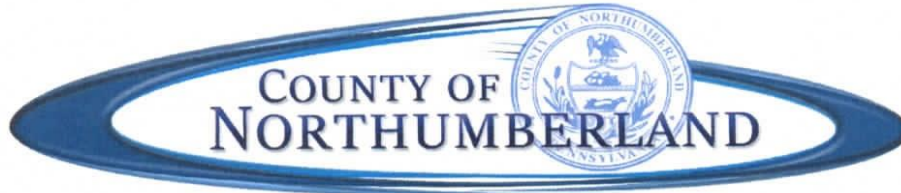


COMMISSIONERS  
Samuel J. Schiccatano  
Chairman  
  
Joseph M. Klebon  
Vice Chairman  
  
Kymberley L. Best  
Secretary

Weatherization



DEPARTMENT OF WEATHERIZATION  
2087 Trevorton Road, Coal Township, PA 17866  
Ph. 570.644.4471 | Fax. 570.644.4473 | [www.northumberlandco.org](http://www.northumberlandco.org)

NOTICE  
REQUEST FOR QUALIFICATIONS (RFQ)  
GENERAL CONTRACTORS  
NORTHUMBERLAND COUNTY WEATHERIZATION PROGRAM

The County of Northumberland is seeking Contractor participation from qualified contractors to perform residential weatherization measures and residential repairs for deferred properties in Northumberland County, PA. The weatherization program performs insulation, energy saving improvements, and alterations for qualified low-income clients. The energy measures cannot be performed if the residence does not meet certain standards as to health & safety, moisture and electrical upgrades. These properties are deferred until repairs can be made. Contractor work will include repairs necessary to allow the deferred property to have a weatherization audit performed. Contractor work would include roof repair, gutters/moisture remediation, electrical wiring upgrade and other general contracting work as required to allow for the weatherization audit. Additional work may include installation of energy saving measures such as caulking, weather stripping, sidewall & attic insulation, limited window and door replacement and other measures to improve energy efficiency.

Sealed submissions will be received by Northumberland County Weatherization at the office of the Northumberland County Controller, Attn: Mr. Chris Grayson, 399 Stadium Drive, Sunbury, PA 17801 until 10:00 AM, Thursday, September 1, 2022. The sealed envelopes will be opened publicly at 10:30 AM that same day. Outside of Sealed Envelope should be clearly marked “**Weatherization General Contractors-Request for Qualifications (RFQ)**”.

The Request for Qualification package may be obtained at the Office of Northumberland County Weatherization, from 8:00 AM. to 3:00 PM, Monday thru Friday by calling (570) 644-4471; may be requested by sending an email to [pamela.bollinger@norrycopa.net](mailto:pamela.bollinger@norrycopa.net), or by visiting [www.norrycopa.net](http://www.norrycopa.net). **All responses must be submitted on the Qualification package sheets** included in the package.

The County of Northumberland reserves the right to reject any or all proposals or parts thereof and to waive technicalities as it deems best in the interest of the County of Northumberland.

Proposals may be held by the County of Northumberland for a period not to exceed sixty (60) days from the date of opening of proposals for the purpose of reviewing the proposals and investigating the qualifications of the Contractors, prior to awarding of the contract(s) at a Commissioner’s public meeting.

