

GLEAMNS HUMAN RESOURCES COMMISSION

October 20, 2017

REQUEST FOR SEALED PROPOSALS

COUNTIES SERVED

Abbeville
Anderson
Edgefield
Fairfield
Greenwood
Laurens
Lexington
McCormick
Newberry
Oconee
Pickens
Richland
Saluda

HVAC SERVICES FOR LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP)

SOLICITATION NUMBER: P12-10-17

TYPE OF CONTRACT: COMBINATION OF FIRM-FIXED PRICE AND
TIME & MATERIALS

PROPOSAL DUE DATE & TIME: NOVEMBER 20, 2017, 4:00PM EST.

ON NOVEMBER 20, 2017 @ 4:00PM EST, ONLY BUSINESSES' NAMES
WILL BE READ ALOUD, ACKNOWLEDGING RECEIPT OF THEIR
PROPOSALS. NO PROPOSALS WILL BE OPENED AT THAT TIME

NUMBER OF COPIES TO SUBMIT: ONE (1) ORIGINAL

SUBMIT SEALED PROPOSALS TO:
GLEAMNS HUMAN RESOURCES COMMISSION
ATTN: PURCHASING

Mailing Address

P O BOX 1326
GREENWOOD SC 29648

OR

Hand Delivery Address

237 N HOSPITAL ST
GREENWOOD SC 29646

MARK PROPOSALS WITH 'SOLICITATION NUMBER: P12-10-17'

FOR QUESTIONS TO THIS SOLICITATION, CONTACT CHARLES
VAUGHN @ cvaughn@gleamnshrc.org OR 864/229-8806.

Executive Offices

237 North Hospital Street, Greenwood, SC 29646 • PO Box 1326, Greenwood, SC 29648
(864) 223-8434 • Fax (864) 223-9456
www.gleamnshrc.org

GENERAL INFORMATION

GLEAMNS Human Resources Commission, heretofore known as Agency, invites you to submit a sealed proposal in accordance with the requirements of this solicitation as follows:

This request for proposals does not commit the Agency to award a contract, to pay any costs incurred in the preparation of the proposal, or to procure or contract for the activities, goods or services described. The Agency reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with qualified contractors, to vary the provisions of a request at any time prior to the execution of the contract, or to cancel in part or in whole this request, if it is in the best interest of the Agency.

Each Vendor will be required to submit three (3) references which would include a name, address, telephone number, mobile number, email address, and general description of similar agreements and services performed in the past two (2) years.

Proposals will not be reviewed if they are late or not responsive, i.e., not containing all requested specifications, costs and other information, and submitted in the manner prescribed.

The proposals will be reviewed solely on the material they contain. No modifications, additions, or substitutions to any proposals will be accepted from offertory after the closing date and time.

The Agency reserves the right to select such offer of which it deems appropriate and is not bound to accept any proposal based on price alone, further reserving the right to reject any or all proposals if it is deemed to be in the Agency's best interest.

Questions concerning the Request for Proposals will be accepted until the specified closing date/time and should be addressed as specified in this solicitation.

Small businesses, minority-owned firms, and women's business enterprises are encouraged to submit proposals, with due consideration given to all offertory.

All offertory are to submit (1) ORIGINAL proposal.

The Agency may require selected offertory to participate in cost negotiations, technical revisions or other revisions to their proposals prior to contract finalization.

The offer, solicitation or acceptance of gratuities or compensation, intended to influence the contractor selection process is expressly prohibited.

The Agency reserves the right to disqualify (with reason) a vendor from the qualified contractors list.

All vendors will be notified as to the acceptance or rejection of their offer in writing.

The Agency reserves the right to seek appropriate administrative, contractual, or legal

remedies in instances in which vendors violate or breach contract terms.

Provisions for termination of the contract by the Agency or the recipient, and the basis of the settlement in cases of default, or because of circumstances beyond the control of the contractor shall be clearly defined.

EQUAL EMPLOYMENT OPPORTUNITY

All contractors awarded contracts exceeding \$100,000 must comply with Executive Order 11246 entitled "Equal Employment Opportunity", as amended by Executive order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR Part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, and Department of Labor."

