



DUE DATE: September 3, 2009 by 4:00 p.m. CDT

ALAMO AREA COUNCIL OF GOVERNMENTS

Administrative Services Department
8700 Tesoro Dr., Suite 700
San Antonio, TX 78217

(210) 362-5200

Request for Proposal Release Date:	August 10, 2009, 10:00 a.m. CDT
Written Clarifications & Additional Information Requests due by:	August 17, 2009, 4:00 p.m. CDT
Pre-Bid Meeting:	August 18, 2009, 10:00 a.m. CDT
Clarification Responses posted on AACOG website no later than:	August 20, 2009, 5:00 p.m. CDT
Proposal Due Date:	September 3, 2009, 4:00 p.m. CDT

WEATHERIZATION ASSISTANCE PROGRAM – ASSESSMENTS/AUDITS/INSPECTIONS
Request for Proposal 2009-005

I. General Information

- A. AACOG is a voluntary association of governmental units representing Bexar County and the surrounding eleven counties.
- B. The Alamo Area Council of Governments (AACOG) is requesting proposals from qualified contractors to perform weatherization assessment and inspection services of homes and apartments in the AACOG 12-county region commencing October 15, 2009 and ending October 14, 2010.
- C. Requests for Proposals (RFP) are issued under the authority of the Government Code, Chapter 2254, Subchapter B, which delineates the statutory requirements governing invitations for proposals and request for offers by state agencies.
- D. It is the policy of AACOG to encourage participation by small and historically underutilized businesses (HUBS), as defined in Government Code, Chapter 2161, as contractors to AACOG.

“Historically underutilized business (HUB): means an entity with its principal place of business in this state that is:

- a corporation formed for the purpose of making a profit in which 51 percent or more of all classes of the shares of stock or other equitable securities are owned by one or more economically disadvantaged persons who have a proportionate interest and actively participate in the corporation's control, operation, and management;
 - a sole proprietorship created for the purpose of making a profit that is completely owned, operated, and controlled by an economically disadvantaged person;
 - a partnership formed for the purpose of making a profit in which 51 percent or more of the assets and interest in the partnership are owned by one or more economically disadvantaged persons who have a proportionate interest and actively participate in the partnership's control, operation, and management;
 - a joint venture in which each entity in the venture is a historically underutilized business, as determined under Government Code Chapter 2161; or
 - a supplier contract between a historically underutilized business as determined under Government Code, Chapter 2161 and a prime contractor under which the historically underutilized business is directly involved in the manufacture or distribution of the goods or otherwise warehouses and ships the goods.
- E. It is the goal of AACOG to include HUBs in at least 10 percent (10%) of the total value of contracts awarded annually.
 - F. AACOG maintains an active program for the identification and placement of small and HUB businesses on bidders' mailing lists, and to provide information and other assistance to facilitate the use of such firms as contractors to the maximum extent practical. Small and HUB business seeking contracting opportunities should file a "Request to be Added to Bidder/Vendor List" with the AACOG Administrative Services Office, 8700 Tesoro Dr., Suite 700, San Antonio, TX 78217.
 - G. The bidder/proposer affirms that he/she has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with this bid.

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- H. Proposers certify as a condition of award that they have not engaged in collusion with other vendors or anyone else in relation to the preparation and/or submittal of their bid for this project.

