



THE POWER OF CHANGE

333 Sheridan Avenue, Albany, NY 12206  
Tel (518) 463-3175 Fax (518) 463-8185  
[www.albanycap.org](http://www.albanycap.org)

## **COMPLETE JOB BID PACKET**

Albany County Opportunity, Inc d/b/a Albany Community Action Partnership, Inc. (ACAP) is updating our yearly bidders list. ACAP is soliciting bids for complete jobs; insulation, air sealing, Health and Safety measures, repairs and base load measures including LED lighting, pipe wrap, hot water tank wrap, showerheads, aerators and programmable thermostats. The bids will be valid for the rest of this contract year and next year's contract year beginning February 14, 2019 and ending July 31, 2020.

The Weatherization Assistance Program for ACAP services Albany County in its entirety.

This bid is due no later than Wednesday, February 13, 2019 at 12:00 p.m. Any bid packet received after 12:00 p.m. on Wednesday, February 13, 2019 will not be accepted. Bids will be publicly opened on Wednesday, February 13, 2019 at 3:00 p.m. at ACAP's Office located at 333 Sheridan Avenue, Albany, NY 12206. **You must state the following on the Sealed envelope that contains your bid:**

### **"SEALED BIDS DO NOT OPEN – COMPLETE JOB"**

**Sealed bid packets must include:**

- **Completed Bid document**
- **Non collusive bidding form HCR #24**
- **Proof of Liability Insurance – does not have to list ACAP as additionally insured until bid is awarded**
- **Proof of Workers Compensation Insurance – does not have to list ACAP as additionally insured until bid is awarded.**

If any of the above documents are not included in your packet, the packet will be submitted as an incomplete bid packet and may be disqualified from the bidding process.

Bid packets can be mailed to:

**Albany Community Action Partnership  
333 Sheridan Avenue  
Albany, NY 12206**

**Remember to Mark and Seal the Envelope with  
"SEALED BIDS DO NOT OPEN – COMPLETE JOB"**



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All questions regarding the bid process or packets shall be done in writing via email, to: [procurement@albanycap.org](mailto:procurement@albanycap.org) with a subject line of “**Annual contractor bid questions**”

Answers to all questions will be provided where possible and will be emailed to all contractors to ensure a fair process.

**ACAP reserves the right to accept or reject any or all bids.  
M/WBE contractors are encouraged to bid.**

This request for bid is to provide services for “WEATHERIZATION” for 1-4 unit small family homes. Work must be completed in accordance with the attached specifications and the current NYS WAP Policy and Procedure Manual, the NYS Weatherization Assistance Program Small Buildings Field Guide current version.

Albany County Opportunity, Inc. Weatherization Assistance Program (ACAP) is a subgrantee under contract with New York State Homes & Community Renewal, to provide weatherization services for low-income, publicly funded multi-family and 1 - 4 small family dwellings located within Albany County.

Contractor will be required to comply with all applicable provisions of WAP program and shall provide all access, information, and assistance necessary for ACAP and/or New York State to comply with applicable provisions of the program, including, but not limited to, any reporting, audit, or inspection requirements. Contractor shall be required to submit a certificate of Insurance indicating coverage for General Liability and Workmen’s Compensation within 5 business days of notification of awarded bid. ACAP shall be named as an additionally insured on a primary, non-contributory basis and shall be entitled to a 30 day written notice prior to termination; required coverage \$1,000,000.00. Certificates of Insurance in accordance with minimum requirements set forth above must also be on file with HCR indicating coverage prior to commencement of the work. These Certificates shall identify DHCR as the certificate holder and additionally insured, and must contain a provision that the insurer shall give notice that the coverage afforded under the policies will not be cancelled and HCR’s interest will not otherwise be affected until at least thirty days prior written notice has been given to HCR.

Contractor shall guarantee all labor for a period of one year in its acceptance. All installed materials shall carry at least one-year guarantees from either the manufacturer or the installer. Contractor shall guarantee all materials and work performed under this specification for a period of one (1) year after its acceptance, and shall replace any defects without charge during the guarantee period. The Contractor shall make any required or directed adjustments, repairs, and replacements due to faulty or defective materials or workmanship for a period set forth in the individual specifications for each trade, but not less than one (1) year after completion of the entire job. Work will be tracked by ACAP.



