

DAKOTA COUNTY – 2021/2022 MECHANICAL SERVICES – REQUEST FOR PROPOSAL

REQUEST FOR PROPOSAL DATED November 19, 2021

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I. GENERAL INFORMATION

A. Purpose

The Dakota County CDA is seeking responses from qualified mechanical contractors for residential projects on Weatherization Assistance Program-eligible households servicing Scott, Carver, and Dakota County. Interested parties will submit a bid response package containing the four items listed below. This Request for Proposal (RFP) is issued to assist the Dakota County CDA in procuring qualified mechanical installation contractors in the three-county service area who meet the required federal and state regulations.

The Dakota County CDA will review all submitted bid prices, compile a set price list, and offer contracts to qualified contractors based on their submitted questionnaire responses. Contractors that agree to the price list and contract will be offered work orders based on job categories and service areas they returned on the questionnaire and price list.

B. Service Area

The DCCDA weatherization service area includes all of Dakota County, Scott County, and Carver County. Due to the large geographic service area covered in this RFP, the CDA recognizes the possible burden of providing services to this entire area. Contractors must identify which Counties they are bidding on by clearly identifying so on question #25. It is expected the bulk (two-thirds) of the work will be within the Dakota County jurisdiction, with the remaining one-third divided among households in Scott and Carver Counties.

C. Who May Respond

Only parties (a) with a \$25,000 mechanical contractor bond with the Minnesota Department of Labor and Industry in order to contract to perform gas, heating, ventilation, cooling, air conditioning, fuel burning or refrigeration work in Minnesota and (b) who meets local licensing requirements for Dakota, Scott, and Carver Counties.

D. Instructions on Proposal Submission

1. Closing Submission Date and Contents

Proposals must be submitted no later than 4:30 p.m. CDT on Friday, December 13, 2021. The entire proposer package is a separate document titled – MECHANICAL CONTRACTOR RFP PROPOSER PACKAGE.

2. Inquiries

For inquiry questions, please contact:

Doug Boyce, Program Manager
Dakota County Community Development Agency
1228 Town Centre Dr
Eagan, MN 55123
651-675-4488
dboyce@dakotacda.org

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Inquiries concerning this RFP should be directed in writing to Doug Boyce, DCCDA Program Manager, at the address above or by email at dboyce@dakotacda.org. All responses must be in writing.

3. Conditions of Proposal

Any and all costs incurred in the preparation of a proposal responding to this RFP shall be the sole responsibility of the responder and shall not under any circumstances be reimbursed by the DCCDA.

4. Instructions to Prospective Proposers

RFP Responses shall be mailed or emailed as follows:

Attention: Doug Boyce
Dakota County Community Development Agency
1228 Town Centre Dr
Eagan, MN 55123
dboyce@dakotacda.org

It is important that each proposal be submitted, if mailed or returned to our office, be in a sealed envelope clearly marked in the lower left-hand corner with the following information: **Mechanical Contractor Services: RFP Response.** Bids must be received no later than December 13, 2021, at 4:30 p.m.

Failure to do so may result in premature disclosure of that proposal. The responder is solely responsible for ensuring that the proposal is received at the address and by the date and time specified above. Late proposals shall not be considered responsive to this RFP and shall not be given any consideration.

5. Right to Reject

DCCDA reserves the right to reject any and all proposals received in response to this RFP. Any contract or contracts offered or entered into by DCCDA, or any of them, in response to any accepted proposal or proposals shall be based upon the factors described in this RFP.

6. Qualified Small Business/Women- and/or Minority-Owned Businesses

DCCDA will make efforts to include qualified small businesses and women – and minority-owned businesses on solicitation lists to assure that qualified small businesses and women – and minority-owned businesses are solicited with regard to this RFP whenever they are potential sources. Women- and minority-owned businesses shall receive additional points in the evaluation process.

7. Notification of Award

It is expected that a selection of the pool of successful proposers will be on the Dakota County CDA Board of Commissioners meeting for approval on January 18, 2022, at 3:30 p.m. Upon conclusion of the final negotiations with the successful mechanical contractors, all contractor proposers submitting proposals in response to this RFP will be informed of the results. The initial contract will be through the remainder of the 2021/2022 program year ending on June 30, 2022.

E. Options

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At the discretion of the DCCDA, any contract may be extended for two (2) additional one- (1) year periods. The DCCDA and the Mechanical Contractors shall, as part of entering into, in each case, any contract extension period, agree upon the cost for all services, labor, materials and improvements provided during any option period.

F. Informational Sessions (Mandatory)

The CDA will hold two informal informational sessions on Friday, December 3, 2021, to provide general information on the RFP and respond to questions. The first informational session will be held from 9:00 a.m. – 10:30 a.m. The second will be held the same day (Nov. 22) from 2:00 p.m. – 3:30 p.m. Contractors interested in responding to this RFT **MUST** attend one of the two mandatory meetings.

PLEASE RSVP to Michelle Jacobs (mjacobs@dakotacda.org) by December 1st if you are planning to attend so we can anticipate room capacity for social distancing.

Responses provided to questions during the informational sessions will be put in writing and listed on the CDA website along with the RFP.

II. SPECIFICATION SCHEDULE

A. Scope of Services. Contractors to be selected shall perform mechanical installation related services in the service area of Dakota County, Scott County.

All work performed will be in accordance and fully compliant with the National Energy Audit Tool (NEAT), the Minnesota Weatherization Policy Manual ([Policy Manual 2021 \(mn.gov\)](http://mn.gov)), DOE 10 CFR Part 400 *et seq.* and CFDA 81.042), USDOE Standard Work Specifications (SWS) as incorporated in the Minnesota Weatherization Policy Manual, Official State and Federal Program Notices ([Regulations – NASCSP](#)), and the recommendations and procedures of the DCCDA.

The Minnesota Weatherization Field Guide (the “Guide”) will be used as a guideline for the installation of weatherization measures. The Guide is available at: <http://wxfieldguide.com/mn/> (web-based) or <https://www.inspectapedia.com/Design/Minnesota-WAP-Guide.pdf> (PDF).

Detailed job book documentation and daily crew field notes are critical and are to be maintained by all selected contractors. All necessary paperwork must be filled out completely and accurately. The DCCDA will, for each installation, provide to each selected contractor a job book containing the NEAT audit and any other relevant information necessary to complete each project. Each selected contractor shall, upon completion of the work, return the completed job book to the DCCDA along with that contractor’s invoice for DCCDA review and payment. Incomplete job books will be returned to the contractor to complete, and no payment for any contractor invoice submitted shall be made until all relevant and fully completed job books have been accepted by the DCCDA and the DCCDA’s review and acceptance of that invoice and work is complete.

Contractors are required to use lead-safe work practices on all homes built before 1978. Until the structure has been tested and found to be free of lead hazards, and proper documentation evidencing same has been submitted to and accepted by the DCCDA, no weatherization- or insulation-related services, labor, materials or improvements shall be provided to that structure.

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For agencies that allow hiring of subcontractors: Prior to the commencement of subcontracted services under the Agreement, Contractor shall provide assurance in the form of a signed contract or other document showing the subcontractor has agreed to comply with all terms, conditions, assurance and certifications of the Agreement with (the agency), including awareness of and compliance with USDOE Standard Work Specifications (SWS) and the MN WAP Field Guide.

B. Detailed Description of Services

Successful proposers will be required to furnish all services, labor, materials, improvements, equipment, tools, supplies, incidentals, supervision, and permits, as required. Successful proposers must have all necessary labor, equipment materials and capacity to complete the work as assigned. All work is assigned at the discretion of the DCCDA. Exhibit (C) lists job type and equipment included in this contract. Any work orders issued outside of Exhibit (C) shall not be included in this contract and must be competitively bid on a case-by-case scenario.

Air Conditioning -

A-Coil Cleaning	Clean the A-Coil so it works and is non-restrictive to the airflow.
A-Coil Pan Replacement	Replace the A-Coil pan that is damaged and/or leaking.
A-Coil Recharge	Recharge the air conditioning system.
A-Coil Replacement	Replace the damaged or broken A-Coil with similar model. Recharge A/C unit. If A/C coil was replaced in the winter contractor will need to go back in the spring to recharge.
Central Air Conditioning Coolant - Per Pound	Price per pound to add coolant to the central air conditioning system during a central air conditioning tune-up.
Central Air Conditioning Tune-up	Central Air Conditioning Tune-up to include the following: Cleaning of the condenser coil, check coolant level (if needed see price above for up to two pounds), check coolant pressure, check indoor filter, check belt and lube motor (if needed), test all controls, blow out drain lines, perform a visual inspection of the system, and educate the homeowner on proper system operation.
Replacement - Central Air Conditioning - 1.5 ton	System must achieve SEER 15 as documented by AHRI. Includes platform, all necessary refrigeration piping, evap coil and condenser, wiring, controls and duct work modification. Assume transition from R-22 to R-410A.
Replacement - Central Air Conditioning - 2 ton	System must achieve SEER 15 as documented by AHRI. Includes platform, all necessary refrigeration piping, evap coil and condenser, wiring, controls and duct work modification. Assume transition from R-22 to R-410A.
Replacement - Central Air Conditioning - 2.5 ton	System must achieve SEER 15 as documented by AHRI. Includes platform, all necessary refrigeration piping, evap coil and condenser, wiring, controls and duct work modification. Assume transition from R-22 to R-410A.
Replacement - Central Air Conditioning - 3 ton	System must achieve SEER 15 as documented by AHRI. Includes platform, all necessary refrigeration piping, evap coil and condenser, wiring, controls and duct work modification. Assume transition from R-22 to R-410A.
Maintenance for window unit	Clean filter and comb bent fins

Boiler - General -

BO. General	
Aqua Stat Replacement	Replace boiler aquastat with a new one and test the system.

