



Opportunity Council
Home Improvement Department
3406 Redwood Ave
Bellingham WA 98225
(360) 734-5121 Ext. 111

HEAT SYSTEM MECHANICAL INVITATION TO BID

Date prepared November 22, 2022

BID NUMBER WX 2022-23

Program Weatherization and furnace repair

Submit via:
Email: kyle.white@oppco.org

F.O.B. Delivery Point Scattered Sites
throughout WHATCOM,
ISLAND AND SAN JUAN
Counties

OR
Mail:
Opportunity Council
1419 Cornwall Ave
Bellingham, WA 98225
Attn: Kyle White

Please specify in your bid what counties your
company provides service

December 15, 2022
LATE BIDS WILL BE REJECTED

ARTICLES/SERVICES REQUIRED

GENERAL DESCRIPTION: MECHANICAL INSPECTIONS, SERVICE and REPLACEMENT ANNUAL CONTRACT

PER SPECIFICATONS ATTACHED, PAGES 1 THROUGH 7 AND THE FOLLOWING ADMINISTRATIVE REQUIREMENTS.

Five percent (5%) Deposit is not required with sealed proposal. (If required, deposit must be either a surety bond, postal money order, cash, cashier's check, or certified check equal to 5% of the amount of the proposal. Deposits of unsuccessful companies will be returned after award. The successful company's deposit will be returned upon receipt and acceptance of contract documents.)

Appropriate insurance coverage is required. (If required, proof of insurance must be Submitted to Opportunity Council within ten (10) days after notification of award. Bid award is not considered final until acceptable proof of insurance is received.)

All licensed contractors who contract with Opportunity Council must obtain any required permits. Contractors must submit copies of required permits when invoicing Opportunity Council for work done through our programs.

Payment of prevailing wages is required (see RCW 39.12). The contractor(s) must Submit a "Statement of Intent to Pay Prevailing Wages" to the Department of Labor & Industries prior to commencement of work and an "Affidavit of Wages Paid" after completion of the work. Each voucher claim submitted by the contractor(s) shall include the statement "Prevailing wages have been paid in accordance with the pre-filed Statement of Intent on file with the public agency." Invoices will be paid after the affidavit has been approved.

In compliance with this Invitation to Bid, and subject to the conditions and instructions on the reverse side hereof, the undersigned hereby submits the above bid quotation/quotations F.O.B. delivery point specified.

Bidder By Title
Address Phone

CONDITIONS AND INSTRUCTIONS TO BIDDER

Opportunity Council reserves the right to reject any and all bids, to waive any informality in bids and to accept any item in the bid.

Current prevailing wage data furnished by the Washington State Department of Labor and Industries will be made available to all successful bidders.

Whenever a brand name is cited in the bid, the term "or approved equal" applies unless specifically exempted.

Whether or not a place of inspection is specified herein, all materials and workmanship shall be subject to inspection and test at all times and places, including inspection and test after arrival at destination. In the event any articles are found to be defective in material or workmanship or otherwise not in conformity with the specification requirements, Opportunity Council shall have the right to reject such articles or require their correction.

If the item bid upon has a trade name or brand, such trade name or brand must be stated in the bid.

Bids **MUST BE** submitted on this form using ink, indelible pencil or typewriter.

Do not include State sales tax in you unit prices.

Envelopes containing bids must be sealed and marked, as provided, in the upper and lower left-hand corners with name of bidder, bid number, title, date and hour of opening.

Proposals shall be submitted not later then the hour and date specified. Opportunity Council shall assume no responsibility for delay in U.S. mail services, independent courier services, or any other circumstances resulting in late proposals. Late proposals will not be accepted.

Cash discounts for prompt payment will be considered in bid evaluations, providing the minimum discount period offered is 20 days or more. The computation period begins with date of completed delivery or receipt of a properly completed invoice, whichever is later.

If any item quoted cannot be delivered by the specific date, Opportunity Council, at its option, may purchase the item on the open market and bill the company the difference between the proposal price and the open market cost or pursue any legal remedies.

All bidders contracting with the Opportunity Council must have on file with the Weatherization Program a completed Application and Basic Terms and Conditions Agreement.

