Specific Items to include in bid documentation		CRITERIA - IFB - RFQ Check List (Attachment 5-1)	BIDDER/ NAME	Notes
NA, Yes, No		Weatherization	XYZ	
I		***Small, Minority & Women-Owned Business Enterprise***		
	a.	Did the subgrantee make a good faith effort to include Minority and Women owned businesses in their IFB/RFQ distribution?		
	b.	Was bid advertised in 2 papers? Are there tear sheet copies or an affidavit of publication?		
II		***Procurement of Building Insulation W/Recovered Materials***		
	a.	Is the value of purchased insulation > $10,000		
	b.	If "Y" were efforts made to get recycled materials at reasonable costs?(10 CFR 440)		
III		***Procurement/Lease/Management/Vehicles/Equip/Non-Expendable Property***		
		Have all requirements outlined in III of Section 6 been reviewed for compliance?		
IV		***Management of Weatherization Materials & Contracted Services***		
	a.	If materials, insulation or other goods are purchased, is a clause included to reference specifications? (Compliance with 10 CRF 600 and 10 CFR 440)		
	b.	If the lowest/best bid is accepted does the bid packet have a bid tabulation sheet for recording the bid results?		
		If the lowest bid is not accepted...approval is needed by DED/DE.		
V		***Competitive Procurement Standards***		
1	a.	Is the purchase less than $3000? (Purchases of like items during a 12 month period with an aggregate value more than $3000 must be competitively bid or have an RFQ.)		
	b.	Is Bid Tabulation Sheet included for documentation?		
	c.	If the bid is for heating systems contractors, was a RFQ used?		
	d.	Is this purchase > $25,000 total of all systems purchased? Was the formal IFB advertised in 2 papers, the sealed written bid process followed?		
2		Does the content of the IFB include the following? Please see Section 5, V.D.2, pages 15-21 of the Weatherization Operational Manual for complete requirements.		
	a.	Firm Fixed Price		
	b.	Estimated quantities		
	c.	Quality standards		
	d.	Bid evaluation criteria included?		
	e.	Bid deadlines: submittal/closing/with sealed photocopy		
	f.	Bid opening date/time/location		
	g.	Total dollar amount of funds granted for current year		
	h.	Federal percentage of participation related to subgrant (language revealing Federal funds amount/Percent of participation in the weatherization program related to the subgrantee)		
	i.	Performance bond requirements: In debarment status under Federal or Missouri with signed statement to that effect? Or Form B (past client list) must provide one or the other.		
	j.	Is Lien Waiver language included?		
	k.	EEOC clause included? Is the SWS clause included?		
	l.	Copeland Anti-Kickback clause included?		
	m.	Is the clause containing the following conflict of interest language included: "Contractor doesn't and will not have conflict of interest with the agency/State of MO nor employ anyone who does"		
	n.	OSHA Training current?		
	o.	Insurance present--Gen Liability, Vehicle, OSHA/Workers Comp., Pollution Occurrence?		
	p.	Current Business License? Is the business/contractor registered with the Missouri Secretary of State Office?		
	q.	Sole Source?		

Department of Energy
Washington, DC 20585

WEATHERIZATION PROGRAM NOTICE 13-04
EFFECTIVE DATE: OCTOBER 11, 2012

SUBJECT: Property Acquired Under the Weatherization Assistance Program (WAP)

PURPOSE: This guidance serves to clarify the regulatory obligations that apply to property acquired under the WAP Formula and Recovery Act grants and does not apply to Federally-owned property.

SCOPE: The provisions of this guidance apply to recipients and subrecipients of financial assistance under the Department of Energy (DOE) WAP.

LEGAL AUTHORITY: Title IV, Energy Conservation and Production Act, as amended, authorizes the Department of Energy to administer the WAP. (42 U.S.C.§ 6861, *et. seq.*) All grant awards made under this program shall comply with applicable law and regulations including the WAP regulations contained in 10 CFR 440 and DOE Financial Assistance regulations at 10 CFR 600.

PROCEDURES: This information applies to the WAP program only, and is not applicable to other programs unless you receive specific direction from other programs. Please note that States will use, manage, and dispose of equipment acquired under a grant in accordance with State laws and procedures. Local Governments, Tribal Organizations, Nonprofit Organizations and Subgrantees shall follow their appropriate property regulations found in 10 CFR 600: Subpart B - Uniform Administrative Requirements for Grants and Cooperative Agreements With Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations; Subpart C - Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments; or Subpart D - Administrative Requirements for Grants and Cooperative Agreements With For-Profit Organizations. Any potential discrepancies between guidance contained in this document and 10 CFR 600 shall be resolved in favor of 10 CFR 600.

1. DOE has no interest in equipment acquired with award funds with a current per-unit fair market value less than $5,000.

Fair market value means the best estimate of the gross proceeds if the property were to be sold in a public sale. As soon as the fair market value of an individual unit of property falls below

$5,000, DOE's interest in the property is extinguished. At this point, recipients/subrecipients take full title to the property without restriction, free and clear of government interest, and a disposition request to DOE is not necessary. Disposition requirements no longer apply and the recipient/subrecipient have no further obligation to DOE.

A piece of equipment is considered to be an individual unit if it has individual utility or can be sold as an individual unit. For example, a photovoltaic solar system contains other components including solar panels, racking systems, inverters and associated wiring. For purposes of disposition, the system should be treated as individual units, such as the individual solar panels and individual inverters, not as a whole. If the system was purchased as individual units and can be sold as such, it should be disposed of as individual units. As a guide to making this determination, consider the manner in which the equipment was purchased and break larger systems into their smallest individual components of individual utility.

2. For equipment acquired with award funds with a current per-unit fair market value of $5,000 or more, the recipient/subrecipient may continue to use property in the project or program for which it was acquired, and a disposition request to DOE is not necessary.

Recipients/subrecipients may continue to use this equipment indefinitely so long as the recipient/subrecipient continues to use the property in the project or program for which it was acquired. In this case, a disposition request to DOE or Contracting Officer approval is not necessary. Recipients/subrecipients must continue to account for award property during the award and after the closeout of the award, as long as the property continues to have a fair market value of $5,000 or more, in accordance with DOE's financial assistance regulations found at 10 CFR 600.

As soon as the fair market value of an individual unit of property falls below $5,000, DOE's interest in the property is extinguished. At this point, recipients/subrecipients take full title to the property without restriction, free and clear of Government interest, and a disposition request to DOE is not necessary.[1]

2a. If the recipient/subrecipient continues to use the property in the project or program for which it was acquired, the recipient/subrecipient must continue to account for award property during the award and after the closeout of the award, as long as the property continues to have a fair market value of $5,000 or more, in accordance with DOE's financial assistance regulations found at 10 CFR 600.

If the recipient/subrecipient continues to use property for the project or program for which it was acquired, property records must be maintained to include a description of the property, a serial number or other identification number, the source of property, who holds title, the acquisition date, the cost of the property, percentage of Federal participation in the cost of the property, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.[2] Additionally, recipients/subrecipients must take a

[1] 10 CFR 600.134(g), 232(e)(1), 321(f)(1)(i).
[2] 10 CFR 600.134.(f)(1), 232(d)(1), 323(a).

physical inventory and the results reconciled with the property records at least once every two years. Any differences between quantities determined by the physical inspection and those shown in the accounting records must be investigated by the recipient/subrecipient to determine the causes of the difference. The recipient/subrecipient must, in connection with the inventory, verify the existence, current utilization, and continued need for the property.[3] These property inventory requirements do not differ from the requirements in the applicable regulations for the award period. DOE retains the right to periodically ask for, and the recipient/subrecipient agrees to provide upon request reasonable information concerning the use or final disposition of the property.[4]

2b. All property purchased as equipment and later incorporated into real property should be treated as equipment prior to disposition and then again when removed.

Equipment purchased with award funds may be installed or otherwise incorporated into real property. Under a traditional interpretation of generally accepted accounting principles and property law, once property (equipment) is installed, incorporated or permanently attached to real property (land, structures, buildings), the asset loses its identity as property (equipment). As such, it is no longer reportable as an equipment item and records should be closed out as "consumed by real property asset XXX" or in accordance with your property management procedures. Examples of this type of property include the mechanical portions of HVAC systems and renewable energy generation equipment such as photovoltaic systems or wind turbines. Should the equipment be de-installed or detached from the real property asset for any reason (repair, transfer, relocation, or disposition), recipients/subrecipients shall again manage the removed equipment as personal property in accordance with its fair market value, until such time as it is re-installed or reincorporated into real property, or formally dispositioned.

3. If recipient/subrecipient has a residual inventory of unused supplies exceeding $5,000 in total aggregate fair market value and the supplies are not needed for any other federally-sponsored project or program, the recipient/subrecipient shall retain the supplies for use on non-Federally sponsored activities or sell them, but shall, in either case, compensate the Federal Government for its share.

The amount of compensation shall be computed in the same manner as for equipment.
Fair market value means the best estimate of the gross sales proceeds if the property were to be sold in a public sale. The value of unused supplies shall be calculated on an individual recipient/subrecipient basis, not based on the entire award.

4. DOE has no interest in residual inventory of unused supplies[5] acquired with award funds which are $5,000 or less in total aggregate fair market value.

If the recipient/subrecipient has acquired supplies that have not been consumed by the end of the project, and the total aggregate fair market value of the supplies is $5000 or less, DOE has no

[3] 10 CFR 600.134.(f)(3), 232(d)(2), 323(c)
[4] 10 CFR 600.153(e),242(e), 342(e).
[5] As defined in the regulations - 10 CFR 600.101, 202, 302.

interest in the supplies and title vests with any restriction in the recipient/subrecipient. The value of unused supplies shall be calculated on an individual recipient/subrecipient basis, not based on the entire award.

5. When the recipient/subrecipient elects to retain title without further obligation to the Federal Government, recipient/subrecipient must submit a disposition request to DOE and compensate the Federal Government for that percentage of the current fair market value of the real property or equipment that is attributable to the Federal participation in the project.[6]

When electing to retain title, recipients/subrecipients must compensate DOE for it's portion of the fair market value of the equipment. Fair market value means the best estimate of the gross sales proceeds if the property were to be sold in a public sale. The recipient/subrecipient shall submit a disposition request to DOE, providing credible evidence of fair market value, as outlined in Item 7 below. The Contracting Officer may also accept credible evidence in the form of bids from interested buyers, sales of comparable property, or estimated scrap value from a credible contractor with experience in the particular materials if the property has no value beyond scrap.

6. If the recipient/subrecipient has no further use for the equipment, recipient/subrecipient may elect to use the equipment on another federally sponsored project without requesting disposition instructions. For-Profit recipients/subrecipients may do so subject to approval of the DOE Contracting Officer and requirements of 10 CFR 600.321(e)(2).

IMPORTANT:

Title to equipment acquired with Federal funds with a fair market value of $5,000 or more must be retained by the recipient/subrecipient when using equipment on another federally sponsored project.

All types of entities may transfer the property to another project sponsored by DOE or project sponsored by another Federal agency.[7] The recipient/subrecipient must continue to account for equipment used on another federally sponsored project (see 2.a. above). Order for preference of use must be satisfied.

7. If the recipient/subrecipient no longer needs the property in the project or program for which it was acquired or for other federally sponsored activities, recipient/subrecipient must request disposition instructions from DOE.

