



**REQUEST FOR QUALIFICATIONS (RFQ): CONTRACTORS FOR  
ENERGY EFFICIENCY & CONSERVATION PROGRAM**

**Request for Qualification (RFQ) Cover Page**

<b>RFQ Solicitation Issue Date: November 1, 2017</b>			
<b>RFQ Solicitation Closing Date: Open</b>			
<b>Address: 8720 Georgia Avenue, Suite 705, Silver Spring, Maryland 20910</b>			
<b>Telephone Number: 202-296-8563</b>			
Yachad is a non-profit agency incorporated in the District of Columbia founded in 1990 and is a tax-exempt organization.			
Hard copy responses; please submit one hard copy of the proposal to Yachad <b>8720 Georgia Avenue, Suite 705, Silver Spring, Maryland 20910</b> , referencing “Request for Qualifications: Contractors for Energy Efficiency & Conservation Programs			
<b>Email submission to <a href="mailto:info@yachad-dc.org">info@yachad-dc.org</a></b> “Request for Qualifications: Contractors for Energy Efficiency & Conservation Programs –email RFQ is <b>acceptable and is highly desirable method of submission.</b>			
For questions/information, please email <a href="mailto:matthew@yachad-dc.org">matthew@yachad-dc.org</a> referencing “Request for Qualifications: Contractors for Energy Efficiency & Conservation Programs - RFQ in the subject line.			
Yachad reserves the right to waive informalities or irregularities, to reject any or all proposals received, to accept the proposal(s) deemed best for the organization, and/or request new proposal(s), if necessary.			
In compliance with this RFQ and to all the conditions imposed herein, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal or as mutually			
<b>VENDOR IDENTIFICATION</b>			
Individual or Company Name:			
Address:			
Telephone:			
Email:			
Federal ID:			
<b>Print Name</b>	<b>Title</b>	<b>Authorized Signature</b>	<b>Date</b>

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**I. PURPOSE**

Yachad is seeking qualified companies to provide energy conservation improvement services in accordance with terms and conditions set forth in this RFQ, and any other term and condition in any contract subsequently awarded. Proposals shall be selected and determined through YACHAD's review of each response, considering the factors identified in this RFQ and any other factors that it considers relevant to serving the best interests of the mission of YACHAD.

YACHAD expects to select multiple contractors that propose to provide all contracting services specified in this RFQ.

**II. CONTRACT PERIOD AND RENEWALS**

The term of any contract resulting from this RFQ shall be for a period not exceeding twelve (12) months. The contract may be renewed for two (2) option years of twelve (12) months each depending on satisfactory performance evaluation.

**III. YACHAD BACKGROUND**

YACHAD is a 501(c) (3) private non-profit corporation engaged in home repair services for lower income homeowners in DC and the metropolitan area.

**IV. SCOPE OF WORK**

The organization that provides requested services shall be known as "Contractor" the Contractor shall render services as an independent contractor and not as an agent, representative, or employee of YACHAD, and will provide advice and assistance to YACHAD including, but not limited to the following areas:

- Purchase and installation of energy efficiency measures;
  - Air sealing infiltration reduction;
  - Heating/Cooling systems efficiency improvements or replacement;
  - Attic, floor, duct and crawl space insulation and venting;
  - Insulation and replacement of domestic hot water heater along with its hot/cold water pipes
- 
- Caulking and weather-stripping windows, doors and hatches;
  - Replacement of glass and/or windows and doors;
  - Installation of air conditioners and refrigerators;
  - Installation of exhaust fans for kitchen and bath;
  - Furnace appliance modification, replacement burners, furnaces, boiler or any combination thereof.

## V. PROPOSAL REQUIREMENTS

### A. General Requirements

1. In order to be considered for selection, proposers must submit a complete response to this RFQ. Email submission to [info@yachad-dc.org](mailto:info@yachad-dc.org) is acceptable and is highly desirable method of submission.

**NOTE: A bidder may only submit one (1) proposal in response to this RFQ.**

2. Proposals shall be signed by an authorized representative of the bidder. Failure to submit all information requested may result in the organization requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by YACHAD.
3. Proposals should be prepared simply, concise description of capabilities to satisfy the requirements of the RFQ so that YACHAD may properly evaluate bidder's capabilities to provide the required service.

All responses are to be submitted on standard 8.5" X 11" paper in 12 point font minimum type.

