



REQUEST FOR PROPOSALS

RESIDENTIAL

WEATHERIZATION INSTALLATION SERVICES

FOR

HOUSEHOLDS LOCATED IN

AMHERST, APPOMATTOX AND BEDFORD COUNTIES

IN THE COMMONWEALTH OF VIRGINIA

RFP# NOV2025

PROPOSALS DUE DATE: November 24, 2025 AT 3:00 PM EST

PROPOSALS SHALL BE SEALED AND SUBMITTED TO:

CENTRAL VIRGINIA ALLIANCE FOR COMMUNITY LIVING, INC.

ATTN: KEN VANCE

501 12TH STREET

OR

P.O. BOX 1390

LYNCHBURG, VIRGINIA 24505

DIRECT QUESTIONS TO:

KEN VANCE, DIRECTOR OF HOUSING/WEATHERIZATION

PHONE: 434-385-9070 EXT 119

EMAIL: KVANCE@CVCL.ORG

**CENTRAL VIRGINIA ALLIANCE FOR COMMUNITY LIVING, INCORPORATED
WEATHERIZATION PROGRAM REQUEST FOR PROPOSAL PROCEDURES**

1. Overview

Issuing Agency- This Request for Proposal (RFP) document is issued for the Central Virginia Alliance for Community Living, Incorporated (CVACL) Weatherization Program (hereinafter referred to as the “Program”).

Purpose – CVACL will be accepting sealed proposals and bids from licensed and properly insured contractors for weatherization installations on residential housing units throughout Amherst, Appomattox, and Bedford Counties in central Virginia. This document provides the procedures for full-service weatherization contractors (hereafter referred to as “Contractors”) to submit proposals to become a CVACL Weatherization Contractor. Contractors who demonstrate qualifications according to the rating criteria contained within this RFP will be considered a qualified contractor and may be eligible for a contract to provide weatherization services. Contractors who are accepted and issued a contract will complete weatherization jobs as assigned by CVACL. All contracted work is subject to the terms and conditions specified in this documentation and the official contract.

This document and associated Attachments and Exhibits, further describe the Program, the specification for the weatherization work and the bidding and award procedures for procuring Contractor services.

Documentation Outline –The documentation includes the following:

- **Request for Proposal Procedures** (this document): Provides overview and instructions for Submitting proposals to become a CVACL Weatherization Contractor.

The following are associated Exhibits and Attachments. **Exhibits** are explanatory and must be Retained by the Contractor for reference; **Attachments** must be completed and /or signed and Returned by the Contractor.

- **Exhibit A: Weatherization Work Specifications:** Describes work scope, specifications, and requirements.
- **Exhibit B: Weatherization Contractor Qualifications:** Contains Program qualification requirements.
- **Attachment 1: Proposal Cover Sheet:** The contractor must sign and submit the cover sheet. Additional information may be included on the cover sheet, but not in replacement of the requested information.
- **Attachment 2: Contractor Information Form:** Information on Contractor’s company and capabilities.
- **Attachment 3: Weatherization Measure Unit Price List:** The measures for which Contractor’s submit their unit prices.

- **Attachment 4: Contractor Proposal Signature Sheet:** The contractor must sign and submit the signature sheet. The submission and signing of the signature sheet indicate the intention of the Contractor to adhere to the provisions described in this RFP.

II. Program Scope and Description

The Program provides weatherization services for low-income households located within Amherst, Appomattox, and Bedford Counties. Households served may be either single-family or multi-family structures, including owners or renters, who meet income eligibility requirements.

By providing weatherization services, the Program aims to:

- Reduce energy consumption by installing weatherization measures and related repairs which improve the thermal efficiency of the home; and
- Enhance individuals' health and safety by providing adequate ventilation, safely functioning combustion appliances, proper zonal pressures, and smoke/CO detectors.

Building Performance Institute (BPI) certified energy auditors, being either agency field staff or contracted personnel, conduct weatherization audits on each household served. Contractor completes the work specified according to Standard Work Specifications (SWS) guidelines as developed and approved by the National Renewable Energy Laboratory (NREL) and adopted by the Virginia Department of Housing and Community Development (DHCD). Program field staff inspect the work and approve it for payment.