**Late, faxed or emailed proposals will not be accepted.**

Sincerely,

Pamela Stank, Coordinator  
Northumberland County Weatherization

**Northumberland County Weatherization Program  
2087 Trevorton Road, Coal Township, PA 17866  
(570) 644-4470**

WEATHERIZATION GENERAL CONTRACTOR  
REQUEST FOR QUALIFICATIONS (RFQ)  
October 1, 2022 – June 30, 2023

GENERAL INSTRUCTIONS

1. All proposals must be sealed in an envelope which shall be clearly labeled with words:  
**Weatherization General Contractor-Request for Qualifications (RFQ)**  
Name of Bidder: \_\_\_\_\_  
Date and time of Proposal Opening: Thursday, September 1, 2022 10:30 AM
- 2. All proposals must be compiled on the enclosed sheets. Failure to do so will result in a rejection of the bid.**
3. The Contractor must initial erasures or other changes in the package.
4. Proposals received prior to the advertised hour of opening will be securely kept sealed. The officer whose duty it is to open them will decide when the specified time has arrived and no proposals received thereafter will be considered; except that when a proposal arrives by mail after the time fixed for opening, but before the reading of all other proposals is completed and it is shown to the satisfaction of the Owner that the non-arrival time was due solely to delay in the mails for which the Contractor was not responsible, such proposal will be received and considered.
5. At the time and place fixed for the opening of Proposals, the Owner will cause to be opened and publicly acknowledged as received within the time set for receiving Proposals, irrespective of any irregularities therein. Contractors and other persons properly interested may be present in person or by representative.
6. Proposals may be withdrawn on written or telegraphic request at any time prior to the time set for Proposal opening.

**SPECIFICATIONS TO GENERAL CONTRACTORS  
REQUEST FOR QUALIFICATIONS (RFQ)  
Northumberland County Weatherization Program**

**I. OBJECTIVE**

The County of Northumberland (County) has entered into a contract with the Pennsylvania State Department of Community and Economic Development (DCED) to provide general contracting for energy related repairs in homes so that the property is in an appropriate condition for a weatherization audit to be performed. Additionally, contractor would provide energy saving improvements on residential units via work order provided by Northumberland County Weatherization Program. These services are provided for low-income eligible households in Northumberland County under the Northumberland County Weatherization Assistance Program (WAP) and other programs funded through DCED.

The County is seeking responses to this Request for Qualifications (RFQ) from licensed, bonded and properly insured contractors to perform general contracting work and weatherization energy improvements on residential housing units throughout Northumberland County. This document provides the procedures for full-service General Contractors to submit proposals to become a Northumberland County Weatherization General Contractor (Contractor). The final number of contractor's will be determined through a review process performed by County. Contractor's track record, proposal quality and availability of work will be important factors in determining the amount of contract dollars awarded to selected contractors. Contractor's ability to complete work is subject to the terms and conditions specified in this document and the contract.

**II. PROPOSAL SUBMISSION**

In order to be considered, sealed proposals of one (1) original copy and two (2) copies of the qualification package must be received at the designated area on or before 10:00 AM, Thursday, September 1, 2022.

**III. QUESTIONS**

Contractors may call with questions or arrange appointments with County WAP staff to resolve RFQ preparation questions. Contractors should schedule appointments as early as possible.

**IV. PROGRAM DESCRIPTION**

The County WAP offers professional weatherization services for qualified low-income households located in Northumberland County. Households served may be located in either single family or multi-family structures, including mobile homes. Households must meet income eligibility requirements. The County WAP is a state and federally funded program managed by the Northumberland County Weatherization Program. Weatherization funds are provided by a variety of agencies through DOE, LIHEAP, Readiness or Deferral Programs. The funds are administered by the County WAP.

## **V. SCOPE OF SERVICE**

Contractors will be required to provide general contracting services in single family stick built and mobile homes as assigned by County WAP staff. Such measures may include:

- Roof repair.
- Gutters, Downspouts and runoff control.
- Moisture control/sealing
- Sump Pumps.
- Wall/Ceiling repair (Interior/Exterior).
- Plumbing or Electrical repairs.
- Lead Paint, Asbestos or Mold remediation.
- Other repairs as deemed appropriate by County WAP.

Contractors on an as needed basis would perform weatherization energy saving measures which improve the thermal efficiency of the home, reduce energy bills and enhance health & safety by providing adequate ventilation, proper zonal pressures and smoke/CO detectors.

Pricing is outlined in ATTACHMENT A. The County WAP shall provide Contractor a written work order for measures to be completed.

## **VI. PERIOD OF PERFORMANCE**

A contract awarded as a result of this RFQ will be for the period from October 1, 2022 to June 30, 2023. The contract may be renewed annually for up to two (2) additional years contingent upon Contractor performance, program compliance, continued program funding and County approval.