### B. Request for Qualifications Information (SEE CHECKLIST APPENDIX B)

1. All pages of the proposal should be numbered, and should be submitted in the following order:
  - a. Complete RFQ cover page (page 2 of this document) and Vendor Identification form included as an attachment (Appendix A) to the RFQ.
  - b. Current business license to operate in the District of Columbia.
  - c. Current certificate of insurance evidencing coverage of the minimum required in this RFQ.
  - d. Environmental Protection Agency (EPA) Lead Safe Certification.
  - e. Satisfactory evidence of the capacity of the proposer to successfully complete requested measures of single and multi-family work orders in a timely manner.
  - f. List of at least three comparable work/client references to include organization name, brief description of the project, and contact person's name, telephone number, and email address; preferably including a community based non-profit organization.
  - g. License or certification in Mold and Moisture, Asbestos Removal, and Renovation Repair and Paint.
  - h. A written narrative statement to include: (1) Experience in providing the service(s) described herein; (2) Name of partners, if any; (3) A description that the proposer understands YACHAD's requirements; and (4) A detailed proposal identifying the

RFQ requirements.

- i. Table of Contents which cross-references the RFQ requirements. Information which the proposer desires to present that does not fall within any of the requirements of the RFQ should be attached at the end of the proposal and designated as additional material.

## **VI. EVALUATION CRITERIA**

1. All proposals will be reviewed to determine if they adhere to the format and instructions of the RFQ, meet the criteria indicated below and conform to the objectives and requirements of the RFQ. An evaluation team will evaluate the merit of quotes received in accordance with criteria outlined in this RFQ. Incompleteness, significant inconsistencies or inaccuracies found within a response may result in a reduction of the evaluation rating.
2. YACHAD reserves the right to (a) waive variances or reject any or all proposals and (b) request clarifications from any or all respondents. Further, YACHAD reserves the right to reject any or all proposals and to waive informalities and minor irregularities and to accept any portion of a proposal or all items proposed if deemed to be in the best interest of YACHAD.
3. RFQ acceptance does not guarantee work and does not guarantee additional/continuous work.
4. Proposals will be evaluated on the following criteria:
  - a. Adherence to RFQ: The proposer adheres to the instructions in this RFQ on preparing and submitting the proposal.
  - b. Qualifications and experience: The proposer's past experience and performance on comparable engagements.

## **VII. GENERAL TERMS AND CONDITIONS**

Any agreement resulting from this RFQ shall be subject to but not limited to the following certifications:

- (a) Certification that it nor its principals are debarred, suspended, proposed debarment, declared ineligible, or voluntarily excluded by any federal department or agency from participation in this transaction by any federal department or agency in accordance with 45 CFR Part 76; and
- (b) Certification regarding Lobbying under Title 31, US Code, Section 1352.
  1. Compliance with provision of the Davis-Bacon Act of 1931, if applicable.

2. Licenses: By submitting a proposal, bidder certifies that it has procured, and shall maintain in full force, all permits and licenses required to conduct its business lawfully and that it shall remain informed of and in compliance with all federal, and local laws, ordinances and regulations that affect in any manner bidder's fulfillment of the contract.
3. Anti-Kickback Provision: This contract is subject to the provisions of the Anti-Kickback Enforcement Act of 1986. By agreeing to this binding agreement, the transacting parties (1) certify that they have not paid kickbacks directly or indirectly to any employee of YACHAD for the purpose of obtaining this or any other agreement, purchase order or contract from YACHAD and (2) agree to cooperate fully with any Federal Agency investigating a possible violation of the Act.
4. Equal Opportunity: The proposer agrees not to discriminate against any employee or applicant for employment on account of any services, or activities made possible by or resulting from this RFQ on the grounds of actual or perceived sex, race, color, creed, religion, national origin, age (except minimum age and retirement provision), marital status, disability, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, source of income, place of residence or business, veteran status or any other characteristic protected under federal or District law. Any violation of this provision shall be considered a violation of a material provision of this agreement and shall be grounds for cancellation, termination or suspension in whole or in part of the agreement by YACHAD which may result in ineligibility for further YACHAD contracts. The proposer shall at all times in the proposal and contract process comply with all applicable YACHAD, DC, and federal anti-discrimination laws, rules, regulations and requirements thereof.
5. Right to Audit: YACHAD shall have the right to audit all invoices submitted by the proposer.
6. Informal Communications: From the date of receipt of this RFQ by each proposer until a binding contractual agreement exists with the selected contractor or when YACHAD rejects the proposals, informal communications regarding this procurement shall cease. There shall be no requests from proposers to YACHAD with the exception of contact for information, comments, etc., and they shall be preferably via email.
7. Formal Communications: From the date of receipt of this RFQ by each proposer, until a binding contractual agreement exists with the selected proposer, or when YACHAD rejects the proposals, all communications between YACHAD and the proposers will be in writing, preferably via emails.
8. Any costs incurred by proposers in preparing or submitting a proposal shall be the proposer's sole responsibility.
9. Pursuant to Federal Acquisition Regulations and YACHAD's procurement policy,

YACHAD may offer contracting opportunities to small and minority firms, women's business enterprises and labor surplus area firms to the extent possible.

