THE CITY OF ROCKFORD ILLINOIS, USA

Carrie Eklund
Central Services Manager
Finance Department

INVITATION TO BID
WEATHERIZATION ARCHITECTURAL MATERIAL
BID NO.: 213-HS-015

2/1/13

Name of Bidding Firm: _____

Address _____ City: _____ State: ____ Zip: _____

Phone: _____ Fax: _____

E-Mail: _____

Bid Opening Time and Date 11:00 a.m., Local Time, Wednesday, February 20, 2013

Bids will be accepted until the specified opening time and date. Any bidder attempting to deliver after the opening time and date will be refused.

Bid Deposit/Bid Bond:	NO
Prevailing Wage	NO
Performance Bond:	NO

PLEASE MARK THE RETURN SEALED ENVELOPE:

1. Bid Opening Date and Time
2. Title of Job
3. Bid Number

RETURN BIDS TO:

City of Rockford
Central Services Manager
425 East State Street, 4th Floor
Rockford, Illinois 61104
Telephone: (815) 987-5560

BIDS SUBMITTED BY FASCSIMILE OR E-MAIL WILL NOT BE ACCEPTED

BID RESULTS:

Bid results may be obtained by telephone at (815) 987-5560, by fax at (800) 380-7174, or at www.rockfordil.gov

CITY OF ROCKFORD, ILLINOIS—BIDDING GENERAL CONDITIONS

1. Pricing. The bidder shall insert price for all bid items and all other information requested in these specifications. The price shall be the *full, delivered cost* to the City of Rockford with no additions.

2. Total versus "Per Item" Awards. The City generally awards contracts based on a lump sum basis to the lowest responsible and responsive bidder. However, the City may choose to award on a per item basis. Therefore, each bidder must submit pricing for each item indicated on the bid forms. Bidders must clearly indicate which items are bid and which are not.

3. Delivery of Merchandise. Delivery terms will always be Freight On Board (FOB)–Destination. The City of Rockford accepts no responsibility for the condition of any merchandise purchased prior to acceptance by City Personnel. Failure to comply with this requirement may constitute rejection of the bid.

4. Acceptance of Merchandise at Delivery. The City of Rockford reserves the right to refuse acceptance of delivered merchandise that differs substantially from the specifications in this invitation to bid or as otherwise permitted by Illinois law.

5. Prompt Payment Act. The City of Rockford intends to comply with the governmental prompt payment act. The awarded vendor will be paid upon submission of invoices to: City of Rockford Accounts Payable, 425 East State Street, Rockford, IL 61104.

6. W-9 Request for Taxpayer Identification Number. Prior to issuance of a purchase order, the successful bidder will be required to supply the City of Rockford with a federal W-9 Request for Taxpayer Identification Number and Certification. Failure to comply with this requirement will be considered a violation of contract terms, for which the City may bar the vendor from bidding for a period of up to three years.

7. Legal Compliance. The vendor awarded this contract will comply with all Federal, State, County, and City laws, ordinances, rules and regulations, which in any manner affect the product or service placed for bid herein. Lack of knowledge on the part of the awarded vendor of applicable law will in no way be cause for release of this obligation. If the City becomes aware of violation of any laws, ordinances, rules and regulations on the part of the awarded vendor, it reserves the right to reject any bid, cancel any contract, and pursue any other legal remedies deemed necessary.

8. Legal Requirements. This contract sets forth the entire final agreement between the City of Rockford and the bidder and shall govern the respective duties and obligations of the parties. The validity of this contract, and any disputes arising from the contract, shall be governed by the laws of the State of Illinois. Any litigation under this agreement shall be resolved in the trial courts of Winnebago County, State of Illinois. Should a provision of this contract be declared invalid by a court of competent jurisdiction, it shall not affect the validity of the remaining provisions of the contract.

9. Safety. Prevention of accidents at any project is the sole responsibility of the awarded vendor and its subcontractors, agents, and employees. The awarded vendor, its subcontractors, agents, and employees shall be fully and solely responsible for the safety of this project. The awarded vendor shall retain exclusive and direct control over the acts or omissions of its subcontractors, agents and employees, and any other persons performing portions of the work and not directly employed by the awarded vendor.

10. Criminal Background Check. When necessary for the protection of citizens and/or City staff, the City may require an awarded vendor to conduct a criminal background check on all of its personnel who will have direct contact with City facilities or residents/businesses served under this contract. Personnel are defined as representatives, agents, employees, subcontractors, or anyone else who will be utilized to fulfill obligations under this contract. Criminal background checks, at a minimum, shall consist of a county level felony and misdemeanor check for each county in which the personnel resided in the last 10 years. The awarded vendor shall notify the City of any of its personnel who have been convicted of a felony or misdemeanor prior to commencing any work under this contract. At the City's discretion, personnel with any felony or misdemeanor convictions which raise a concern about the safety of building, property, or City staff/resident's personal security, or is otherwise job related (as determined by the City) shall not perform work under this contract. Once given notice that a background check(s) will be required, it must be completed within 14 calendar days so as to not delay work to be completed.

11. Control of the Work. With respect to the awarded vendor's own work, the City shall not have contractual, operational, and/or supervisory control over and/or charge of the work and shall not be responsible for construction means, methods, techniques, sequences, procedures, and programs in connection with the awarded vendor's work, since these are solely the vendor's responsibility under the agreement. The City shall not be responsible for the awarded vendor's failure to carry out the work in accordance with the agreement's terms and conditions. The City shall not have control over and/or charge of acts or omissions of the awarded vendor, its subcontractors, and/or their agents or employees, or any other person performing portions of the work not directly employed by the awarded vendor. The awarded vendor shall be considered to be an "independent contractor" pursuant to Illinois law.

12. Bid Bond. When required on the cover sheet, a bid bond for not less than 5 percent of the bid amount must accompany all bids as a guarantee that if the bid is accepted, the bidder will execute and file the proper contract. A bank cashier's check, bank draft, or certified check equal to the amount specified is acceptable in lieu of a bid bond. Bid bonds of the two lowest firms will be retained until the contract is awarded.

13. Performance Bond. When required by the specifications herein, the awarded vendor shall furnish a performance bond equal to the amount of the contract, acceptable to the City, within 14 calendar days after notification of contract award. Failure to furnish the required bond within the time specified may be cause for rejection of the bid and any bid deposit may be retained by the City as liquidated damages and not as a penalty.

14. Taxes. No charge will be allowed for taxes from which the City of Rockford, Illinois is exempt. The City of Rockford, Illinois is not liable for the Illinois Retailers' Occupation Tax, the Service Occupation Tax or the Service Use Tax. The City is exempt from the Federal Excise and Transportation Tax.

15. Withdrawal of Bids. Firms may withdraw or cancel their bids at any time prior to the advertised invitation to bid opening. After the opening time, no bid shall be withdrawn or cancelled. All bids shall be firm and valid for a period of sixty (60) calendar days. If a bidder to whom a contract is awarded refuses to accept the award, the City may, at its discretion, suspend the bidder for a period of time up to three (3) years.

16. Subcontracting. The bidder shall provide information for all subcontractors, leased operators/equipment, and suppliers and all other information requested in the Subcontractor and Supplier Detail Forms attached. Requests for deviations from the completed detail forms submitted must be made in writing, and reviewed and approved by the City's Diversity Procurement Officer and the Central Services Manager or designee. The awarded vendor may not subcontract any portion of the contract after award without written consent of the City of Rockford

Central Services Manager. When subcontractors are used, the awarded vendor is required to pay subcontractors promptly after completion of work. Delay of payment is prohibited.

17. Termination of Contract. The City of Rockford reserves the right to terminate the contract in its entirety or in portions, upon written notice to the awarded vendor, if the Rockford City Council does not appropriate sufficient funds to complete the contract or in the event of default by the awarded vendor. Default is defined as failure of the awarded vendor to perform any of the provisions of this contract or failure to make sufficient progress so as to endanger performance of this contract in accordance with its terms. In the event of default, the City may purchase the product(s) and/or service(s) from other sources and hold the defaulting company responsible for any excess costs occasioned thereby. The City may require payment of liquidated damages for non-performance. Should default be due to failure to perform or because of a request for a price increase, the City reserves the right to remove the firm from the City's bidder list for a period of up to three years.

18. Late Bids and Proposals. Regardless of cause, late bids and proposals will not be accepted and will automatically be disqualified from further consideration. It shall be solely the vendor's risk to ensure delivery at the designated office by the designated time. Late bids and proposals will not be opened and may be returned to the awarded vendor at their request and expense.

19. EEO Forms. Each firm shall be required to submit with its bid information all EEO forms included in the invitation to bid package. Any bid which fails to include the properly completed compliance items will not be read and will not be considered. All subcontractors shall also be required to comply with the same EEO forms as the firm.

20. Restrictive or Ambiguous Specifications. It is the responsibility of the bidding firm to review the invitation to bid specifications and to notify the Central Services Manager if the specifications are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the specifications or invitation to bid procedures must be received by the Central Services Division not less than seventy-two hours prior to the time set for the opening. In the event a contract term is not defined within the contract document, the term will be given its ordinary dictionary definition.

21. Bid Protest. Firms wishing to protest bids or awards shall notify the Central Services Manager in writing within 7 days after the invitation to bid opening. The notification should include the bid number, the name of the firm protesting, and the reason why the firm is protesting the bid. The Central Services Manager will respond to the protest within seven (7) calendar days. A successful protest may result in the reversal of a previously awarded contract.

22. Disputes. In case of disputes as to whether or not an item or service quoted or delivered meets specifications, the decision of the Central Services Manager, or authorized representative shall be final and binding to all parties. The Central Services Manager has the right to waive technicalities as they see fit. The Central Services Manager may request a written recommendation from the head of the department using the equipment or service being procured.

23. Exceptions. Any deviations from these specifications shall be noted and submitted with the bid. Failure to address deviations from specifications may result in bid rejection.

24. Acceptance/Rejection of Bids. The City of Rockford reserves the right to accept or reject any or all bids or proposals at any time, for any reason, including but not limited to the Rockford City Council not appropriating

sufficient funds to purchase equipment or complete the contract. The City may make awards in any manner deemed in the best interest of the City.

25. Prevailing Wage. When indicated on the cover page of this document, this contract calls for the construction of a "public work," within the meaning of the Illinois Prevailing Wage Act, 820 ILCS 130/.01 *et seq.* ("the Act"). The Act requires awarded vendors and subcontractors to pay laborers, workers, and mechanics performing services on public works projects no less than the "prevailing rate of wages" (hourly cash wages plus fringe benefits) in the county where the work is performed. When required, awarded vendors are responsible for paying current prevailing wage rates, as posted on the Illinois Department of Labor's website at: http://www.state.il.us/agency/idol/rates/rates.HTM. It is the awarded vendor's responsibility to verify current wage rates, as they are updated monthly. All awarded vendors and subcontractors rendering services under this contract must comply with all requirements of the Act, including but not limited to, all wage, notice, and record keeping duties.

26. Certified Payroll. All Certified Payroll reports required to be submitted under the Prevailing Wage Act, 820 ILCS 130, must be submitted monthly via email, in Excel or some format compatible with Excel, to certified.payroll@rockfordil.gov.

27. Substance Abuse Prevention. When required by Illinois State Statutes, awarded vendors must have in place and file with the City a written program for prevention of substance abuse among its employees. This program must include pre-hire, random, reasonable suspicion, and post-accident drug and alcohol testing, as required by the Substance Abuse Prevention on Public Works Projects Act.

28. Apprenticeship Requirement. For construction contracts over $50,000, awarded vendors must participate in apprenticeship and training programs approved and registered with the United States Department of Labor's Bureau of Apprenticeship and Training for all Trades that will be in the awarded vendor's (or his subcontractor's) employment, with each worker receiving the required apprenticeship/training appropriate to his trade. Owners or work performed by owners is not exempt from the apprenticeship and training requirement.

29. Indemnification. To the fullest extent permitted by law, the awarded vendor shall indemnify and hold harmless the City, its officers, representatives, elected and appointed officials, agents, and employees from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from the awarded vendor's performance of work under this agreement, and indemnifies and agrees to defend and hold harmless the City against any and all losses, claims, damages, and expenses arising from the work performed hereunder of the erection, construction, placement, or operation of any scaffold, hoist, crane, stay, ladder, support, or other mechanical contrivance in connection with such work including but not limited to losses, claims, damages, and expenses arising pursuant to claims asserted against the City pursuant to theories premised upon section 414 of the Restatement (Second) of Torts and section 343 of the Restatement (Second) of Torts.

This indemnification agreement shall not be limited in any way by any limitations on the amount or type of damages, compensation, or benefits payable by or for the awarded vendor under Worker's Compensation Acts, disability benefit acts, or other employee benefit acts, and serves as an express agreement to waive the protection of Kotecki v. Cyclops Welding Corp., 146 Ill.2d 155, 585 N.E.2d 1023 (1991) in Illinois.

Further, the awarded vendor agrees that it is solely responsible for compliance with all safety laws applicable to the work performed hereunder, including but not limited to the Occupational Safety and Health Act of 1970 and the Construction Safety Act of 1960 and all standards and regulations which have been or shall be promulgated by the agencies which administer the Acts.

Under no circumstances shall the awarded vendor, its subcontractors, agents, and employees be required to indemnify the City for its own negligence.

30. Officers. Each bidder affirms, by submission of a response to this bid or request for proposals, that no officer of the City of Rockford, Illinois, is directly or indirectly interested in the proposal for any reason of personal gain.

31. Non-Waiver. The failure by the City to require performance of any provision shall not affect the City's right to require performance at any time thereafter, nor shall a waiver of any breach or default of this contract constitute a waiver of any subsequent breach or default or a waiver of the provision itself.

32. Professional Services Selection Act. The City of Rockford intends to comply with 50 ILCS 510/5 governing the selection of professional services. Any reference in these terms and conditions to supplying pricing or price as a determining factor in selection do not apply for services covered by said act.

33. The City of Rockford reserves the right to accept or reject any and all proposals and to waive technicalities in submitted bids.

BID REQUIREMENTS FOR
EQUAL EMPLOYMENT OPPORTUNITY

All bidders seeking to do business with the City of Rockford are **REQUIRED** to submit with any formal, sealed bid all of the following documents and information, attached herewith, completed and signed:

1. Equal Employment Opportunity Affirmative Action Plan Statement of Policy.

2. The Statement of Non-Compliance and Certificate of Non-Segregated Facilities.

3. The Contractor or Vendor Workforce Data Form listing all current employees, by classification, directly employed by the bidder. All categories of information requested must be supplied.
   Note: The number of employees must be entered under each category (no check marks)

   Below are the Federal definitions of the following racial groups accepted as minorities by the City of Rockford:
   Black: A person having origins in any of the Black racial groups of Africa, not of Hispanic origin.
   Hispanic: A person of Spanish or Portuguese culture with origins in Mexico, South or Central America, or the Caribbean Islands, regardless of race.
   Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes for example, China, Japan, Korea, the Philippine Republic and Samoa.
   American Indian or Alaskan Native: A person having origins in any of the original peoples of North America.

