

Project NOW, Inc.

**INSTRUCTIONS TO BIDDERS AND EXECUTION DOCUMENTS**

**Invitation for Bid**

**2024 Weatherization General Contractors**

**Bid Submitted by**

BIDDER: \_\_\_\_\_

PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACTNAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Faxed, e-mailed or late Bids will not be accepted.

**SUBMITTAL DUE DATE**

**April 17, 2023**

At

5:00 PM

At

Project NOW, Inc.

Attn: Procurement

418 19<sup>th</sup> Street, Rock Island, IL 61201

**SUBMIT BY HAND OR MAIL**

In sealed envelope one (1) original hardcopies plus submittals labeled 2024 Procurement

There will be no bids accepted after **April 17, 2023. at 5:00pm.** no exceptions will be made.

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## **SUBMITTAL INSTRUCTIONS**

### **SUBMISSION OF PARTS I & II:**

One sealed envelope containing one (1) original copies of the fully executed Parts I & II shall be labeled.

As:

**CONTRACTOR NAME**

**Parts I & II**

**2024 Procurement**

### **SUBMISSION OF PART III:**

**The Bidder must complete a separate Bid Form 1 for each Contract in which the Bidder is submitting a Bid.**

For each Contract, the Bidder shall submit one (1) original copies of the fully executed Bid Form 1. The original copies of the Bid Form 1 shall be submitted in their own sealed envelope clearly marked with the following information:

**CONTRACTOR NAME**

**Part III – Bid Form 1**

**Procurement 2024**

## **BID SUBMISSION CHECKLIST**

Bids submitted by contractors must contain the forms and items listed in Parts I and II below to be considered for a contract award. Please ensure that you have completed the forms and indicate such by placing an "X" next to each completed item:

### ***Part I: The following required documents are provided in the IFB and must be fully completed:***

1. \_\_\_\_\_ Form A – Cover Sheet
2. \_\_\_\_\_ Form B – Bid Certification
3. \_\_\_\_\_ Form C – Contractor’s Affidavit (including Debarment Information)
4. \_\_\_\_\_ Form D – Certification Process Regarding Lobbying
5. \_\_\_\_\_ Form E – Diversity Form
6. \_\_\_\_\_ Form F – Business Information and References
7. \_\_\_\_\_ Form G – Certificate of Compliance with Illinois Drug-Free Workplace
8. \_\_\_\_\_ Form H – Statement of Contractor Qualifications
9. \_\_\_\_\_ Form I – Bonding Requirements Agreement
10. \_\_\_\_\_ Form J – Equipment Availability Form
11. \_\_\_\_\_ Form K – Proposed Subcontractors
12. \_\_\_\_\_ Form L – Authorization and Release Information
13. \_\_\_\_\_ Form M – Lead Safe Work Practices
14. \_\_\_\_\_ Form N – Master Contractor Release of Lien Agreement
15. \_\_\_\_\_ Form O – Completion Schedule Warranty
16. \_\_\_\_\_ Form P – Appeal/Protest Form
17. \_\_\_\_\_ Form Q – IHWAP Weatherization Standards Manual Agreement
18. \_\_\_\_\_ Form R – Certification Regarding Weatherization Materials
19. \_\_\_\_\_ Form S – Insurance Requirements
20. \_\_\_\_\_ Form T – EPA Lead Based Paint RRP training acknowledgement
21. \_\_\_\_\_ Form U – Conflict of Interest
22. \_\_\_\_\_ Form V – Availability of Safety Data Sheets
23. \_\_\_\_\_ Form W – Execution Page (Offer and Acceptance)

### ***Part II: The following documents are not included in the IFB and must be inserted by the Bidder. All items below must also be included in the Bid submission:***

1. \_\_\_\_\_ List of all management staff, including resumes for their management experience
2. \_\_\_\_\_ Documentation of existence of workforce, including name and position title. The contractor must provide payrolls from previous weatherization jobs showing its employees.
3. \_\_\_\_\_ Copy of required Licenses and Certifications, including a valid contractor’s license in one of the suburban areas that Project NOW, Inc. serves along with a valid General Contractors license.
4. \_\_\_\_\_ Proof of adequate Current/Existing Insurance Coverage – (Once contract is awarded contractors will also be expected to name Project NOW, Inc. as an additional insured.)

5. \_\_\_\_\_ Tax Returns, Audited Financial Statements, or Unaudited (Compilation, Prepared, Reviewed) for the last two (2) years (Please submit these financial documents in a separate sealed envelope identified as “Confidential.”)

**Part III: Bid Form 1**

1. \_\_\_\_\_ Bid Form 1 – Schedule of Prices

**SECTION 1 – CONTRACT INFORMATION**

**CI-01 INTRODUCTION**

- A. Project NOW, Inc., is a community-action agency serving Rock Island County. It provides economic development and human service programs to address the needs of low-income residents and the underlying conditions that cause those needs. Project NOW, Inc. provides a variety of services in Rock Island County, Illinois, including but not limited to, Head Start, WIC, Emergency Services for Homeless and Nearly Homeless individuals, Housing Services and Economic Development, and Illinois Home Weatherization Assistance Program.
- B. The Illinois Home Weatherization Assistance Program (IHWAP) is designed to help low-income residents save energy and money while increasing the comfort of their homes. Project NOW, Inc. administers this program to low-income homeowners and qualified renters to help make their homes more energy efficient.
- C. Project NOW is seeking Bids from qualified contractors (“sub-recipients”) to participate in this program.
- D. It is Project NOW’s intent that this Invitation for Bid (IFB) permits competition. It shall be the Bidders’ responsibility to advise Project NOW, Inc. in writing if any language, requirement, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this IFB to a single source. Such notification must be received by Project NOW, Inc. not later than questions cut-off dated specified in CI-02 Bid Timeline.

**CI-02 BID TIMELINE**

- A. **Advertisement Date:**
- B. **Bid Document:** Bid Documents are available no later than March 15, 2023, online at [www.projectnow.org](http://www.projectnow.org).
- C. **Question Cut-off:** April 7, 2023, 5:00pm
- D. **Bid Due Date and Public Opening:** Bids must be submitted to Project NOW, Inc. at 418 19<sup>th</sup> Street, Rock Island, IL 61201 no later than April 17, 2023, at 5:00pm.

**CI-03 TYPES OF CONTRACTS**

Contract	Area	No. of contract awards
Architectural	Rock Island, Henry, Mercer County	No limit

Mechanical	Rock Island, Henry, Mercer County	No limit
Appliances	Rock Island, Henry, Mercer County	No limit

#### CI-04 CONTRACT SCOPE OF WORK

- A. The Weatherization (WX) Program requires qualified Contractors to perform weatherization services for residential units. The WX Program has two components to its program; they offer services for single-family homes and multi-family buildings.
- B. **Single-Family Program:** The Single-Family Program consists of single-family dwellings, buildings with 2-4 units, condominiums, or mobile homes. Contractors will be assigned jobs in homes of eligible persons after the bid is awarded. Prior to beginning the work, Contractors must review the work order. If differences exist, Project NOW, Inc. and Contractor must agree via written change order prior to work beginning. Both task and materials deletions and additions require written change orders. Contractors working in the single-family program must have the knowledge, skills, abilities, and equipment to perform weatherization retrofits including but not limited to:
1. Central heating and cooling systems, including condensing boilers
  2. Ventilation systems
  3. Installation of foam insulation
  4. Window Installation
  5. Window Air Conditioner installation
  6. Domestic hot water measures
  7. Code and permitting
  8. Blower door directed air sealing
  9. Dense pack insulation installation
  10. Mechanical ventilation
  11. Combustion safety testing
  12. Mobile home weatherization (belly, wall, and attic air sealing insulation)
  13. Heating system clean and tune, replacement
  14. Quality control monitoring on every job site
  15. Perform all work in adherence to Department of Energy (DOE) Lead safe weatherization practice
  16. Mini-Splits (Heat Pumps)
  17. Baseload – Water conservation measures lightning, refrigerators, and freezers
- C. **Multi-Family Program:** The Multi-Family Program consists of any building that is five (5) or more units, Single Room Occupancy (SRO's), Group Homes and shelters. Contractors must meet all the requirements contained in this IFB. In addition, contractors must identify and submit examples of pertinent experience with multi-family buildings including, but not limited to, mechanical systems, air sealing, insulation for multi-unit buildings, and the following:
1. Central heating and cooling systems, including condensing boilers, VFR systems, city multi-systems

2. Ventilation systems
  3. Multi-Family projects may be bid separately, utilizing a firm's prevailing wage pricing.
  4. Large domestic Water heaters, including heat exchangers
  5. Vertical shaft air sealing
  6. Installation of foam insulation
  7. Window installation
  8. Scaffolding requirements (when applicable)
  9. Code and permitting
  10. Mini-Splits (Heat Pumps)
  11. Solar PV systems
  12. Baseload – Water conservation measures lightning, refrigerators, and freezers
- D. All work must be performed according to standards outlined in the Illinois Home Weatherization Assistance Program Field Standards (most current edition), see Appendix

### **CI-05 PERFORMANCE PERIOD**

- A. This has an estimated start date of July 1, 2023.

### **CI-06 MULTI-FAMILY**

- A. As the need arises, Project NOW, Inc. reserves the right to assign a Multi-Family weatherization project to a large or small capacity Contractor, provided the bidder checks the box expressing interest in multi-family projects.

### **CI-07 CONTRACTOR DOCUMENTS**

- A. The Contractor consists of the following component parts:
- a. Instructions to Bidders and Execution Documents
  - b. Terms and conditions
  - c. IHWAP Catalog/Rate Survey
  - d. Technical Specifications (work specifications and materials specifications)
- B. The following specifications shall apply to all contracts:
- a. Technical specifications (Material and installation specifications)
  - b. Illinois Home Weatherization Assistance Program Field Standards (Most Current Version)

### **CI-08 BID PRICING**

***The Department of Commerce and Economic Opportunity (DCEO) Office of Energy Assistance (OEA) has a maximum allowable cost for certain items and types of work. Therefore, Bids cannot exceed the maximum.***

- A. Any revision by the Illinois Department of Labor and/or the U.S. Department of Labor to the applicable prevailing hourly rates of wages and, except as set forth above, any increases or decreases in the material prices during the Contract period shall not result in a revision of the Unit Price to be paid by Project NOW, Inc. for work performed under the contract.

## **CI-09 DETERMINATION OF THE VENDOR**

- A. Project NOW, Inc. reserves the right to require additional information about any work for the purpose of ensuring that contractors fully understand all requirements of the IFB. Contractors may be required to present the information to Project NOW, Inc. prior to being awarded a job. Project NOW, Inc. reserves the right to deem a contractor non-responsible if their bid is abnormally low and the pricing cannot be justified.

## **CI-10 BASIS OF AWARD**

- A. Project NOW, Inc. intends to award a contract to the lowest responsive and responsible Bidder for each contract identified, when a bid is required. Project NOW intends to award a single Bidder a maximum of one contract. The goal of only allowing a Bidder to be awarded one contract is to establish enough capacity throughout our service area to complete the entire allocation of funding within the program year to best serve the community in need of the services. If a Joint Venture is the low Bidder and is being considered for award, the firms comprising the Joint Venture will be ineligible for additional contracts awards.
- B. WX will not require bids and will use procurement prices from this process.
- C. If a contractor is the apparent low Bidder in more than one contract, it will be considered first for the contract that is anticipated to offer the largest volume.
- D. For determining the volume of each contract, the list below reflects the order in which the apparent low Bidder will be determined. If there are two contracts of equal value, the order below will determine the order in which the low bidder will be identified.
- E. If no reasonable award can be made for a particular region due to Bidders' responsiveness, responsibility or other issues, Project NOW, Inc. reserves the right to remove the contract and re-bid that particular contract later. If no selection can be made for a particular contract, Project NOW, Inc. will continue the Bid evaluation process for the other contracts as set forth above.
- F. Project NOW, Inc. reserves the right to make additional contract awards for a period of two hundred forty (240) days after a contract is awarded to the low Bidder.

## **CI-11 CAPACITY EVALUATION**

- A. Project NOW, Inc. will consider capacity of contractors as it relates to the number of jobs that a contractor can reasonably undertake at any one time and complete within the required number of working days. This evaluation will be part of the responsiveness and responsibility review. For identifying the minimum capacity of Bidders, Project NOW, Inc. will use the following benchmarks:
  - 1. **Standard:** Must be capable of completing jobs as assigned.
  - 2. **Multi-Family Contracts:** Must be capable of completing jobs as assigned.
- B. The benchmark for number of units above will be used to evaluate the capacity of a contractor; however, it is understood that scope of the units will vary, and the actual performance of the work will be measured based on the actual jobs assigned to the

contractor and the schedule submitted by the Contractor and accepted by Project NOW, Inc.

### **CI-12 ASSIGNMENT OF WORK**

- A. Project NOW, Inc. intends to allocate the issuance of jobs throughout the program year based on the benchmarks established in CI-12 above. However, adjustments may be made based on the requirements of the program.
- B. Project NOW, Inc. intends to assign jobs on weekly basis based on the quantities stated above if contractor completes jobs timely and performs jobs satisfactorily. This process will be implemented on a region-by-region basis.
- C. If additional capacity is required in a region; Project NOW, Inc. reserves the right to have the awarded Contractors perform work in any region. Reasons why Project NOW, Inc. may require additional capacity include, but are not limited to, higher than expected volume of work in a specific region and/or the awarded contractors are not completing the work in accordance with the contract documents, assignments of jobs will be based on the lowest Percentage Rate offered by contractors and based on capacity and quality score sheet.

### **CI-13 ELIGIBILITY TO BID**

- A. **To Bid on any contract,** Bidders must be a licensed contractor with the ability to self-perform the mechanical and/or architectural work in accordance with the self-performance requirements set forth in this IFB.
- B. **To Bid on any contract,** Bidders must meet the contractor certifications and contractor qualifications set forth in Instructions to Bidders.
- C. Each Bidder must be prepared to show evidence of having satisfactorily performed weatherization projects like the projects contemplated by the scope of work for each contract. The inability to do so may be cause for rejection of the Bid.

### **CI-14 CONTRACTOR CERTIFICATIONS**

- A. Before contractors can start work on Weatherization projects, each contractor must submit proof of certifications or certificates of completion for the following mandatory trainings. **Unless otherwise approved by Project NOW, Inc. all training and worker certification requirements set forth in this section must be met before the start of the contract.** Jobs will be validated based on proof of necessary training and certifications received by Project NOW, Inc. Weatherization Department.
- B. Contractors and associated subcontractors should be prepared for mandatory training. The Illinois Home Weatherization Assistance Program (IHWAP) and Project NOW, Inc. Weatherization (WX) have specific training requirements. To help meet those mandatory training requirements, Project NOW, Inc. provides referrals, and resources to industry accredited third party trainings and trainers.
  - 1. Contractors that have been under contract with Project NOW, Inc. Weatherization and/or work in a different IHWAP agency should check to be sure that they have met all the training requirements. That includes all associated contractors.

2. If you have not met all the training requirements, you should register for the class now. **CLASS SIZES ARE LIMITED.** Register now and be sure you have a space when the training dates are announced.
  3. Training Facilities will be provided once contracts have been executed.
    - a. A) Make sure to include Project NOW, Inc. WX Contractor Training in the subject line.
    - b. List the classes needed and the number of people that will attend.
- C. **Tracking and compliance:** Contractors and associated subcontractors must submit a quarterly Training and certification survey to Project NOW, Inc. Weatherization. An updated survey must be sent to Project NOW, Inc. Weatherization Training or the Training and Quality Project Manager whenever new staff members are involved in Weatherization work, have updated certifications information, or have left the organization.
- D. **Mandatory Certifications and Certifications of Completions:** Before you can start work on Weatherization projects in the state of IL, you must submit proof of your certifications or certificates of completion for the following mandatory trainings. All subcontractors working on Weatherization jobs must meet these requirements as well. Neither Project NOW, Inc. nor IHWAP are responsible for the training or oversight of subcontractor certifications. The General Contractor must confirm that all subcontractors hold and maintain the mandatory IHWAP training and certifications.
- E. **National Certifications:** The Department of Energy requires all Weatherization firms in the U.S. to have these three certifications. These certifications can be received from multiple vendors in the U.S. You must have these certifications before beginning a weatherization job in IL:
- a. **Environmental Protection Agency/Renovate Repair and Paint (EPA/RRP) Certification** Contractors must be firm certified with the EPA for EPA/RRP. Firm certification expires every five years so please ensure your firm certification is up to date. In addition to the firm certification, your architectural crews are required to have at least one person with an EPA/RRP certification on every worksite at the beginning and end of all jobs that require lead safe work.
  - b. The EPA enforces this certification with massive fines.
- F. **Weatherization Retrofit Installer/Technician Intermediate WAP Certification – (formerly known as Building Envelop or Architectural certification):**
- a. At least one crew leader on all your architectural crews and the Primary Owner or Managing Director of your firm must have certificate of completion for this class.
  - b. Prerequisites for Retrofit Installer/Technician Certification
- All items below are required prior to taking the written and/or field certifications exams:
- a. Education: GED/High school diploma OR equivalent education from another country **OR** State career readiness certificate (with a minimum score of 3 in each work key) **OR** additional points explained below:
    - a. If you have a GED/high school diploma or equivalent from another country **OR** a state career readiness certificate, you must obtain a minimum of **35 points** from any combination of activities below:

If you do not have a GED/high school diploma or equivalent from another country **OR** a state career readiness certificate, you must obtain a minimum of **50 points** from any.

Combination of activities below:

- a. Industry specific experience (in energy efficiency & renewable energy) (installing windows, doors, heating systems, insulation, air sealing, etc.); **maximum of 30 points, 10 points** for each 500 hours
  - b. Building experience (framing, roofing, drywall, siding, etc.); **maximum of 10 points, 5 points** for each 1,000 hours
  - c. Training from industry specific training center (training whose content can be matched against and lines up with the content of the job task analysis for the certification); **maximum of 10 points, 5 points** per certification
- G. Lead Safe Weatherization (LSW) Training:**  
All the crew members on your architectural crews must be LSW trained. All your crew members require a certificate of completion.
- H. Worker Safety Training:** All contractors and associated subcontractors must comply with all Federal, State, and local worker safety training requirements, standards, regulations, and work practices. Project NOW, Inc. Weatherization is not responsible for the oversight or compliance with all applicable regulations related to worker safety and Weatherization. Contractors and associated subcontractors are solely responsible for compliance with all applicable regulations related to worker safety and Weatherization.
- I. State Certifications:** The State of IL requires all IHWAP firms to have these two (2) certifications or Certifications of completion. These certifications are IHWAP specific.
- a. Training facilities will be provided once contracts have been executed.
    - i. Dense Pack and Air Sealing Training: Every crew member who installs dense pack insulation for your firm must be trained and have a certification of completion.
    - ii. IHWAP Combustion Safety Field Training: All your mechanical and architectural crew leaders are required to perform combustion safety on every WX job at the end of every workday and at completion of each job. A certificate of completion for this training is only awarded to your firm's Architectural and Mechanical Training Liaisons. It is the responsibility of your training liaison to train your crew leaders and Subcontractors how to perform combustion safety testing.
- J. Project NOW, Inc. Required Certifications:**
- a. Foam Insulation Certification
  - b. Spray Polyurethane Foam (SPF)
    - i. Project NOW, Inc. requires all contractors and subcontractors installing SPF to have required Spray Polyurethane Foam Association (SPFA) certification.
    - ii. Contractors must provide Project NOW, Inc. with a copy of their company and crew certifications. Information on SPFA certifications can be located on the SPFA website.

1. SPFA Certification Information – [www.sprayfoam.org](http://www.sprayfoam.org)
  2. Phenolic Foam
- c. Project NOW, Inc. requires all contractors and subcontractors to have manufacturing material training certificate.
  - d. Contractors must provide Project NOW, Inc. with a copy of their company and crew certifications.
  - e. Advanced Diagnostics training: All contractors and associated architectural subcontractors must attend an onsite advanced building pressure diagnostics training. The training will include but is not limited to Zone Pressure Diagnostics (ZPD), pressure pan and duct leakage, and fan flow. measurements.