Program Funding – The Program is a state and federally funded program managed locally by community action agencies, area agencies on aging, housing authorities or local government agencies. Program funds are provided by the federal Department of Energy (DOE), and federal Department of Health and Human Services (HHS). The funds are administered by the Virginia Department of Housing and Community Development. Funding sources can be used individually for each weatherization project that qualifies and is approved for production. Federal funds can also be braided with other federal funds, state funds, and utility funds. Co-funding is also allowed as outlined below. Weatherization Program Notice (WPN) 22-9, Managing Multiple Funding Streams is the federal on how to manage multiple funding streams within the program and must be adhered to for each project.

- 1) Braiding Leveraged Funds Braiding is defined as “multiple separate funding sources are used, including DOE WAP funds, on one weatherization project to address the different needs within the home, while ensuring each funding source is isolated and tracked independently”. Braided leveraged funds are not included in the WAP budget that Grantees submit to DOE in the application for annual formula funds.
 - **Non-DOE, non-federal funding sources – Utility funds, State funds, etc.:**
 - Typically, individual measures are fully paid for by a single funding source, which may or may not be subject to a cost-effectiveness test, and the reporting requirements can be followed for that specific funder.
 - Utility funds may target a specific measure in a geographic location that may or may not be an allowable use of DOE funding.
 - Utility-based weatherization retrofits are generally installed during the WAP process and the costs/measures are often included in the client file (most

often to verify measures called for in the audit were not “skipped” and instead, were installed using other funding streams).

- These non-DOE, non-federal expenditures are not reported to DOE.
- Subgrantees are responsible for tracking the use of different funding sources and the Grantee must monitor their Subgrantees to determine that funds are spent according to federal regulations and Grantee policies.
- **Additional DOE funding sources:**
 - Subgrantees can braid specific types of DOE funding allowing for deeper retrofits from the following sources:
 - Sustainable Energy Resources for Consumer (SERC) – competitive grants, made available when WAP appropriations are above \$275M;
 - **Enhancement & Innovation (E&I)** grant opportunities – competitive grants, up to \$25M, with the available funding directly related to appropriation funding levels.
 - **Weatherization Readiness Funds (WRF)**, distributed by formula to all WAP Grantees to align with Training & Technical Assistance (T&TA) distribution, first available in Program Year (PY) 2022, can be used to assist in addressing home repairs that are beyond incidental repair measures (IRM) to ensure a home is weatherized rather than deferred.
- **Please remember, braiding WAP formula funds with other funding sources** requires that the unit must be modeled using an approved energy audit system to accurately account for any architectural (envelope) and/or mechanical measures being installed that may affect the dwelling’s energy use, when applicable/ practicable. This ensures compliance with 10 CFR 440.21(d)(1), which requires the energy audit to account for the interaction of measures.

Utility weatherization program funding (non-Federal) is also available at times through varying utility providers. CVACL currently utilizes programs through Appalachian Power Company (APCo) and Old Dominion Electric Cooperative (ODEC). Dominion Energy Weatherization is planned to start after December 1, 2025. These funds may be used in conjunction with or solely by themselves and are administered by approved weatherization sub-grantee agencies.

2) **Co-funding with Leveraged Funds**

Co-funding is defined as “when leveraged funds (not owner contributions) are utilized to install measures that do not have an SIR of 1 or greater”.

For simplicity, DOE recommends Grantees and Subgrantees use a single funding source on each measure. However, DOE recognizes there are instances when “co-funding” one measure with leveraged resources is in the best interest of the client. These are generally instances where an energy efficiency measure does not meet DOE’s cost-effectiveness rule. For example, a heat pump water heater replacement costs \$1,800. DOE’s eligible Weatherization Assistance Program 22-9 6 investment to replace the heat pump water heater (and to meet the SIR of 1.0) is \$1,440. With available funding via the local utility, the difference (\$360) can be used to co-fund the replacement. Each funding source is charged accordingly and the breakdown of funding must be included in the client file.