4. Your State of Illinois Pre-Qualification Certification Number, issued by the Illinois Department of Human Rights for the Illinois Department of Human Rights Act, must provide expiration date entered in the place provided therefore.

5. Certificate of Non-Barred Bidding

6. All executed Subcontractor/Leased Operator and Supplier forms.

If you have not obtained your State of Illinois Pre-Qualification Number (item #4), by signing these documents you agree to make application for this number within 30 days from the date of bid opening.

ANY BID WHICH FAILS TO INCLUDE THE CITY OF ROCKFORD EEO PAGES 2, 4, 5, 6, AND 7, COMPLETED AND SIGNED WITH YOUR SEALED BID WILL NOT BE READ AND WILL NOT BE CONSIDERED – NO EXCEPTIONS.

Falsification of any required Equal Employment Opportunity or Affirmative Action information on the part of the bidder could result in rejection of the bid submitted or in the case where a contract has already been awarded, in the cancellation of said contract.

Any questions pertaining to E.E.O. requirements should be addressed to Ron Moore, Diversity Procurement Officer, Legal Department, 425 East State Street, Rockford, Illinois 61104, Phone: (815) 987-5622 or ron.moore@rockfordil.gov

EQUAL EMPLOYMENT OPPORTUNITY
AFFIRMATIVE ACTION PLAN
STATEMENT OF POLICY

It is the policy of this company, _____
to provide equal employment opportunity without regard to race, religion, color, national origin, handicap, age or sex through a program of positive action affecting all employees. In this program, our company carries out the requirements of Federal Executive orders 11246 and 11375, Civil Rights Act of 1964, Equal Employment Act of 1972, and all other applicable laws, and indicates its active support of the principle of equal opportunity in employment.

At present, _____ % of our work force are minorities and _____ % of our work force are females, and we will attempt to utilize minorities and females through a positive, continuing program in all jobs for which we contract in the future. Our company will utilize referrals from the City of Rockford's Diversity Procurement Officer for use of minorities and females regarding any future job vacancies.

It is also our intent to make efforts to purchase supplies or equipment from small business concerns located in the City of Rockford or counties of Winnebago or Boone and owned in substantial part (at least 51 per cent) by minorities or females.

_____ is the official who will be responsible for implementing this policy statement.

_____ will be designated as the Equal Opportunity Officer in our company, responsible for submission of all required equal employment opportunity documents.

In addition, _____ is hereby authorized to sign payroll as well as this company's officers. (NOTE: If only officers will be authorized to sign payrolls, please fill in "No One" in this space.)

STATEMENT OF NONCOMPLIANCE

If the equal employment opportunity hearing committee determines that a contractor, subcontractor/leased operator of equipment or bidder is not in compliance with this chapter, (also known as Chapter 11, Article III the City of Rockford Equal Opportunity Employment Ordinance), the hearing committee shall issue and serve upon such person a written statement of noncompliance setting forth the manner in which it finds such person has violated this chapter, and imposing and/or requiring appropriate sanctions, including, but not limited to any and/or all of the following:

a. Denying, suspending or revoking qualifications, or declaring the contractor or subcontractor irresponsible and ineligible for future contracts or subcontracts until such time as the contractor or subcontractor shall demonstrate to the equal employment opportunity hearing committee that it is in compliance;

b. Withholding or delaying payment on the contractor or;

c. Suspending, avoiding or canceling contract work.

CERTIFICATION OF NON-SEGREGATED FACILITIES

The bidder certifies that he/she does not maintain or provide for his/her employees any segregated facilities at any of his/her establishments, and that he/she does not permit his/her employees to perform their services at any location, under his/her control, where segregated facilities are maintained. The bidder agrees that a breach of this certification will be a violation of the Equal Opportunity clause in any contract resulting from acceptance of this bid.

The bidder agrees that (except where he/she has obtained identical certification from proposed subcontractors/leased operators of equipment for specific time periods) he/she will obtain identical certification from proposed subcontractors/leased operators of equipment from the provisions of the Equal Opportunity clause, and that he/she will retain such certification in his/her files.

CONTRACTOR OR VENDOR WORKFORCE DATA FORM

BIDDERS NAME: _____

NUMBER OF ALL EMPLOYEES MUST BE ENTERED FOR EACH CATEGORY ---
(No Check Marks Or Bid Will Not Be Accepted)

	MALES					FEMALES				
ALL JOB CLASSIFICATIONS	**W**	**B**	**H**	**A**	**I**	**W**	**B**	**H**	**A**	**I**

W - WHITE B - BLACK H – HISPANIC A - ASIAN OR PACIFIC ISLANDER I - AMERICAN INDIAN

ILLINOIS DEPARTMENT OF HUMAN RIGHTS CERTIFICATION

Our Illinois Department of Human Rights Number is: _____

Must Provide Expiration Date: _____

CERTIFICATE OF NON-BARRED BIDDING

The undersigned certifies that it is not barred from bidding on this contract as a result of a conviction for the violation of State laws prohibiting bid rigging or bid rotating. The undersigned also certifies that current or prospective employees, contractors, and subcontractors/leased operators of equipment are not listed as Excluded Individuals/Entities with the US Government, as maintained by the US General Services Administration.

By signing below, the firm agrees that all information provided in the previous pages is accurate, and that if the firm below does not currently have a Department of Human Rights number they will apply for one within thirty days with the State of Illinois.

_____
Authorized Signature

_____
Title

_____
Firm

Our firm is a:

Minority Business Enterprise	____	City-Certified?	Yes	____	No	____
Women Business Enterprise	____	City Certified?	Yes	____	No	____
Neither	____					

(Revised 12/21/09)

Subcontractor/Leased Operator of Equipment Detail Form
City of Rockford

Firms submitting bids must supply information on Subcontractors/Leased Operators of Equipment selected for work on the project specified. It is required that Subcontractors/Leased Operators of Equipment listed below will be utilized for actual construction should the firm be awarded a contract. Any deviations from the list below require notice in writing and approval by the Diversity Procurement Officer, Central Services Manager, or their designee. This form may be duplicated if additional space is necessary, **all pages must be signed, and submitted.**

Subcontractor/Leased Operator Information Please provide business name and address, and a contact person.	**Type of Work Supplied** Describe the work the subcontractor/leased operator will perform for this contract.	**MBE/WBE Business?**	**Dollar Amount**	**Subcontract Percent of Bid Total**
Name _____ *Address* _____ *City, State* _____ *Contact* _____	_____	Y ☐ N ☐	$ _____	_____ %
Name _____ *Address* _____ *City, State* _____ *Contact* _____	_____	Y ☐ N ☐	$ _____	_____ %
Name _____ *Address* _____ *City, State* _____ *Contact* _____	_____	Y ☐ N ☐	$ _____	_____ %
Name _____ *Address* _____ *City, State* _____ *Contact* _____	_____	Y ☐ N ☐	$ _____	_____ %
Name _____ *Address* _____ *City, State* _____ *Contact* _____	_____	Y ☐ N ☐	$ _____	_____ %
Name _____ *Address* _____ *City, State* _____ *Contact* _____	_____	Y ☐ N ☐	$ _____	_____ %

The bidder intends to Subcontract/Lease Operators of Equipment for _____% of the total contract with MBE/WBE firms.

Signed _____ Title _____ Date _____

Supplier Detail Form
City of Rockford

Firms submitting bids must supply information on suppliers selected for the project specified. It is required that suppliers listed below will be utilized during construction should the firm be awarded a contract. Any deviations from the list below require notice in writing and approval by the Diversity Procurement Officer, Central Services Manager, or their designee. This form may be duplicated if additional space is necessary, **all pages must be signed, and submitted.**

Supplier Information Please provide business name and address, and a contact person.	**Type of Product Supplied** Describe the product the supplier w provide for this contract.	**MBE/WBE Business?**	**Dollar Amount of Supply Contract**	**Supplier Percent of Bid Total**
Name _____ *Address* _____ *City, State* _____ *Contact* _____	_____	Y ☐ N ☐	$ _____	_____ %
Name _____ *Address* _____ *City, State* _____ *Contact* _____	_____	Y ☐ N ☐	$ _____	_____ %
Name _____ *Address* _____ *City, State* _____ *Contact* _____	_____	Y ☐ N ☐	$ _____	_____ %
Name _____ *Address* _____ *City, State* _____ *Contact* _____	_____	Y ☐ N ☐	$ _____	_____ %
Name _____ *Address* _____ *City, State* _____ *Contact* _____	_____	Y ☐ N ☐	$ _____	_____ %
Name _____ *Address* _____ *City, State* _____ *Contact* _____	_____	Y ☐ N ☐	$ _____	_____ %

The bidder intends to procure _____% of the total contract from MBE/WBE firms.

_____ _____ _____
Signed Title Date

CITY OF ROCKFORD HUMAN SERVICES
WEATHERIZATION

ARCHITECTURAL MATERIAL BID PACKAGE

2013 PROGRAM YEAR
(Bid signing – June 30, 2013)

Bid Package due: February 20, 2013 at 11:00 AM
425 E. State Street, Rockford, IL 61104
Attn: Central Services Manager

Architectural Material Bid Package Order

1. General Terms and Conditions (keep for your records)
2. Equal Opportunity Employee Contract
3. Notification of Interest
4. Vendor's Qualifications
5. Bonding Certificates
6. Release of Information
7. Small Businesses (minority)
8. Change Order/Return Policy Process
9. Assurance and Guarantee
10. Invoicing Procedure
11. Invoicing Requirement
12. Appeals Process
13. Ethics Statement
14. Debarment Statement
15. Labor Bid Sheet
16. Certification Regarding Materials
17. Appendix A
18. NFRC Certification of Windows
19. MSDS

PART – A: GENERAL TERMS and CONDITIONS
EQUIPMENT/MATERIAL

INTRODUCTION

I. GENERAL INFORMATION

The City of Rockford is requesting bids from qualified vendors to provide materials to be used for the weatherization of approximately 45 homes. The materials must meet the standards for weatherization materials as set forth in Title 16, Code of Federal Regulations, and other standards as may be described herein.

There is no expressed or implied obligation for the City of Rockford to reimburse responding bidders for any expenses incurred in preparing bids in response to this request.

To be considered, one copy of a bid must be received by the City of Rockford, 425 E. State Street, Attention Central Services Manager, Rockford, IL 61104 by 11:00 AM on February 20, 2013. The City of Rockford reserves the right to reject any and all bids submitted.

During the evaluation process, the City of Rockford reserves the right, where it may serve the City's best interest, to request additional information or clarification from bidders, or to allow corrections of errors or omissions.

It is anticipated the selection of successful bidder(s) will be completed by February 25, 2013. Following the selection of the successful bidder(s), certified letters will be sent to all bidders notifying them of the selection. Bidders will have five (5) working days from the date of receipt of the notification letter to protest the selection. If no written protest is received within the five (5) days, the selection will be considered final and the award made. The award may be made even if a protest is submitted within the time specified, if the City of Rockford believes the protest is without merit.

Any contract arising out of this bid may be canceled by the City of Rockford if the contractor/vendor fails to perform any of the items specified. Should the bidder post a performance bond, it will be forfeited to the City of Rockford in the event of failure to perform any provision of the agreement. The contractor may cancel the agreement with 30 days written notice. Such cancellation will be construed as failure to perform.

II. TERM OF CONTRACT

The term of the contract between the City of Rockford and the successful bidder(s) will be from March 1, 2013 to June 30, 2013 with no extensions.

III. DESCRIPTION OF THE PROGRAM

A. Program Sponsors. Funds for the Illinois Home Weatherization Assistance Program (IHWAP) are allocated to the state by two federal agencies, the U. S. Department of Energy and U.S. Department of Health and Human Services. The Office of Energy Assistance has the responsibility to administer the weatherization program in the state. These weatherization funds are distributed to local administering agencies to weatherize low-income persons' dwelling units.

B. Program Objectives. The purpose of the weatherization program is to assist low-income persons, especially the elderly and persons with disabilities, by weatherizing their homes, thereby reducing fuel costs for low-income families, and reducing energy consumption nationwide.

C. Inspection. Materials purchased can be inspected by the City of Rockford to determine conformity with the quality requirements of the call for bids. When deemed necessary the City of Rockford may require documentation (i.e., product literature prepared by the manufacturer) detailing the product

specifications for purposes of determining whether the material conforms, in all aspects, to the required specifications as set forth herein. In cases where the documentation indicates the material does not meet the specifications, the successful vendor must remedy the deficiency, or the balance of order thereof may be canceled by the City of Rockford.

D. Estimated Quantities. The quantities of materials to be procured under this bid are estimates and are given for comparison purposes only. These estimated quantities should not be construed as actual quantities to be purchased during the 2013 program year.

E. Labor Contractor. Vendors are required to supply listed materials to the City of Rockford's awarded Weatherization Labor vendor(s) to be provided at contract award. Materials list will be given to contractor for each work order and will be used to prove materials are for City of Rockford Human Services Weatherization jobs. Contractors will be held accountable for material damaged by its own employees and will replace material at the contractor's own cost. Any items returned from the City of Rockford material list shall be credited to the City of Rockford. The materials vendor will invoice the City of Rockford for all material provided per work orders.

IV. GENERAL PROVISIONS

A. Entire Agreement. These Standard Terms and Conditions shall apply to any contract or order awarded as a result of this request except where special requirements are stated elsewhere in the request; in such cases, the special requirements apply. Further, the written contract and/or order with the referenced parts and attachments shall constitute the entire agreement and no other terms and conditions in any document, acceptance or acknowledgement shall be effective or binding unless expressly agreed to in writing by the contracting authority.

B. Assignment. No right or duty in whole or in part of the contractor under this contract may be assigned or delegated without the prior written consent of the City of Rockford.

C. Applicable Law and Compliance. This contract shall be governed under the laws of the State of Illinois. The contractor shall at all times comply with and observe all federal and state laws, local laws, ordinances and regulations which are in effect during the period of this contract and which in any manner affect the work or it's conduct. The City of Rockford or the State of Illinois reserves the right to cancel any contract with a federally debarred contractor or a contractor, which is presently identified on the list of parties excluded from federal procurement and non-procurement contracts.

D. Warranty. Unless otherwise specifically stated by the City of Rockford, the following warranty applies;

1. Equipment – purchased as a result of this request shall be warranted against defects by the bidder/proposer for a minimum of one year from the date of receipt. The minimum warranty allowable shall be the equipment manufacturer's standard warranty and must be honored by the contractor.