If recipient/subrecipient has no use for the property, chooses not to retain title and will compensate DOE for DOE's share of the property, or cannot identify another federally sponsored project where the property may be utilized, the recipient/subrecipient must request disposition instructions.

[6] 10 CFR 600.134(g), 232(e)(2), 321(f)(iii).
[7] 10 CFR 600.134(c), 232(c)(1), 321(e)(2)(i).

The forms below shall be used when requesting disposition during the award, at closeout, or after the award has expired when property is no longer needed. An inventory of property is required when requesting disposition (see SF-428-S below) or if specifically requested (DOE reserves the right to request property records at any time). DOE does not expect Grantees to use the SF-428B form in any situation.

When requesting disposition, complete the Tangible Personal Property Report, Form SF-428 found at: http://www.whitehouse.gov/sites/default/files/omb/grants/approved_forms/sf-428.pdf

Check "Disposition Report/Request (SF-428-C) in Block 6.

Also complete the Disposition Request/Report, Form SF-428-C, found at: http://www.whitehouse.gov/sites/default/files/omb/grants/approved_forms/sf-428-c.pdf, Check "Request Federal Agency Disposition Instructions" in Block b.(ii), and also check "Sale of acquired equipment" in Block 2.b. and attach the completed Supplemental Sheet, Form SF-428-S found at: http://www.whitehouse.gov/sites/default/files/omb/grants/approved_forms/sf-428-s.pdf or recipient equivalent, and complete the remaining information required in Block 2 to calculate the amount to be remitted to the Federal Government.

8. Based on this guidance, it is expected that the final property report will be waived for the subject programs as specified in the award terms and conditions.

As a reminder, recipients/subrecipients are not required to provide an inventory of property acquired with award funds unless property is no longer needed, as indicated in Item 7 above, or if specifically requested (DOE reserves the right to request property records at any time).

If you have further questions regarding property disposition, please do not hesitate to contact the DOE Project Officer or DOE Grants Management Specialist identified in the Assistance Agreement for your award.

AnnaMaria Garcia
Program Manager
Office of Weatherization and Intergovernmental Program
Energy Efficiency and Renewable Energy

Instructions for Completing the Tangible Personal Property Report Forms

The DOE Tangible Personal Property Report Forms (SF-428, SF-428-C, and SF-428S), the Property Closeout Certification Spreadsheet, and all required documentation, (see below for list) must be completed and submitted electronically to DED/DE when a subgrantee wants to dispose (sell) of any items purchased with DOE grant funds that, when purchased, cost $5,000 or more (per individual item) and the current fair market value of an item is $5,000 or more.

Please note that on the Tangible Personal Property Report forms that Missouri's Weatherization Federal Grant Number is DE-EE0000195 for the regular DOE grant and EE0000151 for the ARRA grant. When completing SF-128, under item 6., check the, "Disposition Report/Request" field. When completing SF-428-C, under item 1.a., check the, "Request Federal Agency disposition instructions," under item 1.b., check the, "Request Federal Agency disposition instructions," and under item 2.b., check the, "Sale of acquired equipment" and then attach the completed SF428S form.

Also, separate Tangible Personal Property Report forms and a separate Property Closeout Certification spreadsheet should be completed if a subgrantee wants to dispose of items that were purchased under different grants (ex. ARRA and regular DOE).

For ARRA purchased vehicles/equipment with fair market values of $5,000 that the subgrantee wants to retain in their regular DOE program or transfer to another federally funded program or if a subgrantee wants to transfer DOE purchased vehicles/equipment to another federally funded program, only the Property Closeout Certification spreadsheet and the documentation listed below will need to be submitted for DED/DE review:

The following documentation must be attached to each vehicle/equipment retention, transfer, and disposal request:

1. Item description - (included on spreadsheet)
2. Manufacturer – (included on spreadsheet)
3. Model – (included on spreadsheet)
4. Serial number or VIN – (included on spreadsheet)
5. Original acquisition date – (included on spreadsheet)
6. Original acquisition cost – (included on spreadsheet)
7. Fund (grant) from which the item was originally purchased (included on spreadsheet)
8. Mileage (included on spreadsheet)
9. Disposal condition code per the Federal Management Regulation 102-36.240 (see table below) - (included on spreadsheet)
10. Disposition code (see table below) – (included on spreadsheet)
11. **Back-up documentation for current fair market value (ex. attach print out of Kelley Blue Book value, (please print the VIN or serial number of the vehicle/equipment on the print out)**
12. **Photograph of the item, (please print the VIN number or serial number on the photograph)**

102-36.240 Disposal Condition Code	Definition
1	New. Property which is in new condition or unused condition and can be used immediately without modifications or repairs.
4	Usable. Property which shows some wear, but can be used without significant repair.
7	Repairable. Property which is unusable in its current condition but can be economically repaired.
X	Salvage. Property which has value in excess of its basic material content, but repair or rehabilitation is impractical and/or uneconomical.
S	Scrap. Property which has no value except for its basic material content.

Disposition Code	Definition
1	The property will continue to be used for the purposes authorized in the Award.
2	The property is no longer needed for the purposes of the Award, and will be used on another Federally sponsored activity *(List Activity and Federal Agency)*.
3	The Recipient wishes to retain the property and compensate DOE for its share of the current per unit fair market value. *(Identify the fair market value on the attached property inventory list and describe how the value was determined)*
4	The property is no longer needed for the purposes of the Award or other Federally sponsored activities and the Recipient requests DOE disposition instructions.

TANGIBLE PERSONAL PROPERTY REPORT
SF- 428

		Page	of Pages
1.Federal Agency and Organization Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned by Federal Agency	3a. DUNS	3b. EIN
4. Recipient Organization (Name and complete address including zip code)		5. Recipient Account or Identifying Number	
6. Attachment (Check applicable) ___ Annual Report (SF-428-A) ___ Final (Award Closeout) Report (SF-428-B) ___ Disposition Report/Request (SF-428-C)		7. Supplemental Sheet ___ Yes ___ No	
8. Comments			
9a. Typed or Printed Name and Title of Authorized Certifying Official	9c. Telephone *(area code, number, extension)*		
	9d. Email address		
9b. Signature of authorized Certifying Official	9e. Date report submitted *(Month, Day, Year)*		
	10. Agency use only		

Instructions for Tangible Personal Property Report: SF-428

The estimated annual public reporting burden for the collection of information on this form and its attachments is estimated to average 2.75 hours per respondent, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

This is a standard form to be used by awarding agencies to collect information related to tangible personal property (equipment and supplies) when required by a Federal financial assistance award. The form consists of the cover sheet (SF-428) and three attachments to be used as required: Annual Report, SF428-A; Final (Award Closeout) Report, SF-428-B; and a Disposition Request/Report, SF-428-C. A Supplemental Sheet, SF-428S, may be used to provide detailed individual item information.

A. General Instructions:

Tangible personal property means property of any kind, except real property, that has physical existence. It includes equipment and supplies. It does not include copyrights, patents or securities. For convenience, throughout this form and its attachments, the term property will be synonymous with tangible personal property. The terms equipment and supplies will be used when referring to specific requirements.

Property may be provided by the awarding agency or acquired by the recipient with award funds. Federally-owned property consists of items that were furnished by the Federal government.

Recipients of Federal assistance awards may be required to provide Federal awarding agencies with information concerning property in their custody annually, at award closeout or when the property is no longer needed. Specific requirements will vary based on award provisions, the type of property (equipment or supplies) and whether the property is Federally-owned. This reporting form and its attachments are intended to assist recipients to provide necessary information when it is required.

1. **Federal Agency and Organizational Element to Which Report is Submitted.** Enter the name of the Federal agency and the agency organization element identified in the award document or as otherwise instructed by the agency. The organizational element is a sub-agency within a Federal agency. For example, the Air Force Office of Scientific Research (AFOSR) is an organizational element within the Department of Defense.

2. **Federal Grant or Other Identifying Number Assigned by Federal Agency.** Enter the Federal grant, cooperative agreement or other Federal financial assistance award instrument number or other identifying number assigned to the Federal financial assistance award.

3a. **DUNS.** Enter the recipient organization's Data Universal Numbering System (DUNS) number or Central Contract Registry extended DUNS number. The DUNS number is also referred to as the Universal Identifier.

3b. **EIN.** Enter the recipient organization's Employer Identification Number (EIN) as assigned by the Internal Revenue Service.

4. **Recipient Organization.** Enter the name and complete address, including zip code, of the recipient organization.

5. **Recipient Account or Identifying Number.** Enter the account number or other identifying number assigned to the award by the recipient. This number is for the recipient's use and is not required by the Federal agency.

6. **Attachment.** Check the applicable line to indicate the type of attachment being submitted. Use the Annual Report, SF-428-A, when required to provide annual inventory listings of Federally-owned property. Use the Final Report, SF-428-B, when required to provide property information in connection with the closeout of an award. Use the Disposition Request/Report, SF-428-C, when required to request disposition instructions for or to report the disposal of Federally-owned property or acquired equipment, at any time other than award closeout (i.e., during the award period or after award closeout as long as the Federal government retains an interest in the item).

7. **Supplemental Sheet.** Check the applicable block to indicate whether a Supplemental Sheet is attached. Recipients may use the SF-428S or equivalent document such as a computer print out to provide required detailed individual item information.

8. **Comments.** Provide any explanations or additional information in this block. Attach additional sheets if necessary.

9a. **Typed or Printed Name and Title of Authorized Certifying Official.** Enter the full name and title of the recipient representative authorized to sign this report.
b. **Signature of Authorized Certifying Official**. Original signature of the recipient's authorized certifying official.
c. **Telephone.** Enter the telephone number of the individual listed in Line 9a.
d. **Email address.** Enter the email address of the individual listed in 9a.
e. **Date report submitted.** Enter the date the report is submitted to the Federal agency.

10. **Agency use only.** This section is reserved for Federal agency use only.

TANGIBLE PERSONAL PROPERTY REPORT
Disposition Request/Report SF-428- C

Federal Grant or Other Identifying Number Assigned by Federal Agency (Block 2 of SF-428)

1. **Request Disposition Instructions for**:	**For Agency Use Only**
a. **Federally-owned Property** *(Select one or more and attach Supplemental Sheet SF-428S or recipient equivalent)* (i) ___ Request Federal Agency disposition instructions (ii) ___ Other (Specify in Block 8 "Comments" or attach request)	Agency response to requested disposition of Federally owned property: (i) Recipient request approved___ denied ___. (ii) Dispose in accordance with attached instructions ___.
b. **Acquired Equipment with current fair market value of $5,000 or more** *(Select one or more and attach Supplemental Sheet SF-428S or recipient equivalent)* (i) ___ Request approval to trade-in or sell to offset costs of replacement equipment (ii) ___ Request Federal Agency disposition instructions	Agency response to requested disposition of acquired equipment: (i) Recipient request approved___ denied ___. (ii) Dispose in accordance with attached instructions ___.

