



COMMUNITY ACTION

Bringing Hope Home

December 3, 2009

SOLICITATION FOR BIDS for HVAC work

The Community Action Agency of San Mateo County, Inc, (CAASM) is issuing this Solicitation for Bids (SFB) for both equipment and labor for heating, ventilation and air conditioning (HVAC) work throughout San Mateo County and/or Santa Clara County. This work consists of repair and replacement of systems, or components of systems, in residential units, including (1) single family homes, (2) multi-family homes (apartments) and (3) mobile homes.

Most of the services and products we are soliciting bids for will consist of repair and/or replacement of heaters, such as: (1) wall, (2) double wall, (3) floor, and (4) forced air units (FAU). If a situation arises that is not listed above or is otherwise outside the scope of services listed in this solicitation, then CAASM will request separate bids for that specific job.

Please provide prices for (A) typical units of the three categories of heaters listed below, and (B) the typical range of labor cost associated with installation of each specific type of heater you list. Heater replacements will constitute the large bulk of the work for which bids are being sought.

- A. ESTIMATE THE EQUIPMENT COSTS for at least one heater in each of these three categories:
1. FAU's that are 44000-80000 BTU that are replaced with Carrier units (or equivalent). Most are 60000 to 70000 BTU in single family rental homes about 40 years old.
 2. Wall heater units that are 25000-50000 BTU are replaced with either Williams brand or Cosy brand wall heaters (or equivalent).
 3. Mobile home, 56000-80000 BTU direct vent heater units are replaced with Coleman brand heaters *(or equivalent) with the same BTU ratings.

You may identify as many heaters in each category as you want, but please be sure to list the Brand, model and BTU of the unit(s) for which you are providing prices.

- B. ESTIMATE THE "TYPICAL" LABOR COSTS for each heater you list. The exact mix of services for any given job will vary, and you will be invited to submit a bid on each specific job. Please send your labor estimate for the comprehensive package of services listed below.

1. Assess the heater, describe its condition, and provide a price to repair or replace it. (List assessment price separately.)
2. Obtain building permit and complete final inspection.
3. Remove and dispose of existing heater.
4. Provide and install a heater of the appropriate type and size for the home. This selection must be approved in advance by the CAASM weatherization program manager.
5. Provide and install a non-combustible base plate.
6. Connect existing gas and electric lines.
7. Provide proper ventilation connection.
8. Provide connection to ductwork using the appropriate transition box, properly sealed.
9. Provide and install a digital, programmable, setback thermostat (list thermostat prices separately).
10. Includes all labor, equipment, and materials.
11. Includes clean up of job site.
12. Includes installation warranties and equipment warranties.
13. Includes sales tax.

- C. WATER HEATERS OR AIR CONDITIONERS. There may occasionally be other types of HVAC equipment to be replaced, such as water heaters or air conditioners. If you want to bid on those items, please include some typical prices for equipment and labor costs -- 2 or 3 examples.

All work will be completed in accordance with the building code for the city where the work is being done. If the work is being done in an unincorporated part of the county, the work must be done in accordance with the San Mateo County building code.

Any vendor selected must agree to comply with any Federal or State regulations, contract provisions, or performance standards that are applicable to the source of funds for this agreement. These may be from the CAASM, the Department of Energy (DOE) Weatherization Assistance Program (WX), the State Department of Community Services and Development (CSD), the Low Income Home Energy Assistance Program (LIHEAP), the Community Development Block Grant, (CDBG) the Housing Preservation Grant, (HPG) or other sources as contracted. This is not as complicated as it sounds, we will advise you on record keeping.

All vendors selected must, prior to execution of a contract, provide proof of (a) city or county business license, (b) liability insurance/bonding, (c) workman's compensation insurance, (c) state contractor's license for the work being done, e.g. HVAC or plumbing.

If you are Diamond Certified or have other validation of the quality of your services, please provide verification.

New bids are requested annually. This contract will be for the period beginning January 1, 2010 through December 31, 2010. The CAASM will make the final selection of vendors. The CAASM may select multiple vendors. CAASM is not obligated to use only the lowest

price vendor, as other considerations such as availability, timeliness, past performance, warranties or technical resources will be also be considered.

Minority, small and women's business enterprises will be used to the extent practicable.

If you have questions, please e-mail James I. Masters at jmasters2@caasm.org with a copy to grace@caasm.org or mail your questions to Mr. Masters at the above address. All questions must be in writing. All questions and answers will be made available to all prospective bidders by posting them on the CAASM website at www.caasm.org

Bidders may find it helpful to fill in the blanks on the attached form, but you are not obligated to use it.

All bids must be submitted in writing by mail and postmarked by 5:00 pm Wednesday, December 16, 2009. Mail it to:

CAASM, C/O Sub-contractor Selection, 930 Brittan Avenue, San Carlos, CA 94070.

Or, you may FAX your bid to 650.595.5376.

You will receive a confirmation that CAASM has received your bid, however this is only confirmation that your paperwork has been received – it does not constitute acceptance of its contents.

Postmarked by 5:00 pm December 16, 2009. Mail it to:
CAASM, Subcontractor Selection, 930 Brittan Avenue, San Carlos, CA 94070
Or FAX to 650.595.5376

Name of Vendor

Date Submitted

Mailing Address: C ity, State, Zip

Name of contact person(s):

Phone

FAX

E-mail

ESTIMATED COSTS

Heater

Brand	Model#	Capacity	A. Eqpt Price	B. labor range to install
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FAU's

BTU

1.

2.

3.

Assessment fee

Thermostat

Wall Heater

BTU

1.

2.

3.

Assessment fee

Thermostat

Direct Vent

BTU

1.

2.

3.

Assessment fee

Thermostat

C. other appliances

Hot Water Heater

Gal

1.

2.

Window air conditioner

1.

Central air/residential

1.