.

Underwriters Laboratories, Inc., P.O. Box 75530, Chicago, IL 60675-5330; (708) 272-8800.

More information regarding the standards in this reference can be obtained from the following sources:

Environmental Protection Agency, 401 M Street, NW, Washington, DC 20006; (202) 554-1080.

National Institute of Standards and Technology, U.S. Department of Commerce, Gaithersburg, MD 20899, (301) 975-2000

Weatherization Assistance Programs Division, Conservation and Renewable Energy, Mail Stop 5G-023, Forrestal Bldg, 1000 Independence Ave, SW, Washington, DC 20585; (202) 586-2207.

**Thermal Insulating Materials for Building Elements Including Walls, Floors, Ceilings, Attics, and Roofs**

[Standards for conformance]

Insulation—mineral fiber:	
Blanket insulation	ASTM1C665-88.
Roof insulation board	ASTM C726-88.
Loose-fill insulation	ASTM C764-88.
Insulation—mineral cellular:	
Vermiculite loose-fill insulation	ASTM C516-80 (1990).
Perlite loose-fill insulation	ASTM C549-81 (1986).
Cellular glass insulation block	ASTM C552-88.
Perlite insulation board	ASTM C728-89a.
Insulation—organic fiber:	
Cellulosic fiber insulating board	ASTM C208-72 (1982).
Cellulose loose-fill insulation	ASTM C739-88.
Insulation-organic cellular:	
Preformed block-type polystyrene insulation	ASTM C578-87a.
Rigid preformed polyurethane insulation board	ASTM C591-85.

Polyurethane or polyisocyanurate insulation board faced with aluminum foil on both sides	FS2HH-I-1972/1 (1981).
Polyurethane or polyisocyanurate insulation board faced with felt on both sides	FS HH-I-1972/2 (1981). And Amendment 1, October 3, 1985
Insulation—composite boards:	
Mineral fiber and rigid cellular polyurethane composite roof insulation board	ASTM C726–88.
Perlite board and rigid cellular polyurethane composite roof insulation	ASTM C984-83.
Gypsum board and polyurethane or polyisocyanurate composite board	FS HH-I-1972/4 (1981).
Materials used as a patch to reduce infiltration through the building envelope	Commercially available.

<sup>1</sup>ASTM indicates American Society for Testing and Materials.

<sup>2</sup>FS indicates Federal Specifications.

### **Thermal Insulating Materials for Pipes, Ducts, and Equipment Such as Boilers and Furnaces** [Standards for conformance]

Insulation—mineral fiber:	
Preformed pipe insulation	ASTM1C547–77.
Blanket and felt insulation (industrial type)	ASTM C553–70 (1977).
Blanket insulation and blanket type pipe insulation (metal-mesh covered) (industrial type)	ASTM C592–80.
Block and board insulation	ASTM C612–83.
Spray applied fibrous insulation for elevated temperature	ASTM C720–89.
High-temperature fiber blanket insulation	ASTM C892–89.
Duct work insulation	Selected and applied according to ASTM C971–82.
Insulation—mineral cellular:	
Diatomaceous earth block and pipe insulation	ASTM C517–71 (1979)
Calcium silicate block and pipe insulation	ASTM C533–85 (1990).
Cellular glass insulation	ASTM C552–88.
Expanded perlite block and pipe insulation	ASTM C610–85.
Insulation—Organic Cellular:	
Preformed flexible elastomeric cellular insulation in sheet and tubular form	ASTM C534–88.
Unfaced preformed rigid cellular polyurethane insulation	ASTM C591–85.
Insulation skirting	Commercially available.

<sup>1</sup>ASTM indicates American Society for Testing and Materials.

### **Fire Safety Requirements for Insulating Materials According to Insulation Use**

## [Standards for conformance]

Attic floor	Insulation materials intended for exposed use in attic floors shall be capable of meeting the same smoldering combustion requirements given for cellulose insulation in ASTM C739–88.
Enclosed space	Insulation materials intended for use within enclosed stud or joist spaces shall be capable of meeting the smoldering combustion requirements in ASTM C739–88.
Exposed interior walls and ceilings	Insulation materials, including those with combustible facings, which remain exposed and serve as wall or ceiling interior finish, shall have a flame spread classification not to exceed 150 (per ASTM E84–89a).
Exterior envelope, walls and roofs	Exterior envelope walls and roofs containing thermal insulations shall meet applicable local government building code requirements for the complete wall or roof assembly.
Pipes, ducts, and equipment	Insulation materials intended for use on pipes, ducts and equipment shall be capable of meeting a flame spread classification not to exceed 150 (per ASTM E84–89a).

<sup>1</sup>ASTM indicates American Society for Testing and Materials.