Authorized Awarding Agency Official	
Signature:	Date:
Name:	Phone:
Title	Email

2. **Report Disposition by Sale or Retention**

a. ___ Retention of acquired equipment for use on non Federally supported projects

b. ___ Sale of acquired equipment

(Attach Supplemental Sheet SF-428S or recipient equivalent and complete worksheet below)

(i) Sale proceeds (or estimate of current fair market value)..... $_____

(ii) Percentage of Federal participation ..... _____%

(iii) Federal share ..... $_____

(iv) Selling and handling allowance ..... $_____

(v) **Amount remitted to the Federal Government**..... $_____

3. **Report Loss, Destruction or Theft of Federally-owned Property**

___ Loss, Destruction or Theft of Federally-owned property

(Attach Supplemental Sheet SF-428S or recipient equivalent and describe the circumstances in Block 4)

4. **Comments**

DISPOSITION REQUEST/REPORT ATTACHMENT TO TPR	Agency use only

Instructions for Disposition Request/Report: SF-428 Attachment C

A. General Instructions:

This Attachment is to be used by recipients when required to request disposition instructions or to report disposition of Federally-owned property or acquired equipment under Federal assistance awards at any time other than award closeout (i.e., during the award period or after closeout as long as the Federal government retains an interest in the item).

Recipients provided Federally-owned property for use under Federal assistance awards are required to request disposition instructions from the awarding agency when the Federally-owned property is no longer needed for the authorized purpose. Recipients may be required to request disposition instructions for equipment acquired with award funds (acquired equipment) when an item is no longer needed for use on Federally-sponsored activities. Recipients may also be required to provide compensation to the awarding agency when acquired equipment is sold or retained for use on activities not sponsored by the Federal government. This attachment is intended to assist recipients in providing appropriate information to the awarding agency. Note: If the Federal awarding agency has exercised statutory authority to vest title to acquired equipment in the recipient with no further obligation to the Federal government, you are not required to request disposition instructions or to report disposition (i.e., sale or retention for non Federal use) of those items of equipment.

Federal Grant or Other Identifying Number Assigned by Federal Agency. Enter the Federal grant, cooperative agreement or other Federal financial assistance award instrument number or other identifying number assigned to the Federal financial assistance award.

1. **Request Disposition Instructions for:** Use this section to request Federal awarding agency disposition instructions when required by the award provisions.

a. **Federally-owned Property.** Consists of items that were furnished by the Government. Check applicable blocks to indicate the requested Federal awarding agency action for items that are no longer needed for use on the award specified in Block 2.

(i) To request Federal agency disposition instructions
(ii) To request a specific disposition, e.g., transfer to another award

b. **Acquired Equipment with a current fair market value of $5,000 or more.** Note: Fair market value means the best estimate of the gross sales proceeds if the property were to be sold in a public sale. Check applicable blocks to indicate the requested Federal awarding agency action.

(i) To request approval to trade-in or sell to offset costs of replacement equipment
(ii) To request Federal agency disposition instructions for equipment acquired with award funds

2. **Report Disposition by Sale or Retention.** Use this section when required to compensate the Federal awarding agency for its interest in acquired equipment with a current fair market value of $5,000 or more that you have sold or retained for use on non Federally supported activities. Check applicable blocks to indicate the type of action being reported and complete the worksheet to calculate the amount of compensation due to the awarding agency for its interest in the equipment.

a. Retention of acquired equipment for use on non-Federally supported projects.
b. Sale of acquired equipment

Worksheet

(i) Enter the total amount received if the equipment has been sold. Enter an estimate of the current fair market value if the equipment will be retained for use on non Federally funded projects.
(ii) Enter the percentage of Federal Government participation in the award under which the equipment was acquired.
(iii) Enter the dollar amount of sales proceeds (or estimate of current fair market value) multiplied by the percentage of Federal Government participation listed in (ii).
(iv) If the equipment was sold, enter the amount of selling and handling expenses. Enter zero if the equipment will be retained for use on non-Federally funded projects.
(v) Enter the amount of the Federal share in (iii) less the selling and handling expense listed in (iv). Indicate in Block 8 how the funds are being returned to the government. For example, attached check made out to the Awarding Agency/U.S. Treasury or electronic remission.

3. **Report Loss, Destruction or Theft of Federally-owned Property.** Use this section to notify the awarding agency. Check block to indicate that Federally-owned property has been lost, damaged or stolen, list the item(s) on SF-428S or recipient equivalent and describe the circumstances in Block 4.

4. **Comments.** Provide any explanations or additional information in this block. Attach additional sheets if necessary.

Agency use only. This section is reserved for Federal agency use only.

TANGIBLE PERSONAL PROPERTY REPORT
Supplemental Sheet SF-428S

Federal Grant or Other Identifying Number Assigned by Federal Awarding Agency (Block 2 of SF-428)	Attachment Type ___ Annual Report ___ Final (Award Closeout) Report ___ Disposition Request/Report	Page	Of Pages

Complete one row for each item:

	Award Number (a)	GP or ACQ (b)	Description of Item (c)	Identification Number (d)	Acq. Date (e)	Cond. Code (f)	Acq. Cost (g)	Disp. Req. (h)
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Instructions for Tangible Personal Property Report: SF-428S

A. General Instructions

This is a standard form to be used by recipients to provide detailed individual item information in connection with required reports of tangible personal property under Federal assistance awards.

Federal Grant or Other Identifying Number Assigned by Federal Agency. Enter the Federal grant, cooperative agreement or other financial assistance award instrument number or other identifying number assigned to the Federal financial assistance award. If the Supplemental Sheet is submitted in connection with a Consolidated Annual Report Attachment, leave blank and enter individual award numbers in Column (a) for each item.

Report Type. Indicate the type of report Attachment for which the individual item information is being provided.

a. **Award Number.** For Consolidated Annual Report Attachments, enter the Federal grant, cooperative agreement or other Federal financial assistance award instrument number or other identifying number assigned to the Federal financial assistance award. For all other Report Attachments (i.e., Individual Annual, Final, and Disposition Request/Report) leave blank.

b. **GP or ACQ.** Enter GP if the item is Federally-owned property. Note: Federally-owned property consists of items furnished by the Federal Government for use on the award identified in Block 1 or Column a. Enter ACQ if the item was acquired with award funds.

c. **Description of Item.** Provide a brief description of the item.

d. **Identification Number.** Enter the manufacturer's serial number, model number, Federal stock number, national stock number, or other identification number.

e. **Acq. Date.** Enter the date the item was acquired by the recipient. For items furnished by the Federal Government, enter the date received by the recipient.

f. **Cond. Code**. Enter the applicable condition code from the following list:

Code	Description	
1	**Excellent.**	Property that is in new condition or unused condition and can be used immediately without modification or repairs.
4	**Usable.**	Property which shows some wear, but can be used without significant repair.
7	**Repairable.**	Property which is unusable in its current condition but can be economically repaired.
X	**Salvage.**	Property which has value in excess of its basic material content, but repair or rehabilitation is impractical and/or uneconomical.
S	**Scrap.**	Property which has no value except for its basic material content.

g. **Acq. Cost.** Enter the item acquisition cost.

h. **Disp. Req.** Indicate the type of disposition requested for each item by entering the corresponding number from Block 2 of the Final Report Attachment or Block 1 of the Disposition Request/Report Attachment. However, it is not necessary to enter this information when requesting the same disposition for all items of Federally-owned property or the same disposition for all items of Acquired Equipment (the disposition request indicated in the applicable Block(s) of the Final Report Attachment or the Disposition Request/Report Attachment will be sufficient). Not required for Annual Report Attachments.

Attachment 5-4

PROPERTY CLOSEOUT CERTIFICATION SPREADSHEET

Subgrantee Name: _____

9/25/2014

Item Description	Manufacturer	Model	Serial Number or VIN	Original Acquisition Date	Original Acquisition Cost	Funds (DOE or ARRA)	Mileage	Disposal Condition Code (see below)	Disposition Code (see below)	If Disposition Code is 2, list Activity and Federal Agency	If Disposition Code is 3, identify the fair market value and document how the value was determined.

Condition Code:	1	New. Property which is in new condition or unused condition and can be used immediately without modifications or repairs.
	4	Usable. Property which shows some wear, but can be used without significant repair.
	7	Repairable. Property which is unusable in its current condition but can be economically repaired.
	X	Salvage. Property which has value in excess of its basic material content, but repair or rehabilitation is impractical and/or uneconomical.
	S	Scrap. Property which has no value except for its basic material content.

Disposition Code:	1	The property will continue to be used for the purposes authorized in the award.
	2	The property is no longer needed for the purposes of the Award, and will be used on another Federally sponsored activity (**List Activity and Federal Agency**).
	3	The Recipient wishes to retain the property and compensate DOE for its share of the current per unit fair market value. **(Identify the fair market value and describe how the value was determined. Example: Attach print out of Kelley Blue Book value, mileage-if applicable, and a picture of the item.)**
	4	The property is no longer needed for the purposes of the Award or other Federally sponsored activities and the Recipient requests DOE disposition instructions.

Vehicle and Equipment Inventory Report
Due December 1

SUBRANTEE: _____ **DATE:** _____

VEHICLES CURRENTLY OWNED BY THE WEATHERIZATION PROGRAM

	Type/Model	Model Year	Vehicle ID Number	Purchase Date	Original Cost	Fund Source (original fund source in which vehicle was purchased)	% of Federal funds to purchase	Condition*	Vehicle Used by what Program/ What is the vehicle used for? (Ex. Regular DOE program - Wx, or Head Start - transporting children)	Current Mileage	What Program Holds Title to the Vehicle?	Location where the vehicle is kept	Date of Disposal (if applicable)	Sale Price (if applicable)	Comments
1															
2															
3															
4															
5															
6															
7															
8															

EQUIPMENT OVER $5,000 CURRENTLY OWNED BY THE WEATHERIZATION PROGRAM

	Type/Model	Model Year	Serial or Inventory Number	Purchase Date	Original Cost	Fund Source (original fund source in which equipment was purchased)	% of Federal funds to purchase	Condition*	Equipment Used by what Program/ What is the equipment used for? (Ex. Regular DOE program - Wx)	What Program Owns the Equipment?	Location where the equipment is kept	Date of Disposal (if applicable)	Sale Price (if applicable)	Comments
1														
2														
3														
4														
5														
6														
7														
8														

*Condition:
New (Property which is in new condition or unused condition and can be used immediately without modifications or repairs.)
Usable (Property which shows some wear, but can be used without significant repair.)
Repairable (Property which is unusable in its current condition, but can be economically repaired.)
Salvage (Property which has value in excess of its basic material content, but repair or rehabilitation is impractical and/or uneconomical.)
Scrap (Property which has no value for its basic material content.)

Equipment / Vehicle Disposal Report

AGENCY: _____ **DATE:** _____

Subgrantees will have 90 days from the date of an approval letter from DED/DE to dispose of equipment. DED/DE will be contacted after the sale of the equipment with the amount of funds to be returned to the program and used to reduce support costs. This form will be used to serve the documentation needs of DED/DE.

Date of Sale	Vehicle/Equipment Disposed of (Type)	Original Purchase or Transfer Fund Source	ID # or VIN	Cash Receipt From Sale

Vehicle / Equipment / Building Purchase, Lease Request

Agency: _____ **Signature:** _____ **Date:** _____

Description of Request: _____

Is this item needed to: (check one) ☐ Program Expansion ☐ Attrition

☐ Other (explain) _____

For what purpose will the item be use? _____

Why do you need to purchase the item(s)? _____

Do you currently own/lease similar item(s) that this purchase will replace? ☐ Yes ☐ No

It the above is Yes, describe:

Item	Serial #	Purchase Price	Purchase Date	Fund Source	Present Value	Condition

Are you herein requesting disposal approval for item(s) listed above? ☐ Yes ☐ No

Is the requested item budgeted? ☐ Yes ☐ No

It the above is Yes, describe:

Amount Budgeted	Program	Estimated Cost	Date Needed

Has the budget been approved? ☐ Yes ☐ No Budget In Review? ☐ Yes ☐ No

Estimated cost of a purchase $ Sales Tax $ License/Regist. $

Company/Dealership Lease ☐ Yes ☐ No

Agency Lease ☐ Yes ☐ No

Estimated Cost of a Lease $ _____ Monthly.