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Pressure and Temperature Gauge - Replacement	Install new pressure and temperature gauge on boiler and test.
Pressure Relief Valve - Replacement	Install new thirty pound (30#) pressure relief valve on the boiler.
Relief Drop - Boiler	Install a metal relief drop pipe terminating 6" to 18" from the floor.
BOwh. Water Handling	
Auto Air Bleed Valve Replacement	Replace the auto air bleed valve with a new valve.
Back Flow Preventer Install	Replace the back flow preventer with new or install new back flow preventer if none exist.
Baseboard Fin Tube Cleaning	Vacumn and clean the baseboard fin tube distribution to ensure proper air flow.
Baseboard Fin Tube Cleaning - Setup Charge	Setup charge to move objects around baseboard fin tubes before and after vacumning and cleaning the baseboard distribution.
Baseboard Fin Tube Convector Cover - Repair	Repair the damaged baseboard fin tube convector cover.
Baseboard Fin Tube Convector Cover - Replacement	Replace the damaged baseboard fin tube convector cover.
Baseboard Fin Tube - Replacement	Replace damaged/missing baseboard fin tube with new.
Bleeder Replacement on Radiator or Baseboard	Replace bleeder valve on cast iron radiator or baseboard with new bleeder valve.
Boiler Pump - Repair Leak	Repair leaky boiler pump then test.
Boiler Pump - Replacement	Replace boiler pump with a new pump and test.
Cast Iron radiator repair (top of radiator cracks or leaks only)	Repair cast iron radiator (top of radiator cracks or leaks only) then test.
Disconnect Heating Source - Radiator/Baseboard	Disconnect and cap off radiator or baseboard that is outside of the thermal envelope of the home. Boiler distribution line must be capped inside of the heated space of the home then test the system.
Drain and Fill Entire System of Boiler	Drain and fill the entire boiler system and verify proper operation, then test.
DT2 Valve Installation	Install new DT-2 Drain-O-Tank Air Charger on the expansion tank.
Expansion Tank - Diaphragm Type - Replacement	Install new diaphragm type expansion tank (Extrol or similar).
Expansion Tank - Drained	Drain the expansion tank so system works properly.
Expansion Tank Shutoff Valve - Repair	Repair the existing expansion tank shutoff valve so it works properly.
Expansion Tank Shutoff Valve - Replacement	Install a new ball valve shutoff valve to the expansion tank.
Expansion Tank - Standard Type - Replacement	Replace existing expansion tank with new tank, must have DT-2 Drain-O-Tank Air Charger on the tank.
Pipe Wrap Insulation Installed on Boiler Pipes	Install boiler pipe wrap insulation onto boiler pipes.
Purge/Flush Leaking Valve on Baseboard Zones - Repair	Repair the leaking purge/flush valve on the baseboard zones.
Purge/Flush Leaking Valve on Baseboard Zones - Replace	Replace the leaking purge/flush valve on the baseboard zones.
Spiro Vent Installation	Install new spiro vent in the boiler system.

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Radiator - Cast Iron - Replacement	Replace cast iron radiator with like cast iron radiator.
Radiators - Bleed	Bleed the radiators throughout the house to verify proper heat out of each one.
Radiator - Shut Off Valve - Repair	Repair the shutoff valve on the radiator to work properly.
Radiator - Shut Off Valve - Replacement	Replace the shutoff valve on the radiator.
Valve Handle With Out Handle - Handle Replacement	Replace the broken/missing handle on any water valve.
Boiler Water Inlet Valve - Replacement	Replace the water inlet valve with new ball valve.
Boiler Water Line Leak - Repair	Repair leaking water pipe on the boiler system then test.

Clean and Tune

Gas Boiler Clean and Tune	Clean and tune the gas boiler per instructions on "Gas Boiler Clean and Tune Form".
Gas Furnace Clean and Tune	Clean and tune the gas furnace per instructions on the "Gas Furnace Clean and Tune Form".
HRV/ERV Clean and Tune	Clean and tune the heat recovery ventilator or energy recovery ventilator so operating at manufacturers specifications. Includes changing filter(s) or cleaning washable filter(s).
Oil Boiler Clean and Tune	Clean and tune the oil boiler per instructions on "Oil Boiler Clean and Tune Form".
Oil Furnace Clean and Tune	Clean and tune the oil furnace per instructions on "Oil Furnace Clean and Tune Form".
Space Heater Clean and Tune	Clean and tune the gas furnace per instructions on the "Gas Furnace Clean and Tune Form".
Stove Top Burners Clean and Tune	Clean and tune the gas stove top burners so it is operating at less than 50 PPM.
Oven Clean and Tune	Clean and tune the gas oven so it is operating at less then 100 PPM.

Controls

Programmable Thermostat Replacement	Replace existing thermostat with programmable thermostat. Ensure there is proper wiring for all mechanical systems to work correctly. "Fan on" must function independently from call for heat. Educate the client on how to use the programmable thermostat and leave client with the owner's manual.
Standard Thermostat Replacement	Replace existing thermostat with non-programmable thermostat. Ensure there is proper wiring for all mechanical systems to work correctly. Educate the client on how to use the thermostat and leave client with the owner's manual.
Thermostat Moved to New Location	Relocate thermostat to a new location that will take an accurate reading.
Thermostat Wiring Repair or Replacement	Rewire thermostat so it functions properly with the heating/cooling systems.

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Visually Impaired Non-Programmable Thermostat - Replacement	Replace thermostat with Easy-To-See thermostat. Educate the client on how to use the thermostat and leave the client with the owner's manual.
Zone Valve Replacement - Boiler	Replace zone valve on boiler system so it functions properly.
Zone Valve Replacement - Furnace	Replace zone valve on furnace system so it functions properly.
Zone Valve Repair - Boiler	Repair zone valve on boiler system so it functions properly.
Zone Valve Repair - Furnace	Repair zone valve on furnace system so it functions properly.

Electrical

Boiler Emergency Switch Installation	Install a new boiler emergency switch per code, then test.
Furnace Emergency Switch Installation	Install a new furnace emergency switch per code, then test.
Hot Surface Igniter Replacement	Replace the hot surface igniter with new, then test.
Transformer Replaced	Replace transformer on heating system so it functions properly.
Water Heater GFCI Outlet Wiring	Wire power vented water heater to a GFCI outlet. Use licensed electrician.

Furnace

Heat Exchanger Checked for Cracks	Confirm whether the heat exchanger has any cracks and document. Perform this test before any other work. If the heat exchanger is cracked stop all work and contact DCCDA
Condensate Line Replacement	Replace the condensate line with new braided hose.
Condensate Pump Installation	Install a new condensate pump with braided condensate line(s) and verify proper operation. Mechanically secure.
Control Board Replacement	Replace existing control board on heating system with new control board for specific unit.
Flame Sensing Rod - Clean or Replace	Clean or replace the flame sensing rod on the heating system and verify it is properly sensing the flame.
Inducer Motor Replacement	Replace the inducer motor with unit for specific furnace.
Pressure Switch Replacement	Replace the pressure switch on the furnace with new pressure switch for specific unit.

16"x25"x1" Filter Boot Installation	Install a new 16"x25"x1" filter boot with cover on to the existing return drop.
16"x25"x1" Filter Boot and Return Drop Installation	Install a new 16"x25"x1" filter boot with cover and new radiused return drop from the main return trunk line.
Blower Motor - EC- Motor Upgrade	Upgrade existing blower motor to an Electronically Commutated Motor (ECM), verify proper operation.
Blower Motor Replacement - Standard	Replace existing blower motor with similar motor of original equipment and verify proper operation.

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Disconnect Heating Source - Furnace Ductwork	Disconnect and cap off ductwork that is outside of the thermal envelope of the home.
Filter Cover Installation	Install new filter cover that seals tightly around the furnace filter.
Filter 1" Standard - Install	Install new 1" Merv 6 or Merv 8 furnace filter.
Filter 1" Standard - Leave on site	Leave 1" Merv 6 or 8 filters on site for client - cost per filter
Filter 4" Pleated - Install	Install a 4" Merv 6 or Merv 8 furnace filter.
Filter 4" Pleated - Leave on site	Leave 4" Merv 6 or 8 filters on site for client - cost per filter
Filter Rack Changed to 1" Filter	Install a slot for a 1" furnace filter with cover to fit tightly in the return boot.
Humidifier Removal	Remove the existing humidifier on the furnace, disconnect all wiring and plumbing, and patch sheet metal holes.
Register/Grill Replacement - Return or Supply	Replace return/supply grill with non-restrictive grill to match the décor in the home.
Return Drop Grill Sealed	Remove return grill from the return drop, patch with sheet metal, and seal with duct mastic.

