



## Weatherization Contractor Quotation Solicitation May 13, 2024

Community Services Agency Development Corporation (CSADC) is soliciting contractors to submit quotations to provide residential Weatherization services to approximately 120 homes/apartments in Washoe County. The scope of work may include the installation of a variety of energy conservation measures designed to reduce energy usage in a household and/or appliance installation.

At a minimum, contractors must meet the following requirements to participate in this program:

- Possess appropriate Nevada business and contracting licenses, insurance and bonding; and if applicable, Manufactured Housing Division License; and
- Have not been debarred from any public contract (federal, state or local)

Interested and qualified contractors may request a copy of the Request for Quotation Packet by contacting Jessica Mahon, Weatherization Program Director, via mail, phone, or email:

CSADC Weatherization Program  
ATTN: Jessica Mahon  
P.O. Box 10167  
Reno, NV 89510-0167

Email: [jmahon@csareno.org](mailto:jmahon@csareno.org)  
Phone: (775) 624-3056

**The following are the key dates for this procurement:**

Activity	Dates*
Issue Request for Quotation (RFQ)	Monday, May 13, 2024
<b>Conduct Bidders Conference</b> 1094 E. 8 <sup>th</sup> Street, Reno, NV 89512 (teleconference available)	<b>Thursday, May 30 @ 10:00 a.m.</b>
Issue Modifications, if applicable	Friday, May 31
<b>Deadline for submission</b>	<b>Thursday, June 13 @ 4:00 p.m.</b>
<b>Opening of Quotations</b> 1094 E. 8 <sup>th</sup> Street, Reno, NV 89512 (teleconference available)	<b>Friday, June 14 @ 10:00 a.m.</b>
Conduct Evaluation	June 17 – 20
<b>Select Vendor/Offeror(s); Issue Notice of Award</b>	<b>June 21, 2024</b>
Execute Contract with Selected Contractor(s)	June 21 – June 30, 2024
2024-25 Pricing Agreements Due for Contractors on 1-Year Extensions	June 30, 2024

*\*Community Services Agency reserves the right to proceed under a modified version of this schedule, if required.*

The right is reserved to reject any and all quotations or to accept quotations best suited for the interests of the CSADC Weatherization Program.

CSADC encourages all small, minority, and women business enterprises to submit bids for Weatherization services.



# REQUEST FOR QUOTATION

For

## WEATHERIZATION MATERIALS AND SERVICES

Release Date: May 13, 2024

Deadline for Submission: Thursday, June 13 @ 4:00 p.m.

Opening of Quotations: Friday, June 14 @ 10:00 a.m.

Community Services Agency Development Corporation

P.O. Box 10167

Reno, NV 89510

(775) 786-6023

[weatherization@csareno.org](mailto:weatherization@csareno.org)

TTY for Deaf or Hard of Hearing: (800) 326-6868

## TABLE OF CONTENTS

<b>I.</b>	<b>INTRODUCTION.....</b>	<b>3</b>
I.1	PURPOSE OF THIS REQUEST FOR QUOTATION	
I.2	OVERVIEW OF CSADC WEATHERIZATION PROGRAM	
I.3	MAJOR OBJECTIVES REQUEST FOR QUOTATION	
I.4	OVERSIGHT AND MANAGEMENT	
I.5	PRIMARY CONTACT OR PROJECT MANAGER	
I.6	TYPE OF AGREEMENT AND PAYMENT SCHEDULE	
I.7	PROCUREMENT SCHEDULE KEY DATES	
<b>II.</b>	<b>QUOTATION REQUIREMENTS.....</b>	<b>5</b>
II.1	INQUIRIES	
II.2	BIDDERS CONFERENCE	
II.3	DATE, TIME AND PLACE TO SUBMIT QUOTATION	
II.4	QUOTATION SUBMISSIONS	
II.5	QUOTATION OPENING	
II.6	MINIMUM VENDOR/OFFEROR QUALIFICATIONS	
II.7	INTEGRITY OF QUOTATION	
II.8	QUOTE APPLICABILITY	
II.9	LICENSES	
II.10	PREFERNCES IN CONTRACTING	
II.11	DOCUMENTATION OF INSURANCE	
II.12	ECONOMY OF PRESENTATION	
II.13	COSTS FOR PREPARATION OF QUOTATIONS	
II.14	RFQ MODIFICATIONS	
II.15	CERTIFICATION OF INDEPENDENT PRICE DETERMINATION	
II.16	QUOTATION EVALUATION AND AWARD(S)	
II.17	INTEGRITY OF CSADC	
<b>III.</b>	<b>AGENCY AGREEMENT.....</b>	<b>8</b>
III.1	VENDOR/OFFEROR'S INFORMATION ON APPLICATION FORM	
III.2	COMPLETED COST PER MEASURE FORMS	
III.3	TURNAROUND TIME	
III.4	CAPACITY	
III.5	CURRENT LICENSES	
<b>IV.</b>	<b>PROPOSAL EVALUATION PROCESS AND CRITERIA.....</b>	<b>9</b>
IV.1	EVALUATION PROCESS	
IV.2	EVALUATION CRITERIA	