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It is a requirement that each contractor bidding has a certified Building Performance Institute (BPI) Building Analyst Professional on site at all times. A blower door test must be performed with results recorded daily. These results must be provided to ACAP with the documented paperwork at the completion of each job. Air Sealing documents must be completed throughout the process and submitted with the invoice. ACAP will provide each contractor with the required paperwork to be completed. **Payment will be held if paperwork is not submitted.**

ACAP expects every contractor to practice good workmanship with our clients' homes. If there are any issues, the contractor must contact ACAP immediately so the issues can be addressed by a member of ACAP's staff. Under no circumstances is it the contractor's responsibility to solve any issues for the client concerning the Weatherization Assistance Program.

The winning bid will be determined by the following: Sidewall Insulation, Attic Insulation, and Air sealing. The winning bidder will be awarded by each individual workscope. If the lowest responsible bidder cannot comply with the details of the contract, we will take the next responsible bidder for the contract. All bidders will be put on the Bidders List and will be eligible for use. It is important to bid on all work because if there is no insulation on the job, the winning bidder will be determined by total cost of all measures in the workscope.

All work to be completed will be provided to the awarded contractor by email. The work order will contain the clients name, address, phone number, purchase order number and a workscope identifying the work that will need to be completed. A copy of HCR Form #50 Daily BDT/CAZ Test in and test out worksheet will also be provided. This form will need to be completed daily; no exceptions. All work must be scheduled to start within fourteen (14) days and the contractor is required to provide dates of installation within 3 business days of receipt of documents through email. Confirmations that work will be completed within the specific guidelines set forth will be required to move forward with the job.

When the agency inspector notifies the contractor by email that the work performed or part of the work performed does not conform to the terms of the contract, the Contractor shall, within five (5) business days, correct the defective work and shall bear the cost of doing so.

**Liquidated Damages:**

If work is not completed or scheduled within the time specified in the contract agreement, plus any extension of the time allowed by the Agency pursuant thereto, the actual damages because of such delay will be uncertain and difficult to ascertain, and it is agreed that the reasonable foreseeable value of such delays would be in the sum of \$200 per day for each day's delay in fully completing said properties beyond the time specified within this Contract Agreement and any extension of such time allowed thereunder. The amount of \$200 per day is accrued by the Agency and will be deducted from any monies due to the contractor before any payment is made to said Contractor.

ACAP and Contractor may mutually agree to terminate this Contract at any time upon whatever terms may be acceptable to both parties. Such agreement is to be put in writing and signed by each party of the contract.



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Please see attached NYSHCR Sub Contractor Agreement Form #33 for all other required information.



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### WEATHERIZATION BID FORM

	Material and Labor per item
LED lamps (all types) -	\$ _____
Energy Star rated LED hard wire fixture —	
4ft. fixture	\$ _____
2ft. fixture	\$ _____
Replacement ballasts	\$ _____
Hot water tank insulation / banded	\$ _____
Hot water pipe insulation/ taped	\$ _____ per lin. Ft.
High Efficiency Showerhead (standard)	\$ _____
High Efficiency Showerhead (handheld)	\$ _____
Smoke Detector with lithium batteries	\$ _____
CO Detectors with lithium batteries	\$ _____
Smoke/ CO Combo with lithium batteries	\$ _____
Programmable Thermostats	\$ _____



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**INSULATION**

(Must be Class 1 Fire Rated)

DENSE PACKED SIDE WALLS –

**Must plug all holes...** please note - if plugging holes from the interior of the home you must put one coat of spackle on each plug.