## CI-15 CONTRACTOR QUALIFICATIONS

- A. Proposers will need to meet the following qualifications to be considered for Contract Award:
  - a. **Mandatory Meetings & Trainings:** Contractors and crew workers hired by the contractor must attend all Project NOW, Inc. Weatherization Program Informational meetings and mandated training programs that are targeted to them. The Weatherization program requires the following training and certifications when working on homes in IHWAP. All training and certifications must be secured one month before the start of the program year (Date). Project NOW, Inc. Weatherization contract awards will be validated based on proof of necessary training and Certifications received by Project NOW, Inc. Weatherization Training Department.
- B. **EPA Lead-Based Paint Renovation, Repair, and Painting Program:**
  - a. Contractors must be firm certified with EPA for EPA/RRP before being beginning work on WX projects- see link below for information: <http://www.epa.gov/lead/pubs/firmapp.pdf>
  - b. All IHWAP training and certification must be secured prior to beginning work on Project NOW, Inc. Weatherization projects.
- C. **Certifications**, see CI-14
- D. **Bonding**, see IB-06
- E. **Experience:** Contractors are required to have a minimum of three (3) years of Weatherization or other documents experience in completing home Weatherization work. The decision of whether the documented weatherization experience is satisfactory for the award of a large or small capacity contract will be in the sole opinion of Project NOW, Inc. Contractors with less than five years of business ownership should provide additional information detailing their previous contracting experience. Contractor must provide information on experience and references in the following areas:
  - i. Attic, basement, crawl space, and dense-pack sidewall insulation.
  - ii. Air bypass sealing (Sealing building envelope, reducing air infiltration).
  - iii. Caulking and weather-stripping.
  - iv. Window and door replacement and repair.
  - v. Furnace/Boiler cleaning, tuning, repair, retrofit or replacement (single-family).
  - vi. Large central heating systems (Multi-Family Only)
  - vii. Large domestic water heaters (Multi-Family Only)

- viii. Mobile home weatherization/energy conservation measures installation
  - ix. Dense-pack insulation (Cellulose and fiberglass)
  - x. Mechanical ventilation installation
  - xi. Combustion safety testing
  - xii. Quality control inspections
  - xiii. Blower door directed air sealing/air infiltration reduction
  - xiv. Blower door and building pressure diagnostics
  - xv. Installation of energy conservation measures
- F. **References:** Contractor must have three (3) references from projects that are comparable to scope and size to Project NOW, Inc. Weatherization projects.
- G. **DUNS Number:** A Data Universal Numbering System (DUNS) number is now a requirement for any business that receives Federal assistance. If a business does not have one, it should call the DUNS number request line at 1-866-705-5711 to obtain a number. The process is free. Please refer to the following website [www.dnb.com](http://www.dnb.com)
- H. **System for Award Management (SAM):** Provide a SAM number. For information on how to obtain a SAM number for your organization, please refer to the following website: <http://www.sam.gov>
- I. **Equipment:** Contractor, in addition to standard contractor equipment, are required to maintain the following equipment:
- i. Truck or van
  - ii. Tiff-or equivalent gas sniffer
  - iii. Digital camera
  - iv. Insulation machine with capability of dense packing BOTH CELLULOSE AND FIBERGLASS
  - v. Dense pack test box, test gauge and scale
  - vi. HEPA vacuum
- J. **Specialized Equipment:** Contract must have additional specialized equipment prior to the assignment of any work. It should be noted that this equipment is not required until the contractor is selected to receive the contract. For this reason, Project NOW, Inc. does not recommend that contractors purchase this equipment (if they do not already have it) until they have been notified by Project NOW, Inc. that they will receive a contract. Example of specialized equipment:
- i. Blower door and manometer (TEC DG700 or equivalent)
  - ii. Pressure pans and diagnostic testing accessories (air current tester, test tubes, probes, tee taps, etc.)
  - iii. Combustion analyzer
  - iv. Gas flow meter
  - v. Infrared camera
- K. **“Green” Training:** Experience or training in energy efficiency and conservation, energy-efficient measures, and broad “green” initiatives and techniques is a plus.
- L. **Good standing:** Contract must be in good standing with the State of Illinois. Contractor must be able to provide the valid certification. Inquiries regarding certification can be made at [www.cyberdriveillinois.com](http://www.cyberdriveillinois.com)

- M. **Workforce:** Contractor must be able to show that they have a workforces this includes work crews, Office staff, etc.
- N. **Minority/Women/Disadvantaged/Small/Veteran Business Enterprise:** Certified minority, women, disadvantaged, small and veteran business (M/W/D/VBEs) are encouraged to respond to this solicitation (Form E). In addition, non-MWBE contractors are encouraged to utilize M/W/D/S/V business enterprises as subcontractors for the procurement of supplies to the greatest extent possible.
- O. Project NOW, Inc. reserves the right to take such steps as it deems necessary to determine the qualifications of the Bidder to adequately perform the requirements of the contract, and the Bidder shall furnish to Project NOW, Inc. all information and data requested for this purpose. Failure of the Bidder shall furnish to Project NOW, Inc. in its investigation or submit any additional documents requested by Project NOW, Inc. shall be grounds for disqualifications.
- P. Project NOW, Inc. reserves the right to refuse to award a contract to any person, firm, or corporation that is default of a contract with Project NOW, Inc. or had failed to perform faithfully on any previous contract with Project NOW, Inc.
- Q. The Bidder, if requested must present within a reasonable time, as determined by Project NOW, Inc. evidence satisfactory to Project NOW, Inc. of performance ability and possession of necessary facilities, pecuniary resources, and adequate insurance to comply with the terms of these specifications and contract documents. Such evidence may include but not limited to a site-visit and in person interview conducted by Project NOW, Inc. staff.

## **CI-16 SELF-PERFORMANCE**

The contractor shall perform with its own organization and forces the mechanical and/or architectural work amounting to not less than 20% of the total amount of labor hours performed at the project site.

Note: Project NOW, Inc. has determined that the percentage of self-performance is a critical performance criteria. As such, failure to achieve or exceed the self-performance requirements will constitute a reason to terminate the contract. As requested by Project NOW, Inc., the contractor shall provide a report monthly showing the amount of self-performance achieved by project and total cumulative amount. Confirmation of the amount of self-performance will be made by examination of the contractors certified payrolls. The percentage calculation does not include field superintendents or office management personnel. Compliance with the self-performance requirement will be based on the cumulative amount of work self-performed on all projects as a percentage of cumulative amount of work performed under the contract.

The Contractor agrees that the work must be executed regularly and diligently to ensure completion of units within thirty (30) working days or as indicated on the Notice to Proceed. The contractor and the Project NOW, Inc. understand and agree that the time for the completion of the work described herein is a reasonable time.

## **SECTION 2 – INSTRUCTIONS TO BIDDERS**

### **IB-01 SUBMISSION OF BID**

- A. Two (2) copies of Bid document and executed contract documents shall be prepared with original signatures. ***Faxed, emailed or late bids will not be accepted.***
- B. Bids submissions must be received no later than the date and time specified on the cover page. Bids must be submitted to Project NOW, Inc. (Enter who it needs to be submitted to) Attn” Procurement. No late, faxed, or electronic responses will be accepted.
- C. The Bidder’s name, project name and specification number should be clearly written on the front cover of each of the copies.

### **IB-02 BIDDER’S EXECUTION OF THE BID**

- A. The Bidder must execute the Bid in two (2) original counterparts.
- B. Bids must be submitted with original signatures in the space provided. Bids not properly signed shall be rejected.
- C. If Bidder is a corporation, the President and Secretary must execute the bid. If this Bid is executed by other than the President and Secretary must execute the bid. If this bid is executed by other than the President, attach hereto a certified copy of that section of the Corporate By-Laws or other authorization by the corporation that permits the person to execute the offer for said corporation.
- D. If Bidder is a partnership, all partners must execute the bid, unless one partner has been authorized to sign for the partnership, in which case, evidence of such authority must be submitted.
- E. If Bidder is a sole proprietorship; the sole proprietor must execute the Bid.
- F. “Partnership,” “Joint Venture,” or “Sole Proprietorship” operating under an Assumed Name must be registered with the Illinois county in which it is located, as provided in 805 ILCS 405 (1992).

### **IB-03 WITHDRWL OF BIDS BEFORE BID OPENING**

Any Bidder may withdraw its Bid by letter, facsimile, e-mail request, or by personally securing, with

Proper identification, the submitted Bid at any time prior to the time fixed for opening of bids. A telephonic request to withdraw a Bid will not be considered.

### **IB-04 EVALUATION OF BIDS**

- A. Project NOW, Inc. reserves the right to check all calculations and to correct all arithmetic errors to determine the correct amount of the Bid and/or the total amount of any other schedule required.
- B. Along with reviewing the calculations of each Bid, Project NOW, Inc. will evaluate each Bidder’s responsiveness to all Bid requirements and responsibility of the bidder.
- C. Project NOW, Inc. may require that the apparent low bidder and any other bidder submit a breakdown of their bids, as appropriate. Project NOW, Inc. may also require the

apparent low bidder or any other bidder to attend a pre-award meeting to review their bids in detail.

### **IB-05 INVESTIGATION PRIOR TO CONTRACT AWARD**

Project NOW, Inc. may make such investigations as are deemed necessary to determine the ability of

The contractor to perform the work, and the contractor shall furnish all such information and data for these purposes as Project NOW, Inc. may request. Project NOW, Inc. reserves the right to reject any Bid if the evidence submitted by, or investigation of such contractor, fails to satisfy it that such contractor is properly qualified to carry out the obligations of the contract.

### **IB-06 BID DEPOSIT / BID BOND & PAYMENT AND PERFORMANCE BOND**

**Bid Bond:** A Bid Bond in the amount stated in Article CI-02 must be included in the Bid Submission. The deposit shall be in the form of a cashier's check drawn upon a banking institution in good standing and made payable to the order of Project NOW, Inc.

**Return of Bid Bond:** Any Bid Bond accompanying a bid, except that of the successful bidder(s), will be returned promptly after the successful Bidder(s) are determined. The Bid Bond of the successful Bidder(s) will be returned promptly upon the execution of a contract and delivery of a payment and performance bond.

**Payment and Performance Bond:** For each individual contract, the successful Bidder shall furnish a payment and performance security in the form of a bond in the amount listed below. The successful Bidder(s) must submit the Payment and Performance Bond prior to contract award. The responder shall acquire the bond at its own expense with a surety company having a policy holders rating of not lower than "A" and a financial rating not lower than "-AAA" in Best's Insurance guide (current addition). A contractor's failure to satisfactorily complete an assigned job will result in invoking the Payment and Performance bond, as liquidated damages so that weatherization work can be successfully complete in the affected home.

**Surety Company:** Bidders must use a responsible surety company listed on the U.S. Treasury List of Approved Sureties, with an AM Best rating of A-Class VII or better, and licensed to do business in the State of Illinois to issue and sign IFB bonds, and payment and performance bonds of the type required hereunder by Project NOW, Inc. If a surety is downgraded during the term of a bond and no longer appears on the U.S. Treasury List of Approved Sureties or is downrated by AM Best, Responder shall promptly supply Project NOW, Inc. with a replacement bond issued by a surety that meets the surety qualification requirements stated herein.

**Forfeiture of Deposits:** If a Bid is withdrawn by a Bidder after the closing time for the receipt of Bid, or if a Responder fails or refuses to perform under an award issued in accordance with the contract, Project NOW, Inc. may act on the Bid Bond or the Payment and Performance Bond.

- A. Upon approval by Project NOW, Inc. to award, and within five (5) days after being given notice, the successful Bidder must execute and deliver to Project NOW, Inc the payment and Performance Bond, as required, and evidence of the required insurance coverage.
- B. The failure of the successful Bidder to supply the required Payment and Performance Bond, as required or evidence of the required insurance coverage within five (5) days of notice, or within such extended period as Project NOW, Inc. may grant based upon

reasons determined sufficient by Project NOW, Inc., shall constitute a default and Project NOW, Inc. may either award the contract to the next lowest responsible Bidder or re-advertise for bids. The difference between the amount of its bid and the amount for which a contract for the work is subsequently executed may be charged against the Bidder, irrespective of whether the amount thus due exceeds the amount of the bid security. If a more favorable bid is received by re-advertising the defaulting Bidder shall have no claim against Project NOW, Inc. for a refund. Because of the difficulty of ascertaining the damage caused to Project NOW, Inc. such sum shall be considered liquidated damages and shall not constitute a penalty. The election by Project NOW, Inc. to grant an extension to the period allowed for the bidder to provide an acceptable Payment and Performance Bond and/or evidence of insurance coverage shall not entitle the bidder to an extension of time required to complete the work.

## **IB-07 INSURANCE**

- A. The selected contractor must maintain the types of insurance coverage described in Book 1, Form U throughout the life of the contract. Contractors will also be required to provide coverage anytime following expiration of the contract if the contractor is required to return to perform any of the services that did not pass inspection. Each Bid must be accompanied by written evidence of the type and amount of insurance maintained.
- B. The certificate of insurance from the contractor shall state in writing that it will indemnify, keep and hold harmless Project NOW, Inc. and its agents, officials, employees, representatives and consultants against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, costs and expenses, which may in any way accrue against Project NOW, Inc. in consequence of granting of this contract, or which may in any way result therefrom, whether or not it shall be alleged or determined that the act was caused through negligence or omission by the contractor or his employees, of a subcontractor of his employees, if any, or of Project NOW, Inc. or its employees. The contractor shall, at his own expense, appear, defend, and pay all charges of attorneys and costs and other expenses arising therefrom or incurred in connection therein, and if any judgment shall be rendered against Project NOW, Inc. in any such action, the contractor at his own expense, satisfy and discharge them. The contractor expressly understands and agrees that any payment and performance bond or insurance protection required by this contract, or otherwise provided by contractor, shall in no way limit the responsibility of the contractor if awarded a Contract to indemnify, keep and hold harmless and defend Project NOW, Inc. and its employees, officers, Board members, agents, representatives, and consultants as herein provided.
- C. Project NOW, Inc. must be named as additional insured on this coverage as well as on Umbrella Liability once the contractor has been awarded a contract. Contractor must name the following as additional insured on all certificates of insurance: Project NOW, Inc., its board members, officers, employees, agents, and consultants. All insurance companies must be rated A-VIII or better by the A.M. Best Company. Contractors' assumption of liability is independent from and not limited in any manner by, the Contractors insurance coverage obtained pursuant to this Bid, or otherwise. All amounts

owed by Contractor to Project NOW, Inc. because of the liability provisions of the contract shall be paid on demand.

- D. Contractor Penalties: Lapse of insurance shall result in Project NOW, Inc. suspending jobs assigned to the contractors. Contractor will be required to provide documentation that insurance has been reinstated or contract will be terminated.

#### **IB-08 PROTESTS**

- A. The bidder shall submit any protests or claims regarding this solicitation to the office of Project NOW, Inc.'s Executive Director. A pre-bid protest must be filed five (5) days before the bid opening date, a pre-award protest must be filed no later than ten (10) days after the bid opening date, and a post-award protest must be filed no later than ten (10) days after the award of the Contract.
- B. All protests or claims must set forth the name and address of the protester, the contract number, the grounds for the protest or claim, and the course of action that the protesting party desires that the Executive Director take.

#### **IB-09 LICENSING & PERMITS**

- A. The Bidder is responsible for maintaining all applicable licenses required for performance under this contract. The Bidder is also responsible for acquiring all applicable permits prior to performing permit related work.
- B. Contractor must have a business license in a city, town, village, or municipality where applicable and be able to act as a general contractor for weatherization work. All contractors will be required to have a General Contractors License issued by
- C. Contractor is to ensure that all Contractors and Sub Contractors performing Work under this Contract have the appropriate licenses to perform the Work in the area the Work is taking place.
- D. Failure to adhere to the requirements of this section may be considered an event of default as specified in the terms and conditions of this IFB.

#### **IB-10 COST/OWNERSHIP OF BIDS**

Project NOW, Inc. owns all Bids. Bids will not be returned to Contractors, Project NOW, Inc. shall not be responsible for expenses incurred in preparing and submitting the Bid. Such cost shall not be included in the Bid.

#### **IB-11 RESPONSE TO BID**

Contractors are required to complete and submit detailed responses to this Bid, but not limited to the submittal requirements set forth in this Bid.

#### **IB-12 FEDERAL STATUTES**

Applicable provisions under 45 CFR parts 74.42-74.47, 92.36 and 41 U.S.C. 403(11), 10 CFR section 600.236 of the DOE regulations and section 1352, and title 31 of the U.S. code regarding Federal Lobbying restrictions govern this purchase.

Contractor shall comply with the following: The Civil Rights Act of 1964, 42 U.S.C. sec 2000 et seq. (1988) as amended; Executive Order No. 11.246. 30 Fed. Reg12,319 (1965) reprinted in 42 U.S.C. 2000(e) note, as amended: by Executive Order No. 11.375, 32 FED. Re. 14303 (1967) and by Exec. Order No. 12,086, 43 Fed Reg. 46,501 (1978); Age Discrimination Act, 42 U.S.C. sec 6101-6106 (1988); Rehabilitation Act of 1973, 29 U.S.C. sec. 793-794 (1988); Americans with Disabilities Act, 42 U.S.C. sec. 12102 ET/. Seq. ; and 41 C.F.R. Part 60 Seq. (1990); the Copeland “Anti-Kickback” Act (18U.S.C. 874) as supplemented by 29 CFR part 3.n Contractor shall comply with all applicable Standards or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution as amended, (333 U.S.C. 1251 et Seq)

### **IB-13 NON-DISCRIMINATION**

Contractors participating in this agreement shall not:

- (1) fail to refuse to hire or to discharge any individual or otherwise discriminate against any individual with respect to his or her compensation, or the term, conditions, or privileges of his employment because of such individuals race, color, religion, sex, age, handicap, or national origin.
- (2) Limit, segregate, or classify employees or applicants for employment in any way which deprives or tend to deprive any individual of employment opportunities or otherwise adversely affect his or her status as an employee, because of such individuals.

By agreeing to perform weatherization work the bidder/proposer agrees to the following terms.

1. The proposer agrees that they will not, under any circumstances, seek payment from the owner or occupant of the premises improved.
2. The proposer shall not file, suffer or permit any lien or other encumbrance of record as a claim against any site of a weatherization project in recognition that the only recourse for payment is from Project NOW, Inc.
3. Signed lien waivers from each individual work location/property are required from any parties providing labor under a weatherization contract. The proposer agrees to inform any sub-contractor providing materials to a weatherization property, prior to engaging such sub-contractors, that lien waivers are required for the proposer to invoice Project NOW, Inc. for weatherization materials provided.

### **IB-14 APPENDICES**

- A. The following Appendices are included in the packet for reference. They contain critical information related to procedures and requirements for all contractors. Please carefully review these documents prior to submitting a BID to ensure all requirements can be met if a contract is awarded. Please retain these documents for your records.
  - a. Appendix A: Contractor Evaluation Criteria
  - b. Appendix B: Appeal/ Protest Procedures
  - c. Appendix C: IHWAP Standards for Weatherization Materials
  - d. Appendix D: Illinois Home Weatherization Assistance Program Field Standards (most current version)
  - e. Terms and Conditions
  - f. Prevailing Wages (contained in Terms and Conditions, Article 17)

### **IB-15 INTERPRETATION OF CONTRACT DOCUMENTS**

The Bidder shall, before submitting its Bid, carefully examine all Contract Documents, including but not limited to, Instructions to Bidders and Execution Documents; Terms and Conditions; IHWAP Catalog/rate survey; Technical Specifications; plans; drawings; Addenda (if any) and bonds. The Bidder will be responsible for all errors in its bid resulting from failure or neglect to comply with these instructions.

### **IB-16 EXAMINATION OF DOCUMENTS BY THE BIDDER**

Project NOW, Inc. will not furnish oral interpretations of Contract Documents, before or after the award of a contract. If an interpretation is desired by a prospective Bidder, the interpretation should be requested in a letter addressed to, Project NOW, Inc. attention Weatherization Coordinator. Request for Interpretation and questions are due by the date specified in this IFB. Every interpretation or revision will be in the form of an addendum to the Contract Documents, and when issued, will be on file with Project NOW, Inc. Although all addenda will be mailed, or e-mailed to each Bidder obtaining Contract Documents, it shall be the Bidders responsibility to inquire as to the addenda issued. All such addenda shall become part of the Contract and attached thereto. The Bidders failure to acknowledge in writing any issued addenda as required shall result in Project NOW, Inc. finding the bid non-responsive and rejecting the bid. Project NOW, Inc. shall not allow any Bidder to acknowledge any such addenda, in writing, or orally, after Bidder has submitted its bid to Project NOW, Inc.

### **IB-17 ORDER OF PRECEDENCE OF COMPONENT CONTRACT PARTS**

These Contract Documents shall be interpreted and construed based upon the following order of precedence of component parts. Such order of precedence shall govern to resolve all cases of conflict, ambiguity, or inconsistency.

- A. Instructions to Bidders and Execution Documents
- B. Payment and Performance Bond
- C. Addenda, if any (later dates take precedence over earlier dates)
- D. Amendments to the agreement, if any
- E. Terms and Conditions
- F. Technical Specifications
- G. IHWAP Catalog

### **IB-18 EXCEPTIONS**

Submissions of qualifications documents indicates acceptance by the contractor of the conditions contained in this request. "Exceptions "to any of the terms and conditions must be clearly stated in the Contractor's submittal. Project NOW, Inc. reserves the right to accept or reject any noted "Exceptions "should it deem such action to be in the best interest. If accepted, "Exceptions "will be confirmed in the contract between Project NOW, Inc., and the selected Contractor(s)

### **IB-19 WAGE RATES**

- A. Prevailing Wage Rates:** For all work orders funded with non-federal money, not less than the prevailing rate of wages as determined by the Illinois Department of Labor shall be paid to all trades performing weatherization work under this contract.
- a. To determine the wage rates for single family weatherization work and multi-family homes equal to or less than five (5) stories, go to <http://www.dol.gov/whd/recovery/dbsurvey/weatherIL.ht>
  - b. To determine the wage rates for multi-family homes greater than five (5) stories, go to <https://www.illinois.gov/idol/Laws-Rules/CONMED/Pages/prevailing-wage-rates.aspx>

During the performance of the work, the Contractor shall be fully responsible for paying the current hourly rate of wages in effect, as determined by the Illinois Department of Labor at the time the Work is performed. If the Department of Labor revises the rate of hourly wages to be paid for the Work prior to the completion of the Work, the revised rate shall apply to that Work from the effective date of such revision. Any anticipated increase to the revision of the prevailing wage rates during the Contract must be considered by the Bidder and included in the Percentage Rate.

**SECTION 3 – BID FORMS**

**FORM A: COVER SHEET**

Invitation for Bid

For

2024 Weatherization General Contractors

Contractor:
FEIN / Soc. Security #:
DUNS #:
Contact Name:
Phone #:
Date of Submission:

**FORM B: BID CERTIFICATION**

I certify that the information provided in this Bid is true and factual. I have full authority to bind this Bid and the terms and conditions set forth in this IFB.

I certify that all work performed on this project will follow Illinois Home Weatherization Field Standards as listed in Appendix D.

The signature of the authorized approver below implies agreement to all terms, conditions, and appendices in this Bid.

\_\_\_\_\_  
Signature of President or Authorized Officer

\_\_\_\_\_  
Title of President or Authorized Officer

\_\_\_\_\_  
Date

---

**For questions regarding this process please contact:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone Number

Fax Number

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Mailing Address, City, State, Zip

## **FORM C: CONTRACTOR'S AFFIDAVIT**

---

Contractor Name

---

Contractor Address

---

Contractor Telephone Number

---

Instructions:

**FOR USE WITH ALL CONTRACTS.** Every Contractor submitting a Bid to Project NOW, Inc. must complete this affidavit. Please note that in the event the Contractor is a joint venture, and each of the joint venture partners must submit a separate and completed Contractors Affidavit. In the event the Contractor is unable to certify any of the statements contained herein, the Contractor must contact Project NOW, Inc. and provide a detailed factual explanation of the circumstances leading to the Contractor's inability to so certify.

I certify that I am authorized to execute this Contractor's Affidavit on behalf of the Proposer set forth above, that I have personal knowledge of all the information set forth herein and that all statements, representations, information, and documents provided in or with this Affidavit and attachments hereto are true and accurate.

The Contractor may report any change in any of the facts stated in this affidavit within fourteen (14) days of the effective date of such change by completing and submitting a new affidavit.

---

Company Name

---

Signature of Authorized Officer

---

Name of Authorized Officer (Print or Type)

---

Title

All Bidders / Responders / Contractor's shall provide the following information with their bid / proposal / contract. Complete all blanks by entering the requested information, or, if the question is not applicable, answer with "N/A". If the answer is other, please identify.

