



# NOTICE OF REQUEST FOR PROPOSALS FOR PLUMBING

## Weatherization Assistance Program

Utah Community Action Weatherization (UCA) is accepting subcontractors' proposals for a home energy improvement project under the Utah Weatherization Assistance Program. The program is administered through the Department of Workforce Services Housing and Community Development Weatherization office. The contract requires the weatherization of homes in **Davis, Morgan, Salt Lake, Tooele, and Weber** counties, during the period of **July 1, 2025 through June 30, 2026**. During the course of this project, subcontractors are required to perform energy saving measures in customers' homes.

It is estimated that agency will service or replace 50 water heaters and performed 10 minor plumbing repairs in Salt Lake, Tooele, Weber, and Davis counties

UCA is requesting proposals from interested parties who are properly licensed contractors in the State of Utah in the following mechanical trade:

### Plumbing

Beginning on **May 2, 2025** proposal packages will be available online at:

<http://www.utahca.org/news/> or for pickup at

**UCA Weatherization  
850 W 1700 S  
Salt Lake City, UT 84104**

Questions about the proposal may be submitted in writing to:

**To:** [stacy.weight@utahca.org](mailto:stacy.weight@utahca.org)  
**Subject:** WZPLUM04012025

Proposal responses must be received by **May 30, 2025 by 4:00 pm** in person, by mail, or by email at the following address.

**UCA Weatherization WZPLUM230623  
Attn: Stacy Weight  
1307 S 900 W  
Salt Lake City UT, 84104  
Email: [stacy.weight@utahca.org](mailto:stacy.weight@utahca.org)**

Proposal packages submitted to the agency must include:

- Completed bid package (Attachments A thru D)

- Copy of the business license
- Trade certifications and trainings
- Proof of Insurance: Comprehensive general liability insurance throughout the contract period and a minimum single limit of at least \$3,000,000. Vehicle insurance must have a minimum single limit of at least \$1,000,000 for bodily injury and property damage.
- Current, completed W-9 with TIN information that matches the IRS database. Blank form available at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
- Sample invoice that separates labor charges from materials.

Utah Community Action complies with the required federal regulations on procurement, as set forth in the Uniform Guidance 2 CFR Part 200. Efforts, including affirmative steps prescribed by federal regulation (if applicable), will be made by Utah Community Action to utilize small and minority-owned businesses, women's business enterprises, and labor surplus area firms when possible. A firm qualifies as a small business firm if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.201, Subsector 541512) by having average annual receipts for the last three fiscal years not exceeding \$27.5 million.

**1. INTRODUCTION AND PURPOSE:**

- i. **PURPOSE OF THE REQUEST FOR PROPOSALS:** Utah Community Action, hereinafter referred to as UCA, is soliciting a pool of contractor proposals to provide plumbing services to clients qualified for UCA's Weatherization Assistance Program in site built and manufactured homes throughout Salt Lake, Tooele, Weber, Davis, and Morgan counties.

**Contractors must be capable of servicing all five counties.** Contractors will be responsible for supplying labor, materials, and equipment to perform work as specified on work orders issued by UCA. The contractors will have the responsibility to complete the work in a timely manner and in compliance with the standards set forth by the U.S. Dept. of Energy, Housing and Community Development Weatherization Program and UCA Weatherization.

All costs incurred by Interested Parties in the preparation and submission of a proposal, including any costs incurred during interviews, presentations, or demonstrations are the responsibility of the Interested Parties and will not be reimbursed.

- ii. **SCOPE:** UCA intends to utilize this proposal for all subcontracted work for a period of one year, with an option to renew for an additional year. UCA may bid out single jobs on an as-needed basis when deemed in the best interest of UCA.
- iii. **OVERVIEW OF PROCURING AGENCY:** UCA is a non-profit community action agency that operates/administers a weatherization program in Davis, Morgan, Salt Lake, Tooele and Weber counties. The U.S. Department of Energy's (DOE) Weatherization Assistance Program (Weatherization) 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, people with disabilities, and families with children.
- iv. **CONTRACT LENGTH:** The contract will be for a one-year period, **July 1, 2025 thru June 30, 2026** with an option for renewal a second year.
- v. **METHOD OF AWARD:**

Evaluation will be completed using a weighted scale with the specified factors below.

Price of Labor and Material	45 points
Operational capacity to meet anticipated demand	30 points
Geographical Service Area	10 points
Overall adherence to RFP instructions	5 points
Small and minority-owned businesses, women's business enterprises, and labor surplus area firms	10 points
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Total	100 points.

**The agency (UCA) will select up to 2 contractors** to fulfill the service need in a reasonable time-frame. If multiple contractors are selected, contractors will be awarded jobs on a rotating basis. Selection will be made from the proposers who are most advantageous to UCA based on the selection criteria outlined above. UCA reserves the right to not select any proposer. Following the closure of this RFP announcement of the selected contractors will be disclosed to all entities that

submitted a proposal.

