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Rachelle A. Abbott, President & CEO

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Lycoming-Clinton Counties Commission for Community Action (STEP), Inc.

LIHEAP Crisis Assistance Program

REQUEST FOR QUALIFICATIONS AND PROPOSALS

Serving Clinton and Lycoming Counties

Proposals are due by 4:00 pm on Friday, September 11, 2026

RETURN TO:

Rachelle Abbott
President and CEO
STEP, Inc.
2138 Lincoln Street
Williamsport, PA 17701
(570) 601-9501
raabbott@stepcorp.org

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Lycoming-Clinton Counties Commission for Community Action (STEP), Inc.
LIHEAP Crisis Assistance Program
Request for Qualifications and Proposals

I. OBJECTIVE

Lycoming-Clinton Counties Commission for Community Action (STEP), Inc. has entered into a contract with the Pennsylvania State Department of Community and Economic Development (DCED) to provide emergency repairs to resolve LIHEAP crises. The following types of crises are included: furnace replacement; the repair of a heating system; the repair of gas or other fuel lines; the replacement of an unrepairable heating system; the repair of broken windows (if necessary to ensure the effectiveness of other repairs or improvements); and pipe-thawing services. Specific DCED responsibilities include addressing the Crisis situation within 48 hours, or 18 hours if the situation is deemed life-threatening or health-threatening.

STEP is seeking responses to this Request for Qualifications and Proposals (RFQP) from contractors interested in providing needed HVAC services for STEP's Crisis Assistance Program. The final number of contractors selected will be determined through a review process by STEP. Contractor's track record, qualifications, proposal quality, and availability will be important factors in determining the selected contractors. Contractor's ability to complete work in a timely manner and in compliance with the standards set forth by DCED will be a critical factor throughout the contract period. Chosen contractors will be issued an agreement for a three-year term, with cost proposals being reviewed annually.

II. PROPOSAL DUE DATE

To be considered, one original copy of the qualification package must be received by STEP, on or before **4:00 pm on Friday, September 11, 2026** at:

STEP, INC.
2138 Lincoln Street
Williamsport, PA 17701
Attn: Rachelle Abbott

Qualification packages received after the RFQP is closed will not be accepted.

III. BRIEFING SESSION

A briefing session will be held at **10:00 AM, Monday, August 31, 2026** in STEP's Conference Room, 2138 Lincoln Street, Williamsport, PA 17701.

IV. QUESTIONS

Subcontractor's may submit questions to Fred Englert via email at wfenglert@stepcorp.org to discuss any RFQP questions. This offer is only open to subcontractors who attend the briefing session.

V. PROGRAM DESCRIPTION AND RESPONSIBILITIES

LIHEAP eligibility for Crisis is determined by the local County Assistance office (CAO) based on income levels determined by the Pennsylvania Department of Human Services (DHS). Although no additional income eligibility determination is required to be performed by the Weatherization Agency, it is possible for the Weatherization Agency or subcontractor to discover income or household information discrepancies at the time of visit.

In such cases, when the Weatherization Agency personnel or subcontractor find that an applicant's situation may not meet Crisis eligibility criteria or that it conflicts materially with the referral provided by the CAO, the CAO will be notified immediately of the finding. All client appeals will go through the CAO or STEP.

A housing unit will not be eligible for Crisis if:

- 1) The housing unit was purchased or rented without a heating system.
- 2) The housing unit is unoccupied.
- 3) The housing unit is not a primary residence.
- 4) The housing unit has been condemned or deemed uninhabitable by local, state, or federal authorities.
- 5) The housing unit is a recreational vehicle or camper that is not permanently located in Pennsylvania.
- 6) It is a manufactured home moved to a location that does not allow its heating system's current fuel type.

A housing unit may not be eligible for Crisis services but may be considered on a case by case basis if the following is true:

- 1) The heating appliance isn't installed and operating based on the manufacturer's specifications or current code requirements, whichever is more stringent, and isn't following all applicable building and fire codes.
- 2) The heating appliance has not been operating within the last two heating seasons from the date of application.
- 3) Fuel type/source is changed by landlord.
- 4) Home is in foreclosure process.