### RFQ ATTACHMENTS

## **I. INTRODUCTION**

### **I.1 PURPOSE OF THIS REQUEST FOR QUOTATION**

Community Services Agency Development Corporation (CSADC) is soliciting quotations for weatherization materials and services assigned on an as-needed basis. CSADC does not guarantee any minimum number of projects under this process. The award(s) will be based on the lowest bid (50%), the capacity of the Contractor, as well as quality of performance on currently assigned projects for existing contractors. A Vendor or Offeror may apply and receive awards for one or all of the service areas and housing types. If one Contractor is selected to provide service in the area(s) based on the lowest bid and the capacity of the Contractor, that Contractor will perform weatherization services for the entire program year. If the winning Contractor cannot perform the weatherization services for any reason or lacks the capacity to perform the services, the second lowest bidder from the RFQ process will be assigned the remaining projects. If the second winning Contractor cannot perform the weatherization services for any reason or lacks the capacity to perform the services, the third lowest bidder from the RFQ process will be assigned the remaining projects.

### **I.2 OVERVIEW OF CSADC WEATHERIZATION PROGRAM**

The Weatherization Program reduces energy costs for low-income households by increasing the energy efficiency of their homes, while ensuring their health and safety. The program prioritizes services to the elderly, persons with disabilities and families with children under six years of age.

CSADC is a non-profit organization that operates a weatherization program in Washoe County. CSADC's professionally trained weatherization crews use computerized energy audits, along with advanced diagnostic equipment to determine the most cost-effective materials and services (measures) appropriate for each dwelling. Typical measures may include installing insulation, sealing ducts, repairing and replacing heating and cooling systems, mitigating air infiltration, and reducing electric baseload consumption.

The State of Nevada, Department of Business and Industry, Housing Division administers the state-wide program and provides local non-profits funds from Federal and State sources to implement the program. Those funds will be used to pay for the materials and services under this contract.

### **I.3 MAJOR OBJECTIVES REQUEST FOR QUOTATION**

The major objectives of this solicitation are to:

- 1) Provide a procurement procedure that facilitates open and free competition in the selection of contractor(s).
- 2) Identify Vendor/Offerors that will provide weatherization materials and services for the Agency.

- 3) Ensure all materials and services meet the Agency’s, the Housing Division and various funder standards and requirements.
- 4) Ensure that all materials and services are provided in the timeframe established by the Agency from **July 1, 2024 to June 30, 2025**. (first year).

**I.4 OVERSIGHT AND MANAGEMENT**

Oversight and Management of the Agreement will be exercised by the Weatherization Program Director of the Agency’s staff. They are responsible for coordinating the delivery of the scope of work under this Agreement.

**I.5 PRIMARY CONTACT OR PROJECT MANAGER**

Jessica Mahon, Weatherization Program Director, will serve as the primary Agency contact or project manager and central communication link between the Agency and the Vendor/Offeror for the duration of the contract.