Where DOE funds are used to co-fund a measure, the following must hold true:

- DOE funds may only be incorporated into the measure cost to the point of cost effectiveness (e.g., if a furnace is cost-effective at \$2,800 but the full cost is \$3,800, installed, DOE funds can only support \$2,800 of the furnace cost and other funds must be used for the remaining \$1,000 balance).
- The co-funded measure(s) remain the last measure(s) in the package of measures that generates an SIR being installed to ensure the co-funded measure(s) do not “leapfrog” over other measures that are cost-effective on their own merit, causing them to drop off the installation list.
 - If the measure(s) is not the last on the list, the audit must be reviewed by the Grantee prior to implementation where the Grantee may elect to not allow the measure(s) or approve on a case-by-case basis.
- The package of measures, limited to the DOE investment, must meet the SIR of 1 or greater requirements.
- All installed costs must be documented in the client file.

III. Weatherization Work Synopsis

Each weatherization job includes one or more measures to improve the energy and thermal efficiency of the home, and/or enhance the health and safety of the home’s occupants. The most common measures include insulating and air sealing the building shell and ductwork, replacing or repairing heating/cooling equipment, installing ventilation fans, making minor structural and incidental repairs, and installing such items as thermostats and LED light bulbs, water heater tank wraps, water line insulation, and weather stripping. Weatherization work requires technical diagnostic testing including blower door testing, combustion safety analysis, duct blaster testing, and zonal pressure testing. Contractors are required to perform health and safety or other specialty tasks and may include the installation of smoke detectors, carbon monoxide detectors, thermal pressure relief valves (TPRV) on water heaters, provide HVAC filters, install vapor barriers in crawlspaces and dirt floor unconditioned basements, as well as follow lead-safe weatherization practices.

All work must satisfy the requirements and guidelines of the National Renewable Energy Laboratory (NREL) Standard Work Specifications guidelines and pass a Quality Control Inspection, conducted by a BPI certified Quality Control Inspector (QCI) with a current certificate, in order to be approved for payment. Some projects may also receive a separate inspection from the Virginia Department of Housing and Community Development weatherization division. For a full description of the work and Program specifications, see Exhibit A: Weatherization Work Specifications.

IV. Contractor Qualification Requirements

In order to qualify, Contractors must have the qualification specified in:

***Exhibit B: Weatherization Contractor Qualifications**

The subgrantee (CVACL), remains responsible for all contractual terms regardless of subcontracts. Subgrantees may not contract the services of licensed contractors or sub-contractors whose business or corporate license has expired; that are debarred, suspended, or proposed for debarment; or whose license, business, or corporation has had a civil judgment rendered against them within the last three years for the following:

- commission of fraud;

- violation of federal or state anti-trust statutes;
- embezzlement, theft, forgery, bribery;
- falsification of records or making false statements;
- receiving stolen property;
- charges or charges pending for any of the prior listed offenses;
- public contract terminated for cause or default;
- SAM.GOV and DPOR license look up will be used in part to vet the subcontractor.

Subcontractors will be required to adhere to all federal, state and local laws, rules and regulations regarding any hiring and retention of personnel. Legislated benefits accrued by the provider's employees are to be appropriately and legally administered. Failure of the Subcontractor to comply with these requirements may result in the suspension and possible termination of the WAP agreement. All program personnel are bound by the Codes of Conduct as stated in the Virginia Administrative Code.

Contractors must maintain all requirements, in order to remain eligible to complete weatherization work. The Program reserves the right to modify the qualifications as necessary to serve the needs of the Program and its stakeholders. The Program will make every effort to give advance notice of such modifications and to assist current Contractor(s) in obtaining any new qualifications.

Subcontractors are prohibited from engaging in any of the following activities during any part of the weatherization implementation process.