II. Responses to the Proposal

- A. Responses to the proposal should be bound, sealed and addressed to Gloria C. Arriaga, Executive Director, AACOG, 8700 Tesoro Dr., Suite 700, San Antonio, Texas 78217. Three (3) copies of the response are due **no later than September 3, 2009, 4:00 p.m. CDT.**
- B. Specifications may be obtained from the Administrative Services department, AACOG, 8700 Tesoro Drive, Suite 700, San Antonio, Texas 78217 after **August 10, 2009, 10:00 a.m. CDT** or at www.aacog.com (click on "Requests for Proposals"). Proposers who want additional information or clarification may submit written requests by fax at (210) 225-5937 or email to ckrueger@aacog.com, **no later than August 17, 2009, 4:00 p.m. CDT.** A Pre-Bid Meeting will take place on **Tuesday, August 18, 2009 at 10:00 a.m. CDT** in the Al J. Notzon III Board Room, Suite 100, 8700 Tesoro Drive. Responses to requests for clarification will be posted at www.aacog.com no later than **August 20, 2009, 5:00 p.m. CDT.** Deadline for receipt of proposals is **September 3, 2009, 4:00 p.m. CDT.** Contact Cindy Krueger, Administrative Services Director at (210) 362-5200 OR ckrueger@aacog.com for more information.
- C. Proposals will be accepted only from parties that:
1. Are free of all obligations and interests that might conflict with the best interests of AACOG;
 2. Have the capacity of providing services on a timely basis; and
 3. Do not have a contract with AACOG for weatherization services, and/or a contract with an AACOG weatherization contractor as a subcontractor.
- D. Proposals/offers should be sent through the mail or hand delivered. **Telefax and email proposals/offers will not be accepted.** Contractors should take into account mailing/delivery times to assure proposals/offers are received on time. AACOG accepts no responsibility for late or misdirected mail.
- E. If forwarded by priority mail (next day, Federal Express, etc.), the sealed envelope must be enclosed in another envelope addressed as specified. AACOG accepts no responsibility for late or misdirected mail.
- F. Proposers are encouraged to hand-deliver their Proposals. Since parking is not always available nearby, proposers are reminded to give themselves ample time to respond by the stated day and time. Proposals received after **4:00 p.m. CDT, September 3, 2009** will **not** be considered.
- G. The submission of a proposal shall be prima facie evidence that the proposer has full knowledge of the scope, nature, quantity and quality of work to be performed; the detailed requirements of the specifications; and the conditions under which the work is to be performed.
- H. The term "As Specified" or "A/S" will not be accepted within the response.
- I. This RFP is a firm offer that shall be irrevocable and open for acceptance for ninety (90) calendar days from the date set for submission of Proposals.

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- J. AACOG will not be liable for costs incurred in preparing proposals, submitting those, or for associated travel costs. AACOG reserves the right to conduct pre-contract negotiations with any

and/or all potential proposers.
- K. AACOG will not be liable for any costs not included in the proposal and subsequent contracted-for costs.
- L. AACOG reserves the right to conduct personal interviews of any or all proposers prior to selection. AACOG will not be liable for any costs incurred by the proposer in connection with such interview (i.e. travel, accommodations, etc.).
- M. AACOG reserves the right to reject any and all proposals, the right in its sole discretion to accept the proposal it considers most favorable to AACOG's interest, and the right to waive minor irregularities in the procedures. AACOG further reserves the right to reject all proposals and seek new proposals when such procedure is reasonably in the best interest of AACOG.
- N. AACOG reserves the right to cancel an awarded contract with a thirty (30) day written notice if contractor's performance is unsatisfactory. No penalty and/or fee may be imposed if contract is cancelled or not renewed.
- O. Proposals will remain on file in accordance with the Texas Open Records Act.
- P. The contract will be awarded to the lowest responsible bidder whose bid conforms to the RFP and is most advantageous to AACOG.
- Q. A written award of acceptance mailed or otherwise furnished to the successful bidder, as well as issuance of a purchase order, results in a binding contract without further action by either party. Proposals may be withdrawn prior to the deadline.

III. Scope of Project

- A. Proposers must have at least (2) years of full-time, successful experience conducting weatherization assessments, audits and inspections of residential homes and/or apartments. Experience will be subject to verification. Applicable experience must be documented on the profile of the proposer.
- B. Proposers must have the professional, trained staff, tools and equipment, financial, and technical resources needed to effectively perform all required activities specified in the **"Description of Work"** as provided in "F" below. Personnel must be bonded; background checks conducted and attached as part of the proposal. Applicable evidence regarding this criterion is required in the Proposer's "Financial & Technical Resources" section.
- C. Proposers must comply with all applicable federal, state and local laws and regulations regarding energy assessments and audits for the federal Weatherization Assistance Program, must have adequate general liability and vehicle insurance, and may not be on a local, state, or federal Consolidated List of Debarred, Suspended, or Ineligible Contractors and Grantees. Required documentation is outlined in "Legal and Other Proposer Requirements."
- D. Proposers must have the financial capacity to allow for payment 60-90 days following date of AACOG's receipt of monthly invoices or until AACOG is reimbursed by the funding source for payment of services.

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- E. The Weatherization Assistance Program is designed to help low-income house holds, particularly the elderly (60 years and older) and persons with disabilities overcome the high cost of energy by identifying and installing weatherization measures which can help reduce their utility bills.