2. Product – requires a warranty of at least one year.

E. Waiver of Lien. By agreeing to perform weatherization work, the bidder/proposer agrees to the following terms.

1. The bidder/proposer agrees that they will not seek payment, under any circumstances, from the owner or occupant of the premises improved.

2. The bidder/proposer shall not file, suffer, or permit any lien or other encumbrance of record as a claim against any site of a weatherization project in recognition that the only recourse for payment is from the City of Rockford.

3. Signed lien waivers from each individual work location/property are required from any parties providing labor under a weatherization contract. The bidder/proposer agrees to inform any sub-contractor providing material to a weatherization property, prior to engaging such sub-contractors, that lien waivers are required in order for the bidder/proposer to invoice the City of Rockford for weatherization material provided.

F. Public Records Access. Due to the use of State and Federal Grant Funds, it is the intention of the City of Rockford to maintain an open and public process in the solicitation, submission, review, and approval of procurement activities. Bid/proposal openings are public unless otherwise specified. Records may not be available for public inspection prior to the issuance of the notice of intent to award or the award of the contract.

G. Cancellation & Termination. The City of Rockford reserves the right to cancel any contract in whole or in part without penalty due to non-appropriation of funds or for failure of the contractor to comply with terms, conditions, and specifications of this contract.

1. In addition to conditions described in the Invitation for Bid, the City of Rockford reserves the right to terminate the resulting contract/agreement, for reasons of "Breach of Contract", by giving written notice to Contractor of such termination and specifying the effective date thereof, at least ten days before the effective date of such termination. Contractor shall be entitled to receive compensation, in the event of such termination, for any work accepted hereunder in accordance with the City of Rockford's order(s). Contractor shall also be compensated for partially completed work in the event of such termination. The compensation for such partially completed work shall be no more than the amount of completion of each work effort, as determined in the sole discretion of the City of Rockford.

2. Upon cancellation, termination or other expiration of the resulting contract/agreement, each party shall forthwith return to the other all documents, material(s) and other properties of the other held by each for the purposes of execution of the contract/agreement. In addition, each party will assist the other party in the orderly termination of this contract/agreement and the transfer of all aspects hereof, tangible or intangible, as may be necessary for the orderly, non-disruptive business continuation of each party.

H. Payment Terms and Invoicing.

1. The City of Rockford normally will pay for properly completed and submitted vendor invoices within 30 days of receipt providing goods and/or services have been delivered, installed (if required) and accepted as specified.

2. Invoices presented for payment must be submitted in accordance with the instructions contained in the executed contract including reference to the purchase order number and submittal to the correct address for processing.

3. A good faith dispute creates an exception to prompt payment.

V. SPECIFICATIONS OF MATERIALS REQUIRED

A. Specifications. The specifications in this request are of minimum acceptable. When specific manufacturer and model numbers are used, they are to establish a design, type of construction, quality, functional capability, and/or performance level desired. When alternates are bid/proposed, manufacturer, stock number, and such other information necessary to establish equivalency must be identified. Bidders/proposers are cautioned to avoid bidding alternates to the specifications that may result in rejection of their bid/proposal.

B. Product Standards. The materials for which bids are being solicited must meet or exceed whichever standards are most stringent as established by the federal government, the Illinois Home

Weatherization Assistance Program, the local municipality or the City of Rockford. The minimum standards established by the federal government are presented in Appendix A - Standards for Weatherization Materials (included in this bid packet). Specific standards as established by the City of Rockford may be incorporated in the list of materials to be procured (included in this bid packet).

C. Use of Name Brand. A brand name that may be mentioned in specifications does not indicate a preference and is used only as a reference to the type of materials desired. If such references are made, the specific features of the named brand, which must be met, will also be stated. The City of Rockford reserves the right to determine whether brands other than the named brands are within the intent of the specifications and will reasonably meet service requirements. If necessary, the bidder may be required to submit technical data to determine conformance with the specific features that must be met.

D. Quality. Unless otherwise indicated in the request, all material shall be of first quality. Items that are used, demonstrators, obsolete, seconds, or which have been discontinued are unacceptable without prior written approval from the City of Rockford.

E. Recycled Materials. The City of Rockford is required to purchase products incorporating recycled materials whenever technically and economically feasible. Bidders are encouraged to bid products with recycled content that meet specifications.

F. Material Safety Data Sheets. If any item(s) on an order(s) resulting from this award is a hazardous chemical, as defined under 29CFR 1910.1200, provide one copy of a Material Safety Data Sheet for each item with the shipped container(s) and one copy with the invoice(s).

VI. SEALED BID REQUIREMENTS

A. General Requirements.

1. Notification of Interest. Contractors interested in submitting a bid must submit the Notification of Interest with bid package. Failure to do so will disqualify contractors from submitting a bid.

2. Time Requirements. The following is a list of key dates up to and including the date of commencement of the contract period:

Bid Opening	February 20, 2013
Award Recommendation to Finance Committee	February 25, 2013
Notification of Contract Award	February 26, 2013
Contract period commences	March 1, 2013

B. Bid Requirements.

1. Mandatory Elements. The following elements are required to be submitted for a bid to be considered a valid bid. Failure to properly complete all forms included in this bid packet will result in rejection of the bid.

   a. Insurance Requirements - At the time of submission of the bid, the City of Rockford must be provided the name, address, and phone number of the insurance company through which the minimum insurance coverage has been obtained. The contractor shall maintain, during the entire period of performance under this contract, the following minimum insurance.

Type	Minimum Liability Amounts
Comprehensive General Liability	$500,000 per person $1,000,000 per accident

	$500,000 property damage
Workers' Compensation	Illinois Statutory Requirements
Comprehensive Automobile Liability	$250,000 per person* $500,000 per accident* $250,000 property damage*

*Must conform to current Illinois Secretary of State Requirements.

b. Statement of Vendor's Qualifications - The ability to perform under the terms of the procurement is essential. This statement provides the City of Rockford with background information on the bidder's previous experience providing materials for similar projects and identifies financial references.

c. Release of Information - This authorization must be completed to enable the City of Rockford to verify information contained in the Statement of Vendor's Qualifications and other information relevant to the supplier's ability to perform.

d. Submission of Bid - The bid must be submitted by the deadline established in Section VII.A to be considered a valid bid.

C. Questions. All questions shall be submitted to Anne Wilkerson, Financial Analyst at (815) 987-5741 or anne.wilkerson@rockfordil.gov by February 12, 2013.

VII. EVALUATION PROCEDURES

A. Review of Bids. The City of Rockford will use a point formula during the review process to score bids. The bids will be evaluated and points awarded for general, technical and price considerations. Points assigned for the general, technical, considerations will be added to the price components on an item-by-item basis. The maximum score for price will be assigned to the bidder offering the lowest total all-inclusive maximum price, determined on an item-by-item basis. Appropriate fractional scores will be assigned to other bids.

B. Evaluation Criteria. The City of Rockford will enter each bidder's price in the "Procurement Evaluation Tool – Bid Evaluation Sheet" by item to be procured. The bidder with the lowest price, per item, will be awarded points by line item. The bidder(s) who do not bid the lowest price will not be awarded any points for that line item. Certain items will be weighted. Weighted items are awarded 10 points and all other items are awarded 5 points. When bidders have bid the same amount for a line item, those bidders will share the points equally for that line item.
Bidders meeting the mandatory criteria will have their bids evaluated and scored on the sole basis of price. The Sealed Bid contract award is made to the lowest-priced (highest aggregate score), responsible vendor/contractor.

1. Mandatory Elements. The forms listed in Section VII.B.1 and presented in the bid packet must be properly completed and submitted for a bid to be considered valid. Failure to submit these forms will result in rejection of the bid in its entirety. In addition, any product bid that does not meet or exceed specifications will be rejected.

C. Final Selection. The City of Rockford will select equipment/material supplier(s) whose bid is most advantageous to the program, unless the City of Rockford determines it is in the best interest of the program to award the contract to other than the low bidder. It is anticipated that supplier(s) will be selected and notifications made in accordance with the timetable established in Section VII.A.3.

D. Bid Acceptance/Rejection. The City of Rockford reserves the right, without prejudice, to accept or reject any or all bids/proposals, to waive any technicality in any bid/proposal submitted and to accept any part of a bid/proposal as deemed to be in the best interest of the City of Rockford and State of Illinois. Such rejection must be based on sound, documented reason.

   Bids/proposals must be date and time stamped by the soliciting purchasing office on or before the date and time that the bid/proposal is due. Bids/proposals date and time stamped in another office will be rejected. Receipt of a bid/proposal by the mail system does not constitute receipt of a bid/proposal by the purchasing office.

E. Appeals/Protest. Any unsuccessful bidder has the right to Appeal/Protest a contract award. Unsuccessful bidders will be given five working days after receipt of the notification letter from the City of Rockford to protest the contract award decision in writing. The City of Rockford may continue the terms and conditions of the contract award with the selected bidder(s) pending the outcome of the dispute.

CITY OF ROCKFORD HUMAN SERVICES
2013 NOTIFICATION OF INTEREST

I, _____, am interested in participating in the 2013 Illinois Home Weatherization Program (IHWAP) in Winnebago and Boone counties.

I understand that as a Vendor, we must be abide by all program requirements as stipulated by City of Rockford Human Services and the Office of Energy Assistance. I understand that failure to do so will result in termination of any jobs whether in progress or not started.

BY: _____
Authorized Signature

_____
Title

_____
Company

_____
Company Address

_____
Date

MUST BE SUBMITTED WITH BID PACKAGE

CITY OF ROCKFORD HUMAN SERVICES
2013 Weatherization Program

STATEMENT OF VENDOR'S QUALIFICATIONS

All applicable questions must be answered and the data given must be clear and comprehensive. If necessary, questions may be answered on separate, attached sheets. The Vendor may submit any additional information desired. **All Vendors must complete parts 1-12 and 18-21 or the application will not be accepted.**

1. Company Name: _____
2. Address: _____
   _____ Phone ( ) _____
3. Principal Employees of Firm: _____
   _____
   _____
   _____
4. When organized? _____
5. If a corporation, where incorporated? _____
6. How many years has your company been engaged in the contracting business under the present firm or trade name? _____
7. Contracts on hand: (Schedule these, showing amount of each contract and the appropriate anticipated dates of completion.) If no contracts are on hand, please indicate below.
   _____
   _____
   _____
   _____
8. Type of work generally performed by the company: _____
9. Has your company ever failed to complete any work awarded? _____
   If so, where and why? _____
10. List the more important projects recently completed by your company, stating the approximate cost for each, and the month and year completed:
    _____
    _____
    _____
    _____
    _____
11. List your major equipment available for this contract:
    _____
    _____
    _____

12. List experience in construction work or HVAC work similar in importance to this project:

_____

_____

_____

PLEASE NOTE: Questions 13-15 are required for mechanical contractors only:

13. Is your firm able to provide work on heating systems whose fuel source is (check all that apply): (a)___natural gas (b)___propane (c)___oil (d)___coal (e)___wood
14. Is your firm able to provide work on the following types (check all that apply):
    ___Forced Air ___Forced Water ___Steam Boiler ___Gravity Furnace
    ___Conversion ___Wall Furnace ___Space Heater ___Gravity Water (Boiler)
    ___Central Air Conditioning ___ Water Heater
15. Please indicate any HVAC licenses you or your employees hold and the city, village, or county where the license is current: _____

_____

PLEASE NOTE: Vendors that have successfully completed contracts for the Illinois Home Weatherization Assistance Program for the <u>2011-2012</u> program years need <u>not</u> complete number 16 and 17 below:

16. Financial Reference: (Must list two) Reference name, address, and phone number:

_____

_____

_____

17. Work Reference: (Must list two) Reference name, address, and phone number:

_____

_____

_____

PLEASE NOTE: All Vendors must complete Parts 18 and 19.

18. Will your company, upon request, fill out a detailed financial statement and furnish any other information that may be required? _____
19. The undersigned hereby authorized and requests any person, firm, or corporation to furnish any information requested in verification of the recitals comprising this Statement of Contractor's Qualifications.

By:_____ Date: _____

20. Social Security #_____
21. FEIN #_____

CITY OF ROCKFORD HUMAN SERVICES
2013 Weatherization Program

BONDING, CERTIFICATE OF DEPOSIT, IRREVOCABLE LETTER OF CREDIT or CASHIERS CHECK

Acceptable forms of Bonding: If the LAA is going to protect the Weatherization workflow and overall process, then some type of assurance is needed. This can be done by withholding a portion of the overall payment, until everything is deemed to be correct, or through bonding. If bonding is required or desired by the LAA, some acceptable forms of protection are:

Insurance bond
Certificate of Deposit
Irrevocable Letter of Credit
Cashier's Check

The contractor has read and understands the above statement.

_____
Name of Company (please print)

_____
Signature Date

CITY OF ROCKFORD HUMAN SERVICES
2013 Weatherization Program

RELEASE OF INFORMATION

To: _____

Address: _____

_____

Phone: _____

I hereby authorize release of information regarding my financial and technical resources to the City of Rockford Human Services for the purpose of determining my eligibility as a supplier for the 2013 Illinois Home Weatherization Program Grant. A photo-static copy of this document shall suffice as proper authorization for the release of the above information.

_____
Name (please print)

_____
Signature Date

CITY OF ROCKFORD HUMAN SERVICES
2013 Weatherization Program

SMALL, FEMALE OR MINORITY OWNED BUSINESSES

Small businesses, minority owned businesses and women's business enterprises will be given preference whenever possible. Information will be made available to these firms to encourage their participation in the CRHS's weatherization contracts. When contracting for goods and services, preference will be given to contractors who sub-contract with small businesses, minority-owned businesses and women's enterprises.

The contractor has read and understands the above statement.

_____
Name of Company (please print)

_____
Signature Date

CITY OF ROCKFORD HUMAN SERVICES
2013 Weatherization Program

CHANGE ORDER/RETURN POLICY PROCESS

The supplier is required to contact the Weatherization Assessor assigned to the individual job during the time of the ordering if he/she has any concerns about the work order. The supplier and assessor are to review the work order to clarify any potential modification to the existing work order before fulfilling the order.

If any contractor must return materials, the credit must be documented per job number. This form is to be turned into CRHS.

The Supplier has read and understands the Change Order/Return Policy Process stated above.

_____

Name of Company (please print)

_____

Signature Date

CITY OF ROCKFORD HUMAN SERVICES
2013 Weatherization Program

SUPPLIER ASSURANCE AND GUARANTEE OF MATERIALS

The supplier must complete an Assurance and Guarantee of Materials form that covers their parts per manufacturer's warranty. This must be signed by the supplier, the **original given to the contractor** and a copy that is to be turned in to CRHS with the invoice.