- Drinking, using illegal drugs, or the inappropriate use of prescription drugs while on the job or in interactions with the client. This includes the possession of illegal drugs.
- Harassment, including but not limited to, physical, verbal or sexual.
- Engaging in any discussion of work, or the performance of work, with the client either at no-cost or at-cost of the client outside of the scope of work with the client.
- Violence against self, subcontractor staff, CVACL staff, the client, or others.
- Presence of weapons or firearms at the job site.
- All other illegal and/or unprofessional activities not specified above.

Workers must follow OSHA standards and Material Data Sheets (MDS) and take precautions to ensure the health and safety of themselves and other workers. MDS must be posted wherever workers may be exposed to hazardous materials including on the job site. OSHA 10-hour (or equivalent) training is required for all workers. OSHA 30 (or equivalent) is required for crew leaders. This will be verified during the annual technical monitoring visits and/or during desk monitoring. Training records will be verified annually during technical monitoring and quarterly, via updates from Energy Solutions Training Center. Workers must be trained in proper use of equipment and tools and must maintain any necessary or required licenses and/or certifications. Subgrantees are required to ensure that all workers are trained and that their training is documented in personnel files.

The following is a list of certifications required by the Virginia Weatherization Assistance Program: Information Notice 02-2024 (5/1/2024) must be obtained by the sub-contractor and applicable employees of the sub-contractor or any associate that will be present for any reason on a job site:

If a subgrantee hires a sub-contractor(s) to install trade specific measure(s) (HVAC, Electrical, Plumbing, etc.), the sub-contractor must:

1. Ensure all sub-contractor's employees on a WAP job site have at an OSHA 10 certification.

2. Hold an active contractor's license valid in Virginia.
3. Hold a master's license for the respective trade (Plumbing, Electrical, HVAC, etc.).
 - a. If RRP rules are required to repair or install new equipment, all RRP regulations must be applied when applicable.
 1. Residential Building Energy Licenses – Individual and Firm licenses
 2. LEAD RRP Firm License

D. Required for WAP Retrofit Installer Technicians (Crew Workers) (required within 6 months of date of hire):

1. HEP Retrofit Installer Technician (RIT) – Course 206
2. Lead Safe Weatherization (LSW) – Course 104
3. OSHA 10 – Course 702

E. Required for WAP Crew Leaders (required within 9 months of date of hire or 6 months if promoted)

1. HEP Retrofit Installer Technician RIT – Course 206
2. Lead Safe Weatherization (LSW) – Course 104
3. OSHA 30 - Course 703
4. HVAC Fundamentals (Classroom or online) Course 209 (109 for online)
5. HEP Crew Leader - Course 208
6. ASHRAE 62.2 – Course 215

F. Required for WAP Energy Auditors (required within 18 months or 12 months if promoted)

1. HEP Retrofit Installer Technician RIT – Course 206
2. LEAD Safe Weatherization (LSW) – Course 104
3. OSHA 10 – Course 702
4. HVAC Fundamentals (Classroom) – Course 209
5. ASHRAE 62.2 – Course 208
6. DOE Approved Energy Audit Software – Contact the Training Center
7. HEP Energy Audit Course – Course 203
8. BPI Energy Auditor (Must receive BPI EA certification) - Course 203

G. Required for WAP Quality Control Inspectors:

1. OSHA 10 – Course 702
2. HEP QCI - Course 212
3. BPI Quality Control Inspector micro credential to their Energy Auditor certification
4. BPI Quality Control Inspector Gap class (Multifamily Inspectors only)

Subcontractors installing weatherization measure(s) outside of Electrical, HVAC, and Plumbing are to be held to the same standards, certifications and the qualifications as if they were an in-house crew member or direct hires of the sub-grantee. (Crew worker, Crew Leader, EA, QCI)

All classes are available through the Energy Solutions Research and Training Center. In order to attend classes or be placed on the Waiting List for a specific class, a student must register through the Energy Solutions Research and Training Center's Learning Management System (LMS).

Contractor License – Class A or B license(VA – DPOR Issued)

Worker's Compensation Insurance – CVACL must be listed as the certificate holder and receive a copy.