F. Description of Work: A weatherization assessment/audit of a home is conducted to determine the number and type of weatherization measures eligible for installation. Weatherization assessments/audits/inspections require professionals who are trained and knowledgeable in the standards, procedures, policies and protocols pertinent to the Federal Weatherization Assistance Program. The assessor/auditor/inspector is responsible for ensuring the house qualifies before conducting a full energy assessment of the dwelling and then prescribing weatherization measures for installation. Weatherization assessments/audits/inspections require a series of diagnostic tests, including a blower- door test, pressure-pan measurements, and testing of all gas appliances for carbon monoxide emissions. In addition, the HVAC, attic, wall, refrigerator, windows, doors, etc., must also be diagnosed or assessed. Energy Star and EER ratings must be confirmed or determined, and recommendations documented. All data compiled must be calculated, evaluated and entered into the Energy Audit utilized by AACOG as part of the Federal Weatherization Assistance Program. A final inspection - and re-inspection if necessary – is required upon completion of the installation of all weatherization work by a separate AACOG weatherization (installation) contractor. Proposers must demonstrate the technical as well as the financial capacity to perform the scope of work efficiently, accurately, and timely. Assessment/audit/inspections contractors will be held responsible and financially accountable for any work found to be non-compliant. In summary, the work the contractors will be required to do come under three separate areas:

- **Energy Assessment**
 - o Scheduling of home and apartments for assessment
 - o Pre-assessing of apartment complexes to determine complex's eligibility
 - o Determining denial or disqualification of unit
 - Documentation, photos, work estimate/cause for denial, explanation
 - o Diagnostic testing and analyses as required by the funding sources
 - o Completing weatherization assessment forms
 - o Determining scope of weatherization work for the home or apartment complex
 - o Providing client education and obtaining client signatures on all forms as required
 - o Communicating and providing detailed documentation (including digital photos) of any and all issues to the AACOG Weatherization Inspector or Housing Technician.
- **Energy Audit**
 - o Preparing energy audits
 - o Preparing work specifications
 - o Communicating and providing detailed documentation (including digital photos) of any and all issues to the AACOG Weatherization Inspector or Housing Technician.
- **Weatherization Inspection**
 - o Monitoring work in progress and ensuring work measures being installed and work being performed are in compliance with TDHCA, DOE and AACOG requirements, policies, procedures and protocols
 - o Scheduling of home and apartments for inspection
 - o Inspecting or re-inspecting of work performed by an AACOG weatherization (installation) contractor
 - o Obtaining client signatures on all forms as required
 - o Overseeing and verifying Statement of Work (SOW), including revisions
 - o Completing a Building Weatherization Report (BWR)
 - o Communicating and providing detailed documentation (including digital photos) of any and all issues to the AACOG Weatherization Inspector or Housing Technician.

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IV. Information Requested from the Proposer

To achieve a uniform review process and obtain the maximum degree of comparability, proposals will be organized using the following sections headings that shall be organized in the order presented. Proposers should be attentive to the instructions for each section and careful to ensure all information requested for each section is provided.

A. Title Page

List the RFP subject, name of the proposer's firm, local address, telephone number, fax number, email address, name of contact person, and date.

B. Table of Contents

Clearly identify the material by section and page number.

C. Letter of Transmittal

Limit to one or two pages.

1. Briefly state the proposer's understanding of the service to be provided and make a positive commitment to perform the work in a timely, quality manner.
2. Give the names of the persons who will be authorized to make representations for the proposer, their titles, addresses, fax numbers, email addresses (if applicable), and telephone numbers.

D. Profile of the Proposer

1. State whether your company or organization is national, regional, or local.
2. Indicate the number of personnel (by level, job title, etc.) located within the local office that will be involved in the program, and include their email addresses (If, applicable), telephone numbers and mobile telephone numbers.
3. Provide a list of the local office's current and prior governmental clients, indicating the type(s) of service(s) performed and the year(s) of engagement.
4. Indicate the local office's experience in providing additional services to governmental entities by listing the name of each entity, the type(s) of service performed and the year(s) of engagement.
5. Describe professional experience and certifications of each person involved in the program, including years on each job and their position while on each assignment. Provide technician(s)' technical certifications (ASE or equivalent) required for employment with proposer.

E. Bid Price Sheet

The Bid Price Sheet must be completed for each item described. Bid prices must be honored for the contract period described in Section I.B above. AACOG is exempt from state and local sales taxes; therefore sales taxes must not be included in this bid or the final product. Quoted prices will be the

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delivered price for an assessment/audit/inspection services conducted at any work site within AACOG's twelve-county area, and may not include separate packaging, handling, shipping, transportation and/or delivery charges.