The Contractor shall give all notices and comply with all laws, ordinances, rules, regulations, and orders of any governmental authority bearing on the performance of the Work and shall notify Opportunity Council if the planned work is at variance therewith. The Contractor shall comply with applicable local building codes and obtain all permits required under those codes.

Kyle White
Opportunity Council
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Bellingham WA 98225
Kyle_white@oppco.org
360 734-5121 ext. 111

Item No.	2022-23 Project Bid Proposal	Unit Price	
		Dollars	Cents
1.	Hourly Rate for		
Prevailing Wage class	Hourly rate for res. Sheet metal worker (includes overhead and profit)		
Prevailing Wage class	Hourly rate for Heating Equipment Mechanic (includes overhead and profit)		
Prevailing Wage class	Hourly rate for Heat Frost Applicator (includes overhead and profit)		
2.	Trip charge/ if applicable		

STATEMENT OF BIDDER'S QUALIFICATIONS

Each bidder submitting a proposal on work included in these specifications must submit the data requested in the following schedule:

1. Name of Bidder: _____
2. Business Address: _____

3. Telephone Number: _____ Fax Number: _____
Email: _____
4. How many years has said bidder been engaged in the contracting business under the present firm name? _____
5. Contracts now in hand (gross amount): \$ _____
6. General character of work performed by said company:

7. List of more important projects constructed by said company, including approximate cost and dates. (Submit added sheet if necessary.)

8. List three recent customer references where similar work has been completed. Include organization name, address, telephone number and name of contact person:

9. Bank references: _____
10. Contractor's license number: _____
HVAC license number: _____
Electricians license number: _____

Company Name

By _____

Printed Name and Title

Date: _____

INSTRUCTIONS TO BIDDERS

SCOPE OF WORK

The successful bidder or bidders will be required to provide inspection and servicing of heating appliances at various residences throughout Whatcom or Island County.

A one year written warranty on all work accomplished is required.

CONTRACT TERM:

The contract will be for a period beginning upon date of award until September 30, 2023.

At the sole option of the Director of the Home Improvement Department, the subsequent contract may be extended for one or more additional years with concurrence of the contractor.

QUALIFICATIONS OF BIDDING:

The Opportunity Council may take such investigations as deemed necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the Opportunity Council all such information for this purpose as the Opportunity Council may request. The Opportunity Council reserves the right to reject any bid if the evidence submitted by, or investigation of, such bidder fails to satisfy the Opportunity Council that such bidder is properly qualified to carry out the obligation of the contract and to complete the work contemplated therein. In addition, the Contractor certifies that bidder is registered and licensed as required by the laws of the State of Washington.

LAWS AND REGULATIONS:

The bidder's attention is directed to the fact that all applicable Federal, State and Municipal ordinances and regulations and the rules and regulations of all authorities having jurisdiction over construction of the project shall apply to the contract throughout, and they will be deemed to be included in the contract the same as though herein written in full.

PROTECTION OF WORK AND PROPERTY

The Contractor shall, at all times, guard the Owner's property from injury or loss in connection with this contract. The Contractor shall, at all times, safely guard and protect their own work. The Contractor shall replace or make good any such damage, loss, or injury unless such are caused directly by errors contained in the contract or by the Owner, or Owners duly authorized representative.

COMPLETION TIME

Each inspection must be completed within ten (10) working days after notice to proceed is issued by the Opportunity Council.

EMERGENCY RESPONSE

The Contractor must be on site to begin service or repair within eighteen (18) hours after notification in an emergency situation.

An emergency is defined as life or health threatening situation as determined by Opportunity Council. (Over the past two years, during the heating season, we have averaged 3 or 4 emergencies per month, either no heat or excessive carbon monoxide.)

TECHNICAL SPECIFICATIONS

The Opportunity Council Home Improvement Department provides weatherization and minor home repair services to approximately 200 housing units each year. Typical services include installing attic, wall and floor insulation, air-sealing (including sealing ducts), insulating ducts and pipes, and repairing roofs, dry wall, plumbing and electrical wiring. Approximately half of the housing units worked on are single-family frame construction and the other half are mobile homes or manufactured housing.