The supplier has read and understands the Assurance and Guarantee stated above.

_____
Name of Company (please print)

_____
Signature Date

CITY OF ROCKFORD HUMAN SERVICES
2013 Weatherization Program

ARCHITECTURAL MATERIAL INVOICING PROCEDURE

1. The architectural material invoice must include the following:
   a. Client's name and address
   b. Complete job number
   c. CPO # assigned to contractor
   d. Billed to: City of Rockford Weatherization
      425 E. State St.
      Rockford, IL 61104
   e. Supplier invoice number
2. The invoice will not be processed for payment until all accompanying documentation is present.--Assurance and guarantee of Materials form

The contractor has read and understands the Invoicing Procedure stated above.

_____
Name of Company (please print)

_____
Signature Date

CITY OF ROCKFORD HUMAN SERVICES
2013 Weatherization Program

MATERIAL INVOICING REQUIREMENTS

Final Invoices reflecting approved material are required for processing payments to supplier. All final invoices submitted for Weatherization work shall include, when applicable, appropriate detail that includes itemized descriptions of all material costs. Additional detail or further clarification of invoices may also be required. Failure to provide sufficient detail as well as other errors or omissions on invoices could result in delays in payment processing.

The supplier has read and understands the Invoicing Requirements stated above.

_____

Name of Company (please print)

_____

Signature Date

CITY OF ROCKFORD HUMAN SERVICES
2013 Weatherization Program

BID PACKET APPEALS PROCESS

There are three (3) levels of appeal: the informal conference, the state review, and the formal hearing.

1. The informal conference is conducted by the agency
    a. The informal conference must:
        1. Be held in a place reasonably convenient to the bidder,
        2. Be conducted, if possible, by an agency staff member who was not involved in the original decision (the IHWAP Coordinator may also attend).
        3. Be held within 15 calendar days of the request.
        4. Afford the bidder an opportunity to bring an interpreter and/or representative.
        5. Afford the bidder an opportunity to present oral and/or written testimony on his/her behalf.

The agency will give the bidder a written statement at the end of the conference describing the results of the conference and citing policy reasons for the decision. A copy of this report must be filed in the procurement bid opening file.

2. State Review
    a. At the time of the informal conference, the bidder must be given a "Request for State Review" form that is to be completed by the applicant and sent to the Department within 15 days of the date of the informal conference. The agency staff person conducting the informal must be present and explain this to the bidder
3. The agency will provide a copy of "Section V, Appeal/Protest" from the 2011 procedure manual.

The appeal officer is **Anne Wilkerson**, Financial Analyst, at **(815)-987-5565**

I attest that I have received a copy of the appeals process. I also attest that I read and understood this procedure.

_____

Signature Date

CITY OF ROCKFORD HUMAN SERVICES
2013 Weatherization Program

Ethics Bid Packet Statement

CRHS weatherization funds will not be utilized to purchase goods and/or services for employees and/or their families even if reimbursement is to be received for such goods and/or services. Employees and/or their families may purchase goods and or services directly from **CRHS** weatherization vendors/contractors if the vendor/contractor allows this practice.

Goods and services purchased with **CRHS** weatherization funds are to be used solely for the benefit of the agency and its programs. The use of agency goods and services for personal use by **CRHS** employees or board members is not allowed under any circumstances.

All purchased items are to be received by authorized employees, who indicate which items were received, attach a copy of the purchase order to the invoice, and forward it to the program director for approval of payment. Payment is then made as described in the "Cash Disbursement Section"."

CRHS has a set of written procedures on file that includes a code of standard of conduct for agency employees. This set of written procedures can be reviewed upon request.

The contractor has read and understands the above Ethics Statement.

_____
Name of Company (please print)

_____
Signature Date

CITY OF ROCKFORD HUMAN SERVICES
2013 Weatherization Program

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

I/We (please print) _____ certify, to the best of my knowledge and belief, that I am not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any state of federal department or agency.;

Have not, within a three-year period preceding this, been convicted of or had a civil judgment rendered against me for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, violation of federal or state antitrust statues or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, receiving property;

Are not presently indicated for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any offenses;

Have not, within a three-year period preceding this application/proposal, had one or more public transactions (federal, state, local) terminated for cause or default.

_____
Name of Company (Please print)

_____
Signature Date

ARCHITECTURAL WEATHERIZATION

MATERIAL

BID

2013

Please fill out every item

Weatherization Material Specifications and Bid – ARCH

Per State Regulations One year Material Warranty

All materials used in provision of services must meet or exceed 10 CFR 440 Appendix A "Standards for Weatherization Services". Ancillary items, such as nails and screws, are exempt from the 10 CFR 440.

Product: Two Part Spray Foam – Closed Cell Specifications: Must meet UL-94 standard. Two part spray foam must have a flame spread rating of 25 or less. Kit must include the A and B component, hoses, applicator and replacement tips. NOTE: If the bidder's product size is different from the size stated, the bidder's product size must be entered on this worksheet. (NEW NO USAGE DATA) *Weighted Item* **MSDS SHEETS ARE REQUIRED**	12 Board Foot Kit: Vendor Product #: _____ Product Brand Name: _____ Price per kit: _____ 105 Board Foot Kit: Vendor Product #: _____ Product Brand Name: _____ Price per kit: _____ 205 Board Foot Kit: Vendor Product #: _____ Product Brand Name: _____ Price per kit : _____ 605 Board Foot Kit: Vendor Product #: _____ Product Brand Name: _____ Price per kit: _____
Product: One Part Spray Foam (Gun Applied) Specifications: Must meet UL-94 standard. One part spray foam must have a flame spread rating of 25 or less. Product size must be 24 oz per can. (80% USAGE DATA) *Weighted Item* **MSDS SHEETS ARE REQUIRED**	High Expansion: Vendor Product #: _____ Product Brand Name: _____ Price: _____ Low Expansion: Vendor Product #: _____ Product Brand Name: _____ Price: _____

Product: Polyurethane Quad (OSI) Specifications: Must conform to ASTM C834. Polyurethane caulk must be warranted to last a minimum 20 years when applied according to directions. Product size must be 10.2 oz per tube. To Be applied on exterior surfaces (40% USAGE DATA) *Weighted Item* **MSDS SHEETS ARE REQUIRED**	White or Brown Vendor Product #: _____ Product Brand Name: _____ Price per tube: _____ Clear Vendor Product #: _____ Product Brand Name: _____ Price per tube: _____
Product: Polyurethane Cement Sealant Specifications: Must conform to ASTM C834. Polyurethane caulk must be warranted to last a minimum 10 years when applied according to directions. Product size must be 10.2 oz per tube. To Be applied on Stone or Brick Surfaces surfaces (40% USAGE DATA) *Weighted Item* **MSDS SHEETS ARE REQUIRED**	Gray Vendor Product #: _____ Product Brand Name: _____ Price per tube: _____
Product: High Temperature Caulk Specifications: Must conform to ASTM C834. High temperature caulk must be warranted to last a minimum 50 years when applied according to directions and must have a temperature rating of -70^0 F to 605^0 F. Product must be red in color and tube size must be 10.2 oz. (60% USAGE DATA) **MSDS SHEETS ARE REQUIRED**	Vendor Product #: _____ Product Brand Name: _____ Price per tube: _____

Product: Acrylic Caulk Specifications: Must conform to ASTM C834. Acrylic caulk must be warranted to last a minimum 40 years when applied according to directions. Product size must be 10.2 oz per tube. (60% USAGE DATA) *Weighted Item* **MSDS SHEETS ARE REQUIRED**	White: Vendor Product #: _____ Product Brand Name: _____ Price per tube: _____ Clear: Vendor Product #: _____ Product Brand Name: _____ Price per tube: _____
Product: Backer Rod Specifications: Product size must be a 550 foot roll. (10% USAGE DATA) **MSDS SHEETS ARE REQUIRED**	1/4" thick Vendor Product #: _____ Product Brand Name: _____ Price per roll: _____ Price per Lin Ft:_____ 1/2" thick Vendor Product #: _____ Product Brand Name: _____ Price per roll: _____ Price per Lin Ft:_____ 3/4" thick Vendor Product #: _____ Product Brand Name: _____ Price per roll: _____ Price per Lin Ft:_____
Product: House Wrap (Spun Olefin) Specifications: Product size must be a 9' by 100' roll. (5% USAGE DATA) **MSDS SHEETS ARE REQUIRED**	Vendor Product #: _____ Product Brand Name: _____ Price per roll: _____ Price per Sq Ft:_____

Product: House Wrap Tape Specifications: Product size must be a 2" by 164' roll. (5%ENTER USAGE DATA) **MSDS SHEETS ARE REQUIRED**	Vendor Product #: _____ Product Brand Name: _____ Price per roll: _____ Price per Ln Ft:_____
Product: Cellulose Specifications: Must meet all applicable fireproof standards. (75% USAGE DATA) *Weighted Item* **MSDS SHEETS ARE REQUIRED**	Vendor Product #: _____ Product Brand Name: _____ Weight per Bag: _____ Price per Bag: _____ Open blow Price per Sq Ft:_____ Sq Ft per Bag _____ Dense Pack Wall Price per Sq Ft _____ Sq Ft per Bag _____
Product: Fiberglass Insulation (Blown In) Specifications: Must meet all applicable fireproof standards. (5% USAGE DATA) *Weighted Item* **MSDS SHEETS ARE REQUIRED**	Vendor Product #: _____ Product Brand Name: _____ Weight per Bag: _____ Price per Bag: _____ Price per Sq Ft:_____ Sq Ft per Bag _____
Product: Attic Ventilation Baffles Specifications: Specifications: Must meet all applicable standards. Included fasteners (60% USAGE DATA)	Vendor Product #: _____ Product Brand Name: _____ Price per box: _____ Price per piece _____

Product: Construct Box for Attic Folding Staircase Build ¾ x12" sides ¾ Plywood Lid, with 6" of (Extruded Polystyrene) and Weatherstrip include all fasteners Specifications: Must meet all applicable standards. 30 R-Value Lid Included sealant/caulk and fasteners (5% USAGE DATA)	22"x 54"x13 Vendor Product #: _____ Product Brand Name: _____ Price per Size: _____ 25"x 54"x13 Vendor Product #: _____ Product Brand Name: _____ Price per Size: _____
Product: Recessed Light Covers Specifications: Specifications: Must meet all applicable standards. Flame retardant must have a flame spread rating of 25 or less. Included sealant and fasteners (60% USAGE DATA)	Vendor Product #: _____ Product Brand Name: _____ Price per unit: _____ Vendor Product #: _____ Product Brand Name: _____ Price per unit: _____
Product: Bath Fan Covers Specifications: Specifications: Must meet all applicable standards. Flame retardant must have a flame spread rating of 25 or less. Included sealant and fasteners (60% USAGE DATA)	Vendor Product #: _____ Product Brand Name: _____ Price per unit: _____ Vendor Product #: _____ Product Brand Name: _____ Price per unit: _____
Product: Fiberglass Insulation (Kraft Faced Batt) Specifications: In conformance with ASTM-C665-06, must be kraft faced. Must specify square foot coverage area per bag. (5% USAGE DATA) **MSDS SHEETS ARE REQUIRED**	R-13 15" wide Vendor Product #: _____ Product Brand Name: _____ Sq Ft per roll: _____ Price per roll: _____ R-13 23" wide Vendor Product #: _____ Product Brand Name: _____ Sq Ft per roll: _____ Price per roll: _____

Product: Fiberglass Insulation (Kraft Faced Batt) Specifications: In conformance with ASTM-C665-06, must be kraft faced. Must specify square foot coverage area per bag. (5% USAGE DATA) **MSDS SHEETS ARE REQUIRED**	R-19 15" wide Vendor Product #: _____ Product Brand Name: _____ Sq Ft per roll: _____ Price per roll: _____ R-19 23" wide Vendor Product #: _____ Product Brand Name: _____ Sq Ft per roll: _____ Price per roll: _____
Product: Fiberglass Insulation (Kraft-Faced Batt) Specifications: In conformance with ASTM-C665-06, must be un-faced. Must specify square foot coverage area per bag. (5% USAGE DATA) MSDS SHEETS ARE REQUIRED	R-24 15" wide Vendor Product #: _____ Product Brand Name: _____ Sq Ft per roll: _____ Price per roll: _____ R-24 23" wide Vendor Product #: _____ Product Brand Name: _____ Sq Ft per roll: _____ Price per roll: _____
Product: Fiberglass Insulation (Un-Faced Batt) Specifications: In conformance with ASTM-C665-06, must be un-faced. Must specify square foot coverage area per bag. (10%USAGE DATA) **MSDS SHEETS ARE REQUIRED**	R-13 15" wide Vendor Product #: _____ Product Brand Name: _____ Sq Ft per roll: _____ Price per roll: _____ R-13 23" wide Vendor Product #: _____ Product Brand Name: _____ Sq Ft per roll: _____ Price per roll: _____

Product: Fiberglass Insulation (Un-Faced Batt) Specifications: In conformance with ASTM-C665-06, must be un-faced. Must specify square foot coverage area per bag. (10% USAGE DATA) **MSDS SHEETS ARE REQUIRED**	R-19 15" wide Vendor Product #: _____ Product Brand Name: _____ Sq Ft per roll: _____ Price per roll: _____ R-19 23" wide Vendor Product #: _____ Product Brand Name: _____ Sq Ft per roll: _____ Price per roll: _____
Product: Fiberglass Insulation (Un-Faced Batt) Specifications: In conformance with ASTM-C665-06, must be un-faced. Must specify square foot coverage area per bag. (5% USAGE DATA) **MSDS SHEETS ARE REQUIRED**	R-24 15" wide Vendor Product #: _____ Product Brand Name: _____ Sq Ft per roll: _____ Price per roll: _____ R-24 23" wide Vendor Product #: _____ Product Brand Name: _____ Sq Ft per roll: _____ Price per roll: _____
Product: Rigid Foam Board (Extruded Polystyrene) Specifications: Must have a flame spread rating of 25 or less. Product size must be a 4' X 8' sheet. (15% USAGE DATA) *Weighted Item* **MSDS SHEETS ARE REQUIRED**	1" thick Vendor Product #: _____ Product Brand Name: _____ Price per Sheet: _____ Price per Sq Ft _____ 2" thick Vendor Product #: _____ Product Brand Name: _____ Price per Sheet: _____ Price per Sq Ft _____