Length of Lease Agreement (indicate months or years) _____

Is there an additional charge per mile? (Explain) _____

Other Associated Costs of Lease:

Item	$ Amount	Cost Include in Lease Payment?	
License/Regist. Fee	_____	☐ Yes	☐ No
Insurance	_____	☐ Yes	☐ No
Maintenance	_____	☐ Yes	☐ No
Sales Tax	_____	☐ Yes	☐ No
Other: _____	_____	☐ Yes	☐ No
Termination/Buy-out fee	_____	☐ Yes	☐ No

Explain above fee: _____

Attach copies of at least three informal bids of a lease and at least informal bids of a purchase. Please see Section 5, III. C. in the Weatherization Operational Manual for information concerning leasing.

Sample Form

Attachment 5-8
Form A – Invitation For Bid

	IFB NO.		
INVITATION FOR BID	DATE:	PAGE of	
Return Bids to	RFQ. No.		
	Sealed bids must be received in the Office of Division of Purchasing no later than _____ p.m. _____ *(date)* The supplies and /or services required herein must be Delivered F.O.B. DESTINATION at the following Address:		
Buyer:			
Telephone:			
Received From:			
	Terms: _____	% _____	Days
Delivery: Requested Delivery is _____ Days ARO,	Bidders State Best Delivery Date is _____		

BID MUST BE SIGNED TO BE VALID

The bidder hereby agrees to furnish items and/or services, at the prices quoted, pursuant to all requirements and specifications contained in this document, upon either the receipt of an authorized Purchase Order from the Agency or when this document is countersigned by the Agency as a binding Contract. The Bidder further agrees that the language of this document shall govern in the event of a conflict with His or Her Bid.

Company Name:	_____	Date:	_____
Authorized Signature:	_____	Title:	_____
Phone Number:	_____	Federal ID or Social Security No.:	_____
NOTICE OF AWARD: (Agency Use Only)		CONTRACT NO. C	

Accepted as to Items:

_____

Signature of Buyer | Director of Purchasing | Date

IFB No.: _____	**INVITATION FOR BID**	Date: _____	Page: __ of __

Item No.	Description	Estimated Quantity	Material Price	Labor Price	Total Price

Company Name:	Authorized Signature:

Sample Form

(FOR AGENCY USE ONLY)

Supplier/bidder _____

Bid Opened by Date:

		Yes	No
1.	Bidder has met deadline for written bid.	☐	☐*
2.	Original bid was submitted in sealed envelope with "SEALED Bid written on outside.	☐	☐*
3.	Bidder has completed all Bid Forms and Line Items in ink or typewritten.	☐	☐*
4.	Bid meets stated material specification standards.	☐	☐*
5.	Bidder has agreed to _____ payment terms.	☐	☐*
6.	Bidder has guaranteed delivery of materials/service within _____ days of receipt of this letter.	☐	☐*
7.	Bidder has submitted all information necessary for data evaluation.	☐	☐*
8.	Bidder has signed the bid in ink.	☐	☐*
9.	Bidder has responded to all questions and information requested and completed all portions of the bid package.	☐	☐
10.	Capability of bidder to perform: (mark only one of the following)		
a.	Bidder has successfully completed a contract with _____ in the past; or	☐	☐
b.	Bidder has submitted the name(s) of other purchasers with whom they have supplied materials and performed satisfactorily; or	☐	☐
c.	Bidder has posted a performance bond.	☐	☐
11.	Bidder has supplied copies of lien waivers.	☐	☐
12.	Bidder has the capability to fulfill all terms and obligations in the bid.	☐	☐

*** Must be answered "Yes" to be eligible for data evaluation.**

All questions must be answered "Yes" within five (5) working days of bid opening for bidder to be eligible to receive award.

Sample RFQ Form

REQUEST FOR QUOTATION	RFQ No. _____	Target Date
Requester:	Date: _____ Page: _____ of _____	Time: _____ p.m. Date: _____
Received From:	Telephone No. _____ Delivery To (F.O.B. Destination:	

Instructions

Upon receipt, the Respondent should submit a quotation in the manner as indicated below. The target date/time specified above is the time by which a quotation is needed. The requestor may assume that the Respondent is not submitting a quotation if a response is not received by the target date/time.

Description		Item No.	Est. Qty	Unit Material Cost	Unit Labor Cost	Total Amount
Clean and Tune, Gas Heating System Includes adding or replacing air filter(s), belt(s) and thermocouple if needed.	[each]	1	_____	_____	_____	_____
Clean and Tune, Gas Space Heater Includes adding or replacing thermocouple if needed.	[each]	2	_____	_____	_____	_____
Clean and Tune, Oil Heating System Includes adding or replacing air filter(s), belt(s), oil filter and nozzle if needed.	[each]	3	_____	_____	_____	_____
Clean and Tune, Oil Space Heater Includes adding or replacing oil filter and nozzle if needed.	[each]	4	_____	_____	_____	_____
General Repairs, Total of line items on Page 2 _____ and 3 _____		5	N/A	N/A	N/A	_____
Total Quotation (Add lines 1, 2, 3, 4 & 5)						$_____

The Respondent hereby agrees to furnish items and/or services, at the prices quoted, pursuant to all requirements and specifications contained in this document, upon either the receipt of an authorized Purchase Order from the Agency or when this document is countersigned by the Agency as a binding Contract. The Respondent further agrees that the language of this document shall govern in the event of a conflict with His or Her quotation.

Company Name: _____ Date: _____

Authorized Signature: _____ Title: _____

Phone No. _____ Federal ID or Social Security No. _____

Notice of Award (Agency Use Only) Contract No. C

Accepted as to Items:

Signature of Buyer:	_____	Date:	_____
Director of Purchasing:	_____	Date:	_____

PRICING PAGE

RFQ No.	REQUEST FOR QUOTATION	Date:	Page __ of __

Item No.	Description		Est. Qty	Unit Material Cost	Unit Labor Cost	Total Amount
	Note: Bid each line item for the quantity shown (each linear foot, square foot, etc.). Bid only in whole dollars and cents. You must bid all line items. All parts and materials must be new. All prices (except the service call) are bid with the assumption that you are already on site.					
1	Air filter kit, permanent, manufacturer approved, for mobile home gas furnace. Note: To be paid as a General Repair or when kit is required on mobile home clean & tune.	[each]	____	_____	_____	_____
2	Bearings/shaft in blower assembly	[each]	____	_____	_____	_____
3	Blower motor, direct drive (when possible, P.S.C.)	[each]	____	_____	_____	_____
4	Blower motor, belt drive (when possible, P.S.C.)	[each]	____	_____	_____	_____
5	Combustion air	[each]	____	_____	_____	_____
6	Damper (volume control) in supply run	[each]	____	_____	_____	_____
7	Duct insulation (1 1/2” fiberglass foil-faced)	[square foot]	____	_____	_____	_____
8	Electronic ignition	[each]	____	_____	_____	_____
9	Emergency disconnect switch	[each]	____	_____	_____	_____
10	Fan/limit control	[each]	____	_____	_____	_____
11	Gas stop	[each]	____	_____	_____	_____
12	Gas valve	[each]	____	_____	_____	_____
13	Heat duct (includes elbows and connectors	[linear Foot]	____	_____	_____	_____
14	Pilot assembly, complete	[each]	____	_____	_____	_____

Company Name:	Authorized Signature:

PRICING PAGE

RFQ No.	REQUEST FOR QUOTATION	Date:	Page __ of __

Item No.	Description		Est. Qty	Unit Material Cost	Unit Labor Cost	Total Amount
15	Service Call: a) Travel to and from plus one hour of work	[each]	____	_____	_____	_____
16	b) Subsequent charge per hour	[each]	____	_____	_____	_____
17	Sheet metal	[each]	____	_____	_____	_____
18	Thermal vent damper and spill switch on gas-fired heating system	[each]	____	_____	_____	_____
19	Thermal vent dampers with spill switch on gas-fired heating system and gas-fired domestic water heater	[each]	____	_____	_____	_____
20	Thermocouple, **Note:** to be paid only when a service call is required.	[each]	____	_____	_____	_____
21	Thermostat, heat only	[each]	____	_____	_____	_____
22	Thermostat, heat and cool	[each]	____	_____	_____	_____
23	Transformer	[each]	____	_____	_____	_____
24	Vent pipe, single wall (includes elbows and connectors)	[linear foot]	____	_____	_____	_____
25	Vent pipe, double wall (Type B) (includes elbows and connectors)	[linear foot]	____	_____	_____	_____

Company Name:	Authorized Signature:

Table of Contents

Part I	……	General Information
Part II	……	Instructions to Respondents
Part III	……	Technical Specifications
Part IV	……	Specific Requirements
Part V	……	Contractual Requirements
Attachment A	……	Work Order Procedure for Gas Furnace Clean & Tune
Attachment B	……	Work Order and Procedure for Boiler Clean & Tune
Attachment C	……	Work Order and Procedure for Oil Furnace Clean & Tune
Form D	……	Furnace or Space Heater Replacement

A. This quotation is for furnace clean, tune, and general repair work on gas heating systems (forced air furnaces, wall and floor nits, and boilers). Quoted prices must be based on COMPLETE service, including labor, parts and materials. Approximately ____ residential houses and mobile homes will be serviced before July _____ in the counties of _____ _____ _____.

B. The Agency will perform diagnostic tests on the furnace and prepare a work order indicating the work to be performed. Winning Contractors shall clean, inspect and tune the combustion area, flue and air handling systems for increased efficiency and provide general repairs as indicated by the Agency auditor on the work order. (See Attachments A, B, & C). If the Agency auditor notices any components or functions which are questionable, they will be noted on the work order. If additional work is needed, but not specified on the work order, the Contractor must receive Agency approval before proceeding. No additional work will be paid for without prior authorization from the Agency.

C. Contractors shall have _____ days from date of work order issuance in which to complete each job. Should, upon final inspection, the Agency find improperly completed work, the Contractor must correct the deficiencies within _____ working days (_____ working day(s) during severely cold weather). Credit for completed work shall be provided when all scheduled work (including rework) for the individual job has passed final inspection by the Agency. Payment for completed work shall be provided on a monthly basis. Contractors are responsible for returning completed work orders to the Agency and notifying the Agency when jobs are completed.

D. The Request For Quotation (RFQ) must be fully completed in order to receive consideration.

E. The Agency reserves the right to accept and reject any RFQ and to disqualify any Respondent. The Agency reserves the right to terminate the RFQ process and to re-submit RFQs as necessary prior to final contractual award.