## **VII. WORK REQUIREMENTS**

The following is required services:

1. Code Requirements: All work performed under this agreement and the individual project contract shall be in full compliance with applicable Federal, State and local regulations to specific funding sources.
2. Permit Requirements: Contractor shall be responsible for obtaining ALL permits required as a result of work and shall provide the County WAP with copies of all permits obtained usually prior to commencement of work.
3. Lead Safe Work Practices: All work must be done with Lead Safe Work Practices and therefore proof of employee certification in “EPA RRP Certified Lead Renovator” is required within ninety (90) days of signing the contract or contract will be terminated.  
Contractor agrees to implement this training in all pre-1978 housing receiving weatherization services. Pictures will be required for all pre-1978 weatherization projects before invoice can be paid.
4. Debris Removal: Contractor shall be responsible for removing all construction debris generated as a result of work performed either by Contractor or Contractors’ subcontractors. Disposal of such materials shall be made in accordance with all environmental laws, ordinances, rules or regulations.
5. Warranty: The Contractor shall warrant all material and workmanship for a period of one (1) year commencing on the final inspection as noted on the signed client certification form. Also, the Contractor shall provide manufacturer warranties for all installed equipment.

Defective materials and workmanship claimed during the warranty period must be repaired or replaced, if not reasonably repairable, at no cost to the County or client. The repair or

replacement of defects will be covered by the Contractor, without cost to the County or client, if notice is given within the warranty period.

### **VIII. COUNTY OF NORTHUMBERLAND WAP RESPONSIBILITIES**

The County is responsible for the following activities:

1. Provide Contractor with a list of state required certification requirements and schedule of all state required technical training classes.
2. Determine client eligibility.
3. Obtain Landlord approval.
4. Notify owners of lead-based hazards.
5. Determine if job will be outsourced to Contractor.
6. Notify Contractor of lead-based paint evaluation results if paint evaluation or risk assessment has been performed.
7. Approve in writing Contractor work orders and/or change orders.
8. Inspect Work-in-Progress.
9. Perform final inspection to ensure work meets program requirements.
10. Request permit copies from Contractor.
11. Coordinate an independent Quality Control Inspection (QCI).
12. Pay Contractor invoices in a timely manner after completion of energy audit or passing QCI.
13. Monitor the Contractor for compliance with all program requirements.
14. Assign penalties.

### **IX. CONTRACTOR RESPONSIBILITIES**

The Contractor is responsible for the following activities:

1. Ensure compliance with all applicable local, state and federal regulations and State of Pennsylvania Weatherization Specifications (SWS).
2. Complete Work Order and/or Change Order **after** written approval by County WAP staff.
3. Contractor agrees all work to be performed will be after proper written approval by WAP staff.
4. Communicate with County WAP staff and client to schedule job.
5. Obtain required permits.
6. Get prior approval in writing from WAP Coordinator for any work not on work order and/or if cost exceeds approved amount.
7. Utilize Lead Safe Work Practices on all dwelling units built prior to 1978.
8. Educate client/homeowner on the use of installed equipment and/or improvements.
9. Submit all pertinent documents (manuals, warranty documents, etc.) to property owner.
10. Submit copy of required permits and Contractor invoice to WAP staff.
11. Correct any item which does not meet WAP audit requirements or QCI within five (5) working days.
12. Contractor shall warrant all work for a period of one (1) year.

### **X. DELIVERABLES AND SCHEDULE**

Contractors are expected to complete the work order within sixty (60) days from the date of work order issue, meaning all work is done and WAP audit or QCI has been requested. Before a job is

considered closed, the Contractor must submit all required documentation, including but not limited to photographs, copies of permits and a final invoice.