1. Date of Application: \_\_\_\_\_  
\_\_\_\_\_
2. Company: \_\_\_\_\_
3. Parent Company: \_\_\_\_\_
4. Contact Name: \_\_\_\_\_
5. Street Address: \_\_\_\_\_
6. City, State, Zip: \_\_\_\_\_
7. Mailing Address (if different): \_\_\_\_\_  
\_\_\_\_\_
8. City, State, Zip: \_\_\_\_\_
9. Telephone # (1): \_\_\_\_\_
10. Telephone # (2): \_\_\_\_\_
11. Fax #: \_\_\_\_\_
12. Website Address: \_\_\_\_\_
13. E-Mail Address: \_\_\_\_\_
14. Employer Federal ID # / Soc. Security #: \_\_\_\_\_
15. DUNS #: \_\_\_\_\_

Contractor is a:            \_\_\_\_\_ Corporation            \_\_\_\_\_ Sole Proprietor  
                                  \_\_\_\_\_ Partnership            \_\_\_\_\_ Not For-Profit  
                                  \_\_\_\_\_ Joint Venture            \_\_\_\_\_ LLC

Date Business Started: \_\_\_\_\_

**Based on the section above, complete the corresponding section below:**

**Section 1. For profit Corporations, Limited Liability Corporations, or Not for Profit Corporations**

- a. Incorporated in: \_\_\_\_\_
- b. Authorized to do business in the State of Illinois    \_\_\_\_\_ Yes    \_\_\_\_\_ No
- c. Names and Titles of all officers and directors of corporation (or attach list)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Section 2. Partnerships**

If the Bidder/ Proposer is a partnership, indicate the name of each partner, or attach a list and the percentage of interest of each of therein.

Name of Partners:	Percentage of Interest
_____	_____ %
_____	_____ %
_____	_____ %
_____	_____ %
_____	_____ %

**Section 3. Sole Proprietorships**

- a. The bidder/proposer is a sole proprietor and is not acting in any representing capacity on behalf of any beneficiary.  
\_\_\_\_\_ Yes    \_\_\_\_\_ NO    If “No” complete items b and c
- b. If the sole proprietorship is held by an agent(s) or a nominee, include the principles(s) for whom the agent or nominee holds such interest.
- c. If the interest of a spouse or any other party is constructively controlled by another person or legal entity, state the name and address of such person or entity possessing such control and the relationship under which such control is being exercised.

**Section 4. Joint Venture**

If the Contractor is a joint venture, indicate the name of each partner or attach a list and the percentage of interest of each therein.

Name of Partners	Percentage of Interest
_____	_____
_____	_____
_____	_____
_____	_____

**Section 5 Certification Regarding Suspension and Disbursement**

The contractor certifies to best of its knowledge and belief, that it and its principles are not presently debarred, suspended, proposed for debarment, ineligible or voluntarily excluded from transactions by any Federal , State or local government agency and have not within a (3) year period preceding this Bid been convicted or have a civil judgement rendered against them for the commission of fraud or a criminal offense in connection with obtaining , attempting to obtain, or

performing a public (Federal, State or Local) transaction or contract under a public transaction, a violation of Federal or State antitrust statutes, or the commission of embezzlement ,theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property. Further, contractor certifies it is not presently indicted for or other criminally or civilly charged by a government entity (Federal, State or Local) with commission of any of the offenses enumerated in section 2(a) above and have not within a (3) year period preceding this agreement had one or more public transactions (Federal, State or Local) terminated for cause or default.

**Section 6. Verification**

Under penalty of perjury, I certify that I am authorized to execute this Contractor’s Affidavit on behalf of the Contactor set forth on this page, that I have personal knowledge of all the certifications made herein and that the same be true.

\_\_\_\_\_  
Signature of President or Authorized Officer

\_\_\_\_\_  
Title

\_\_\_\_\_  
Organization

**NOTARY PUBLIC**

On this day, \_\_\_\_\_ personally appeared before me to me known to be the person (s) described in and who executed the within and forgoing instrument, and acknowledged that he /she signed the same as him/her voluntary act and deed , for the uses and purposes therein mentioned.

Witness my hand and official seal hereto affixed.

This \_\_\_\_\_ day of \_\_\_\_\_

Notary Public in the State of \_\_\_\_\_, County of \_\_\_\_\_

My commission expires \_\_\_\_\_

Notary Signature \_\_\_\_\_

**AFFIX NOTARY SEAL:**

## **FORM D: CERTIFICATION REGARDING LOBBYING**

### Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that.

- (1) No Federal appropriated funds have been paid or will be paid , by or on the behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency ,a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal Contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying" in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$ 100,000 for each such failure. Statement for Loan Guarantees and Loan Insurance.

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails

to file the required statements shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

---

---

Signature

Title

---

Organization

**FORM E: DIVERSITY FORM**

**Name of Company:** \_\_\_\_\_

Is your company certified as a small, minority, female, or disadvantaged business enterprise by a municipal, county, State, or Federal agency?

Yes \_\_\_\_\_ No \_\_\_\_\_

Please check those that apply to your company:

- \_\_\_\_\_ Small business certification
- \_\_\_\_\_ Minority business certification
- \_\_\_\_\_ Female business certification

If you answered yes to the above, please list the entity who provided the certification below:

---

**Please attach a copy of your certification letter(s)**

Small businesses, minority owned firms and women’s business enterprises will be given preference for purchases whenever possible. Information will be made available to these firms to encourage their participation in Project NOW, Inc.’s Procurement functions.

**SUB-CONTRACTOR INFORMATION**

Are you using subcontractors certified as small, minority, female, or disadvantaged business?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please answer the following:

What approximate percentage of work is performed by these subcontractors? \_\_\_\_\_%

What are the names of these firms?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please attach certification forms for all certified subcontractors.

What are the names of the firms used and the approximate dollar amount of the supplies purchased from small, minority, female, or disadvantaged businesses?

---

---

---

What approximate percentage is that of the total amount purchased \_\_\_\_\_%

Please attach certification forms for all certified suppliers.

**FORM F: BUSINESS INFORMATION**

Name of Company: \_\_\_\_\_

How many years has this company been in business? \_\_\_\_\_

- If between 0-4 years, please provide additional information on a separate sheet.

Do you have a current business license? Yes \_\_\_\_\_ No \_\_\_\_\_

In what city or town is the company licensed, applicable? \_\_\_\_\_

Do you have a current contractor's license? Yes \_\_\_\_\_ No \_\_\_\_\_

Please list the municipalities in which you are licensed. (Copies of licenses should be included in your submittal).

\_\_\_\_\_

Please provide the name of a bank that you have a business relationship with.

Bank Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_

Contact: \_\_\_\_\_

Primary Owner or Managing Director: \_\_\_\_\_

\_\_\_\_\_

Chief Executive Officer who legally oversees all firm operations: \_\_\_\_\_

Prevailing Wage Administrator: \_\_\_\_\_

Party or parties responsible for the administration and oversight of all firm prevailing wage payroll documentation: \_\_\_\_\_

\_\_\_\_\_

Administrative Contact: \_\_\_\_\_

Party or parties responsible for the administration and oversight of all firm invoicing and contractor packets: \_\_\_\_\_

\_\_\_\_\_

Architectural Training Liaison. Party responsible for: \_\_\_\_\_

\_\_\_\_\_

i. Attending all required training and ensuring that any additional attendees requested by Project NOW, Inc. WX or IHWAP also attend.

---

ii. Administering all training of architectural crew members in areas of current IHWAP standards and other knowledge, skills, and abilities critical to performing quality weatherization work

---

iii. Firm's central contact for all official IHWAP and Project NOW, Inc. WX training logistics and materials

---

iv. Maintaining and updating firm's collection of Project NOW, Inc. WX training logistics and materials

---

v. Maintaining record of all IHWAP mandated certifications and licenses

---

## 12. Mechanical Training Liaison

a. Party responsible for:

i. Attending all required training and ensuring that any additional attendees requested by Project NOW, Inc WX or IHWAP also attend.

---

\_\_\_\_\_

ii. Administering all training of architectural crew members in areas or current IHWAP standards and other knowledge, skills, and abilities critical to performing quality weatherization work.

---

\_\_\_\_\_

iii. Firm's central contact for all official IHWAP and Project NOW, Inc. training logistics and materials

---

\_\_\_\_\_

iv. Maintaining and updating firm's collection of Project NOW, Inc. WX TBSs, IHWAP procedural guidance and manufacturer's MSDS and product manuals.

---

vi. Maintaining record of all IHWAP mandated certifications and licenses

---

13. Crew leader

a. Any individual responsible supervising field workers and delivery of properly completed and inspected weatherization work.

**FORM G: CERTIFICATE OF COMPLIANCE WITH ILLINOIS DRUG-FREE  
WORKPLACE ACT**

\_\_\_\_\_

(Contractor)

Having 25 or more employees, does hereby certify, pursuant to Section 3 of the Illinois Drug-Free Workplace Act (30 ILCS 580/1, et seq.), that (he or she) shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the Illinois Drug Free Workplace Act and further certifies that (he or she) is not ineligible for award of this contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.

Date: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

**FORM H: STATEMENT OF CONTRACTOR'S QUALIFICATIONS**

All questions must be answered, and the data given must be clear and comprehensive. If necessary, questions may be answered on sperate attached sheets. The contractor may submit any additional information he/she desires. **Contractors must complete all parts, or the Bid will be considered incomplete, if a section does not apply, please put NA (not applicable).**

**Contractor:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Principal Employees of Firm:** \_\_\_\_\_

\_\_\_\_\_

When                      was                      the                      firm                      organized?

\_\_\_\_\_

If              a              corporation,              where              was              it              incorporated?

\_\_\_\_\_

How many years have you been engaged in the contacting business under your present firm or trade name? \_\_\_\_\_ If under 1 year, what company were you operating under?

\_\_\_\_\_

Attach a list of contracts on hand: (schedule these, showing amount of each contract and the appropriate anticipated dates of completion). If you have none on hand, please indicate below.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Type of work generally performed by your company:

\_\_\_\_\_

\_\_\_\_\_

Have you ever failed to complete any work awarded to you? If yes, where, and why? Use additional paper if necessary.

\_\_\_\_\_

\_\_\_\_\_

List your major equipment available for this contract.

---

---

List experience in HVAC/Construction work similar in importance to this project.

---

---

Is your firm able to provide work on heating systems whose fuel source is?

Natural Gas \_\_\_\_\_ Coal \_\_\_\_\_ Propane \_\_\_\_\_ Wood Oil Electricity \_\_\_\_\_

Is your firm able to provide work on the following furnace types?

Forced air \_\_\_\_\_ Forced water \_\_\_\_\_ Steam boiler \_\_\_\_\_ Gravity furnace conversion \_\_\_\_\_

Wall Furnace \_\_\_\_\_ Space Heaters \_\_\_\_\_ Gravity Water \_\_\_\_\_

Central Air Conditioning \_\_\_\_\_ Mini split \_\_\_\_\_ Heat Pump \_\_\_\_\_ Solar PV \_\_\_\_\_

Please indicate any HVAC Licenses you hold, and the city, village, or county where license is current?

---

---

Do you have qualified staff to operate blower doors? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you own one? Yes \_\_\_\_\_ No \_\_\_\_\_

Financial References: (Must list two) Reference name, address, and phone number.

A. \_\_\_\_\_

B. \_\_\_\_\_

List three references. Describe work performed for references and approximate cost. Information should include name, address, and phone number: References from Project NOW, Inc. must include a recent letter (within the previous program year) from Project NOW, Inc. stating your satisfactory performance for the Agency.

1: \_\_\_\_\_

2: \_\_\_\_\_

3: \_\_\_\_\_

The undersigned hereby authorizes and requests any person, firm, or corporation to furnish any information requested in verification of the recitals comprising this Statement of Contractor's Qualifications.

By:  
\_\_\_\_\_

Date:  
\_\_\_\_\_

20. \_\_\_\_\_ FEIN  
Number \_\_\_\_\_

**FORM I: BONDING REQUIREMENTS**

I hereby agree to supply the following bonding:

- A bid bond (at the time of bid)  

PLUS (if awarded)
- A payment and performance bond (Project NOW, Inc. to be named)

---

Company

---

Authorized Signature

---

Print Name

---

Date

**FORM J: EQUIPMENT AVAILABILITY**

CONTRACTOR NAME: \_\_\_\_\_

**1. TRANSPORTATION MATERIALS & CREWS TRUCK or VANS:**

MAKE: \_\_\_\_\_ YEAR: \_\_\_\_\_ SIZE: \_\_\_\_\_

MAKE: \_\_\_\_\_ YEAR: \_\_\_\_\_ SIZE: \_\_\_\_\_

**2. STORAGE SPACE FOR MATERIALS**

WAREHOUSE: \_\_\_\_\_ SQUARE FEET: \_\_\_\_\_

LOCATION: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

**3. CELLULOSE INSULATION BLOWING**

MACHINE MAKE: \_\_\_\_\_ CAPACITY: \_\_\_\_\_

**4. MACHINE CAPABLE OF DENSE PACK INSULATION INSTALLATION (CELLULOSE & FIBERGLASS)**

MACHINE MAKE: \_\_\_\_\_ CAPACITY: \_\_\_\_\_

**5. COMMUNICATIONS AVAILABLE**

OFFICE #: \_\_\_\_\_ SECRETARY #: \_\_\_\_\_

CELLULAR #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**6. LADDERS**

#1 LENGTH: \_\_\_\_\_ FT #2 LENGTH: \_\_\_\_\_ FT

#3 LENGTH: \_\_\_\_\_ FT #4 LENGTH: \_\_\_\_\_ FT

**7. HVAC ANALYZER (Applicable if sub-contracted)**

MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_

MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_

**8. BLOWER DOOR**

MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_

MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_

**9. HEPA VACUUM**

MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_

MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_

**10. NEGATIVE AIR MACHINE (Lead Contractors Only)**

MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_

MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_

**11. DIGITAL CAMERA**

MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_

MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_

**12. OFFICE SPACE**

Address: \_\_\_\_\_

City, State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Office Phone Number: \_\_\_\_\_

**13. EXHAUST FAN FLOW HOOD/PRESSURE PANS**

MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_

MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_

**14. MANOMETER – DG 700 OR EQUIVALENT**

MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_

MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_

**15. PHENOLIC FOAM MACHINE (INSULATED TRUCK WITH HEATED TUBES – TO CONTINUE WORK THROUGHOUT THE COLDER MONTHS)**

MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_

MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_

**FORM K: PROPOSED SUBCONTRACTORS**

Contractor Name and Address: \_\_\_\_\_

Contractor must, at minimum, identify the firm which will be performing the following functions on each work order, even if it is the contracting firm. If a subcontractor will be used, the subcontractor must submit to Project NOW, Inc. a certificate of insurance. They must either carry their own insurance meeting Project NOW, Inc. insurance requirements or be carried under the Contractor's insurance. **Do not leave any of the category's blank.**

TYPE OF WORK: \_\_\_\_\_

SUBCONTRACTOR: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

FEIN / SSN: \_\_\_\_\_

TYPE OF WORK: \_\_\_\_\_

SUBCONTRACTOR: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

FEIN / SSN: \_\_\_\_\_

TYPE OF WORK: \_\_\_\_\_

SUBCONTRACTOR: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

FEIN / SSN: \_\_\_\_\_

TYPE OF WORK: \_\_\_\_\_

SUBCONTRACTOR: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

FEIN / SSN: \_\_\_\_\_

\*A Carpenter-Type Contractor may choose to Subcontract insulation; however, insulation contractor may not subcontract carpentry. Contractors subcontracting roofing work covered under the Illinois roofing Industry Licensing Act must include name, address, and phone number of subcontractor. In addition, the contractor must attach a copy of the subcontractor's roofing license.

**FORM L: AUTHORIZATION FOR RELEASE OF INFORMATION**

I hereby authorize release of information regarding my financial and technical resources to Project NOW, Inc. for the purpose of determining my eligibility as a contractor with Project NOW, Inc. for the 2024 Weatherization Program. A copy of this document shall suffice as proper authorization for the release of information.

---

Company

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Authorized Signature

---

Print Name

---

Date

**FORM M: LEAD-SAFE WORK PRACTICES**

I hereby certify that the staff of \_\_\_\_\_ has,  
Company Name

- A. Agreed to attend a State of Illinois sponsored training course on “Lead Safe Work Practices.” If the contractor has already attended the training course sponsored by the State of Illinois this requirement is waived.
- B. If the contractor has already attended the State of Illinois “Lead Safe Work Practices” course, they will submit a copy of the state issued certificate for attending the training course.
- C. The contractor must have a copy of the “Weatherization Lead Safe Work Practices” booklet at the jobsite.
- D. Contractor must have a HEPA-VAC at each jobsite capable of vacuuming lead particles.
- E. Contractor will have at each jobsite supplies to address lead, dust, and particles. Examples are 4 to 6- mill vinyl, water spray devices, and cleaning solutions to wipe down areas of dust and debris.

\_\_\_\_\_  
Company

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date



**FORM O: COMPLETION SCHEDULE WARRANTY**

Contractor hereby acknowledges that all Work must be completed by the end of thirty (30) working days from the date the Work Order and a Notice to Proceed is issued by Project NOW, Inc. excluding holidays. (Request definition of work week from each contractor).

**To the Contractor:** Bidder warrants all work contracted and further acknowledges failure to perform will constitute a default on the terms and conditions of the contract that may result in work being reassigned and the contract being terminated. The warranty penalty for not completing the home on time is \$50 per day up to the maximum of \$500 per home. The occurrence of five (5) warranty violations may result in termination of the weatherization contract.

---

Company

---

Authorized Signature

---

Print Name

---

Date

**FORM P: APPEAL/PROTEST**

I, the undersigned, have received a copy of the appeals process and understand the process as indicated in Appendix B of the document.

---

Company

---

Authorized Signature

---

Print Name

---

Date

**FORM Q: IHWAP WEATHERIZATION FIELD STANDARDS MANUAL AGREEMENT**

I, the undersigned, have received a copy of the Illinois Home Weatherization Assistance Program (IHWAP) Standards Field Guide Manual.

Furthermore, I have read and understand the manual and agree to comply with all standards as stated.

---

Company

---

Authorized Signature

---

Print Name

---

Date

**FORM R: CERTIFICATION REGARDING WEATHERIZATION MATERIALS**

I, the undersigned, certify that if awarded:

- 1. All weatherization materials supplied by \_\_\_\_\_  
Company Name

For the duration of the contract meets all federal standards as specified in the Standards for Weatherization Materials 10 CFR 440 (appendix C), and all agency standards or specifications.

- 2. I understand that supplying materials that DO NOT meet the federal standards constitutes a criminal offense.
- 3. I have in my possession a copy of Appendix C of 10 CFR and the agency specification list and understand that materials found to be violation of said Appendix C of 10 CFR 440 or the agency will result in immediate cancellation of my contract. All unused materials will be returned to immediate refund. All costs relating to the removal and replacement of any installed inferior materials will be the sole responsibility of \_\_\_\_\_ and reimbursable to the agency.

(Company Name)

- 4. I will submit current laboratory tests for insulation and replacement and storm windows. Specifications for windows, doors, furnaces, boilers, water heaters, fire extinguishers, and smoke and carbon monoxide detectors.
- 5. National Fenestration Rating (NFRC) certificates will be provided for low-e storm and replacement windows. The U-value must be 0.32 or less as rated by the NFRC. **Note:** U-value shall be the window unit and not the center of glass U-value.

This certification is a material representation of fact upon which reliance was placed when this transaction was made and entered into any supplier who fails to file this certification with the agency will be awarded a contract.

_____ Vendor or Supplier	_____ Title
_____ Signature of Certifying Official	_____ Title
_____ Agency	_____ Title
_____ Signature of Agency Official	_____ Date

## **FORM S: INSURANCE REQUIREMENTS**

Contractors must meet the following Project NOW, Inc. standards and maintain at a minimum the types and amounts of insurance coverage set forth below and must provide Project NOW, Inc. with certificates evidencing such coverage. Contractor must understand if insurance lapses, the weatherization contract is invalidated, and the contractor is to return all work orders currently issued until insurance coverage is reinstated. Project NOW, Inc. reserves the right to ask for higher levels of coverage.

<b>TYPE</b>	<b>MINIMUM ACCEPTABLE LIMITS OF LIABILITY</b>
Worker's Compensation Employers A. Each Accident B. Each Employee Disease C. Policy Aggregate Disease	\$500,000.00 \$500,000.00 \$500,000.00  To the fullest extent allowable by Law, the policy must include a waiver of subrogation in favor of Project Now
Commercial General Liability  A. Per occurrence B. General Aggregate 1. General Aggregate- Per Project 2. General Aggregate Products Completed Operations Personal and Advertising Injury Fire Legal Liability (any one fire) Medical Expenses (any one person)	\$1,000,000.00 \$2,000,000.00 \$2,000,000.00 \$1,000,000.00 \$500,000.00 \$50,000.00 \$5,000.00  To the fullest extent allowable by Law, the policy must include a waiver of subrogation in favor of Project Now
Umbrella Excess Liability  (Coverage must be more than Commercial General Liability, Automobile Liability, and Employer's Liability. It shall be no more restrictive than the primary coverage listed.)	\$2,000,000.00 over Primary Insurance \$1,000.00 retention for Self-insured hazards each occurrence
Business Auto Liability  (This Policy must provide coverage for all owned, non-owned, and hired autos.)	\$1,000,000.00  If Contractor does not own vehicles, this requirement extends only to hired and non-owned vehicles

**FORM T: EPA LEAD-BASED PAINT RENOVATION, REPAIR, 7 PAINTING**  
**TRAINING ACKNOWLEDGEMENT**

To bid on Project NOW, Inc. Weatherization projects every firm must be “EPA/RRP firm certified” with the EPA. Additionally, a minimum of one person on every crew performing weatherization on pre-1978 structures must hold an EPA/RRP certificate.

I, the undersigned, agree to the above stipulation regarding the EPA certification in Lead-Based Paint Renovation, Repair, and Painting.

---

Company

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Authorized Signature

---

Print Name

---

Date

**FORM U: CONFLICT OF INTEREST**

No member of the Board of Directors, officer, employee, or agent of Project NOW, Inc. who exercises any functions or responsibilities in connection with carrying out of the project will have any personal or financial interest, direct or indirect, in the AGREEMENT.

Contractor represents that they presently have no interest and will not acquire any interest, direct, or indirect, in the project to which this AGREEMENT pertains which would conflict in any manner or degree with the performance of their work hereunder. Contractor covenants that in their performance of the AGREEMENT, no person having any such interest shall be employed.

[ ] To the best of our knowledge, the undersigned company has no potential conflict of interest due to any other clients, contracts, nepotism, or property interest for this project.

**OR**

[ ] The undersigned company, by attachment to this form, submits information which may be a potential conflict of interest due to other clients, contracts, nepotism, or property interest for this project.

Failure to check the appropriate blocks above and failure to provide documentation of a possible conflict of interest may result in termination of the AGREEMENT.