Gas Handling

Boiler Gas Control Valve Replacement	Replace the boiler gas control valve with new gas control valve designed for the boiler and verify proper operation.
Furnace Gas Control Valve Replacement	Replace the furnace gas control valve with new gas control valve designed for the furnace and verify proper operation.
Water Heater Gas Control Valve Replacement	Replace the water heater gas control valve with new gas control valve designed for the water heater and verify proper operation.
Cast Iron Port Burners - Drill Out All Ports	Drill out and vacuum all the ports on all cast iron port burners so they operate like originally intended.
Cap Off Gas Line	Cap off gas line that is not in use with permanent cap, verify no gas leaks.
Dryer Gas Line Replacement	Replace clothes dryer gas line to code.
Gas Leak Repair	Repair gas leak on the gas piping and verify no leaks with soap bubble solution.
Gas Line Drip Leg	Install a drip leg on to the specified gas line per code.
Gas Shut Off Valve Installation	Install new gas shutoff valve on specified gas line per code.
Thermocouple Replacement	Replace thermocouple with new thermocouple.
Pressure Regulator Replacement	Replace the pressure regulator on the specified gas line per code.
Re-Pipe Gas Line	Re-pipe specified gas line per code.
Secure Loose Gas Line	Secure specified loose gas line per code.

Testing

Heat Rise Test	Test the furnace heat rise to verify it is within the manufacture data plate. Make recommendation if action steps need to be taken
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Gas Pressure Test	Test appliance gas pressure and tune to manufacturer's specifications and for greatest efficiency
Test for Gas Leaks	Test all accessible gas piping for leaks
Static Pressure Test	Perform a static pressure test of furnace to verify it is within the manufacture data plate. Make recommendation if action steps need to be taken.
Combustion Air Zonal Test (CAZ)	Perform CAZ depressurization testing per Building Performance Institute (BPI) 1200 standards. Record results on mechanical testing form.
Combustion Analysis	Test the flue gas for temp, O2, CO2, CO, CO-AF, and efficiency

Venting/Ventilation

Chimney Cap	Install a chimney cap on the chimney liner, per code.
Chimney Clean Out Sealed	Seal the chimney clean out door.
Chimney Holes Sealed	Seal all holes in the chimney with the proper mortar/cement.
Chimney Liner and Drip Tee - Cleaned Out	Clean out the chimney liner and drip tee so it is clear and free of restrictions.
Combustion Air - New 6" Insulflex	Install new 6" insulated ducting for combustion air and route for drop with J-trap terminating 18" above the floor.
Combustion Air - New Hood	Install new intake hood for existing combustion air.
Combustion Air - New Hood and 4" Insulflex	Install completely new 4" combustion air including exterior intake hood, insulated ducting with J-trap terminating 18" above the floor.
Combustion Air - New Hood and 6" Insulflex	Install completely new 6" combustion air including exterior intake hood, insulated ducting with J-trap terminating 18" above the floor.
Combustion Air Remove from Return	Remove existing combustion air duct from the return, patch hole, re-route ducting to drop with J-trap terminating 18" above the floor.
Combustion Air J-Trap	Install J-trap onto existing combustion air terminating 18" above the floor.
Dryer Vent - Ducting and Hood Replacement	Replace existing clothes dryer venting with new 4" rigid ducting, supported at a maximum of 4' intervals, and insulate at least 3' of duct from exit point and replace exterior hood.
Dryer Vent - Ducting Replacement	Replace existing clothes dryer venting with new 4" rigid ducting, supporting at a maximum of 4' intervals, and insulate at least 3' of duct from exit point.
Dryer Vent - Hood Replacement Only	Replace clothes dryer exterior hood.
Dryer Vent - Seal Seams and Insulate Duct	Seal all the seams on the metal dryer duct with metal tape and insulate the last 3' of the duct from exit point.
Energy Recovery Ventilator (ERV) New Installation	Install new energy recovery ventilator (ERV) for ASHRAE 62.2, includes new unit, electrical, ducting, necessary connections, and permitting. Use of a licensed electrician to perform wiring as needed per code.
Energy Recovery Ventilator (ERV) Replacement	Replace energy recovery ventilator (ERV) for ASHRAE 62.2, with new unit, electrical, ducting, necessary connections, and permitting. Use of a licensed electrician to perform wiring as needed per code.

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Energy Recovery Ventilator (ERV) Repair	Repair energy recovery ventilator (ERV) for ASHRAE 62.2. Use of a licensed electrician to perform wiring as needed per code.
Inline Exhaust Fan - Install New Soler & Palau (Model #TD 100x) or equivalent	Install a new Soler & Palau (Model #TD 100x) or equivalent inline fan for ASHRAE 62.2. Fan must be ENERGY STAR, and rated to 100 CFM on low speed and 130 CFM on high speed. Install 4" metal ducting and cover with 4" insulflex, and exterior 4" dampered roof jack or side vent hood. Readily accessible fan on/off switch and rheostat/variable speed fan control needed to set CFM. Use of a licensed electrician to perform wiring as needed per code.
Inline Exhaust Fan - Install New Soler & Palau (Model #TD 125) or equivalent	Install a new Soler & Palau (Model #TD 125) or equivalent inline fan for ASHRAE 62.2. Fan must be ENERGY STAR, and rated to 149 CFM on low speed and 197 CFM on high speed. Install 5" metal ducting and cover with 5" insulflex, and exterior 5" dampered roof jack or side vent hood. Readily accessible fan on/off switch and rheostat or variable speed fan control needed to set CFM. Use of a licensed electrician to perform wiring as needed per code.
Bath Fan - Install New 50/80/110 CFM Continuous Running Panasonic Whisper Green (Model #FV-05-11 VKS1) or equivalent - Replacing Existing Fan	Replace existing bath fan with a new Continuous Running Panasonic Whisper Green (Model #FV-05-11 VKS1) or equivalent for ASHRAE 62.2. Fan must be ENERGY STAR rated, include variable speed & motion modules, less than one sone, a DC motor, and rated to 50/80/110 CFM. Replace existing fan venting with 6" metal ducting, 6" insulflex over duct, and 6" dampered roof jack or side vent hood. Readily accessible fan on/off switch needed. Use a licensed electrician to perform wiring as needed per code.
Bath Fan - Install New 50/80/110 CFM Continuous Running Panasonic Whisper Green (Model #FV-05-11- VKS1) or equivalent - New Install	Install new bath fan with a new Continuous Running Panasonic Whisper Green (Model #FV-05-11-VKS1) or equivalent for ASHRAE 62.2. Fan must be ENERGY STAR rated, include variable speed & motion modules, less than one sone, a DC motor, and rated to 50/80/110 CFM. Install new fan venting with 6" metal ducting, 6" insulflex over duct, and 6" dampered roof jack or side vent hood. Readily accessible fan on/off switch needed. Use a licensed electrician to perform wiring as needed per code.
Bath Fan - Install New 50/80/110 CFM Continuous Running w/Light Panasonic Whisper Green (Model #FV-05-11-VKL1) or equivalent - New Install	Install new bath fan with a Continuous Running w/Light Panasonic Whisper Green (Model #FV-05-11-VKL1) or equivalent for ASHRAE 62.2. Fan must be ENERGY STAR rated, include variable speed & motion modules, less than one sone, a DC motor, and rated to 50/80/110 CFM. Install new fan venting with 6" metal ducting, 6" insulflex over duct, and 6" dampered roof jack or side vent hood. Readily accessible fan on/off switch needed. Fan light to be on a seperate switch from fan. Use a licensed electrician to perform wiring as needed per code.
Bath Fan - Install New 50/80/110 CFM Continuous Running w/Light Panasonic Whisper Green (Model #FV-05-11-VKL1) or equivalent - Replacing Existing Fan	Replace existing bath fan with a Continuous Running w/Light Panasonic Whisper Green (Model #FV-05-11 VKL1) or equivalent for ASHRAE 62.2. Fan must be ENERGY STAR rated, include variable speed & motion modules, less than one sone, a DC motor, and rated to 50/80/110 CFM. Install new fan venting with 6" metal ducting, 6" insulflex over duct, and 6" dampered roof jack or side vent hood.

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	Readily accessible fan on/off switch needed. Fan light to be on separate switch from fan. Use a licensed electrician to perform wiring as needed per code.
Kitchen Exhaust- Flip existing re-circulatory kitchen exhaust fan to vent to the outside	Flip existing re-circulatory kitchen exhaust fan to vent to the outside using existing duct work. .
PVC Venting of Combustion Air for Condensing Furnace	Add PVC combustion air for furnace from the outside to make an existing one pipe furnace a sealed combustion two pipe furnace.
PVC Venting Joint Repair	Repair all loose PVC vent joints.
Shield Combustibles from Vent	Install shielding at combustibles that are too close to vent.
Slope Flue for Better Draft	Repair or re-work existing flue with better slope for improved draft.
Furnace Flue Re-Vent	Re-vent existing furnace with new appropriately sized piping, material, and slope per code. Perform CAZ and spillage tests.

