

# **Invitation for Bids for Energy Assistance Products**

## **Xcel Program for Phase 9 - 2018**

### **General Information**

1. NeighborWorks Southern Colorado is requesting bids for our Energy Efficiency Assistance Program. NeighborWorks Southern Colorado is a Tax Exempt federally funded non-profit organization. Through a partnership with Energy Outreach Colorado, NeighborWorks administers a program that pairs low-income households with energy efficiency items; which include Storm Windows
2. Sealed bids must be received at the NeighborWorks office by 4pm on Friday, June 1st, 2018.
3. Successful bidders will be advised by telephone or email by Friday, June 8<sup>th</sup>, 2018.
4. The contact person for this invitation is Corinne Brown.
5. Bids must be typewritten or printed in ink.
6. Contractor maximum reimbursement shall be \$1225.00, which must include cost for product, delivery, and installation.
7. NeighborWorks Southern Colorado anticipates that it will distribute to approximately 250 qualifying households in the program year which runs from January 1, 2018 to December 31, 2018. The majority of the units will be in the city of Pueblo but in 2017, approximately 35 of the qualifying households were installed among the surrounding Southern Colorado towns of Canon City, Rocky Ford, Swink, and Avondale .
8. Through this invitation for bid, NeighborWorks is seeking bids on materials and services to use at the homes of those who qualify for the Program. All bids for storm windows must include product, delivery, and installation. Installation will be for existing single-paned window units, with a secondary condition of 3 or more windows to be installed.
9. This will be the first year we are offering Storm Windows, so we are not sure what the demand volume will be. We do know that we end up approving about 250 applications so that's the potential for storm windows. Of course, the clients who desire the storm windows, then qualify for storm windows will be less than 250.
10. We encourage the subcontractor to explain in detail what would be needed, in terms of delivery timeframes, to make this program work for them.

### **Conditions of the Invitation Bids**

1. All bids become the property of NeighborWorks and will not be returned to the bidder.
2. All price quotes, terms and conditions contained in the bid shall remain fixed and valid for one program year, January 1, 2018 to December 31, 2018.
  - a. Projected cost increased during the designated time; (prices may be negotiated one time only during the program year due to manufacturer cost increased, however NeighborWorks reserves the right to re-negotiate prices with other Contractors, if cost increased are not justified or increase beyond the repayment fee as per NeighborWorks Southern Colorado's existing contract with Energy Outreach Colorado and;

- b. Shipping/delivery charges to any Black Hills Energy service area in Southern Colorado with assigned destinations are included.
3. The bid shall be signed by a person legally authorized to bind the bidder.
4. Failure to furnish information requested in the invitation for bids or failure to follow the format may disqualify the bid.
5. Issuance of the invitation for bids does not constitute a commitment by NeighborWorks Southern Colorado to award the bid.
6. NeighborWorks Southern Colorado will notify unsuccessful bidders within 31 days after the bids are received.
7. NeighborWorks Southern Colorado reserves the right to reject all bids and to waive irregularities and informalities.
8. NeighborWorks Southern Colorado reserves the right to award bid(s) to one or more Contractors based on delivery time, quality of material and lowest price, per category, or award bid(s) to several Contractors based on delivery time, quality of material, and lowest price for individual items within certain categories; i.e. Contractor A may receive a bid for all refrigerators, whereas Contractor B may receive the bid for some or all evaporative coolers.
9. All items must meet proper ASTM, F.S., CRF and Colorado Energy Office standards, as applicable. Appropriate Colorado Energy Office standards are available upon request from NeighborWorks Southern Colorado. Contractors shall warranty all materials for one year against defects in material (and workmanship, if applicable) from the date of installation.
10. All communications between Contractors will be email or by web based sharing (i.e. Dropbox). Faxes will not be acceptable during this Phase 9 in the year of 2018.
11. The process flow shall be as follows:
  - a. Applicant applies for NeighborWorks Southern Colorado Energy Efficiency Program (NWSOCO)
  - b. When qualified, NWSOCO will send to Contractor the customers name, address and Phone number.
  - c. Contractor will then call the customer to schedule a time for delivery and/or inspection to verify windows meet installation requirements:
    - i. Must be single-paned windows only
    - ii. MUST install at least 3 windows
  - d. After work is completed Contractor shall send back to NWSOCO an invoice with date installed and how many installed.
  - e. Contractor shall send to NWSOCO a weekly status report of orders waiting for parts, orders installed, and orders that do not meet requirements.
  - f. All orders and invoices between Contractor and NWSOCO shall be communicated via email.
  - g. Invoices will be paid by NWSOCO by check, net-45 days.

**Certification**

I hereby certify that the attached bid for materials and labor for the Black Hill Energy Efficiency Program for 2018 Phase 9. I agree with the conditions contained in the Invitation for Bid.

**Business Firm:** \_\_\_\_\_

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

**Telephone:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

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

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

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

Please attach a copy of your bid breakdown to this invitation and return to NeighborWorks Southern Colorado at 1241 E. Routt, Pueblo, Colorado 81004. Please address all questions to Corinne Brown at 719-544-8078 or [cbrown@nwsoco.org](mailto:cbrown@nwsoco.org).