- vi. **CANCELLATION and TERMINATION:** UCA reserves the right to cancel the resulting contract/agreement, for any reason, by giving written notice to Contractor of such cancellation and specifying the effective date thereof, at least ten (10) days before the effective date of such cancellation. Contractor shall, in the event of cancellation, be entitled to receive compensation for any work accepted hereunder in accordance with the Agency's order(s). Contractor may also be compensated for partially completed work in the event of such cancellation. The compensation for such partially completed work shall be no more than the percentage of completion of each work effort, as determined at the sole discretion of UCA, times the corresponding payment for completion of such work as set forth in the Agency's order(s).

## 2. PROPOSAL PROCEDURES AND INSTRUCTIONS:

- i. **Announcement of Request for Proposal:** Beginning **May 2, 2025** UCA will post the notice for request on its agency website, via news media, and send solicitations to businesses.
- ii. **QUESTION AND ANSWER PERIOD:** Questions regarding the RFP must be submitted by **May 22, 2025**. All questions must be submitted in writing to Stacy Weight at [stacy.weight@utahca.org](mailto:stacy.weight@utahca.org). All questions will be answered in writing, and an addendum issued and posted to the website.
- iii. **METHOD OF SUBMISSION:** Digital submissions are preferred. Please include the proposal ID in the subject of the email. The proposal ID is WZPLUM04012025. If a vendor is submitting a paper copy of the proposal, 2 original copies of all materials are required for acceptance of the proposal. Please make submissions to:

**UCA Weatherization**  
**WZPLUM04042025**  
**Attn: Stacy Weight**  
**1307 S 900 W**  
**Salt Lake City UT, 84104**  
**Email: [stacy.weight@utahca.org](mailto:stacy.weight@utahca.org)**

Issue RFP	5/2/2025
Pre-Bid Meeting (Mandatory)	05/14/2025
Responses to Questions	05/22/2025 at 5 pm
Proposals Due	5/30/2025 by 4:00 PM
Follow-up Interviews (If needed)	June 2-5, 2025
Award bid-selection	6/7/2025

- iv. **INQUIRIES:** All inquiries concerning this Request for Proposals (RFP) will be submitted via e-mail to: [stacy.weight@utahca.org](mailto:stacy.weight@utahca.org). During the procurement process, prospective subcontractors shall direct any inquiries to the e-mail address provided. In no case shall oral communications take precedence over written communications.
- v. **MANDATORY PRE-BID MEETING:** Wednesday May 14, 2025 at 5 pm. Meeting will be located at 850 West 1700 South, Salt Lake City, Utah 84104
- vi. **AMENDMENTS TO THE RFP:** If a change to the RFP solicitation (i.e., scope of work, pricing schedules, etc.) becomes necessary after it has been issued, a written amendment will be issued to all prospective subcontractors. The amendment will formally detail each change, however all terms and conditions which are not modified remain unchanged.

RFP Checklist

The following forms must be completed and submitted with the proposal in accordance with the instructions noted on the front cover sheet of the RFP:

- Scope of Work – Attachment A
- Subcontractor Information –Attachment B
- Contractor References –Attachment C
- Specifications of Request for Proposal –Attachment D
- Subcontractor Bid for Pricing – Attachment E
- Current W9
- Sample of Company Invoice demonstrating a separation between materials and labor costs.
- Proof of trade licensure in the State of Utah
- Proof of Insurance in the following categories:
  - **Worker's Compensation** – With Utah Community Action listed as the certificate holder
  - **Commercial General Liability** – General Liability insurance in the minimum amount of \$3,000,000.00 Combined Single Limit per occurrence for bodily injury, personal injury, and property damage including, but not limited to, coverage for premises/operations, independent contractors, contractual liability, products and completed operations. Utah Community Action must be listed as a certificate holder. Vehicle insurance must have a minimum single limit of at least \$1,000,000 for bodily injury and property damage.

## Attachment A - Scope of Services

The Subcontractor agrees to provide the services as described on the Scope of Work document provided by the Contractor. Likely tasks include, but are not limited to:

1. Repair and replace Water Heaters according to [Utah Weatherization Assistance Program \(WAP\)](#) standards. Standard installation of a new appliance shall meet all the requirements of the current adopted building, plumbing, & fuel gas codes. UCA will provide training for specialized forms and tests. A digital copy of the [Weatherization Field Guide](#) will be provided to each selected contractor.
2. Installation of atmospheric and direct vent mobile home water heaters including venting, expansion tank, earthquake strap, combustion air inlet for direct vents, water shutoff on inlet side and water and gas line modifications as needed. Equipment commissioning is required along with combustion and worst-case draft testing.
3. Installation of atmospheric, direct vent, and tankless residential water heaters including venting, expansion tank, earthquake straps, water shutoff on inlet side and water and gas line modifications as needed. Equipment commissioning is required along with combustion analysis and worst-case draft testing. Training will be provided.
4. Re-lining of orphaned water heater flues when a common vent is no longer used by the furnace. UL approved high wind caps are required.
5. All materials used for UCA projects must comply with 10 CFR Appendix A to Part 440 [Standards for Weatherization Materials](#).
6. Install new or upgrade existing gas lines, drip leg, flex gas lines and water connections.
7. Weatherization activities must comply with the standards set forth in [Weatherization Field Guide](#). A digital copy will be provided to each subcontractor.
8. Documentation, photographs, and a material list of additional items used above the standard installation will be required with all invoices.
9. All invoicing must include the following:
  - Equipment startup forms
  - Combustion testing results
  - Post installation pictures
  - Material list
  - Labor and materials accounted for separately on invoices
10. Follow guidelines imposed by OSHA, UCA is responsible to identify confined spaces. A Confined Space is a space which is: large enough and so configured that an employee can enter, has limited or restricted means of entry and exit, and is not designed for continuous employee occupancy. In addition to the OSHA standard, spaces with openings less than 18" x 22", and areas with a clear height less than 18" or a clear width less than 24" shall be considered "non-accessible" for the purpose of weatherization activities. If a worker is not physically able to fit through these dimensions they should not be required to do so. No soldering, welding, or brazing is allowed in a confined space.

**Attachment B - CONTRACTOR INFORMATION**

<b>Business Name</b>		<b>DOPL License #</b>	
<b>Owner(s) Name</b>			
<b>Contact Person</b>		<b>Telephone #</b>	
<b>Email Address</b>			
<b>Physical Address</b> (street)		<b>Billing Address</b> (street)	
(City, State, Zip)		(City, State, Zip)	
<b>Company Structure</b> (corporation, partnership, sole proprietorship)		<b>Business Type</b> (Trade)	
<b>Federal Tax Identification # (TIN/EIN)</b>		<b># Years in Operation</b>	
List your employee's including the name, title, and # of years with the company or year of experience in the industry.			
<b>Employee Name</b>	<b>Title / Position</b>		<b>Years with Company / Industry</b>

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Initial this box if you are a registered small business, minority-owned business, or a woman owned business enterprise and attach supporting documentation.



## Attachment C

## CONTRACTOR REFERENCES

<b>Contractor:</b>			
Provide company name, address, contact person, telephone number, and appropriate information on product(s) and/or service(s) used for four (4) or more installations with requirements similar to those included in this solicitation document. If vendor is proposing any arrangement involving a third party, the named references should also be involved in a similar arrangement.			
Company Name:			
Address (include Zip + 4):			
Contact Person:		Phone No:	
Product(s) and/or Service(s)			

Company Name:			
Address (include Zip + 4):			
Contact Person:		Phone No:	
Product(s) and/or Service(s)			

Company Name:			
Address (include Zip + 4):			
Contact Person:		Phone No:	
Product(s) and/or Service(s)			

Company Name:			
Address (include Zip + 4):			
Contact Person:		Phone No:	
Product(s) and/or Service(s)			

**Attachment D**

**Subcontractor Compensation  
SPECIFICATIONS AND REQUEST FOR PRICING PROPOSALS**

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The Contractor shall furnish all supervision, technical personnel, labor, machinery, tools, equipment, materials and services, and perform all mechanical and Weatherization work required in accordance with the [State of Utah Standard Work Specification Procedures](#) (SWS). The work performed is based on home energy audits conducted by UCA. Typical measures installed by contractors may include: tuning, repairs and replacing primary heating and cooling systems, installing, sealing, and repairing duct work, removing unvented space heaters, and minor electrical and gas line repairs.

The work is performed in site-built homes and mobile homes. UCA will issue work orders with service specifications and property details for each job. UCA will rotate jobs between the three contractors to ensure fair and equal opportunity.

The contractor agrees to install said items in a competent manner at such times and places as designated by Utah Community Action. All materials used in the provision of services must meet or exceed [10 CFR 440 Appendix A: "Standards for Weatherization Services"](#).

Contractor is responsible for leaving the job site clean, hauling away job debris, and existing equipment (if applicable) and for properly disposing of existing equipment or debris to meet EPA regulations. When applicable, EPA RRP Lead Safe Work Practices must be followed.

Weatherization project commencement and completion must be accomplished within Twenty (20) working days of notice to proceed. Contractor is to notify UCA as soon as project is completed for inspection.

All projects are subject to a UCA quality inspection and verification of required documentation prior to payment. UCA payment terms are Net 30.