## **XI. REQUEST FOR QUALIFICATIONS (RFQ) TERMS AND CONDITIONS**

1. **Administrative Requirement:** It is understood and agreed that the prospective Contractor claims no proprietary rights to the ideas and written materials contained in or attached to the proposal submitted. The County has the right to reject or accept proprietary information.
2. **Cancellation of Award:** The County reserves the right to immediately cancel an award if the contractual agreement has not been entered into by both parties or if new state regulations or policy make it necessary to change the program purpose or content, discontinue such programs or impose funding reductions. In those cases where negotiation of contract activities is necessary, the County reserves the right to limit the period of negotiation to sixty (60) days after which time funds may be unencumbered.
3. **Confidentiality:** The proposed Contractor shall comply with all applicable agency policies as well as state and federal laws governing the confidentiality of information.
4. **Conflict of Interest:** All proposals submitted must contain a statement disclosing or denying any interest, financial or otherwise, that any employee or official of the County may have in the proposing agency or proposed project.
5. **Cost of Proposal & Award:** The contract award will not be final until the County and the prospective Contractor have executed a contractual agreement. The contract template is included within this RFQ as ATTACHMENT B. The County reserves the right to make an award without further negotiation of the proposal submitted. Therefore, the proposal should be submitted in final form from a budgetary, technical and programmatic standpoint.
6. **Disputes/Protests:** The County encourages the use of informal resolution to address complaints or disputes arising over any actions in implementing the provisions of this RFQ. Written complaints should be addressed to the County of Northumberland, Attn: Weatherization Coordinator, 2087 Trevorton Road, Coal Township, PA 17866. If the complaint is not satisfactorily settled, contact the Commissioner's Office at 399 Stadium Drive, Sunbury, PA 17801.
7. **Distribution of Work:** The County WAP will assign work to Contractor(s) for each project. All work must be authorized in advance in writing by WAP Coordinator. It is the County's intent to award projects to the Contractor(s) selected through this RFQ. In instances when a selected Contractor is unavailable or has capacity limitations, work orders will be issued to another selected Contractor.
8. **Diversity in Employment and Contracting Requirements:** It is the policy of the County to require equal opportunity in employment and services subject to eligibility standards that may be required for a specific program. The County is an equal opportunity employer and is committed to providing equal opportunity in employment and in access to the provision of all services. This commitment applies regardless of race, color, religion, sex, national origin, familial status, ancestry, disability, age and use of guide or support animals because of blindness, deafness or physical handicap of the user or because the user is a handler or trainer of support or guide animals in the provision, admission, employment or access to the county's services and programs.

In compliance with Federal Non-Discrimination Statutes, Contractor makes assurances that the funds under this contract will be expended in compliance with Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1983 and other regulations at 45 CFR Part 80, 81, 84 and 90.

Contractor agrees to comply with Executive Order 11246 of September 24, 1965, entitled “Equal Employment Opportunity”, as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of labor Regulations 41 CFR Chapter 60.

9. Eligible Contractors: Contractors must be licensed, bonded and properly insured to provide work on residential housing units throughout Northumberland County, Pennsylvania. Contractors who are debarred, suspended or otherwise excluded from or ineligible for participation in federal assistance programs or activities shall be ineligible for work under this contract. Contractors must be registered to do business in the State of Pennsylvania.
10. Independent Price Determination: The prospective Contractor guarantees that, in conjunction with this proposal, the prices and/or cost data have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition. This does not preclude or impede the formation of a consortium of companies and/or agencies for the purpose of engaging in jointly sponsored proposals.
11. Limitation: The RFQ does not commit the County to award a contract, to pay any costs incurred in the preparation of a response to this RFQ or to procure or contract for services or supplies.
12. Late Proposals: A proposal received after the date and time indicated above will not be accepted. No exceptions will be made.
13. Preferences: Preference will be given to small businesses, minority owned business enterprises and woman’s business enterprise.
14. Price Warranty: The proposal shall warrant that the costs quoted for services in response to the RFQ are not to excess of those which would be charged any other individual or entity for the same services performed by the prospective Contractor.
15. Proposal Preparation Costs: The County shall have no financial responsibility for any cost incurred by Contractors in responding to this RFQ and shall not be liable for any costs until the selected Contractor(s) has executed a contract with the County and has been authorized in writing to proceed.
16. Rejection of Proposals: The County reserves the right to accept or reject any and all proposals received as a result of tis RFQ, to negotiate with any or all prospective Contractor(s) on modifications to proposals, to waive formalities, to postpone award, or to cancel in part or its entirety this RFQ if it is in the best interest of the County to do so.
17. Subcontracting: No activities or services included as a part of this proposal may be subcontracted to another organization, firm or individual without approval of the County. Such intent to subcontract shall be clearly identified in the proposal. It is understood that the Contractor is held responsible for the satisfactory accomplishment of the service or activities included in a subcontract.

