



VETERANS GREEN JOBS – SAN LUIS VALLEY ENERGY EFFICIENCY SERVICES
1825 State Ave. # 24 • Alamosa CO 81101 • 719-587-9492 • Fax: 719-587-9497 •
www.veteransgreenjobs.org

INVITATION TO BID

ENERGY AUDITING SERVICES

July 1, 2011 – June 30, 2012

About Us

Veterans Green Jobs is a nonprofit organization, and our mission is to connect military veterans with meaningful employment opportunities that serve our communities and environment. We focus on helping vets find career opportunities in stable economic sectors related to environmental restoration, preservation and sustainability; clean and renewable energy; and energy efficiency and conservation.

Veterans Green Jobs (VGJ) is requesting bids for energy auditing services for VGJ's Weatherization Program for the period of July 1, 2011 through June 30, 2012. The range and scope of work will vary, and the number of units is unknown, but is anticipated to be less than 100. Contractor is to furnish all labor, insurance, and supervision, to perform the required energy auditing services. Contractor is to warrant all workmanship for one year.

All work must be performed in accordance with the Colorado Governor's Energy Office (GEO) Energy Saving Partners (ESP) Field Standards 2009/2010 Edition. All procedures must be followed, and all jobs that do not meet these standards may result in contractor returning to job to perform the work properly, solely at the contractor's expense. Contractor(s) winning the contract award(s) agree(s) to attend GEO/VGJ training as a condition of the contract. The expense of this training must be borne solely by the Contractor; no training or training moneys will be provided by VGJ.

More information about the Weatherization Program and program requirements can be found at www.colorado.gov/energy for general information, and for example at www.colorado.gov/energy/index.php?/residential/partner-agency-resources/ for specific program requirements such as the GEO ESP Field Standards. Information about the Weatherization Assistance Program (WAP) can be found at <http://www.waptac.org/>. Videos showing several of the techniques in use throughout Colorado can be seen at www.waptac.org/sp.asp?id=9088 by viewing the Colorado section.

VGJ-SLV reserves the right to negotiate these proposals, to waive any informalities or irregularities therein, to reject any or all bids, to make multiple awards, and to accept any proposal or portions thereof deemed desirable. VGJ-SLV reserves the right to make this procurement a multi-year procurement. All invoices submitted by the 10th of the month will be paid no later than the 10th of the following month (Net 30 terms), subject to favorable inspection of the work by VGJ. An appeals process is available. All appeals must be in writing and addressed to: VGJ-SLV Executive Director, 1825 State Ave., #24, Alamosa CO 81101. Appeals must be made within 15 days of VGJ-SLV's decision being appealed. The VGJ-SLV Executive Director will issue a decision in written form within 30 days; all appeal decisions made by the Executive Director will be final.

Davis-Bacon provisions apply to the Weatherization Program.

In accordance with Title 8, Colorado Revised Statutes, Article 17.5, your company's authorized signature below indicates that "As a prospective contractor for the above-mentioned bid, I (we) do hereby certify that, as of the date of this certification, I (we) do not knowingly employ or contract with an illegal alien."

Services shall be provided in a timely fashion after being notified and will be completed during normal business hours; all services must be performed and invoiced within 20 working days of receipt of a Purchase Order outlining services desired.

Questions? Please call Charlie Sanchez or Rae Venturi at (719) 587-9492

******* ALL BIDS MUST BE RECEIVED BY JUNE 15, 2011 *******

SIGNATURE AND TRANSMITTAL PAGE

THIS BIDDING PROCESS IS FOR ALL SIX COUNTIES OF THE SAN LUIS VALLEY: Alamosa, Conejos, Costilla, Mineral, Rio Grande and Saguache.

The following represents the offeror's prices and proposal for energy auditing services to be provided to VGJ-SLV (Weatherization Program). My signature certifies that these prices and proposals are accurate and complete in all respects.

Company Name

Company Telephone Number

Authorized Signature

Date

Authorized Signer (please print)

Title

Company Mailing Address

Company email address

Contractor shall furnish all labor to properly and safely provide energy auditing services as outlined in individual Purchase Orders. Contractor agrees to perform the following tasks within **twenty (20) working days** of the date that the purchase order is issued by the Corporation:

- (1) To contact the client and to make an appointment;
- (2) To complete the work listed on the purchase order, and to submit invoices according to the terms of the purchase order.

VGJ-SLV work orders must be utilized to provide the energy audit, and procedures as outlined by GEO and VGJ-SLV must be followed. The goal of the VGJ-SLV energy audit is a completed work order. It must be accurate and complete so that installation crews can perform each task on the work order. All cost-effective energy-saving opportunities (base load, building shell, furnace and refrigerator replacement, etc.) must be identified and described on the work order, as well as detailed instructions concerning what methods or techniques are to be used to carry out the energy-saving work. All energy audits shall include a listing on the work order of all parts and ancillary materials necessary to complete the Weatherization job to DOE, GEO, and VGJ-SLV standards, including but not limited to blown and batt insulation, glass and storm windows, high-efficiency heating system installations, etc. Sample copies of mobile home and site-built homes are included as a part of this Invitation to Bid, however, work orders and all other materials and procedures within the Weatherization Program are subject to change at any time due to changes in federal, state, and local standards, policies, and codes.

All energy audits shall include a blower door test to determine both CFM50 as well as a listing of all air leakage sites requiring attention and how they shall be sealed.

All energy audits shall include Safety Checks on all gas burning appliances (propane or natural) to determine CO level in flue gases, to ensure that the draft is adequate with no spillage of combustions products, and to verify that there are no gas leaks.

AUDITING RATES: Contractor shall furnish VGJ-SLV with the rates for work performed on VGJ-SLV projects, as well as any trip charges that will be charged to VGJ-SLV.

Energy Audits: \$_____ / per housing unit (one mobile home, site built house, etc.)

Trip Charge (if any) \$_____ (please describe)
ATTACHMENTS: 'Audit form – Site' and 'Audit form – Mobile'