Interior Blow

	4"	6"
Cellulose / sq ft.		
Fiberglass (blown in) / sq ft		
Labor / sq. ft.		
Total Cost		

Exterior Blow

	4"	6"
Cellulose / sq ft.		
Fiberglass (blown in) / sq ft		
Labor / sq. ft.		
Total Cost		

OPEN ATTIC

	6"	8"	10"	12"	14"
Cellulose / sq ft.					
Fiberglass (blown in) / sq ft					
Labor / sq. ft					
Total Cost					

FLOORED ATTIC

	4"	6"	8"	10"	12"
Cellulose / sq. ft					
Fiberglass (blown in) / sq ft					
Labor / sq. ft					
Total Cost					

DENSE PACKED SLOPES

	4"	6"	8"
Cellulose / sq. ft			
Fiberglass (blown in) / sq ft			
Labor / sq. ft			
Total Cost			



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KNEEWALL

	Fiberglass / sq. ft.	Cellulose / sq. ft.	Netted cellulose / sq. ft.	Tyvek & cellulose / sq. ft.
Materials				
Labor				
Total Cost				

CRAWLSPACE WALLS – FLOORED

	4"	6"	8"
Cellulose / sq. ft.			
Fiberglass / sq. ft.			
Labor / sq. ft.			
Total			

CRAWLSPACE – poly sheathing 6 mil minimum

\*\* Poly must go 6" up walls then foamed. All seams and wall need to be foamed to foundation wall or any penetrations.

\$	Cost for Materials and Labor/sq ft
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RIM JOISTS / Attics / Crawlspace

	Material	Labor
1" 2-part, fire rated Spray Foam	\$	\$
2" 2-part, fire rated Spray Foam	\$	\$

VENTS

	Materials	Labor
Proper - 16" OC	\$	\$
Proper - 24" OC	\$	\$
Gable	\$	\$
Roof	\$	\$



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**ATTIC HATCHES –**

Dam with 3/4" plywood and 2" foam board sides, metal tape all seams and fasten damming to the floor joists. Cover to have matching R value as final attic insulation

Materials	\$
Labor	\$

**DAMMING –**

Chimneys must be dammed with aluminum flashing and all recessed light fixtures (high hats) must be boxed in with air sealed Gypsum board. Please Note: there must be a 3" clearance when closing in the high hats

	Material	Labor
Chimney damming	\$	\$
High Hat	\$	\$

**AIR SEALING**

Materials	Per hour / Labor Rate	
\$	\$	Caulking
\$	\$	1-part foam
\$	\$	Weather stripping & sweep – Material & Labor
\$	\$	Sweep only – Material & Labor
\$	\$	Weather stripping only – Material & Labor

**VENTILATION –**

\*\*Must use aluminum piping and tape all seams.

**DRYER VENTS**

	Materials	Labor
Up to 5" hard pipe	\$	\$
Over 5' - Add'l per ft.	\$	\$





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Kitchen fans		
must be at least 100 cfm at time inspection		
	Materials	Labor
Replace existing	\$	\$
New Install	\$	\$

Bathroom fans		
must be at least 50 cfm at time of inspection		
	Materials	Labor
Replace existing	\$	\$
New Install	\$	\$

Whole house ventilation adjusted to meet ASHRAE 62.2-2016 standards		
	Materials	Labor
In line fan	\$	\$
HRV	\$	\$
ERV	\$	\$

Add'l ventilation items		
	Materials	Labor
Insulated Piping	\$	\$
Wiring	\$	\$
Switches	\$	\$

**WINDOWS**

	Material	Labor
Repair Glass pane	\$	\$
Replace pane w/ Glass	\$	\$
Replace pane w/ Plexiglass	\$	\$
Window Replacement	\$	\$

**GENERAL REPAIRS**

\*\*plus material costs\*\*

\$	Per Hour / Labor Rate
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**MOBILE HOME MEASURES**

Roof / Belly Insulation – Loose fill

	4"	6"	8"
Fiberglass (blown in) / sq ft			
Labor / sq. ft			
Total Cost			

Side walls – Dense-packed

	4"	6"	8"
Fiberglass batts / sq ft			
Labor / sq. ft			
Total Cost			

Repair items

Materials	Labor	
\$	\$	Soft belly repair
\$	\$	Hard belly repair
\$	\$	Roof coating
\$	\$	Roof patch

**As a responsible bidder, I agree to abide by the terms and specifications of this solicitation.**

By \_\_\_\_\_  
 (Signature)

Date \_\_\_\_\_

\_\_\_\_\_  
 (Print Name)

\_\_\_\_\_  
 (Business or Organization)

\_\_\_\_\_  
 (Phone Number)

\_\_\_\_\_  
 (Address)