REFERRAL PROCEDURES

Within 24 hours of determination of eligibility, the CAO will send a referral to STEP via fax or email. STEP will contact the subcontractor to evaluate the situation and may require an on-site visit to ascertain the needs of the household.

It is the responsibility of STEP and the subcontractor to address the crisis within 48 hours or, if the client is in a life-threatening situation, within 18 hours. This does not mean that the repair must be made within 48 (or 18) hours. Instead, STEP or the subcontractor is responsible to document that staff have discussed with the household time-frames needed to complete the necessary repairs or replacement of the heating system. The staff must also resolve that the household has a safe place to go until the immediate crisis is over or was provided an auxiliary heater for use until the crisis has been resolved. These actions do not absolve STEP or the subcontractor from responsibility to resolve the actual crisis at the earliest possible date.

Although resolution to the crisis may, in some circumstances, be confined to providing a warm room within the home.

The measures for which STEP and subcontractor will be responsible for under the LIHEAP Crisis program are as follows:

- Repair of heating system
- Loan of auxiliary heater
- Repair of gas or other fuel lines
- Replacement of un-repairable heating systems
- Repair of hot water heating system
- Heating system pipe thawing service
- Repair of broken windows
- Provide blankets

The purchase of a new heating system is only allowable if documentation is provided that the heating system cannot be repaired, or repairs will correct the problem only temporarily. The repair of a water heating system, including repair of water pumps and accessories, is only allowable if the system is essential for producing home heat. If excavation is needed in the repair of gas or fuel lines, which would be considered the client's responsibility, it is an allowable expense. The utility company should be contacted to confirm the responsibility of gas or fuel line repair. The repair of broken windows is only allowable if the heating system is also being repaired or replaced. Subcontractor will provide client education regarding all weatherization and conservation measures completed. Subcontractor will also provide a client complaint procedure and client appeals procedure for Crisis clients.

CLIENT RESPONSIBILITIES

The client or their designated POA is responsible for being available to sign off on client education and all measures completed. Client agreement is also needed regarding the receipt and understanding of the information provided about the care and maintenance of their heating system including any auxiliary heat which may have been supplied on loan. The client or their designated POA is responsible for signing off on the receipt of the client complaint procedures. If the client is the homeowner, the client must provide permission in writing for all work performed. The client or their proxy must be available to sign off on the final inspection and client satisfaction documents.

RENTAL DWELLINGS

Department of Health and Human Services' regulations require that owners and renters receive equitable treatment under the LIHEAP program. Therefore tenants, when referred, are considered eligible for Crisis services. However, based on an implied warranty of habitability assumed by the landlord, prior to referral, appropriate action should be taken by the CAO to have furnace repair/replacement completed by the landlord. In all cases, prior permission must be granted by the landlord to enter the premises to provide Crisis or Weatherization Services. Department of Health and Human Services regulations allow LIHEAP benefits to only those households eligible under LIHEAP income guidelines; therefore, a heating system that supplies heat to those other than LIHEAP eligible clients (e.g., in a multi-unit dwelling) is not eligible for service under the LIHEAP Crisis component.

VI. SPECIFICATIONS AND PRICING PROPOSALS

The Subcontractor shall furnish all supervision, technical personnel, labor, machinery, tools, equipment, materials and services, and perform all mechanical work required in accordance with the U.S. Department of Energy Standard Work Specification Procedures (SWS), which can be found at <https://sws.nrel.gov/>. The work performed is based on home site visits conducted by the subcontractor. Typical measures installed by contractors may include: repairs and replacing heating and cooling systems and ductwork; repairs and replacing water heaters; removing unvented space heaters; and minor electrical, plumbing, gas line repairs; sealing ducts; The work is performed in site - built homes and mobile homes. The properties and services to be contracted for will be included in the Work Orders issued by STEP. Those subcontractors evaluated from this RFQP to be the most qualified and price competitive will be selected as approved subcontractors.

Subcontractor agrees to install said items in a workmanlike manner at such times and places as designated by STEP. *All materials used in provision of services must meet or exceed 10 CFR 440 Appendix A: "Standards for Weatherization Services".*

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

Project commencement and completion must be accomplished within five (5) working days of notice to proceed. Subcontractor is to notify STEP as soon as project is completed for inspection.