**I.6 TYPE OF AGREEMENT AND PAYMENT SCHEDULE**

This Agreement will be on a cost reimbursement or fixed price basis depending upon the materials and services being purchased. There will be an initial 1-year period from July 1, 2024 through June 30, 2025 with four (4) 1-year options available. Each of these Agreements will be priced separately and exercised at the Agency’s discretion. Payments will be made after completion of the work, delivery of services, inspection and acceptance by the Agency. Upon award of the contract, there will be a 90-day base period for the Agency to evaluate the contractor’s performance. Failure to deliver services and meet the performance standards or requirements in the agreed scope of work may be grounds to terminate the Agreement.

**I.7 PROCUREMENT SCHEDULE KEY DATES**

The following are the key dates on the schedule for this procurement:

<b>Agency Activity</b>	<b>Dates*</b>
Issue Request for Quotation (RFQ)	May 13, 2024
<b>Conduct Bidders Conference</b>	<b>Thursday, May 30 @ 10:00 a.m.</b>
Issue Modifications, if applicable	Friday, May 31
<b>Deadline for submission</b>	<b>Thursday, June 13 @ 4:00 p.m.</b>
<b>Opening of Quotations</b>	<b>Friday, June 14 @ 10:00 a.m.</b>
Conduct Evaluation	June 17 – 20
<b>Select Vendor/Offeror(s)</b>	<b>June 21</b>
Execute Contract with Selected Contractor(s)	June 21 – 30

\*CSADC reserves the right to proceed under a modified version of this schedule, if required.

## II. QUOTATION REQUIREMENTS

### II.1 INQUIRIES

CSADC assumes no responsibility for representations concerning conditions made by its Officers or Staff prior to the execution of the Agreement; unless such representations are specifically incorporated into the RFQ by subsequent official written Addenda. Oral conversations pertaining to modifications or clarifications of the RFQ shall not be considered as part of the RFQ; unless confirmed, in writing, by official written Addenda.

### II.2 BIDDERS CONFERENCE

A bidders' conference will be held at the date and location below. **All potential Vendors/Offerors will be required to register at the bidders' conference.** All instructions for the RFQ will be provided at this time.

<b>Date:</b>	<b>Thursday, May 30, 2024</b>
<b>Time:</b>	<b>10:00 a.m. PST</b>
<b>Location:</b>	<b>1094 E. 8<sup>th</sup> Street, Reno, NV 89512 (Center for Families)</b>

Teleconference Line for Remote Participation: (775) 473-9019, ID 456789#

### II.3 DATE, TIME AND PLACE TO SUBMIT QUOTATION

Quotations may be submitted via mail, email, or dropped off in person.

CSADC Weatherization Program  
ATTN: Jessica Mahon  
P.O. Box 10167  
Reno, NV 89510-0167

[weatherization@csareno.org](mailto:weatherization@csareno.org)

1090 E. 8<sup>th</sup> Street  
Reno, NV 89512

**Quotations shall be accepted until 4:00 p.m. PST on Thursday, June 13 at 4:00 p.m.** It is the sole responsibility of prospective Vendor/Offeror to take notice of the date and time that quotations are due, and to ensure their submittals are received prior to the due date and time. Late quotations shall not be accepted.

## **II.4 QUOTATION SUBMISSIONS**

All information provided in response to this RFQ is subject to verification by the Agency. Misleading, incomplete and/or inaccurate information shall be grounds for disqualification at any stage in the procurement process.

The Vendor/Offeror must sign all required documents and enclose the checklist. Submission of the signed quotation is an acknowledgment and acceptance of all the terms and conditions of the solicitation. CSADC reserves the right to reject all quotations.

## **II.5 QUOTATION OPENING**

Quotations shall be opened publicly at the time and place designated on the cover page of this document. The name of each Vendor/Offeror shall be read publicly and recorded. Prices will not be read. Quotations are not subject to public inspection.

## **II.6 MINIMUM VENDOR/OFFEROR QUALIFICATIONS**

The Vendor/Offeror shall have a minimum of two (2) years' experience in weatherization, energy efficiency programs, housing rehabilitation, or the specialized services they are proposing to offer (HVAC, pest control, etc.)