CLEAN AIR ACT (42 U.S.C. 7401 et seq.) AND THE FEDERAL WATER POLLUTION CONTROL ACT (33 U.S.C. 1251 et seq.)

All contractors and subcontractors awarded contracts exceeding \$100,000 are required to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.). Violations shall be reported to the Federal awarding agency and the Region Office of the Environmental Protection Agency (EPA).

BYRD ANTI-LOBBYING AMENDMENT (31 U.S.C. 1352)

For all contracts or sub-grants of \$100,000 or more, the Agency shall obtain from the contractor a certification that it will not and has 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 of 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.

DEBARMENT AND SUSPENSION (E.O.S. 12549 AND 12689)

For all contracts in excess of the small purchase threshold fixed at 41 U.S.C. 403(11), (currently \$150,000) the Agency shall obtain from the contractor a certification that neither the contractor nor any of its principal employees are listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Non-Procurement Programs.

CONTRACT WORK HOURS AND SAFETY STANDARDS ACT (40 USC §3701 et seq.; 29 CFR Part 5)

The **Contract Work Hours and Safety Standards Act (CWHSSA)** is a United States federal law that covers hours and safety standards in construction contracts. The Act applies to federal service contracts and federal and federally assisted construction contracts over \$100,000, and requires contractors and subcontractors on covered contracts to pay laborers

and mechanics employed in the performance of the contracts one and one-half times their basic rate of pay for all hours worked over 40 in a workweek. This Act also prohibits unsanitary, hazardous, or dangerous working conditions on federal and federally financed and assisted construction projects.

DRUG-FREE WORK PLACE CERTIFICATION: By submitting a proposal, Vendor certifies that, if awarded a contract, Contractor will comply with all applicable provisions of The Drug-Free Workplace Act.

ETHICS ACT: By submitting an offer, you certify that you are in compliance with South Carolina Ethics, Government Accountability, and Reform Act of 1991, as amended.

OCCUPATIONAL HEALTH & SAFETY ACT: The successful contractor has the responsibility for the overall compliance with the OSHA regulation and code.

TAXES: 7% South Carolina sales tax shall be listed as a separate line item on proposal for all equipment and supplies/materials.

QUESTIONS FROM CONTRACTORS: Any prospective vendor desiring an explanation or interpretation of the solicitation must be in writing. Questions must be received five (5) days prior to deadline date/time. All questions should be directed to Charles Vaughn, Purchasing Manager @ cvaughn@gleamnshrc.org, faxed to 864/223-9456 or mailed to P O Box 1326, Greenwood SC 29648. Label any communication regarding your questions with the name of the Purchasing Manager, and the solicitation title and number. **ORAL EXPLANATIONS OR INSTRUCTIONS WILL NOT BE BINDING.** Any information given a prospective contractor concerning a solicitation will be furnished promptly to all other prospective contractors as an Amendment to the Solicitation.

AMENDMENT TO THE SOLICITATION: The solicitation may be amended at any time prior to opening. All vendors should check for amendments. It shall be the vendor's responsibility to insure that amendments have been received and acknowledged on the provided form:

- By signing and returning the amendment.
- By identifying the amendment number and date in the space provided.

IF THIS SOLICITATION IS AMENDED, THEN ALL TERMS AND CONDITIONS WHICH ARE NOT MODIFIED REMAIN UNCHANGED.

AWARD NOTIFICATION: Notice regarding any award or cancellation of award will be sent to all vendors who submitted a proposal.

COMPLIANCE WITH LAWS: During the term of this contract, all sub-contractors shall comply with all applicable provisions of laws, codes, ordinances, rules, regulations, and tariffs.

CONTRACTOR PERSONNEL: The vendor shall enforce strict discipline and good order among the sub-contractor's employees and other persons carrying out the contract.

REJECTION/CANCELLATION: The Agency may cancel this solicitation in whole or in part. The Agency further reserves the right to purchase in the best interest of the Agency.