General Liability Insurance – proof of insurance also required

Residential Building Energy Licenses – Individual and Firm licenses

LEAD RRP Firm License

Hazard Communication Plan (HCP)

Virginia complies with OSHA's Hazard Communication Standards by requiring all crew members that work on client homes to take and pass mandatory OSHA 10 training course. Crew leaders must obtain an OSHA 30 certification. Crew members are required to learn appropriate handling and safe use of hazardous chemicals in the workplace and in the homes of the Weatherization client. Training is provided to inform workers on how to read product labels for hazardous chemicals and the use of material data sheets. MDS' are required to be on all work-sites for all products in use.

V. Contractor Proposal Submittal Process

Contractors may mail or hand deliver their proposal as follows:

Proposals must be signed and sealed within an envelope that includes the following:

- the name and address of proposer on the outside of the envelope
- the following typed or printed in the **lower left area of the envelope**:

"SEALED PROPOSAL RFP#NOV2025"

Sealed Proposals may be mailed to:

Central Virginia Alliance for Community Living, Inc.
Attn: Ken Vance, Director of Housing/Weatherization
P.O. Box 1390
Lynchburg, Virginia 24505
Or

Sealed Proposals may be delivered to:

Central Virginia Alliance for Community Living, Inc.
Attn: Ken Vance, Director of Housing/Weatherization
501 12th Street, Suite A
Lynchburg, Virginia 24504

No proposal shall be considered unless the proposing contractor is licensed by the Virginia Board of Contractors.

Proposals must include the following documentation:

- Attachment 1: Proposal Cover Sheet
- Attachment 2: Completed Contractor Information Form, including all documentation specified therein:
- Proof of Insurance in the amounts specified
- Virginia DPOR Contractor's license
- Description of experience questions, including evidence of required certifications
- Attachment 3: Completed Weatherization Measure Unit Price List
- Attachment 4: Contractor Proposal Signature Sheet

Sealed proposals will be accepted until 3:00 PM EST, November 24, 2022. Proposals received after this date and time will not be accepted.

Evaluation Criteria- Each proposal received in response to the RFP will be objectively evaluated to ensure the Contractor's ability to completely provide evidence and credentials demonstrating the contractor's ability to deliver quality goods and services according to weatherization criteria.

Exhibit B: Weatherization Contractor Qualifications defines the criteria contractors must possess to be considered. Contractors who fail to meet the requirements of Exhibit B will be disqualified from further consideration. Each contractor will be evaluated against the qualifications, experience, and documentation required. Contractors deemed to have the ability to provide quality goods and services for this weatherization contract will be eligible to contract for this weatherization work. Further determination will be based on a fair and reasonable cost assessment.

Acceptance of Terms –By submitting proposal materials, the Contractor accepts all terms and conditions specified herein, as well as all State and Federal regulations and requirements pertaining to the operation of the solicited services. Contractors shall comply with all management and administrative requirements established by Virginia Uniform Building Code, Plumbing, Mechanical and Electrical Specialty Safety Code and any subsequent amendments or modifications, as applicable to providers licensed in the State of Virginia. All proposals submitted become the property of CVACL. 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 Program reserves the right to introduce additional terms and/or conditions as necessary.

Right to Reject and/or Cancel- The Program reserves the right to reject any or all proposals, to negotiate with any or all prospective Contractors on modifications to proposals, to postpone award, or cancel in part or entirety the RFP if actions are in the Program's best interest. Proposal submittal is not to be construed as an offer, guarantee or a promise that the solicited services will be purchased by the Program.

Evaluation Process- As Program needs and time permit, the Program will review all submitted materials for completeness. The program may make such investigations as deemed necessary to determine the ability of the Contractor to perform the work, and the Contractor shall furnish to the Program all such information for this purpose as the Program may request. The Program reserves the right to reject any application if the evidence submitted by, or investigation of, the Contractor fails to satisfy the Program that the Contractor is properly qualified to carry out the contractual obligations and to complete the work contemplated therein.