## **II.7 INTEGRITY OF QUOTATION**

By signing and submitting the quotation, a Vendor/Offeror affirms that he/she has not given any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or materials/service to a member of the staff or official of CSADC in connection with the submitted quotation. Failure to sign the quotation, or signing it with a false statement, shall void the submitted quotation or any resulting Agreement(s), and the Vendor/Offeror shall be removed from all supplier contractor lists with the Agency.

## **II.8 QUOTE APPLICABILITY**

Vendor/Offeror must substantially conform to the terms, conditions, specifications and other requirements found within the text of the Cost per Measures or specifications and pricing quotes. All previous Agreements or other documents which may have been executed between the Vendor/Offeror and the Agency are not applicable to this Request for Quotation or any resulting Agreement.

## **II.9 LICENSES**

Vendor/Offeror(s) shall maintain all Federal, State and local licenses, permits and certifications required for the operation of business conducted by the Vendor/Offeror in Nevada to perform the scope of work.

## **II.10 PREFERENCES IN CONTRACTING**

Preference may be given to each of the following:

- 1) Nevada is eligible as one of the Labor Surplus Areas (LSA), US Department of Labor;
- 2) Minority-owned Business Enterprises; and/or,
- 3) Women-owned Business Enterprises.

## **II.11 DOCUMENTATION OF INSURANCE**

After the issuance of the Notice of Award and prior to the implementation date of the Agreement, the Vendor/Offeror shall provide CSADC with documentation evidencing the fulfillment of insurance(s) requirements as established by the various funders and the State of Nevada for professional and equipment liability. The Vendor/Offeror shall name CSADC as an additional insured party to address application and equipment damage that occurs during the implementation of this Agreement or service operations.

## **II.12 ECONOMY OF PRESENTATION**

Quotation must address the specific RFQ requirements. All items requested by the RFQ shall be answered clearly and concisely. Additional promotional materials, unrelated to a specific requirement, shall not be included in the quotation or as attachments to the quotation.

## **II.13 COSTS FOR PREPARATION OF QUOTATIONS**

No payments shall be made to cover costs incurred by or the associated costs of any Vendor/Offeror in the preparation or submission of the Response to the Weatherization Request for Quotation.

## **II.14 RFQ MODIFICATIONS**

CSADC shall prepare written modifications, if needed. All modifications to this RFQ shall be prepared by CSADC and formally issued to all registrants at the Bidders' Conference. Addenda shall be issued not later than seven (7) calendar days prior to the deadline for receipt of Response to the Weatherization RFQ. Written addenda shall serve to amend the RFQ documents.

## **II.15 CERTIFICATION OF INDEPENDENT PRICE DETERMINATION**

By submission of a response to this RFQ, the Vendor/Offeror certifies that in connection with this procurement the prices in the quotations have been arrived at independently, without consultation, communication, or agreement with competing Vendor/Offeror(s), for the purpose of restricting competition, as to any matter relating to such prices with any competitor.



Each person signing the quotation also certifies either that:

- 1) He/she is the person in the Vendor/Offeror's organization responsible for the decision as to any prices being offered, and that he/she has not participated in, and shall not participate in, any action contrary to the requirements of this document.
- 2) He/she is not the person in the Vendor/Offeror's organization responsible for the decision as to any prices being offered, but he/she has been authorized to act as agent for the persons responsible for such decisions. Furthermore, those persons have not participated in, and shall not participate in, any action contrary to the requirements of this RFQ.

Any offer made or any clarification to the submitted quotation shall be signed by an officer of the offering firm or a designated agent empowered to bind the firm in an Agreement.

## **II.16 QUOTATION EVALUATION AND AWARD(S)**

Quotations shall be evaluated in accordance with CSADC's criteria.

CSADC may accept an RFQ, as written, by issuing an Agreement that refers to the Response to the Weatherization Request for Quotation. Because CSADC may use this option, the Vendor/Offeror shall include in their written Response all requirements, terms and conditions it may have, and shall not assume an opportunity will exist to add such matters after the submission.

## **II.17 INTEGRITY OF CSADC**

CSADC is committed to an open, free, and competitive procurement process. CSADC reserves the right to accept or reject any part of any quotations, and to accept or reject any or all quotations without penalty.