**Storm Windows**

## [Standards for conformance]

Storm windows:	
Aluminum insulating storm windows	ANSI/AAMA <sup>1</sup> 1002.10–83.
Aluminum frame storm windows	ANSI/AAMA 1002.10–83.
Wood frame storm windows	ANSI/NWWDA <sup>2</sup> I.S. 2–87. (Section 3)
Rigid vinyl frame storm windows	ASTM <sup>3</sup> D4099–89.
Frameless plastic glazing storm	Required minimum thickness windows is 6 mil (.006 inches).
Movable insulation systems for windows	Commercially available.

<sup>1</sup>ANSI/AAMA indicates American National Standards Institute/American Architectural Manufacturers Association.

<sup>2</sup>ANSI/NWWDA indicates American National Standards Institute/National Wood Window & Door Association.

<sup>3</sup>ASTM indicates American Society for Testing and Materials.

**Storm Doors**

## [Standards for conformance]

Storm doors—Aluminum:	
Storm Doors	ANSI/AAMA <sup>1</sup> 1102.7–89.
Sliding glass storm doors	ANSI/AAMA 1002.10–83.
Wood storm doors	ANSI/NWWDA <sup>2</sup> I.S. 6–86.
Rigid vinyl storm doors	ASTM <sup>3</sup> D3678–88.
Vestibules:	



Materials to construct vestibules	Commercially available.
Replacement windows:	
Aluminum frame windows	ANSI/AAMA 101–88.
Steel frame windows	Steel Window Institute recommended specifications for steel windows, 1990.
Wood frame windows	ANSI/NWWDA I.S. 2–87.
Rigid vinyl frame windows	ASTM D4099–89.

<sup>1</sup>ANSI/AAMA indicates American National Standards Institute/American Architectural Manufacturers Association.

<sup>2</sup>ANSI/NWWDA indicates American National Standards Institute/National Wood Window & Door Association.

<sup>3</sup>ASTM indicates American Society for Testing and Materials.

**Replacement Doors**  
[Standards for conformance]

Replacement doors—Hinged doors:	
Steel doors	ANSI/SDI <sup>1</sup> 100–1985.
Wood Doors:	
Flush doors	ANSI/NWWDA <sup>2</sup> I.S. 1–87. (exterior door provisions)
Pine, fir, hemlock and spruce doors	ANSI/NWWDA I.S. 6–86.
Sliding patio doors:	
Aluminum doors	ANSI/AAMA <sup>3</sup> 101–88.
Wood doors	NWWDA I.S. 3–83.

<sup>1</sup>ANSI/SDI indicates American National Standards Institute/Steel Door Institute.

<sup>2</sup>ANSI/NWWDA indicates American National Standards Institute/National Wood Window & Door Association.

<sup>3</sup>ANSI/AAMA indicates American National Standards Institute/American Architectural Manufacturers Association.

**Caulks and sealants:**  
[Standards for conformance]

Caulks and sealants:	
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Putty	FS <sup>1</sup> TT-P-00791B, October 16, 1969 and Amendment 2, March 23, 1971.
Glazing compounds for metal sash	ASTM <sup>2</sup> C669-75 (1989).
Oil and resin base caulks	ASTM C570-72 (1989).
Acrylic (solvent types) sealants	FS TT-S-00230C, February 2, 1970 and Amendment 2, October 9, 1970.
Butyl rubber sealants	FS TT-S-001657, October 8, 1970.
Chlorosulfonated polyethylene sealants	FS TT-S-00230C, February 2, 1970 and Amendment 2, October 9, 1970.
Latex sealing compounds	ASTM C834-76 (1986).
Elastomeric joint sealants (normally considered to include polysulfide, polyurethane, and silicone)	ASTM C920-87.
Preformed gaskets and sealing materials	ASTM C509-84.

<sup>1</sup>FS indicates Federal Specifications.

<sup>2</sup>ASTM indicates American Society for Testing and Materials.

**Weatherstripping**  
[Standards for conformance]

Weatherstripping	Commercially available.
Vapor retarders	Selected according to the provisions cited in ASTM <sup>1</sup> C755-85 (1990). Permeance not greater than 1 perm when determined according to the desiccant method described in ASTM E96-90.
Items to improve attic ventilation	Commercially available.
Clock thermostats	NEMA <sup>2</sup> DC 3-1989.

<sup>1</sup>ASTM indicates American Society for Testing and Materials.

<sup>2</sup>NEMA indicates National Electrical Manufacturers Association.

**Heat Exchangers**  
[Standards for conformance]

Heat exchangers, water-to-water and steam-to-water	ASME <sup>1</sup> Boiler and Pressure Vessel Code, 1992, Sections II, V, VIII, IX, and X, as applicable to pressure vessels. Standards of Tubular Exchanger Manufacturers Association, Seventh Edition, 1988.
Heat exchangers with gas-fired appliances <sup>2</sup>	Conformance to AGA3Requirements for Heat Reclaimer Devices for Use with Gas-Fired Appliances No. 1-80, June 1, 1980. AGA Laboratories Certification Seal.
Heat pump water heating heat recovery systems	Electrical components to be listed by UL.4

<sup>1</sup>ASME indicates American Society of Mechanical Engineers.