## **XII. TRAINING**

In partnership the State of Pennsylvania (PA) has the requirement for weatherization workers to obtain the appropriate weatherization training and certification. PA has provided continuing education opportunities for weatherization workers on an annual basis. The requirements for the weatherization worker training is attached in further detail. Please refer to:

### **ATTACHMENT C – DIRECTIVE W2021-04 TRAINING REQUIREMENTS**

1. Monitoring: County WAP staff will perform site inspections on job sites to verify that each worker at the site is certified or in the process of pursuing certifications.
  - County staff can request a valid form of identification from each worker at each job site.
  - Any worker who the County is unable to verify that he/she is certified or pursuing required certification, will be asked to leave the job site and the Contractor will be

notified immediately of the possible infraction, and given a reasonable opportunity to provide necessary information.

The County will deal with any such verified infractions as follows:

- **First Infraction:** The Contractor will be issued a first infraction letter allowing forty-eight (48) hours to get worker(s) registered for the appropriate coursework. The worker(s) will not be permitted to return to WAP job site until the County has received appropriate registration documentation or proof of certification.
- **Second Infraction:** This will result in suspension from the program for at least three (3) months and a warning letter informing the Contractor that a third infraction may result in suspension for one (1) year or debarment.

### **XIII. SELECTION OF CONTRACTORS**

The County WAP Coordinator will review all responses received and make final Contractor and contract size recommendations. The recommendations will be submitted to the Commissioners for final approval and contract award at a public meeting.

1. **Threshold Criteria:** The County has established certain threshold criteria that must be met by all Contractors.

- The Contractor must have a minimum of three (3) years' experience performing general contracting measures or equivalent experience and have been in business as the same legal entity a minimum of three (3) years.
- The Contractor must have a verifiable track record of responsiveness and quality work with confirmed references.
- The Contractor must meet the insurance requirements in Section XV below.
- The Contractor must have the appropriate trade licenses.
- The Contractor must be registered with the Pennsylvania Attorney General's Office as a Home Improvement Contractor.

Contractors who do not meet the above threshold criteria will be eliminated from further consideration.

2. **Evaluation Criteria:** Once it is established that a Contractor has met all threshold criteria, the Contractor will be evaluated for contract award size. Evaluation will include:

- Contractor demonstrated financial capacity to manage work with at least ninety (90) days of cash flow, corresponding to the peak portion of the proposed production schedule.
- Contractors demonstrated production capacity, including crew size and equipment.
- Contractors work quality as determined by the County.
- The number of Contractors applying for contracts that have been approved to provide program services.
- Funding levels for the programs made available to the County.
- Client demand for services.

### **XIV. CONTRACT AWARD**

The County intends to enter into contracts with the Contractor(s) recommended by the County WAP staff and approved by the Commissioners.

The contracts resulting from this RFQ will be awarded to the qualified Contractor(s) whose proposal(s) would be most advantageous to the County.



The selected Contractor(s) will be required to execute a contract document prepared by the County.

## XV. INSURANCE REQUIREMENTS

Minimum insurance requirements for the selected contractor(s) are as follows:

- Manufacturer’s and Contractor’s Public Liability Insurance – Coverage will apply to premises and/or operations, products and completed operations, independent contractors. Contractor liability exposures with minimum limits of:

Each Occurrence Limit	\$1,000,000
General Aggregate	\$2,000,000
Products Completed Operations Aggregate	\$2,000,000
Personal and Advertising Limit	\$1,000,000

- Business Vehicle Liability – The following Vehicle Liability will be required and coverage shall apply to all owned, hired and non-owned vehicles used with a minimum limit of:

Combined Single Limit Bodily Injury and Property Damage \$1,000,000

- Worker’s Compensation- Only sole proprietors and LLC’s without employees, who are not required to purchase worker’s compensation insurance under Pennsylvania law, are excluded from carrying worker’s compensation coverage and must complete and submit any and all supporting documentation as requested. All other Contractors will be required to carry worker’s compensation insurance.
- Pollution Liability – Covering property loss and liability arising from pollution related damages for sites that have been inspected and found uncontaminated. Transporter moving hazardous products or waste as cargo aboard a transporter truck:

Bodily Injury/Property Damage/Cleanup, including wrongful delivery. \$1,000,000

The County must be named as an **additional insured** on all required liability insurance policies except worker’s compensation and professional liability insurance before the contract is finalized. All policies will include contractual liability insurance as applicable to the Contractor’s obligation hereunder. Certificates of Insurance showing the required coverage’s and naming the County of Northumberland as the certificate holders must be submitted along with the endorsements stating the coverage afforded the County of Northumberland is “primary and noncontributory” to any other coverage available.