Product: Vinyl Faced Building Insulation Specifications: In conformance with ASTM-E84. Must be a 48" wide by 100' roll. Included fasteners (15% USAGE DATA) **MSDS SHEETS ARE REQUIRED**	R-11 Vendor Product #: _____ Product Brand Name: _____ Price per Roll: _____ Price per Sq Ft:_____ R-19 Vendor Product #: _____ Product Brand Name: _____ Price per Roll: _____ Price per Sq Ft: _____
Product: Vinyl Replacement Windows (New Construction Mobile Home) Specifications: Must be Energy Star Rated with a U-value no higher than .30 and a Solar Heat Gain Coefficient no higher than .55. Replacement windows must be rated by the National Fenestration Rating Council. Replacement window must have a screen included. Included sealant/caulk and fasteners (35% USAGE DATA)	Single Hung Vendor Product #: _____ Product Brand Name: _____ Price per united inch: _____ Double Hung Vendor Product #: _____ Product Brand Name: _____ Price per united inch: _____ Casement Vendor Product #: _____ Product Brand Name: _____ Price per united inch: _____ Sliding Vendor Product #: _____ Product Brand Name: _____ Price per united inch: _____ Awning Vendor Product #: _____ Product Brand Name: _____ Price per united inch: _____

Product: Vinyl Replacement Windows Specifications: Must be Energy Star Rated with a U-value no higher than .30 and a Solar Heat Gain Coefficient no higher than .55. Replacement windows must be rated by the National Fenestration Rating Council. Replacement window must have a screen included. Included sealant/caulk and fasteners (35% USAGE DATA)	Single Hung Vendor Product #: _____ Product Brand Name: _____ Price per united inch: _____ Double Hung Vendor Product #: _____ Product Brand Name: _____ Price per united inch: _____ Casement Vendor Product #: _____ Product Brand Name: _____ Price per united inch: _____ Sliding Vendor Product #: _____ Product Brand Name: _____ Price per united inch: _____ Awning Vendor Product #: _____ Product Brand Name: _____ Price per united inch: _____ Hopper Vendor Product #: _____ Product Brand Name: _____ Price per united inch: _____ Fixed Vendor Product #: _____ Product Brand Name: _____ Price per united inch: _____

Product: Aluminum Mobile Home Windows Specifications: Must be Energy Star Rated with a U-value no higher than .32. Replacement windows must be rated by the National Fenestration Rating Council. Replacement window must have a screen included. Included sealant/caulk and fasteners (10% USAGE DATA)	Vendor Product #: _____ Product Brand Name: _____ Price per united inch: _____
Product: Mobile Home Inside Storm Windows Specifications: Gasket sealing the glass must surround the glass. Replacement window must have a screen included. Included sealant/caulk and fasteners (2% USAGE DATA)	Vendor Product #: _____ Product Brand Name: _____ Price per united inch: _____
Product: Sash Lock Specifications: Must have a spring action mechanism, brass plated finish and installation screws included (15% USAGE DATA)	Vendor Product #: _____ Product Brand Name: _____ Price per single : _____

Product: Glazing Compound and Glazing Points Specifications: In conformance with ASTM C1021-01. Dispenses with a standard caulking gun, 10-11 oz cartridge. Glazing Points Specifications: Must be zinc coated (10% USAGE DATA) MSDS SHEETS ARE REQUIRED	Vendor Product #: _____ Product Brand Name: _____ Price per tube/cartridge: _____
Product: Replacement Glass Specifications: In conformance with ASTM C 1036-06. Must be double strength. Included sealant to caulk all seams and fasteners (35% USAGE DATA)	Vendor Product #: _____ Product Brand Name: _____ Price per united inch: _____
Product: Pulley Seals Specifications: Must be white. (15%USAGE DATA)	Vendor Product #: _____ Product Brand Name: _____ Price per pair: _____
Product: Window Sill Specifications: Primed Lumber	Vendor Product #: _____ Product Brand Name: _____ Price per Board Ft : _____

Product: Pre-Hung Steel Entry Door (Solid) Specifications: Must be Energy Star Rated with a U-value no higher than U-.27. Replacement doors must have an adjustable threshold and be available in "Left Hand" and "Right Hand" configuration for all sizes. Replacement door must be a 6 panel solid door. Included sealant to caulk all seams and fasteners (25% USAGE DATA)	30" X 80" Vendor Product #: _____ Product Brand Name: _____ Price per door: _____ 32" X 80" Vendor Product #: _____ Product Brand Name: _____ Price per door: _____ 34" X 80" Vendor Product #: _____ Product Brand Name: _____ Price per door: _____ 36" X 80" Vendor Product #: _____ Product Brand Name: _____ Price per door: _____
Product: Pre-Hung Steel Entry Door (Solid) Flush Panel Specifications: Must be Energy Star Rated with a U-value no higher than U-.27. Replacement doors must have an adjustable threshold and be available in "Left Hand" and "Right Hand" configuration for all sizes. Replacement door must be a Flush panel solid door. Included sealant to caulk all seams and fasteners Note: This style door can be cut down for shorter opening less than standards size (25% USAGE DATA)	30" X 80" Vendor Product #: _____ Product Brand Name: _____ Price per door: _____ 32" X 80" Vendor Product #: _____ Product Brand Name: _____ Price per door: _____ 34" X 80" Vendor Product #: _____ Product Brand Name: _____ Price per door: _____ 36" X 80" Vendor Product #: _____ Product Brand Name: _____ Price per door: _____

Product: Pre-Hung Steel Entry Door (With Lite) Specifications: Must be Energy Star Rated with a U-value no higher than U-.27. Replacement doors must have an adjustable threshold and be available in "Left Hand" and "Right Hand" configuration for all sizes. Replacement door must be a 4 panel with a "Half Moon" lite or no more than 2 square feet of glazing (approximately 2 lites or 1/2 moon). Included sealant to caulk all seams and fasteners (25% USAGE DATA)	32" X 80" Vendor Product #: _____ Product Brand Name: _____ Price per door: _____ 34" X 80" Vendor Product #: _____ Product Brand Name: _____ Price per door: _____ 36" X 80" Vendor Product #: _____ Product Brand Name: _____ Price per door: _____
Product: Steel Entry Door Slab (Solid) Specifications: Must be Energy Star Rated with a U-value no higher than U-.27. Replacement doors must be available in "Left Hand" and "Right Hand" configuration for all sizes. Replacement door must be a Flush panel solid door Note: This style door can be cut down for shorter opening less than standards size. (2% ENTER USAGE DATA)	30" X 80" Vendor Product #: _____ Product Brand Name: _____ Price per door: _____ 32" X 80" Vendor Product #: _____ Product Brand Name: _____ Price per door: _____ 34" X 80" Vendor Product #: _____ Product Brand Name: _____ Price per door: _____ 36" X 80" Vendor Product #: _____ Product Brand Name: _____ Price per door: _____

Product: Sliding Patio Door Specifications: Must be Energy Star Rated Replacement doors must be available in "Left Hand" and "Right Hand" configuration for all sizes. Made of composite material Weather stripping included to help seal out drafts Sliding patio door design High-performance double Low-E tempered glass White color includes Lock set and handle set. Included sealant to caulk all seams and fasteners (5 % USAGE DATA)	60 X80 Vendor Product #: _____ Product Brand Name: _____ Price per door: _____ 72 X 80 Vendor Product #: _____ Product Brand Name: _____ Price per door: _____
Product: French Door Specifications: Must be Energy Star Rated Replacement doors must be available in "Left Hand" and "Right Hand" configuration for all sizes. Made of composite material Weather stripping included to help seal out drafts French door design High-performance double Low-E tempered glass. Included sealant to caulk all seams and fasteners (2% USAGE DATA)	60 X80 Vendor Product #: _____ Product Brand Name: _____ Price per door: _____ 72 X 80 Vendor Product #: _____ Product Brand Name: _____ Price per door: _____

Product: Peep Site Specifications: Large brass peep site installed to manufacture specification (10%USAGE DATA)	Vendor Product #: _____ Product Brand Name: _____ Price per door: _____
Product: Pre-Hung Door with Single Side Lite Specification Must be Energy Star Rated with a U-value no higher than U-.30 Primed Jamb, In-swing, Replacement doors must be available in "Left Hand" and "Right Hand" configuration for all sizes. Included sealant to caulk all seams and fasteners	48 X 80 Vendor Product #: _____ Product Brand Name: _____ Price per door: _____ Door Spec: 36 in. x 80 in. Pre-hung Door with 12" Side lite, 4-9/16 in. Requires a 50-1/4 " x 82-1/8 " rough opening for secure fit 50 X 80 Vendor Product #: _____ Product Brand Name: _____ Price per door: _____ Door Spec: 36 in. x 80 in. Pre-hung Door with Two 14" Side lites, 4-9/16 in. Requires a 52-1/4" x 82-1/8"rough opening for secure fit

Product: Wood Entry Door Slab (Solid) Specifications: Replacement door must be a solid (flat panel) door that is 1 3/4" thick. Door must be unfinished, must be seal on site paint or stain grade. To be used for interior thermo boundary only (2% USAGE DATA)	30" X 80" Vendor Product #: _____ Product Brand Name: _____ Price per door: _____ 32" X 80" Vendor Product #: _____ Product Brand Name: _____ Price per door: _____ 36" X 80" Vendor Product #: _____ Product Brand Name: _____ Price per door: _____
Product: Wood Entry Door Slab (Solid) Specifications: Replacement door must be a solid (flat panel) door that is 1 3/8" thick. Door must be unfinished, must be seal on site paint or stain grade. To be used for interior thermo boundary only (2% USAGE DATA)	30" X 80" Vendor Product #: _____ Product Brand Name: _____ Price per door: _____ 32" X 80" Vendor Product #: _____ Product Brand Name: _____ Price per door: _____ 36" X 80" Vendor Product #: _____ Product Brand Name: _____ Price per door: _____
Product: Door Sill Specifications: Treated lumber (2% USAGE DATA)	Vendor Product #: _____ Product Brand Name: _____ Price per door: _____ Price per Board Ft : _____

Product: Mobile Home 100 Entry Door Specifications: Replacement door must be an out swing door for either left or right hand configurations. Door must have a strong welded aluminum frame and foam filled insulation for high R-value. Must be double weatherstriped with one seal on the frame and one on the door. Door accessories to include keyed lock with adjustable striker, door chain, threshold, and safety glass picture window for viewing. Minimum window size is 3" X 20". Must be able to special order odd sizes. Included sealant to caulk all seams and fasteners (10%USAGE DATA)	28" X 72" Vendor Product #: _____ Product Brand Name: _____ Price per door: _____ 30" X 72" Vendor Product #: _____ Product Brand Name: _____ Price per door: _____ 32" X 72" Vendor Product #: _____ Product Brand Name: _____ Price per door: _____ 30" X 74" Vendor Product #: _____ Product Brand Name: _____ Price per door: _____ 32" X 74" Vendor Product #: _____ Product Brand Name: _____ Price per door: _____ 32" X 76" Vendor Product #: _____ Product Brand Name: _____ Price per door: _____

Product: Mobile Home 200 Combination Entry Door Specifications: Replacement door must be an in swing door for either left or right hand configurations with storm. Door must have a strong welded aluminum frame and foam filled insulation for high R-value. Must be double weatherstriped with one seal on the frame and one on the door. Door accessories to include keyed lock with adjustable striker, door chain, threshold, and safety glass picture window for viewing. Window size must be 3" X 20". Must be able to special order odd sizes. Included sealant to caulk all seams and fasteners (15% USAGE DATA)	30" X 70" Vendor Product #: _____ Product Brand Name: _____ Price per door: _____ 30" X 74" Vendor Product #: _____ Product Brand Name: _____ Price per door: _____ 32" X 74" Vendor Product #: _____ Product Brand Name: _____ Price per door: _____ 32" X 76" Vendor Product #: _____ Product Brand Name: _____ Price per door: _____ 32" X 78" Vendor Product #: _____ Product Brand Name: _____ Price per door: _____ 36" X 78" Vendor Product #: _____ Product Brand Name: _____ Price per door: _____

Product: Mobile Home Steel 6 panel Combination Entry Door with window Specifications: (Specifications: Replacement door must be an in swing door for either left or right hand configurations with storm. Door must have a strong welded aluminum frame and foam filled insulation for high R-value. Must be double weatherstriped with one seal on the frame and one on the door. Door accessories to include keyed lock with adjustable striker, door chain, threshold, and safety glass picture window for viewing. Window size must be 3" X 20". Must be able to special order odd sizes. have a 1 3/4" thick insulated vinyl clad steel primary door with a durable 1 1/4" thick aluminum storm door. These doors feature a bright brass knocker, door knob and deadbolt for added security. Primary door has white exterior with matching white interior and white self-storing storm door. Doors are pre-squared and pre-hung, and are sold for 4" sidewall. You must special order 6" sidewall doors. Included sealant to caulk all seams and fasteners 5% USAGE DATA)	30" X 70" Vendor Product #: _____ Product Brand Name: _____ Price per door: _____ 30" X 74" Vendor Product #: _____ Product Brand Name: _____ Price per door: _____ 32" X 74" Vendor Product #: _____ Product Brand Name: _____ Price per door: _____ 32" X 76" Vendor Product #: _____ Product Brand Name: _____ Price per door: _____ 32" X 78" Vendor Product #: _____ Product Brand Name: _____ Price per door: _____ 36" X 78" Vendor Product #: _____ Product Brand Name: _____ Price per door: _____

Product: Mobile Home Water Heater Door Specifications: Replacement door must be an out swing door for either left or right hand configurations. Door must have a strong welded aluminum frame and foam filled insulation for high R-value. Must be double weatherstriped with one seal on the frame and one on the door. Factory Door accessories include locking devises with adjustable striker, door chain, threshold Included sealant to caulk all seams and fasteners (5% USAGE DATA)	20" x 60" Non Vented Vendor Product #: _____ Product Brand Name: _____ Price per door: _____ 21" X 60" Non Vented Vendor Product #: _____ Product Brand Name: _____ Price per door: _____ 23" X 60" Non Vented Vendor Product #: _____ Product Brand Name: _____ Price per door: _____ 20" X 60" Vented Vendor Product #: _____ Product Brand Name: _____ Price per door: 23" X 60" Vented Vendor Product #: _____ Product Brand Name: _____ Price per door: _____