Permits will be required as applicable by local building code. Electrical inspections are required when replacing heating systems or replacing feeder lines. It will be the responsibility of the subcontractor to ensure that necessary permits have been secured prior to starting work and for obtaining electrical inspections. A copy of the inspection must be forwarded to STEP.

Please provide labor rates for HVAC, Plumbing, and Electrical work. STEP will reimburse subcontractor for actual cost of materials, inspections, and permits. All other expenses should be included in the subcontractor's hourly labor rates (i.e., travel, gas, equipment, overhead, etc.).

REQUIRED TRAINING

The subcontractor agrees that employees who perform work under Crisis shall participate in all required trainings including, but not limited to the U.S. Environmental Protection Agency Lead Safe Work Practices, Customer Service, OSHA 10, Intro to Weatherization, and any other DCED courses considered mandatory. Trainings occurring at a Weatherization funded training center do not have a participant cost associated with them. However, subcontractors will be responsible for the cost of their staff time related to these trainings. No individuals will be permitted to perform work prior to completing ALL required coursework. Subcontractor's participating in DCED sponsored trainings will agree to the attached retention agreement.

REQUIRED EQUIPMENT

The subcontractor shall have testing equipment capable of performing combustion analysis on various heating systems. This equipment shall be capable of measuring CO, O² and/or CO² and smoke content of combustion gases. The capability of this equipment in reacting rapidly to changes in O² or CO² content is especially important.

The subcontractor must provide proof of equipment calibration per manufactures specifications and equipment must meet the following technical specifications:

Oxygen	0 to 20.9% auto calibration
Primary/Air Temperature	0 degree F to 999 degree F
Stack Gas Temperature	0 degree F to 2000 degree F
Carbon Monoxide	0 to 2000 PPM (hydrogen compensated)
Draft	-8.0 to +8.0 in. WC

NOTE: Combustion testing equipment must have the ability to print test results, and print outs for each test must be attached to job paperwork. Subcontractor may use separate pieces of equipment to measure these combustion processes. Combustion testing is required on ALL combustion appliances in the home including, heating systems, water heaters, cook stoves, and space heaters.

GUARANTEES

The SUBCONTRACTOR shall provide at their expense, for a period of one year from the date of initial start-up of equipment, any parts and labor, because of defects in material or workmanship in the original installation.

The following are excluded from warranty coverage: oil filter elements; nozzles; dry media air filters; and, failures of equipment created by obstructions in the chimney or sediment in the tank.

All manufacturers' equipment warranties extending beyond one year shall be extended to the program beneficiary.

The SUBCONTRACTOR shall leave some type of label attached to the unit identifying the company's name, address, telephone number, date and the type of work performed with results of any testing conducted.

The SUBCONTRACTOR shall remove from every premise all materials replaced including the entire heating system when replaced. Other items to be removed at the request of STEP may include wood or alternative fuel source systems. No replaced items are to be left with the program beneficiary without the expressed consent of STEP.

The SUBCONTRACTOR shall leave with the program beneficiary all product information including but not limited to: the owner's or equipment operation manual, product specification sheets, and warranty information.

HVAC

All new HVAC installations are to be performed in accordance with the most recent International Mechanical Code and/or local building code.

The subcontractor shall be responsible for ensuring properly sized gas line is supplying the heater and shall inform agency in the event that existing line is improperly sized. The subcontractor shall leave all literature on the new units with the client and shall also inform the client of proper care and maintenance required on the new units.

If required by system, all venting and combustion air shall be installed in accordance with AGA and GAMA specification. New gas forced air furnaces shall have pilotless ignition.

All new unit installations shall include new thermostat.

All duct work connections and holes shall be sealed, on all sides, with a non-toxic U.L. approved duct mastic, applied per manufacturer's specifications.

New conduit or gas pipe installed through the roof shall include new properly sized roof jack with 3-course seal at the roof.

All installation estimates shall include removal and proper disposal of existing equipment. recovery of refrigerant from existing system as required by law.