Before submitting a response to the RFQ, Contractors should verify through their insurance carriers that they will be able to obtain necessary insurance coverage if selected.

## XVI. PROPOSAL FORMAT

The Contractor proposal must be delivered as a complete package using the forms attached herein. **Late, faxed or emailed packages will not be accepted.** Be sure to answer all questions thoroughly and thoughtfully. Lengthy answers are not necessary nor advisable. Proposals must be clearly printed. Be sure to complete the required forms provided and to supply all other documents as applicable.

**Responses with missing pages will be rejected as incomplete.** The proposals submitted become the sole property of the County.

Any Contractor, who willingly and knowingly provides false information, as verified by the County, will be immediately disqualified from consideration.

## **XVII. RESERVATION OF RIGHTS BY COUNTY**

The County, in its sole discretion, reserves the right to reject any and all responses to this RFQ and is not bound to adopt any proposal submitted in response to this RFQ that is contrary to its best interest.

The County reserves and may exercise the right to accept or reject any and all proposals and re-issue this RFQ at any time prior to execution of a final contract; issue a new RFQ with terms and conditions substantially different from those set forth herein; extend the time period for responding to this RFQ; or cancel this RFQ with or without another notice of RFQ. In addition, the County reserves and may exercise the following right and options with respect to this selection process:

- Request supplementation, clarification, confirmation or modification to or of any information in the submission;
- Supplement, amend, substitute or otherwise modify this RFQ at any time prior to selection of one or more applicants for negotiation and to cancel this RFQ without issuing another RFQ;
- Request supplements to proposals based on their review of all proposals;
- Negotiate any aspect of the proposal including price;
- Conduct personal interviews with applicants to assess compliance with the selection criteria.
- Terminate negotiations at any time;
- Accept or reject at any time prior to execution of a contract, all submissions and/or withdraw this RFQ without notice;
- Expressly waive any defect or technicality in any proposal;
- Solicit new proposals;
- Rescind a selection prior to contract execution if the County determines in its sole discretion that the proposal does not conform to the specifications of this RFQ and/or;
- Rescind a selection prior to contract execution if County determines that the specifications contained in this RFQ are not in conformity with law or that the process in selection of the applicant was not in conformity with law or the legal obligations of the County.

By submitting a proposal in response to this RFQ, an applicant affirmatively indicates acceptance of the terms and conditions of this RFQ.

## **XVIII. AMENDMENT**

This RFQ may be changed, amended, augmented, or rescinded, in whole or in part, at the discretion of the County. Any amendment to this RFQ shall be distributed to all Contractors who have provided contact information, (including fax number and email address) to the County for this purpose.

## **XIX. COVID-19 REQUIREMENTS**

The Contractor and all its agents and employees shall comply with all state and federal Health & Safety recommendations to mitigate the spread of COVID-19. Please refer to:

ATTACHMENT D – DIRECTIVE W2021-2A COVID-19 GUIDANCE

**COUNTY of NORTHUMBERLAND  
WEATHERIZATION ASSISTANCE PROGRAM  
REQUEST FOR QUALIFICATIONS (RFQ)  
CHECKLIST**

The following attachments must be included as part of your proposal. Submissions with missing documents will be rejected. Use this form as a checklist to aid in the assembly of your proposal.

The following documents must be completed, signed and/or provided by all applicants:

- Cover Sheet (Company Information)
- Executive Summary (limit 1 page)
- References
- Production Schedule
- Conflict of Interest Statement
- Non-Collusion Affidavit (Notarized)
- Statement of No Pending or Threatened Litigation
- Certified Regarding Debarment, Suspension
- Anti-Lobbying Certification
- Submission Certification Form
- W-9 Form. Available at [www.irs.gov](http://www.irs.gov)

Supporting Documents: The following documents must be submitted with all proposals.