F. The Agency shall evaluate each quotation and award contracts in the following manner:

1. The LOWEST PRICED RESPONDENT per award area shall be notified of initial review.

2. The Respondent shall then have FIVE WORKING DAYS to meet one of the following criteria:

   a. The Respondent has successfully completed a contract with the Agency in the past; **Or**

   b. The Respondent has submitted name(s) of other purchasers with whom they have provided service and performed satisfactorily; **Or**

c. The Respondent has posted a Performance Bond. (The performance bond may be in the form of any type of monetary guaranteed surety such as a bond, Cashier's Check or Treasurer's Check.) The bond amount will be _____% of the contract amount.

3. The Respondent shall then have FIVE WORKING DAYS to submit to the Agency, the necessary liability insurance documentation and proof of OSHA training. (Should the Respondent wish, this documentation may be submitted with the written RFQ.)

4. Upon submission of the required documentation as indicated above, the Agency shall enter into a contract with the winning Contractor. When this document is countersigned by the Agency, this document becomes a contract.

5. Should the Respondent fail to submit the required liability insurance documentation, the Respondent shall be disqualified.

6. In the event that this is a TELEPHONE QUOTATION, the Respondent shall have FIVE WORKING DAYS from notification to submit the necessary liability insurance documentation AND to sign the RFQ which was filled out by the Agency during the telephone solicitation.

G. The Missouri Weatherization Program is funded _____% by federal funds. The total amount of weatherization program funds granted to during the current program year is $_____.

NOTE: It is very important to follow these instructions carefully.

H. The Respondent must complete all costs and sign all three pricing pages in handwritten or typewritten indelible ink for each county in which the Respondent is interested.

I. This RFQ must be submitted in a clearly marked, sealed envelope.

J. Modifications to this quotation by the Respondent are not allowed.

K. All prices must be stated as firm fixed prices. Discounts are not allowed.

L. Provide Unit Material Cost and Unit Labor Cost in the appropriate columns on the Pricing Pages. The sum of the Unit Material Cost and Unit Labor Cost should be multiplied by Estimated Quantity to obtain the Total for each Item.

M. A pre-quotation conference will be held:

_____

_____

All prospective Respondents are urged to attend.

N. The deadline for RFQ submission is: _____

at:

_____

_____

O. The winning Respondents shall have 5 working days from the date of final award announcement to submit to the Agency:

1. A copy of a current business permit or occupational license (where applicable).
2. Certification that the respondent is registered and maintains good standing with the Secretary of State of the State of Missouri and other regulatory agencies, as my be required by law or regulations.
3. Certificates of general liability insurance.
4. Certificates of Workmen's Compensation insurance (when needed).
5. Proof of OSHA training its employees have received during the most recent 12 months or planned training for the upcoming 12 months.
6. Proof of EPA Certified Firm Certification

7. Proof of Certified Renovator and Lead Safe Work (LSW) training documentation, if any LSW is to be performed.

8. The Respondent must meet one of the following criteria:

    a. The Respondent has successfu1ly completed a contract with the Agency in the past; OR

    b. The Respondent has submitted name(s) of other purchasers with whom they have provided service and performed satisfactorily; OR

    c. The Respondent has posted a Performance Bond. (The performance bond may be in the form of any type of monetary guaranteed surety such as a bond, Cashier's Check or Treasurer's Check.) The bond amount will be _____% of the contract amount.

All work must be performed to manufacturer's design specifications, industry standards and accepted practices.

Materials must meet or exceed the specifications cited or subsequent approved standards which supersede these specifications.

Thermostat Control System

Line Voltage or Low Voltage Room Thermostats: NEMA DC 3-2003 (or the latest version) Thermostat setting numbers must be legible. Thermostat must have thermometer.

(Thermometer is not mandatory to mobile home units: Mercury-bulb type thermostat is not applicable to mobile home units.)

Hydronic Boiler Control: Commercially available.

Water Heater Modifications

Install Vent Damper, Gas Fueled: Conformance to ANSI Z21.67, including Addenda A and B 1985, and NFPA 54-2012 (or the latest version).

Boiler Repair and Modifications/Efficiency Improvements

Readjust Boiler Water Temperature or Install Automatic Boiler Temperature Reset Control: Conformance to ANSI/ASME CSD-I-2006, and NFPA 31-2011 (or the latest version).

Install/Replace Thermostatic Radiator Valves: Commercially available. One-pipe steam systems require steam air vents on each radiator, see manufacturer's requirements.

Clean Heat Exchanger, Adjust Burner Air Shutter(s). Check Operation of Pump(s) per manufacturer's requirements.

Install Boiler Duty Cycle Control System: Commercially available.
National Electrical Code and local electrical codes provisions for wiring.

Replace constant burning pilot with electronic ignition device and electrically operated damper on gas-fueled boilers: Conformance to ANSI Z21.71-1993 and ANSI Z21.71a-2005 (or the latest version).

Replace Combustion Chamber in Oil Boiler: Conformance to NFPA 31-2011 (or the latest version).

Heating System Repairs and Tune-ups/Efficiency Improvements

Duct Insulation: Conform to ASTM C1290 - 06e1 Standard Specification for Flexible Fibrous Glass Blanket Insulation Used to Externally Insulate HVAC Ducts and with attention paid to manufacturers' recommendations (or the latest version).

Clean Heat Exchanger and Adjust Burner: Adjust air shutter and check CO_2 and stack temperature; clean or replace air filter on forced air furnace. Conform to ANSI Z223.1-2012 (NFPA 54-2012), National Fuel Gas Code (or the latest version).

Install Vent Dampers (gas fueled systems: Conform to applicable sections of ANSI Z223.1 (NFPA 54-2012), including Appendices H, I, J and K. Thermally Activated Vent Dampers: ANSI A21.68-1985 and Appendices A and B (or the latest version).

Reduction of Vent Connector Size of Gas Fueled Appliances: Conform to ANSI Z223. 1- 2012 (NFPA 54-2012) Part 9 and Appendices G and H (or the latest version).

Readjust fan switch on forced air gas or oil fueled furnaces: Conform to applicable sections and Appendix H of (NFPA 54-2012) for Gas Furnaces and NFPA 31-2011 for Oil furnaces (or the latest version).

Replace Air Diffusers, Intakes. Registers and Grilles: Commercially available.

Install/Replace: Warm Air Heating Metal Ducts: Commercially available.

Install combustion air in accordance with NFPA 54-2012 (or the latest version).

Repair/Replace Oi1-Fired Equipment: Conformance to NFPA 31-2011 (or the latest version).

Replace Combustion Chamber in Oil-Fired Furnace: Conform to NFPA 31-2011 (or the latest version).

Check Smoke Number on Oi1-Fueled Equipment.

Replacement of Oil Nozzle and Filter: Per manufacturer's instructions.

Adjust Barometric Draft Regulator for Fuel Oil: NFPA 31-2011 and per manufacturers' (furnace or burner) instructions (or the latest version).

P. The Contractor shall maintain Comprehensive General Liability Insurance at a minimum of $300,000 Combined Single Limit for Bodily Injury and Property Damage, per occurrence and aggregate. There shall be no deductible clause on any policy of the insurance provided. This Comprehensive General Liability coverage must include: premises and operations, broad form property damage, products/completed operation, contractual insurance, independent contractors, and personal injury.

The Contractor shall maintain Workmen's Compensation Coverage as required by law.

Certification of coverage must be provided to the Agency prior to the commencement of any work under this contract. Certification shall include documentation that the coverage shall remain in force during the duration of this contract.

Q. The Contractor shall indemnify and hold harmless the Client, Agency and State, including employees and officers, from any and all actions claims, losses and liabilities which may be made against the Agency or State as a result, directly or indirectly, of the performance of this contract. The Agency shall assist the Contractor as may reasonably be necessary. Insurance coverage as specified herein shall be provided in support of these indemnification requirements but shall not release the Contractor from these responsibilities.

R. The Contractor shall comply with the National Fuel Gas Code for all work and materials performed on gas systems and, where applicable, all local/city codes, regulations and standards. The final inspection report of the Agency shall not be deemed to be a warranty or representation that all such regulations and standards have been complied with by the contractor.

S. The Contractor shall notify the Agency of any unsafe or dangerous conditions concerning the heating system being serviced. The existence of these conditions or problems may have been undetectable or overlooked by the Agency auditor.

T. The Contractor shall furnish items and services at the prices quoted herein, in accordance with the specifications and the terms and conditions listed on each work order, this document, and mutually approved amendments. The Contractor guarantees the stated prices through June 30, _____.

U. The Contractor agrees to notify the Agency in writing immediately of changes in his availability or ability to successfully complete the work specified herein. The Contractor shall be held fully accountable for all work prior to notification of the Agency.

V. The following services shall be completed by the Contractor:

1. Complete all work designated on the work order, in accordance with the Technical Specifications and other applicable sections of this document;

2. Provide the service within _____days from the date of issuance of the work order by the Agency;

3. Complete the Work Order by marking all applicable areas, and sign and date it. Request final inspection of work by returning the completed work order and invoice within 5 calendar days of the completion of the work. This notification shall identify: (1) the client, (2) client's address, (3) job number, (4) all work which was performed, (5) all work which was identified by the Agency but not performed and reasons why it was not, (6) labor costs and (7) material costs.

4. Prior to receiving final work approval by the Agency provide re-work service, when needed, within _____days (_____ day(s) in extremely cold weather) from the date of issuance of the rework order by the Agency at no additional cost.

5. Keep the work areas as clean and safe as possible with minimal disturbance to the client, and broom clean all work areas upon completion of the work.

6. Request a change order for the job when the work cannot be performed as indicated, when the client refuses the work, or the service called for does not match the actual job site.

W. The Contractor warrants that all materials installed in performance of this contract shall be free of defect in materials and workmanship for a period of 12 months from date of installation (in order to cover one complete heating season). Should any material prove defective within 12 months, the Contractor agrees to replace the defective materials with new, non-defective materials at no cost to the Agency or the client within working _____days of notification (within _____day(s) in extremely cold weather).

X. The Agency reserves the right to accept and reject any RFQ and to disqualify any Respondent.

Y. The Agency reserves the right to terminate the RFQ process without recourse by the Respondent and to re-submit RFQs as necessary prior to the final contractual award.

Z. The RFQ may be invalidated by the Agency and/or the State of Missouri Department of Economic Development - Division of Energy.

AA. In the event of a sole source response, the Agency reserves the right to negotiate prices with the Respondent.

BB. The contractor assures compliance with Executive Order 11246 “Equal Employment Opportunity,” as amended by Executive Order 11375 and supplemented by Department of Labor regulations (41 CFR, Part 60).

CC. The Contractor assures compliance with Copeland “Anti-Kickback” Act (18 USC 87) and 29 CFR, Part 3.

DD. No interest shall be paid from DED funds for any reason.

EE. The contract shall be construed according to the laws of the State of Missouri.

FF. No official or employee of the Agency, or official or employee of the Contractor or its governing body, or any public official of the State of Missouri who exercises any functions or responsibilities in the review or approval of the undertaking or in the fulfillment of the obligations of the terms and conditions of contract shall, prior to the completion of the term of contract, voluntarily acquire any personal interest, direct or indirect, in the contract, proposed contractor or contract subject.

GG. The Contractor covenants that he has no interest and shall not acquire any interest, direct or indirect, which could conflict in any manner or degree with the performance of the specified services. The Contractor further covenants that in the performance of this contract, no person having any such known interest shall be employed.

HH. The Contractor agrees that the Agency and/or clients of the Agency shall not be liable for the debts of the Contractor or any other firm or organization affiliated with the Contractor in the fulfillment of the terms of this contract.