## **III. AGENCY AGREEMENT**

Please refer to the Vendor/Offeror's Information on Application Form.

### **III.1 VENDOR/OFFEROR'S INFORMATION ON APPLICATION FORM**

### **III.2 COMPLETED COST PER MEASURE FORMS**

See Attachment A SFY 2025 Contractor Price Agreement Form (Excel Spreadsheet) and Attachment B SFY 2025 HVAC Price Agreement Form (Word Document). These are separate from this document and should be provided in an electronic format.

### III.3 TURNAROUND TIME

Vendor/Offeror shall provide the timeframe from the date this project file is assigned by the CSADC for an estimate until the day Vendor/Offeror notifies CSADC of completion. See expected workload below.

### III.4 CAPACITY

Vendor/Offeror acknowledges the capacity to provide monthly production to CSADC. Projects projected for completion from July 1, 2024 through June 30, 2025:

AGENCY	Number of Homes	Number of Contractors
Community Services Agency Development Corporation Washoe County	120	4

### III.5 CURRENT LICENSES

Vendor/Offeror shall include one copy of all business licenses:

- 1) State of Nevada, Secretary of State
- 2) Washoe County
- 3) City of Reno and City of Sparks
- 4) Nevada State Contractors Board
- 5) Manufactured Housing License (when applicable)
- 6) Copy of Certificate: Environmental Protection Agency, Lead-Safe Certified Firm.

## IV. PROPOSAL EVALUATION PROCESS AND CRITERIA

### IV.1 EVALUATION PROCESS

CSADC will evaluate this RFQ based on the established criteria. CSADC will determine the best offer(s). Quotations must meet all the mandatory criteria for evaluation. Quotations that are incomplete or contain significant inconsistencies or inaccuracies may be rejected.

## IV.2 EVALUATION CRITERIA

All Responses to the Weatherization Request for Quotation will be evaluated based on responses to the following:

<b>Experience</b> See Application Form.	<b><u>10%</u> or Points</b>
<b>Training – Related to weatherization programs.</b> See Application Form.	<b><u>10%</u> or Points</b>
<b>Turnaround Time</b> Describe the turnaround time to complete weatherization projects.	<b><u>10%</u> or Points</b>
<b>Capacity</b> See Application Form	<b><u>10%</u> or Points</b>
<b>Conformance to terms and conditions of this RFQ with attention to thoroughness and complete responses.</b> See Application Form.	<b><u>5%</u> or Points</b>
<b>Preferences in Contracting.</b> See Application Form.	<b><u>3%</u> or Points</b>
<b>Business References (3).</b> See Application Form.	<b><u>2%</u> or Points</b>
<b>Pricing.</b> Reasonableness of cost (low bid) for typical Heating Ventilation and Air Conditioning (HVAC) package and/or General Weatherization Measure package. If Vendor/Offeror bids on more than one housing type or on HVAC and General Weatherization Measure package, each package will be evaluated and scored separately.	<b><u>50%</u> or Points</b>
<b>TOTAL</b>	<b><u>100%</u> or Points</b>

**See RFQ Attachments.**

## RFQ ATTACHMENTS

**The remainder of this page has been left intentionally blank.**

**CHECKLIST for PACKAGE CONTENTS  
(Attachments)**

- Place checklist as cover page**
- Attachment No. 1**  
Signed acknowledgement of Registration at Bidders Conference
- Supplementary Attachment**  
Signed acknowledgement of Receipt of RFQ Modifications (if applicable)
- Attachment No. 2**  
Completed and signed Application Form. Includes complete responses from Vendor/Offeror on Experience, Training, Conformance, Preferences in Contracting, and Business References.
- Attachment No. 3**  
Signed Statement of Independent Price Determination
- Attachment No. 4**  
Signed Statement of Proposed Service Area(s) by County
- Attachment No. 5**  
Current Licenses
- Attachment No. 6**  
Capacity
- Attachment No. 7**  
Debarment
- Attachments A & B**  
Pricing