10. State and Local Taxes: YACHAD is exempt from State and federal taxes.

11. Indemnification: Contractor shall indemnify, protect, defend and hold harmless YACHAD, its directors, officers, employees, and representatives from and against any and all claims arising from or connected with: (1) any alleged or actual breach by contractor or (2) any act or omission by contractor and only to the extent such claim arises by negligence or intentional misconduct or as may be allowed under applicable law. Monies due or to become due to the contractor under the contract may be retained by YACHAD as necessary to satisfy any outstanding claim which YACHAD may have against the contractor.

12. Insurance: Contractor shall, at all times, at its own expense, obtain and carry comprehensive liability insurance including errors and omissions coverage, property damage insurance and workers' compensation insurance in adequate amounts. Contractor shall keep such insurance in force for the duration and term of this agreement. All certificates of insurance or evidence of insurance must contain a thirty (30) day written notice of any cancellation, change, or termination of coverage. The insurance required shall be obtained from insurance company(ies) licensed to do business in the District of Columbia and shall be kept in force for 90 days after the last payment under the contract.

- o Workers' Compensation Insurance providing statutory limits for the District of Columbia.
- o Business Automobile Liability Insurance with a minimum of \$1,000,000 per occurrence.
- o Commercial General Liability Insurance coverage with a minimum of \$1,000,000 per occurrence/\$2,000,000 aggregate limit.
- o Pollution Insurance with a minimum of \$300,000 per occurrence.

The contractor shall provide immediate notice in the event there is any change of insurance or that it has reached the insurance limits due to claims made.

13. RFQ Addendum: In the event that it becomes necessary to revise this RFQ, in whole or in part, an addendum will be provided on YACHAD website [www.yachad-dc.org](http://www.yachad-dc.org)

14. Completed Proposals: A proposer may submit no more than one (1) proposal in response to this RFQ. The proposal shall be completed and signed by an individual who is authorized to bind the firm submitting the proposal.

By submitting a proposal, the proposer represents that:

- a. Proposer has read and understands the RFQ and submits the response in accordance therewith.
- b. The proposer possesses the capabilities, equipment, and personnel necessary to provide an efficient and successful service.
- c. The proposer has all required licenses and insurance.

Appendix A



**VENDOR IDENTIFICATION** (must be completed and returned with proposal)

<b>Company Name:</b>			
<b>Doing Business As (DBA):</b>			
<b>Company Federal ID:</b>			
<b>Address:</b>			
<b>Remit To Address:</b>			
<b>Telephone:</b>			
<b>Fax:</b>			
<b>Email:</b>			
<b>Web address:</b>			
<b>Main Contact:</b>			
<b>Person responsible for response (if different):</b>			
<b>Print Name</b>	<b>Title</b>	<b>Authorized Signature</b>	<b>Date</b>

## APPENDIX B

### CHECKLIST: Request for Qualifications Information

1. All pages of the proposal should be numbered, and should be submitted in the following order:
  - a. Complete RFQ cover page (page 2 of this document) and Vendor Identification form included as an attachment (Appendix A) to the RFQ.
  - b. Current business license to operate in the District of Columbia.
  - c. Current certificate of insurance evidencing coverage of the minimum required in this RFQ.
  - d. Environmental Protection Agency (EPA) Lead Safe Certification.
  - e. Satisfactory evidence of the capacity of the proposer to successfully complete requested measures of single and multi-family work orders in a timely manner.
  - f. List of at least three comparable work/client references to include organization name, brief description of the project, and contact person's name, telephone number, and email address; preferably including a community based non-profit organization.
  - g. License or certification in Mold and Moisture, Asbestos Removal, and Renovation Repair and Paint.
  - h. A written narrative statement to include: (1) Experience in providing the service(s) described herein; (2) Name of partners, if any; (3) A description that the proposer understands YACHAD's requirements; and (4) A detailed proposal identifying the RFQ requirements.
  - i. Table of Contents which cross-references the RFQ requirements. Information which the proposer desires to present that does not fall within any of the requirements of the RFQ should be attached at the end of the proposal and designated as additional material.