The Opportunity Council requires a contractor to provide **Electric Furnace Safety Inspection and Servicing** to approximately 50 housing units located throughout Whatcom, Island and San Juan County and to provide **Gas and Oil-fired Furnace Safety Inspection and Servicing** in approximately 50 housing units located throughout the counties. The gas furnaces may include units fueled by propane. The contractor is expected to inspect the entire heating system: in the case of combustion appliances availability of sufficient combustion and make-up air, appropriate size and type of fuel supply lines and properly functioning vent connectors and chimneys, as well as the heating appliance are to be inspected.

The contract will be for a period beginning at the date of the award until September 30, 2023. At the sole option of the program Director, or his or her designee, the contract may be extended for one or more additional years with the concurrence of the Contractor.

During the furnace inspections, items may be identified as defective, inoperable or requiring repair. The items identified shall be reported to the Opportunity Council. Additional work may be authorized at the discretion of the Opportunity Council to repair defective items found during the inspection.

Reasonable travel time for the pick-up of repair parts for additional repair work or for a second trip to return to do additional work not defined in the original bid specifications may be authorized at the discretion of the Opportunity Council and will be reimbursed at the hourly rate indicated in this bid. Travel time for an additional trip for repairs shall be from the Contractor's place of business to the job site and return.

Emergency situations involving a life or health-threatening crisis may be identified by the Opportunity Council. The Contractor agrees to respond to a customer faced with a life or health threatening energy crisis, as determined by the Opportunity Council, within eighteen hours of the order being received from the Opportunity Council.

A one year written warrantee on all work accomplished is required.

The Contractor shall:

1. Keep customer records confidential,
2. not treat adversely any customer because of participation in the energy assistance or weatherization programs, and
3. not discriminate in the services provided to any customer because of participation in the energy assistance or weatherization programs.

The Contractor shall maintain records, for audit purposes, which identify the service(s) provided by the name and address of the customer. These records shall be maintained for seven years from the date of service, or, if the Contractor is notified that a review or audit is being performed, until the final

resolution of the review or audit. The Contractor shall make the records available for review or audit by authorization representatives of Opportunity Council, the State of Washington, the United States Department of Energy, or the United States Department of Health and Human Services.

Opportunity Council Insurance Requirements

All contracts, licenses, permits, or other written agreements wherein Opportunity Council is being insured by the other contracting party or where there is a "Hold Harmless" provision shall contain the following insurance provisions.

INSURANCE

1. Such contracting party shall obtain and maintain continuously liability insurance appropriate to the activity and/or other insurance necessary to protect the public within limits of liability not less than:

\$1,000,000.00 Combined Single Limit/Bodily Injury & Property Damage

with coverage endorsements to include Broad Form Contractual, Broad Form Property Damage, Owner's Contractor's Protective, XCU, Auto and Non-owned Auto, unless such additional coverage endorsements are not applicable. Such insurance shall name as additional insured Opportunity Council, its officers, agents, and employees and shall not be reduced or cancelled without thirty (30) days written prior notice to the Opportunity Council.

2. Such insurance, in its provision for additional insured, shall include a "Cross Liability Endorsement", "Severability of Interests", or "Separation of Insureds" provision indicating:

"The inclusion of more than one insured under this policy shall not affect the rights of any insured as respects any claim, suit, or judgment made or brought by or for any other insured or by or for any employee of any other insured. The policy shall protect each insured in the same manner as though a separate policy had been issued to each except that nothing herein shall operate to increase the company's liability beyond the amount or amounts for which the insurer would have been liable had only one insured been named."

PROOF OF INSURANCE

The successful bidder will be required to provide satisfactory written evidence of proper insurance coverage within ten (10) days after bid award.

Proof of insurance must be in the following form:

Submittal of proper insurance documents in a timely manner is extremely important.

Please provide a copy of these guidelines to your insurance representative.

NOTE
THE STANDARD ACCORD FORM (CERTIFICATE OF INSURANCE)
IS ACCEPTABLE AS PROOF OF INSURANCE.

THE BID AWARD IS NOT CONSIDERED FINAL UNTIL THE APPROPRIATE INSURANCE
DOCUMENTS ARE RECEIVED AND APPROVED BY THE OPPORTUNITY COUNCIL.