Product: Lockset/Keyed Entry Specifications: Lockset must have a universal backset, keyed separately with pairing capabilities, brass finish. Backset to be 1" barrel round, drive in type latch bolts. Latch bolt must be adjustable (Mortised backset will not be accepted). (40 % USAGE DATA)	Single Vendor Product #: _____ Product Brand Name: _____ Price each: _____ Dead Bolt Combo Vendor Product #: _____ Product Brand Name: _____ Price each: _____
Product: Weatherstrip Kit Specifications: Door stop with vinyl covered foam. Complete set for 36" door, 1 each 36" header, 2 each 84" jamb. Included sealant to back caulk flange and fasteners (40% USAGE DATA) *Weighted Item*	1 3/8" PVC Stop (Nailing Flange) Vendor Product #: _____ Product Brand Name: _____ Price per set: _____ 1 3/8" Wood Stop (Nailing Flange) Vendor Product #: _____ Product Brand Name: _____ Price per set: _____
Product: Weatherstrip Kit Specifications: Extruded aluminum flange with vinyl covered foam. Flange must be pre-drilled with screws included. Complete set for 36" door, 1 each 36" header, 2 each 84" jamb. Included sealant to back caulk flange and fasteners (40% USAGE DATA) *Weighted Item*	Extruded aluminum flange Vendor Product #: _____ Product Brand Name: _____ Price per set: _____

Product: 36" Door Bottom with Drip Cap Specifications: Extruded aluminum with pre-drilled holes for adjustment, packaged with screws. Must be 1" in height on both sides with a 1/2" height vinyl insert. (5% USAGE DATA)	1 3/8" Wide Vendor Product #: _____ Product Brand Name: _____ Price per set: _____ 1 3/4" Wide Vendor Product #: _____ Product Brand Name: _____ Price per set: _____
Product: 36" Door Sweep Specifications: Extruded aluminum with pre-drilled holes for adjustment, packaged with screws. Must have a three vinyl flanges. Must be 1 3/4" high. Cut flush with both sides of door and screwed within 1" of each side (75% USAGE DATA) *Weighted Item*	Vendor Product #: _____ Product Brand Name: _____ Price per set: _____

Product: Oak Threshold Specifications: Must be solid oak, 36" long and 3 1/2" wide. (15% USAGE DATA)	Lowboy (3/4" in height) Vendor Product #: _____ Product Brand Name: _____ Price each: _____ Highboy (1" in height) Vendor Product #: _____ Product Brand Name: _____ Price each: _____
Product: Aluminum Threshold Specifications: Must be aluminum, 36" long, 3" wide and 3/4" in height. (15% USAGE DATA)	Vendor Product #: _____ Product Brand Name: _____ Price each: _____
Product: Aluminum Bumper Threshold Specifications: Must be aluminum, heavy duty vinyl bumper, 36" long and 1 1/4" wide. (15% USAGE DATA)	Vendor Product #: _____ Product Brand Name: _____ Price each: _____
Product: Exterior Door Modernization Kit Specifications: Must be brass finish and include two 3 ½ " X 10 ½" trim plates, one 1 1/8" X 8" latch plate and one 1" X 5" strike plate. (2% USAGE DATA)	Vendor Product #: _____ Product Brand Name: _____ Price each: _____

Product: Door Hinge Set Specifications: Must be brass finish and include a pair of 3 1/2" X 3 1/2" round corner hinges. (5% USAGE DATA)	Vendor Product #: _____ Product Brand Name: _____ Price per set: _____
Product: Door Shims (5% USAGE DATA)	Vendor Product #: _____ Product Brand Name: _____ Price per Pack: _____
Product: 2" Barrel Bolts Specifications: Must be Chrome finish to with fasteners secure Knee wall and Crawl space doors (15% USAGE DATA)	Vendor Product #: _____ Product Brand Name: _____ Price each: _____
Product: 2" Eye Hooks Specifications: Must be Chrome finish to secure Knee wall and Crawl space doors (50% USAGE DATA)	Vendor Product #: _____ Product Brand Name: _____ Price per pair: _____
Product: 2" Hinge Set with Fixed Pins Specifications: Must be Chrome finish and include a pair of 2" Square corner hinges with fasteners. To secure Knee wall and Crawl space doors (15% USAGE DATA)	Vendor Product #: _____ Product Brand Name: _____ Price per pair: _____

Product: Faucet Aerator Specifications: Faucet aerator must be 1.5 gpm at 80 psi. Must be Chrome-plated solid brass body (10% USAGE DATA)	Vendor Product #: _____ Product Brand Name: _____ Actual Wattage: _____ Price each: _____
Product: Compact Fluorescent Light (CFL) bulbs - Standard Specifications: Light bulbs must be Energy Star rated and soft white (minimum 27000 Kelvin). (100% USAGE DATA) *Weighted Item*	60 Watt Incandescent Equivalent Vendor Product #: _____ Product Brand Name: _____ Actual Wattage: _____ Price each: _____ 100 Watt Incandescent Equivalent Vendor Product #: _____ Product Brand Name: _____ Actual Wattage: _____ Price each: _____
Product: Energy Star Rated Dome Light Specification: Energy Star qualified to meet or exceed federal guidelines for energy efficiency for year-round energy and money savings Uses 2 CFL bulbs, 13 watts maximum (included) Great for use in hallways, foyers, bedrooms and kitchens UL listed Installation hardware included (10% USAGE DATA)	Brushed Nickel Finish Vendor Product #: _____ Product Brand Name: _____ Price each: _____ White Finish Vendor Product #: _____ Product Brand Name: _____ Price each: _____
Product: Low Flow Shower Heads Specifications: Low flow shower head must be 2 gpm at 80 psi. (10% USAGE DATA)	Chrome Finish Vendor Product #: _____ Product Brand Name: _____ Price each: _____ White Finish Vendor Product #: _____ Product Brand Name: _____ Price each: _____

Product: Visqueen Black (Polyethylene) Specifications: Must be Black, 6 mil thickness, 10' by 100' roll. Visqueen must be a minimum width 36" that folds out to 10'. (50 %USAGE DATA)	Vendor Product #: _____ Product Brand Name: _____ Price per roll: _____ Price per Sq ft:_____
Product: Visqueen White (Polyethylene) Specifications: Must be white, 6 mil thickness, 10' by 100' roll. Visqueen must be a minimum width 36" that folds out to 10'. (50 %USAGE DATA)	Vendor Product #: _____ Product Brand Name: _____ Price per roll: _____ Price per Sq ft:_____
Product: 1" X 4" Nominal Lumber Specifications: Must be #2 or better Spruce, Fir or Pine (SPF). (10% USAGE DATA)	1" X 4" X 8' Vendor Product #: _____ Product Brand Name: _____ Price: _____ 1" X 4" X 12' Vendor Product #: _____ Product Brand Name: _____ Price: _____
Product: 1" X 6" Nominal Lumber Specifications: Must be #2 or better Spruce, Fir or Pine (SPF). (10% USAGE DATA)	1" X 6" X 8' Vendor Product #: _____ Product Brand Name: _____ Price: _____

Product: 1" X 8" Nominal Lumber Specifications: Must be #2 or better Spruce, Fir or Pine (SPF). (10% USAGE DATA)	1" X 8" X 8' Vendor Product #: _____ Product Brand Name: _____ Price: _____
Product: 1" X 12 " Nominal Lumber Specifications: Must be #2 or better Spruce, Fir or Pine (SPF). (10% USAGE DATA)	1" X 12" X 8' Vendor Product #: _____ Product Brand Name: _____ Price: _____
Product: 1" X 4" Nominal Lumber - Treated Specifications: Must be #2 or better. Must be pressure treated for above ground applications. (10% USAGE DATA)	1" X 4" X 8' Vendor Product #: _____ Product Brand Name: _____ Price: _____
Product: 1" X 6" Nominal Lumber - Treated Specifications: Must be #2 or better. Must be pressure treated for above ground applications. (10% USAGE DATA)	1" X 6" X 8' Vendor Product #: _____ Product Brand Name: _____ Price: _____

Product: 2" X 4" Nominal Lumber Specifications: Must be #2 or better Spruce, Fir or Pine (SPF). (10% USAGE DATA)	2" X 4" X 8' Vendor Product #: _____ Product Brand Name: _____ Price: _____
Product: 2" X 6" Nominal Lumber Specifications: Must be #2 or better Spruce, Fir or Pine (SPF). (10% USAGE DATA)	2" X 6" X 8' Vendor Product #: _____ Product Brand Name: _____ Price: _____
Product: 2" X 8" Nominal Lumber Specifications: Must be #2 or better Spruce, Fir or Pine (SPF). (10% USAGE DATA)	2" X 8" X 8' Vendor Product #: _____ Product Brand Name: _____ Price: _____
Product: 2" X 4" Nominal Lumber - Treated Specifications: Must be #2 or better. Must be pressure treated for above ground applications. (10% USAGE DATA)	2" X 4" X 8' Vendor Product #: _____ Product Brand Name: _____ Price: _____

Product: 2" X 6" Nominal Lumber - Treated Specifications: Must be #2 or better. Must be pressure treated for above ground applications. (10% USAGE DATA)	2" X 6" X 8' Vendor Product #: _____ Product Brand Name: _____ Price: _____
Product: 2" X 8" Nominal Lumber - Treated Specifications: Must be #2 or better. Must be pressure treated for above ground applications. (10% USAGE DATA)	2" X 8" X 8' Vendor Product #: _____ Product Brand Name: _____ Price: _____
Product: Plywood - CDX Specifications: Must be Exposure 1, exterior glued. Must be priced by 4' X 8' sheet. (10% USAGE DATA)	1/2" Vendor Product #: _____ Product Brand Name: _____ Price per sheet: _____ 3/4" Vendor Product #: _____ Product Brand Name: _____ Price per sheet: _____
Product: Finished Plywood one side Specifications: Must be Exposure 1, exterior glued. Must be priced by sheet. Note: Attic Hatch/ Knee Wall Door (15%USAGE DATA)	3/4" Vendor Product #: _____ Product Brand Name: _____ Price per 2'x2' sheet: _____ 3/4" Vendor Product #: _____ Product Brand Name: _____ Price per 2'x4' sheet: _____

Product: Plywood – CCX - Treated Specifications: Must be pressure treated for critical structural (CS) applications. Must be priced by 4' X 8' sheet. (5%USAGE DATA)	1/2" Vendor Product #: _____ Product Brand Name: _____ Price per sheet: _____ 3/4" Vendor Product #: _____ Product Brand Name: _____ Price per sheet: _____
Product: Plywood – CCX - Treated Specifications: Must be pressure treated for critical structural (CS) applications. Must be priced by sheet. Note: Crawl Space Door (10% USAGE DATA)	3/4" Vendor Product #: _____ Product Brand Name: _____ Price per 2'x2' sheet _____ 3/4" Vendor Product #: _____ Product Brand Name: _____ Price per 2'x4' sheet _____
Product: 1" X 2" Furring Strips Specifications: Must be #2 or better. (5% ENTER USAGE DATA)	1" X 2" X 8' Vendor Product #: _____ Product Brand Name: _____ Price: _____

Product: Door/Window Casing – Natural Pine Specifications: Must be natural pine, 5/8" thick. Must be priced by the lineal foot. (10% USAGE DATA)	2 1/4" Ranch Vendor Product #: _____ Product Brand Name: _____ Price Ln Ft: _____ 2 1/4" Colonial Vendor Product #: _____ Product Brand Name: _____ Price Ln Ft: _____
Product: Window/Door Stop – Natural Pine Specifications: Must be natural pine, 3/8" X 1 1/4". Must be priced by the lineal foot. (10% USAGE DATA)	Ranch Vendor Product #: _____ Product Brand Name: _____ Price Ln Ft: _____ Colonial Vendor Product #: _____ Product Brand Name: _____ Price Ln Ft: _____
Product: Window/Door Stop – Pre-Primed Specifications: Must be pre-primed, 3/8" X 1 1/4". Must be priced by the lineal foot. (10% USAGE DATA)	Ranch Vendor Product #: _____ Product Brand Name: _____ Price Ln Ft: _____ Colonial Vendor Product #: _____ Product Brand Name: _____ Price Ln Ft: _____
Product: Aluminum Flashing Specifications: Must be 6" X 10' Must be priced by the roll. (25%ENTER USAGE DATA)	Vendor Product #: _____ Product Brand Name: _____ Price roll: _____

Product: Coil Stock - Aluminum Specifications: Must be 26 gauge 24" X 50' Must be white and priced by the roll. Note: Chimney Shield Price out each B-vent and masonry chimney (95 % USAGE DATA)	Vendor Product #: _____ Product Brand Name: _____ Price roll: _____ **B-Vent** Price Each _____ **Masonry Chimney** Single Flue _____ Double Flue _____ Triple Flue _____
Product: Gable Vent Specifications: Must be 18" X 24" aluminum. Must be reversible. (5% USAGE DATA)	Vendor Product #: _____ Product Brand Name: _____ Price each: _____
Product: Painters Tape 2" wide (50% USAGE DATA)	Vendor Product #: _____ Product Brand Name: _____ Price per Roll: _____
Product: Trash Bags Specifications: Must be contractor grade 30 gallon trash bags in 20-30 count box/bag. Must be black. (75% USAGE DATA)	Vendor Product #: _____ Product Brand Name: _____ Price per box/bag: _____
Product: Wet Mop Replacement Cloths Specifications: Must be disposable wet mop replacement cloths. Equivalent to Swiffer Mop Pads. Note: EPA Post Renovation Cleaning Verification to be Compared to cleaning card issued by EPA/RRP Class. (50% ENTER USAGE DATA)	Vendor Product #: _____ Product Brand Name: _____ Amount per Container: _____ Price per Container: _____

Product: Drywall Specifications: Must be gypsum core, surfaced with paper. Must have a tapered edge. Must be priced by 4' X 8' sheet (25% USAGE DATA) **MSDS SHEETS REQUIRED**	1/2" Vendor Product #: _____ Product Brand Name: _____ Price per sheet: _____ 5/8" Vendor Product #: _____ Product Brand Name: _____ Price per sheet: _____
Product: Drywall Joint Compound Specifications: All-Purpose Pre-Mixed Joint Compound 1 gallon and 3lb container (25% USAGE DATA) **MSDS SHEETS REQUIRED**	Vendor Product #: _____ Product Brand Name: _____ Price per 3Lb container: _____ Price per 1gal container _____
Product: Drywall Tape Specifications: All- Purpose Self Adhesive Drywall Joint Tape (25% USAGE DATA)	Vendor Product #:_____ Product Brand Name: _____ Price per Roll: _____
Product: Mortar Mix Specifications: All- Purpose 25Lb mortar mix Sanded finish	Vendor Product #: _____ Product Brand Name: _____ Price per Bag: _____
Product: Plaster Mix Specifications: All- Purpose 25Lb plaster mix smooth finish (25% USAGE DATA	Vendor Product #: _____ Product Brand Name: _____ Price per bag: _____

CITY OF ROCKFORD HUMAN SERVICES
2013 Weatherization Program

CERTIFICATION REGARDING WEATHERIZATION MATERIALS

I, the undersigned, certify that:

1. All weatherization materials supplied (for the duration of this contract) meet all federal standards as specified in Appendix A of 10 CFR 440, and all agency standards or specifications.
2. I understand that supplying materials that DO NOT meet federal standards, constitutes a criminal offense.
3. I have in my possession a copy of Appendix A of 10 CFR and the agency specification list and understand that materials found to be in violation of said Appendix A of 10 CFR 440 or the agency will result in immediate cancellation of my contract. All costs relating to the removal and replacement of any installed inferior materials will be the sole responsibility of the Supplier and reimbursable to the agency.
4. Must submit current lab tests for cellulose insulation and storm windows, and Material Safety Data Sheets (MSDS) for materials with hazardous content. These must be in our office before a contract can be issued.