<sup>2</sup>The heat reclaimer is for installation in a section of the vent connector from appliances equipped with draft hoods or appliances equipped with powered burners or induced draft and not equipped with a draft hood.

<sup>3</sup>AGA indicates American Gas Association.

<sup>4</sup>UL indicates Underwriters Laboratories.

### **Boiler/Furnace Control Systems** [Standards for conformance]

Automatic set back thermostats	Listed by UL. <sup>1</sup> Conformance to NEMA2DC 3–1989.
Line voltage or low voltage room thermostats	NEMA DC 3–1989.
Automatic gas ignition systems	ANSI3Z21.21–1987 and Z21.21a-1989. AGA <sup>4</sup> Laboratories Certification Seal.
Energy management systems	Listed by UL.
Hydronic boiler controls	Listed by UL.
Other burner controls	Listed by UL.

<sup>1</sup>UL indicates Underwriters Laboratories.

<sup>2</sup>NEMA indicates National Electrical Manufacturers Association.

<sup>3</sup>ANSI indicates American National Standards Institute.

<sup>4</sup>AGA indicates American Gas Association.

### **Water Heater Modifications** [Standards for conformance]

Insulate tank and distribution piping	(See insulation section of this appendix).
Install heat traps on inlet and outlet piping	Applicable local plumbing code.
Install/replace water heater heating elements	Listed by UL. <sup>1</sup>
Electric, freeze-prevention tape for pipes	Listed by UL.
Reduce thermostat settings	State or local recommendations.
Install stack damper, gas-fueled	ANSI2Z21.66–1988, including Exhibits A&B, and ANSI Z223.1–1988.
Install stack damper, oil-fueled	UL 17, November 28, 1988, and NFPA331–1987.
Install water flow modifiers	Commercially available.

<sup>1</sup>UL indicates Underwriters Laboratories.

<sup>2</sup>ANSI indicates American National Standards Institute.

<sup>3</sup>NFPA indicates National Fire Prevention Association.

### **Waste Heat Recovery Devices** [Standards for conformance]

Desuperheater/water heaters	ARI1470–1987.
Condensing heat exchangers	Commercially available components and in new heating furnace systems to manufacturers' specifications.
Condensing heat exchangers	Commercially available (Commercial, multi-story building, with teflon-lined tubes institutionally) to manufacturers' specifications.
Energy recovery equipment	Energy Recovery Equipment and Systems Air-to-Air (1978) Sheet Metal and Air-Conditioning Contractors National Association (SMACNA). <sup>2</sup>

<sup>1</sup>ARI indicates Air Conditioning and Refrigeration Institute.

<sup>2</sup>SMACNA denotes Sheet Metal and Air Conditioning Contractors' National Association.

**Boiler Repair and Modifications/Efficiency Improvements**

[Standards for conformance]

Install gas conversion burners	ANSI1Z21.8–1984, (for gas or oil-fired systems) ANSI Z21.17–1984, ANSI Z21.17a-1990, and ANSI Z223.1–1988. AGA2Laboratories Certification Seal.
Replace oil burner	UL3296, February 28, 1989 Revision and NFPA431–1987.
Install burners (oil/gas)	ANSI Z223.1–1988 for gas equipment and NFPA 31–1987 for oil equipment.
Re-adjust boiler water temperature or install automatic boiler temperature reset control	ASME5CSD–1–1988, ASME CSD–1a-1989, ANSI Z223.1–1988, and NFPA 31–1987.
Replace/modify boilers	ASME Boiler and Pressure Vessel Code, 1992, Sections II, IV, V, VI, VIII, IX, and X. Boilers must be Institute of Boilers and Radiation Manufacturers (IBR) equipment.
Clean heat exchanger, adjust burner air shutter(s), check smoke no. on oil-fueled equipment. Check operation of pump(s) and replacement filters	Per manufacturers' instructions.
Repair combustion chambers	Refractory linings may be required for conversions.
Replace heat exchangers, tubes	Protection from flame contact with conversion burners by refractory shield.
Install/replace thermostatic radiator valves	Commercially available. One pipe steam system require air vents on each radiator; see manufacturers' requirements.
Install boiler duty cycle control system	Commercially available. NFPA 70, National Electrical Code (NEC) 1993 and local electrical codes provisions for wiring.

<sup>1</sup>ANSI indicates American National Standards Institute.<sup>2</sup>AGA indicates American Gas Association.<sup>3</sup>UL indicates Underwriters Laboratories.<sup>4</sup>NFPA indicates National Fire Prevention Association.<sup>5</sup>ANSI/ASME indicates American National Standards Institute/American Society of Mechanical Engineers.