The Bid Prices quoted must be in accordance with U.S. Department of Energy standards and comply with the minimum standards set forth in the Texas Department of Housing & Community Affairs (TDHCA) Texas Weatherization Field Guide, and the Texas Mechanical Systems Field Guide and the Lead-Safe Weatherization Minimum Standards - available on the AACOG website at

www.aacog.com. Click on "Requests for Proposals" for more information. The documents are also available for review at the AACOG offices located at 8700 Tesoro Drive, Suite 700, San Antonio, Texas. Documentation related to these standards must accompany this bid.

F. Documentation

Provide any and all documentation of familiarity and experience with the standards (tools and equipment, and the procedures for assessment of homes and apartments) listed above in Section E.

G. Proposer's Resources/Experience

Provide detailed resumes, references, and licenses, including training certificates for all personnel to be used for this program. Include driver's licenses, insurance(s), etc.

H. Financial & Technical Resources

Provide certified bank statements, audit report or audited financial report attesting to firm's financial capacity and viability. Proposers must show and confirm the financial capacity to await payments from AACOG for **up to 90 days**.

I. Legal and Other Proposer Requirements

1. Please provide a copy of your firm's comprehensive general and vehicle liability insurance, or insurance carrier's letter of certification. Include bonding information.
2. Subscribers to the Texas Worker's Compensation System must provide proof of coverage. Non-subscribers must provide documentation of worker protection substantially equivalent to Worker's Compensation Insurance.
3. Proposers must complete and include the **Debarment Certification** form (also available on the AACOG website under "Requests for Proposals") attesting that your firm or firm's principals are not listed on any federal, state or local (i.e., GSA/HUD/GAO.TDHCA) list of debarred, suspended and ineligible contractors and grantees.
4. Please provide a **notarized affidavit** attesting that your firm complies with the Fair Labor Standards Act and that your firm will comply with all equal employment, affirmative action, and non-discrimination regulations.

J. Copeland Anti-Kickback Affidavit

The Copeland Anti-Kickback Act generally prohibits contractors or subcontractors engaged in building construction or repair from inducing an employee to give up any part of the compensation to which he or she is entitled under his or her employment contract and requires such contractors and subcontractors to submit weekly statements of compliance. (Source: U.S. Dept. of Labor

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Office of Compliance Assistance Policy) Attest to your compliance with the provisions of the Act.

K. Contract Work Hours and Safety Standard Act Requirements Affidavit

The Contract Work Hours and Safety Standards Act applies to federal service contracts and federal and federally assisted construction contracts over \$100,000. It requires contractors and subcontractors on covered contracts to pay laborers employed in the performance of the contracts one and one-half times their basic rate of pay for all hours worked over 40 in a workweek. This Act also prohibits unsanitary, hazardous, or dangerous working conditions on federal and federally financed and assisted construction projects. (Source: U.S. Dept. of Labor Office of Compliance

Assistance Policy) Attest to your compliance with the provisions of the Act.

L. Certification Sheet

M. Acknowledgement Form

N. Conflict of Interest Questionnaire

In addition to the Questionnaire, all proposers are required to include a notarized affidavit of no affiliation with any of AACOG's weatherization contractors and their subcontractors for the AACOG weatherization program.

O. Request to be Added to Bidder's/Vendor's List and W-9 Form

V. Evaluation of Proposals

Proposals will be evaluated using a predetermined point ranking method to ascertain which proposers best meet the needs of AACOG. (Total possible points: 100)

Experience:	
Assessor/Auditor Staff	17 points
Firm	5 points
Equipment/Tools	7 points
Financial Resources	18 points
Record of Past Performance	15 points
References	5 points
Bid Price	33 points

A contract pursuant to this solicitation, if awarded, will be based on AACOG's evaluation of price, plus past performance and experience, financial and technical resources, and compliance with all legal and other proposer requirements. Upon completion of the procurement process, it is anticipated that the Board of Directors will award the contract no later than **September 30, 2009**. The contract period, if awarded, will be **October 15, 2009 through October 14, 2010**.

VI. Additional Information

- A. The proposer shall furnish AACOG such additional information as AACOG may reasonably require.
- B. AACOG reserves the right to conduct personal interviews of any or all proposers prior to selection. AACOG will not be liable for any costs incurred by the proposer in connection with such interview

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(i.e., travel, accommodations, etc.).