Installs of package units to include new elbow or roof curb, t-stat and stand, disconnect and fuses and condensate drain. All installs of split systems to include new line set, t-stat, condenser pad, disconnect, fuses and gas line if applicable. ALL tie-ins to ductwork to be sealed with a U.L. approved duct mastic. Subcontractor is to ensure that all units are properly charged to the manufacturer's specification. **Subcontractor is responsible for properly sizing unit using a A.C.C.A. approved Manual J (Heat Load).**

WATER HEATERS

All new water heater installations are to be performed in accordance with the most recent local building codes.

The Subcontractor shall be responsible for ensuring properly sized gas lines, combustion air, venting, pressure release valves, and proper electrical requirements. The Subcontractor shall leave all literature on the new units with the client and shall also inform the client of proper care and maintenance required on the new units.

VII. SUBMISSION REQUIREMENTS

All information provided in response to this RFP is subject to verification. Misleading and/or inaccurate information shall be grounds for disqualification at any stage in the procurement process. Preference will be given to each of the following: Minority firms; Women business enterprises; Labor surplus area firms; and Small businesses.

The following information is required in the submission of this RFQP:

- Contractors Information/Application Form;
- Certification Regarding Debarment, Suspension, and Other Responsibility Matters;

- Byrd Anti-Lobbying Amendment; and,
- Crisis Subcontractor Price Proposal.

The qualifications and proposals package consisting of the signed proposals containing all required information, shall be SEALED, clearly labeled with the following information and must be received by STEP, on or before **4:00 pm on Friday, September 11, 2026 at:**

STEP, INC.
2138 Lincoln Street
Williamsport, PA 17701
Attn: Rachelle Abbott

Submission of a signed proposal(s) is acknowledgment and acceptance of all terms and conditions of the solicitation. STEP reserves the right to reject all proposals.

By signing a proposal, an Offeror affirms that he/she has not given any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a STEP employee or board member in connection with the submitted proposal. Failure to sign the proposals, or signing it with a false statement, shall void the submitted proposal or any resulting agreements, and the Offeror shall be removed from all contractor lists.

LICENSES

Offerors shall maintain in status all Federal, state, and local licenses and permits required for the operation of business conducted by the Offeror.

VIII. DOCUMENTATION OF INSURANCE

Prior to the implementation date of the agreement, the Offeror shall provide STEP with documentation evidencing insurance for a minimum:

1. The Subcontractor shall maintain Worker's Compensation Insurance for all its employees engaged in work at the site in accordance with the State of Pennsylvania Worker's Compensation Laws.
2. The Subcontractor shall maintain professional liability insurance (errors and omissions insurance) applicable to the work being performed. If there is no professional liability insurance product applicable to the work being performed, the Subcontractor shall maintain a commercial general liability policy covering his/her work. The Subcontractor shall file with STEP, a certificate of insurance from an insurance company licensed to do business in the State of Pennsylvania showing evidence of such professional or commercial general liability insurance in limits of not less than \$3,000,000 in the aggregate, and \$1,000,000 per occurrence.
3. The Subcontractor shall carry Automobile Liability Insurance covering all owned, hired and non-owned vehicles with a minimum combined single limit of \$500,000 each accident for bodily injury and property damage.
4. The Subcontractor shall carry Pollution Occurrence Insurance in the amount of \$500,000 for each occurrence.

The Offeror shall name STEP as an additional insured party to address application and equipment damage that occurs during agreement or service operations.

Each person signing the quotations certifies either that:

- He or she is the person in the Offeror's organization responsible for the decision as to any prices being offered herein, and that he or she has not participated in, and shall not participate in, any action contrary to the requirements of this document.
- He or she is not the person in the Offeror's organization responsible for the decision as to any prices being offered herein, but that he or she has been authorized to act as agent for the persons responsible for such decision. Furthermore, those persons have not participated in, and shall not participate in, any action contrary to the requirements of this document.

Any offer made in the submitted proposals, and any clarifications to the proposals shall be signed by an officer of the offering firm or a designated agent empowered to bind the firm in an agreement.