Notification to Contractor-When the evaluation process is complete, the Program will inform the Contractor of qualification decision. If the Contractor is not accepted, the Program will explain the reasons for non-acceptance in writing; the Contractor may reapply at the next recruitment time considering the Contractor has acquired or addressed the missing qualifications. If the Contractor is qualified and accepted, the contract award will not be final until the Program and prospective contractor have executed a contractual agreement. The Program is not responsible for any costs incurred prior to the effective date of the contract. The Program 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.

VI. Suspension or Removal

The Program may eliminate a Contractor at its discretion, should Program needs, procedures, funding, requirement, or policy make it necessary to change the program purpose or content. In those cases

where negotiation of contract activities is necessary, the Program reserves the right to limit the period of negotiation to thirty (30) days after which time funds may be unencumbered. Further, the Program may terminate a Contactor should the Contractor at any time be out of compliance with the requirements of the program or any other applicable guidelines governing the work.

Such reasons for removal include, but are not limited to, the following:

- Lack of current insurance, license, registration, or other certifications specified in Exhibit B, on file with the Program.
- Deficient performance in terms of quality of work, timeliness of completion, or customer service.
- Any failure to meet financial obligations to Contractor's employees, subcontractors, suppliers, the Homeowner, or CVACL.

The Program shall determine whether a Contractor who has been eliminated will be allowed to re-qualify, and if so, the conditions and timeframe for this process.

Exhibit A: Weatherization Work Specifications

A. Work Scope and Description- Each weatherization job includes one or more of the following measures and must be completed within thirty (90) calendar days of job approval, unless supply chain issues are incurred and immediate notification of delay is provided to the agency by the contractor:

- Insulating attics, walls, under floors, heating ducts and water pipes
- Air-sealing the building shell to reduce air infiltration
- Sealing the air handling system (supply and return ducts and boots)
- Combustion safety analysis
- Making minor repairs to protect the weatherization measures installed
- Replacement or repair of heating/cooling systems
- Installing bathroom and/or kitchen fans
- Installing thermostats

Air infiltration reduction may include the techniques of dense-packing and pressure diagnostics, in addition to shell-related air-sealing. Contractors shall use mastic and other UL-Listed tapes to seal supply and return ducts and boots in all homes where forced air heating systems are present and air leakage reductions in the air handling system are possible. All attic cavity and floor insulation work in site-built homes shall include sealing of all penetrations. Additionally, measures may require water heater tank wraps, water line insulation, weather stripping, and any additional items related to energy efficiency as identified by the program and information notices occasionally issued by the Department of Energy and the Virginia Weatherization Assistance Program.

In addition to the items listed, Contractors are required to perform health and safety or specialty tasks. The most common measures include insulating and air sealing the building shell and ductwork, replacing or repairing heating/cooling equipment, installing ventilation fans, making minor structural and incidental repairs, and installing such items as thermostats and LED light bulbs. Weatherization work requires technical diagnostic testing including blower door testing, combustion safety analysis, duct

blaster testing, and zonal pressure testing (daily where applicable). Contractors are required to perform health and safety or other specialty tasks and may include the installation of smoke detectors, carbon monoxide detectors, thermal pressure relief valves (TPRV) on water heaters, provide HVAC filters, install vapor barriers in crawlspaces and dirt floor unconditioned basements, as well as follow lead-safe weatherization practices.

Contractors are required to self-inspect their work upon completion, including ensuring optimal completion of measures is accomplished and all debris caused by weatherization work is cleaned up accordingly. All jobs must pass a final Quality Control Inspection (BPI/DHCD QCI Checklist) , conducted by an agency approved, BPI certified Quality Control Inspector, before becoming eligible for payment.