- C. AACOG reserves the right to conduct pre-contract negotiations with any and/or all potential proposers.
- D. AACOG reserves the right to reject any and all proposals, the right in its sole discretion to accept the proposal it considers most favorable to AACOG's interest, and the right to waive minor irregularities in the procedures. AACOG further reserves the right to reject all proposals and seek new proposals when such procedure is reasonably in the best interest of AACOG.
- E. Specifications may be obtained from the Administrative Services department, AACOG, 8700 Tesoro Drive Suite 700, San Antonio, Texas 78217 after **August 10, 2009**, at 10:00 a.m. CST or at www.aacog.com (click on "Requests for Proposals"). Proposers who want additional information or clarification may submit written requests by fax at (210) 225-5937 or email ckrueger@aacog.com, **no later than August 17, 2009, 4:00 p.m. CDT**. A **Pre-Bid Meeting** will take place on **Tuesday, August 18, 2009 at 10:00 a.m.** in the Al J. Notzon III Board Room, Suite 100, 8700 Tesoro Drive, San Antonio, Texas. Responses to the requests for clarification will be posted at www.aacog.com no later than **August 20, 2009, 5:00 p.m. CST**. Deadline for receipt of proposals is **Thursday, September 3, 2009, 4:00 p.m. CDT**. Contact Cindy Krueger, Administrative Services Director at ckrueger@aacog.com for more information.
- F. AACOG reserves the right to cancel an awarded contract with a thirty (30) day written notice if performance is unsatisfactory. No penalty and/or fee may be imposed if contract is cancelled or not renewed.
- G. Proposals will remain on file in accordance with the Texas Open Records Act.

VII. Minimum Essential Covenants

- A. AACOG reserves the right to **reject any and/or all RFPs** and to make awards on the individual items, as they may appear to be advantageous to AACOG and to waive all formalities in bidding.
- B. The responses to this RFP will be considered a firm offer that shall be irrevocable and open for acceptance for ninety (90) calendar days from the date set for submission of proposals.
- C. Proposals received after the time and date specified **will not** be considered and will be returned to proposer.
- D. Proposer hereby affirmatively states that he/she has not participated in any act of collusion, favoritism, gratuity, or inside dealings with any member of the staff of AACOG or its Board of Directors.
- E. It is anticipated that the contract will be awarded to the lowest responsible proposer whose bid, conforms to the Request for Proposal, and is most advantageous to AACOG.
- F. A written award of acceptance mailed or otherwise furnished to the successful proposer results in a binding contract without further action by either party. Proposals may be withdrawn prior to the deadline.
- G. In addition, the following minimum specifications and requirements will be binding upon any AACOG weatherization subcontractor selected pursuant to this solicitation. This document will be

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incorporated, by reference, into any contract for weatherization services, which results from this procurement process.

1. The contractor must furnish all materials, including tools and equipment and vehicles necessary for the performance of energy assessment/audit/inspection services in the 12-county AACOG area. All materials must meet applicable DOE standards and comply with standards set forth in the TDHCA **Texas Weatherization Field Guide**, the **Texas Mechanical Systems Field Guide**, and the **Lead-Safe Weatherization Minimum Standards**.
2. AACOG will not be billed for transportation, phone, fax, or delivery costs. Tools and equipment must in good working condition, calibrated and ready for immediate use. AACOG will not be charged for items, neither damaged prior to or during assessments/audits or for any lost or unused materials, tools, equipment. All weatherization materials must be used in accordance with the standards contained in the TDHCA Field Guides and Lead-Safe document (referenced above). It is AACOG's intent to secure a quoted (i.e., bid) price for the performance of energy assessments/audits/inspections. Incidental items not included in AACOG's solicitation (i.e., paper, phones, fax machines, photocopies, etc.) will not be billed to AACOG.
3. The contractor must furnish all labor pursuant to completion of energy assessment/audit/inspections activities within the AACOG 12-county service area. The contractor's field staff must be proficient and trained in the proper installation of comprehensive weatherization measures as well as the knowledge to understand use and application of weatherization diagnostic equipment and tools. The contractor is required to conduct blower-door tests. The air exchange rate must satisfy the desired range as prescribed by the AACOG Inspector or Housing Technician. The contractor must also conduct both pre- and post-installation carbon monoxide tests on all combustion appliances in each dwelling. When initial CO levels exceeding 50 ppm (parts per million) are detected, the contractor will disregard all air-sealing requirements and notify AACOG prior to initiating the energy assessment/audit activities. The contractor must also notify the AACOG Weatherization Inspector or Housing Technician should the contractor discover knob-and-tube wiring.
4. The contractor must take all precautions necessary to protect all interior as well as exterior (existing trees, shrubbery, plants, sidewalks, buildings, vehicles, etc.) in the area where the assessment/inspection is being done, as well as the building covered by the contract, and must rebuild, repair, restore and make good at his/her own expense all injury and damage to same which may result from his/her work being performed under this contract. AACOG will not be charged separately for the costs of job-related transportation, for tools or equipment needed to perform assessment/audit/inspection work, for disposal of debris removed from the job site, for staff training or for fringe benefits.
5. The contractor is responsible for any job-related illness or injury to workers in his/her employment and/or weatherization clients, and shall indemnify and hold harmless AACOG, AACOG Weatherization staff and weatherization clients in the event an on-the-job illness or injury occurs.
6. The contractor must submit a Statement of Work (SOW) for each dwelling assessed, along with all the required assessment forms including detailed documentation (including photos) of all tests performed and an itemized listing of measures recommended for each weatherization dwelling unit assessed/audited/inspected. All work is performed on a reimbursement basis. No draws and or advances will be provided under this or any subsequent agreement. Payment will be made when the documentation of tests and recommendations for weatherization measures on the dwelling unit are approved by AACOG, and the final inspection has been successfully