Water Heating

Atmospherically Vented Replacement - 40 Gallon Water Heater	Install new 40 gallon natural gas atmospherically vented water heater, include venting, pressure relief drop pipe 6" to 18" from the floor, dielectric unions, heat trap within the water heater, and removal/recycling of old equipment. Wiring to be done by licensed electrician.
Atmospherically Vented Replacement - 50 Gallon Water Heater	Install new 50 gallon natural gas atmospherically vented water heater, include venting, pressure relief drop pipe 6" to 18" from the floor, dielectric unions, heat trap within the water heater, and removal/recycling of old equipment. Wiring to be done by licensed electrician.
Electric Water Heater Replacement - 40 Gallon Water Heater	Install new 40 gallon electric water heater, include pressure relief drop pipe 6" to 18" from the floor, dielectric unions, heat trap within the water heater, and removal/recycling of old equipment. Wiring to be done by licensed electrician.
Electric Water Heater Replacement - 50 Gallon Water Heater	Install new 50 gallon electric water heater, include pressure relief drop pipe 6" to 18" from the floor, dielectric unions, heat trap within the water heater, and removal/recycling of old equipment. Wiring to be done by licensed electrician.
Power Vented Water Heater - 40 Gallon	Install 40 gallon natural gas one pipe with 2" PVC power vented water heater with internal heat trap and low NOx burner in place of existing atmospheric water heater. Unit must be minimum of .67 energy factor. Install pressure relief drop pipe 6" to 18" from the floor, GFCI electrical outlet, dielectric unions, and remove/recycle old unit. Wiring to be completed by licensed electrician. Include secured pipewrap on 6' of hot and 6' of cold waterlines beginning at the top of the tank.

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Power Vented Water Heater - 50 Gallon	Install 50 gallon natural gas one pipe with 2" PVC power vented water heater with internal heat trap and low NOx burner in place of existing atmospheric water heater. Unit must be minimum of .67 energy factor. Install pressure relief drop pipe 6" to 18" from the floor, GFCI electrical outlet, dielectric unions, and remove/recycle old unit. Wiring to be completed by licensed electrician. Include secured pipewrap on 6' of hot and 6' of cold waterlines beginning at the top of the tank.
Water Heater - Pressure Relief Valve Replacement	Replace existing relief valve at water heater, use specified pressure rating per manufacturer.
Water Heater - Relief Drop	Install new water heater pressure relief drop pipe 6" to 18" from the floor.
Water Inlet Valve Replacement	Replace/install water inlet/shutoff valve to water heater.
Water Line Leak Repair	Repair water leak on piping to water heater.
Drain Valve Replacement	Replace existing water heater drain valve with new.
Flash Door Install/Make	Install new or fabricate a flash door over burner opening at existing water heater.
Adjust DWH Discharge Temperature	Adjust supply temperature so that discharge targets 120 degrees at nearest faucet.
Pipe Wrap Installed on Water Pipes	Instal secured pipewrap on 6' of hot and 6' of cold waterlines beginning at the top of the tank.

Miscellaneous

Smoke Detector Install	Install a lithium battery operated smoke detector per local building and fire code at specified location.
CO Detector Install	Install a lithium battery operated CO detector per local building and fire code at specified location.
CO/Smoke Combo Install	Install a lithium battery operated CO/Smoke Combo detector per local building and fire code at specified location.
Space Heater - Disable or Disconnect Existing	Disable or disconnect existing gas space heater so it cannot be used.
Mechanical Contractor Labor, Per Person Per Hour	Site-based charge per person per hour for items not on bid list. Must have CDDCA prior approval.
Electrician Contractor Labor, Per Person Per Hour	Site-base charge per person per hour for items not on the bid list. Must have CDDCA prior approval.
Plumber Contractor Labor, Per Person Per Hour	Site-base charge per person per hour for items not on the bid list. Must have CDDCA prior approval.
Trip Charge	Trip charge applies to site-based work orders that are one hour labor or less.

Furnace Replacements

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<p>96% Furnace w/ECM two stage Natural Gas 30K-49K BTU/HR</p>	<p>Replace existing furnace with 96% furnace w/ECM two stage natural gas 30K-49K BTU/HR according to code and verify correct operation. Included: 2-pipe concentric venting preferred. ACCA/ANSI certified Manual J calculation, modify plenum as needed, sheetmetal manual holder, furnace pad, Merv 6-8 furnace filter, basic cleaning of a-coil and condensate pan, gas reconnect, electrical reconnect with shutoff switch, braided condensate line, secure condensate line, complete "Mechanical Testing Form", setup costs, labor, overhead, permits, removal/recycle of old unit, and complete all manufacturer's warranties. For testing purposes, drill 3/8" threaded hole in PVC vent pipe and install a knurled plastic screw. Use a licensed electrician to perform wiring as needed per code.</p>
<p>96% Furnace w/ECM two stage Natural Gas 50K-79K BTU/HR</p>	<p>Replace existing furnace with 96% furnace w/ECM two stage natural gas 50K-79K BTU/HR according to code and verify correct operation. Included: 2-pipe concentric venting preferred. ACCA/ANSI certified Manual J calculation, modify plenum as needed, sheetmetal manual holder, furnace pad, Merv 6-8 furnace filter, basic cleaning of a-coil and condensate pan, gas reconnect, electrical reconnect with shutoff switch, braided condensate line, secure condensate line, complete "Mechanical Testing Form", setup costs, labor, overhead, permits, removal/recycle of old unit, and complete all manufacturer's warranties. For testing purposes, drill 3/8" threaded hole in PVC vent pipe and install a knurled plastic screw. Use a licensed electrician to perform wiring as needed per code.</p>
<p>96% Furnace w/ECM two stage Natural Gas 80K-100K BTU/HR</p>	<p>Replace existing furnace with 96% furnace w/ECM two stage natural gas 80K-100K BTU/HR according to code and verify correct operation. Included: 2-pipe concentric venting preferred. ACCA/ANSI certified Manual J calculation, modify plenum as needed, sheetmetal manual holder, furnace pad, Merv 6-8 furnace filter, basic cleaning of a-coil and condensate pan, gas reconnect, electrical reconnect with shutoff switch, braided condensate line, secure condensate line, complete "Mechanical Testing Form", setup costs, labor, overhead, permits, removal/recycle of old unit, and complete all manufacturer's warranties. For testing purposes, drill 3/8" threaded hole in PVC vent pipe and install a knurled plastic screw. Use a licensed electrician to perform wiring as needed per code.</p>
<p>96% Furnace w/ECM two stage Propane 30K-49K BTU/HR</p>	<p>Replace existing furnace with 96% furnace w/ECM two stage propane 30K-49K BTU/HR according to code and verify correct operation. Included: 2-pipe concentric venting preferred. ACCA/ANSI certified Manual J calculation, modify plenum as needed, sheetmetal manual holder, furnace pad, Merv 6-8 furnace filter, basic cleaning of a-coil and condensate pan, gas reconnect, electrical reconnect with shutoff switch, braided condensate line, secure condensate line, complete "Mechanical Testing Form", setup costs, labor, overhead, permits, removal/recycle of old unit, and complete all manufacturer's warranties. For testing purposes, drill 3/8" threaded hole in PVC vent pipe and install a knurled plastic screw. Use a licensed electrician to perform wiring as needed per code.</p>

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<p>96% Furnace w/ECM two stage Propane 50K-79K BTU/HR</p>	<p>Replace existing furnace with 96% furnace w/ECM two stage propane 50K-79K BTU/HR according to code and verify correct operation. Included: 2-pipe concentric venting preferred. ACCA/ANSI certified Manual J calculation, modify plenum as needed, sheetmetal manual holder, furnace pad, Merv 6-8 furnace filter, basic cleaning of a-coil and condensate pan, gas reconnect, electrical reconnect with shutoff switch, braided condensate line, secure condensate line, complete "Mechanical Testing Form", setup costs, labor, overhead, permits, removal/recycle of old unit, and complete all manufacturer's warranties. For testing purposes, drill 3/8" threaded hole in PVC vent pipe and install a knurled plastic screw. Use a licensed electrician to perform wiring as needed per code.</p>
<p>96% Furnace w/ECM two stage Propane 80K-100K BTU/HR</p>	<p>Replace existing furnace with 96% furnace w/ECM two stage propane 80K-100K BTU/HR according to code and verify correct operation. Included: 2-pipe concentric venting preferred. ACCA/ANSI certified Manual J calculation, modify plenum as needed, sheetmetal manual holder, furnace pad, Merv 6-8 furnace filter, basic cleaning of a-coil and condensate pan, gas reconnect, electrical reconnect with shutoff switch, braided condensate line, secure condensate line, complete "Mechanical Testing Form", setup costs, labor, overhead, permits, removal/recycle of old unit, and complete all manufacturer's warranties. For testing purposes, drill 3/8" threaded hole in PVC vent pipe and install a knurled plastic screw. Use a licensed electrician to perform wiring as needed per code.</p>