IX. EVALUATION

STEP will evaluate this RFQP based on the criteria as listed in Attachment A. STEP will determine the best offer(s). Qualifications and Proposal submissions must meet all the mandatory criteria for the proposals to be evaluated. Proposals that are incomplete or contain significant inconsistencies or inaccuracies may be rejected by STEP without further discussion.

Attachment A

RFQP Scoring Criteria

Proposals will be evaluated and scored based on the following criteria.

Criteria	Maximum Points	Points Awarded
Bid prices for providing HVAC work per attachment A Specifications and Pricing	20	
Previous work experience and training for DHS HVAC, experience with PA HVAC, experience with STEP HVAC	20	
Previous residential HVAC work experience or availability of qualified subcontractor	20	
Licensing: Conditioned Air Non-Restricted, electrical, plumbing Certifications: Lead Safe Work Practices Certified	20	
Capabilities for performance of all HVAC measures and requirements	10	
Will provide service within 2 county service area	5	
Small business, minority, female or veteran owned business	5	
Total Points	100	

Comments:

Evaluated By: _____

Title: _____

Date: _____

Attachment B
Contractors Information/Application Form

Please Note: If applicable, copies of your Contractor's License and local tax licenses must accompany this application. If qualified, also include a copy of your certificate from a minority/women business program. Please ask your insurance agent to submit a copy of your Certificate of Insurance and Bonding.

DATE: _____

Business Name: _____

Owner / (Title): _____

Business Address: _____

	<i>Number</i>	<i>Street</i>	<i>City/State</i>	<i>Zip Code</i>
Mailing Address: _____				

	<i>Number</i>	<i>Street</i>	<i>City/State</i>	<i>Zip Code</i>

Phone Numbers: _____

<i>Office</i>	<i>Fax</i>	<i>Mobile</i>
_____	_____	_____

E-mail Address: _____

Date and State Company Formed: _____

Type of Ownership: _____

Federal I.D./Social Security Number: _____

List the types of mechanical licenses with expiration date held by the company (**attach a copy of each-HVAC, electrical, plumbing**): _____

How long have you been in business? _____

Years *Months*

Are you registered with a minority/women's business enterprise program or LSA?

Yes _____ No _____ *If your answer is "YES," please submit a copy of certification.*

Please check the type(s) of mechanical work you have performed in the last year:

☐ Heating & Air Repair/Replacement (split systems & package units)

☐ Direct Vent Space Heaters ☐ Ductwork Repair/Replacement

☐ Water Heater Repair/Replacement ☐ Electrical Repairs ☐ Plumbing Repairs

☐ Direct Vent Water Heaters

Specify: _____

Please list all education and training that you have had specific to Building Science, & HVAC.

Training	Date
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

List the types and coverage amounts of insurance carried by the Contractor:

Worker's Compensation: Per Occurrence _____ Aggregate _____

General Liability: Per Occurrence _____ Aggregate _____

Automobile: Per Occurrence _____ Aggregate _____

Other: _____

List two major suppliers from whom you purchase most of your supplies.

<i>Name</i>	<i>Address</i>	<i>City/State/Zip</i>	<i>Phone Number</i>
-------------	----------------	-----------------------	---------------------

_____	_____	_____	_____
_____	_____	_____	_____

Approximately how many jobs have you completed as a mechanical contractor? _____

What is the smallest/value job you have done? _____

What is the largest/value job you have done? _____

How many employees do you employ full-time? _____

Counties in which work has been performed within the last 3 years:

_____ Clinton

_____ Lycoming

If selected, are you willing to perform work in all counties listed above? Yes _____

No _____ If no, why not and list ones you are willing to work in? _____

Describe any previous work experience with STEP, Inc. _____

Describe any previous work experience completing LIHEAP CRISIS work (list agencies you contracted with). _____

Knowing payment will be made within 30 days after work approval at final inspection of all work at the house, are you still interested? Yes _____ No _____

Explain your process for ensuring proper sizing of heating and air conditioning units and do you have the capability to provide A.C.C.A. approved manual J reports with bids? _____

List types of equipment owned by contractor. _____

Describe your current capacity in staff and equipment to begin performing Crisis jobs?