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completed, and when AACOG has received funds from TDHCA or other applicable funding sources. Payment will normally be made within a 60-90 day timeframe from the date of invoice.

7. Each unit assigned pursuant to this contract must be assessed in a timely and expeditious manner. The contractor is expected to provide progress reports as well as work schedules to AACOG indicating specific work activities and work status. AACOG will provide the contractor a list of dwelling units to be assessed/audited/inspected and the forms authorized for the conduct of the energy assessment/audit/inspection. Failure of the contractor to perform the energy assessments/audits/inspections in accordance with the standards, policies and procedures of the federal Weatherization Assistance Program and AACOG protocol will be grounds for termination of the contract. The contractor will submit SOWs only for those units fully

assessed/audited and ready for AACOG's assignment to an AACOG weatherization (installation) contractor. Following review of the assessment/audit/inspection, the contractor will be directed to submit the invoice(s) to AACOG in a regular and timely manner for payment as prescribed by AACOG. The contractor will designate a financial point of contact for accounting purposes.

8. The contractor's (for assessments, audits, inspections) work performance will be evaluated, and will be held responsible for correcting any work deficiencies identified by the AACOG Inspector or Housing Technician. Deficiencies may include quality of assessment/audit/inspection, improper testing, incomplete work, client education, client and assessment/audit/inspection forms, documentation, etc. Failure to take required corrective action within a reasonable time period (5-7 working days) might result in termination of the contract. The contractor is also responsible to guarantee his/her work. Callbacks or problems will require the contractor to return to the dwelling unit for corrective action at no cost to AACOG. A seventy-five dollar (\$75) re-assessment fee will be assessed should a second assessment, audit or inspection of the dwelling unit be required. A two hundred and fifty dollar (\$250.00) fee will be assessed to the contractor in the event a third or subsequent assessment, audit, or inspection of the dwelling unit is required.
9. The contractor must recognize the special needs and concerns of low-income, elderly and handicapped clients and must ensure clients are, at all times, treated respectfully and professionally. The contractor's staff must conduct themselves in a professional manner at all times.
10. The contractor must retain all work and cost records for a minimum period of four (4) years after payment for the dwelling unit has been made and all other pending matters are closed. This requirement is to assure fair settlement of disputes or complaints that may arise, as well as to fulfill federal audit requirements.
11. The Weatherization Assistance Program is federally funded. Any known or suspected incident of fraud or program abuse involving the contractor or the contractor's staff will be reported to the appropriate state or federal investigative body or official.
12. The contractor must meet the Copeland "anti-kickback" requirements and must provide assurance via notarized affirmation affidavits.
13. The contractor must meet Contract Hours and Safety Standard Act requirements and must provide assurance via notarized affirmation affidavits.
14. The contractor is responsible for adhering to the Lead Safe Weatherization Practices as outlined in the Lead Safe Weatherization Jobsite Handbook by Montana State University Extension Service and in accordance with Lead Safe Weatherization training provided by

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AACOG.