B. General Guidelines- The Contractor will furnish all of the materials, supplies, tools, equipment, labor and other services necessary to perform the work. The Contractor shall be solely responsible for all methods, techniques, safety precautions, and procedures and for coordinating all portions of the work according to the following specifications and/ or procedures:

- All applicable state and local building codes. The Contractor is responsible for obtaining all required permits.
- NREL Standard Work Specification for Home Energy Upgrades. <https://sws.nrel.gov/>
- The most current Site Built and Mobile Home Weatherization Specifications for the State of Virginia Weatherization Assistance Program specification manuals. A copy of the most recent manuals is available online at the following link:
<https://www.dhcd.virginia.gov/sites/default/files/Docx/weatherization/virginias-wap-field-guide.pdf>
- The most current approved State of Virginia Weatherization Assistance Plan for the United State Department of Energy is available at the following link:
<https://www.dhcd.virginia.gov/wx>
- The work order for the specific job, which contains specific measures and quantities, along with notes from Program staff.
- Other verbal or written instruction from Program staff during the course of the job.
- Other contractual conditions and obligations specified in the job-specific contract.

If the Contractor performs any work contrary to such laws, specifications, ordinances, rules, regulations, and procedures, the Contractor shall assume full responsibility and shall bear all costs attributable thereto.

If, during the course of the job, the work provided does not comply with the laws, specifications, ordinances, rules, regulations, and procedures, the Contractor shall take such corrective action as the Program may require.

Any changes to the scope of work while in production that will increase the price of the approved individual job cost, a change order that includes the measure, materials breakdown and cost, must be submitted to CVACL and approved prior to the installation or production of said changes. If the job cost is not allowable or the cost jeopardizes the Average Cost Per Unit (ACPU), the change order request may be denied. Any unapproved or unsubmitted change orders will not be approved after the installation of stated change order work and the sub-contractor will bear the cost of the changes.

- C. Lead Safe Weatherization-** to protect the health and safety of weatherization individuals, their neighbors, and weatherization practitioners, Contractors shall utilize Lead Safe Weatherization on homes built prior to 1978, unless it has been determined that there is no lead present. All Contractors that work on homes for CVACL must be certified in Lead Safe Weatherization (LSW). Contractors need to be aware of and follow requirements of EPA and OSHA when working with homes built prior to 1978.
- D. Material Safety Data Sheets-**Contractors shall maintain Material Safety Data Sheets (MSDS) for all products used in the performance of the work in their offices(s) and on all job sites. Contractors shall provide copies of the MSDS to the Program upon request.
- E. Warranty –** All work (labor and materials) shall be warranted for a period of one (1) year. Contractors shall also provide customers with any manufacturer’s warranties for all products installed by the Contractor.
- F. Customer Service-** Customer service is a priority of the Program. Contractors are expected to maintain positive customer relationships at all times.
- All Contractors must ensure that the Contractor’s employees, subcontractors, and subcontractor’s employees shall treat each customer with dignity and respect. Employees shall present sufficient identification indicating by whom they are employed upon request of the customer.
 - Recognizing that customers may not be knowledgeable about weatherization work, the Contractor shall ensure customers are knowledgeable about the work that will be or has been done to their home.
 - Contractors must communicate with customers regarding construction strategy and work schedule.
 - Contractors must maintain a work environment that minimizes inconvenience to the household.
 - Contractors must educate customers related to how the proper use and care of the products and materials installed can help them save energy and money, the ways in which customers can maintain and extend the life of any installed products, and educate customers in the use and care of any customer adjustable products
 - Contractors must Provide insulation certificates and product warranties and documentation to the household.
- G. Compliance Provisions –** All contractors are required to comply with the provisions of : Code of Virginia – Title 54.1 Professions and Occupations- Chapter 11 Contractors; the applicable provisions of the Equal Opportunity Act of 1972;the Civil Rights Act of 1964 and 1990 amended; Section 3 of the HUD Act of 1968, 12 U.S.C. 1701u, and all provisions of the American Disabilities Act 42 U.S.C. Sec. 12101 et seq.
- H. Work Authorization-** All work must be authorized in advance by the Program.
- The Program will provide the Contractor with orders that detail measures to be installed.
 - The Program will approve measures to the Contractor that meet savings-to-investment ratios according to U.S. Department of Energy criteria.

Any changes to the scope of work detailed in the work order must be submitted with a change order and authorized in writing (electronic or by hand) in advance by the Program. The Program shall not be responsible for any unauthorized work, nor for payment of such.