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**ACKNOWLEDGEMENT OF BIDDERS CONFERENCE    ATTACHMENT NO. 1**

**Vendor/Offeror acknowledges having attended and registered during the Bidders Conference. The following person(s) participated:**

**Name:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Name:** \_\_\_\_\_

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**VENDOR/OFFEROR APPLICATION FORM      ATTACHMENT NO. 2**

**Legal Business Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**DBA (if applicable):** \_\_\_\_\_

**Owner/Representatives:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Business Address:** \_\_\_\_\_  
*Street*  
 \_\_\_\_\_  
*City*                      *State*                      *Zip Code*

**Phone:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_

**Are you registered as an LSA, Minority-owned or Women-owned Business Enterprise? If yes, please submit a copy of the certification.**

Yes       No

**Please indicate the type of weatherization or energy-related home improvements your firm has performed in the past two (2) years:**

<b>Measures/Improvements</b>	<b>Yes</b>	<b>No</b>
Attic, wall, floor, or duct insulation	<input type="checkbox"/>	<input type="checkbox"/>
Repair and/or replacement of windows and doors	<input type="checkbox"/>	<input type="checkbox"/>
Installation of solar screens	<input type="checkbox"/>	<input type="checkbox"/>
Repair and/or replacement of HVAC units	<input type="checkbox"/>	<input type="checkbox"/>
Repair and/or replacement or water heaters	<input type="checkbox"/>	<input type="checkbox"/>
Mitigating air infiltration	<input type="checkbox"/>	<input type="checkbox"/>
Reducing electric base load consumption	<input type="checkbox"/>	<input type="checkbox"/>
Other (Please describe):		
Other (Please describe):		
Other (Please describe):		

How long has your firm operated in the building industry?

\_\_\_\_\_ Years                      \_\_\_\_\_ Months

Please list all education and training that your staff members have specifically related to Building Science and Weatherization:

Vendor/Offeror Staff Member	Training Course	Date Completed

Please list all Certifications that your staff members have related to Building Science and Weatherization:

Vendor/Offeror Staff Member	Certification	Expiration Date



**Please indicate whether at least one-person from your firm has completed the following required certifications/training.** Selected vendors will be required to complete training within the first year of the contract per Nevada Housing Division guidelines. Training/certification requirements will vary between general and specialty contractors.

<b>Required Trainings/Certifications</b>	<b>Yes</b>	<b>No</b>
BPI Building Analyst Professional Certification	<input type="checkbox"/>	<input type="checkbox"/>
EPA 8-hour Lead Renovation, Repair, and Painting Course	<input type="checkbox"/>	<input type="checkbox"/>
SCATS Asbestos Awareness	<input type="checkbox"/>	<input type="checkbox"/>
SCATS Confined Space Awareness	<input type="checkbox"/>	<input type="checkbox"/>
ASHRAE 62.2-2016 Training	<input type="checkbox"/>	<input type="checkbox"/>
OSHA 30-Hour Training Course	<input type="checkbox"/>	<input type="checkbox"/>
Lead Safe Weatherization and Mold Awareness	<input type="checkbox"/>	<input type="checkbox"/>

Please include certificates and/or licenses associated with the above required training and certifications with your application packet.

**Please indicate whether at least one-person from your firm has completed the following recommended certifications/training.**

<b>Recommended Trainings/Certifications</b>	<b>Yes</b>	<b>No</b>
BPI Infiltration and Duct Leakage	<input type="checkbox"/>	<input type="checkbox"/>
Infrared Thermography Training	<input type="checkbox"/>	<input type="checkbox"/>
Residential Radon Measurement Certification	<input type="checkbox"/>	<input type="checkbox"/>

Please include certificates and/or licenses associated with the above recommended training and certifications with your application packet.

