

Rolling Plains Management Corporation  
P.O. Box 490  
Crowell, Texas 79227

REQUEST FOR PROPOSALS  
FOR  
HVAC CONTRACTOR

February 23, 2018

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## GENERAL RFP SPECIFICATIONS

### A. Request

Rolling Plains Management Corporation (RPMC) is requesting bids from qualified companies/contractors for all materials and labor used for the replacement, repair, or retrofit of HVAC systems for low-income and disabled participants of the RPMC programs funded by the Texas Department of Housing and Community Affairs and the Housing Preservation Grant funded by the United States Department of Agriculture. RPMC is a private non-profit corporation operating programs on behalf of the State and Federal agencies.

### B. Purpose

Rolling Plains is seeking to assist its eligible clients having high energy bills due to inefficient heating and cooling appliances. The replacement, repair and/or retrofit of HVAC systems should result in a reduction of energy consumption.

The first step in the process is the solicitation of bids from companies/contractors to provide materials and labor used to replace, repair and/or retrofit home HVAC systems to be more energy efficient. The contractor selected will be expected to provide all material and labor to replace or retrofit each system based on an assessment of each system prepared by RPMC or other qualified assessor.

A copy of the "General Contractual Requirements for Contractors" has been provided in this packet. This details applicable requirements for all bidders/contractors.

Rolling Plains is seeking the above services in 28 counties which include: Archer, Baylor, Brown, Callahan, Clay, Comanche, Cottle, Eastland, Foard, Hardeman, Haskell, Hood, Jack, Jones, Kent, Knox, Montague, Palo Pinto, Parker, Shackelford, Stephens, Stonewall, Taylor, Throckmorton, Wichita, Wilbarger, Wise, and Young Counties.

### C. Deadline for Submission

The deadline for submittal of bids is **5:00 p.m. Friday, February 23, 2018**. No late bids will be accepted.

## GENERAL RFP SPECIFICATIONS

To be considered responsive and receive an evaluation, a bid must fully address all sections of the bid request. A list of required items is as follows:

- 1) Cover letter – contractor(s) letterhead which includes the Contractor's contact person's name, telephone number, fax number (if available) and e-mail address (if available).
- 2) Description of company
  - Number of employees
  - Number of years in business
  - Licensed services provided by your company (i.e. HVAC, electrical, plumbing, etc)
- 3) Bid Form:
  - Schedule A – Bidders Experience
  - Schedule B – Technical & Financial Resources
  - Schedule C – Price
- 4) HVAC and/or Small Appliance Certifications & Licenses (where applicable)

### **A. Contact Person**

All questions concerning this bid packet should be directed to Mark Halsell, Weatherization Director. Questions may be mailed to RPMC, 118 N.1<sup>st</sup> Crowell, Texas 79227. Respondents may call (940) 684-1571 for a verbal response.

### **B. Contract Type**

The winning contractor(s) will be offered a contract from January 1, 2018 to December 31, 2018 with Rolling Plains Management Corporation for the HVAC replacement and repair on qualified houses and apartment as specified in this proposal. At the option of Rolling Plains Management Corporation, the contract period can be extended and renewed, contingent upon funding, for a period of up to four (4) additional years, renewable annually.

### **C. Termination of Contract**

The successful contractor agrees to comply with all requirements of the contract as detailed in General Contractual Requirements for Contractors. In the event contractor is unable to comply with the General Requirements as determined by Rolling Plains Management Corporation, Contractor will be notified in writing of intent by RPMC to terminate the contract.

## GENERAL RFP SPECIFICATIONS

### D. Limitations and Reservations

Rolling Plains Management Corporation reserves the right to accept or reject any and all proposals received as a result of this request, to negotiate with all qualified sources, or to cancel in part or its entirety this request for proposals, if found to be in the best interest of the needs of RPMC.

This request for proposals does not commit RPMC to award a contract, to pay any costs incurred for the preparation of proposals or to procure or contract for any services. All proposals will become part of this agency's official files.

RPMC specifically reserves the right to vary the provisions set forth herein anytime prior to the execution of a contract where such variance is deemed to be in the best interest of the needs of RPMC.