VIII. Pre-Bid Conference/Meeting

AACOG will hold a Pre-Bid Conference on **August 18, 2009 at 10:00 a.m. CDT** in the Al J. Notzon III Board Room, Suite 100 located on the first floor of AACOG, 8700 Tesoro Drive, San Antonio, Texas. Attendance is optional but may be advantageous. Potential proposers will have an opportunity to ask questions and/or seek clarification regarding any and all aspects of this solicitation. The Pre-Bid Conference will be held as indicated in the advertised solicitation announcing this procurement. Written questions must be submitted to Cindy Krueger, Administrative Services Director by fax at 210.225.5937 or by email at ckrueger@aacog.com no later than August 17, 2009, 4:00 p.m. In addition, AACOG will provide written

responses to all advance questions for all proposers in attendance at the Pre-Bid Conference. These responses will be posted on the AACOG website at www.aacog.com. Oral agreements or representations are not binding on AACOG.

PRICE SHEETS (33 points)

Bid prices must be maintained for the contract period described above. AACOG is exempt from state and local sales taxes; therefore taxes must not be included in this bid. Quoted prices will be the delivered price at any work site within AACOG's 12-county area, and may not include separate packaging, handling, shipping and/or delivery charges.

All work quoted must meet the U.S. Department of Energy (DOE) materials specifications (refer to **Appendix A available on the AACOG website**) and installation must comply with the minimum standards set forth in the Texas Department of Housing & Community Affairs (TDHCA) Texas Weatherization Field Guide, the Texas Mechanical Systems Field Guide and the Lead-Safe Weatherization Minimum Standards. The documents are available for review on the website or at the AACOG offices located at 8700 Tesoro Drive, Suite 700, San Antonio, Texas. Documentation related to these standards must accompany this bid and follow the Bid Price Sheet.

Weatherization Measures (including appliances) must meet the Energy Star/EER Rating per U.S. Department of Energy (DOE) requirements. The Bid Price Sheets may be completed in this document or by using the excel spreadsheet available at www.aacog.com/rfps.

BID PRICE SHEETS

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Item Description	Price
Assessment of single-family dwelling unit (includes scheduling, dwelling unit eligibility, diagnostic testing and analyses, weatherization assessment forms, work scope, client education, written documentation, digital photos).	
Final Inspection of single-family dwelling (includes monitoring of work on-site, scheduling, inspection of work completed, client education and signatures, verifying Statement of Work, Building Weatherization Report, written documentation, digital photos).	
Audit of single-family dwelling unit per the AACOG WAP (preparing audit, work specifications, detailed documentation, digital photos).	
Pre-assessment of multi-family property (includes checklist confirmation, landlord documents, and estimated work measures).	
Assessment of multi-family complex (includes everything as listed above for single-family per unit). Provide three (3) separate bid prices for complex size: 10-30 units; 31-60; and 61-120.	
Audits of multi-family complex (per AACOG) per complex size.	
Final Inspection of multi-family complex (includes monitoring of work on-site, scheduling, inspection of work completed, client education and signatures, verifying Statement of Work, Building Weatherization Report, written documentation, digital photos)	
Denial of dwelling unit (includes digital photos, work estimate of cause of denial, and written detailed explanation for denial or disqualification of property).	
Re-inspections (warranty follow-ups).	
Unannounced monitoring visits to work sites (includes digital photos, work schedules, work performance evaluation report).	

The above per project compensation includes contractor's operating expenses. AACOG will not reimburse additional expenses incurred by the Contractor.

PROPOSER'S RESOURCES/EXPERIENCE

A. RECORD OF PAST PERFORMANCE (15 points)

List below the names, addresses and phone numbers of **five (5) references** (individuals or agencies) for which the proposer has performed energy assessments/audits/inspections in the past twelve (12) months. For each reference check the tasks/activities, which were completed.

Three (3) additional references (5 points). No points will be awarded for references that cannot be verified or who indicated the work performed or staff conduct was unsatisfactory.

REFERENCE:		BLOWER DOOR / Pressure Pans	MONOXER / Leak Detector	EZ AUDIT	WATTS- UP / Brultech	Amp Meter
Name:		☐	☐	☐	☐	☐
Street:						
City, State, Zip Code:						
Phone Number:						
Name:						

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Street:		☐	☐	☐	☐	☐
City, State, Zip Code:						
Phone Number:						
Name:		☐	☐	☐	☐	☐
Street:						
City, State, Zip Code:						
Phone Number:						
Name:		☐	☐	☐	☐	☐
Street:						
City, State, Zip Code:						
Phone Number:						
Name:		☐	☐	☐	☐	☐
Street:						
City, State, Zip Code:						
Phone Number:						
Name:		☐	☐	☐	☐	☐
Street:						
City, State, Zip Code:						
Phone Number:						
Name:		☐	☐	☐	☐	☐
Street:						
City, State, Zip Code:						
Phone Number:						
Name:		☐	☐	☐	☐	☐
Street:						
City, State, Zip Code:						
Phone Number:						

All listed tasks or activities must have been completed in order for the reference to qualify. No points will be awarded for non-qualified references. Additional references may be provided below to ensure that ten (10) reference contacts may be made. Each reference will be contacted and asked the following questions.