**List the names and addresses of three (3) references regarding the quality of your services:**

<b>Name</b>	<b>Address</b>	<b>Phone</b>

For general contractors, approximately how many jobs has your firm completed as a general contractor in the past two (2) years? \_\_\_\_\_

For specialty contractors, approximately how many jobs has your firm completed in the past two (2) years? \_\_\_\_\_

What is the smallest value job? \_\_\_\_\_

What is the largest value job? \_\_\_\_\_

How many employees are currently employed full-time? \_\_\_\_\_

If awarded, how many employees will be utilized for Weatherization Assistance Program projects? \_\_\_\_\_

**The undersigned Vendor/Offeror certifies that all information given herein is substantially correct and further agrees:**

**All work will be performed in accordance with the property requirement standards, codes and zoning regulations.**

**If any work performed by the Vendor/Offeror, if selected as the Contractor, is found to be unsatisfactory by the administering agency or if contract relations between the Contractor, homeowner or other parties are found to be unsatisfactory, that the CSADC may remove the Contractor's name from the approved list, with such accompanying publicity as it deems necessary.**

**The Vendor/Offeror, if selected as the Contractor, will abide by the federal and state laws, rules and regulations pertaining to Equal Employment Opportunity.**

**The Vendor/Offeror, if selected as the Contractor, will promptly provide certificates of insurance and other verifications as described in the RFQ Instructions.**

\_\_\_\_\_  
**Name** \_\_\_\_\_ **Title**

\_\_\_\_\_  
**Signature** \_\_\_\_\_ **Date**

**STATEMENT OF INDEPENDENT PRICE DETERMINATION ATTACHMENT NO. 3**

By submission of a response to this RFQ, the Vendor/Offeror certifies that in connection with this procurement the prices in the quotations have been arrived at independently, without consultation, communication, or agreement with competing Vendor/Offeror(s), for the purpose of restricting competition, as to any matter relating to such prices with any competitor.

Each person signing the quotation also certifies either that:

- 1) He/she is the person in the Vendor/Offeror's organization responsible for the decision as to any prices being offered, and that he/she has not participated in, and shall not participate in, any action contrary to the requirements of this document.
  
- 2) He/she is not the person in the Vendor/Offeror's organization responsible for the decision as to any prices being offered, but he/she has been authorized to act as agent for the persons responsible for such decisions. Furthermore, those persons have not participated in, and shall not participate in, any action contrary to the requirements of this RFQ.

Any offer made or any clarification to the submitted quotation shall be signed by an officer of the offering firm or a designated agent empowered to bind the firm in an Agreement.

\_\_\_\_\_

**Name**

\_\_\_\_\_

**Title**

\_\_\_\_\_

**Signature**

\_\_\_\_\_

**Date**

**STATEMENT OF PROPOSED SERVICE AREA BY COUNTY ATTACHMENT NO. 4**

Vendor/Offeror proposes to provide weatherization materials and services relative to this quotation in the following counties:

Washoe County, NV

\_\_\_\_\_

**Name**

\_\_\_\_\_

**Title**

\_\_\_\_\_

**Signature**

\_\_\_\_\_

**Date**

**LICENSES SHOULD FOLLOW THIS PAGE:**

**ATTACHMENT NO. 5**

Vendor/Offeror shall include one copy of all business licenses:

- 1) State of Nevada, Secretary of State
- 2) Washoe County Business License
- 3) City of Reno Business License; City of Sparks Business License
- 4) Nevada State Contractors Board
- 5) Manufactured Housing License (when applicable)
- 6) Copy of Certificate: Environmental Protection Agency, Lead-Safe Certified Firm.

**The remainder of this page has been left intentionally blank.**

**CAPACITY**

**ATTACHMENT NO. 6**

Describe the capacity of the field staff for weatherization projects in the proposed service area (Washoe County).

**The remainder of this page has been left intentionally blank.**

Community Services Agency Development Corporation  
1090 E. 8<sup>th</sup> Street  
Reno, NV 89512  
Phone: (775) 786-6023  
Fax: (775) 786-5743

**VENDOR/OFFEROR**

**Vendor/Offeror Name:** \_\_\_\_\_

**Certification Regarding Debarment, Suspension, and Other Responsibility Matters  
Primary Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

(Before Signing Certification, Read Attached Instruction)

1. The prospective contractor certifies to the best of its knowledge and belief, that it and its principals:
  - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offense enumerated in paragraph (1)(b) of this certification; and

- d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

_____	_____
<b>Name</b>	<b>Title</b>
_____	_____
<b>Signature</b>	<b>Date</b>