If selected for negotiations, contractor(s) may be required to prepare and submit additional information prior to final award selection, in order to reach terms for the provision of services, which are agreeable to both parties.

### E. Modifications and Renewals

RPMC reserves the right to negotiate modifications or renewal and/or repair services in connection with any executed contract funded through this request for proposals without repeating the bid process for a period of up to four (4) additional years from the original bid initiation.

Modifications and renewals shall be considered based upon the provider's ability to meet RPMC's needs.

### J. Signatures

This request for proposal shall be signed by the contractor/company's official authorized to bind that contractor/company and shall contain a statement to the effect that the proposal is a firm bid for a thirty (30) day period from the date that proposal is received by RPMC. The proposal shall also provide the name, address and telephone number of the individual(s) with the authority to negotiate during the period of proposal evaluation.

### K. Evaluation Criteria

The selection of contractor(s) is to be made after a careful evaluation of prevailing prices in the area and of the proposals received. The successful contractor(s) must be responsive to the terms of the proposal and must demonstrate that he/she is a responsible bidder.

- a) A responsive bidder is one who submits a complete, sealed proposal within the stated time and in accordance with the proposal specifications.

- b) A responsible bidder is one who demonstrates, via his or her responses to the selection criteria, his or her ability to deliver the supplies, equipment or services solicited for procurement.

Proposals will be based on information received from schedules A, B, and C. This information will be evaluated and scored.

#### **L. Protest Rights**

All protest or complaints regarding this proposal process shall be referred to the RPMC Executive Committee for resolution.

#### **M. Conflict of Interest/Nepotism**

To avoid any real or apparent conflict of interest or nepotism in the procurement of the bid proposal, no RPMC employee, agent, consultant, officer, family member of employees, official of RPMC who exercises or has exercised any functions or responsibilities with respect to contract decision making process or gain inside information with regard to such activities, may obtain personal or financial interest or benefit, directly or indirectly, from any award connected with this request.

RPMC's employees, officers, and/or agents shall neither solicit nor accept gratuities, favors or anything of monetary value from potential bidders.

#### **N. Subcontracting**

The services of any contractor(s) awarded from this RFP must be delivered by the contractor named on the bid. Subcontracting will not be allowed, unless authorization from RPMC is given in writing.

#### **O. Provisions and Requirements**

**Contractor shall comply with the provisions and requirements of the:**

- Workmen's Compensation Act, where applicable;
- Immigration and Reform Act of 1986;
- Clean Air and Water Act.
- Copeland Anti-Kickback Act;
- Davis Bacon Act, where applicable;
- EPA Lead Certified Renovation Firm
- Civil Rights Act of 1964;
- Drug-Free Workplace Act of 1988
- Rehabilitation Act of 1973;
- Pro Children Act of 1994 (Public Law 103227, Part C Environmental Tobacco Smoke);

## **GENERAL Contractual Requirements for Contractors**

- 1. Contractor must have OSHA 10 certification for workers and OSHA 30 certification for supervisors or be willing to obtain certification.**
- 2. Contractor must have a certified renovator on their staff and be listed as a certified renovator firm. Contractor must provide RPMC a copy of all certification.**
- 3. All work must be completed according to the Texas Department of Housing and Community Affairs, Department of Energy, United States Department of Agriculture and Rolling Plains Management Corporation guidelines and conform to all applicable codes and general specifications.**
- 4. Must provide own tools needed to accomplish all work.**
- 5. All appliances must meet energy star rating.**
- 6. Provide and transport materials, tools, and workers/employees to all job sites.**
- 7. All debris from job must be removed and disposed of at contractor's expense.**
- 8. Adhere to all applicable federal, state and local laws and the International Codes, as well as, all local codes.**
- 9. Provide adequate, fully trained, on-site supervision of all work performed under the contract.**
- 10. Provide itemized labor and material invoices with start and finish dates.**
- 11. All work must be completed according to the Texas Department of Housing and Community Affairs, Department of Energy, United States Department of Agriculture and Rolling Plains Management Corporation guidelines and conform to all applicable codes and general specifications.**
- 12. Take any necessary corrective action which may arise as a result of the agency's final inspection; this would be in the area of incomplete or unsatisfactory work. This work must be completed within 5 working days from date of notification and a second final inspection will be performed before payment of invoice.**
- 13. Must provide proof of and maintain liability insurance in the amount of \$100,000.**
- 14. Must provide proof of and maintain vehicle liability insurance.**
- 15. Must provide proof of valid driver's license(s) for employees.**
- 16. The sub-contractor is responsible for any, job related illness or injury to workers under his/her employment, and indemnify and hold harmless RPMC, RRMC staff, and RPMC clients in the event of on-the-job illness or injury occurs.**