INCURRING COSTS: The Agency shall not be liable for any costs incurred by firms prior to the issuance of a contract.

INTRODUCTION

The Agency is a public non-profit human service agency chartered in February 1966. The purpose of this Corporation is to implement activities under the Economic Opportunity Act of 1964, PL 88-452, the Omnibus Budget Reconciliation Act of 1981 and subsequent related legislation to aid in improving education, economic opportunities, living environment and general welfare of the people living in Abbeville, Anderson, Cherokee, Edgefield, Greenwood, Laurens, Lexington, McCormick, Newberry, Oconee, Pickens, Richland, Saluda, and Spartanburg counties of South Carolina. The goal of this Corporation is the elimination of poverty by reducing the barriers which prevent low-income persons from improving themselves and to promote self-sufficiency through the development of programs funded by state and federal agencies.

INTRODUCTION – CSBG: The federal Omnibus Budget Reconciliation Act of 1981 created the Community Services Block Grant (CSBG) Program. It provides a range of services designed to assist low-income people to attain the skills, knowledge, and motivation necessary to achieve self-sufficiency. The federal grant program permits a wide range of local program activities to assist low-income participants in employment, education, better use of available income, housing, emergency assistance, nutrition, community involvement, and referral and income management. CSBG programs are provided through the state's Office of Economic Opportunity (OEO). The OEO has used these funds over the past several years to "Promote maximum participation by poor people in the elimination, causes and conditions of poverty". Funds have been used for General Emergency Assistance, Partnership and Counseling, Rural Emergency Housing Assistance, Community Food and Nutrition, LIHEAP Support Cooling and Heating and Direct Energy Assistance.

SCOPE OF WORK

Nine counties in South Carolina are served by the Agency's LIHEAP Program: Abbeville, Cherokee, Edgefield, Greenwood, Laurens, McCormick, Newberry, Saluda, and Spartanburg. The Agency seeks qualified HVAC contractors to provide costs for installation of new energy efficient heating and cooling systems (excluding window units) and repair of existing heating and cooling systems (excluding window units). Installation of new heating and cooling systems shall be made in the following tonnage range:

- 2 ton
- 2.5 ton
- 3 ton
- 3.5 ton
- 4 ton

Heat pumps, both packaged and split systems, will be priced as replacement systems and new systems (new systems - no previous central HVAC system). Cost for replacement systems would include equipment and tie-in of the following: refrigerant lines, drain lines, electrical from equipment to disconnect switch and ductwork. Cost for new systems would include equipment, installation of refrigerant lines and drain lines and pans, electrical from panel to disconnect switch, new pad and ductwork. Also, for new systems, costs for electrical panel upgrade, if necessary, will be negotiated before purchase.

Natural gas & LP systems, both packaged and split systems, will be priced as replacement systems and new systems (new systems - no previous central HVAC system). Cost for replacement systems would include equipment and tie-in of the following: refrigerant lines, drain lines, electrical from equipment to disconnect switch, ductwork, gas line and flue pipe. Cost for new systems would include equipment, installation of refrigerant lines and drain lines and pans, electrical from panel to disconnect switch, new pad, ductwork, gas line to meter and flue pipe. Also, for new systems, costs for electrical panel upgrade and installation of gas meter, if necessary, will be negotiated before purchase.

New installations shall consists of packaged and split-system units, fueled by electric or gas sources. The LIHEAP program will determine which type of system to offer to its clients. Jobs will become available when services are requested from program's clients and approved by OEO. The maximum benefit allowed for each residence is \$7,500.00.

Offerors can submit proposals on any county of their interest. Agency reserves the right to award multiple contractors to various counties, depending on contractor's interest, or award one contractor for all counties.

REQUIREMENT OF VENDORS

Vendors must have knowledge and capacity to perform a professional load calculation and system design:

- Must use the ACCA Manual J residential load calculation procedure
- Prior to installation, must submit quote for total cost of system, including cost to perform a Manual J load calculation, and a copy of the Manual J load calculation worksheet
- Must also furnish a copy of the Manual J load calculation worksheet with invoice after installation

Awarded contractor(s) must take possession of all unvented kerosene heaters at completion of any installation.