Project NOW, Inc., and the contractor have carefully read the foregoing AGREEMENT and they know and understand the contents hereof and that they sign the same as their own free act and deed. Signatories for Project NOW, Inc. and the “Provider” are authorized to bind their respective entities to the agreement.

\_\_\_\_\_

Company

\_\_\_\_\_

Authorized Signature

\_\_\_\_\_

Print Name

\_\_\_\_\_

Date

**FORM V: AVAILIBITY OF SAFETY DATA SHEETS**

I, the undersigned certify that if awarded, I will supply Project NOW, Inc. with the Safety Data Sheets (SDS) concerning hazardous materials (see below) used in conjunction with the project. These SDS will be available to all crew members working on the project.

Upon contract award, all contractors must present SDS information in the printed format of their choice. Each form should include but not limited to the following MINIMUM information:

- Information
- Manufacturer name and address
- Phone number of manufacturer where additional information can be obtained
- Description of hazardous material in product
- Effects of the hazardous material

1. Caulk
2. Polyurethane Sealant
3. Adhesive
4. Window Putty/Glaze
5. Fire extinguisher (ABC)
6. Carbon Monoxide Detector
7. Smoke Detector
8. Cleaning Materials
9. Insulation
  - a. Foam Board-Polystyrene (EPS, XPS)
  - b. Polyisocyanurate
  - c. Loose blown cellulose.
  - d. 1-Part foam
  - e. 2-Part foam
  - f. Batt/fiberglass
  - g. Loss blown fiberglass
  - h. Rockwool/mineral batt

\_\_\_\_\_  
Company

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**FORM W: EXECUTION PAGE (OFFER AND ACCEPTANCE)**

**Contractor’s Bid**

The contractor hereby acknowledges receipt of the Contract Documents for Specification No., including but not limited to, A.) Instructions to Bidders and Execution Documents, B.) Terms and Conditions, C.) IHWAP Rate Survey, D.) Technical Specifications, any other relevant documents, and Addenda Nos. (None unless indicated here)

---

Further, the Contractor, having become familiar with the conditions affecting the delivery of goods and services, shall provide such goods and services as required by and in strict accordance with the Contract Documents for the Percentage Rate indicated on Bid Form 1 multiplied by the Unit Prices listed on the IHWAP Price/Rate Survey.

The agreement between the parties includes not only this instrument, but also the remaining Contract Documents as described in the Terms and Conditions, and all of which shall be binding on the parties hereto.

Time is the essence of the Contract. The Contractor agrees that it will deliver the goods and services as required in this Contract pursuant to the Contract Documents.

CONTRACTOR: \_\_\_\_\_

\_\_\_\_\_  
Signature of President or Authorized Officer

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of President or Authorized Officer

\_\_\_\_\_  
Date

**NOTARY PUBLIC**

On this day, \_\_\_\_\_ personally appeared before me to me known to be the person(s) described in and who executed the within and foregoing instrument, and acknowledged that he/she signed the same as his/her voluntary act and deed, for the uses and purposes therein mentioned.

Witness my hand and official seal hereto affixed.

This \_\_\_\_\_ day of \_\_\_\_\_,

Notary Public in the State of \_\_\_\_\_, County of \_\_\_\_\_

My commission expires \_\_\_\_\_

Notary Signature \_\_\_\_\_

## SECTION 5-EXHIBITS

The following are **Exhibit** documents.

**Please retain these documents for your records. These are samples of forms you will be required to complete if a contract is awarded.**

**EXHIBIT A: CONTRACTOR ASSURANCE AND GUARANTEE OF WORK**

**(To be given to the client by QCI Inspector)**

I, \_\_\_\_\_ of \_\_\_\_\_ guarantee

the workmanship for installation of:

**1. FURNACE MATERIAL**

- a. RETROFITS \_\_\_\_\_
- b. REPAIRS \_\_\_\_\_
- c. REPLACEMENT OF COMPLETE UNIT \_\_\_\_\_

**2. ARCHITECTURAL MATERIAL**

- a. ALL GENERAL CARPENTRY WORK \_\_\_\_\_
- b. ALL TYPES OF INSULATION \_\_\_\_\_
- c. REPLACEMENT WINDOWS, DOORS, AND STORM WINDOWS \_\_\_\_\_
- d. RETROFITS & AIR SEALING WORK \_\_\_\_\_
- e. ALL REPAIRS \_\_\_\_\_

At: \_\_\_\_\_ for one year  
(Clients Address)

Beginning \_\_\_\_\_ and ending \_\_\_\_\_  
Date Date

In accordance with manufactures' instruction and the American National Standards Institute (ANSI) procedures.

\_\_\_\_\_  
Contractor Signature Date

**\*\*Note: After each installation category, please give a brief description online provided. (Example: Retrofits, Repairs, Replacement of Complete)**



**EXHIBIT C: PROPOSED SUBCONTRACTORS: ADDING OR REMOVAL**

Contractor must submit this form when adding or removing existing subcontractors.

ADD \_\_\_\_\_

DELETE \_\_\_\_\_

Contractor Name and Address:

\_\_\_\_\_

TYPE OF WORK: \_\_\_\_\_

SUBCONTRACTOR: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

FEIN / SSN: \_\_\_\_\_

TYPE OF WORK: \_\_\_\_\_

SUBCONTRACTOR: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

FEIN / SSN: \_\_\_\_\_

TYPE OF WORK: \_\_\_\_\_

SUBCONTRACTOR: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

FEIN / SSN: \_\_\_\_\_

TYPE OF WORK: \_\_\_\_\_

SUBCONTRACTOR: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

FEIN / SSN: \_\_\_\_\_

\*A Carpenter-Type Contractor may choose to Subcontract insulation; however, insulation contractor may not subcontract carpentry. Contractors subcontracting roofing work covered under the Illinois roofing Industry Licensing Act must include name, address, and phone number of subcontractor. In addition, the contractor must attach a copy of the subcontractor's roofing license.

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Project NOW, Inc. Authorized Representative

\_\_\_\_\_  
Date

# EXHIBIT D: CONTRACTOR CHECKLIST

## EXHIBIT D CONTRACTOR CHECKLIST

*Illinois Home Weatherization Assistance Program*

### MECHANICAL CONTRACTOR CHECKLIST

Job# \_\_\_\_\_

Client Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ City: \_\_\_\_\_

Furnace Installed: \_\_\_\_\_ Brand Name \_\_\_\_\_ Serial # \_\_\_\_\_

#### Furnace

Residential Furnace  Mobile Home Furnace  Boiler  Clean & Tune

Natural Gas  Propane  Electric  Replacement

Inspect vent system & vent connections?	Yes	No	Temp rise per manufacturer's specifications
Electric shutoff switch present?	Yes	No	Supply Temp _____ Return Temp _____
Manual gas shutoff valve present w/handle and operational?	Yes	No	Temp Rise _____
Sediment trap at unit location present?	Yes	No	<b>90+ Furnaces</b>
Clean & inspect pilot, & burner?	Yes	No	Two pipe system installed per manufacturer's Instruction Yes No
Clean and inspect heat exchanger?	Yes	No	If no, state reason:
Copper gas line tested for leaks?	Yes	No	
Leaking gas lines replaced & tested for leaks?	Yes	No	<b>Mobile Homes</b>
Uncoated brass flex connectors replaced & tested for leaks?	Yes	No	Is this an approved Mobile Home Furnace? Yes No
Vision impaired thermostat installed?	Yes	No	Flue Collar/Roof Jack installed? Yes No
Set back thermostat installed?	Yes	No	Floor Supply/Return ducts/boots sealed? Yes No
Thermostat calibrated & leveled?	Yes	No	Approved Mobile Home vent pipe? Yes No
Class B vent installed?	Yes	No	Defective floor registers replaced? Yes No
Flue liner installed with cap?	Yes	No	<b>Electric Heat</b>
Is there an IID vent damper present?	Yes	No	Condition of Elements & Links
Are all rooms receiving heat?	Yes	No	Voltage: _____
Is adequate return air present?	Yes	No	Measured AMP Draw _____ Rated AMP Draw _____
Inspect wiring?	Yes	No	Condition of wiring
Replace thermocouple?	Yes	No	Temperature Rise per Manufacturer's Specifications:
Vent termination installed per PMI?	Yes	No	Supply Temperature: _____ Return Temp: _____
Clean & tune blower?	Yes	No	Temperature Rise: _____
Unit installed on blocks?	Yes	No	<b>Appliances</b>
Combustion Blower cleaned?	Yes	No	Manual shutoff w/ handle present and operational? Yes No
Gas leak test conducted on all gas appliance & supply lines?	Yes	No	Sediment trap present? Yes No
			Rigid vent present & connected? Yes No
Draft Reading (see table) _____	Rated Input _____	Clocked Input _____	<b>Table</b>
Condition of Flame _____	CO Reading _____		Below 21F -5.0 PA (0.020" WC)
Fan off Temp _____	Fan On Temp _____		21F to 40F -0.40 PA (0.016" WC)
			41F to 60F -0.30 PA (0.012" WC)
			61F to 80F -0.20 PA (0.008" WC)

BOILER			OIL HEAT		
Inspect vent system & vent connectors?	Yes	No	Oil Nozzle replaced?	Yes	No
Manual gas shutoff valve present & operational?	Yes	No	Chimney cleaned?	Yes	No
Sediment trap present?	Yes	No	Change Oil Filter?	Yes	No
Electric shutoff switch present?	Yes	No	Barometric damper operational?	Yes	No
Clean & inspect burners and pilot?	Yes	No	Class A Vent Installed?	Yes	No
Inspect wiring?	Yes	No	Draft over flame?	Yes	No
Leaking Gas lines replaced?	Yes	No	Oil Nozzle size _____	Smoke Test reading _____	
Repair water/steam leaks?	Yes	No	Condition of fuel lines: _____		
HD/Vent Damper installed?	Yes	No	Stack control drop out time _____		
Pressure/Temp. Valve operational?	Yes	No	Condition of Electrodes _____		
Expansion tank drained?	Yes	No	Condition of chimney _____		
System Bled?	Yes	No	<b>WATER HEATER</b> GAS <input type="checkbox"/> Electric <input type="checkbox"/>		
Low Water cutoff cleaned?	Yes	No	Draft Reading : _____	ivc	
Is Low Water cutoff operational?	Yes	No	Flue Temperature: _____	Degrees	
Is water sight glass visible & cleaned?	Yes	No	CO Reading : _____	ppm	
Pigtail removed & cleaned (Steam)	Yes	No	Condition of venting: _____		
Fill Valve operational?	Yes	No	Condition of Burner: _____		
Fuel Pressure : _____		ivc	Is Electric disconnect installed?	Yes	No
System Pressure: _____		PSI	Is manual shutoff w/handle installed & operational?	Yes	No
CO Reading : _____		ppm	Drip Pan Installed?	Yes	No
Condition of Flame: _____			T/P valve discharge pipe installed?	Yes	No
Flue Temperature: _____		Degrees	T/P valve operational?	Yes	No
Circulator on Temperature: _____		Degrees	Sediment Trap Installed?	Yes	No
Circulator off temperature: _____		Degrees	Black Pipe Gas Line installed?	Yes	No
Rated Input: _____			Gas Leakage Test Conducted?	Yes	No
BTU Clocked Input: _____			Flue Linder installed?	Yes	No
Heat anticipator Settings: _____			Replace Thermostat?	Yes	No
Outdoor Temp. Controls Checked? Yes	No		Sizing Chart been Completed?	Yes	No
<b>CLIENT INFORMATION</b>					
Guarantee form been left with the client? Yes	No		PMI been left with the Client? Yes	No	
<b>CERTIFICATION</b>					
I certify that I have inspected all existing, and newly installed gas lines and gas appliances for any gas leaks, and that all combustion appliances are working safely within the specified IHWAP parameters. I understand that all invoices must be itemized with Labor/Material costs and submitted with the Work Order and this document.					
(Technician Signature) _____			(date) _____		

## EXHIBIT E: FURNACE SIZING SHEET

Job # \_\_\_\_\_

Job Address \_\_\_\_\_

House Dimension & Ceiling Height: \_\_\_\_\_ Temperature Difference: \_\_\_\_\_

	Construction	Area S.F.	Factor	BTU Loss
Walls				
Windows				
Doors				
Ceiling				
Floors				
			Total BTUS	

	Type of Construction	Factors		
Walls Frame	1-A No Insulation	20		
Or	1-B 2" or less	12		
Veneer	1-C More than 2" Insulation	11		
Walls	2-A Above Grade	40		
Masonry	2-B Below Grade	6		
Windows	3-A Single Glaze	125		
	3-B Single with Storm	58		
	3-C Insulated	110		
Doors	4- A No Storm	115		
	4- B With Storm	40		
Ceiling	5- A No Insulation	24		
	5-B 3" or Less Insulation	8		
	5-C More than 3" Insulation	7		
Floors	6- A Over heated basement	0		
	6- B Basement floor	4		
	6- C Over crawl space No Insul	-10		
	6- D Over crawl space 2" Insul	4		
	6- E Concrete Slab No Insul	7		
	6- F Concrete Slab 1" Perimeter Ins	6		
	6- G Concrete Slab or More Insul	4		

Contractor Signature \_\_\_\_\_

Date \_\_\_\_\_

**EXHIBIT F: HEALTH & SAFETY INSTALLATION ACKNOWLEDGEMENT**

Weatherization Program

**HEALTH & SAFETY INSTALLATION ACKNOWLEDGEMENT**

Client Name: \_\_\_\_\_ Job #: \_\_\_\_\_

Client Address: \_\_\_\_\_

The following items have been installed in my home:

Carbon Monoxide Detectors \_\_\_\_ Amount Installed \_\_\_\_ Smoke Detectors \_\_\_\_ Amount  
Installed \_\_\_\_ Energy Light Bulbs \_\_\_\_ Amount Installed \_\_\_\_ Air Filters \_\_\_\_ Amount  
Installed \_\_\_\_\_

\_\_\_\_\_  
Client Signature Date

\_\_\_\_\_  
Contractor

I, \_\_\_\_\_ of \_\_\_\_\_  
(Crew Members Signature) (Company Name)

\_\_\_\_\_  
Installed on this day Date



## **EXHIBIT H: CONTRACTOR INVOICEING CHECKLIST**

The Final Inspector must ensure the weatherization crew/contractor has submitted all the required documentation regarding the work completed before the final inspection can begin. This will require the Final Inspector to complete a file review for the documents. If any of the required documents are not in the client file the crew/contractor is to be notified, the final inspection of the home cannot be completed until the missing documentation is submitted. The required documentation and definitions are listed below. (2012 Operations Manual)

<b>Document</b>	<b>Required</b>	<b>Optional as Needed</b>	<b>Notes</b>
Invoice	X		Must match the line items of the work order
Final Waiver of Lien	X		Material waivers are not required
Work Order	X		The last work order that includes all change orders
Any Change Orders	X		Included copy MUST be signed
Health and safety Installation Acknowledgement	X		Client signature required
Contractor Assurance and Guarantee	X		
Contractor Blower door readings	X		
Contractor Checklist – HVAC	X		To include all combustion efficiency tapes
HVAC Contractor Gas Efficiency Tapes	X		Copy to be in folder and on appliance
Contractor’s Note Page	X		Required even when there are no notes
Furnace Sizing Sheet in accordance with Manuel “J”		X	Required when any heating equipment is added or replaced
Lead Renovator Checklist		X	Required with work on pre-1978 structures
Copy of Permit		X	Copy of Permit when on work order
Insulation Certificate	X		Must match certificate located in attic
General Release Form	X		

Submit each job in its own separate 9x12 envelope with the following information on the outside of the envelope:

1. The Project NOW, Inc. Job Number
2. The Client Name
3. The Job Address

**EXHIBIT I: BLOWER INTERMEDIATE DOOR READINGS**

**Blower Intermediate Door Readings**

Contractor: \_\_\_\_\_

Client Name: \_\_\_\_\_

Client Address: \_\_\_\_\_

Job #: \_\_\_\_\_

Outside Temp: \_\_\_\_\_

Inside Temp: \_\_\_\_\_

Blower Door Location: \_\_\_\_\_

Wind Speed:      CALM                  WINDY                  STORMY                  (Circle One)

**CONTRACTOR BLOWER DOOR READINGS**

Beginning CFM50 Reading \_\_\_\_\_

Intermediate CFM50 Reading \_\_\_\_\_

Final CFM50 Reading \_\_\_\_\_

Blower Door Supervisor Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_



**EXHIBIT K: CONTRACTORS COMBUSTION TAPE**

Attach combustion appliance testing tapes below. Tape should include the following information.

- (1) Stack Temperature, (2) % O2, (3) % CO2, (4) % Efficiency, (5) % ExAir, (6) ppm CO, (7) ppm COAF,
- (8) Tamb, (9) Draft All tapes must show current time and date stamp.

This will include tapes for **Pre** and **Post** testing for all appliances that have been received a “clean and tune”.

Furnace/Boiler

[ Attach Tape ]

Domestic Hot Water

[ Attach Tape ]

## **EXHIBIT L: CERTIFIED RENOVATOR RECORD KEEPING CHECKLIST**

Weatherization Job #: \_\_\_\_\_ Contractor Name: \_\_\_\_\_

Date and Location of Renovation: \_\_\_\_\_

Brief Description Renovation: \_\_\_\_\_

Name of Assigned Renovator: \_\_\_\_\_

Name of Trained Workers, if used: \_\_\_\_\_

Name of Dust Sampling Technician, Inspector or Risk Assessor, if used: \_\_\_\_\_

- Copies of renovator and dust sampling technician qualifications (training certificate, certifications) on file.
- Certified renovator provided training to workers on (check all that apply):
- Posting warning signs
- Setting up plastic containment barriers
- Maintaining containment
- Avoiding spread of dust to adjacent areas
- Waste handling
- Post renovation cleaning
- Test kits used by certified renovator to determine whether lead was present on components affected by renovation (identify kits used and described sampling locations and results):
- Warning signs posted at entrance to work area
- Work area contained to prevent spread of dust and debris
  - All objects in the work area removed or covered (interiors)
  - HVAC ducts in the work area closed and covered (interiors)
  - Windows in the work area closed (interiors)
  - Windows in and within 20 feet of the work area closed (exteriors)
  - Doors in the work area closed and sealed (interiors)
  - Doors in and within 20 feet of the work area closed and sealed (exteriors)
- Doors that must be used in the work area covered to allow passage but prevent spread of dust.
- Floors in the work area covered with taped-down plastic (interiors)
- Ground covered by plastic extending 10 feet from work area plastic anchored to building and weighted down by heavy objects (exteriors)
- If necessary, vertical containment installed to prevent migration of dust and debris to adjacent property (exteriors)
- If necessary, vertical containment installed to prevent migration of dust and debris to adjacent property (exteriors)

- Waste contained on site and while being transported off-site
- Work site properly cleaned after renovation
- All chips and debris picked up, protective sheeting misted, folded dirty side inward, and taped for removal
- Work area surfaces and objects cleaned using HEPA vacuum and/or wet cloths or mops (interior)
- Certified renovator performed post-renovation cleaning verification (describe results, including the number of wet and dry cloths used):
- If dust clearance testing was performed instead, attach a copy of report.

I certify under penalty of law that the above information is true and complete.

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Name/Title

Date

**EXHIBIT M: GENERAL RELEASE FORM**

To Whom it may concern, I, \_\_\_\_\_ do not want the item(s) checked below installed or replaced at my residence at \_\_\_\_\_

- Sidewall insulation
- Crawl space insulation
- Insulation blown into attic
- Refrigerator
- Freezer
- Other

\_\_\_\_\_

Client Signature \_\_\_\_\_ Date \_\_\_\_\_

Assessor Signature \_\_\_\_\_ Date \_\_\_\_\_

Final Inspector Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **EXHIBIT N: INVOICING PROCEDURE**

### **Mechanical & Architectural**

1. The invoice must list labor and material cost separately on the invoice for each measure with a column total for labor and material with a sub-total of the labor and material. The invoice must also be formatted with a grand total of each column i.e., labor and material. See Exhibit "P".
2. The labor and material costs of the replacement water heater must be listed separately from all other cost. (A waiver must first be received from the State to justify installation of water heaters.)
  - a. The labor and material costs of the replacement furnace/heating system must be listed separately from all other costs.
  - b. The labor and material costs of ductwork must be listed separately from all other costs.
  - c. Drip leg/sediment trap labor and material costs must be listed separately for each one installed and be placed on the invoice with the item to which it is attached - furnace, water heater, cook stove, or clothes dryer.
  - d. The labor and material costs of gas line installation must be listed separately from all other cost.
  - e. The labor and materials costs of miscellaneous items must be listed separately from all other costs.
  - f. The labor and materials cost should be subtotaled on each invoice.
  - g. The invoice will not be processed for payment until all accompanying documentation is present, that includes:
    - i. Work Order
    - ii. Sizing chart (if applicable)
    - iii. Contractor assurance & guarantee of work form
    - iv. Release of lien (Master will be retained in submittal file in procurement)
    - v. Contractor checklist
    - vi. Change order sheets (if applicable)

## **SECTION 6 APPENDICES**

The following **Appendices** contain critical information related to procedures and requirements for all contractors. Please carefully review these documents *prior* to submitting a proposal to ensure all requirements can be met if a contract is awarded. Please retain these documents for your records.

**Do not submit.**

## **APPENDIX A: CONTRACTOR EVALUATION**

### **Weatherization**

#### **Quality Control**

All Project NOW, Inc. Weatherization contractors will be evaluated periodically to identify areas for improvement and addition training needs.

#### **Periodic analysis**

Client issues will also be reviewed. The periodic analysis gives the contractor notices of any issues or concerns before they become larger scale problems.

The evaluation considers deficiency areas and other performance data.

A course of corrective action may be developed for all low performance contractors. High performance contractors will be recognized and may be invited to participate in other Weatherization programs.

Compliance evaluation includes verification that:

- The contractor is in good legal standing
- The contract follows the Prevailing Wage (Multi-Family or Single Renters) regulations
- Has adequate financial capabilities to fulfill the obligations
- Its principles are not presently or proposed for debarment, suspended, ineligible or voluntarily excluded from transactions by any Federal, State, or local government agency
- Its principles have not had a civil judgment for fraud or a criminal offense in connection antitrust statutes, embezzlement, theft, forgery, bribery, falsification or destruction of records, false statements or receiving stolen property in the last three (3) years

## **APPENDIX B: APPEAL/PROTEST PROCEDURES**

All agencies will develop and maintain written procedures to handle and resolve disputes/appeals relating to their procurement's procedures must include names/job titles of appropriate agency points of contact for this dispute handling process. The local agency will, in all instances, disclose information regarding the protest to the awarding AGENCY within five (5) working days of receipt of written protests. Unsuccessful bidder/proposer must be given five (5) working days from the receipt of the notification letter to protest the decision orally or in writing. The agency may continue to make purchases from the selected bidder/proposer(s) pending the outcome of the protest. Such purchases will be no more than the amount of goods or services necessary to maintain program operations.