**ROLLING PLAINS MANAGEMENT CORPORATION  
SCHEDULE A  
BIDDER'S EXPERIENCE**

A. **General Experience**: 1 point per year will be awarded up to five points (five years) for previous HVAC installation experience /replacement and retrofit of household appliances: \_\_\_\_\_

B. **MINORITY – OWNED OR WOMAN – OWNED COMPANY**: 5 points will be awarded for a positive response.

Are you a minority-owned or woman-owned enterprise? \_\_\_\_\_

**ROLLING PLAINS MANAGEMENT CORPORATION**  
**SCHEDULE B**  
**Technical & Financial Resources**

**A. Integrity (18 Points):** Please list two references of persons or firms that you have used as a material supplier or for obtaining a loan in the past twelve months and who are familiar with your work.

Reference 1:

Name \_\_\_\_\_

Address \_\_\_\_\_

Company Name \_\_\_\_\_

Phone \_\_\_\_\_

Reference 2:

Name \_\_\_\_\_

Address \_\_\_\_\_

Company Name \_\_\_\_\_

Phone \_\_\_\_\_

These are the questions that will be asked when we contact the references. Three points will be awarded per reference for each favorable answer.

1. Would you characterize this person or firm to be fair, honest and responsible?
2. Would you extend credit to this person or firm?
3. Has this firm or person been past due on any of their payments during the last six months?

**B. FINANCIAL : (15 Points)**

Five points will be awarded for providing a financial statement.

One point will be awarded for "No" responses to questions 1-4 (maximum of 4 points). No points will be awarded for references, which cannot be verified, or who indicate that the work performed or staff conduct was unsatisfactory. Listed below are the questions that will be asked of each reference and the point value attached to their response:

1. Are you or have you been involved in a Chapter 13 proceeding? \_\_\_\_\_
2. Are there any liens against your firm? \_\_\_\_\_
3. Are there any lawsuits against your firm? \_\_\_\_\_
4. Have any complaints been filed against your firm with the Better Business Bureau? \_\_\_\_\_

\_\_\_\_\_

If yes, describe the nature of complaints: \_\_\_\_\_

\_\_\_\_\_

**ROLLING PLAINS MANAGEMENT CORPORATION  
SCHEDULE B  
Technical & Financial Resources**

**FINANCIAL RESOURCES:**

**Yes**

**No**

5. Can you provide documentation that you have a minimum line of credit of at least \$10,000 for up to 90 days. If yes, attach documentation. 5 pts      \_\_\_\_\_      \_\_\_\_\_
6. Are you willing to wait 30 days after final inspection to receive payment? 1pt \_\_\_\_\_      \_\_\_\_\_

**ROLLING PLAINS MANAGEMENT CORPORATION**  
**SCHEDULE B**  
**Technical & Financial Resources**

**A. REFERENCES:** Please list three (3) references of persons or firms whom you have worked as a subcontractor or installed and performed HVAC installation for in the past twelve (12) months and who are familiar with your work, excluding Rolling Plains. If you have worked for any agency that operates Texas Department of Housing and Community Affairs contracts, please list those references first.

Reference 1:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Reference 2:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Reference 3:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

These are the questions that will be asked when we contact the reference. Two points will be awarded per reference for each favorable answer (10 Points). No points will be awarded for references, which cannot be verified, or who indicate that the work performed or staff conduct was unsatisfactory. Listed below are the questions that will be asked of each reference and the point value attached to their response:

1. Is the quality of work of this firm or person satisfactory or poor?
  - If satisfactory, specify in what way.
  - If not satisfactory, specify in what way.
2. Has this firm or person been timely in completing projects?
3. Has this firm or person's crew operated, to the best of your knowledge, with good behavior at work sites?
4. Did the firm or person offer and explain the warranty for the products they installed?
5. If the occasion arose, would you subcontract again with this firm or person to do a job for you?

