



NOTICE OF REQUEST FOR BID FOR GENERAL WEATHERIZATION SERVICES

Weatherization Assistance Program

Utah Community Action Weatherization (UCA) is accepting subcontractors' bid 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 Salt Lake County for one multi-unit property. During this project, subcontractors are required to perform energy saving measures in customers' homes.

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.

Our program reduces utility costs and increases comfort and safety for clients year-round. On average, there is a 35% reduction in energy costs. Last year, UCA was able to serve over 770 individuals through this program in Salt Lake, Tooele, Weber, Morgan and Davis counties. Weatherization production work consists of the following, but is not limited to:

- Servicing/replacing HVAC systems
- Basic carpentry (demolition, framing, etc.)
- Drywall removal and installation, including patch work
- Basic painting (interior and exterior)
- Insulation installation (walls, attics, crawl spaces, foundations)
- Air Sealing
- Installing/replacing smoke detectors
- Installing/replacing ventilation fans and ducting
- Installing/replacing thermostats
- Installing/replacing windows and doors

UCA is requesting proposals from interested parties who are properly licensed contractors in the State of Utah to support our Weatherization Assistance program in the aforementioned construction areas.

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.
Phone: 801-214-3130

Questions about the proposal may be submitted in writing to:

To: stacy.weight@utahca.org

Subject: WZGENS05022025

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

UCA Weatherization: WZGENS05022025
Attn: Stacy Weight
1307 S 900 W
Salt Lake City UT, 84104
Email: stacy.weight@utahca.org

1. INTRODUCTION AND PURPOSE:

- i. **PURPOSE OF THE REQUEST FOR BIDS:** Utah Community Action, hereinafter referred to as UCA, is soliciting bids from contractors to provide general weatherization services to clients qualified for UCA's Weatherization Assistance Program.

Contractors will be responsible for supplying labor and equipment to perform work as specified on work orders issued by UCA. UCA will provide all materials required on the specified work orders. 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:** Project will be awarded on price. Two contractors will be selected.
- 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. BID PROCEDURES AND INSTRUCTIONS:

- i. **Announcement of Request for Bid:** Beginning May 2, 2025 UCA will post the notice for request on its agency website, and send solicitations to businesses registered as minority owned or women owned business enterprises.
- ii. **QUESTION AND ANSWER PERIOD:** Questions regarding the RFP will be accepted beginning May 2, 2025. All questions must be submitted by March 22, 2025 in writing to Stacy Weight at 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 bid ID in the subject of the email. The Bid ID is WZGENS05022025. If a vendor is submitting a paper copy of the bid, 1 original copy of all materials are required for acceptance of the proposal. Please make submissions to:

UCA Weatherization
WZGENS05022025
Attn: Stacy Weight
1307 S 900 W
Salt Lake City UT, 84104
Email: stacy.weight@utahca.org
Phone: 801-801-359-2444 EXT. 5706

Issue RFB	May 2, 2025
Pre-Bid Meeting (Mandatory)	May 14, 2025
Written Questions Are Due By	May 22, 2025
Proposals Due By	May 30, 2025
Announcement of Award	June 7 , 2025

- iv. **INQUIRIES:** All inquiries concerning this Request for Bid (RFB) will be submitted via e-mail to: 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 RFB:** If a change to the RFB 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, but all unmodified terms and conditions remain unchanged.

RFB Checklist

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

- Scope of Work – Attachment A
- Subcontractor Information –Attachment B
- Specifications of Request for Bid –Attachment C
- Current W9
- Copy of trade licensure in the State of Utah
- Copy 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 services rendered by the contractor shall consist of providing labor necessary to complete a variety of energy conservation/weatherization measures in or on various dwellings approved for such work by UCA. The following are examples of the work to be performed by the labor contractor, but are not limited to:

- **Mechanical Measures**
 - Install duct and heating tape insulation
 - Install programmable thermostats and other HVAC controls
 - Install water heater tank insulation
 - Insulate water heating pipes
 - Install waste heat recovery devices
- **Health & Safety Measures**
 - Complete combustion appliance safety testing
 - Replace/Repair vent systems to ensure combustion gas draft safely outside
 - Install mechanical ventilation to ensure adequate indoor air quality
 - Assess fire hazards. Install smoke and carbon monoxide alarms
 - Evaluate mold/moisture hazards
 - Incidental safety repairs
- **Building Shell Measures**
 - Install wall, floor, ceiling, attic, and/or foundation insulation
 - Blower door testing
 - Air sealing
 - Repair/replace primary windows/doors
 - Install storm windows/doors
 - Repair minor roof and wall leaks prior to attic or wall insulation
- **Electric Baseload Measures**
 - Install motor controls
 - Install efficient light sources
 - Replace refrigerators and freezers with energy efficient models

Not all of these measures will be utilized at each job site:

All work shall be completed in conformance with an initial energy audit, Utah State Weatherization guidelines, lead-safe weatherization practices, and all generally accepted construction and/or remodeling practices. Construction performance standards are listed in the Utah State Weatherization Field Guide- <https://sites.google.com/utah.gov/fieldguide/home>

Attachment B - CONTRACTOR INFORMATION

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

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

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

The Contractor shall furnish all supervision, technical personnel, safety, transportation, labor, machinery, tools, equipment, 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.

The work is performed in site-built homes. UCA will issue work orders with service specifications and property details for each job.

Labor Price Hourly Rate per hour worked per employee:

The Contractor also agrees to perform all work issued by UCA with highest quality standards and professionalism.

Contractor will invoice UCA separately for each unit as the job for that unit is completed. Invoices must include hours worked per unit detail. Hours worked per unit may be capped based on the scope of work provided and a maximum allowable hours per unit will be provided in advance of work.

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 (30) 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. UCA payment terms are Net 30.

UCA will scope each project individually. If the contractor determines that additional materials or labor are required to complete a project, a change of scope will require pre-authorization by UCA and must be itemized on the final invoice.

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