The appeal/protest process includes three levels of appeal: the informal conferences, the state review, and the formal hearing.

Any unsuccessful bidder/proposer has a right to request an informal conference. The informal conference is designed to ensure that the bidder/proposer understands actions taken and the bidding process of the local agency.

Informal conferences are conducted by the local agency. The request for informal conference must be acted upon, either in writing or verbally.

- Be held in a place reasonably convenient to the bidder/proposer.
- Be conducted, if possible, by the agency staff member who was not involved in the original decision (the IHWAP Coordinator may also attend).
- Be held within fifteen (15) calendar days of the request.
- Afford the bidder/proposer an opportunity to bring an interpreter and/or representative.
- Afford the bidder/proposer an opportunity to present oral and/or written testimony on his/her behalf.

The agency will give the bidder/proposer a written statement at the end of the conference describing the results of the conference and citing the policy reasons for the decision. A copy of this report must be filed in the procurement bid-opening file.

At the time of the informal conference, the bidder/proposer must be given a "Request for State Review" form that is to be completed by the applicant and sent to the Department within fifteen (15) calendar days of the date of the informal conference. The agency staff person conducting the informal conference must present and explain this form to the bidder/proposer.

If the bidder/proposer requests a state review, the Department will review has been filed. The agency must within five (5) days of the request for state review, provide both the Department and the appealing party with a full copy of the bid file (updated to include the informal conference cover sheet and hearing report).

A state reviewing office will review the file to determine if the bid process was in order, if the bidder/proposer was notified within the proper time frame, the bidder/proposer was properly notified of the right to appeal, if the informal conference was properly conducted, and if the informal conference.

Decision was correct. This determination will be made, and a letter sent to the bidder/proposer and the agency within fifteen (15) days of the request for state review.

If not satisfied with the results of the state review, the bidder/proposer may request a formal hearing within 15 calendar days of the date of the state review letter by sending a written request to the Department. The Department will notify the agency and the request has been made by the bidder/proposer.

Within ten (10) working days of the receipt of the bidder/proposer's request for a formal hearing, the Department will telephone the bidder/proposer (or send a letter if the bidder/proposer cannot be contacted by phone) and the agency to set the date, time, and location for the formal hearing. A follow-up letter will be sent to the bidder/proposer 10 days before the hearing asking the bidder/proposer to contact the department toll-free energy hotline to confirm the appointment. The formal hearing shall be held within thirty (30) days of the bidder/proposer(s) request for a hearing.

A State hearing officer will conduct the formal hearing. The Hearing Officer must ensure that the following procedures are followed:

The testimony of the formal hearing summarizes the actions of the case to date, the bidder/proposer's reason for appeal, and the agency Appeals Officer's explanation of the decision that the agency made.

The Hearing Officer will explain that the purpose of the hearing is to determine if the policies were fairly applied to the bidder/proposer's case. Challenges to Federal or State policy are not pertinent to the administrative hearing and will not be considered by the Appeals Review Board. Challenges to the underlying policy must be brought in court and the bidder/proposer should be referred to legal assistance offices.

The Hearing Officer will limit presentations to relevant and material facts and policy; explain the purpose and procedure to be followed; the manner in which the decision will be rendered; develop the facts relevant to the issues; clearly identify the policy provisions relied on; assist the bidder/proposer in presenting their version of the case; enable the agency Appeals Officer to present the case and policy supporting the action of the agency; permit cross-examination by the participants; respect the right and dignity of all participants to the hearing; and summarize the points developed.

The formal hearing information is transmitted to the Appeals Review Board, which will make the decision based upon the record. The bidder/proposer is notified within 10 working days of the

formal hearing of the decision, the reasons for the decision, and, if denied, of their right to seek review in court.

The hearing will be held in a private room that is completely separated from any other agency business. The hearing is held in private to assure confidentiality for the bidder/proposer. The State Hearing Officer shall ensure that the case is not discussed prior to the opening of the hearing.

The hearing will be tape-recorded and will follow the format of the formal hearing script. The State Hearing Officer will be operating a tape recorder as well as provide all necessary tapes. The equipment will be treated prior to the hearing and the recorder started before any discussion takes place.

To open the hearing, the State Hearing Office will announce the who, what, when, where and why of the session and note the names and titles of all persons present. The State Hearing Officer will note their role in the hearing and will state the purpose of the hearing.

At this point, all persons who will be making a statement should be sworn in as witnesses. (If the bidder/proposer has an attorney or representative, the attorney or representative is not sworn in.)

Next, the bidder/proposer and/or their representative will be given the opportunity to present the bidder/proposer's reasons for appeal. The bidder/proposer may present new evidence. If it is written evidence, the State Hearing Officer will explain the contents of the document for all parties to the formal hearing. The Hearing Officer or agency representative may question the bidder/proposer or the bidder/proposer's witnesses.

After the bidder/proposer has presented his/her case and the witnesses have answered any questions, the agency Appeals Officer, IHWAP Coordinator, and/or agency witnesses who have personal knowledge of the bidder/proposer's representative may question the agency's witnesses.

The State Hearing Officer may question any witness, when necessary, to fully develop the facts of the case.

Should any questions be asked that challenge state or federal policy, the Hearing Officer will reply, "The purpose of this hearing is to determine whether the policies were fairly applied to your case. If you wish to challenge the policies themselves, such a challenge is not appropriate to the administrative hearing. A challenge to the policies must be brought in court." The Hearing Officer will not answer questions when answers cannot be quoted from the IHWAP Procurement Manual.

To close the hearing, the State Hearing Officer will note that the State Appeals Review Board will review all documents and testimony and reach a decision that will be shared in writing with all parties within 10 calendar days of the formal hearing.

The State Hearing Officer will present the tape and case file to the Appeals Review Board at the Department. The Appeals Review Board is a three-person board consisting of:

1. A State Hearing Officer
2. Two of the following, or their designee:
  - a. Manger, Office of Energy Assistance
  - b. Assistant Manager, Office of Energy Assistance
  - c. Chief, Office of Energy Assistance
  - d. Assistant Chief, Office of Energy Assistance
  - e. Manger, Support Services
  - f. Grants Management Supervisor

The Appeals Review Board will decide based on the testimony and documents provided at the formal hearing. The decision will be final, and any further recourse will have to be appealed through the courts.

After a decision is made by the Appeals Review Board, both the bidder/proposer and the agency will be notified in writing by the Department within ten (10) working days of the formal hearing. If the original procurement decision is upheld, a letter will be sent to the bidder/proposer, with a copy to the agency. If the agency's decision is overturned by the Appeals Review Board, a letter explaining the decision will be sent to the bidder/proposer and the agency explaining the error(s) made and the reason(s) for the

Decision rendered by the Appeals Review Board. A copy of the notification letter will be placed in the bid/proposal file.

## **APPENDIX C: STANDARDS FOR WEATHERIZATION MATERIALS**

The following Government standards are produced by the Consumer Products Safety Commission and are published in title 16, Code of Federal Regulations:

Thermal insulation Materials for Building Elements including walls, floors, ceilings, attics, and roofs insulation- organic fiber-conformance to Interim Safety Standard in 16 CFR part 1209;

Fire Safety requirements thermal insulating materials according to insulation use-attic-floor insulation materials intended for exposed use in attic floors shall be capable of meeting the same flammability requirements given for cellulose insulation in 16 CFR part 1209.

The following standards which are not otherwise set forth in part 440 are incorporated by reference and made a part of part 440. The following standards have been approved for incorporation by reference by the Director of the Federal Register in accordance with 5 U.S.C 552(a) and 1 CFR part 51. The materials are incorporated as they exist on April 5, 1993, and a notice of any change in these materials will be published in the Federal Register the standards incorporated by reference are available for inspection at the Nation Archives and Records Administration (NARA). For information on the availability of the material at NARA, call 202-741-6030, or go to:

[http://www.archives.gov/federal\\_register/code\\_of\\_federal\\_regulations/ibr\\_locations.html](http://www.archives.gov/federal_register/code_of_federal_regulations/ibr_locations.html).

The standards incorporated by reference in part 440 can be obtained from the following sources:

Air Conditioning and Refrigeration Institute, 1501 Wilson Blvd., Arlington, VA 22209; (703) 524-8800.

American Gas Association, 1515 Wilson Blvd., Arlington, VA 22209; (703) 841-8400.

American National Standards Institute, Inc., 1430 Broadway, New York, NY 10018; (212) 642-4900.

American Society of Mechanical Engineers, United Engineering Center, 345 East 47<sup>th</sup> Street, New York, NY 10017; (212) 705-7800.

American Society for testing and Materials, 1916 Race Street, Philadelphia, PA 19103; (215) 299-5400.

American Architectural Manufacturers Association, 1540 East Dundee Road, Palatine, IL 60067; (708) 202-1350.

Federal Specifications, General Services Administration, Specifications Section, Room 6654, 7<sup>th</sup> and D Streets, SW, Washington, DC 20407; (202) 708-5082.

Gas Appliance Manufacturers Association, 1901 Moore St., Arlington, VA 22209; (703) 525-9565

National Electrical manufacturers Association, 2101 L Street, NW, Suite 300, Washington, DC 20037; (202) 457-8400.

National Fire Protection Association, Batterymarch Park, P.O. Box 9101, Quincy, MA 02269; (617) 770-3000.

National Standards Association, 1200 Quince Orchard Blvd., Gaithersburg, MD 20878; (301) 590-2300 (NSA is a local contact for materials from ASTM).

National Wood Window and Door Association, 1400 East Touhy Avenue, Des Plaines, IL 60018; (708) 299-5200.

Sheet Metal and Air Conditioning Contractors Association, P.O. Box 221230, Chantilly, VA 22022-1230; (703) 803-2980.

Steel Door Institute, 712 Lakewood Center North, 14600 Detroit Avenue, Cleveland, OH 44107; (216) 899-0100.

Steel Window Institute, 1230 Keith Building, Cleveland, OH 44115; (216) 241-7333.

Tubular Exchanger Manufacturers Association, 25 North Broadway, Tarrytown, NY 10591; (914) 332-0040.

Underwriters Laboratories, Inc., P.O. Box 75530, Chicago, IL 60675-5330; (708) 272-8800.

More information regarding the standards in this reference can be obtained from the following sources:

Environmental Protection Agency, 401 M Street, NW, Washington, DC 20006; (202) 554-1080.

National Institute of Standards and Technology, U.S. Department of Commerce, Gaithersburg, MD 20899, (301) 975-2000.

Weatherization Assistance Programs Division, Conservation and Renewable Energy, Mail Stop 5G-023, Forrestal Bldg., 1000 Independence Ave, SW, Washington, DC 20585; (202) 586-2207

**Thermal Insulating Materials for Building Elements Including Walls, Floors, Ceiling, Attics, and Roofs**

[Standards for conformance]

Insulation – mineral fiber:	
Blanket insulation	ASTM1C665-88
Roof insulation board	ASTM C726-88
Loose-fill insulation	ASTM C764-88

Insulation-mineral cellular:	
Vermiculite loose-fill insulation	ASTM C516-80 (1990)
Perlite loose-fill in insulation	ASTM C549-81 (1986)
Cellular glass insulation block	ASTM C552-88
Perlite insulation board	ASTM C728-89a
Insulation – organic fiber:	
Cellulosic fiber insulating board	ASTM C208-72 (1982)
Cellulose loose-fill insulation	ASTM C739-88

Insulation-organic cellular:	
Preformed block-type polystyrene insulation	ASTM C578-87a
Rigid preformed polyurethane insulation board	ASTM C591-85
Polyurethane or polyisocyanurate insulation board faced with aluminum foil on both sides	FS2HH-I-1972/1 (1981)
Polyurethane or polyisocyanurate insulation board faced with felt on both sides	FS HH-I-1972/2 (1981) And amendment 1, October 3, 1985
Insulation-composite boards:	
Mineral fiber and rigid cellular polyurethane composite roof insulation board	ASTM C726-88
Perlite board and rigid cellular polyurethane composite roof insulation	ASTM C984-83
Gypsum board and polyurethane or polyisocyanurate composite board	FS HH-I-1972/4 (1981)
Materials used as a patch to reduce infiltration through the building envelope	Commercially available

<sup>1</sup>ASTM indicates American Society for Testing and Materials.

<sup>2</sup>FS indicates Federal Specifications.

### **Thermal insulating materials for pipes, ducts, and equipment such as boilers and furnaces** [Standards for conformance]

Insulation-mineral fiber:	
Preformed pipe insulation	ASTM1C547-77
Blanket and felt insulation (industrial type)	ASTM C553-70 (1977)
Blanket insulation and blanket type pipe insulation (metal mesh covered) (industrial type)	ASTM C592-80
Block and board insulation	ASTM C612-83
Spray applied fibrous insulation for elevated temperature	ASTM C720-89
High-temperature fiber blanket insulation	ASTM C892-89
Duct work insulation	Selected and applied according to ASTM C971-82
Insulation-mineral cellular:	
Diatomaceous earth block and pipe insulation	ASTM C517-71 (1979)

Calcium silicate block pipe insulation	ASTM C533-85 (1990)
Cellular glass insulation	ASTM C552-88
Expanded perlite block and pipe insulation	ASTM C610-85
Insulation-Organic Cellular:	
Preformed flexible elastomeric cellular insulation in sheet and tubular form	ASTM C534-88
Unfaced preformed rigid cellular polyurethane insulation	ASTM C591-85

<sup>1</sup>ASTM indicates American Society for Testing and Materials.

**Fire Safety Requirements for Insulating Materials According to Insulation Use**  
[Standards for conformance]

Attic floor	Insulation materials intended for exposed use in attic floors shall be capable of meeting the same smoldering combustion requirements given for cellulose insulation in ASTM1C739-88.
Enclosed space	Insulation materials intended for use within enclosed stud or joist spaces shall be capable of meeting the smoldering combustion requirements in ASTM C739-88.
Exposed interior walls and ceilings	Insulation materials, including those with combustible facings, which remain exposed and serve as wall or ceiling interior finish, shall have a flame spread classification not to exceed 150 (per ASTM E84-89a).
Exterior envelope walls and roofs	Exterior envelope walls and roofs containing thermal insulations shall meet applicable local government building code requirements for the complete wall or roof assembly.
Pipes, ducts, and equipment	Insulation materials intended for use on pipes, ducts and equipment shall be capable of meeting a flame spread classification not to exceed 150 (per ASTM E84-89s).

<sup>1</sup>ASTM indicates American Society for Testing and Materials.

**Storm Windows**  
[Standards for conformance]

Storm windows:	
Aluminum insulation storm windows	ANSI/AAMA <sup>1</sup> 1002. 10-83
Aluminum frame storm windows	ANSI/AAMA 1002. 10-83
Wood frame storm windows	ANSI/NWWDA <sup>2</sup> I.S. 2-87 (Section 3)
Rigid vinyl frame storm windows	ASTM <sup>3</sup> D4099-89
Frameless plastic glazing storm	Required minimum thickness windows is 6 mil (.006 inches)
Movable insulation systems for windows	Commercially available

<sup>1</sup>ANSI/AAMA indicates American National Standards Institute/American Architectural Manufacturers Association.

<sup>2</sup>ANSI/NWWDA indicates American National Standards Institute/Nation Wood Window & Door Association.

<sup>3</sup>ASTM indicates American Society for Testing and Materials.

### **Storm Doors**

[Standards for conformance]

Storm doors-Aluminum:	
Storm doors	ANSI/AAMA <sup>1</sup> 1102.7-89
Sliding glass storm doors	ANSI/AAMA 1002. 10-83
Wood storm doors	ANSI/NWWDA <sup>2</sup> I.S. 6-86
Rigid vinyl storm doors	ASTM <sup>3</sup> D3678-88
Vestibules:	
Materials to construct vestibules	Commercially available
Replacement windows:	
Aluminum frame windows	ANSI/AAMA 101-88
Steel frame windows	Steel Window Institute recommended specifications for steel windows, 1990.
Wood frame windows	ANSI/NWWDA I.S. 2-87
Rigid vinyl frame windows	ASTM D4099-89

<sup>1</sup>ANSI/AAMA indicates American National Standards Institute/American Architectural Manufacturers Association.

<sup>2</sup>ANSI/NWWDA indicates American National Standards Institute/National Wood Window & Door Association.

<sup>3</sup>ASTM indicates American Society for Testing and Materials.

### **Replacement Doors**

[Standards for conformance]

Replacement doors-Hinges doors:	
Steel doors	ANSI/SDI <sup>1</sup> 100-1985
Wood doors:	
Flush doors	ANSI/NWWDA <sup>2</sup> I.S. 1-87 (exterior door provisions)
Pine, fir, hemlock, and spruce doors	ANSI/NWWDA I.S. 6-86
Sliding patio doors:	
Aluminum doors	ANSI/AAMA <sup>3</sup> 101-88
Wood doors	NWWDA I.S. 3-83

<sup>1</sup>ANSI/SDI indicates American National Standards Institute/Steel Door Institute.

<sup>2</sup>ANSI/NWWDA indicates American National Standards Institute/Nation Wood Window & Door Association.

<sup>3</sup>ANSI/AAMA indicates American National Standards Institute American Architectural Manufacturers Association.

**Caulks and sealants:**  
[Standards for conformance]

Caulks and sealants:	
Putty	FS <sup>1</sup> TT—P—00791B, October 16, 1969, and Amendment 2, March 23, 1971
Glazing compounds for metal sash	ASTM <sup>2</sup> C669-75 (1989)
Oil and resin base caulks	ASTM C570—72 (1989)
Acrylic (solvent types) sealants	FS TT—S—00230C, February 2, 1970, and Amendment 2, October 9, 1970
Butyl rubber sealants	FS TT—S—01657, October 8, 1970
Chlorosulfonated polyethylene sealants	FS TT—S—00230C, February 2, 1970, and Amendment 2, October 9, 1970
Latex sealing compounds	ASTM C834—76
Elastomeric joint sealants (normally considered to include polysulfide, polyurethane, and silicone)	ASTM C920—87
Preformed gaskets and sealing materials	ASTM C509--84

<sup>1</sup>FS indicates Federal Specifications.

<sup>2</sup>ASTM indicates American Society for Testing and Materials.

**Weatherstripping**  
[Standards for conformance]

Weatherstripping	Commercially available
Vapor retarders	Selected according to the provisions cited in ASTM <sup>1</sup> C755—85 (1990). Permeance not greater than 1 perm when determined according to the desiccant method described in ASTM E96-90.
Items to improve attic ventilation	Commercially available
Clock thermostats	NEMA <sup>2</sup> DC 3—1989

<sup>1</sup>ASTM indicates American Society for Testing and Materials.

<sup>2</sup>NEMA indicates National Electrical Manufacturers Association.

**Heat Exchangers**

[Standards for conformance]

Heat exchangers, water-to-water, and steam-to-water	ASME1Boiler and Pressure Vessel Code, 1992, Sections II, V, VIII, IX, and X, as applicable to pressure vessels. Standards of Tubular Exchanger Manufacturers Association, Seventh Edition, 1988
Heat exchangers with gas-fired appliances <sup>2</sup>	Conformance to AGA <sup>3</sup> Requirements for Heat Reclaimer Devices for Use with Gas-Fired Appliances No. 1—80, June 1, 1980. AGA Laboratories Certification Seal.

Heat pump water heating heat recovery systems	Electrical components to be listed by UL <sup>4</sup>
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<sup>1</sup>ASME indicates American Society of Mechanical Engineers.

<sup>2</sup>The heat reclaimer is for installation in a section of the vent connector from appliances equipped with draft hoods or appliances equipped with powered burners or induced draft and not equipped with a draft hood.

<sup>3</sup>AGA indicates American Gas Association.

<sup>4</sup>UL indicates Underwriters Laboratories.

### Boiler/Furnace Control Systems

[Standards for conformance]

Automatic set back thermostats	Listed by UL. <sup>1</sup> Conformance to NEMA <sup>2</sup> DC 3—1989
Line voltage or low voltage room thermostats	NEMA DC 3—1989
Automatic gas ignition systems	ANSI <sup>3</sup> Z21.21—1987 and Z21.21s-1989. AGA <sup>4</sup> Laboratories Certification Seal.
Energy management systems	Listed by UL
Hydronic boiler controls	Listed by UL
Other burner controls	Listed by UL

<sup>1</sup>UL indicated Underwriters Laboratories.

<sup>2</sup>NEMA indicates National Electrical Manufacturers Association.

<sup>3</sup>ANSI indicates American National Standards Institute.

<sup>4</sup>AGA indicates American Gas Association.

### Water Heater Modifications

[Standards for conformance]

Insulate tank and distribution piping	(See insulation section of the appendix).
Install heat traps on inlet and outlet piping	Applicable local plumbing code.
Install/replace water heater heating elements	Listed by UL. 1

Electric, freeze-prevention tape for pipes	Listed by UL.
Reduce thermostat settings	State or local recommendations
Install stack damper, gas fueled	ANSI Z221.66—1988, including Exhibits A&B, and ANSI Z223.1—1988
Install stack damper, oil fueled	UL 17, November 28, 1988, and NFPA331—1987
Install water flow modifiers	Commercially available

<sup>1</sup>UL indicates Underwriters Laboratories.

<sup>2</sup>ANSI indicates American National Standards Institute.

<sup>3</sup>NFPA indicates National Fire Prevention Association.

### Waste Heat Recovery Devices

[Standards for conformance]

Desuperheater/water heaters	ARI1470—1987
Condensing heat exchangers	Commercially available components and in new heating furnace systems to manufacturers' specifications.
Condensing heat exchangers	Commercially available (Commercial, multi-story building, with Teflon-lined tubes institutional) to manufacturers' specifications.
Energy recovery equipment	Energy Recovery Equipment and systems air-to-air (1978) sheet metal and Air-Conditioning Contractors Nation Association (SMACNA). <sup>2</sup>

<sup>1</sup>ARI indicates Air Conditioning and Refrigeration Institute.

<sup>2</sup>SMACNA denotes Sheet Metal and Air Conditioning Contractors' National Association.