## SCHEDULE C

### HVAC Materials and Services

| UNIT | MATERIAL TYPE<br>(MATERIAL AND INSTALL)                   |                    | PRICE PER ITEM |           | TOTAL |
|------|---|--------------------|----------------|-----------|-------|
|      |   |                    | LABOR          | MATERIALS |       |
| EA   | Clean and seal air return                                 |                    |                |           |       |
| EA   | Seal supply plenum w/mastic & duct board                  |                    |                |           |       |
| EA   | External combustion @ water heater                        |                    |                |           |       |
| EA   | Replace A/C register grill (all sizes included)           |                    |                |           |       |
| EA   | NG/LP Vented space heater – 10,000 BTU                    |                    |                |           |       |
| EA   | NG/LP Vented space heater – 30,000 BTU                    |                    |                |           |       |
| EA   | Auxiliary Drain Pan Kit                                   |                    |                |           |       |
| EA   | Clean A/C Coil  |                    |                |           |       |
| EA   | Thermostat  |                    |                |           |       |
| Lb   | R-12 Freon  |                    |                |           |       |
| Lb   | 410A Freon  |                    |                |           |       |
| Lb   | R-22 Freon  |                    |                |           |       |
| EA   | Concrete Pad  |                    |                |           |       |
| EA   | 35,000 BTU wall furnace w/vent (new install)              |                    |                |           |       |
| EA   | 35,000 BTU wall furnace w/vent (replace existing furnace) |                    |                |           |       |
| EA   | 50,000 BTU wall furnace w/vent (new install)              |                    |                |           |       |
| EA   | 50,000 BTU wall furnace w/vent (replace existing furnace) |                    |                |           |       |
| EA   | Complete Technical Assessment (Detailed Assessment)       | Single Family Home |                |           |       |
|      |   | Apartment          |                |           |       |

## SCHEDULE C

### HVAC Materials and Services

**Replacement of existing indoor furnace and/or outside condenser (Utilizing existing ductwork, line set, disconnect, return) All equipment must meet current energy star rating**

| UNIT | MATERIAL TYPE<br>(MATERIAL AND INSTALL)                                  | PRICE PER ITEM |           | TOTAL |
|------|--|----------------|-----------|-------|
|      |  | LABOR          | MATERIALS |       |
| EA   | <b>Complete 15 Seer 8.5 HSPF Heat Pump System</b><br>1.5 ton             |                |           |       |
| EA   | 2 ton  |                |           |       |
| EA   | 2.5 ton  |                |           |       |
| EA   | 3 ton  |                |           |       |
| EA   | 3.5 ton  |                |           |       |
| EA   | 4 ton  |                |           |       |
|      | <b>Complete 15 Seer AC &amp; 90% AFUE Vented Gas Unit</b><br>1.5 ton     |                |           |       |
| EA   | 2 ton  |                |           |       |
| EA   | 2.5 ton  |                |           |       |
| EA   | 3 ton  |                |           |       |
| EA   | 3.5 ton  |                |           |       |
| EA   | 4 ton  |                |           |       |
| EA   | <b>Complete 15 Seer 8.5 HSPF Mobile Home Heat Pump System</b><br>1.5 ton |                |           |       |
| EA   | 2 ton  |                |           |       |
| EA   | 2.5 ton  |                |           |       |
| EA   | 3 ton  |                |           |       |
| EA   | 3.5 ton  |                |           |       |
| EA   | 4 ton  |                |           |       |

