

ATTACHMENT 1: PROPOSAL COVER SHEET

To: CVACL Weatherization RFP# NOV-2025

From: Company Name:

Suggested Period of Performance: December 1, 2025 – November 30, 2028

RFP#: RFP# NOV-2025

Date Submitted: Date:

Contact Person: Name:

Contact Person Title and Contact Information:

TITLE:

Address:

Phone:

Email:

Signature of Legal Authority

ATTACHMENT 2: CONTRACTOR INFORMATION FORM

GENERAL INFORMATION:

FIRM NAME: _____

BUSINESS ADDRESS: _____

BUSINESS MAILING ADDRESS: _____

BUSINESS PHONE NUMBER: _____ EXTENSION NUMBER: _____

CELL PHONE NUMBER: _____ E-MAIL: _____

FEDERAL TAX ID NUMBER: _____

This is a: Corporation____ Partnership____ Sole Proprietorship____
 State Certified Women or Minority Owned Firm? Yes____ No____

If Yes, Certification Number: _____

NAMES AND CONTACT INFORMATION OF ALL OWNERS, PRINCIPALS, PARTNERS, OFFICERS, ETC.:

CONTACT INFORMATION

NAME AND TITLE (Address, Phone, E-mail)

NAME and TITLE	CONTACT INFORMATION (Address, Phone, Email)

How long has your organization been in business as a contractor? Number of Years _____

How many years has your organization been a weatherization contractor? _____

DPOR License Number: _____ Virginia sec Registry Number: _____

Type of Contractor License: _____

INSURANCE AND BONDING:

Commercial General Liability Insurance Co.: _____

Amt. \$: _____ Policy Number: _____ Exp. Date: _____

Agent: _____ Phone Number: _____

Address: _____

Automobile Insurance Company: _____

Amt. \$: _____ Policy Number: _____ Exp. Date: _____

Agent: _____ Phone Number: _____

Address: _____

Workers Compensation Insurance Co.: _____

Amt. \$: _____ Policy Number: _____ Exp. Date: _____

Agent: _____ Phone Number: _____

Address: _____

Name of Bonding Co.: _____

Amt. \$: _____

Agent: _____ Phone Number: _____

Address: _____

- Proof of insurance in the amounts specified in this document and related Attachments and Exhibits are required.
- Attach Proof of Insurance documents.
- Attach a copy of: Contractor's Virginia DPOR License

DESCRIPTION OF EXPERIENCE AND CAPABILITIES:

Please respond to the following questions about your company's experience and capabilities:

1. Briefly describe your company's experience in providing weatherization/specialty services. Please identify mobile home and site built separately. For each service, identify the geographical area served, if applicable.
2. Provide your company's production information for the past year. Include the number of units and total dollars received for providing weatherization/specialty services in all geographical areas. If your company does not have related weatherization/specialty experience, please provide comparable information for construction.
3. Identify your crew members and list all relevant certifications (including dates) that your crew members have, including the required Lead Safe Weatherization, Residential Energy Analyst Program, Building Performance Institute certifications. Attach a copy of each relevant certification your company has (LSW, REAP, BPI, etc.)
4. Briefly describe how your company manages its contracts and workload to ensure production goals and deadlines are met. Include a brief description of your time management practices.
5. Describe your company's experience in the following (if applicable):
 - a) Customer service and your ability to maintain positive relationships with clients.
 - b) Working with lead paint in accordance with Lead Safe Weatherization practices.
 - c) Using the blower door to perform pressure diagnostics and air sealing.
 - d) Installing insulation, including experience and equipment for installing high density insulation.
 - e) Combustion safety testing.
6. Describe your company's current capacity to perform weatherization/specialty jobs as described in this documentation. Approximately how many jobs can your company complete in a month?
7. Does your company have the capability to provide specialty services such as electrical, carpentry, and plumbing? If yes, please explain.
8. Is your company currently involved in or does it have pending any legal actions? Has your company filed for bankruptcy in the past five years? If yes, please explain.
9. To your knowledge, does any CVACL employee, official, board member, volunteer, etc. have any financial or other interest in your company? If yes, please explain.
10. Please describe any other details about your company relevant to weatherization/specialty work.

ATTACHMENT 3: WEATHERIZATION MEASURE UNIT PRICE LIST

Materials shall be installed in accordance with the specifications and policies outlined in this document and in **Exhibit A: Weatherization Work Specifications**.

Contractors must be able to provide all measures - labor and materials - specified in the Weatherization Measure Unit Price list in accordance with all applicable Federal, State, County and local standards and specifications.

All prices are for weatherization measures installed according to industry and Program standards and include labor, material, permits, job site cleanup, overhead and all other costs. Prices should reflect all costs associated with the Contractor's delivery, installation, and administration of the weatherization program.

All materials used in the weatherization program must meet the specifications of the various funding authorities.

Applicants must indicate a price for each item on the list that they are certified to perform. If any required items are left blank, the proposal will be considered incomplete and the proposal may be rejected. **Specialty Contractor's only need to fill out the items applicable to their field of work (most likely "hourly rate" found in section M)**. The prices submitted should be set at a rate which allows the Contractor to install all measures

to meet Federal, State, County and local standards and specifications regardless of the techniques or methods used.

For items that are identified as "dense pack", the material specified for normal applications is cellulose. Other materials may be substituted on a case by case basis with the Program's prior approval. As a guideline, to best assure "dense pack" insulation (minimum 3.5 lbs. per cubic foot), insulation blowing machines must produce 80" of water column (e.g.) as measured with air control open, and the hose plugged.

A warranty must be provided on materials and labor for a period of one (1) year from the date of the Program's acceptance of the work (the work has passed inspection).

See attachment 3a.

ATTACHMENT 4: CONTRACTOR PROPOSAL SIGNATURE SHEET

RFP#: _____ Date of Submittal: _____

Applicant Organization: _____

Business Address: _____

Preferred Business Telephone Number: _____

Contact Person and Title: _____

Contact Person Address and Contact Information: _____

Name: _____

Address: _____

Telephone: _____

Cell Phone: _____

E-mail: _____

In signing below, the Applicant agrees to all terms and conditions of the CENTRAL VIRGINIA ALLIANCE FOR COMMUNITY LIVING, INC. (CVACL) WEATHERIZATION PROGRAM REQUEST FOR PROPOSAL PROCEDURES and all associated Attachments and Exhibits, which are part of this application package. Further, the Applicant states that he/she is (a partner or officer of the firm of, etc.) the party making the application, that such application is genuine and not collusive: that said Applicant has not colluded, conspired, connived or agreed, directly or indirectly, with any applicant or person, to put in a proposal or to refrain from applying, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the proposed price of affiant or of any other Applicant, or to fix any overhead, profit or cost element of said proposed price or of that or any other Applicant, or to secure any advantage against CVACL, or any person interested in the proposed contract; and that all statements in said application are true.

Signature of Legal Authority

Title: _____ Date: _____