### Boiler Repair and Modification/Efficiency Improvements

[Standards for conformance]

Install gas conversion burners	ANSI Z221.8—1984, (for gas or oil-fired systems) ANSI Z21.17—1984, ANSI Z21.17a-1990, and ANSI Z223.1—1988. AGA2 Laboratories Certification seal.
Replace oil burner	UL3296, February 28, 1989, Revision and NFPA431—1987.
Install burners (oil/gas)	ANSI Z223.1—1988 for gas equipment and NFPA 31—1987 for oil equipment.
Re-adjust boiler water temperature or install automatic boiler temperature reset control	ASME 5CSD—1—1988, ASME CSD—1a-1989, ANSI Z223.1—1988, and NFPA 31—1987.
Replace/modify boilers	ASME Boiler and Pressure Vessel Code, 1992, Sections II, IV, V, VI, VIII, IX, and X. Boilers must

	be Institute of Boilers and Radiation Manufacturers (IBR) equipment.
Clean heat exchanger, adjust burner air shutter(s), check smoke no. on oil-fueled equipment. Check operation of pump(s) and replacement filters	Per manufacturers' instructions.
Repair combustion chambers	Refractory linings may be required for conversions
Replace heat exchangers, tubes	Protection from flame contact with conversion burners by refractory shield.
Install/replace thermostatic radiator valves	Commercially available. One pipe steam system requires air vents on each radiator; see manufacturers' requirements.
Install boiler duty cycle control system	Commercially available. NFPA 70, National Electrical Code (NEC) 1993 and local electrical codes provisions for wiring

<sup>1</sup>ANSI indicates American National Standards Institute.

<sup>2</sup>AGA indicates American Gas Association.

<sup>3</sup>UL indicates Underwriters Laboratories.

<sup>4</sup>NFPA indicates National Fire Prevention Association.

<sup>5</sup>ANSI/ASME indicates American National Standards Institute/American Society of Mechanical Engineers.

### **Heating and Cooling System Repairs and Tune-ups/Efficiency Improvements**

[Standards for conformance]

Install duct insulation	FS1HH-I—558C, January 7, 1992 (see insulation sections of this appendix)
Reduce input of burner; derate gas fueled equipment	Local utility company and procedures if applicable for gas-fueled furnaces and ANSI Z223.1—1988 (NFPA 354—1988) including appendix H.
Repair/replace oil-fired equipment	NFPA 31—1987
Replace combustion chamber in oil-fired furnaces or boilers	NFPA 31—1987
Clean heat exchanger and adjust burner: adjust air shutter and check CO <sub>2</sub> and stack temperature. Clean or replace air filter on forced air furnace	ANSI Z223.—1988 (NFPA 54—1988) including appendix H.
Install vent dampers for gas-fueled heating systems	Applicable sections of ANSI Z223.1—1988 (NFPA 54—1988) including appendices H, I, J, and K. ANSI Z21.66—1988 and exhibits A & B for electrically operated dampers.

Install vent dampers for oil-fueled heating systems	Applicable sections of NFPA 31—1987 for installation and in conformance with UL417, November 28, 1988.
Reduce excess combustion air:	
A: Reduce vent connector size of gas-fueled appliances	ANSI Z223.1—1988 (NFPA 54—1988) part 9 appendices G & H.
B: Adjust barometric draft regulator for oil fuels	NFPA 31—1987 and per manufacturers' (furnace or boiler) instructions.
Replace constant burning pilot with electric ignition device on gas-fueled furnaces or boilers	ANSI Z21.71—1981, Z21.71a-1985, and Z21.71b-1989
Readjust fan switch on forced air gas or oil-fueled furnaces	Applicable sections and appendix H of ANSI Z223.1—1988 (NFPA 54—1988) for gas furnaces and NFPA 31—1987 for oil furnaces.
Replace burners	See power burners (oil/gas)
Install/replace duct furnaces (gas)	ANSI Z223.1—1988 (NFPA 54—1988)
Install/replace heat pumps	Listed by UL
Replace air diffusers, intakes, registers, and grilles	Commercially available
Install/replace warm air heating metal ducts	Commercially available
Filter alarm units	Commercially available

<sup>1</sup>FS indicates Federal Specifications.

<sup>2</sup>ANSI indicates American National Standards Institute.

<sup>3</sup>NFPA indicates National Fire Prevention Association.

<sup>4</sup>UL indicates Underwriters Laboratories.

### **Replacement Furnaces, Boilers, and Wood Stoves** [Standards for conformance]

Chimneys, fireplaces, vents, and solid fuel burning	NFPA1211—1988
Gas-fired furnaces	ANSI Z221.47—1987, Z21.47a—1988, and Z21.47b—1989. ANSI Z223.1—1988 (NFPA 54—1988)
Oil-fired furnaces	UL3727, August 27, 1991, Revision and NFPA 31—1987
Liquefied petroleum gas storage	NFPA 58—1989
Ventilation fans:	
Including electric attic, ceiling, and whole house fans	UL 507, August 23, 1990, Revision

<sup>1</sup>NFPA indicates National Fire Prevention Association.

<sup>2</sup>ANSI indicates American National Standards Institute.

<sup>3</sup>UL indicates Underwriters Laboratories.

## Air Conditioners and Cooling Equipment

[Standards for conformance]

Air Conditioners:	
Central air conditioners	ARI1210/240—1989
Room size units	ANSI/AHAM2RAC—1—1982
Other cooling equipment:	
Including evaporative coolers, heat pumps and other equipment	UL31995, November 30, 1990.4

<sup>1</sup>ARI indicates Air Conditioning and Refrigeration Institute.

<sup>2</sup>AHAM/ANSI indicates American Home Appliance Manufacturers/American National Standards Institute.

<sup>3</sup>UL indicates Underwriters Laboratories.

<sup>4</sup>This standard is a general standard covering many different types of heating and cooling equipment.

## Screens, Window Films, and Reflective Materials

[Standards for conformance]

Insect screens	Commercially available
Window films	Commercially available
Shade screens:	
Fiberglass shade screens	Commercially available
Polyester shade screens	Commercially available
Rigid awnings:	
Wood rigid awnings	Commercially available
Metal rigid awnings	Commercially available
Louver systems:	
Wood louver systems	Commercially available
Metal louver systems	Commercially available
Industrial-grade white paint used as a heat-reflective measure on awnings, window louvers, doors, and exterior duct work (exposed)	Commercially available

**APPENDIX D: ILLINOIS HOME WEATHERIZATION ASSISTANCE PROGRAM  
STANDARDS FIELD GUIDE\***

See Attached Document

\*ATTACHED TO THIS IFB IS THE MOST CURRENT IHWAP STANDARDS FIELD GUIDE AVAILABLE AT THE TIME THE IFB WAS ADVERTISED. DURING THE PERFORMANCE OF THE WORK, THE CONTRACTOR IS REQUIRED TO PERFORM ACCORDING TO THE MOST CURRENT EDITION OF THE IHWAP STANDARDS FIELD GUIDE.

**APPENDIX E: CONTRACTOR PRICING DOCUMENTS – NOT INCLUDED IN PACKET**

# CONTRACTOR:

Category	Description	Brand Name (If Applicable)	Material	Contractor Labor	Qty	Total
BASE	Chest Freezer - 7 Cubic Foot (Energy Star)				Each	\$ -
BASE	Chest Freezer - 11 Cubic Foot (Energy Star)				Each	\$ -
BASE	Chest Freezer - 10 Cubic Foot (Energy Star)				Each	\$ -
BASE	Chest Freezer - 14 Cubic Foot (Energy Star)				Each	\$ -
BASE	Chest Freezer - 16 Cubic Foot (Energy Star)				Each	\$ -
BASE	Chest Freezer - 17 Cubic Foot (Energy Star)				Each	\$ -
BASE	Chest Freezer - 21 Cubic Foot (Energy Star)				Each	\$ -
BASE	Faucet Aerator				Each	\$ -
BASE	Faucet Aerator - Kitchen (Swivel)				Each	\$ -
BASE	LED-25W Equiv Cand				Each	\$ -
BASE	LED-25W Equiv Cand (Dim)				Each	\$ -
BASE	LED-25W Equiv (Cand-Dim)				Each	\$ -
BASE	LED - 40 Watts equiv (globe)				Each	\$ -
BASE	LED - 40 Watts equiv (standard)				Each	\$ -
BASE	LED - 40 Watts equiv. (cand)				Each	\$ -
BASE	LED-40W Equiv (cand-dim)				Each	\$ -
BASE	LED-60W Equiv (Dim)				Each	\$ -
BASE	LED-60W Equiv (Stand)				Each	\$ -
BASE	LED-60W Equiv (cand-dim)				Each	\$ -
BASE	LED-65W Equiv Flood				Each	\$ -
BASE	LED-65W Equiv Flood (Dim)				Each	\$ -
BASE	LED-75W Equiv (Dim)				Each	\$ -
BASE	LED-75W Equiv (Stand)				Each	\$ -
BASE	LED-85W Equiv Flood				Each	\$ -
BASE	LED-85W Equiv Flood (Dim)				Each	\$ -
BASE	LED - 100 Watt equiv (standard)				Each	\$ -
BASE	Low Flow Shower Head - Chrome Finish				Each	\$ -
BASE	Low Flow Shower Head - White Finish				Each	\$ -

**CONTRACTOR:**

BASE	Low Flow Shower Head - (Swivel)				Each	\$ -
BASE	Low Flow Shower Head-(handheld)				Each	\$ -
BASE	Refrigerator - 15 Cubic Foot(Energy Star)				Each	\$ -
BASE	Refrigerator - 16 Cubic Foot(Energy Star)				Each	\$ -
BASE	Refrigerator - 17 Cubic Foot (Energy Star)				Each	\$ -
BASE	Refrigerator - 18 Cubic Foot (Energy Star)				Each	\$ -
BASE	Refrigerator - 21 Cubic Foot (Energy Star)				Each	\$ -
BASE	Upright Freezer 17 Cubic foot (Energy Star)				Each	\$ -
BASE	Upright Freezer 21 Cubic foot (Energy Star)				Each	\$ -
DOOR	Door Hinge Set				Set	\$ -
DOOR	Barrel Bolt				Each	\$ -
DOOR	Door Sweep - 36" Triple Flange				Each	\$ -
DOOR	Door U Bottom w/out drip cap 1 3/4"				Each	\$ -
DOOR	Door U Bottom w/out drip cap 1 3/8"				Each	\$ -
DOOR	Door Reinforcement Kit 2 3/4 Backset - 1 3/4 Door				Each	\$ -
DOOR	Door Reinforcement Kit 2 3/4 Backset - 1 3/8 Door				Each	\$ -
DOOR	Door Reinforcement Kit 2 3/8 Backset - 1 3/4 Door				Each	\$ -
DOOR	Door Reinforcement Kit 2 3/8 Backset - 1 3/8 Door				Each	\$ -
DOOR	Lockset (Entry keyed door knob)				Each	\$ -
DOOR	Lockset with Deadbolt				Each	\$ -
DOOR	M.H. Combo Entry Door - 30" X 70"				Each	\$ -
DOOR	M.H. Combo Entry Door - 30" X 74"				Each	\$ -
DOOR	M.H Combo Entry Door - 32" X 72"				Each	\$ -
DOOR	M.H. Combo Entry Door - 32" X 74"				Each	\$ -
DOOR	M.H. Combo Entry Door - 32" X 76"				Each	\$ -
DOOR	M.H. Combo Entry Door - 32" X 78"				Each	\$ -
DOOR	M.H. Combo Entry Door - 34" X 74"				Each	\$ -
DOOR	M.H. Combo Entry Door - 34" X 76"				Each	\$ -
DOOR	M.H. Combo Entry Door - 34" X 78"				Each	\$ -
DOOR	M.H. Combo Entry Door - 36" X 78"				Each	\$ -
DOOR	M.H Entry Door - 28" X 72"				Each	\$ -

**CONTRACTOR:**

DOOR	M.H Entry Door - 30" X 72"				Each	\$ -
DOOR	M.H Entry Door- 30" X 74"				Each	\$ -
DOOR	M.H Entry Door- 32" X 72"				Each	\$ -
DOOR	M.H Entry Door- 32" X 74"				Each	\$ -
DOOR	M.H Entry Door- 32" X 76"				Each	\$ -
DOOR	M.H Entry Door- 34"X 80"				Each	\$ -
DOOR	M.H Entry Door - 36"X80"				Each	\$ -
DOOR	Peep Site				Each	\$ -
DOOR	Pre-Hung Door (Flat Panel) - 30"-36" X 80"				Each	\$ -
DOOR	Pre-Hung Door (Flat Panel) - 30" - 36" X 84"				Each	\$ -
DOOR	Pre-Hung Door (Raised Panel) - 30" - 36" X 80"				Each	\$ -
DOOR	Pre-Hung Door (With Lite) - 32" X 80"				Each	\$ -
DOOR	Pre-Hung Door (With Lite) - 36" X 80"				Each	\$ -
DOOR	Steel Entry Door Slab (with Lite)- 30" x 80"				Each	\$ -
DOOR	Steel Entry Door Slab (with Lite)- 32" x 80"				Each	\$ -
DOOR	Steel Entry Door Slab (with Lite)- 36" x 80"				Each	\$ -
DOOR	Steel Entry Door Slab - 30" x 80"				Each	\$ -
DOOR	Steel Entry Door Slab - 32" x 80"				Each	\$ -
DOOR	Steel Entry Door Slab - 36" x 80"				Each	\$ -
DOOR	Replacement Door Jamb				Each	\$ -
DOOR	Strike Plate				Each	\$ -
DOOR	Threshold - Aluminum Bumper				Each	\$ -
DOOR	Threshold - Aluminum High Boy				Each	\$ -
DOOR	Threshold - Aluminum Low Boy				Each	\$ -
DOOR	Threshold - Red Oak				Each	\$ -
DOOR	Wood Entry Door Slab 1 3/4"-32" X 80				Each	\$ -
DOOR	Wood Entry Door Slab 1 3/4"-36" X 80				Each	\$ -
DOOR	WxStrip Kit - Extruded Aluminum Flange				Each	\$ -
ELEC	Dedicated Circuit-includes up to 30 ft of wire to run new dedicated circuit, circuit breaker and/or subpanel box, and covered box with outlet or direct connection to appliance being connected.				PKG	\$ -
ELEC	Junction Box Cover				Each	\$ -

**CONTRACTOR:**

HLSF	Battery - 9 Volt				Each	\$ -
HLSF	Battery - AA				Each	\$ -
HLSF	Battery - AAA				Each	\$ -
HLSF	C.O. Detector-plug in w/battery backup, sealed non-replacable 10 year batteries. Must include 10 year warranty.				Each	\$ -
HLSF	Aluminum Flashing - per Window				Each	\$ -
HLSF	Aluminum Flashing - per Door				Each	\$ -
HLSF	Bath Fan - ASHRAE 62.2 compliant - Adj w/Light & Motion Sensor 50/80/110 CFM fan must be less than 1 sone sound rating (package includes install with lead safe work practices if applicable, all electrical and vent connections, if applicable, labeling of circuit for continuous fan, up to 25 Ft. of insulated semi rigid venting and termination.) Permit if applicable.				PKG	\$ -
HLSF	Bath Fan - ASHRAE 62.2 compliant - Adj w/Motion Sensor 50/80/110 CFM fan must be less than 1 sone sound rating (package includes install with lead safe work practices if applicable, all electrical and vent connections, if applicable, labeling of circuit for continuous fan, up to 25 Ft. of insulated semi rigid venting and termination.) Permit if applicable.				PKG	\$ -
HLSF	Bath Fan - Single Speed 80 CFM must be less than 1 sone sound rating (package includes install with lead safe work practices if applicable, all electrical and vent connections, up to 25 Ft. of 12-2 electrical wiring, and up to 25 Ft. of insulated semi rigid venting and termination.). Permit if applicable.				PKG	\$ -
HLSF	Bath Fan - Single Speed 80 CFM w/ Light must be less than 1 sone sound rating (package includes install with lead safe work practices if applicable, all electrical and vent connections, up to 25 Ft. of insulated semi rigid venting and termination.). Permit if applicable.				PKG	\$ -
HLSF	Dedicated Circuit-up to 25 Ft. of 12-2 electrical wiring				each	\$ -
HLSF	Fire Extinguisher				Each	\$ -
HLSF	Smoke Detector- sealed non-replacable 10 year batteries. Must include 10 year warranty.				Each	\$ -
HLSF	Smoke Detector - Hearing Impaired, sealed non-replacable 10 year batteries. Must include 10 year warranty.				Each	\$ -
HLSF	Visqueen (Black)-Sq Ft.-must be installed per IHWAP standards sealed to walls and piers with acoustic sealant or approved materials				SF/PKG	\$ -
HLSF	Coil Stock - per Foot				SF	\$ -
HLSF	Dryer Vent Kit - ( Package includes new termination and up to 16 Ft. of Rigid or Semi-Rigid Vent and all connections. Must be supported every 4 feet.)				PKG	\$ -
HLSF	Dryer Vent New Kit - ( Package includes Drilling new hole, new termination and up to 16 Ft. of Rigid or Semi-Rigid Vent and all connections. Must be supported every 4 feet.)				pkG	\$ -

**CONTRACTOR:**

HLSF	Labor only-Drill Through Masonry or Stone				Each	\$ -
HLSF	Termination Only				Each	\$ -
HLSF	Exh Fan- Kitchen Rangehood 150 cfm less than 1.5 sone ( Package includes electrical connections, connection to existing venting and/or exterior wall termination) Permit if applicable.				PKG	\$ -
HLSF	Exh Fan- Kitchen- Through Wall 70 CFM- package includes fan with less than 1.5 sone rating, through wall venting and outside temination. Permit if applicable.				PKG	\$ -
HLSF	Exhaust Fan - ASHRAE 62.2 compliant kitchen rangehood Adj w/ light less than 1 sone (package includes install with lead safe work practices if applicable, all electrical and vent connections, labeling of circuit for continuous fan, up to 25 Ft. of insulated semi rigid venting and termination.) Permit if applicable.				PKG	\$ -
HLSF	Gas Oven-includes disposal of old unit, setup pf new unit, new 48" gas flex connector and new gas shutoff valve				PKG	\$ -
HLSF	Insul- Shield				LNFT	\$ -
HLSF	Lead-Safe Practices-Wall Insulation				LNFT	\$ -
HLSF	Lead-Safe Practices-Window Replacement				Each	\$ -
HLSF	Roof Term Kit - Bath Fan-up to 25ft insulated duct, term				Each	\$ -
HLSF	Vent Kit- Kitchen Range kit- Through wall				Each	\$ -
HVAC	Insulated Flex Duct - 4"- includes support every 4 feet with no crushing or sagging				LF	\$ -
HVAC	Insulated Flex Duct - 6"- includes support every 4 feet with no crushing or sagging				LF	\$ -
HVAC	Insulated Flex Duct - 8"- includes support every 4 feet with no crushing or sagging				LF	\$ -
HVAC	Window A/C - 10K BTU-includes removal of old equipment and set of new unit.				Each	\$ -
HVAC	Window A/C - 12K BTU-includes removal of old equipment and set of new unit.				Each	\$ -
HVAC	Window A/C - 6K BTU-includes removal of old equipment and set of new unit.				Each	\$ -
HVAC	Window A/C - 8K BTU-includes removal of old equipment and set of new unit.				Each	\$ -
HVAC	Labor Only-Sealing around Window A/C unit with foam board or sealant and between window sashes with weatherstrip.				Each	\$ -
INSL	Attic Ventilation Chutes/Baffles- must have baffels connected to chute to ensure proper blocking outside of soffit vent area.				Each	\$ -
INSL	Cellulose Dense Pack - R-9 (Includes Rmv & Rpl siding, wall patches & plugs sealed, including exposed wood plugs)				Sq. Foot	\$ -
INSL	Cellulose Dense Pack - R-13 (Includes Rmv & Rpl siding, wall patches & plugs sealed, including exposed wood plugs)				Sq. Foot	\$ -

# CONTRACTOR:

INSL	Cellulose Dense Pack - R-9 Interior Drill (Includes wall patching, with mud, and primed ready for paint. Ensure sealed when finished)				Sq. Foot	\$ -
INSL	Cellulose Dense Pack - R-13 Interior Drill (Includes wall patching, with mud, and primed ready for paint. Ensure sealed when finished)				Sq. Foot	\$ -
INSL	Cellulose Dense Pack - R-21 (Includes Rmv & Rpl siding, wall patches & plugs sealed, including exposed wood plugs)				Sq. Foot	\$ -
INSL	Cellulose Dense Pack - R-21 Interior Drill (Includes wall patching, with mud, and primed ready for paint. Ensure sealed when finished)				Sq. Foot	\$ -
INSL	Cellulose Open Blow - R-9-price includes attic prep to meet IHWAP standards (junction box marking, etc.) and cleanup. Must install attic insulation cert. within arms length of attic hatch, a second insulation cert. must be returned to the agency with final paperwork.				Sq. Foot	\$ -
INSL	Cellulose Open Blow - R-13-price includes attic prep to meet IHWAP standards (junction box marking, etc.) and cleanup. Must install attic insulation cert. within arms length of attic hatch, a second insulation cert. must be returned to the agency with final paperwork.				Sq. Foot	\$ -
INSL	Cellulose Open Blow - R-19-price includes attic prep to meet IHWAP standards (junction box marking, etc.) and cleanup. Must install attic insulation cert. within arms length of attic hatch, a second insulation cert. must be returned to the agency with final paperwork.				Sq. Foot	\$ -
INSL	Cellulose Open Blow - R-30-price includes attic prep to meet IHWAP standards (junction box marking, etc.) and cleanup. Must install attic insulation cert. within arms length of attic hatch, a second insulation cert. must be returned to the agency with final paperwork.				Sq. Foot	\$ -
INSL	Cellulose Open Blow - R-40-price includes attic prep to meet IHWAP standards (junction box marking, etc.) and cleanup. Must install attic insulation cert. within arms length of attic hatch, a second insulation cert. must be returned to the agency with final paperwork.				Sq. Foot	\$ -
INSL	Cellulose Open Blow - R-49-price includes attic prep to meet IHWAP standards (junction box marking, etc.) and cleanup. Must install attic insulation cert. within arms length of attic hatch, a second insulation cert. must be returned to the agency with final paperwork.				Sq. Foot	\$ -
INSL	FG Batt Faced - 15" wide R-13				LN FT	\$ -
INSL	FG Batt Faced - 15" wide R-19				LN FT	\$ -
INSL	FG Batt Faced - 15" wide R-30				LN FT	\$ -
INSL	FG Batt Faced - 23" wide R-13				LN FT	\$ -
INSL	FG Batt Faced - 23" wide R-19				LN FT	\$ -
INSL	FG Batt Faced - 23" wide R-30				LN FT	\$ -
INSL	FG Batt Faced - 23" wide R-38				LN FT	\$ -
INSL	FG Batt Un-Faced - 15" wide R-13				LN FT	\$ -
INSL	FG Batt Un-Faced - 15" wide R-19				LN FT	\$ -