Boiler Replacements

<p>80%-84% Boiler Atmospherically Vented Natural Gas 50K-84K BTU/Hr</p>	<p>Replace existing boiler with 80%-84% boiler atmospherically vented natural gas 50K-84K BTU/Hr according to code and verify correct operation. Included: ACCA/ANSI certified Manual J calculations, sheetmetal manual holder, boiler pad, proper flue venting, distribution reconnect, gas reconnect, electrical reconnect with shutoff switch, complete "Mechanical Testing Form", setup costs, permits, labor, overhead, removal/recycle of old unit, and complete all manufacturer's warranties. Use a licensed electrician to perform wiring as needed per code.</p>
<p>80%-84% Boiler Atmospherically Vented Natural Gas 85K-100K BTU/Hr</p>	<p>Replace existing boiler with 80%-84% boiler atmospherically vented natural gas 85K-100K BTU/Hr according to code and verify correct operation. Included: ACCA/ANSI certified Manual J calculations, sheetmetal manual holder, boiler pad, proper flue venting, distribution reconnect, gas reconnect, electrical reconnect with shutoff switch, complete "Mechanical Testing Form", setup costs, permits, labor, overhead, removal/recycle of old unit, and complete all manufacturer's warranties. Use a licensed electrician to perform wiring as needed per code.</p>
<p>80%-84% Boiler Atmospherically Vented Natural Gas >100K BTU/Hr</p>	<p>Replace existing boiler with 80%-84% boiler atmospherically vented natural gas >100K BTU/Hr according to code and verify correct operation. Included: ACCA/ANSI certified Manual J calculations, sheetmetal manual holder, boiler pad, proper flue venting, distribution reconnect, gas reconnect, electrical reconnect with shutoff switch, complete "Mechanical Testing Form", setup costs, permits, labor, overhead, removal/recycle of</p>

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	old unit, and complete all manufacturer's warranties. Use a licensed electrician to perform wiring as needed per code.
>90% Boiler Sealed Combustion Natural Gas 40K-99K BTU/Hr	Replace existing boiler with >90% boiler sealed combustion natural gas 40K-99K BTU/Hr according to code and verify correct operation. Included: ACCA/ANSI certified Manual J calculations, sheetmetal manual holder, boiler pad, proper flue venting, distribution reconnect, gas reconnect, electrical reconnect with shutoff switch, braided condensate line, secure condensate line. For testing purposes, drill 3/8" threaded hole in PVC vent pipe and install a knurled plastic screw. Complete "Mechanical Testing Form", setup costs, permits, labor, overhead, removal/recycle of old unit, and complete all manufacturer's warranties. Use a licensed electrician to perform wiring as needed per code.
>90% Boiler Sealed Combustion Natural Gas 100K-149K BTU/Hr	Replace existing boiler with >90% boiler sealed combustion natural gas 100K-149K BTU/Hr according to code and verify correct operation. Included: ACCA/ANSI certified Manual J calculations, sheetmetal manual holder, boiler pad, proper flue venting, distribution reconnect, gas reconnect, electrical reconnect with shutoff switch, braided condensate line, secure condensate line. For testing purposes, drill 3/8" threaded hole in PVC vent pipe and install a knurled plastic screw. Complete "Mechanical Testing Form", setup costs, permits, labor, overhead, removal/recycle of old unit, and complete all manufacturer's warranties. Use a licensed electrician to perform wiring as needed per code.
>90% Boiler Sealed Combustion Natural Gas >150K BTU/Hr	Replace existing boiler with >90% boiler sealed combustion natural gas >150K BTU/Hr according to code and verify correct operation. Included: ACCA/ANSI certified Manual J calculations, sheetmetal manual holder, boiler pad, proper flue venting, distribution reconnect, gas reconnect, electrical reconnect with shutoff switch, braided condensate line, secure condensate line. For testing purposes, drill 3/8" threaded hole in PVC vent pipe and install a knurled plastic screw. Complete "Mechanical Testing Form", setup costs, permits, labor, overhead, removal/recycle of old unit, and complete all manufacturer's warranties. Use a licensed electrician to perform wiring as needed per code.
Propane Adder	Percent of price for increase or decrease of cost if installing propane boiler instead of natural gas. If unclear, propane will be bid case by case.

Mobile Home – General

Condensate Pump Installation - 1 Gallon Size	Install new condensate pump at furnace and route braided condensate line to clothes washer drain or similar and secure with a clamp.
Exterior Water Heater Room Door Installation	Replace exterior access door to water heater using manufacturer specified type door.

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Furnace Room Walls - Gypsum Board Installation	Isolate furnace room from living space using fire rated gypsum and make room tight against air leakage to living space.
Furnace Room Walls and Ceiling Sealed	Seal all gaps, holes and cracks between furnace closet and living space at walls and ceiling.
Water Heater Room Ceiling Repaired	Repair or replace ceiling above water heater room. Includes replacement as needed of all deteriorated framing, ceiling and insulation.
Water Heater Room Flooring Repair	Install new water heater - Repair or replace floor under water heater. Includes replacement as needed of all deteriorated framing, flooring and insulation.
Water Heater Room Walls - Gypsum Board Installation	Isolate water heater room from living space using fire rated gypsum and make room tight against air leakage to living space.
Water Heater Room Walls and Ceiling Sealed	Seal all gaps, holes and cracks between water heater closet and living space at walls and ceiling.

Mobile Home – Air Conditioning

A-Coil Cleaning	Clean the A-Coil so it works and is non-restrictive to the airflow.
A-Coil Pan Replacement	Replace the A-Coil pan that is damaged and/or leaking.
A-Coil Recharge	Recharge the air conditioning system.
A-Coil Replacement	Replace the damaged or broken A-Coil with similar model. Recharge A/C unit. If A/C coil was replaced in the winter contractor will need to go back in the spring to recharge.
Central Air Conditioning Coolant - Per Pound	Price per pound to add coolant to the central air conditioning system during a central air conditioning tune-up.
Central Air Conditioning Tune-up	Central Air Conditioning Tune-up to include the following: Cleaning of the condenser coil, check coolant level (if needed see price above for up to two pounds), check coolant pressure, check indoor filter, check belt and lube motor (if needed), test all controls, blow out drain lines, perform a visual inspection of the system, and educate the homeowner on proper system operation.
Replacement - Central Air Conditioning - 1.5 ton	System must achieve SEER 15 as documented by AHRI. Includes platform, all necessary refrigeration piping, evap coil and condenser, wiring, controls and duct work modification. Assume transition from R-22 to R-410A.
Replacement - Central Air Conditioning - 2 ton	System must achieve SEER 15 as documented by AHRI. Includes platform, all necessary refrigeration piping, evap coil and condenser, wiring, controls and duct work modification. Assume transition from R-22 to R-410A.
Replacement - Central Air Conditioning - 2.5 ton	System must achieve SEER 15 as documented by AHRI. Includes platform, all necessary refrigeration piping, evap coil and condenser, wiring, controls and duct work modification. Assume transition from R-22 to R-410A.
Replacement - Central Air Conditioning - 3 ton	System must achieve SEER 15 as documented by AHRI. Includes platform, all necessary refrigeration piping, evap coil and condenser, wiring, controls and duct work modification. Assume transition from R-22 to R-410A.

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Maintenance for window unit	Clean filter and comb bent fins
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Mobile Home – Clean & Tune

Gas Furnace Clean and Tune	Clean and tune the gas furnace per instructions on the "Gas Furnace Clean and Tune Form".
HRV/ERV Clean and Tune	Clean and tune the heat recovery ventilator or energy recovery ventilator so operating at manufacturers specifications. Includes changing filter(s) or cleaning washable filter(s).
Space Heater Clean and Tune	Clean and tune the gas furnace per instructions on the "Gas Furnace Clean and Tune Form".
Oven Clean and Tune	Clean and tune the gas oven so it is operating at less then 100 PPM.

Mobile Home – Controls

Programmable Thermostat Replacement	Replace existing thermostat with programmable thermostat. Ensure there is proper wiring for all mechanical systems to work correctly. "Fan on" must function independently from call for heat. Educate the client on how to use the programmable thermostat and leave client with the owner's manual.
Standard Thermostat Replacement	Replace existing thermostat with non-programmable thermostat. Ensure there is proper wiring for all mechanical systems to work correctly. Educate the client how to use the thermostat and leave client with the owner's manual.
Thermostat Moved to New Location	Relocate thermostat to a new location that will take an accurate reading.
Thermostat Wiring Repair or Replacement	Rewire thermostat so it functions properly with the heating/cooling systems.
Visually Impaired Non-Programmable Thermostat - Replacement	Replace thermostat with Easy-To-See thermostat or equivalent. Educate the client how to use the thermostat and leave the client with the owner's manual.