II. All price or item modifications must have prior approval by the Agency. This contract shall be amended only in writing. The amendment shall become binding when signed and dated by both parties.

JJ. It is the Contractor's responsibility to fulfill all obligations under this contract. The Contractor shall subcontract for labor and or materials only with the advanced expressed written consent of the Agency and DED/DE. Approval to subcontract shall in no way release the Contractor of his/her responsibility to fulfill his/her obligations under this contract.

KK. The Contractor shall not assign any interest in the contract and shall not transfer any interest, whatsoever in the same (whether by assignment or novation/substitution), without the written consent of the Agency.

LL. The activities of the Contractor's staff and associates shall be fully coordinated with the activities of the Agency. As the work of the Contractor's staff and associates progresses, advice on matters of immediate concern to the Agency and related to the specific scope of work covered by the contract, shall be made available to the Agency during the period of the contract.

MM. The Contractor acknowledges that funds expended for the purpose of the contract are appropriated by State and/or Federal sources and, therefore, the contract shall automatically terminate without penalty or termination costs if such funds are not appropriated. In the event that funds are not appropriated for the contract, the Contractor shall not prohibit or otherwise limit the Agency's right to pursue and contract for alternate solutions and remedies as deemed necessary by the State and/or Federal Agency for the conduct of its affairs. The requirements stated in this paragraph shall apply to any amendment or the execution of any option to extend the life of the contract.

NN. The State of Missouri Department of Economic Development - Division of Energy Weatherization Program is not a party to this RFQ or contract and shall be held harmless in any dispute arising from this RFQ or contract.

OO. The Contractor agrees that all work shall be performed in strict compliance with all applicable laws, ordinances, OSHA guidelines, rules and regulations of Federal, State, County or Municipal governments or agencies, now in force or that may be enact hereafter. The final inspection report of the Agency shall not be deemed to be a warranty or representation that all such laws, ordinances, rules and regulations have been complied with the Contractor.

PP. In the event that the Contractor fails to perform satisfactorily this contract shall be terminated.

QQ. Under no circumstances will any lien ever be placed on any client home.

RR. The Contractor shall retain records relating to this contract for three years after final payment is made under the contract. If an audit, litigation, or other action involving the records is started before the end of the three-year period, the records, must be retained until all issues arising out of the action are resolved, or until the end of the three-year period, whichever is later. The Department of Energy, Comptroller General of the United States, the Missouri Department of Economic Development - Division of Energy and the Agency or any of their authorized representatives shall have access to contractor records.

SS. The Contractor agrees that all work performed with funding administered by the Department of Economic Development/Division of Energy (DED/DE) Weatherization Assistance Program must meet the objectives and specifications outlined in the Standard Work Specifications for Home Energy Upgrades and the Missouri Weatherization Program Technical Manual. These specifications can be found at: https://sws.nrel.gov/ and at: http://energy.mo.gov/energy/consumers/assistance-programs/low-income-weatherization-assistance-program-(liwap). All work will be inspected and validated by a certified Quality Control Inspector before being submitted for reimbursement

Work Order and Procedure for Gas Furnace Clean & Tune

Home Owner Name: _____	Agency Name: _____
Address: _____	Address: _____
City, State, Zip: _____	City, State, Zip: _____
Phone No. _____	Phone No. _____
Job No. _____	Date Work Order Sent: _____
	Auditor/Inspector Name:

_____ is hereby authorized to complete a clean and tune as prescribed below. Submit completed work order and invoice by _____ to receive payment.

I. CLEAN

A. Combustion Area

Auditor	Contractor	N/A	
___	____	___	1. Brush down all dirt, soot, and rust from heat exchanger sections.
___	____	___	2. Brush down and vacuum all flue passageways within the furnace.
___	____	___	3. Remove burner assembly and brush down to remove dirt, soot, loose rust, and clean all flame ports. Inspect for defects.
___	____	___	4. Clean gas orifices and assure proper size.
___	____	___	5. Brush down and vacuum remainder of combustion chamber so that it is free of dirt, soot, and loose rust.
___	____	___	6. Clean pilot orifices and test thermocouple, replace thermocouple if necessary.

B. Flue

___	____	___	7. Inspect flue pipe from furnace to chimney for rust, weak spots, and leaks.
___	____	___	8. Clean and vacuum flue pipe and reinstall in a secure manner. (Seal around flue/chimney connection if necessary.

C. Air Handling/Distribution

___	____	___	9. Clean and vacuum heat exchanger if accessible.
___	____	___	10. Remove blower assembly to clean and remove any dirt, grease, and foreign matter. Clean and vacuum return air cabinet.
___	____	___	11. Clean and vacuum all supply/return registers and immediate duct openings.
___	____	___	12. Inspect air filter, replace air filter(s) if necessary. If permanent type, clean as per manufacturer's recommendation. SIZE: _____ x _____ x _____
___	____	___	13. Clean air conditioning coil, where applicable.

II. Tune

A. Combustion

___	____	___	14. Adjust gas input pressure to 3.5" W.C. (natural gas) or 10.5" W.C. (liquefied petroleum gas) in the manifold and then clock meter (if possible) to assure the input is within 10% of rate input. NOTE: If gas pressure is correct and clocked input is more than 10% lower than rated input, check orifices for proper size. If furnace is over firing and gas pressure is correct then change to lower orifice size.
___	____	___	15. Adjust primary air shutter to obtain highest CO_2 and O_2 in the flue (before diverter) without making CO while still maintaining a steady blue flame with slight yellow tips. There must not be any lifting or floating flames.

Auditor	Contractor	N/A	
___	____	___	16. Adjust pilot flame just high enough to activate the thermocouple & ignite burner w/o delay.
___	____	___	17. On furnaces with electronic pilot ignition, pilot should ignite without delay. When pilot is proven, burner should ignite without delay.
___	____	___	18. Test igniter to assure that it will lock out after 1st or 2nd attempt to ignite pilot.
___	____	___	19. Measure amperage of gas valve and any other low voltage equipment on the control circuit and set thermostat heat anticipator to match.
___	____	___	20. Level thermostat, and, if necessary, calibrate thermostat and thermostat thermometer to within 1 degree at 72 degree setting.
			B. Air Handling/Distribution
___	____	___	21. Check blower and motor bearings, lubricate as needed.
___	____	___	22. Check belt condition and adjust for proper tension, replace if worn or cracked.
___	____	___	23. If stack temperature is above 450 degrees, increase blower speed to deliver more heat and lower stack temperature. Stack temperature should not be lower than 350 degrees. If so, decrease blower speed or adjust blowers to obtain greater temperature rise at the supply plenum. NOTE: This may not work on all furnaces.
___	____	___	24. Set fan switch (if possible) so that blower comes on a 110 degrees and goes off at 100 degrees. Set limit no higher than 200 degrees if limit is adjustable.
___	____	___	25. Balance supply distribution for homeowner's comfort, where applicable.

Comments:

_____

_____

_____

_____

Contractor Certification

Final Stack Temperature _____ Draft _____ CO _____ Ppm

Clock Input _____ Seconds _____ Btu/hour Temperature Rise

Anticipator Setting _____ Measured Amperage _____

I certify that the work specified above has been completed and that all requirements have been met.

_____ _____

Signature of Contractor *Date*

Auditor Certification

Final Stack Temperature _____ Draft _____ CO _____ Ppm O_2 _____

Temperature Rise _____ Call Back Required ☐ Yes ☐No

I certify that the work specified above has been completed by the contractor.

_____ _____

Signature of Auditor/Inspector *Date*

Work Order and Procedure for Boiler Clean & Tune

Home Owner Name:	_____	Agency Name:	_____
Address:	_____	Address:	_____
City, State, Zip:	_____	City, State, Zip:	_____
Phone No.	_____	Phone No.	_____
Job No.	_____	Date Work Order Sent:	_____
		Auditor/Inspector Name:	

_____ *is hereby authorized to complete a clean and tune as prescribed below. Submit completed work order and invoice by* _____ *to receive payment.*

I. CLEAN

A. Combustion Area

Auditor	Contractor	N/A	
___	____	___	1. Brush down all dirt, soot, and rust from heat exchanger sections.
___	____	___	2. Brush down and vacuum all flue passageways within the boiler.
___	____	___	3. Remove burner assembly and brush down to remove dirt, soot, loose rust, and clean all flame ports. Inspect for cracks in tubes.
___	____	___	4. Clean gas orifices and assure proper size.
___	____	___	5. Brush down and vacuum remainder of combustion chamber so that it is free of dirt, soot, and loose rust.
___	____	___	6. Clean pilot orifices and test thermocouple, replace thermocouple if necessary.

B. Flue

___	____	___	7. Inspect flue pipe from boiler to chimney for rust, weak spots, and leaks.
___	____	___	8. Clean and vacuum flue pipe and reinstall in a secure manner. (Seal around flue/chimney connection if necessary.

C. Distribution

___	____	___	9. Inspect and purge relief valve.
___	____	___	10. Inspect circulator pump for safe and effective operation, paying close attention to couplings and motor conditions.
___	____	___	11. Purge expansion tank and radiators as needed.
___	____	___	12. Check condition of water. If it is rusty or has high level of sludge, then drain, flush, and refill the system.
___	____	___	13. Check operation of radiator valves.

II. Tune

A. Combustion

___	____	___	14. Adjust gas input pressure to 3.5” W.C. (natural gas) or 10.5” W.C. (liquefied petroleum gas) in the manifold and then clock meter (if possible) to assure the input is within 10% of rate input. NOTE: If gas pressure is correct and clocked input is more than 10% lower than rated input, check orifices for proper size. If furnace is over firing and gas pressure is correct then change to lower orifice size.
___	____	___	15. Adjust primary air shutter to obtain highest CO_2 and O_2 in the flue (before diverter) without making CO while still maintaining a steady blue flame with slight yellow tips. There must not be any lifting or floating flames.

Auditor	Contractor	N/A	
___	____	___	16. Adjust pilot flame just high enough to activate the thermocouple & ignite burner w/o delay.
___	____	___	17. On boilers with electronic pilot ignition, pilot should ignite without delay. When pilot is proven, burner should ignite without delay.
___	____	___	18. Test igniter to assure that it will lock out after 1st or 2nd attempt to ignite pilot.
___	____	___	19. Measure amperage of gas valve and any other low voltage equipment on the control circuit and set thermostat heat anticipator to match.
___	____	___	20. Level thermostat, and, if necessary, calibrate thermostat and thermostat thermometer to within 1 degree at 72 degree setting.

B. Air Handling/Distribution

___	____	___	21. Bleed all radiators to ensure no air is in the system (hot water system).
___	____	___	22. Lubricate circulator pump as needed.
___	____	___	23. Check operation of zone control valves if any. Lubricate as needed.
___	____	___	24. Check each radiator for output.
___	____	___	25. Balance supply distribution for homeowner's comfort, where applicable.

Comments:

_____

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Contractor Certification

Final Stack Temperature _____ Draft _____ CO _____ Ppm

Clock Input _____ Seconds _____ Btu/hour Temperature Rise

Anticipator Setting _____ Measured Amperage _____

I certify that the work specified above has been completed and that all requirements have been met.

_____ _____

Signature of Contractor *Date*

Auditor Certification

Final Stack Temperature _____ Draft _____ CO _____ Ppm O_2 _____

Temperature Rise _____ Call Back Required ☐ Yes ☐ No

I certify that the work specified above has been completed by the contractor.