## SCHEDULE C

### HVAC Materials and Services

| UNIT   | MATERIAL TYPE<br>(REPLACEMENT OF EXISTING SYSTEM)                     | PRICE PER ITEM |       | TOTAL |
|--------|---|----------------|-------|-------|
|        |   | MATERIALS      | LABOR |       |
| EA     | <b>Complete Mobile Home 15 Seer AC &amp; 90% AFUE Vented Gas Unit</b> |                |       |       |
|        | 1.5 ton   |                |       |       |
| EA     | 2 ton   |                |       |       |
| EA     | 2.5 ton   |                |       |       |
| EA     | 3 ton   |                |       |       |
| EA     | 3.5 ton   |                |       |       |
| EA     | 4 ton   |                |       |       |
| EA     | Install new filter  |                |       |       |
| Per Ft | Replace thermostat wire   |                |       |       |
| Per Ft | Secondary drain line replacement                                      |                |       |       |
| Per Ft | Replacement of primary/evaporator drain line                          |                |       |       |
| EA     | Clean/service central gas furnace                                     |                |       |       |
| EA     | Clean/service condenser   |                |       |       |

**SCHEDULE C**  
**HVAC Materials and Services**

|          |   |  |  |  |
|----------|---|--|--|--|
| EA       | Duct Blaster Test Pre and Post                        |  |  |  |
| Man Hour | Incidental Labor (must be pre approved)               |  |  |  |
| EA       | Filter/Dryer  |  |  |  |
| EA       | Fused Disconnect                                      |  |  |  |
| Per 25'  | Flex Duct Replace                                     |  |  |  |
| EA       | Metal Hard Line Gas Supply                            |  |  |  |
| Per 20'  | Metal/Flex Replace under a Mobile home or crawl space |  |  |  |
| EA       | Clean/service central cooling A coils/condensing      |  |  |  |
| EA       | AGA valve and flex line                               |  |  |  |
| EA       | Seal Registers  |  |  |  |
| EA       | Seal Taps   |  |  |  |
| EA       | Remove Heater and Cap Off Gas Line                    |  |  |  |
| EA       | Duct board / per sheet                                |  |  |  |

## Certification

I understand that I am bidding on a HVAC/Small Appliance contract administered by Rolling Plains Management Corporation (RPMC), funded by state and federal funds. Contractors and subcontractors must not be debarred, suspended, or ineligible according to the US General Services Administration List of Parties Excluded from Federal Procurement or Non Procurement Programs.

I understand that I must carry general liability insurance in the amount of \$100,000. This insurance must be applicable to work done in the applicable service area and must be in effect during the entirety of the contract period. Evidence of such insurance must be presented prior to the execution of the contract.

I understand that all work must be completed according to the TDHCA, DOE, USDA, and RPMC guidelines and conform to all applicable codes and general specifications.

If bonding is required it will conform to 31 CFR Part 223.

I understand that I will adhere to all applicable federal, state and local laws and regulations.

I have been provided a copy of the RPMC HVAC/ Small Appliance bid package, reviewed the documents, and certify that all work completed will meet exceed these standards and specifications.

I understand that I must invoice only fully completed work to RPMC.

I understand that I cannot alter any work orders without authorization of RPMC.

I agree to provide a charge account (30 day) with no interest charged for late payment. Payments are made as individual units are totally completed and pass final inspection by RPMC.

I agree to provide proposed services without frequent delays.

I understand that I, and/or the materials manufacturer, must provide a one-year warranty on all materials and labor.

I understand that I must complete all work within the time period specified in the contract.

I will abide by the Texas Department of Housing and Community Affairs and United States Department of Agriculture regulations pertaining to equal employment opportunity.

**I further understand that if work performed is found to be unsatisfactory by RPMC or if the relations between my company, the homeowner or other parties are found to be unsatisfactory, it may result in termination of this or any existing contracts and debarment from future RPMC contracts.**

I understand that selected contractor(s) may be required to undergo background and credit verification prior to execution of contract.

**ROLLING PLAINS MANAGEMENT CORPORATION**

**Certification**

I understand that Rolling Plains Management Corporation reserves the right to reject any and all bids.

No board member, officer, agency or employee of Rolling Plains Management Corporation shall be personally liable concerning any matters arising out of or in relation to the commitment of RPMC programs and repair funds with regards to feasibility or validity of the proposed subject.

\_\_\_\_\_  
Contractor's Name (Please Print)

\_\_\_\_\_  
Contractor's Signature

\_\_\_\_\_  
Date