- Copy of current Insurance Certificate with Additional Insured
- Copy of current Trade License
- Copy of EPA Renovator Certification (if currently possesses)
- Copy of EPA Firm Certification (if currently possesses)
- Copy of all WAP worker Training Certifications (if currently possesses)
- Copy of Pennsylvania Home Improvement Contractor Registration (PA Attorney General)
- Copy of Articles of Incorporation and Bylaws; Certificate of Organization and Operating Agreement; Partnership Agreement; or Fictitious Name Registration.
- Resumes of current Owners and key staff

**NORTHUMBERLAND COUNTY WEATHERIZATION  
REQUEST FOR QUALIFICATIONS (RFQ)**

**General Contractor**

**October 1, 2022 – June 30, 2023**

**COVER SHEET**

Business Name:

--

Address:

--

City:

State:

Zip Code:

--	--	--

Telephone:

Fax:

--	--

Contact Person:

--

Contact Email:

--

Type of Business (X): Sole Proprietor   Partnership   LLC   Corporation

--	--	--	--

Federal EIN/Tax Id Number

DUNS #:

--	--

Date of Incorporation/Start Up:

--

PA Home Improvement Contractor #:

--

Total Staffing: Admin/Supervisory   Service/Technical   Clerical

--	--	--

Total Gross Sales (Most recent FY IRS filing):

\$	
----	--

Have any of the company's principal officers been indicted or convicted of a felony?

- Yes
- No
- If Yes, attach sheet with final disposition

Name (print):

Title:

--	--

Signature

--

## **EXECUTIVE SUMMARY PROPOSAL**

Business Name:

Please summarize your company's ability to perform within the scope of this RFQ. Please limit to one (1) page.

## REFERENCES

Business Name:

--

Please list four (4) references for residential work completed within the last twelve (12) months. If possible, references should be from Northumberland County or nearby counties. Indicate property owner, address, telephone number, description of work, monetary value of work and date completed. Only list references willing to be contacted:

Name:		
Address:		
City:	State:	Zip Code:
Type of Work:		
Telephone	Completion Date:	Amount:

Name:		
Address:		
City:	State:	Zip Code:
Type of Work:		
Telephone	Completion Date:	Amount:

Name:		
Address:		
City:	State:	Zip Code:
Type of Work:		
Telephone	Completion Date:	Amount:

Name:		
Address:		
City:	State:	Zip Code:
Type of Work:		
Telephone	Completion Date:	Amount:

**PRODUCTION SCHEDULE**

Business Name:

--

Your projections should be based on the number of repair jobs you can reasonably complete each month given other commitments.

**Enter the number of project completions you can accomplish by month:**

<i>Contract Month</i>	<i>Completions</i>
<b>October 2022</b>	
<b>November 2022</b>	
<b>December 2022</b>	
<b>January 2023</b>	
<b>February 2023</b>	
<b>March 2023</b>	
<b>April 2023</b>	
<b>May 2023</b>	
<b>June 2023</b>	

## CONFLICT OF INTEREST

Weatherization funds are required to comply with Federal regulations regarding conflicts of interest. The regulations affect the following groups of people:

- Employees, consultant and officers of the County of Northumberland.
- Elected or Appointed officials of the County of Northumberland, the Commonwealth of Pennsylvania or the Federal government of the United States; and
- Employees, consultants or officers of any firm receiving DOE/LIHEAP program funds.

You must answer the following questions to determine if a conflict of interests exists:

1. Are you now or have been within the preceding year in one of the categories described above?

Yes

No

If Yes describe on separate sheet:

2. Is any member of your family or your spouse's family now or have they been within the preceding year in one of the categories described above? (Family member includes spouses, parents, siblings and children).

Yes

No

If Yes describe on separate sheet

3. Is any business associate of yours now or have they been within the preceding year in one of the categories described above?

Yes

No

If Yes describe on separate sheet

Business Name:

--

Name (print):

Title:

--	--

Signature: \_\_\_\_\_

Date:

--



**Northumberland County**  
**NON-COLLUSION AFFIDAVIT**

Commonwealth of Pennsylvania  
County of Northumberland

--	--

(Name, print)

(Title)

--

(Business Name)

am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this bid.

I state that:

1. The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.
2. Neither the price(s) nor the amount of this bid and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.
3. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or non-competitive bid or other form of complementary bid.
4. The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other non-competitive bid.