- I. **Inspection and Approval-** The Program will inspect all completed work to determine compliance with all specifications, policies, and procedures. The Program may also conduct in progress inspections at its discretion. Upon request the Contractor may be required to attend inspections.

The Contractor must correct any completed items which do not pass inspection. Only completed work that has passed inspection will be approved for payment.

Exhibit B: Weatherization Contractor Qualifications

- A. **Demonstrated Experience** – Successful past completion of weatherization work similar to that described in **Exhibit A: Weatherization Work Specifications**, including insulating, air sealing, duct sealing, blower door and pressure diagnostic testing, installation and ducting of ventilation fans, and minor structural repairs.

Such experience will be verified by either existing successful track record of work with the Program, or by information the Contractor provides about previously completed jobs in the attached application materials. The Program may, at its discretion, request to visit and inspect one or more of the Contractor's previously completed jobs.

The Program will include customer service and the ability to maintain positive relationships with clients when evaluating the Contractor's experience.

- B. **Certifications** – To qualify for and to remain a CVACL Weatherization Contractor, all full service weatherization Contractors shall maintain the following certifications:
 - Lead Renovator Certification for at least one crew member. See this link for details: <https://www.epa.gov/lead/lead-renovation-repair-and-painting-program>
 - Lead Safe Weatherization (LSW) training and certification for each crew member.
 - OSHA 10 Hour Safety Training Certification for all crew workers.
 - OSHA 30 Hour Safety Training Certification for all crew leaders.

For complete listing of mandatory training certification and training, please access the following link: <https://www.communityhousingpartners.org/energy-solutions/research-training-center/chp-courses/>

Program deems the following certifications for full service weatherization contractors as advantageous to the program **and may be or become a required element of this awarded contract period:**

- Residential Building Energy Analyst (REBA) certification
 - Firm License
 - individual license for at least one employee of the Contractor's staff.
- Building Performance Institute, Inc (BPI)

- Home Energy Professional – not required currently
- Energy Auditor - Required if performing Energy Audit work for Program.
- Quality Control Inspector – Required if performing QCI work for Program.

C. Capacity- Contractors must have the capacity to maintain production and adequate cash flow while awaiting payment. At a minimum, Contractors should be able to carry a minimum of \$100,000 worth of work with the Program beyond any work for or obligations to other entities.

Contracts on individual jobs contain deadlines for completion. The Contractor's acceptance of a job indicates their ability to complete that job within the time allotted. Performance record of timely completion is a crucial factor.

All invoices must be submitted with the acceptance by the sub-contractor of a Net 30 agreement meaning the agency may take up to 30 days to pay the invoice after it has been submitted. The invoice date will begin no sooner than after the full passage of a quality control inspection which must take place within 30 days of the completion of work.

D. Insurance – The Contractor must procure and maintain insurance and provide proof thereof to the Program with Minimum limits no less than:

(1) Commercial General Liability

- Each occurrence - \$1,000,000 General Aggregate - \$2,000,000

(2) Automobile Liability

- Minimum Automobile Combined Single Limit Liability Coverage- \$500,000 per occurrence with a \$1,000,000 annual aggregate limit covering bodily injury liability and property damage liability, including coverage for owned or non-owned vehicles.

(3) Worker's Compensation Insurance and Employer's Liability Insurance

- Each Occurrence- \$500,000

Upon Contractor acceptance the contractor must submit Certificates of Insurance with Central Virginia Alliance for Community Living, Incorporated as Additional Insured for all the required insurance coverages listed above.

E. Licensing – The Contractor must be properly licensed to do business as a general contractor in the State of Virginia and to work in the counties of Amherst, Appomattox, and Bedford.

F. Other Contract Requirements- the Contractor must be able to fulfill all other requirements, including equal opportunity and non-discrimination laws.

G. Access to Computer and E-mail. In the interests of efficiency and expediency, the Program may issue bid and award notification and other critical communications via e-mail. The Contractor shall maintain the capability to receive and respond in a timely manner.