**CONTRACTOR:**

INSL	FG Batt Un-Faced - 15" wide R-30				LN FT	\$ -
INSL	FG Batt Un-Faced - 23" wide R-13				LN FT	\$ -
INSL	FG Batt Un-Faced - 23" wide R-19				LN FT	\$ -
INSL	FG Batt Un-Faced - 23" wide R-30				LN FT	\$ -
INSL	Fiberglass Blown-in-Mobile home attic/belly package- price includes fiberglass insulation to completely fill void space with lightly dense packed fiberglass(slightly less than 1.8 lbs/cuft.) but not over pack and cause failure of assembly. Also includes up to 200 sq ft of belly repair, cutting access to attic or belly and proper cleanup of home after measure performed. Anything over 200 sq ft will be charged separately at belly repair cost listed in pricing sheets.				Sq Ft	\$ -
INSL	Fiberglass Dense Pack - R-15 interior drill (Includes wall patching, with mud, and primed ready for paint)Ensure sealing when finished.				Sq. Foot	\$ -
INSL	Fiberglass Dense Pack - R-15 (Includes Rmv & Rpl siding, wall patches & plugs) Ensure plugs are sealed, including exposed wood plugs.				Sq. Foot	\$ -
INSL	Fiberglass Dense Pack - R-23 interior drill (Includes wall patching, with mud, and primed ready for paint) Ensure sealing when finished.				Sq. Foot	\$ -
INSL	Fiberglass Dense Pack - R-23 (Includes Rmv & Rpl siding, wall patches & plugs) Ensure plugs are sealed, including exposed wood plugs.				Sq. Foot	\$ -
INSL	Fiberglass Open Blow - R-9-price includes attic prep to meet IHWAP standards (junction box marking, etc.) and cleanup. Must install attic insulation cert. within arms length of attic hatch, a second insulation cert. must be returned to the agency with final paperwork.				Sq. Foot	\$ -
INSL	Fiberglass Open Blow - R-13-price includes attic prep to meet IHWAP standards (junction box marking, etc.) and cleanup. Must install attic insulation cert. within arms length of attic hatch, a second insulation cert. must be returned to the agency with final paperwork.				Sq. Foot	\$ -
INSL	Fiberglass Open Blow - R-19-price includes attic prep to meet IHWAP standards (junction box marking, etc.) and cleanup. Must install attic insulation cert. within arms length of attic hatch, a second insulation cert. must be returned to the agency with final paperwork.				Sq. Foot	\$ -
INSL	Fiberglass Open Blow - R-30-price includes attic prep to meet IHWAP standards (junction box marking, etc.) and cleanup. Must install attic insulation cert. within arms length of attic hatch, a second insulation cert. must be returned to the agency with final paperwork.				Sq. Foot	\$ -
INSL	Fiberglass Open Blow - R-40-price includes attic prep to meet IHWAP standards (junction box marking, etc.) and cleanup. Must install attic insulation cert. within arms length of attic hatch, a second insulation cert. must be returned to the agency with final paperwork.				Sq. Foot	\$ -
INSL	Fiberglass Open Blow - R-49-price includes attic prep to meet IHWAP standards (junction box marking, etc.) and cleanup. Must install attic insulation cert. within arms length of attic hatch, a second insulation cert. must be returned to the agency with final paperwork.				Sq. Foot	\$ -

**CONTRACTOR:**

INSL	FSK Paper				Sq. Foot	\$ -
INSL	Pull Down Attic Stairs				Each	\$ -
INSL	Rigid Foam Board Extruded - 1" - R-5				Sq. Foot	\$ -
INSL	Rigid Foam Board Extruded - 2" - R-10				Sq. Foot	\$ -
INSL	Rigid Foam Board Foil Faced Polyiso - 1" - R7				Sq. Foot	\$ -
INSL	Vinyl Encapsulated Building Insulation R-11				Sq. Foot	\$ -
LUMB	2" X 10" per foot				LF	\$ -
LUMB	2" X 12" per foot				LF	\$ -
LUMB	1" X 4" per foot				LF	\$ -
LUMB	1" X 6" per foot				LF	\$ -
LUMB	1" X 8" per foot				LF	\$ -
LUMB	1" X 10" per foot				LF	\$ -
LUMB	1" X 12" per foot				LF	\$ -
LUMB	2" X 4" per foot				LF	\$ -
LUMB	2" X 6" per foot				LF	\$ -
LUMB	2" X 8" per foot				LF	\$ -
LUMB	Base Pre-Primed - 3 1/4" Colonial				LF	\$ -
LUMB	Casing Pre-Primed - 2 1/4" Colonial				LF	\$ -
LUMB	Door Stop - Pre-Primed Colonial				LF	\$ -
LUMB	Plywood 1/2" CDX - Per Sq. Ft.				Sq. Foot	\$ -
LUMB	Plywood 3/4" CDX - Per Sq. Ft.				Sq. Foot	\$ -
LUMB	Plywood 5/8" CDX - Per Sq. Ft.				Sq. Foot	\$ -
MISC	Build, Insulate and Seal - New Attic Access-includes cutting access opening to minimum IHWAP standards, foamboard applied to the hatch that meets the R-value of attic, wx kit, caulking to seal, up to plywood 4 ft. Must paint new hatch cover and ensure positive closure to weatherstripping.				PKG	\$ -
MISC	Build, Insulate and Seal - New Crawl Access-includes cutting opening to meet IHWAP standards, applying foamboard to hatch at minimum R-12, wx kit, caulking to seal, barrel bolt kit, 4 ft plywood 3/4". Must paint new hatch cover and ensure positive closure to weatherstripping.				PKG	\$ -
MISC	Build, Insulate and Seal - New Kneewall Access-includes cutting opening to meet IHWAP standards, applying foamboard to the hatch at minimum of R-12, wx kit, caulking to seal, barrel bolt kit, 4 ft plywood 3/4". Must paint new hatch cover and ensure positive closure to weatherstripping.				PKG	\$ -

**CONTRACTOR:**

MISC	Insulate and Seal - Existing Attic Access-includes applying foamboard to hatch cover at minimum R-value of attic insulation, wx kit, caulking to seal. Must ensure positive closure to weatherstripping.				PKG	\$ -
MISC	Insulate and Seal - Existing Crawl Access-includes applying foamboard to hatch cover at minimum R-12, wx kit, caulking to seal. Must ensure positive closure to weatherstripping.				PKG	\$ -
MISC	Insulate and Seal - Existing Pulldown Stairs-includes applying foamboard to stair cover at minimum R-10, wx kit, caulking to seal. Must ensure positive closure to weatherstripping.				PKG	\$ -
MISC	5" Gutter				LF	\$ -
MISC	2" X 3" Downspout				LF	\$ -
MISC	3" X 4" Downspout				LF	\$ -
MISC	THERMAL/IGNITION BARRIER FOR 2 PT FOAM				SQ FT	\$ -
ROOF	Adjustable Roof Flashing (Chimney)				Each	\$ -
ROOF	Shingles - (30 Year Composition)-100 SQ FT ROOF PATCH-includes 30 yr 3 tab or arch. shingles to best match existing roof, 100 sq ft of underlayment and ice shield if applicable.				Each	\$ -
SEAL	A/C Cover - Exterior				Each	\$ -
SEAL	A/C Cover - Interior				Each	\$ -
SEAL	AS (OJ) Exhaust Fan cover				EACH	\$ -
SEAL	AS (OJ) Exterior Fur Cavity- Masonry Const.				LN FT	\$ -
SEAL	AS (OJ) Exterior Wall Drop Soffit				SQ FT	\$ -
SEAL	AS (OJ) Interior Wall Drop Soffit				SQ FT	\$ -
SEAL	AS (OJ) Interior Wall Top Plate Sealing				LN FT	\$ -
SEAL	AS (OJ) Exterior Wall Top Plate Sealing				LN FT	\$ -
SEAL	AS (OJ) Recessed Can Light Cover				EACH	\$ -
SEAL	AS Foundation Crawl Vents-includes 1 part foam and foam board to seal 1 vent				Each	\$ -
SEAL	AS Foundation Openings & Sill Plate				LN FT	\$ -
SEAL	AS Kneewall Base Plate Sealing				LN FT	\$ -
SEAL	AS Kneewall Floor Juncture Covered Joist				LN FT	\$ -
SEAL	AS Kneewall Floor Juncture Open Joist				LN FT	\$ -
SEAL	AS Kneewall Penetration				EACH	\$ -
SEAL	Caulk - Clear Acrylic				tube	\$ -
SEAL	Caulk - Clear Silicone				tube	\$ -

# CONTRACTOR:

SEAL	Caulk - White Acrylic				tube	\$ -
SEAL	Caulk - White Silicone				tube	\$ -
SEAL	Fireblock- can foam 24 oz.					\$ -
SEAL	High Temp Caulk				tube	\$ -
SEAL	House Wrap				SQFT	\$ -
SEAL	M.H. Belly Patch/Repair-must use mobile home belly material includes using flex mend belly repair tape and/or spray adhesive, in combination with outward stitch staplers to ensure integrity of belly material so it will hold newly installed blown-in fiberglass insulation				SQFT/PKG	\$ -
SEAL	Two Part Foam Closed Cell 1" R6				SQFT	\$ -
SEAL	Two Part Foam Closed Cell 1.5" R10				SQFT	\$ -
SEAL	Two Part Foam Closed Cell 1/2" thck (A.S. Skim Coat)				SQFT	\$ -
SEAL	Two Part Foam Closed Cell 2" R12				SQFT	\$ -
SEAL	Two Part Foam Closed Cell 3" R18				SQFT	\$ -
STRC	Drywall - 1/2" per Sq. Ft.				SQFT	\$ -
STRC	Drywall - 5/8" per Sq. Ft.				SQFT	\$ -
WIND	Glazing Compound				Each	\$ -
WIND	M.H. Wind Drip Cap				Each	\$ -
WIND	M/H Replacement Window - Double-Hung-.3 U-VALUE				UI	\$ -
WIND	Plexiglass 24x24 - includes installation in various areas of home, mainly for air sealing around window. May include caulk and fasteners or glazing compound				Each	\$ -
WIND	Plexiglass 30x30 - includes installation in various areas of home, mainly for air sealing around window. May include caulk and fasteners or glazing compound				Each	\$ -
WIND	Plexiglass 40x48 - includes installation in various areas of home, mainly for air sealing around window. May include caulk and fasteners or glazing compound				Each	\$ -
WIND	Replacement Glass				UI	\$ -
WIND	Sash Lock - Brass				Each	\$ -
WIND	Sash Lock - White				Each	\$ -
WIND	Thermopane Replacement				UI	\$ -
WIND	Vinyl Wind (Replacement) - DH-.27 U-VALUE				UI	\$ -
WIND	Vinyl Wind (Replacement) - Sliding-.27 U-VALUE				UI	\$ -
WIND	Vinyl Wind (Replacement) - Single Hung-.27 U-VALUE				UI	\$ -

**CONTRACTOR:**

WIND	Vinyl Wind (Replacement) - Fixed-.27 U-VALUE				UI	\$ -
WIND	Vinyl Wind (Replacement) - Casement-.27 U-VALUE				UI	\$ -
WIND	Wrap Exterior Trim with Aluminum per Wind				Each	\$ -
WHTT	Pipe Insulation - 1/2"				Each	\$ -
WHTT	Pipe Insulation - 3/4"				Each	\$ -
SEAL	Pull Floor Boards to access under floor				LN FT	\$ -
INSUL	Remove Existing Insulation				SQ FT	\$ -
DOOR	Plane & Rehang Door to Fit Opening				Each	\$ -
DOOR	Remove & Reinstall Existing Storm/Security door				Each	\$ -
INSUL	Cut and Reapply Aluminum siding				LN Ft	\$ -
HLSF	Undercut Door- per door used to relieve combustion safety related issues from unbalance forced air heating systems.				Each	\$ -

# CONTRACTOR:

Category	Description	Brand Name (If Applicable)	Contractor Material	Contractor Labor	Qty	Total
ELEC	Dedicated Circuit-includes up to 30 ft of wire to run new dedicated circuit, circuit breaker and/or subpanel box, and covered box with outlet or direct connection to appliance being connected.				PKG	\$ -
HVAC	95% NG/Prop FAF with ECM motor package -40,000-59,000 BTU: includes removal/recycling of old equipment, forced air furnace body, SSU switch, outlet, gas shut off, drip leg, up to 10 ft of black pipe including fittings, 3 1" furnace filters, transitions, up to 30 ft of schedule 40 PVC including fittings, condensate pump, up to 30 ft of condensate drain tubing. Outside termination must meet PMI specifications. Permit required if applicable and return copy to agency with invoicing.				PKG	\$ -
HVAC	95% NG/Prop FAF with ECM motor - 60,000-79,000 BTU: includes removal/recycling of old equipment, forced air furnace body, SSU switch, outlet, gas shut off, drip leg, up to 10 ft of black pipe including fittings, 3 1" furnace filters, transitions, up to 30 ft of schedule 40 PVC including fittings, condensate pump, up to 30 ft of condensate drain tubing. Outside termination must meet PMI specifications. Permit required if applicable and return copy to agency with invoicing.				PKG	\$ -
HVAC	95% NG/Prop FAF with ECM motor- 80,000-99,000 BTU: includes removal/recycling of old equipment, forced air furnace body, SSU switch, outlet, gas shut off, drip leg, up to 10 ft of black pipe including fittings, 3 1" furnace filters, transitions, up to 30 ft of schedule 40 PVC including fittings, condensate pump, up to 30 ft of condensate drain tubing. Outside termination must meet PMI specifications. Permit required if applicable and return copy to agency with invoicing.				PKG	\$ -
HVAC	95% NG/Prop FAF with ECM motor - 100,000-119,000 BTU: includes removal/recycling of old equipment, forced air furnace body, SSU switch, outlet, gas shut off, drip leg, up to 10 ft of black pipe including fittings, 3 1" furnace filters, transitions, up to 30 ft of schedule 40 PVC including fittings, condensate pump, up to 30 ft of condensate drain tubing. Outside termination must meet PMI specifications. Permit required if applicable and return copy to agency with invoicing.				PKG	\$ -
HVAC	95% NG/Prop FAF with ECM motor- 120,000 and over BTU: includes removal/recycling of old equipment, forced air furnace body, SSU switch, outlet, gas shut off, drip leg, up to 10 ft of black pipe including fittings, 3 1" furnace filters, transitions, up to 30 ft of schedule 40 PVC including fittings, condensate pump, up to 30 ft of condensate drain tubing. Outside termination must meet PMI specifications. Permit required if applicable and return copy to agency with invoicing.				PKG	\$ -
HVAC	Return drop with filter slot and cover.				pkg	\$ -
HVAC	A-Coil Cleaning Solution (GAL)				Each	\$ -
HVAC	Black Pipe - 1" Including Fittings(1 fitting =1 ft of pipe)				LF	\$ -
HVAC	Black Pipe - 1/2" Including Fittings(1 fitting =1 ft of pipe)				LF	\$ -
HVAC	Black Pipe - 3/4" Including Fittings(1 fitting =1 ft of pipe)				LF	\$ -

Category	Description	Brand Name (If Applicable)	Contractor Material	Contractor Labor	Qty	Total
HVAC	Blower Motor				Each	\$ -
HVAC	Boiler FW - 90% EFE 40K - 69K BTU package- includes removal/recycling of old equipment, forced water boiler body, all plumbing, electrical and gas connections connections(any excessive plumbing needed will be billed separately as determined by agency and contractor), SSU switch, outlet, gas shut off, drip leg, up to 10 ft of black pipe including fittings, up to 30 ft of schedule 40 PVC pipe including fittings, Up to 15 ft. of 1/2" copper pipe or size of pipe present. Outside termination must meet PMI specifications. Permit required if applicable and return copy to agency with invoicing.				PKG	\$ -
HVAC	Boiler FW - 90% EFE 70K - 89K BTU package- includes removal/recycling of old equipment, forced water boiler body, all plumbing, electrical and gas connections connections(any excessive plumbing needed will be billed separately as determined by agency and contractor), SSU switch, outlet, gas shut off, drip leg, up to 10 ft of black pipe including fittings, up to 30 ft of schedule 40 PVC pipe including fittings, Up to 15 ft. of 1/2" copper pipe or size of pipe present. Outside termination must meet PMI specifications. Permit required if applicable and return copy to agency with invoicing.				PKG	\$ -
HVAC	Boiler FW - 90% EFE 90K - 119K BTU package- includes removal/recycling of old equipment, forced water boiler body, all plumbing, electrical and gas connections connections(any excessive plumbing needed will be billed separately as determined by agency and contractor), SSU switch, outlet, gas shut off, drip leg, up to 10 ft of black pipe including fittings, up to 30 ft of schedule 40 PVC pipe including fittings. Up to 15 ft. of copper pipe 1/2" or size of pipe present. Outside termination must meet PMI specifications. Permit required if applicable and return copy to agency with invoicing.				PKG	\$ -
HVAC	Boiler FW - 90% EFE 120K - 149K BTU package- includes removal/recycling of old equipment, forced water boiler body, all plumbing, electrical and gas connections connections(any excessive plumbing needed will be billed separately as determined by agency and contractor), SSU switch, outlet, gas shut off, drip leg, up to 10 ft of black pipe including fittings, up to 30 ft of schedule 40 PVC pipe including fittings. Up to 15 ft. of copper pipe 1/2" or size of pipe present. Outside termination must meet PMI specifications. Permit required if applicable and return copy to agency with invoicing.				PKG	\$ -
HVAC	Boiler FW - 90% EFE 150K - 200K BTU package- includes removal/recycling of old equipment, forced water boiler body, all plumbing, electrical and gas connections connections, SSU switch, outlet, gas shut off, drip leg, up to 10 ft of black pipe including fittings, up to 30 ft of schedule 40 PVC pipe including fittings. Up to 15 ft. of copper pipe 1/2" or size of pipe present. Outside termination must meet PMI specifications. Permit required if applicable and return copy to agency with invoicing.				PKG	\$ -
HVAC	Boiler Parts - Air Scoop				Each	\$ -
HVAC	Boiler Parts - Air Vent				Each	\$ -
HVAC	Boiler Parts - Aquastat				Each	\$ -
HVAC	Boiler Parts - Back Flow Preventer				Each	\$ -
HVAC	Boiler Parts - Boiler Guages				Each	\$ -

Category	Description	Brand Name (If Applicable)	Contractor Material	Contractor Labor	Qty	Total
HVAC	Boiler Parts - Circulator Pump				Each	\$ -
HVAC	Boiler Parts - Copper Pipe 1 1/2" Includes Fittings (1 fitting=1ft of pipe)				LF	\$ -
HVAC	Boiler Parts - Copper Pipe 1 1/4" Includes Fittings (1 fitting=1ft of pipe)				LF	\$ -
HVAC	Boiler Parts - Copper Pipe 1" Includes Fittings (1 fitting=1ft of pipe)				LF	\$ -
HVAC	Boiler Parts - Copper Pipe 1/2" Includes Fittings (1 fitting=1ft of pipe)				LF	\$ -
HVAC	Boiler Parts - Copper Pipe 2" Includes Fittings (1 fitting=1ft of pipe)				LF	\$ -
HVAC	Boiler Parts - Copper Pipe 3/4" Includes Fittings (1 fitting=1ft of pipe)				LF	\$ -
HVAC	Boiler Parts - Discharge Pipe				LF	\$ -
HVAC	Boiler Parts - Drain Valve 1/2				Each	\$ -
HVAC	Boiler Parts - Expansion Tank				Each	\$ -
HVAC	Boiler Parts - Fill Valve				Each	\$ -
HVAC	Boiler Parts - Flow Control Valve				Each	\$ -
HVAC	Boiler Parts - Gas Valve				Each	\$ -
HVAC	Boiler Parts - Isolation Valve				Each	\$ -
HVAC	Boiler Parts - Low Water Cut Off				Each	\$ -
HVAC	Boiler Parts - Outdoor Reset Control				Each	\$ -
HVAC	Boiler Parts - Pressure Reducing Valve				Each	\$ -
HVAC	Boiler Parts - Pressure/Temperature Guage				Each	\$ -
HVAC	Boiler Parts - Radiator 4 tube 4ft section				Each	\$ -
HVAC	Boiler Parts - Radiator 4 tube 5ft section				Each	\$ -
HVAC	Boiler Parts - Radiator 4 tube 6ft section				Each	\$ -
HVAC	Boiler Parts - Radiator Valve				Each	\$ -
HVAC	Boiler Parts - Radiator Vent/Bleeder Valve				Each	\$ -
HVAC	Boiler Parts - T&P Valve				Each	\$ -
HVAC	Boiler Parts - Triple Aquastat				Each	\$ -
HVAC	Boiler Parts - Zone Pump				Each	\$ -
HVAC	Boiler Parts - Zone T-Stat				Each	\$ -

Category	Description	Brand Name (If Applicable)	Contractor Material	Contractor Labor	Qty	Total
HVAC	Boiler Parts - Zone Valve				Each	\$ -
HVAC	Burner Assembly (Furnace/Boiler)				Each	\$ -
HVAC	Central A/C - 16 SEER, 1.5 ton (package includes removal/recycling of old equipment, permit, outdoor condensor unit, condensor pad, line set, indoor matching cased coil, up to 2 lbs of refrigerant, all plumbing, electrical and t-stat connections)				PKG	\$ -
HVAC	Central A/C - 16 SEER, 2 ton (package includes removal/recycling of old equipment, permit, outdoor condensor unit, condensor pad, line set, indoor matching cased coil, up to 2 lbs of refrigerant, all plumbing, electrical and t-stat connections)				PKG	\$ -
HVAC	Central A/C - 16 SEER, 2.5 ton (package includes removal/recycling of old equipment, permit, outdoor condensor unit, condensor pad, line set, indoor matching cased coil, up to 2 lbs of refrigerant, all plumbing, electrical and t-stat connections)				PKG	\$ -
HVAC	Central A/C - 16 SEER, 3 ton (package includes removal/recycling of old equipment, permit, outdoor condensor unit, condensor pad, line set, indoor matching cased coil, up to 2 lbs of refrigerant, all plumbing, electrical and t-stat connections)				PKG	\$ -
HVAC	Central A/C - 16 SEER, 3.5 ton (package removal/recycling of old equipment, includes permit, outdoor condensor unit, condensor pad, line set, indoor matching cased coil, up to 2 lbs of refrigerant, all plumbing, electrical and t-stat connections)				PKG	\$ -
HVAC	Central A/C - 16 SEER, 4 ton (package removal/recycling of old equipment, includes permit, outdoor condensor unit, condensor pad, line set, indoor matching cased coil, up to 2 lbs of refrigerant, all plumbing, electrical and t-stat connections)				PKG	\$ -
HVAC	Chimney Cap				Each	\$ -
HVAC	Condensate Pump 1/3 or 1/2 HP- includes pump, all plumbing/electrical hookups and up to 30 ft of condensate drain line piped to closest drain				PKG	\$ -
HVAC	Draft Inducer Motor				Foot	\$ -
HVAC	Drip Leg/Sediment Trap				Each	\$ -
HVAC	Duct Boot Round (4" X 10") 6"				Each	\$ -
HVAC	Duct Boot Round (4" X 12") 6"				Each	\$ -
HVAC	Duct Mastic per Gal				Each	\$ -
HVAC	Elec Baseboard Htr - 2 ft (hard wired)				Each	\$ -
HVAC	Elec Baseboard Htr - 4 ft (hard wired)				Each	\$ -
HVAC	Elec Baseboard Htr - 6 ft (hard wired)				Each	\$ -
HVAC	Elec Baseboard Htr - 8 ft (hard wired)				Each	\$ -
HVAC	Electric Furn - 20 KW (70,000 BTU)-package includes removal of old equipment, new furnace body, permit, and all electrical connections. Must have filter slot covered and accessible for client to change filter. Must meet IHWAP standards.				PKG	\$ -