Crisis project commencement and completion must be accomplished within Five (5) business days of receiving the approved scope of work from UCA

Weatherization project commencement and completion must be accomplished within Twenty (20) working days of receipt of approved scope of work. Contractor is to notify Utah Community Action as soon as project is completed for inspection.

All projects are subject to a UCA quality inspection and verification of required documentation prior to payment.

All work must be guaranteed for 1 year and there can be no charge for call backs during this period.

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**Plumbing**

### **General Contractor Requirements**

All new water heater installations are to be performed in accordance with the most recent Universal Mechanical Code and/or local building code. In addition to the building code, the weatherization program is required to conform to a state approved field guide. [Weatherization Field Guide](#).

The Contractor shall leave all literature on the new units with the client and shall provide the client with education of proper care and maintenance required for the new unit.

A combustion analysis test must be performed on all new installations.

### **Standard Installation/Repair**

The Contractor shall be responsible for ensuring a properly sized gas line is supplying the water heater and shall inform agency in the event that existing line is improperly sized.

When required, all venting and combustion air shall be installed in accordance with AGA and GAMA specification.

New venting installed through the roof shall include new properly sized roof jack with 3-course seal at the roof.

### **Materials to Include in the Water Heater Bid**

- Average cost of building permit
- Expansion Tank
- Earthquake Strap
- New gas shut-off valve
- Gas flex connector
- Rigid piping to connect equipment to gas line
- New junction box (when applicable)
- Water shut-off valve
- Copper Lines & Fittings
- PVC Fittings
- Properly sized PVC flue (up to 40')
- Aluminum Pipe & Elbows
- Sediment trap/drip leg

Certain items should not be considered standard materials for installation. In the event that an install requires materials beyond those specified in the Standard Installation Material list, or if a project has special conditions and requirements that deviate from the Standard Installation Material list, a change in scope of work must be approved by UCA prior to performing the install. Additional items must be itemized separately on the final invoice. Examples of items that should not be considered Standard Installation Materials are:

- Replacing improperly sized flues of an orphaned water heater with a new chimney liner or properly sized B-vent through the roof.
- Water heater pan
- Additional PVC venting above the standard 40'

**Vendor Price Proposal Requirements**

It will be the subcontractor's responsibility to ensure that necessary permits have been secured prior to starting work. Permits, when required as applicable by local building code, may be charged to UCA Weatherization as part of the cost of equipment and labor to install. This cost must be covered by a copy of the permit showing the cost of the permit.

Labor must be accounted for separately in the bid and on vendor invoices.

Pricing bids provided below should include all expected costs of install, including removal of old equipment, overhead, labor, materials, equipment, permit fees, and any other standard costs.

UCA is tax exempt and cannot pay sales tax.

**Attachment E**  
**Subcontractor Bid for Pricing**

Standard Water Heater Installation					
*Estimate using the average cost for all Gallons within the specified equipment type. For example:					
Size		Material Cost	Labor Cost	Total Cost	
30 Gallon		\$1,000	\$2,000	\$3,000	
40 Gallon		\$2,000	\$2,200	\$4,200	
50 Gallon		\$3,000	\$2,700	\$5,700	
<b>AVERAGE COST</b>		= (1,000 +2,000+ 3,000)/3=	= (2,000+2,200+2,700)/3=		
		<b>\$2,000</b>	<b>\$2,300</b>	<b>\$4,300</b>	
<b>Standard installation cost should include all of the following:</b>					
Average cost of building permit Expansion Tank Earthquake Strap New gas shut-off valve Gas flex connector Rigid piping to connect equipment to gas line New junction box (when applicable) Water Shut-off Valve Copper Lines & Fittings PVC Fittings			Properly sized PVC flue (up to 40') Aluminum Pipe& Elbows Sediment trap/drip leg <b>If not common vented:</b> Removal and capping of existing vent <b>If common vented:</b> Eliminate common vent and properly connect existing flue for the orphaned combustion appliance		
Description/Equipment Information	Make	Model	\$ Materials	\$ Labor	\$ Total
ATMOSPHERIC					
POWER DIRECT VENT					
MOBILE HOME APPROVED ATMOSPHERIC					
MOBILE HOME DIRECT VENT					
Combustion Air & Flue Lining					
<ul style="list-style-type: none"> <li>Replacing improperly sized flue of an orphaned water heater with a new chimney liner or properly sized B-vent through the roof.</li> <li>Water heater pan</li> <li>Additional PVC venting above the standard 40'</li> </ul>					
Re-line orphaned water heater: USING CHIMNEY LINER					
Re-line orphaned water heater: USING B-VENT					
WATER HEATER PAN					
PVC (Price per foot)					
Install Combustion Air to the Exterior					
Install High Wind Cap					
Install Roof Jack					

