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James D. Plankenhorn, President & CEO

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

REQUEST FOR QUALIFICATIONS AND PROPOSALS

Proposals are due by 4:00 pm on June 9, 2023

RETURN TO:
STEP, Inc.
Attn: Rachelle Abbott
2138 Lincoln St
Williamsport PA 17701

Pathways to Success

Early Learning Housing Options Workforce Development Community Collaboration Independent Living

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Lycoming-Clinton Counties Commission for Community Action (STEP), Inc.
Whole-Home Repairs
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 housing rehabilitation services to eligible customers under the Whole-Home Repairs Program. The following types of services are included: addressing habitability concerns, improving energy or water efficiency, and/or making units accessible for individuals with disabilities.

STEP is seeking responses to this Request for Qualifications and Proposals (RFQP) from contractors interested in providing needed services for the Whole-Home Repairs Program. The final number of Subcontractors selected will be determined through a review process by STEP. Subcontractor's track record, qualifications, proposal quality, and availability will be important factors in determining the selected contractors. Subcontractor'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 Subcontractor(s) will be provided the opportunity to bid on jobs for the duration of the Whole-Home Repairs Program.

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 June 9, 2023** at:

STEP, Inc.
Attn: Rachelle Abbott
2138 Lincoln St
Williamsport PA 17701

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

III. BRIEFING SESSION

An optional briefing session will be held at in STEP's Board Room, Second Floor, 2138 Lincoln Street, Williamsport, PA 17701. Please contact STEP Housing Options Director Nate Snook at 570.601.9663 for more information.

IV. QUESTIONS

Subcontractors may submit questions to Fred Englert via email to nesnook@stepcorp.org. to discuss any RFQP questions.

V. PROGRAM DESCRIPTION AND RESPONSIBILITIES

STEP, Inc. will determine eligibility for all applications submitted.

CLIENT RESPONSIBILITIES

Client agreement is needed regarding the receipt and understanding of the information provided about the care and maintenance of all measures installed. The client or their designated proxy 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.

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. The work to be performed is based on home site visits conducted by STEP, Inc. Project Managers. Typical measures installed by Subcontractors may include: insulation, air sealing, diagnostic testing, water conservation, and minor plumbing and electrical repairs. 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 Subcontractor(s) approved from this RFQP to be the most qualified will be selected as approved Subcontractor(s) and given the opportunity to bid on individual jobs for the duration of the Whole-Home Repair Program.

Subcontractor agrees to install said items in a workmanlike manner at such times and places as designated by STEP.

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.

Subcontractor will follow all requirements and guidance provided by DCED, PA Department of Health, CDC, PA Governor's Office and STEP with regard to COVID-19.

Project commencement and completion must be completed in a timely manner. 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 may be required depending on the nature of the work performed. 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, General Construction, 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 EQUIPMENT

The Subcontractor shall have testing equipment capable of performing the required duties of the Whole-Home Repair Program.

GUARANTEES

The Subcontractor shall provide at their expense, for a period of one year from the date of job completion any parts and labor, because of defects in material or workmanship in the original installation.

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

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.

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

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;
- 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 **June 9, 2023 at:**

STEP, Inc.
Attn: Rachelle Abbott
2138 Lincoln St
Williamsport PA 17701

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. DAVIS-BACON ACT AND PENNSYLVANIA PREVAILING WAGE ACT

The Davis-Bacon Act and Related Acts do not apply to the Whole-Home Repair Program, but may be applicable to projects completed through the Whole-Home Repair Program if federal funding is used to supplement Whole-Home Repair Program monies. Davis-Bacon Act and Related Act contractors and subcontractors must pay their laborers and mechanics employed under the contract no less than the locally prevailing wages and fringe benefits for corresponding work on similar projects in the area.

If the Davis-Bacon Act and Related Acts are not applicable, any job exceeding \$25,000 will be subject to the Pennsylvania Prevailing Wage Act. The Pennsylvania Prevailing Wage Act contractors and subcontractors must follow general prevailing minimum wage rates as determined by the Secretary for each craft or classification of workmen needed to perform the contract during the anticipated term thereof in the locality in which the public work is performed.

X. 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
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/Representative (Title): _____

Business Address:

Mailing Address: *Number* *Street* *City/State* *Zip Code*

Number *Street* *City/State* *Zip Code*

Phone Numbers: _____

Office *Fax* *Mobile*

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)
- Insulation Ductwork Repair/Replacement Water Heater Repair/Replacement
- Electrical Repairs Plumbing Repairs
- Air sealing

Specify: _____

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

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.

Name	Address	City/State/Zip	Phone Number
_____	_____	_____	_____
_____	_____	_____	_____

Approximately how many jobs have you completed as a 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. _____

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. _____

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 DOE State Plan 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 _____

**Attachment B
SUBCONTRACTOR COST PROPOSAL**

**PLEASE PROVIDE RATES FOR JOBS UNDER \$25,000. ALL JOBS ABOVE \$25,000
SUBJECT TO PREVAILING WAGE AS DETAILED IN SECTION IX.**

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	
Labor Rate Per Hour	\$

GENERAL REPAIRS: Provide labor rate per hour for general repairs.

GENERAL REPAIRS	
Labor Rate Per Hour	\$

Cost proposal certified by:

Company Name _____

BY (Printed Name) _____

Signature _____

Title _____

Date _____

Attachment C

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 changed 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 required 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 C
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 15)

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 D

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