Mobile Home – Air Conditioning

<u>AC Crossover Duct - Damper Installation</u>	<u>Install seasonal damper for central AC.</u>
<u>AC Crossover Duct - New Installation</u>	<u>Install new crossover for central AC system, assure air tightness and insulate to R-11 or better.</u>
<u>AC Crossover Duct - Repair or Replace</u>	<u>Repair or replace crossover for central AC system, assure air tightness and insulate to R-11 or better.</u>
<u>Air Distribution System Changed to Central Return</u>	<u>Block and seal all return registers along exterior walls and provide a central return at furnace.</u>
<u>Crossover Heat Duct Replaced for Double Wide</u>	<u>Replace the crossover duct In double-wide mobile homes with minimal air leakage and insulate to R-11 or better.</u>
<u>Filter Grill Installed in Furnace Access Door</u>	<u>Install pull open filter grill and filter(s) in furnace closet door.</u>
<u>Seal Duct Boot</u>	<u>Seal duct boot at floor level to prevent air leakage.</u>

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<u>Blower Motor Replacement</u>	<u>Replace existing blower motor with equivalent motor similar to the original equipment and verify proper operation.</u>
<u>Furnace Ductwork</u>	<u>Disconnect, cap, and seal ductwork that is outside the thermal envelope of the home.</u>
<u>Register/Grill Replacement - Return or Supply</u>	<u>Replace return/supply grill with non-restrictive grill to match the décor in the home.</u>

Mobile Home – Electric

Furnace Emergency Switch Installation	Install a new furnace emergency switch per code, then test.
Hot Surface Igniter Replacement	Replace the hot surface igniter, then test.
IID Replacement	Replace the IID (Intermittent Ignition Device), then test.
Transformer Replaced	Replace transformer on heating system, then test.
Water Heater GFCI Outlet Wiring	Wire power vented water heater to a GFCI outlet. Use licensed electrician.

Mobile Home – Furnace General

Heat Exchanger-Check for Cracks	Confirm whether the heat exchanger has any cracks and document. Perform this test before any other work. If the heat exchanger is cracked stop all work and contact DCCDA.
Condensate Line Replacement	Replace the condensate line with new braided hose.
Control Board Replacement	Replace existing control board on heating system with new control board for specific unit.
Fan Limit Control Replacement	Replace the fan limit control on the furnace with control that works within recommended range.
Flame Sensing Rod - Clean or Replace	Clean or replace the flame sensing rod on the heating system and verify it is properly sensing the flame.
High Limit Switch Replacement	Replace the high limit switch with unit for specific furnace.
Pressure Switch Replacement	Replace the pressure switch on the furnace with new pressure switch for specific unit.
Furnace Re-vent	Re-vent furnace through roof per manufacturer's specification or mobile home code.
Blend-Air Tube - Re-attach	Re-attach existing Blend-Air Tube into the top of the furnace cabinet.
Blend Air Ventilation - Install	Install new blend air ventilation for furnace per manufacturer's specification or mobile home code. .
Blend Air Ventilation - Re-route	Re-route existing blend air ventilation from roof to furnace per manufacturer's specification or mobile home code.

Mobile Home – Gas Handling

Gas Leak Repair	Repair gas leak on the gas piping and verify no leaks with soap bubble solution.
Gas Line Drip Leg	Install a drip leg on the specified gas line per code.
Gas Shut Off Valve Installation	Install new gas shutoff valve on specified gas line per code.

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Pilot Assembly Replacement	Replace the pilot assembly on the specified unit per code.
Pressure Regulator Replacement	Replace the pressure regulator on the specified gas line per code.
Gas Line - Re-pipe	Re-pipe specified gas line per code.
Gas Line - Re-secure	Re-secure specified loose gas line per code.
Water Heater Gas Control Valve Replacement	Replace the water heater gas control valve with new gas control valve designed for the water heater and verify proper operation.

Mobile Home – Testing

Heat Rise Test	Test the furnace heat rise to verify it is within the manufacture data plate. Make recommendation if action steps need to be taken.
Room to Room Pressure Balancing	Perform room to room pressure balancing on all rooms with supply and/or return to ensure they are balanced per State policy specifications.
Static Pressure Test	Perform a static pressure test of furnace to verify it is within the manufacture data plate. Make recommendation if action steps need to be taken.
Combustion Air Zonal (CAZ) Test	Perform CAZ depressurization testing per State policy specifications. Record results on mechanical testing form.

Mobile Home – Venting/Ventilation

Bath Fan - Install New 4" Roof Jack	Install a new 4" roof jack and hook up bath fan ducting securely - ASHRAE 62.2.
Bath Fan - Install New 50 CFM Panasonic Whisper Green (Model #FV-05K3) or equivalent - Replacing Existing Fan	Replace existing bath fan with a new Panasonic Whisper Green (Model #FV-05K3) or equivalent for ASHRAE 62.2. Fan must be ENERGY STAR rated, have less than one sone, a DC motor, and rated to 50 CFM. Replace existing fan venting with 4" or 6" metal ducting, 4" or 6" insulflex over duct, and 4" or 6" dampered roof jack or side vent hood. Readily accessible fan on/off switch needed. Use a licensed electrician to perform wiring as needed per code.
Bath Fan - Install New 50 CFM Panasonic Whisper Green (Model #FV-05K3) or equivalent - New Install	Install new bath fan with a new Panasonic Whisper Green (Model #FV-05K3) or equivalent for ASHRAE 62.2. Fan must be ENERGY STAR rated, have less than one sone, a DC motor, and rated to 50 CFM. Install new fan venting with 4" or 6" metal ducting, 4" or 6" insulflex over duct, and 4" or 6" dampered roof jack or side vent hood. Readily accessible fan on/off switch needed. Use a licensed electrician to perform wiring as needed per code.
Bath Fan - Install New 50/80/110 CFM Continuous Running Panasonic Whisper Green (Model #FV-05-11 VKS1) or equivalent - Replacing Existing Fan	Replace existing bath fan with a new Continuous Running Panasonic Whisper Green (Model #FV-05-11 VKS1) or equivalent for ASHRAE 62.2. Fan must be ENERGY STAR rated, include variable speed & motion modules, less than one sone, a DC motor, and rated to 50/80/110 CFM. Replace existing fan venting with 6" metal ducting, 6" insulflex over duct, and 6" dampered roof jack or side vent hood. Readily accessible fan on/off switch needed. Use a licensed electrician to perform wiring as needed per code.

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Bath Fan - Install New 50/80/110 CFM Continuous Running Panasonic Whisper Green (Model #FV-05-11-VKS1) or equivalent - New Install	Install new bath fan with a new Continuous Running Panasonic Whisper Green (Model #FV-05-11-VKS1) or equivalent for ASHRAE 62.2. Fan must be ENERGY STAR rated, include variable speed & motion modules, less than one sone, a DC motor, and rated to 50/80/110 CFM. Install new fan venting with 6" metal ducting, 6" insulflex over duct, and 6" dampered roof jack or side vent hood. Readily accessible fan on/off switch needed. Use a licensed electrician to perform wiring as needed per code.
Bath Fan - Install New 50/80/110 CFM Continuous Running w/Light Panasonic Whisper Green (Model #FV-05-11-VKL1) or equivalent - New Install	Install new bath fan with a Continuous Running w/Light Panasonic Whisper Green (Model #FV-05-11-VKL1) or equivalent for ASHRAE 62.2. Fan must be ENERGY STAR rated, include variable speed & motion modules, less than one sone, a DC motor, and rated to 50/80/110 CFM. Install new fan venting with 6" metal ducting, 6" insulflex over duct, and 6" dampered roof jack or side vent hood. Readily accessible fan on/off switch needed. Fan light to be on a seperate switch from fan. Use a licensed electrician to perform wiring as needed per code.
Bath Fan - Install New 50/80/110 CFM Continuous Running w/Light Panasonic Whisper Green (Model #FV-05-11-VKL1) or equivalent - Replacing Existing Fan	Replace existing bath fan with a Continuous Running w/Light Panasonic Whisper Green (Model #FV-05-11-VKL1) or equivalent for ASHRAE 62.2. Fan must be ENERGY STAR rated, include variable speed & motion modules, less than one sone, a DC motor, and rated to 50/80/110 CFM. Install new fan venting with 6" metal ducting, 6" insulflex over duct, and 6" dampered roof jack or side vent hood. Readily accessible fan on/off switch needed. Fan light to be on seperate switch from fan. Use a licensed electrician to perform wiring as needed per code.
Bath Fan - Re-vent Existing Fan	Re-vent existing bath fan with 4" rigid duct, and 4" R-8 minimum insulflex.
Bath Fan- Install new 4" Roof Jack and revent existing fan	Install a new 4" roof jack and revent existing fan with 4" rigid duct and 4" R-8 minimum insulflex to existing bath fan per ASHRAE 62.2.
Chimney Cap - New Installation	Install chimney cap on the chimney liner, per code.
Dryer Vent - Ducting and Hood Replacement	Replace existing dryer venting with new 4" rigid ducting, supported at a maximum of 4' intervals, and insulate all venting and replace exterior hood.
Dryer Vent - Ducting Replacement	Replace existing dryer venting with new 4" rigid ducting, supporting at a maximum of 4' intervals, and insulate all venting.
Dryer Vent - Hood Replacement Only	Replace dryer exterior hood.
Dryer Vent - Ducting and Hood New Installation	Install new dryer vent to outside using new 4" rigid duct, supporting at a maximum of 4' intervals, and insulate all venting using the shortest run with minimal elbows and replace exterior hood.
Dryer Vent - Seal Seams and Insulate Duct	Seal all the seams on the metal dryer duct with metal tape and insulate all venting.
Inline Exhaust Fan - Install New Soler & Palau (Model #TD 100x) or equivalent	Install a new Soler & Palau (Model #TD 100x) or equivalent inline fan for ASHRAE 62.2. Fan must be ENERGY STAR, and rated to 100 CFM on low speed and 130 CFM on high speed. Install 4" metal ducting and cover with 4" insulflex, and exterior 4" dampered roof jack or side vent hood. Readily accessible fan on/off switch and rheostat/variable speed fan control needed to set CFM. Use of a licensed electrician to perform wiring as needed per code.