This certification is a material representation of fact upon which reliance was placed when this transaction was made and entered into. Any supplier who fails to file this certification with the agency will not be awarded contract.

_____

Supplier's signature Date

_____

Weatherization Coordinator's signature Date

_____

Community Service Director's signature Date

Appendix A--Standards for Weatherization Materials

Effective April 1, 2001

If the standards listed in this appendix conflict with those required by current local codes, the local code shall have precedence and a copy of the applicable section will be retained with procurement records

The following Government standards are produced by the Consumer Product Safety Commission and are published in title 16, Code of Federal Regulations:

Thermal Insulating Materials for Building Elements Including Walls, Floors, Ceilings, Attics, and Roofs Insulation—organic fiber—conformance to Interim Safety Standard in 16 CFR part 1209;

Fire Safety Requirements for Thermal Insulating Materials According to Insulation Use—Attic Floor—insulation materials intended for exposed use in attic floors shall be capable of meeting the same flammability requirements given for cellulose insulation in 16 CFR part 1209;

Enclosed spaces—insulation materials intended for use within enclosed stud or joist spaces shall be capable of meeting smoldering combustion requirements in 16 CFR part 1209.

The following standards which are not otherwise set forth in part 440 are incorporated by reference and made part of part 440. The following standards have been approved for incorporation by reference by the Director of the Federal Register in accordance with 5 U.S.C. 552(a) and 1 CFR part 51. These materials are incorporated as they exist on January 3, 2002 and a notice of any change in these materials will be published in the FEDERAL REGISTER. The standards incorporated by reference are available for inspection at the Office of the Federal Register Information Center, 800 North Capitol Street, Suite 700, Washington, DC 20001.

The standards incorporated by reference in part 440 can be obtained from the following sources:
Air Conditioning and Refrigeration Institute, 4301 N. Fairfax Drive, Suite 425, Arlington, VA 22203; (703) 524-8800.
American Architectural Manufacturers Association, 1827 Walden Office Square, Suite 104, Schaumburg, Illinois 60173-4268; (847) 303-5664.
American Gas Association, 400 N. Capitol Street, NW, Washington, DC 20001; (202) 824-7000.
American National Standards Institute, Inc., 11 West 42nd Street, New York, NY 10036; (212) 642-4900.
American Society of Mechanical Engineers, Three Park Avenue, New York, NY 10016-5990; (212) 591-7722.
American Society for Testing and Materials, 100 Barr Harbor Drive, West Conshohocken, PA 19428-2959; (610) 832-9585.
Association of Home Appliance Manufacturers, 1111 19th Street, NW, Suite 402, Washington, D.C. 20036; (202) 872-5955.
Federal Specifications, General Services Administration, General Services Administration, Federal Supply Service, Office of the CIO and Marketing Division, Room 800, 1941 Jefferson Davis Hwy., Arlington, VA 22202; (703) 305-6288.
Gas Appliance Manufacturers Association, 2107 Wilson Boulevard, Suite 600, Arlington, Virginia 22201; (703) 525-7060.
National Electrical Manufacturers Association, 1300 North 17th Street, Suite 1847, Rosslyn, VA 22209; (703) 841- 3200.
National Fire Protection Association, 1 Batterymarch Park, P.O. Box 9101, Quincy, MA 02269-9101; (617) 770- 3000.
Sheet Metal and Air Conditioning Contractors Association, 4201 Lafayette Center Drive, Chantilly, Virginia 20151- 1209; (703) 803-2980.
Solar Rating and Certification Corporation, c/o FSEC, 1679 Clearlake Road, Cocoa, FL 32922-5703; (321) 638- 1537.
Steel Door Institute, 30200 Detroit Road, Cleveland, OH 44145-1967; (440) 899-0010.
Steel Window Institute, 1300 Sumner Avenue, Cleveland, OH 44115-2851; (216) 241-7333.
Tubular Exchanger Manufacturers Association, 25 North Broadway, Tarrytown, NY 10591; (914) 322-0040.
Underwriters Laboratories, Inc., 333 Pfingsten Road, Northbrook, IL 60062-2096; (847) 272-8800.
Window & Door Manufacturers Association, 1400 East Touhy Avenue, Suite 470, Des Plains, IL 60018; (800) 223-2301.

More information regarding the standards in this reference can be obtained from the following sources:

Environmental Protection Agency, 401 M Street, NW, Washington, DC 20006; (202) 554-1080.
National Institute of Standards and Technology, U.S. Department of Commerce, Gaithersburg, MD 20899; (301) 975-2000.

Weatherization Assistance Program, Office of Building Technology Assistance, Energy Efficiency and Renewable Energy, 1000 Independence Avenue, SW, EE-42, Washington, DC 20585-0121; (202) 586-4074

The following Government standards are produced by the Consumer Product Safety Commission and are published in title 16, Code of Federal Regulations:

Thermal Insulating Materials for Building Elements Including Walls, Floors, Ceilings, Attics, and Roofs Insulation organic fiber conformance to Interim Safety Standard in 16 CFR part 1209;

Fire Safety Requirements for Thermal Insulating Materials According to Insulation Use—Attic Floor—insulation materials intended for exposed use in attic floors shall be capable of meeting the same flammability requirements given for cellulose insulation in 16 CFR part 1209;

Enclosed spaces—insulation materials intended for use within enclosed stud or joist spaces shall be capable of meeting smoldering combustion requirements in 16 CFR part 1209.

The following standards which are not otherwise set forth in part 440 are incorporated by reference and made part of part 440.
The following standards have been approved for incorporation by reference by the Director of the Federal Register in accordance with 5 U.S.C. 552(a) and 1 CFR part 51. These materials are incorporated as they exist on March 30, 2001 and a notice of any change in these materials will be published in the Federal Register. The standards incorporated by reference are available for inspection at the Office of the Federal Register Information Center, 800 North Capitol Street, Suite 700, Washington, DC 20001.

The standards incorporated by reference in part 440 can be obtained from the following sources:

Air Conditioning and Refrigeration Institute, 4301 N. Fairfax Drive, Suite 425, Arlington, VA 22203; (703) 524-8800.
American Architectural Manufacturers Association1827 Walden Office Square, Suite 104,Schaumburg, Illinois 60173-4268; (847) 303-5664.
American Gas Association, 400 N. Capitol Street, NW, Washington, DC 20001; (202) 824-7000.
American National Standards Institute, Inc., 11 West 42nd Street, New York, NY 10036; (212)642-4900.
American Society of Mechanical Engineers, Three Park Avenue, New York, NY 10016-5990; (212) 591-7722.
American Society for Testing and Materials, 100 Barr Harbor Drive, West Conshohocken, PA 19428-2959; (610) 832-9585.
Federal Specifications, General Services Administration, General Services Administration, Federal Supply Service, Office of the CIO and Marketing Division, Room 800, 1941 Jefferson Davis Hwy., Arlington, VA 22202; (703) 305-6288.
Gas Appliance Manufacturers Association, 2107 Wilson Boulevard, Suite 600, Arlington, Virginia 22201; (703) 525-7060.
National Electrical Manufacturers Association, 1300 North 17th Street, Suite 1847, Rosslyn, VA 22209; (703) 841- 3200.
National Fire Protection Association, 1 Batterymarch Park, P.O. Box 9101, Quincy, MA 02269-9101; (617) 770-3000.
Sheet Metal and Air Conditioning Contractors Association, 4201 Lafayette Center Drive, Chantilly, Virginia 20151-1209; (703) 803-2980.
Solar Rating and Certification Corporation, c/o FSEC, 1679 Clearlake Road, Cocoa, FL 32922-5703; (321) 638-1537.
Steel Door Institute, 30200 Detroit Road, Cleveland, OH 44145-1967; (440) 899-0010.
Steel Window Institute, 1300 Sumner Avenue, Cleveland, OH 44115-2851; (216) 241-7333.
Tubular Exchanger Manufacturers Association, 25 North Broadway, Tarrytown, NY 10591; (914) 322-0040.
Underwriters Laboratories, Inc., 333 Pfingsten Road, Northbrook, IL 60062-2096; (847) 272-8800.
Window & Door Manufacturers Association, 1400 East Touhy Avenue, Suite 470, Des Plains, IL 60018; (800) 223-2301.

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Environmental Protection Agency, 401 M Street, NW, Washington, DC 20006; (202) 554-1080.
National Institute of Standards and Technology, U.S. Department of Commerce, Gaithersburg, MD 20899; (301) 975-2000.

Weatherization Assistance Program, Office of Building Technology Assistance, Energy Efficiency and Renewable Energy, 1000 Independence Avenue, SW, EE-42, Washington, DC 20585-0121; (202) 586-4074.

Thermal Insulating Materials for Building Elements including Walls, Floors, Ceilings, Attics, and Roofs

[Standards for conformance]

Insulation--mineral fiber:	
Blanket insulation;	ASTM[1] C665-98
Roof insulation board	ASTM C726-00a.
Loose-fill insulation	ASTM C764-99.
Insulation--mineral cellular:	
Vermiculite loose-fill insulation	ASTM C516-80 (1996)e1.
Perlite loose-fill insulation	ASTM C549-81 (1995)e1.
Cellular glass insulation block	ASTM C552-00.
Perlite insulation board	ASTM C728-97.
Insulation--organic fiber:	
Cellulosic fiber insulating board	ASTM C208-95.
Cellulose loose-fill insulation	ASTM C739-00.
Cellulose wet-spray insulation	ASTM C1149-97
Insulation--organic cellular:	
Preformed block-type polystyrene insulation	ASTM C578-95.
Rigid preformed polyurethane insulation board	ASTM C591-00.
Polyurethane or polyisocyanurate insulation board face	FS[2] HH-I-1972/1 (1981). with aluminum foil on both sides
Polyurethane or polyisocyanurate insulation board face	FS HH-I-1972/2 (1981) and with felt on both sides Amendment 1, October 3, 1985).
Insulation--composite boards:	
Mineral fiber insulation board	ASTM C726-00a.
Gypsum board and polyurethane or polisocyanurate composite board	FS HH-I-1972/4 (1981).
Materials used as a patch to reduce infiltration through the building envelope	Commercially available.

[1] ASTM indicates American Society for Testing and Materials.
[2] FS indicates Federal Specifications.

Thermal Insulating Materials for Pipes, Ducts, and Equipment Such as Boilers and Furnaces
[Standards for conformance]

Insulation--mineral fiber:	
Preformed pipe insulation	ASTM[1] C547-00.
Blanket and felt insulation (industrial type)	ASTM C553-00
Blanket insulation and blanket type pipe insulation (metal-mesh covered, industrial type)	ASTM C592-00.
Block and board insulation	ASTM C612-00
High-temperature fiber blanket insulation	ASTM C892-00.
Duct work insulation	ASTM C1290-00.
Insulation--mineral cellular:	
Calcium silicate block and pipe insulation	ASTM C533-95.
Cellular glass insulation	ASTM C552-00.
Expanded perlite block and pipe insulation	ASTM C610-99.
Insulation--organic cellular:	
Preformed flexible elastomeric cellular insulation in sheet and tubular form	ASTM C534-99
Unfaced preformed rigid cellular polyurethane insulation	ASTM C591-00.
Insulation skirting	Commercially available

[1] ASTM indicates American Society for Testing and Materials.

Fire Safety Requirements for Insulating Materials According to Insulation Use
[Standards for conformance]

Attic floor	Insulation materials intended for exposed use in attic floors shall be capable of meeting the same smoldering combustion requirements given for cellulose insulation in ASTM[1]C739-00.
Enclosed space	Insulation materials intended for use within enclosed stud or joist spaces shall be capable of meeting the same smoldering combustion requirements given for cellulose insulation in ASTM C739-00.
Exposed interior walls and ceilings	Insulation materials, including those with combustible facings, which remain exposed and serve as wall or ceiling interior finish, shall have a flame spread classification not to exceed 150 (per ASTM E84- 00a).
Exterior envelope walls and roofs	Exterior envelope walls and roofs containing thermal insulation shall meet applicable local government building code requirements for the complete wall or roof assembly.
Pipes, ducts, and equipment	Insulation materials intended for use on pipes, ducts, and equipment shall be capable of meeting a flame spread classification not to exceed 150 (per ASTM E84-00a).

[1] ASTM indicates American Society for Testing and Materials.

Storm Windows
[Standards for conformance]

Storm Windows:	
All Storm windows	AAMA/NWDA[1] 101/I.S.2097.
Aluminum frame storm windows	AAMA[2] 1002.10-93.
Rigid vinyl frame storm windows	Required minimum thickness for windows is 6 mil (0.006 inches).
Frameless plastic glazing storm	Commercially available.
Movable insulation systems for windows	

[1] AAMA/NWWDA indicates American Architectural Manufacturers Association/National Wood Window & Door Association (now the Window & Door Manufacturers Association).
[2] AAMA indicates American Architectural Manufacturers Association.
[3] Indicates American Society for Testing and Materials.

Replacement Windows
[Standards for conformance]

Replacement windows:	
All windows	AAMA/NWWDA [1] 101/I.S.2-97.
Steel frame windows	Steel Window Institute recommended Specifications for steel windows, 1990.
Rigid vinyl frame windows	ASTM[2] D4726-00

[1] AAMA/NWWDA indicates American Architectural Manufacturers Association/National Wood Window & Door Association (now the Window & Door Manufacturers Association).
[2] ASTM indicated American Society for Testing and Materials.

Storm Doors
[Standards for conformance]

Storm doors:	
All storm (glass) doors	AAMA/NWWDA[1] 101/I.S. 2-97
Aluminum frame storm doors	AAMA[2] 1102.7-89.
Sliding glass storm doors	AAMA 1002.10-93
Rigid vinyl storm doors.	ASTM[3]D3678-97 and D4726-00.
Vestibules:	
Materials to construct vestibules	Commercially available.

[1] AAMA/NWWDA indicates American Architectural Manufacturers Association/National Wood Window & Door Association (now the Window & Door Manufacturers Association).
[2] AAMA indicates American Architectural Manufacturers Association.
[3] ASTM indicates American Society for Testing and Materials.