_____ _____

Signature of Auditor/Inspector *Date*

Work Order and Procedure for Oil Furnace Clean & Tune

Home Owner Name: _____	Agency Name: _____
Address: _____	Address: _____
City, State, Zip: _____	City, State, Zip: _____
Phone No. _____	Phone No. _____
Job No. _____	Date Work Order Sent: _____
	Auditor/Inspector Name:

_____ is hereby authorized to complete a clean and tune as prescribed below. Submit completed work order and invoice by _____ to receive payment.

I. CLEAN

A. Combustion Area

Auditor	Contractor	N/A	
___	____	___	1. Brush down all dirt, soot, and rust from heat exchanger sections.
___	____	___	2. Brush down and vacuum all flue passageways within the furnace.
___	____	___	3. Remove burner assembly; clean and align ignition electrodes.
___	____	___	4. Clean blast tube and flame head.
___	____	___	5. Replace nozzle with same size or lower size if derating is possible or desirable.
___	____	___	6. Brush down and vacuum remainder of combustion chamber so that it is free of dirt, soot and loose rust.
___	____	___	7. Replace oil line filter cartridge.

B. Flue

___	____	___	8. Inspect flue pipe from furnace to chimney for rust, weak spots, and leaks.
___	____	___	9. Clean and vacuum flue pipe and reinstall in a secure manner. (Seal around flue/chimney connection if necessary.
			10. Clean and check barometric damper for proper operation.

C. Air Handling/Distribution

___	____	___	11. Clean and vacuum heat exchanger if accessible.
___	____	___	12. Remove blower assembly to clean and remove any dirt, grease, and foreign matter. Clean and vacuum return air cabinet.
___	____	___	13. Clean and vacuum all supply/return registers and immediate duct openings.
___	____	___	14. Inspect air filter, replace air filter(s) if necessary. If permanent type, clean as per manufacturer's recommendation. SIZE: _____ x _____ x _____
___	____	___	15. Clean air conditioning coil, where applicable.

II. Tune

A. Combustion

___	____	___	16. Seal all joints, cracks and openings that would allow air to infiltrate into the combustion area of the furnace.
___	____	___	17. Adjust barometric damper so that a reading of .02-.04" W.C. at the breech is obtained.
___	____	___	18. Adjust primary air shutter to obtain highest CO_2 in the flue (before barometric damper) with a smoke of 0 to 2 while still maintaining a steady flame. (0.1 on flame retention burners.)

Auditor	Contractor	N/A	
___	____	___	19. Measure amperage of primary control and set thermostat heat anticipator to match.
___	____	___	20. Level thermostat, if necessary, calibrate thermostat and thermostat thermometer to within 1 degree at 72 degree setting.
			B. Air Handling/Distribution
___	____	___	21. Check blower and motor bearings, lubricate as needed.
___	____	___	22. Check belt condition and adjust for proper tension, replace if worn or cracked.
___	____	___	23. If stack temperature is above 550 degrees, increase blower speed to deliver more heat and lower stack temperature.
			24. Stack temperature should not be lower than 250 degrees. If so, decrease blower speed or adjust blower to obtain greatest temperature rise at the supply plenum. NOTE: This may not work on all furnaces.
			25. Set fan switch (if possible) so that blower comes on a 120 degrees and goes off at 100 degrees. Set limit no higher than 200 degrees if limit is adjustable.
___	____	___	26. Test fan and limit control for proper operation.
___	____	___	27. Balance supply distribution for homeowner's comfort, where applicable.

Comments:

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_____

Contractor Certification

Final Stack Temperature _____ Draft _____ CO _____ Ppm Smoke No. _____

I certify that the work specified above has been completed and that all requirements have been met.

_____ _____

Signature of Contractor *Date*

Auditor Certification

Final Stack Temperature _____ Draft _____ CO _____ Ppm O_2 _____

Smoke No. _____ Call Back Required ☐ Yes ☐ No

I certify that the work specified above has been completed by the contractor.

_____ _____

Signature of Auditor/Inspector *Date*

Sample RFQ Form

Form D – Furnace or Space Heater Replacement

REQUEST FOR QUOTATION	RFQ No. _____	Target Date
Requester:	Date: _____ Page: _____ of _____	Time: _____ p.m. Date: _____
Received From:	Telephone No. _____ Delivery To (F.O.B. Destination: (Client Home)	

Instructions

Upon receipt, the Respondent should submit a quotation in the manner as indicated below. The target date/time specified above is the time by which a quotation is needed. The requestor may assume that the Respondent is not submitting a quotation if a response is not received by the target date/time.

☐ Telephone Quotation Requested ☐ Return Mail Quotation

Description	Est. Qty	Material Cost	Labor Cost	Total Amount
Replacement Furnace / Vented Space Heater (Circle One) Brand: _____ Model # _____ Rated Btu Output: _____ KBtu AFUE % _____ Include: (Agency to list other items associated with replacement.)	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Total Quotation				$_____
Existing Furnace / Vented Space Heater (circle one) Brand: _____ Model # _____ Rated Btu Output: _____ KBtu AFUE % _____ Note: This RFQ can be used for either a furnace or space heater replacement. However, an existing furnace should be replaced with a furnace and a space heater should be replaced with a space heater unless otherwise approved.				

The Respondent hereby agrees to furnish items and/or services, at the prices quoted, pursuant to all requirements and specifications contained in this document, upon either the receipt of an authorized Purchase Order from the Agency or when this document is countersigned by the Agency as a binding Contract. The Respondent further agrees that the language of this document shall govern in the event of a conflict with His or Her quotation.

Company Name: _____ Date: _____

Authorized Signature: _____ Title: _____

Phone No. _____ Federal ID or Social Security No. _____

Notice of Award (Agency Use Only) Contract No. C

Signature of Buyer: _____ Date: _____

Director of Purchasing: _____ Date: _____

Table of Contents

Part I ..... General Information
Part II ..... Instructions to Respondents
Part III ..... Technical Specifications
Part IV ..... Specific Requirements
Part V ..... Contractual Requirements
Form E ..... Request for Sale Source/Sole Response Approval for Commodities
Form F ..... Request for Sole Source/Sole Response Approval for Services
Form G ..... Bid Tabulation Form
Form H ..... Telephone Bid
Form I ..... RFQ or IFB Amendment Form
Form J ..... Building Insulation Product Containing Recovered Materials

TT. This quotation is for furnace/space heater replacement work. Quoted prices must be based on COMPLETE installation of the furnace/space heater and necessary components. All work must be performed to engineering standards.

UU. The Contractor shall:

1. Obtain and install new material needed to complete the designated furnace/space heater replacement, in compliance with the Technical Specifications section.

2. Complete this service within _____ days from the date of issuance of the work order by the Agency.

3. Request final inspection of work by returning the completed work order and invoice within _____ calendar days of completion of the work; should, upon final inspection, the Agency find improperly completed work, the Contractor must correct the deficiencies within _____ working days (_____ day(s) during severely cold weather) from the date of issuance of the rework order.

4. Keep the work area as clean and safe as possible with minimum disturbance to the client, and sweep the area upon completion of the work (includes removal of all debris, parts and unit unless otherwise specified by the Agency).

5. Inform the Agency when the work cannot be performed as indicated, when the homeowner refuses the work, or the service called for does not match the actual job site.

VV. Credit for completed work shall be provided when all wok (including rework) for the job has passed final inspection by the Agency. Payment for completed work, passing Agency inspection, shall be provided within _____ days.

WW. Only the work specified by the Agency shall be performed by the Contractor. If additional work is needed, the Contractor must receive Agency approval before proceeding. No additional work will be paid for without prior authorization by the Agency.

XX. A contract to perform the services specified in this Request For Quotation shall be awarded to the lowest-priced responsible Respondent capable of performing the work satisfactorily.

YY. The Missouri Weatherization Program is funded _____% by federal funds. The total amount of weatherization program funds granted to _____ during the current program year is $_____.

NOTE: It is very important to follow these instructions carefully.

ZZ. The Respondent fill out the material, labor and total columns on page 1 and sign page 1 of this RFQ.

AAA. If submitted as a written quotation, this RFQ must be submitted in a clearly marked, sealed envelope.

BBB. The RFQ must be completed in handwritten or typewritten indelible ink.

CCC. All signatures and prices must be clear and legible.

DDD. Modifications to this RFQ by the Respondent are not allowed.

EEE. All prices must be stated as firm fixed prices. Discounts are not allowed.

FFF. A pre-quotation conference will be held:

_____

_____

All prospective Respondents are urged to attend.

GGG. The deadline for RFQ submission is: _____

at:

_____

_____

HHH. The winning Respondents shall have 5 working days from the date of final award announcement to submit to the Agency:

7. A copy of a current business permit or occupational license (where applicable).
8. Certificates of general liability insurance.
9. Certificates of Workmen's Compensation insurance (when needed).
10. Proof of OSHA training its employees have received during the most recent 12 months or planned training for the upcoming 12 months.

The Agency reserves the right to accept or reject any or all RFQs and to disqualify any Respondent.

Part III: Technical Specifications

All materials and installations must comply with the NREL Standard Work Specifications for Home Energy Upgrades (SWS): https://sws.nrel.gov

Material Standards:

Replacement Furnace or Boiler , Gas-fired:

Replace gas fired, central furnaces: conformance to NFPA 54-2012 (or the latest version).

Minimum AFUE Rating for high-efficiency central furnaces: 90% + Direct Vent.

Minimum AFUE Rating for mobile home furnaces: 90% + Direct Vent.

AGA design certified and carry AGA seal.

Replacement boiler must conform to the 2007 ASME Pressure Vessel Code (or the latest version).

Liquid Petroleum Gas Storage: conformance to NFPA 58-2008 (or the latest version).

Electric or hot surface ignition systems are allowable with a replacement furnace or boiler.

Replacement Furnace or Boiler, Oil-fired:

Replace oil furnace: conformance to NFPA 31-2012 (or the latest version) + Direct Vent.

Replace boiler: conformance to the 2007 ASME Pressure Vessel Code (or the latest version).

Minimum AFUE for oil-fired furnace/boiler: 85% + Direct Vent.

Replacement Space Heater, Gas-fired (includes all vented floor-, wall, and room-type space heaters)

Replace gas-fired space heater: conform to NFPA 54 – 2012 (or the latest version).

AGA design certified and carry AGA seal.

Liquid Petroleum Storage: conformance to NFPA 58-2008 (or the latest version).

No minimum AFUE for gas-fired space heaters, but space heaters must be Direct Vent.

Replacement/Installation/Operational Specifications:

Replacement furnace/space heater must:

Be of the same fuel type as the unit being replaced, unless otherwise approved by DED/DE.

Have return air filtration system on forced-air systems (excludes wall furnaces, floor furnaces and vented space heaters), with a minimum MERV 6 filtration with no air bypass around the filters.

Be sized appropriate to the dwelling and/or existing distribution system. Document through Manual J or Manufacturer's sizing guide.

Flue Requirements

The flue of the unit is to be sized according to manufacturer's specifications and installed correctly. Refer to GAMA or NFPA Venting Tables.

Replacement includes any sheet metal, piping, wiring, flue pipe, draft regulators or barometric dampers and any controls necessary to complete the replacement.