Category	Description	Brand Name (If Applicable)	Contractor Material	Contractor Labor	Qty	Total
HVAC	Electric Furn - 25 KW (85,000 BTU)-package includes removal of old equipment, new furnace body, permit, and all electrical connections. Must have filter slot covered and accessible for client to change filter. Must meet IHWAP standards.				PKG	\$ -
HVAC	Filter Rack Cover - Metal Fabricated				Each	\$ -
HVAC	Filter Rack Cover - Magnetic				Each	\$ -
HVAC	Flame Rollout Sensor				Each	\$ -
HVAC	Flat Wall Return Grille - 20" X 20"				Each	\$ -
HVAC	Flat Wall Return Grille - 20" X 25"				Each	\$ -
HVAC	Flex Tubing 3/8" - Cond Drain				LF	\$ -
HVAC	Floor Registers - 4" X 10"				Each	\$ -
HVAC	Floor Registers - 4" X 12"				Each	\$ -
HVAC	Floor Registers - 6" X 10"				Each	\$ -
HVAC	Floor Registers - 6" X 12"				Each	\$ -
HVAC	Floor Return Grille - 14" X 20"				Each	\$ -
HVAC	Floor Return Grille - 16" X 16"				Each	\$ -
HVAC	Floor Return Grille - 20" X 20"				Each	\$ -
HVAC	Furn Filter - 14" X 20" X 1" (MERV6 or better)				Each	\$ -
HVAC	Furn Filter - 16" X 16" X 1" (MERV 6 or better)				Each	\$ -
HVAC	Furn Filter - 16" X 20" X 1" (MERV 6 or better)				Each	\$ -
HVAC	Furn Filter - 16" X 25" X 1" (MERV 6 or better)				Each	\$ -
HVAC	Furn Filter - 20" X 20" X 1" (MERV 6 or better)				Each	\$ -
HVAC	Furn Filter - 20" X 25" X 1" (MERV 6 or better)				Each	\$ -
HVAC	Furn Filter - 20" x 25" x 4" or 5" Pleated Air Bear Style				Each	\$ -
HVAC	Furn Filter-Media equivalent to 4", 5", 201, or 401				Each	\$ -
HVAC	Gas App Conn up to 48" -1/2' connector kit				Each	\$ -
HVAC	Gas App Conn up to 48" - 3/4" connector kit				Each	\$ -
HVAC	Gas Shut Off Valve - 1"				Each	\$ -
HVAC	Gas Shut Off Valve - 1/2"				Each	\$ -

Category	Description	Brand Name (If Applicable)	Contractor Material	Contractor Labor	Qty	Total
HVAC	Gas Shut Off Valve - 3/4"				Each	\$ -
HVAC	Heat Pump (AS) - 1.5 ton (package includes removal of old equipment, permit, outdoor evaporator unit, indoor coil, line set, air handler with backup heat strips and all electrical connections.)				PKG	\$ -
HVAC	Heat Pump (AS) - 2 ton (package includes removal of old equipment, permit, outdoor evaporator unit, indoor coil, line set, air handler with backup heat strips and all electrical connections.)				PKG	\$ -
HVAC	Heat Pump (AS) - 2.5 ton (package includes removal of old equipment, permit, outdoor evaporator unit, indoor coil, line set, air handler with backup heat strips and all electrical connections.)				PKG	\$ -
HVAC	Heat Pump (AS) - 3 ton (package includes removal of old equipment, permit, outdoor evaporator unit, indoor coil, line set, air handler with backup heat strips and all electrical connections)				PKG	\$ -
HVAC	Heat Pump (AS) - 3.5 ton (package includes removal of old equipment, permit, outdoor evaporator unit, indoor coil, line set, air handler with backup heat strips and all electrical connections)				PKG	\$ -
HVAC	Heat Pump (AS) - 4 ton (package includes removal of old equipment, permit, outdoor evaporator unit, indoor coil, line set, air handler with backup heat strips and all electrical connections)				PKG	\$ -
HVAC	High Limit Switch				Each	\$ -
HVAC	Hot Surface Ignitor				Each	\$ -
HVAC	Insulated Flex Duct - 4"- includes support every 4 feet with no crushing or sagging				LF	\$ -
HVAC	Insulated Flex Duct - 6"- includes support every 4 feet with no crushing or sagging				LF	\$ -
HVAC	Insulated Flex Duct - 8"- includes support every 4 feet with no crushing or sagging				LF	\$ -
HVAC	Intermittent Ignition Device (IID)				Each	\$ -
HVAC	Mobile home - A/C Auto Damper for self-contained ac units,				Each	\$ -
HVAC	Flame Rollout Sensor				each	\$ -
HVAC	M.H. 95% NG/Prop FAF - 40,000-59,000 BTU: includes removal/recycling of old equipment, forced air furnace body, SSU switch, outlet, gas shut off, drip leg, up to 10 ft of black pipe including fittings, 3 1" furnace filters, transitions, up to 15 ft of schedule 40 PVC including fittings. duct mastic must be used on furnace/duct trunk connection and pictures of this must be returned to agency with invoicing. Outside termination must meet PMI specifications. Permit required if applicable and return copy to agency with invoicing				PKG	\$ -

Category	Description	Brand Name (If Applicable)	Contractor Material	Contractor Labor	Qty	Total
HVAC	M.H. 95% NG/Prop FAF - 60,000-71,000 BTU: includes removal/recycling of old equipment, forced air furnace body, SSU switch, outlet, gas shut off, drip leg, up to 10 ft of black pipe including fittings, 3 1" furnace filters, transitions, up to 15 ft of schedule 40 PVC including fittings, duct mastic must be used on furnace/duct trunk connection and pictures of this must be returned to agency with invoicing. Outside termination must meet PMI specifications. Permit required if applicable and return copy to agency with invoicing				PKG	\$ -
HVAC	M.H. 95% NG/Prop FAF - 72,000 and above BTU: includes removal/recycling of old equipment, forced air furnace body, SSU switch, outlet, gas shut off, drip leg, up to 10 ft of black pipe including fittings, 3 1" furnace filters, transitions, up to 15 ft of schedule 40 PVC including fittings, duct mastic must be used on furnace/duct trunk connection and pictures of this must be returned to agency with invoicing. Outside termination must meet PMI specifications. Permit required if applicable and return copy to agency with invoicing				PKG	\$ -
HVAC	Mini-Split (Dual Zone) - 1.5 ton (package includes everything for complete hookup, outdoor evaporator/condensor, indoor head units, line set, all electrical and plumbing connections, dedicated circuit and permit.)				PKG	\$ -
HVAC	Mini-Split (Dual Zone) - 2 ton (package includes everything for complete hookup, outdoor evaporator/condensor, indoor head units, line set, all electrical and plumbing connections, dedicated circuit, and permit.)				PKG	\$ -
HVAC	Mini-Split (Single Zone) - 1 ton (package includes everything for complete hookup, outdoor evaporator/condensor, indoor head units, line set, all electrical and plumbing connections, dedicated circuit, and permit.)				PKG	\$ -
HVAC	Mini-Split (Single Zone) - 1.5 ton (package includes everything for complete hookup, outdoor evaporator/condensor, indoor head units, line set, all electrical and plumbing connections, dedicated circuit, and permit.)				PKG	\$ -
HVAC	Mini-Split (Single Zone) - 2 ton (package includes everything for complete hookup, outdoor evaporator/condensor, indoor head units, line set, all electrical and plumbing connections, dedicated circuit, and permit.)				PKG	\$ -
HVAC	Mother Board				Each	\$ -
HVAC	Pilot Assembly Kit				Each	\$ -
HVAC	Pressure Switch				Each	\$ -
HVAC	PVC Pipe Insulation - 2" to 3"				Each	\$ -
HVAC	PVC Pipe Insulation - 3" to 4"				Each	\$ -
HVAC	PVC Pipe Insulation - up to 2"				Each	\$ -
HVAC	Return Air Filter Grille - 16" X 16"				Each	\$ -
HVAC	Return Air Filter Grille - 16" X 20"				Each	\$ -
HVAC	Return Air Filter Grille - 20" X 20"				Each	\$ -

Category	Description	Brand Name (If Applicable)	Contractor Material	Contractor Labor	Qty	Total
HVAC	Return Drop Kit (includes ducting, connection to furnace, filter slot and filter cover) Mesh and Mastic as needed.				PKG	\$ -
HVAC	Round Duct Insulation - 4"				LF	\$ -
HVAC	Round Duct Insulation - 6"				LF	\$ -
HVAC	Round Duct Insulation - 8"				LF	\$ -
HVAC	Sheet Metal - per Sheet 4x8				Each	\$ -
HVAC	Sheet Metal - per Sq. Ft.				Sq. Ft.	\$ -
HVAC	Spark Ignitor				Each	\$ -
HVAC	SSU Assembly				Each	\$ -
HVAC	Stm Boiler - 83% EFE UP TO 89K BTU package-includes removal/recycling of old equipment, steam boiler body, all plumbing, electrical and gas connections connections(any excessive plumbing needed will be billed separately as determined by agency and contractor), SSU switch, outlet, gas shut off, drip leg, up to 10 ft of black pipe including fittings, up to 15 ft of mfg. specific vent including fittings. Permit required if applicable and return copy to agency with invoicing.				PKG	\$ -
HVAC	Stm Boiler - 83% EFE 90K - 129K BTU package- includes removal/recycling of old equipment, steam boiler body, all plumbing, electrical and gas connections connections(any excessive plumbing needed will be billed separately as determined by agency and contractor), SSU switch, outlet, gas shut off, drip leg, up to 10 ft of black pipe including fittings, up to 15 ft of mfg. specific vent including fittings. Permit required if applicable and return copy to agency with invoicing.				PKG	\$ -
HVAC	Stm Boiler - 83% EFE 130K - 169K BTU package- includes removal/recycling of old equipment, steam boiler body, all plumbing, electrical and gas connections connections(any excessive plumbing needed will be billed separately as determined by agency and contractor), SSU switch, outlet, gas shut off, drip leg, up to 10 ft of black pipe including fittings, up to 15 ft of mfg. specific vent including fittings. Permit required if applicable and return copy to agency with invoicing.				PKG	\$ -
HVAC	Stm Boiler - 83% EFE 170K - 199K BTU package- includes removal/recycling of old equipment, steam boiler body, all plumbing, electrical and gas connections connections(any excessive plumbing needed will be billed separately as determined by agency and contractor), SSU switch, outlet, gas shut off, drip leg, up to 10 ft of black pipe including fittings, up to 15 ft of mfg. specific vent including fittings. Permit required if applicable and return copy to agency with invoicing.				PKG	\$ -
HVAC	Stm Boiler Parts - Air Vent				Each	\$ -
HVAC	Stm Boiler Parts - Blow Off Valve for Low Water Cut Off				Each	\$ -
HVAC	Stm Boiler Parts - Boiler Relay				Each	\$ -
HVAC	Stm Boiler Parts - Combo Feeder/Cut Off				Each	\$ -

Category	Description	Brand Name (If Applicable)	Contractor Material	Contractor Labor	Qty	Total
HVAC	Stm Boiler Parts - Internal Limit Control				Each	\$ -
HVAC	Stm Boiler Parts - Low Water Cut Off				Each	\$ -
HVAC	Stm Boiler Parts - Pressure Valve				Each	\$ -
HVAC	Stm Boiler Parts - Radiator Bleeder/Pressure Relief				Each	\$ -
HVAC	Stm Boiler Parts - Radiator Valve				Each	\$ -
HVAC	Stm Boiler Parts - Water Column Site Glass Kit				Each	\$ -
HVAC	Stm Boiler Parts - Water Feeder				Each	\$ -
HVAC	T-Stat (Digital) - Heat/Cool				Each	\$ -
HVAC	T-Stat (Digital) Visually Imp- Heat/Cool				Each	\$ -
HVAC	T-Stat (Prog) - Heat/Cool				Each	\$ -
HVAC	T-Stat (Prog) Visually Imp- Heat/Cool				Each	\$ -
HVAC	T-Stat Smart				Each	\$ -
HVAC	T-Stat Wire 18-2 per Foot				LF	\$ -
HVAC	T-Stat Wire 18-4 per Foot				LF	\$ -
HVAC	T-Stat Wire 18-5 per Foot				LF	\$ -
HVAC	T-Stat Wire 18-8 per Foot				LF	\$ -
HVAC	Thermocouple				Each Pair	\$ -
HVAC	Transfer Grille - 14" X 20" (per pair)				Each Pair	\$ -
HVAC	Transfer Grille - 16" X 16" (per pair)				Each Pair	\$ -
HVAC	Transfer Grille - 20" X 20" (per pair)				Each Pair	\$ -
HVAC	Transfer Grille - 6" X 10" (per pair)				Each Pair	\$ -
HVAC	Transfer Grille - 6" X 14" (per pair)				Each Pair	\$ -
HVAC	Window A/C - 10K BTU-includes removal of old equipment and set of new unit.				Each	\$ -
HVAC	Window A/C - 12K BTU-includes removal of old equipment and set of new unit.				Each	\$ -
HVAC	Window A/C - 6K BTU-includes removal of old equipment and set of new unit.				Each	\$ -
HVAC	Window A/C - 8K BTU-includes removal of old equipment and set of new unit.				Each	\$ -

Category	Description	Brand Name (If Applicable)	Contractor Material	Contractor Labor	Qty	Total
HVAC	Labor Only-Sealing around Window A/C unit with foam board or sealant and between window sashes with weatherstrip.				Each	\$ -
PLMB	Water Heater NG - Low Boy (Energy Star - 0.64 EFF)-price includes removal of old equipment, permit and up to: 5 ft black pipe, 15 ft of venting to meet mfg specs., new gas shutoff valve, new discharge pipe, copper hook up kit, all electrical and gas connections and combustion safety testing to meet IHWAP standards.				PKG	\$ -
PLMB	Water Heater NG - 40 gal (Energy Star - 0.64 EFF)-price includes removal of old equipment, permit and up to: 5 ft black pipe, 15 ft of venting to meet mfg specs., new gas shutoff valve, new discharge pipe, copper hook up kit, all electrical and gas connections and combustion safety testing to meet IHWAP standards.				PKG	\$ -
PLMB	Water Heater NG - 50 gal (Energy Star - 0.64 EFF)-price includes removal of old equipment, permit and up to: 5 ft black pipe, 15 ft of venting to meet mfg specs., new gas shutoff valve, new discharge pipe, copper hook up kit, all electrical and gas connections and combustion safety testing to meet IHWAP standards.				PKG	\$ -
PLMB	WH Electric - Low Boy (Energy Star)-price includes removal of old equipment, permit, all electrical and plumbing connections (including copper hookup kit) to meet IHWAP standards. Ensure proper circuit breaker amperage at electrical box, install new discharge pipe and all required paperwork filled out.				PKG	\$ -
PLMB	WH Electric - 40 gal (Energy Star)-price includes removal of old equipment, permit, all electrical and plumbing connections (including copper hookup kit) to meet IHWAP standards. Ensure proper circuit breaker amperage at electrical box, install new discharge pipe and all required paperwork filled out.				PKG	\$ -
PLMB	WH Electric - 50 gal (Energy Star)-price includes removal of old equipment, permit, all electrical and plumbing connections (including copper hook up kit) to meet IHWAP standards. Ensure proper circuit breaker amperage at electrical box, install new discharge pipe and all required paperwork filled out.				PKG	\$ -
PLMB	Water Heater Heat Pump - 50 gal(Energy Star w/Energy Factor of 3 or higher)-price includes removal of old equipment, permit, all electrical and plumbing connections to meet IHWAP standards. Ensure proper circuit breaker amperage at electrical box, install new discharge pipe and all required paperwork filled out.				PKG	\$ -
PLMB	WH Mob Home NG - Low Boy (Energy Star - 0.64 EFF) Direct Vent-price includes removal of old equipment, permit and up to 5 ft black pipe, up to 15 ft of venting to meet mfg specs., new gas shutoff valve, new discharge pipe, all electrical and gas connections and combustion safety testing to meet IHWAP standards.					\$ -
PLMB	WH Mob Home NG - 40 gal (Energy Star - 0.64 EFF) Direct Vent-price includes removal of old equipment, permit and up to 5 ft black pipe, up to 15 ft of venting to meet mfg specs., new gas shutoff valve, new discharge pipe, all electrical and gas connections and combustion safety testing to meet IHWAP standards.				PKG	\$ -
PLMB	WH Mob Home NG - 50 gal (Energy Star - 0.64 EFF) Direct Vent-price includes removal of old equipment, permit and up to 5 ft black pipe, up to 15 ft of venting to meet mfg specs., new gas shutoff valve, new discharge pipe, all electrical and gas connections and combustion safety testing to meet IHWAP standards.				PKG	\$ -

Category	Description	Brand Name (If Applicable)	Contractor Material	Contractor Labor	Qty	Total
PLMB	Tankless Water Heater 9.5 Gal/Min-price includes removal of old equipment, permit and up to 5 ft black pipe, up to 15 ft of venting to meet mfg specs., new gas shutoff valve, new discharge pipe, all electrical and gas connections and combustion safety testing to meet IHWAP standards.				PKG	\$ -
PLMB	Tankless Water Heater 11 Gal/Min-price includes removal of old equipment, permit and up to 5 ft black pipe, up to 15 ft of venting to meet mfg specs., new gas shutoff valve, new discharge pipe, all electrical and gas connections and combustion safety testing to meet IHWAP standards.				PKG	\$ -
PLMB	Service Valve for Tankless HWT				Each	\$ -
PLMB	WH Power Vent NG - 40 gal (Energy Star) 0.67 EFF-price includes removal of old equipment, permit up to 5 ft black pipe, up to 15 ft of venting to meet mfg specs., new gas shutoff valve, new discharge pipe, all electrical and gas connections and combustion safety testing to meet IHWAP standards.				PKG	\$ -
PLMB	WH Power Vent NG - 50 gal (Energy Star) 0.67 EFF-price includes removal of old equipment, permit and up to 5 ft black pipe, up to 15 ft of venting to meet mfg specs., new gas shutoff valve, new discharge pipe, all electrical and gas connections and combustion safety testing to meet IHWAP standards.				PKG	\$ -
PLMB	Back Flow Preventer				PKG	\$ -
PLMB	Expansion Tank				PKG	\$ -
VENT	B-Vent - 3" (includes pipe, fittings & supports)				LF	\$ -
VENT	Chimney Liner 3" - 1 Story (with cap)				Each	\$ -
VENT	Chimney Liner 4" - 1 Story (with cap)				Each	\$ -
VENT	Chimney Liner 3" - 2 Story (with cap)				Each	\$ -
VENT	Chimney Liner 4" - 2 Story (with cap)				Each	\$ -
VENT	Concentric Vent 2"				Each	\$ -
VENT	Concentric Vent 3"				Each	\$ -
VENT	Dryer Vent Pipe - 4" (flexible duct)				LF	\$ -
VENT	Dryer Vent Termination				Each	\$ -
VENT	PVC Schd 40 - 2" per Foot Includes Fittings(1 fitting=1 ft of pipe)				LF	\$ -
VENT	PVC Schd 40 - 3" per Foot Includes Fittings(1 fitting=1 ft of pipe)				LF	\$ -
VENT	PVC Schd 40 - 3/4" per Foot Includes fittings(1 fitting=1 ft of pipe)				LF	\$ -
VENT	SW Vent - 3" (includes pipe, fittings & supports)				LF	\$ -
VENT	SW Vent - 4" (includes pipe, fittings & supports)				LF	\$ -

Category	Description	Brand Name (If Applicable)	Contractor Material	Contractor Labor	Qty	Total
WTHT	Dielectric Union 1/2"				Each	\$ -
WTHT	Pipe Insulation - 1/2"				Each	\$ -
WTHT	Pipe Insulation - 3/4"				Each	\$ -
WTHT	TPR Valve				Each	\$ -
WTHT	W.H. Discharge Pipe				Each	\$ -
HLSF	Clean and Tune Forced Air Furnace (includes combustion safety analysis machine testing and cleaning/tuning of furnace must meet PMI and IHWAP standards, completion of all paperwork to return with invoicing, gas leak detection of all gas appliances, and 3 Filters).Price includes removal of blower wheel for proper cleaning.				Each	\$ -
HLSF	Clean and Tune Steam Boiler (includes combustion safety analysis machine testing and cleaning/tuning of unit must meet PMI and IHWAP standards, completion of all paperwork to return with invoicing, gas leak detection of all gas appliances.)				Each	\$ -
HLSF	Clean and Tune Forced Water Boiler (includes combustion safety analysis machine testing and cleaning/tuning of unit must meet PMI and IHWAP standards, completion of all paperwork to return with invoicing, gas leak detection of all gas appliances)				Each	\$ -
HLSF	Clean and Tune Space Heater (includes combustion safety analysis machine testing and cleaning/tuning of unit must meet PMI and IHWAP standards, completion of all paperwork to return with invoicing, gas leak detection of all gas appliances)				Each	\$ -
HVAC	Remove Unvented Space Heater-includes capping and/or removing of gas lines to ensure proper safety of living space.				Each	\$ -
HVAC	Recover and Recharge AC-recover ac refrigerant, store and re-charge once work has been complete.				Each	\$ -
HLSF	Trip Charge for Hazardous Condition Call				Each	\$ -
HLSF	Undercut Door- per door used to relieve combustion safety related issues from unbalance forced air heating systems.				Each	\$ -