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REQUEST FOR PROPOSAL (RFP)

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WX Heat Pumps Installation

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**Prepared By: Darrel Behymer, CPP**  
**Date: 5/06/2024**

WX Heat Pump Installation RFP

REQUEST FOR PROPOSAL

**SUBMISSION DEADLINE: May 21, 2024, at 4PM**

**QUESTION SUBMISSION DEADLINE: May 16, 2024, at 4PM**

**BID LOCATION: Koyuk AK**

Questions may be submitted in written form no later than to:

**RFP Contact Name:** Wayne Karge

**Telephone Number:** (907) 865-7376

**Email Address:** [wkarge@ruralcap.org](mailto:wkarge@ruralcap.org)

**INTRODUCTION**

Rural Alaska Community Action Program, Inc. (RurAL CAP) Senior Rural Housing Project Manager is requesting proposals from qualified contractors that are licensed to do business in Alaska. Enclosed is pertinent information for use in preparing your bid. This information will be used as a guide in preparing any subsequent contract. Bids must be received via email to [dbehymmer@ruralcap.org](mailto:dbehymmer@ruralcap.org) by 4:00 PM **May 21, 2024**. All bids must include the reference on email subject, "WX Heat Pump Installation RFP," and addressed to: Darrel Behymer, CPP. Bids received after the deadline specified above will not be accepted. All questions regarding this bid request must be emailed prior to **May 16, 2024**, at 4 pm (Alaska Standard Time). Responses to questions will be sent to all parties who have received bid packages, proposals and who have registered their email address. To register your email, email Darrel Behymer, CPP.

One (1) copy of your proposal is required for submission to RurAL CAP. Proposals are encouraged from Minority and Female owned business.

RurAL CAP reserves the right to reject any and all bids and waive informalities in procedures.

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SECTION 1: GENERAL INFORMATION

The Rural Alaska Community Action Program (RurAL CAP) is soliciting proposals from certified HVAC contractors for installing 30 heat pumps over the next 2 years in Koyuk AK. 15 installations in 2024 and 2025. The contractors will be coordination with our electrician and turn them on when done. Estimated dates for install in months of July – August.

TRAVEL EXPENSE REIMBURSEMENT: The Contractor will be reimbursed for reasonable travel expenses of airfare, hotel, car rental, taxi, etc. by receipt and a daily meals per diem of \$60/day.

The following proposal request will outline the project goals and detail the format you should submit your proposal. Please read the timeline carefully. In order for your proposal to be considered, your proposal must meet our deadlines included in the timeline under Section 3.

Preparation Costs & Fees

RurAL CAP shall not be responsible for bid preparation costs, nor for costs including attorney's fees associated with any (administrative, judicial, or otherwise) challenge to the determination of the highest ranked bidder and/or award of a contract and/or rejection of bids. By submitting a bid each bidder agrees to be bound in this respect and waives all claims to such costs and fees.

SECTION 2: RULES GOVERNING COMPETITION

2.1 Examination of Bids

Bidders are encouraged to thoroughly review the complete RFP package prior to preparing and submitting a response.

2.2 Confidentiality Information

The content of all bids will be kept confidential. A letter will be released to each vendor who submitted their bid if it has been accepted or not after the review committee has completed.

2.3 Proposal Format

Bids are expected to be brief and specifically address the criteria listed under the scope of work.

2.4 Signature Requirements All bids must be signed.

2.5 Bid Submission

Bids shall be emailed to [dbehymmer@ruralcap.org](mailto:dbehymmer@ruralcap.org)

2.6 News Releases

News releases pertaining to any award that may result from the RFP shall not be made without prior written approval of the RurAL CAP CEO.

2.7 Disposition of Bids

All materials submitted in response to this RFP shall become the property of RurAL CAP. The original shall be retained for the official file and will become public record after the award of the Contract or Contracts.

2.8 Modifications/Withdrawal of Proposals

A respondent may withdraw a bid at any time prior to the final submission date by sending written notification of its withdrawal and signed by an agent authorized to represent the respondent. The respondent may then submit a new or modified bid before the final submission date. Modifications offered in any other matter, oral or written, will not be considered. A final bid cannot be changed or withdrawn after the time designated for receipt except for modifications requested by RurAL CAP after the date of receipt.

2.9 Oral Change/ Interpretation

No oral change or interpretation of any provision contained in this RFP is valid.

2.10 Late Submissions

Bids received after the RFP deadline will not be considered.

2.11 Rejection of Proposals

RurAL CAP reserves the right to reject any or all bids if determined to be in the best interest of RurAL CAP.

2.12 Equal Employment Opportunity Reporting Requirements

The successful bidder may be required to execute and return EEO reporting forms if required.

2.13 License and Insurance Requirements

The successful bidder is required to provide, with the bid, a current Alaska Business License, Proof of Liability Insurance, Workers Compensation Insurance and other required federal, state, or local licenses. Please review attached Schedule A, this covers RurAL CAP's insurance requirements to consider while submitting your bid.

**SECTION 3.0: SCOPE OF WORK**

RurAL CAP is seeking a qualified installer to perform seasonal work over the next two years to conduct installation of heat pumps in homes located below. RurAL CAP will be providing the heat pumps and materials, so we are seeking labor and travel cost estimates for each location.

RurAL CAP will also provide shelter at each location listed below while performing work on this project.