CERTIFICATION/QUALIFICATION OF VENDORS

Vendors must provide with their proposals valid proof of license by the Department of Labor, Licensing and Regulations to conduct their business as an HVAC mechanical contractor or equivalent.

COMPENSATION

At completion of services and repairs, Contractor will submit to the Agency a completed invoice for each residence and mail to: GLEAMNS HRC, Attn: Dir, CSBG/LIHEAP, P O Box 1326, Greenwood SC 29648. Invoices must include pertinent information of each residence, including but not limited to, client's name, address, services provided or equipment installed and detailed costs. Contractor and client must also sign invoices prior to submitting to Agency, to verify that work was completed and unit is operational. A copy of the Manual J load calculation worksheet must accompany the invoice. The work is not considered complete until the program director or designee has approved a final inspection of completed work. If all work is completed satisfactorily and a Manual J load calculation worksheet has been submitted with invoice, invoices will be paid within fifteen (15) days of receipt of invoices. If work is not completed satisfactorily, the program director or designee will contact Contractor to negotiate corrective repairs and/or costs.

WARRANTY OF CONSTRUCTION

GENERAL GUARANTY: The Vendor shall remedy at his/her own expense any defect due to faulty parts, supplies or workmanship and pay for any damage to other work resulting from the Vendor's failure to conform to the contract documents. The Vendor expressly guarantees and agrees to remedy any defects in the work and pay for any damages to other work resulting there.

CONTRACT ADMINISTRATOR

The contract administrator for this project shall be Charles Vaughn and can be contacted via email at cvaughn@gleamnshrc.org.

AWARD OF CONTRACT

Award will be made to the successful Contractor(s) following an evaluation process. The Agency will award a contract to the most responsible and responsive Contractor(s) submitting an offer. Said notice shall constitute acceptance of the successful Contractor's proposal. The Agency will notify all Contractors who submitted an offer with a "Letter of Intent to Award" before any award for contract is made, followed by a 'Letter of Award' to all said Contractors after award for contract has been made. However, it does not signify that a contractual agreement has been entered into. Selected Contractor will be notified on or about December 15, 2017.

CONTRACT PERIOD

This will be a **TERM CONTRACT**, beginning 01/01/2018 and ending 12/31/2018, subject to availability of fiscal funding and satisfactory performance, all terms and conditions, except for any price redetermination as authorized elsewhere in this contract, remain unchanged. Contracts can be terminated by either party of contracts, providing that the terminating party shall provide a thirty (30) day notice prior to the end of the annual contract period.

RATES

All trip charges, service fees and/or hourly rates shall remain firm for contract period.

PROPOSALS

A six-page Proposal Form (ATTACHMENT A) which includes request for equipment manufacturer, three residential references who received Contractor's similar services in the last two years, and Contractor's estimated cost to perform the Manual J calculation, is attached to the end of this Request for Sealed Proposals and must be used as offer or Offeror can submit any other form as long as format is the same and requested information is provided. Offerors can propose equipment from a general line of major manufacturer's brands, such as Carrier, Lennox, American Standard but exclude high-end brand units, such as Trane, etc, unless Contractor's pricing will be very comparable to other major brands. The Agency reserves the right to issue supplementary information during the proposal preparation period. All proposals become the property of the Agency and will be kept confidential until after an award of the successful Offeror(s) is made. Thereafter, they will be kept on file for a period of 3 years. If the Offeror believes any portion of its proposal to be proprietary information, it must specify in its proposal the portions which are considered to be proprietary. All proposals are generally considered to establish contractor offers, not to be withdrawn for ninety (90) days after the date set for proposal acceptance. Once submitted, vendors may only change or withdraw proposals up to the day and time of proposal deadline.

LATE PROPOSALS

The Agency will not accept late proposals if the reason for being late is the fault of the Offeror, and will contact the Offeror to arrange pick up of their proposal packet, request for withdrawal or request for modification received after the time and date set for receipt of proposals.