5. (Business Name:)

--

its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last four (4) years been convicted or found liable for any act prohibited by State or Federal Law in any jurisdiction involving conspiracy or collusion with respect to bidding on any public contract, except as follows:


**Northumberland County**  
**NON-COLLUSION AFFIDAVIT**  
**(Continued)**

I state that 

--

  
(Business Name)

understands and acknowledges that the above representations are material and important and will be relied on by Northumberland County in awarding the contracts for which this bid is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from Northumberland County of the true facts in submission of bids for this contract.

**OATH AND AFFIRMATION**

I HEREBY AFFIRM UNDER THE PENALTIES FOR PERJURY THAT THE FACTS AND INFORMATION CONTAINED IN THE FOREGOING BID ARE TRUE AND CORRECT.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2021

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Business Name

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Person Signing

Title

\_\_\_\_\_  
Signature

**ACKNOWLEDGEMENT**

**SWORN TO AND SUBSCRIBED**

**BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2021.**

\_\_\_\_\_  
(Notary Public)

(SEAL)

**My commission expires \_\_\_\_\_**

**STATEMENT OF NO PENDING OR THREATENED LITIGATION**

Other than as attached, there is no pending or threatened litigation, claim, consent order, settlement agreement, investigation, challenge or other proceedings, being brought by applicant, and/or business associate of applicant against the County of Northumberland or any of its departments.

A business associate includes, but may not be limited to: officers, directors, partners, employees, lenders, lessors and consultants. Depending on the circumstances, business associates may also include shareholders, landlords, sellers of real estate, agents, representatives, subsidiaries, affiliates, or joint ventures. Applicants are encouraged to use a board definition of “business associates” when completing this and other questions where that term is used.

On an attached sheet, list the following information regarding any pending or threatened litigation, claim, consent order, settlement agreement, investigation, challenge or other proceeding to include Name(s) of parties, type of proceeding, claim, status of proceeding.

Attached Sheet:

- Yes
- No

Name (print)

Title:

Business Name:

Signature: \_\_\_\_\_

Date:

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION  
INELIGIBILITY AND VOLUNTARY EXCLUSION**

1. The prospective participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal, Commonwealth or Local/City government/department or agency.
  
2. Where the prospective participant is unable to certify to any of the statements in this certification, such participant shall attach an explanation to this proposal.

Attached Sheet:

- Yes
- No

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Business Name

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Name (print):

Title:

Signature: \_\_\_\_\_

Date:

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**ANTI-LOBBYING CERTIFICATION**

I,   
(Name, print)

on behalf of   
(Business Name)

“Contractor”, hereby certify that I have been duly authorized to execute this Certification on behalf of the Contractor and that no federally appropriated funds have been paid or will be paid by or behalf of Contractor to any person for influencing or attempting to influence an officer or employee at any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of congress in connection with awarding of any federal contract, 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.

Contractor will provide immediate written notification to the County of Northumberland, if Contractor learns that the above certification was erroneous when submitted or has become erroneous because of changed circumstances.

On behalf of the Contractor, I also certify that Contractor has required, and will continue to require during term of this contract, this same certification from its contractors.

I verify and affirm that the statements made in this certification are true and correct in all material ways. I understand that any false statements contained herein are made subject to the penalties of 18 Pa. C.S. §4905 relating to unsworn falsification to authorities.

Signature: \_\_\_\_\_

Date:

## SUBMISSION CERTIFICATION

I hereby declare that I have filed the foregoing Proposal and do hereby certify that the statements made in the forgoing application as well as in all forms and documents that are attached are true and correct to the best of my knowledge, information and belief. I understand that false statements made herein are subject to the penalties of 18 Pa. C.S. §4905, relating to unsworn falsification to authorities.

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Business Name

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Name (print):

Title:

Signature: \_\_\_\_\_

Date:

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**ATTACHMENT A**  
**REQUEST FOR QUALIFICATIONS (RFQ)**  
**ENERGY IMPROVEMENT PRICE LIST**

**ATTACHMENT B**  
**REQUEST FOR QUALIFICATIONS (RFQ)**  
**SAMPLE CONTRACT**



**ATTACHMENT C**  
**REQUEST FOR QUALIFICATIONS (RFQ)**  
**DIRECTIVE W2020-04**  
**TRAINING REQUIREMENTS**

**ATTACHMENT D  
REQUEST FOR QUALIFICATIONS (RFQ)  
DIRECTIVE W2021-2A  
COVID-19 GUIDANCE**