**Heating and Cooling System Repairs and Tune-ups/Efficiency Improvements**  
[Standards for conformance]

Install duct insulation	FS1HH-I-558C, January 7, 1992 (see insulation sections of this appendix).
Reduce input of burner; derate gas-fueled equipment	Local utility company and procedures if applicable for gas-fueled furnaces and ANSI Z223.1-1988 (NFPA 354-1988) including appendix H.
Repair/replace oil-fired equipment	NFPA 31-1987.
Replace combustion chamber in oil-fired furnaces or boilers	NFPA 31-1987.
Clean heat exchanger and adjust burner: adjust air shutter and check CO <sub>2</sub> and stack temperature. Clean or replace air filter on forced air furnace	ANSI Z223.1-1988 (NFPA 54-1988) including appendix H.
Install vent dampers for gas-fueled heating systems	Applicable sections of ANSI Z223.1-1988 (NFPA 54-1988) including appendices H, I, J, and K. ANSI Z21.66-1988 and exhibits A & B for electrically operated dampers.
Install vent dampers for oil-fueled heating systems	Applicable sections of NFPA 31-1987 for installation and in conformance with UL417, November 28, 1988.
Reduce excess combustion air:	
A: Reduce vent connector size of gas-fueled appliances	ANSI Z223.1-1988 (NFPA 54-1988) part 9 and appendices G & H.
B: Adjust barometric draft regulator for oil fuels	NFPA 31-1987 and per manufacturers' (furnace or boiler) instructions.
Replace constant burning pilot with electric ignition device on gas-fueled furnaces or boilers	ANSI Z21.71-1981, Z21.71a-1985, and Z21.71b-1989.
Readjust fan switch on forced air gas or oil-fueled furnaces	Applicable sections and appendix H of ANSI Z223.1-1988 (NFPA 54-1988) for gas furnaces and NFPA 31-1987 for oil furnaces.
Replace burners	See power burners (oil/gas).
Install/replace duct furnaces (gas)	ANSI Z223.1-1988 (NFPA 54-1988).
Install/replace heat pumps	Listed by UL.
Replace air diffusers, intakes, registers, and grilles	Commercially available.
Install/replace warm air heating metal ducts	Commercially available.
Filter alarm units	Commercially available.

<sup>1</sup>FS indicates Federal Specifications.

<sup>2</sup>ANSI indicates American National Standards Institute.

<sup>3</sup>NFPA indicates National Fire Prevention Association.

<sup>4</sup>UL indicates Underwriters Laboratories.

**Replacement Furnaces, Boilers, and Wood Stoves**

## [Standards for conformance]

Chimneys, fireplaces, vents and solid fuel burning appliances	NFPA1211–1988.
Gas-fired furnaces	ANSI Z221.47–1987, Z21.47a–1988, and Z21.47b–1989. ANSI Z223.1–1988 (NFPA 54–1988).
Oil-fired furnaces	UL3727, August 27, 1991 Revision and NFPA 31–1987.
Liquefied petroleum gas storage	NFPA 58–1989.
Ventilation fans:	
Including electric attic, ceiling, and whole house fans	UL 507, August 23, 1990 Revision.

<sup>1</sup>NFPA indicates National Fire Prevention Association.

<sup>2</sup>ANSI indicates American National Standards Institute.

<sup>3</sup>UL indicates Underwriters Laboratories.

**Air Conditioners and Cooling Equipment**

## [Standards for conformance]

Air conditioners:	
Central air conditioners	ARI1210/240–1989.
Room size units	ANSI/AHAM2RAC–1–1982.
Other cooling equipment:	
Including evaporative coolers, heat pumps and other equipment	UL31995, November 30, 1990. <sup>4</sup>

<sup>1</sup>ARI indicates Air Conditioning and Refrigeration Institute.

<sup>2</sup>AHAM/ANSI indicates American Home Appliance Manufacturers/American National Standards Institute.

<sup>3</sup>UL indicates Underwriters Laboratories.

<sup>4</sup>This standard is a general standard covering many different types of heating and cooling equipment.

**Screens, Window Films, and Reflective Materials**  
[Standards for conformance]

Insect screens	Commercially available.
Window films	Commercially available.
Shade screens:	
Fiberglass shade screens	Commercially available.
Polyester shade screens	Commercially available.
Rigid awnings:	
Wood rigid awnings	Commercially available.
Metal rigid awnings	Commercially available.
Louver systems:	
Wood louver systems	Commercially available.
Metal louver systems	Commercially available.
Industrial-grade white paint used as a heat-reflective measure on awnings, window louvers, doors, and exterior duct work (exposed)	Commercially available.