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<p>Inline Exhaust Fan - Install New Soler & Palau (Model #TD 125) or equivalent</p>	<p>Install a new Soler & Palau (Model #TD 125) or equivalent inline fan for ASHRAE 62.2. Fan must be ENERGY STAR, and rated to 149 CFM on low speed and 197 CFM on high speed. Install 5" metal ducting and cover with 5" insulflex, and exterior 5" dampered roof jack or side vent hood. Readily accessible fan on/off switch and rheostat or variable speed fan control needed to set CFM. Use of a licensed electrician to perform wiring as needed per code.</p>
<p>Kitchen Exhaust- Flip existing re-circulatory kitchen exhaust fan to vent to the outside</p>	<p>Flip existing re-circulatory kitchen exhaust fan to vent to the outside using existing duct work. .</p>
<p>Wall Mount Kitchen Exhaust Fan - Replacement</p>	<p>Replace existing wall mounted kitchen exhaust fan with ASHRAE 62.2 mobile home approved.</p>
<p>Wall Mount Kitchen Exhaust Fan - New Installation</p>	<p>Install new wall mounted kitchen exhaust fan with ASHRAE 62.2 mobile home approved.</p>

Mobile Home – Water Handling

<p>Mobile Home Direct Vent Replacement - 30 Gallon Water Heater</p>	<p>Install new 30 gallon natural gas direct vent mobile home rated water heater with internal heat trap. Install chimney venting. Install pressure relief drop pipe and combustion air below the belly, seal around the pipes where it penetrates through the belly. Install a water heater drain pan. Drain pan needs to be no greater than 1 1/2" deep, have a minimum length and width of at least 2" greater than the water heater dimensions and must be piped to an adequate drain that goes below the belly, seal penetrations in drain pan with silicone. The pan must not restrict combustion air flow. Secure water heater using two brackets secured to the floor, and one at the top secured to the wall. Install dielectric unions and remove/recycle old equipment. Wiring to be completed by licensed electrician.</p>
<p>Mobile Home Direct Vent Replacement - 40 Gallon Water Heater</p>	<p>Install new 40 gallon natural gas direct vent mobile home rated water heater with internal heat trap. Install chimney venting. Install pressure relief drop pipe and combustion air below the belly, seal around the pipes where it penetrates through the belly. Install a water heater drain pan. Drain pan needs to be no greater than 1 1/2" deep, have a minimum length and width of at least 2" greater than the water heater dimensions and must be piped to an adequate drain that goes below the belly, seal penetrations in drain pan with silicone. The pan must not restrict combustion air flow. Secure water heater using two brackets secured to the floor, and one at the top secured to the wall. Install dielectric unions and remove/recycle old equipment. Wiring to be completed by licensed electrician.</p>

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<p>Mobile Home Direct Vent Replacement - 50 Gallon Water Heater</p>	<p>Install new 50 gallon natural gas direct vent mobile home rated water heater with internal heat trap. Install chimney venting. Install pressure relief drop pipe and combustion air below the belly, seal around the pipes where it penetrates through the belly. Install a water heater drain pan. Drain pan needs to be no greater than 1 1/2" deep, have a minimum length and width of at least 2" greater than the water heater dimensions and must be piped to an adequate drain that goes below the belly, seal penetrations in drain pan with silicone. The pan must not restrict combustion air flow. Secure water heater using two brackets secured to the floor, and one at the top secured to the wall. Install dielectric unions and remove/recycle old equipment. Wiring to be completed by licensed electrician.</p>
<p>Mobile Home Electric Replacement - 20 Gallon Water Heater</p>	<p>Install new 20 gallon electric mobile home rated water heater with internal heat trap. Install pressure relief drop pipe below the belly, seal around the pipe where it penetrates through the belly. Install a water heater drain pan. Drain pan needs to be no greater than 1 1/2" deep, have a minimum length and width of at least 2" greater than the water heater dimensions and must be piped to an adequate drain that goes below the belly, seal penetrations in drain pan with silicone. Secure water heater using two brackets secured to the floor, and one at the top secured to the wall. Install dielectric unions and remove/recycle old equipment. Wiring to be completed by licensed electrician.</p>
<p>Mobile Home Electric Replacement - 30 Gallon Water Heater</p>	<p>Install new 30 gallon electric mobile home rated water heater with internal heat trap. Install pressure relief drop pipe below the belly, seal around the pipe where it penetrates through the belly. Install a water heater drain pan. Drain pan needs to be no greater than 1 1/2" deep, have a minimum length and width of at least 2" greater than the water heater dimensions and must be piped to an adequate drain that goes below the belly, seal penetrations in drain pan with silicone. Secure water heater using two brackets secured to the floor, and one at the top secured to the wall. Install dielectric unions and remove/recycle old equipment. Wiring to be completed by licensed electrician.</p>
<p>Mobile Home Electric Replacement - 40 Gallon Water Heater</p>	<p>Install new 40 gallon electric mobile home rated water heater with internal heat trap. Install pressure relief drop pipe below the belly, seal around the pipe where it penetrates through the belly. Install a water heater drain pan. Drain pan needs to be no greater than 1 1/2" deep, have a minimum length and width of at least 2" greater than the water heater dimensions and must be piped to an adequate drain that goes below the belly, seal penetrations in drain pan with silicone. Secure water heater using two brackets secured to the floor, and one at the top secured to the wall. Install dielectric unions and remove/recycle old equipment. Wiring to be completed by licensed electrician.</p>

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Mobile Home Electric Replacement - 50 Gallon Water Heater	Install new 50 gallon electric mobile home rated water heater with internal heat trap. Install pressure relief drop pipe below the belly, seal around the pipe where it penetrates through the belly. Install a water heater drain pan. Drain pan needs to be no greater than 1 1/2" deep, have a minimum length and width of at least 2" greater than the water heater dimensions and must be piped to an adequate drain that goes below the belly, seal penetrations in drain pan with silicone. Secure water heater using two brackets secured to the floor, and one at the top secured to the wall. Install dielectric unions and remove/recycle old equipment. Wiring to be completed by licensed electrician.
Water Inlet Shutoff Valve Replacement	Replace water inlet shutoff valve to water heater.
Water Line Leak Repair	Repair water leak on piping to water heater.
Pipe Wrap Insulation Install	Install 6' of pipe wrap on hot water pipes and 6' of pipe wrap on cold water pipes with a 3" clearance from flue.
Combustion Air for Atmospheric Water Heater - Install	Install new combustion air for water heater per manufacturer's specifications or mobile home code.
Combustion Air for Direct Vented Water Heater - Install	Install new combustion air for water heater through belly and seal pipe penetration per manufacturer's specification or mobile home code.
Water Heater Re-vent	Re-vent water heater through roof per manufacturer's specification or mobile home code..
Water Heater Chimney Vent Extension - Install	Install water heater chimney vent extension.
Water Heater Relief Drop - Install	Install water heater relief drop pipe and extend through floor cavity. Any penetration through floor or belly needs to be sealed against air leakage from outside.
Drain Leak - Repair	Locate drain leak in belly and repair as needed, test for leaks when completed.
Water Leak - Repair	Locate source of water leak in belly and repair as needed, test for leaks when completed.

Mobile Home – Miscellaneous

Smoke Detector Install	Install a lithium battery operated smoke detector per local building and fire code at specified location.
CO Detector Install	Install a lithium battery operated CO detector per local building and fire code at specified location.
Passive Vent Install	Install two passive vents for pressure relief, one on each side of wall. Vents should be aligned with each other.
Mechanical Contractor Labor, Per Person Per Hour	Site-based charge per person per hour for items not on bid list.
Electrician Contractor Labor, Per Person Per Hour	Site-base charge per person per hour for items not on the bid list.
Plumber Contractor Labor, Per Person Per Hour	Site-base charge per person per hour for items not on the bid list.