EVALUATIONS

The selection procedure for this procurement requires the evaluation of the proposals be completed according to technical evaluation criteria below. Factors will be rated and through these ratings a list of qualified vendors will be formed who are deemed responsive and responsible, who will then be eligible for award. The Agency will then reserve the option to contact and rate the references of those vendors found on this list as eligible for award.

CRITERIA FOR TECHNICAL & PERSONAL EVALUATION

Criteria to be used by the Agency for the technical & personal evaluation of this specific procurement are listed below. Each evaluation will be reviewed and decisions made in a timely manner.

Evaluation Criteria – Factors

TECHNICAL

Proposed services/Qualifications - **Maximum Points 10**

Training/Certification/License - **Maximum Points 10**

Cost - **Maximum Points 5**

PERSONAL

Residential References - **Maximum Points 7**

LABOR AND PROCUREMENT REQUIREMENTS

The Vendor and all subcontractors of the vendor shall comply with the labor laws of the State of South Carolina and all other laws, ordinances, and legal requirements affecting the work in Abbeville, Edgefield, Greenwood, Laurens, McCormick, Newberry and Saluda counties.

CONTRACTOR'S LIABILITY INSURANCE

(1) Contractor shall purchase from and maintain in a company or companies lawfully authorized to do business in South Carolina such insurance as will protect the contractor from the types of claims set forth below which may arise out of or result from the contractor's operations under the contract and for which the contractor may be legally liable, whether such operations be by the contractor or by a subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable: (a) claims under workers' compensation, disability benefit and other similar employee benefit acts which are applicable to the work to be performed; (b) claims for damages because of bodily injury, occupational sickness or disease, or death of the contractor's employees; (c) claims for damages because of bodily injury, sickness or disease, or death of any person other than the contractor's employees; (d) claims for damages insured by usual personal injury liability coverage; (e) claims for damages, other than to the work itself, because of injury to or destruction of tangible property, including loss of use resulting thereof; (f) claims for damages because of bodily injury, death of a person or property damage arising out of ownership, maintenance or use of a motor vehicle; (g) claims for bodily injury or property damage arising out of completed operations; and (h) claims involving contractual liability insurance applicable to the Contractor's obligations under the provision entitled Indemnification -- Third Party Claims.

(2) Coverage shall be written on an occurrence basis and shall be maintained without interruption from date of commencement of the work until date of final payment. Coverage must include the following on a commercial basis: (i) Premises -- Operations, (ii) Independent Contractor's Protective, (iii) Products and Completed Operations, (iv) Personal and Advertising Injury, (v) Contractual, including specific provision for contractor's obligations under the provision entitled Indemnification --Third Party Claims, (vi) Broad Form Property Damage including Completed Operations, and (vii) Owned, Non-owned and Hired Motor Vehicles.

(3) The insurance required by this paragraph shall be written for not less than the following limits of liability or as required by law, whichever coverage is greater:

COMMERCIAL GENERAL LIABILITY:

- Liability insurance, minimum \$500,000 coverage
- Workers compensation, minimum \$100,000 coverage, or as required

(4) Required Documentation. (a) Prior to commencement of the work, Contractor shall provide to the Agency a signed, original certificate of liability insurance (ACORD 25). The certificate shall identify the types of insurance, state the limits of liability for each type of coverage, include a provision for 30 days notice prior to cancellation, name every applicable using governmental unit (as identified on the cover page) as a Certificate Holder, provide that the general aggregate limit applies per project, and provide that coverage is written on an occurrence basis. (b) Prior to commencement of the work, Contractor shall provide to the Agency a written endorsement to the Contractor's general liability insurance policy that (i) names every applicable using governmental unit (as identified on the Cover Page) as an additional insured, (ii) provides that no material alteration, cancellation, non-renewal, or expiration of the coverage contained in such policy shall have effect unless the named governmental unit(s) has been given at least thirty (30) days prior written notice, and (iii) provides that the Contractor's liability insurance policy shall be primary, with any liability insurance of the Agency as secondary and noncontributory. (c) Both the certificate and the endorsement must be received directly from either the Contractor's insurance agent or the insurance company.