Have any claims or lawsuit been brought against your company as a result of services you provided in the past three years? Yes _____ No _____

Tell us anything else about your skills and experience that you would like us to know.

Do you perform criminal background checks and drug screens on all of your workers and what is your policy for hiring applicants with criminal backgrounds or drug usage?

THE UNDERSIGNED CONTRACTOR CERTIFIES THAT ALL INFORMATION GIVEN HEREIN IS SUBSTANTIALLY CORRECT AND FURTHER AGREES:

- Contractor License Class is current, and the undersigned contractor agrees to maintain in current status all licenses as required by the STEP.
- That the work be performed in accordance with the State of Pennsylvania CRISIS Procedures and property and building code standards.
- That if the work performed by the contractor is found to be unsatisfactory by the administering agency or if contract relations between the contractor, homeowner or other parties are found to be unsatisfactory, that the administering agency may remove the contractor's name from the approved list, with such accompanying publicity as it deems necessary.
- The contractor will abide by the federal regulations pertaining to equal employment opportunity.

Contractor:

BY: _____ Date: _____
Signature of Authorized Representative

Print Name: _____ Title: _____

CUSTOMER REFERENCE CHECK AUTHORIZATION

Please give us the names, addresses and phone numbers of 3 customers for whom your company has performed work:

The provision of these names and your signature below signifies that you authorize STEP, Inc. to contact the listed persons. STEP, Inc. will contact each customer you list and ask them questions about how satisfied they are with the work and your firm's customer relations.

This authorization is valid until the conclusion of the contractor selection process. Include the customer name, customer city, phone number, and type of work performed.

Company: _____

Owner Signature: _____ Date: _____

1) _____

2) _____

3) _____

Attachment C
CRISIS SUBCONTRACTOR COST PROPOSAL

HVAC SERVICES: Provide labor rate per hour for HVAC services.

HVAC SERVICES	
Labor Rate Per Hour	\$

PLUMBING REPAIRS: Provide labor rate per hour for plumbing repairs.

PLUMBING SERVICES:	
Labor Rate Per Hour	\$

ELECTRICAL REPAIRS: Provide labor rate per hour for electrical repairs.

ELECTRICAL REPAIRS ITEM 19	
Labor Rate Per Hour	\$

Crisis cost proposal certified by:

Company Name _____

BY (Printed Name) _____

Signature _____

Title _____

Date _____

Attachment D

INSTRUCTIONS for Certification Regarding Debarment, Suspension, and Other Responsibility Matters

1. By signing and submitting this proposal, the prospective contractor is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the Department of Labor's (DOL) determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the DOL determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the DOL may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the DOL if at any time the prospective primary participant learns its certification was erroneous when submitted or has become erroneous by reason of charged circumstances.
5. The terms "covered transaction"; "debarred", "suspended", "ineligible", "lower tier covered transaction", "participant", "person", "primary covered transaction", "principal", "proposal", and "voluntarily excluded", as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the DOL for assistance in obtaining a copy of those regulations.
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions", provided by the DOL, without modification, in all lower tier covered transactions and all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determined the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Procurement or Non-procurement Programs.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the agency may terminate this transaction for cause or default.

Attachment D
Contractor Information Regarding Debarment and Suspension

CONTRACTOR'S NAME: _____

**Certification Regarding Debarment, Suspension, and Other Responsibility
Matters**

Primary Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

(Before Signing Certification, Read Instructions on Page 16)

1. The prospective contractor certifies to the best of its knowledge and belief, that it and its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offense enumerated in paragraph (1)(b) of this certification; and
 - d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

Name

Title

Signature

Date

Attachment E

Contractor Information Regarding Byrd Anti-Lobbying Amendment

CONTRACTOR'S NAME: _____

Byrd Anti-Lobbying Amendment

The prospective contractor certifies to the best of its knowledge and belief, that it and its principals will not and have not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352.

NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

Name

Title

Signature

Date

Attachment F Subcontractor Retention Agreement

CONTRACTOR'S NAME: _____

Subcontractor agrees that employees who perform work under the LIHEAP Crisis Assistance Program shall participate in all required trainings including, but not limited to the U.S. Environmental Protection Agency Lead Safe Work Practices, Customer Service, OSHA 10, Intro to Weatherization, and any other DCED courses considered mandatory. Coursework that is required, can be completed through the National Sustainable Structures Center (N.S.S.C.) at no cost to the subcontractor. Subcontractor's enrolling employees in required courses through the N.S.S.C at Penn College will agree to provide service for the entire LIHEAP Crisis season that enrollments occurred.

NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

Name

Title

Signature

Date

Attachment G

PROCEDURES FOR INSPECTING HEATING UNITS

Upon arrival, perform the following:

a.) ASSESSMENT

- 1) Check the chimney(s)
 - a) General condition for loose bricks, holes
 - b) Obstructions or blockages
 - c) If the chimney is shared with other heating appliances.
- 2) Check the exterior venting system for
 - a) Possible clearance issues
 - b) If it is properly vented to the outside.
- 3) Enter the home, quiz the client about any possible problems they are having with the unit and the history of its cleaning.
- 4) Check the thermostat to see if it is working correctly.
- 5) Check to see if an emergency switch exists at the top of the stairs. *DO NOT install one unless you are replacing the unit.
- 6) Check the visual condition of the unit in general.
- 7) Check if there are any restrictions in the ductwork.
- 8) Check the fuel supply
 - a) To see if a gauge exists
 - b) No leaks
 - c) There are no copper/soldered connections
 - d) Level of fuel
 - e) Proper fuel line
 - f) Drip leg
- 9) Check the interior venting for
 - a) Clearance to combustibles.
 - b) Condition of piping, slope, size, connection to the chimney breech and furnace, and
 - c) The condition of the barometric control, if applicable.
- 10) Check expansion tank for leaks and correct operation.
- 11) If a boiler, check condition of the piping for leaks, auto vents and zone valves, if applicable.
- 12) Perform smoke/draft test.
- 13) Perform combustion analysis test if the system is operable. If not, fix only minor repairs that are necessary to perform the test UNLESS it's a noticeable RED TAG.
 - a) Measure oxygen before and after blower turns on as indication of a cracked heat exchanger.
 - b) Oxygen increases of 1% or greater require tear down of unit to visually inspect for cracks.
 - c) Units are RED TAGGED if there is a crack in the heat exchanger
- 14) Check the condition of the combustion chamber to see if there are any holes/cracks if possible.

- 15) As soon as you find:
 - a) An unrepairable condition, or
 - b) Repairs that exceed \$500, and/or
 - c) An oxygen change that does not identify an exact cause, or
 - d) A condition that the unit could not be disassembled without causing irreversible damage (i.e. Broken pouch bolts), **STOP the tear down and notify STEP.**
- 16) If unit is red tagged, notify client of the importance of not using the furnace. Shut down the unit at the breaker, if possible, or at the unit. Complete a red tag, install one part on the furnace and provide a copy to STEP.
- 17) Complete required documents.

Minor repairs under \$500

- 1) If there are "NO" red tag issues proceed with minor repairs.
- 2) Domestic hot water lines are NOT fixed without STEP approval.
- 3) Complete required documents.
- 4) DOCUMENT all test results, red tags and/or reasons unit is not within manufacturer specifications.

b.) REPLACEMENTS/REPAIRS OVER \$500

- 1) Quotes for major repairs are to be provided to STEP for approval prior to work commencing. DO NOT discuss with the client whether it would be more beneficial to replace the unit versus the cost of repairs.
- 2) Furnaces that are red tagged and need replaced must have a thorough estimate provided to STEP for approval. If approval is granted for a replacement, the contractor must:
 - a) Perform an ACCA manual J calculation.
 - b) Provide the client with a copy of the manual for the unit being installed.
 - c) Provide STEP with the manufacturer name, model and serial number of the unit being installed.
 - d) Install unit in accordance with current building codes.
 - e) Perform a combustion analysis test of installed unit.
 - f) Set up the unit per manufacturer specifications.
 - g) Complete required documents.
 - h) Inform client of proper maintenance care for the unit.