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Trip Charge	Trip charge applies to site-based work orders that are one hour labor or less.
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Mobile Home – Furnace Replacement

Mobile Home Furnace Replacement	Replace existing furnace with a 95%+ two-stage mobile home approved model with ECM, as close as possible in output to the unit being replaced. Included: 2-pipe PVC venting with appropriate watertight cap using existing chimney opening, modify plenum as needed, Merv 6 furnace filter, basic cleaning of a-coil and condensate pan, gas reconnect, electrical reconnect with shutoff switch, one gallon condensate pump with braided condensate line run to an appropriate drain or stand pipe. If blend air ventilation is connected to furnace it must be left in functioning condition and attached to new furnace, complete install section of "Gas Furnace Clean and Tune/Replacement Form", complete "Mechanical Testing Form", setup costs, labor, overhead, permits, removal/recycle of old unit, leave owner’s manual and complete all manufacturer's warranties. Drill 3/8" threaded hole in PVC vent pipe and install a knurled plastic screw. Use of a licensed electrician to perform wiring as needed per code.
Mobile Home Air Conditioner Evaporator Coil - Re-Install Existing	Re-install the existing air conditioner evaporator coil in the new furnace cabinet.

This scope of work does not include all possible project or site conditions, and is meant to provide guidelines under which the contractors are to operate. The contractor and its agents shall at all times represent themselves in a proper, respectful and professional manner, pursuant to the conditions contained in ATTACHMENT A – REQUIRED WORKPLACE POLICIES.

The Auditor may call for additional work not covered specifically by this document. Such work will be priced at an established hourly rate as agreed upon with the contractor.

Any changes in the original work order due to omissions, errors, or unknown or unexpected conditions found on the job site shall be reviewed by the DCCDA’s designated representative and a change order issued for these changes as authorized by the DCCDA or its designated representative. The DCCDA reserves the right to deny payment for any work not previously authorized by the designated representative of the DCCDA.

C. Delivery Schedule

All work in homes must be completed within thirty (30) calendar days from the date of the initial Audit. Long or unscheduled delays or lead times create problems for everyone involved, so prompt turn-around times are essential.

Inspection must be arranged with the DCCDA in advance of completion of the work. On-site inspections are preferred and are accomplished by the contractor and DCCDA’s review of the work. In the event that on-site inspection cannot be arranged, the DCCDA will arrange inspection without the contractor present. If the job fails initial inspection, a punch list of deficiencies will be provided by that inspector within a reasonable period of time to the contractor, and the contractor must arrange to correct those deficiencies promptly and in no more than ten (10) calendar days following such delivery of such punch list. The DCCDA may charge the contractor for re-inspections.

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Once the job has fully passed inspection and all deficiencies have been corrected to the reasonable satisfaction of the DCCDA's inspector, the contractor shall, within ten (10) business days after such inspection and correction, submit the job book and invoices to the DCCDA for review and payment.

Job books returned to the DCCDA must contain the following additional information in order for the contractor to receive payment:

- DCCDA Signed Contract
- DCCDA Signed Completion Certificate
- Lien Waiver
- Invoice with itemization of job costs, broken out into labor and materials
- Mechanical Testing Form (Contractor) – includes CAZ test
- Change Order Form (if required, as approved in advance by CDA representative)
- Copy of job permit

The contractor will ensure that all the contractor's on-site personnel (including but not limited to the contractor's employees, representatives, agents, subcontractors, suppliers, and independent contractors) have received the necessary education and training, and possess the necessary licenses, to perform the duties necessary for the proper completion of the projects assigned, including DOE lead safe weatherization training. The DCCDA will assist the contractor in obtaining this education and training; however, the contractor is solely responsible for ensuring that all of the contractor's on-site personnel shall receive all such education and training, and possess such licenses (all of the requirements contained in this paragraph, collectively, the "Education and Training Requirements").

The DCCDA reserves the right to dismiss a contractor and revoke any work order if:

- The contractor fails to comply with the Required Workplace Policies contained in ATTACHMENT A; or
- The quality of the work performed is found to be of a level not acceptable by the DCCDA; or
- Funding for the programs is disrupted, limited, or is no longer available: or
- The contractor fails in any way to conform with the Weatherization Providers requirements referenced in this RFP or any other contractor-related requirements contained in this RFP; or
- The contractor's performance, qualifications or services fail to fully comply with the requirements of all applicable DOE weatherization assistance and financial assistance program requirements and regulations, the Weatherization Assistance Program administered by the Minnesota Department of Commerce, and any and all other applicable federal, Minnesota, county and municipal laws, statutes, ordinances, zoning ordinances, codes, building codes, orders, executive orders, decrees, rules, regulations, implementation rules and regulations, provisions, restrictions, directives, contracts and grant documents (all of these six bullet points, collectively, the "Performance Requirements").

The contractor has the option, without penalty, to refuse any project assigned prior to performance by the contractor (including but not limited to any services, labor, materials or improvements to be provided by the contractor) required for that project. However, failure by a contractor to complete a project, once accepted by the contractor, may result in loss by the contractor of any compensation for any services, labor, materials or improvements provided by the contractor for that accepted project, and may result in that contractor not being considered, in the sole and absolute discretion of the DCCDA, for assignment by the DCCDA of any other project.

D. Pricing

The Dakota County CDA will review all submitted bid prices, compile a set price list, and offer contracts to qualified contractors based on their submitted questionnaire responses. Contractors that agree to the price list and contract

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will be offered work orders based on job categories and service areas they returned on the questionnaire and price list.

E. Payment

Payment for completed project work -- performed in accordance with that project's work order and specifications, which has fully passed inspection by the DCCDA's inspector, with all deficiencies corrected to the satisfaction of the DCCDA's inspector, with all invoices submitted, the Performance Requirements, and all other contractor requirements and obligations referenced in this RFP -- will be tendered to that contractor after receipt of all such documentation and review and acceptance by the DCCDA. Invoices will be paid within thirty (30) calendar days after all of the above conditions have been satisfied, and upon receipt of full and final lien waivers provided by the contractor (both with regard to the contractor's services, labor, materials and improvements provided for or to that project, and for any and all services, labor, materials and improvements provided for or to that project by each and every subcontractor and materials' supplier of the contractor.

F. Anticipated Work Volume

The CDA spent \$285,694.00 during the 2020/2021 program year on approximately 80 households. Based upon DCCDA's auditing capabilities and projected funding for 2021/2022 program year (beginning July 1, 2021), the DCCDA anticipates spending at least the same amount if not significantly more depending on DCCDA's auditing capacity.

G. Work Product

All work product, including but not limited to job books, drawings, specifications, plans and studies, is the property of the DCCDA and subject to program rules and all applicable Performance Requirements; provided, however, that contractors are solely responsible and liable for all services, labor, materials and improvements provided for or to each project by that contractor, each and every subcontractor of that contractor, or any of them.

H. Confidentiality

Each proposer shall comply with the Minnesota Data Practices Act and all other Performance Requirements with regard to all data provided by and to the DCCDA, this RFP, the subject matter of this RFP, and any and all data created, gathered, generated, used, accessed or acquired with regard to this RFP, the subject matter of this RFP, or any of them.

I. Professional Standards

See ATTACHMENT A – REQUIRED WORKPLACE POLICIES (separate document)

III. WEATHERIZATION CONTRACTOR RFP RESPONSE PACKAGE (separate document)

All proposals submitted for consideration of this opportunity must fully complete four components, including:

- A. Contractor's Technical Qualifications – ATTACHMENT B. The RFP proposer is asked to complete six (6) pages to explain the proposer's technical qualifications for the weatherization services. The Contractor's technical qualifications questions are part of a separate document titled – WEATHERIZATION CONTRACTOR RFP PROPOSER PACKAGE. Responses will be scored according to IV. Proposal Evaluation.

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- All responses and data must be clear and concise. Separate pages may be used when the length of the response requires it. A contractor may submit any additional information desired in support of its responses below.
- B. Certifications. The RFP proposer is required to read and sign the two pages of certifications that are part of the separate document titled – WEATHERIZATION CONTRACTOR RFP PROPOSER PACKAGE.
- C. Attend a mandatory informational meeting to discuss mechanical installation requirements of Weatherization Assistance program. Mandatory meeting detailed below in “F. Information Session (Mandatory)”
- D. Mechanical Bid Price List (Exhibit C). The RFP proposer must submit prices (separate document) for each of the services they wish to bid on. It is not a requirement to submit a bid for each category of work. For example, if you do not wish to bid on air conditioning, leave that section blank.

IV. PROPOSAL EVALUATION

A. Submission of Proposals

RFP responses are due no later than 4:30 p.m. on Friday, December 13, 2021. See page 3 for details.

B. Non-responsive Proposals

Proposals may be judged non-responsive and removed from further consideration if any of the following occur:

- The proposal is not received on a timely basis, pursuant to the terms of this RFP.
- The proposal does not follow the specified format.
- The proposal does not include the Certifications
- The necessary signature(s) or certification(s) are not included in any required document.
- The proposal does not provide adequate or sufficient information to allow the DCCDA, to form a judgement that the undertaking(s) proposed by the proposer would comply with the DCCDA’s respective requirements for this program.

C. Proposal Evaluation

Raw scores will be totaled to determine highest scored Contractor.

D. Review Process

The DCCDA will open and record all responses for this RFP. Each response will be assigned a number. All responses will be evaluated and scored according to the criteria set forth in this RFP. The responsive proposals will be ranked according to score. After reviewing the results, the successful pool will be announced, and the unsuccessful proposers will be notified.