Replacement Doors
[Standards for conformance]

Replacement doors	
All replacement doors	AAMA/NWWDA[1]101/I.S.2-97.
Steel doors	ANSI[2]A250.8-98.
Wood doors:	
Flush doors (Amendment, exterior door provisions).	ANSI/NWWDA[3] I.S. 1-97
Stile and rail doors	NWWDA[4] I.S. 6-97.

[1] AAMA/NWWDA indicates American Architectural Manufacturers Association/National wood Window & Door Association (now the Window & Door Manufacturers Association).
[2] ANSI indicates American National StandaRDS institute.
[3] ANSI/NWWDA indicates American National Standards Institute/National Wood Window & Door Association (now the Window & Door Manufacturers Association).
[4] NWWDA indicates National wood Window & Door Association (now the Window Door Manufacturers Association).

Caulks and Sealants
[Standards for conformance]

Caulks and sealants:	
Glazing compounds for metal stash	ASTM[1] C669-00.
Oil and resin base caulks	ASTM C570-00.
Acrylic (solvent types) sealants	ASTM C920-98e1/
Butyl rubber sealants	FS[2] Commercial Item Description A-A-272 (6/7/95).
Chlorosulfonated poly- ethylene sealants	ASTM C920-98e1.
Latex sealing com- pounds	ASTM C834-00e1.
Elastomeric joint sealants (normally considered to include polysulfide, polyurethane, and silicone)	ASTM C920-98e1.
Preformed gaskets and sealing materials	
Duct sealing mastic	ASTM C509-00.

[1] ASTM indicates American Society for Testing and Materials.
[2] FS indicates Federal Specifications.
[3] UL indicates Underwriters Laboratories.

Weather-stripping
[Standards for conformance]

Weather-stripping	Commercially available.
Vapor retarders	Selected according to the provisions cited in ASTM[1] C755-97.
Permeance	not greater than 1 perm when determined according to the method described in ASTM E96-00.
Desiccant	
	Items to improve attic ventilationCommercially available.

[1] STM indicates American Society for Testing and Materials.

Heat Exchangers
[Standards for conformance]

Heat exchangers, water- to-water and steam-to- water	ASME[1] Boiler and Pressure Vessel Code, 1998, Sections II, V, VIII, IX, and X, as applicable to pressure vessels. Standards of Tubular Exchanger Manufacturers Association, Eighth Edition, 1999
Heat exchangers with gas-fired appliances2	ANSI/UL3 462, Ninth Edition, approved by ANSI February 28, 1997/

[1] ASME indicates American Society for Mechanical Engineers.
[2] The heat reclaimer is for installation in a section of the vent connector from appliances equipped with draft hoods or appliances equipped with powered burners or induced draft and not equipped with a draft hood.
[3] ANSI/UL indicates American National Standards Institute/Underwriters Laboratories.

Boiler/Furnace Control Systems
[Standards for conformance]

Automatic set back thermostats	Listed by UL[1]. Conformance to NEMA[2] DC3-1989 (R1996).
Line voltage or low voltage room thermostats	Listed by UL. Conformance to NEMA DC3-1989 (R1996).
Clock thermostats	Listed by UL. Conformance to NEMA DC3-1989 (R1996).
Automatic gas ignition systems	ANSI[3] Z21.21-2000. AGA4 Laboratories Certification Seal.
Energy management systems	Listed by UL.
Hydronic boiler controls	Listed by UL.
Other burner controls	Listed by UL.

1 UL indicates Underwriters Laboratories.
2 NEMA indicates National Electrical Manufacturers Association.
3 ANSI indicates American National Standards Institute.
4 AGA indicates American Gas Association.

Water Heater Modifications
[Standards for conformance]

Insulate tank and distribution piping	(See insulation section of this appendix).
Install heat traps on inlet and outlet piping	Applicable local plumbing code.
Install/replace water heater heating elements	Listed by UL[1].
Electric, freeze prevention tape for pipes	Listed by UL
Install stack damper, gas-fueled	ANSI[2] Z21.66-1996, including Exhibits A & B, and ANSI Z223.1-1999 (same as NFPA3 54-1999).
Install stack damper, oil- fueled	UL 17, Third Edition, 1994, NFPA 31-2001, NFPA 211- 2000 (same as ANSI A52.1), and ANSI/ NFPA 70-1999 (same as IEEE4 National Electrical Code).
Install water flow modifiers	Commercially available

[1] UL indicates Underwriters Laboratories.
[2] ANSI indicates American National Standards Institute.
[3] NFPA indicates National Fire Prevention Association.
[4] IEEE indicates Institute of Electrical and Electronics Engineers.

Replacement Water Heaters
[Standards for conformance]

Electric (resistance) water heaters	10 CFR[1] 430 and UL[2] 174.
Heat pump water heaters	UL 1995, Second Edition, 1995. Electrical components to be listed by UL.
Gas water heaters:	
Rated [75 kBtu/hr	10 CFR 430 and ANSI[3]Z21.10.1-1998.
Rated m75 kBtu/hr	ANSI Z21.10.3-1998.
Oil water heaters	UL 732, Fifth Edition, 1995.

[1] CFR indicates Code of Federal Regulations
[2] UL indicates Underwriters Laboratories.
[3] ANSI indicates American National Standards Institute.

Solar Water Heating Systems
[Standards for Conformance]

Solar water heating systems including forced circulation, integral collector storage, thermo-syphon, and self- pumping systems	System must be certified per SR CC1 OG 300, July 16, 1998.

[1] SRCC indicates Solar Rating and Certification Corporation.

Waste Heat Recovery Devices
[Standards for conformance]

Desuperheater/water heaters	ARI[1] 470-1995.and UL 1995 Second Edition, 1995.
Condensing heat exchangers	Commercially available components and in new heating furnace systems to manufacturers' specifications. NFPA[2] 211-2000 (same as ANSI A52.1) may apply in certain instances. See also the Heat Exchangers section of this appendix.
Heat pump water heating heat recovery systems	UL 1995, Second Edition, 1995.
Energy recovery equipment	Electrical components to be listed by UL.
	Energy Systems Analysis and Management, 1997 (SMACNA[3]).

[1] ARI indicates Air Conditioning and Refrigeration Institute
[2] NFPA indicates National Fire Prevention Association.
[3] SMACNA denotes Sheet Metal and Air Conditioning Contractors' National Association.

Boiler Repair and Modifications/Efficiency Improvements
[Standards for conformance]

Install gas conversation burners	ANSI Z223.1-1999 (same as NFPA 54-1999). AGA2 Laboratories Certification Seal ANSI1
Replace oil burner	Z21.8-1994 (for gas- or oil-fired systems), ANSI Z21.17-1998, andUL3 296, Ninth Edition, 1994 and
Install burners (oil/gas)	NFPA 31- 2001.
Re-adjust boiler water temperature or install automatic boiler temperature	ANSI Z223.1-1999 for gas equipment And NFPA[4] 31-2001 for oil equipment.
Replace/modify boilers	ASME5 CSD-1-1998, ANSI Z223.1-1999, and NFPA 31-2001. reset control
	ASME Boiler and Pressure Vessel Code, 1998, Section II, IV, V, VI, VIII, IX, and X. Boilers must be Hydronics Institute Division of GAMA equipment
Clean heat exchanger, adjust burner air shutter(s), check smoke no on oil- fueled equipment. Check operation of pump(s) and replacement filters. Replace combustion chambers	Per manufacturers' instructions.
Replace heat ex- changers, tubes conversion burners by refractory shield.	Refractory linings may be Required for conversions. Protection from flame contact with
Install/replace thermo- static radiator valves	Commercially available. One-pipe steam systems require air vents on

	each radiator; see manufacturers' requirements
Install boiler duty cycle control system	
	Commercially available. ANSI/NFPA 70-1999 (same as IEEE National Electrical Code) and local electrical code provisions for wiring.

[1] ANSI indicates American National Standards Institute.
[2] AGA indicates American Gas Association.
[3] UL indicates Underwriters Laboratories.
[4] NFPA indicates National Fire Prevention Association.
[5] ASME indicates American Society for Mechanical Engineers.

Heating and Cooling System Repairs and Tune-ups/Efficiency Improvements
[Standards for conformance]

Install duct insulation	
Reduce Input of burner; derate gas-fueled equipment	ASTM1 C612-00 (see insulation sections of this appendix). Local utility company and procedures if applicable for gas- fueled furnaces and ANSI2 Z223.1-1999 (same as NFPA3 54- 1999) including Appendix H.
Repair/replace oil-fired equipment	NFPA 31-2001.
Replace combustion chamber in oil-fired furnaces or boilers	NFPA 31-2001.
Clean heat exchanger and adjust burner; adjust air shutter and check CO2 and stack temperature. Clean or replace air filter on forced air furnace	ANSI Z223.1-1999 (same as NFPA 54-1999) including Appendix H.
Install vent dampers for gas-fueled heating systems	Applicable sections of ANSI Z223.1-1999 (same as NFPA 54- 1999) including Appendix H, I, J, and K. ANSI Z21.66- 1996 and Exhibits A&B for electrically operated dampers.
Install vent dampers for oil-fueled heating systems	Applicable sections of NFPA 31-2001 for installation and in conformance with UL[4] 17, Third Edition, 1994.
Reduce excess combustion air:	
A: Reduce vent connector size of gas-fueled appliances	ANSI Z223.1-1999 (same as NFPA 54-1999) part 9 and Appendices G & H.
B: Adjust barometric draft regulator for oil fuels	NFPA 31-2001 and per furnace and boiler manufacturers' instructions.
Replace constant burning pilot with electric ignition device on gas-fueled furnaces or boilers	ANSI Z21.71-1993.
Readjust fan switch on forced air gas-or oil- fueled furnaces	Applicable sections and Appendix H of ANSI Z223.1-1999 (same as NFPA 54-1999) for gas furnaces and NFPA 31-2001 for oil furnaces
Replace burners	See install burners (oil/gas).
Install/replace duct furnaces (gas)	ANSI Z223.1-1999 (same as NFPA 54-1999).
Install/replace heat pumps	ARI[5] 210/240-1994. UL 1995, Second Edition, 1995.
Replace air diffusers, intakes, registers, and grilles	Commercially available.
Install/replace warm air heating metal ducts	UL 181, Ninth Edition 1996, including UL 181A, Second Edition 1994 and

Filter alarm units	181B, First Edition, 1995. Commercially available.

[1] ASTM indicates American Society for Testing and Materials.
[2] ANSI indicates American National Standards Institute.
[3] NFPA indicates National Fire Prevention Association.
[4] UL indicates Underwriters Laboratories.
[5] ARI indicates Air Conditioning and Refrigeration Institute.

Replacement Furnaces, Boilers, and Wood Stoves
[Standards for conformance]

Chimneys, fireplaces, vents and solid fuel burning appliances	NFPA[1] 211-2000 (same as ANSI2 A52.1).
Gas-fired furnaces	ANSI Z21.47-1998 and ANSI Z223.1-1999 (same as NFPA 54-1999).
Oil-fired furnaces	UL[3] 727, eighth Edition, 1994 and NFPA 31-2001.
Liquefied petroleum gas storage	NFPA 58-2001.
Ventilation fans: Including electric attic, ceiling, and whole-house fans	UL 507, Ninth Edition, 1999.

[1] NFPA indicates National Fire Prevention Association.
[2] ANSI indicates American National Standards Institute.
[3] UL indicates Underwriters Laboratories.

Air Conditioners and Cooling Equipment
[Standards for conformance]

Air conditioners:	
Central air conditioners	ARI[1] 210/240-1994.
Room size units	ANSI/AHAM[2] RAC 1-1992.
Other cooling equipment:	
Including evaporative coolers, heat pumps, and other equipment	UL[3] 1995, Second Edition

[1] ARI indicates Air Conditioning and Refrigeration Institute.
[2] ANSI/AHAM indicates American National Standards Institute/Association if Home Appliance Manufacturers.
[3] UL indicates Underwriters Laboratories.

Screens, Window Films, and Reflective Materials
[Standards for conformance]

Insect screens	Commercially available.
Window films	Commercially available.
Shade screens:	
Fiberglass shade screens	Commercially available.
Polyester shade screens	Commercially available.
Rigid awnings:	
Wood rigid awnings	Commercially available.
Metal rigid awnings	Commercially available.
Louver systems:	
Wood louver awnings	Commercially available.
Metal louver awnings	
Industrial-grade white paint used as a heat- reflective measure on awnings, window louvers, doors, and exterior duct work (exposed)	Commercially available.

Refrigerators
[Standards for conformance]

Refrigerator/freezers (does not include freezer-only units)

UL[1] 250. Replaced units must be disposed of properly per Clean Air Act 1990, Section 608, as amended by 40 CFR[2] 82, May 14, 1993.

[1] UL indicates Underwriters Laboratories.
[2] CFR indicates Code of Federal Regulations.

Fluorescent Lamps and Fixtures
[Standards for conformance]

Compact fluorescent lamps

ANSI/UL[1] 542, Seventh Edition, February 6, 1997 and UL 1993, First Edition, 1993.

Fluorescent lighting fixtures

UL 1570, Fourth Edition, 1995.

[1] ANSI/UL indicates American National Standards Institute/Underwriters Laboratories.

CITY OF ROCKFORD HUMAN SERVICES
2013 Weatherization Program

NFRC CERTIFICATION OF WINDOWS

1. All windows installed in the IHWAP program must have a NFRC U RATING of 0.30 Energy Star Rated. The following text is taken from the "Illinois Home Weatherization Field Guide":
    a. Replacement windows shall have window unit U-value of 0.30 as rated by the National Fenestration Rating Council (NFRC). U-value shall be window unit and not center of glass U-value.
    b. The NFRC rating applies equally to site-built and mobile homes.
2. Low-E Storm Windows are the only ones allowed.
3. All doors/windows will be Energy star Rated.

The supplier has read and understands the above specifications required.

_____
Name of Company (please print)

_____
Signature Date

CITY OF ROCKFORD HUMAN SERVICES
2013 Weatherization Program

MATERIAL SAFETY DATA SHEETS

All vendors must turn in Material Safety Data Sheets (MSDS) in the printed format of their choice. Each form should include the following MINIMUM information:

1. Name and/or product number
2. Name and Address of Manufacturer
3. Description of hazardous material contained in the product
4. Effects of the Hazardous material
5. Telephone number of manufacturer where additional information can be obtained

MSDS are required for any material containing potentially hazardous substances.

All labor vendors must provide MSDS to their work crew employees and to the local agency. Upon contract award, labor vendors must also assure the local agency, in writing, that their work crew employees have received the MSDS.

The contractor has read and understands the MSDS as stated above.

_____
Name of Company (please print)

_____
Signature Date