(5) Contractor shall provide a minimum of thirty (30) days written notice to every applicable using governmental unit of any proposed reduction of coverage limits (on account of revised limits or claims paid under the General Aggregate) or any substitution of insurance carriers.

(6) The Agency's failure to demand either a certificate of insurance or written endorsement required by this paragraph is not a waiver of Contractor's obligations to obtain the required insurance.

Note - Agency reserves the right to request insurance certification from any vendor eligible for award.

THE AGENCY'S RIGHTS AND LIABILITIES

The Agency reserves and holds the following rights and options which may be exercised at its sole discretion:

- To accept or reject any proposal which in its judgment is for the best interest of the Agency, and all contractors are notified that such acceptance or rejection shall be without liability on the part of the Agency for any action brought by any contractor because of such acceptance or rejection, nor shall the contractors seek any recourse of any kind against the Agency because of such acceptance or rejection. The submittal of a Proposal in response to this notice shall constitute an agreement of the Contractor to these conditions.
- To select and enter into agreement with the contractor which, at the Agency's sole discretion, best satisfy the requirements, goals and objectives of the Agency.
- To terminate or resume the procurement process by written notice to the contractors for any reason whatsoever.

- To reject or set aside for subsequent reactivation any and all proposals by written notice to such contractors for any reason whatsoever.
- To supplement, amend, or otherwise modify the scope of services at any time after receipt of proposals.
- To execute the agreement with the most responsible and responsive contractor as evidenced by the content of the proposal and any clarifications and changes made thereto during the procurement process that meets the requirements and evaluation criteria as set forth.
- The lowest cost to the Agency in its proposal.
- To seek and receive clarifications of any changes to any proposal at any time.
- To enter preliminary or final negotiations at any time with any contractor individually or simultaneously with one or more other contractors.
- To conduct any clarification or negotiation process with any contractor.
- To set or modify any deadline for the completion of any clarification or negotiation phase of the procurement process.
- To reduce or expand at any time the list of contractors with which the Agency is actively engaged in any clarification or negotiation process, based on the evaluation factors set forth as applied to the state of development of each proposal as revised to such date.

Furthermore, each Contractor, by submitting its proposal, agrees to hold the Agency harmless and free from all liability, loss, injury, and/or cost and expense **which might be** incurred by such Contractor in responding or as a consequence of its response and agrees to waive any and all claims for damages arising in connection with the procurement process contemplated by the Agency.

EMPLOYMENT OF ALIENS

All contractors, as a condition to doing business with the Agency, are required to comply with all applicable laws and regulations relating to the employment of aliens. If it is determined that a contractor fails to comply with any such employment laws or regulations during the course of any Agency projects, such failure may constitute material breach of the contractor's contractual relationship with the Agency and the Agency may take all reasonable steps to terminate its relationship with the contractor.

NONDISCRIMINATION

During the performance of this contract, the Contractor agrees as follows:

- The Contractor will not discriminate against any employee or applicant for employment because of race, religion, sex, sexual orientation, age, creed, color, national origin or disability.
- The Contractor will also take affirmative action to ensure that applicants are recruited and employed, and that employees are treated during employment without regard to their race, religion, sex, sexual orientation, age, creed, color, national origin or disability.
- The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth provisions of this non-discrimination clause.

- The Contractor, where applicable, will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, religion, sex, sexual orientation, age, creed, color, national origin or disability.
- The Contractor, where applicable, will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- The Contractor agrees to attempt in good faith to employ minority and female workers consistent with the applicable state employment goals as amended and supplemented from time to time in accordance with a binding determination of the applicable county employment goals.
- The Contractor agrees to provide written notice to all recruitment agencies, including employment agencies, placement bureaus, colleges, universities and labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, physical disability, marital status or sex, and that it will discontinue the use of any recruitment agency that engages in direct or indirect discriminatory practices.
- The Contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading, and layoff to ensure that all such actions are taken without regard to race, religion, sex, sexual orientation, age, creed, color, national origin or disability, and conforms with the applicable employment goals, consistent with the statutes and court decisions of the State of South Carolina federal law and applicable federal court decisions.