**TRAVEL EXPENSE REIMBURSEMENT:** The Contractor will be reimbursed for reasonable travel expenses of airfare, hotel, car rental, taxi, etc. by receipt and a daily meals per diem of \$60/day.

LOCATION LIST	SERVICES
2024 Koyuk, AK	Installation of 15 heat pumps
2025 Koyuk, AK	Installation of 15 heat pumps

**SECTION 4.0: PROPOSAL AND SUBMISSION REQUIREMENTS**

To achieve a uniform and expedited review process and ensure the maximum degree of comparability, it is required that the bids be organized in the manner specified. Bids shall not exceed 5 pages in length (excluding letter of transmittal, resumes, title page(s), index/table of contents, attachments, or dividers). Information in excess of those allowed will not be evaluated or scored. One page shall be interpreted as one side of single lined, typed, 8 1/2" x 11" paper.

**4.1 Title Page**

Show the bid name (RFP), bidders name, company name if applicable, address, telephone number and date.

**4.2 Proposed Fee Schedule/Costs/Budget Limits**

Bids must be submitted on Attachment 1: Bid Sheet, for services described under this scope of work. The email must clearly state the RFP name and company name. (if the bid sheet is too small, please provide your own).

**4.3 Provide a copy of your Certificate of Insurance and Business License.**

SECTION 5.0: EVALUATION & SELECTION PROCESS

5.1 Criteria

The criteria that will be considered during evaluations, and the associated point values, are as follows:

Fee's / costs	55 points
Back Ground and Experience	20 points
Meeting the requirements of the RFP*	20 points
Minority and Women Owned Business	5 points
Total:	100 Points
*By providing all requested documents	

5.2 Evaluation Process

A committee of RurAL CAP staff will evaluate and rank all bids received prior to the deadline.

Oral interviews are not expected to be used in the selection of the successful bidder however, RurAL CAP reserves the right to interview the highest ranked bidder if deemed necessary.

5.3 Selection Process

The highest ranked bidder may be invited to enter final contract negotiations with RurAL CAP for the purposes of contract award. If an agreement cannot be reached, the second highest bidder may be contacted for negotiations. RurAL CAP reserves the right to terminate negotiations with any bidder should it be in RurAL CAP's. RurAL CAP reserves the right to reject any and all bids submitted.

## Appendix A

### **Schedule A INSURANCE & INDEMNIFICATION**

CONTRACTOR shall comply with the provisions herein entitled, Schedule A Insurance & Indemnification. CONTRACTOR, at its sole cost, shall purchase and maintain the required insurance with coverages, endorsements, waivers, and limits as described therein.

All insurance shall be maintained continuously during the life of the Contract. CONTRACTOR shall furnish to Rural Alaska Community Action Program (RurAL CAP), certificates showing the type, amount, class of operation, effective dates, and dates of expiration of policies. Such evidence is to be provided by CONTRACTOR to RurAL CAP no less than ten (10) days prior to CONTRACTOR commencing work. It is understood and agreed that RurAL CAP shall be entitled to notification at least 30 days prior to the expiration of such policies. Failure by CONTRACTOR to maintain insurance coverage as agreed shall be a material breach of this Contract and will result in termination of this Contract. Certificates shall be addressed to: Rural Alaska Community Action Program (RurAL CAP).

RurAL CAP shall not be required to confirm that CONTRACTOR has provided evidence of coverage and/or renewals and no waiver by RurAL CAP of any of CONTRACTOR's obligations pursuant to this or any other provision of this Contract shall occur or be inferred or implied by any failure of RurAL CAP to insist upon strict performance of this or any other section of this Contract.

All insurance required to be maintained by CONTRACTOR shall be primary to any and all insurance (including self-insurance) obtained or maintained by, or otherwise available to RurAL CAP and all policies shall be endorsed accordingly. RurAL CAP's insurance shall not be called upon to contribute or participate with the CONTRACTOR's insurance on any basis.

Except for Worker's Compensation and Professional Liability, each and every insurance policy required of CONTRACTOR shall include an insurer's waiver of subrogation rights in favor of RurAL CAP. Each and every insurance policy required of CONTRACTOR shall be endorsed to name RurAL CAP as Additional Insured with respect to liability arising out of CONTRACTOR's operations and/or its services hereunder.

In the event the terms of the current Contract and this Schedule A conflict, the terms of the contract shall control.

#### Insurance Type and Limit Requirements:

- Workers Compensation for not less than \$ 500,000.00 per occurrence
- Commercial General Liability not less than \$ 1,000,000.00 per occurrence
- Automobile Liability Insurance not less than \$ 1,000,000.00 per occurrence for bodily injury and property damage

## WX Heat Pump Installation RFP

### Attachment 1

Bid Sheet (Please use your own bid-sheet for each location if the template below is too small to cover each task on the list below)

LOCATION List	SERVICES	Bid Offer
2024 Koyuk, AK	Installation of 15 heat pumps	Hourly rate based on 9 hours per day: _____  Travel Cost: _____  Total: _____
2025 Koyuk, AK	Installation of 15 heat pumps	Hourly rate based on 9 hours per day: _____  Travel Cost: _____  Total: _____

Supplier Bid Offer By:	
Authorized Name:	
Authorized Signature:	
Title:	
Date:	