Contractors must assure proper operating of newly installed units by starting and running the system through one full cycle and verifying proper operation of all controls and components.

All work performed by the Contractor must be to the SWS, manufacture's specification, industry standards and accepted practices.

III. The Contractor shall maintain Comprehensive General Liability Insurance at a minimum of $300,000 Combined Single Limit for Bodily Injury and Property Damage, per occurrence and aggregate. There shall be no deductible clause on any policy of the insurance provided. This Comprehensive General Liability coverage must include: premises and operations, broad form property damage, products/completed operation, contractual insurance, independent contractors, and personal injury.

The Contractor shall maintain Workmen's Compensation Coverage as required by law.

Certification of coverage must be provided to the Agency prior to the commencement of any work under this contract. Certification shall include documentation that the coverage shall remain in force during the duration of this contract.

JJJ. The Contractor shall indemnify and hold harmless the Client, Agency and State, including employees and officers, from any and all actions claims, losses and liabilities which may be made against the Agency or State as a result, directly or indirectly, of the performance of this contract. The Agency shall assist the Contractor as may reasonably be necessary. Insurance coverage as specified herein shall be provided in support of these indemnification requirements but shall not release the Contractor from these responsibilities.

KKK. The Contractor hereby releases the Agency and recipient of services from all actions, claims and expenses related to the work performed pursuant to this contract.

LLL. The Contractor shall comply with RSMo. 34.350 et.al. (Missouri Products Preference), RSMo. 643 (Clean Air Statutes) and RSMo. 701.102-701.127 (Codes and Standards: Asbestos Removal).

MMM. The Contractor shall comply with the National Fuel Gas Code for all work and materials performed on gas systems and, where applicable, all local/city codes, regulations and standards. The final inspection report of the Agency shall not be deemed to be a warranty or representation that all such regulations and standards have been complied with by the contractor.

NNN. The Contractor shall notify the Agency of any unsafe or dangerous conditions concerning the heating system being serviced. The existence of these conditions or problems may have been undetectable or overlooked by the Agency auditor.

OOO. The Contractor shall furnish items and services at the prices quoted herein, in accordance with the specifications and the terms and conditions listed on each work order, this document, and mutually approved amendments.

PPP. The Contractor agrees to notify the Agency in writing immediately of changes in his availability or ability to successfully complete the work specified herein. The Contractor shall be held fully accountable for all work prior to notification of the Agency.

QQQ. The Contractor warrants that all materials and components installed in performance of this contract shall be free of defect in materials and workmanship for the same time

provided by the manufacturer. Should any material prove defective within this time period, the Contractor agrees to replace the defective materials/components with new, non-defective materials at no cost to the Agency or the client within working _____days of' notification (within _____day(s) in extremely cold weather). Warranty documents and all pertinent information shall be given to the client by the contractor upon completion of the installation.

RRR. The RFQ may be invalidated by the Agency and/or the State of Missouri, Department of Economic Development - Division of Energy.

SSS. In the event of a sole source response, the Agency reserves the right to negotiate prices with the Respondent.

TTT. The Agency reserves the right to accept and reject any RFQ and to disqualify any Respondent.

UUU. The Agency reserves the right to terminate the RFQ process without recourse by the Respondent and to resubmit RFQ's, as necessary, prior to award.

VVV. The contractor assures compliance with Executive Order 11246 “Equal Employment Opportunity,” as amended by Executive Order 11375 and supplemented by Department of Labor regulations (41 CFR, Part 60).

WWW. The Contractor assures compliance with Copeland “Anti-Kickback” Act (18 USC 87) and 29 CFR, Part 3.

XXX. No interest shall be paid from DED funds for any reason.

YYY. The activities of the Contractor's staff and associates shall be fully coordinated with the activities of the Agency. As the work of the Contractor's staff and associates progresses, advice on matters of immediate concern to the Agency and related to the specific scope of work covered by the contract, shall be made available to the Agency during the period of the contract.

ZZZ. The Contractor shall not assign any interest in the contract and shall not transfer any interest, whatsoever. in the same (whether by assignment or novation/substitution), without the written consent of the Agency.

AAAA. The contract shall be construed according to the laws of the State of Missouri.

BBBB. No official or employee of the Agency, or official or employee of the Contractor or its governing body, or any public official of the State of Missouri who exercises any functions or responsibilities in the review or approval of the undertaking or in the fulfillment of the obligations of the terms and conditions of contract shall, prior to the completion of the term of contract, voluntarily acquire any personal interest, direct or indirect, in the contract, proposed contractor or contract subject.

CCCC. The Contractor covenants that he has no interest and shall not acquire any interest, direct or indirect, which could conflict in any manner or degree with the performance of the specified services. The Contractor further covenants that in the performance of this contract, no person having any such known interest shall be employed.

DDDD. The Contractor agrees that the Agency and/or clients of the Agency shall not be liable for the debts of the Contractor or any other firm or organization affiliated with the Contractor in the fulfillment of the terms of this contract.

EEEE. This contract shall be amended only in writing, The amendment shall become binding when signed and dated by both parties.

FFFF. It is the Contractor's responsibility to fulfill all obligations under this contract. The Contractor shall subcontract for labor and or materials only with the advanced expressed written consent of the Agency and DED/DE. Approval to subcontract shall in no way release the Contractor of his/her responsibility to fulfill his/her obligations under this contract.

GGGG. The State of Missouri, Department of Economic Development - Division of Energy Weatherization Assistance Program is not a party to this RFQ or contract and shall be held harmless in any dispute arising from this RFQ or contract.

HHHH. The Contractor agrees that all work shall be performed in strict compliance with all applicable laws, ordinances, OSHA guidelines, rules and regulations of Federal, State, County or Municipal governments or agencies, now in force or that may be enact hereafter. The final inspection report of the Agency shall not be deemed to be a warranty or representation that all such laws, ordinances, rules and regulations have been complied with the Contractor.

IIII. In the event that the Contractor fails to perform satisfactory work in compliance with the terms of this contract, after receiving written notification/warning from the Agency, this contract shall be terminated. Termination shall result from:

1. Conviction of a criminal offense.
2. Unjustifiable failure to perform the terms of this contract, provided that failure to perform was not a result of acts beyond the control of the Contractor.
3. Failure to perform satisfactorily, which results in 3 rework orders. (Rework, in this situation, is defined as unacceptable service due entirely to the performance of the Contractor).
4. Failure to complete work and submit completed work order/invoice within the specified time period.
5. _____ or more valid client complaints (validity determined by the Agency).
6. Failure to perform work to meet the National Fuel Gas Code (NFPA 54) or the National Oil Code (NFPA 31), manufacturers' specifications and, where applicable, local and city codes.
7. Failure to maintain required insurance coverage.

JJJJ. Under no circumstances will any lien ever be placed on any client home.

KKKK. The Contractor shall retain records relating to this contract for three years after final payment is made under the contract. If an audit, litigation, or other action involving the records is started before the end of the three-year period, the records, must be retained until all issues arising out of the action are resolve, or until the end of the three-year period, whichever is later. The Department of Energy, Comptroller General of the United States, the Missouri Department of Economic Development - Division of Energy and the Agency or any of their authorized representatives shall have access to contractor records.

LLLL. Termination of this contract shall result in the Contractor being disbarred from doing further business with the Agency and bidding on future contracts for a period of two years.

Weatherization Program
Request For Sole Source/Sole Response Approval For Commodities

Agency _____ Date _____ Program Year _____

Item Description _____

Has Agency Attempted to Rebid? _____

Quantity: Estimated* _____ Actual _____

(If estimated, state basis) _____

Bid Price (Total) _____ Bid Price Per Item: _____

Contract Period: From: _____ To: _____

Vendors Receiving Bid: (Attach list as necessary)

_____

_____

Vendors Responding: (Attach list as necessary)

_____

_____

Agency Comparisons			
Agency	**Manufacturer**	**Unit Price**	**Contract Period**
Retail Comparisons			
Retailer	**Manufacturer**	**Unit Price**	**Price Effective**

Weatherization Program
Request For Sole Source/Sole Response Approval For Services

Agency _____ Date _____ Program Year _____

Indicate Type of Service:

☐ Insulation ☐ Infiltration ☐ Heating System Work

Has Agency Attempted to Rebid? _____

Bid Price (Total) $ _____

Estimated Number of Homes on this Bid Document: _____

Contract Period: From: _____ To: _____

Number of Contractors on Bid List: _____

Contractors Receiving Bid: (Attach list as necessary)

_____

_____

Contractors Responding: (Attach list as necessary)

_____

_____

List Any Contractors disqualified and give reason:

_____

_____

Attach: Copy of The Bidder's Pricing Pages
Any additional information which supports this request.

Agency's Prior Year Price Comparison

Winning Contractor: _____

Estimated Number of Homes Listed in Prior Year Bid Document: _____

Total Contract Price: $ _____

Contract Period: From: _____ To: _____

Bid Tabulation Form

Bid Description: _____ Bid Opening Date: _____

_____ Bid Number: _____

Bid Results						
Bidders						

Agency Name: _____

Signatures of Agency Personnel Present at Bid Opening:

_____

_____

_____

Telephone Bid Record	Page of	Requisition No. / Purchase No.

Bidder No. 1

Company		Vendor No.		
Person Contacted	Telephone No.	Bid Type ☐ Phone ☐ Written ☐ Verbal		
Item No.	**Bidders Brand or Description**	**Qty**	**Unit Price**	**Item Total**
F.O.B		Delivery		Bid Total

Bidder No. 2

Company		Vendor No.		
Person Contacted	Telephone No.	Bid Type ☐ Phone ☐ Written ☐ Verbal		
Item No.	**Bidders Brand or Description**	**Qty**	**Unit Price**	**Item Total**
F.O.B		Delivery		Bid Total

Bidder No. 3

Company		Vendor No.		
Person Contacted	Telephone No.	Bid Type ☐ Phone ☐ Written ☐ Verbal		
Item No.	**Bidders Brand or Description**	**Qty**	**Unit Price**	**Item Total**
F.O.B		Delivery		Bid Total

I hereby certify that the bid(s) indicated above are correct as stated and that I have not revealed a bidder's bid to any other bidder or person.

Purchaser Signature	Department / Agency	Date

Sample Form

RFQ or IFB Amendment Form

Agency Name: _____

Amendment to Weatherization Contract # _____

Item & Description	Estimated Qty	Material Cost	Labor Cost	Total

Effective Date of the Amendment: _____

Agency: _____ _____

Authorized Signature — Name & Title (Print or Type)

Contractor or Vendor: _____ _____

Authorized Signature — Name & Title (Print or Type)

Building Insulation Product Containing Revered Materials
Annual Review and Monitoring

Agency: _____

Date: _____ **Program Year:** _____

Signature: _____

Building Insulation Product Containing Recovered Material:

Quantity Purchased: _____

Dollar Amount: _____

Total Building Insulation Materials: (Including those containing recycled products)

Quantity Purchased: _____

Dollar Amount: _____

Effectiveness of the Promotion Program:

Methods of Promotion Utilized: _____

_____

Assess the Effectiveness of Utilized Method: _____

_____

_____

Assessment of the Affirmative Procurement Program:

Barriers to Purchasing Insulation With Recovered Content: _____

_____

_____

Other Comments: _____

_____

_____

Please complete this form at the end of the program year and retain in the Agency's files for documentation.