THE AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act applies to the Agency, its programs, services, activities and facilities.

GLEAMNS HUMAN RESOURCES COMMISSION

REQUEST FOR SEALED PROPOSALS

HVAC SERVICES FOR LIHEAP PROGRAM

SOLICITATION NUMBER: P12-10-17

PROPOSAL SUBMISSION FORM

Name of Business _____

Owner/Operator _____

Complete Address _____

Business Contact Person _____

Telephone No. _____

Mobile No. _____

Fax No. _____

Email Address _____

Years in Business _____

COUNTY(IES) OF INTEREST *(please check all that apply)*

Abbeville _____	Cherokee _____	Edgefield _____	Greenwood _____
Laurens _____	McCormick _____	Newberry _____	Saluda _____
Spartanburg _____			

Proposed Services/Qualifications *(please be specific – use separate sheets if necessary)* _____

**PROPOSAL SUBMISSION FORM
CONT'D**

Certification and Training (*Include copies*) _____

RESIDENTIAL REFERENCES

Name _____ Contact No. _____

Complete Address _____

Email Address _____

Description of Services Provided _____

Name _____ Contact No. _____

Complete Address _____

Email Address _____

Description of Services Provided _____

**PROPOSAL SUBMISSION FORM
CONT'D**

RESIDENTIAL REFERENCES – cont'd

Name _____ Contact No. _____

Complete Address _____

Email Address _____

Description of Services Provided _____

EQUIPMENT MANUFACTURER OF PROPOSED UNITS _____

COST FOR SERVICES

Electric Heat Pump Systems - REPLACEMENT

<u>TONNAGE</u>	<u>PACKAGE SYSTEM</u>	<u>SPLIT-SYSTEM</u>
2 Ton	\$ _____	\$ _____
2.5 Ton	\$ _____	\$ _____
3 Ton	\$ _____	\$ _____
3.5 Ton	\$ _____	\$ _____
4 Ton	\$ _____	\$ _____

**PROPOSAL SUBMISSION FORM
CONT'D**

COST FOR SERVICES – cont'd

Electric Heat Pump Systems - NEW

<u>TONNAGE</u>	<u>PACKAGE SYSTEM</u>	<u>SPLIT-SYSTEM</u>
2 Ton	\$ _____	\$ _____
2.5 Ton	\$ _____	\$ _____
3 Ton	\$ _____	\$ _____
3.5 Ton	\$ _____	\$ _____
4 Ton	\$ _____	\$ _____

Fueled Systems-Natural Gas/LP - REPLACEMENT

<u>TONNAGE</u>	<u>PACKAGE SYSTEM</u>	<u>SPLIT-SYSTEM</u>
2 Ton	\$ _____	\$ _____
2.5 Ton	\$ _____	\$ _____
3 Ton	\$ _____	\$ _____
3.5 Ton	\$ _____	\$ _____
4 Ton	\$ _____	\$ _____

**PROPOSAL SUBMISSION FORM
CONT'D**

COST FOR SERVICES – cont'd

Fueled Systems-Natural Gas/LP - NEW

<u>TONNAGE</u>	<u>PACKAGE SYSTEM</u>	<u>SPLIT-SYSTEM</u>
2 Ton	\$ _____	\$ _____
2.5 Ton	\$ _____	\$ _____
3 Ton	\$ _____	\$ _____
3.5 Ton	\$ _____	\$ _____
4 Ton	\$ _____	\$ _____

Repair Services – Example: Hourly Rate, Trip Charge, Diagnostic Fee, Etc.

<u>DESCRIPTION OF COSTS</u>	<u>RATE</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Estimated cost to perform a Manual J load calculation \$ _____

**PROPOSAL SUBMISSION FORM
CONT'D**

AMENDMENTS RECEIVED

Amendment No.

Signature

_____	_____
_____	_____
_____	_____
_____	_____

Signature of Representative Submitting Proposal

Date