- Specifically, what type of testing did this firm (or individual) complete?
- Please rate the quality of the work completed. Was the contractor's work:
 Excellent ☐ Good ☐ Fair ☐ Poor ☐
- Did the contractor complete the assessment/audit/inspection in a timely and efficient manner?
- Was the contractor and/or contractor's staff courteous and respectful?
- Was the contractor's work guaranteed?
- Have you had to recall the contractor to revise or explain his/her assessment/audit/inspection? If so, how cooperative was he/her?
- Was the contractor thorough?

B. ADDITIONAL OPTIONAL REFERENCES

REFERENCE:	BLOWER DOOR / Pressure Pans	Monoxer / Leak Detector	EZ Audit	Watts Up / Brultech	Amp Meter
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WEATHERIZATION ASSISTANCE PROGRAM – ASSESSMENTS/AUDITS/INSPECTIONS
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Name: Street: City, State, Zip Code: Phone Number:		☐	☐	☐	☐	☐
Name: Street: City, State, Zip Code: Phone Number:		☐	☐	☐	☐	☐
Name: Street: City, State, Zip Code: Phone Number:		☐	☐	☐	☐	☐

C. State the number of years the proposer (your firm) has performed residential or home weatherization assessments/audits/inspections (5 points):

YEARS. Please attach information that can be used to verify the years of experience entered. Please specify areas:

___ Number of years in home (energy) assessments/audits/inspections

___ Number of years in multi-family (energy) assessments/audits/inspections

___ Number of years in weatherization (federal Weatherization Assistance Program) assessments/audits/inspections.

WEATHERIZATION ASSISTANCE PROGRAM – ASSESSMENTS/AUDITS/INSPECTIONS
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FINANCIAL & TECHNICAL RESOURCES (18 points)

A. FINANCIAL RESOURCES

1. Please provide a copy of your most recent financial statement showing your net worth (include bank statement, bank letter, and a copy of a certified audit or financial report).
2. List three trade references from which you (or your firm) have credit (accounts) within the past twelve (12) months. Each reference will be worth a maximum of one (1) point (based on one-third point for a positive response to the first, second and third questions). No points will be awarded for references, which cannot be contacted. Additional references can be listed at the proposer's option (to ensure that 3 references can be contacted).

QUESTION ONE:

"Has this firm (or individual) been timely in meeting their financial obligations to you/your company? Explain."

QUESTION TWO:

"Would you characterize this firm (or individual) as honest, fair and responsible? Explain."

QUESTION THREE:

"Have you or would you extend credit to this individual and if so, in what amount and under what terms? Explain."

REFERENCE:	Question One	Question Two	Question Three
Name: _____ Street: _____ City, State, Zip Code: _____ Phone Number: _____	Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐ Amount _____
Name: _____ Street: _____ City, State, Zip Code: _____ Phone Number: _____	Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐ Amount _____
Name: _____ Street: _____ City, State, Zip Code: _____ Phone Number: _____	Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐ Amount _____

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*******OPTIONAL ADDITIONAL REFERENCES*******

REFERENCE:	Question One	Question Two	Question Three
Name: _____ Street: _____ City, State, Zip Code: _____ Phone Number: _____	Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐
			Amount _____
Name: _____ Street: _____ City, State, Zip Code: _____ Phone Number: _____	Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐
			Amount _____
Name: _____ Street: _____ City, State, Zip Code: _____ Phone Number: _____	Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐
			Amount _____

B. TECHNICAL RESOURCES

1. Assessor/Auditor/Inspector (Field Staff) Experience (17 points)

- Will you personally supervise the assessments/audits/inspections performed pursuant to this solicitation? If so, attach a detailed resume showing relevant technical knowledge and expertise. Attach all licenses, certifications, background checks, bonding information, insurance and driving records.
- If you will not be personally supervising the work, then provide the name(s) of the individual(s) who will provide the on-site supervision and attach a detailed resume for each showing the named individual's relevant technical knowledge and expertise. Attach all licenses, certifications, background checks, bonding information, insurance and driving records.

Name: _____
Name: _____
Name: _____
Name: _____
Name: _____
Name: _____

- Will you personally perform the diagnostic work pursuant to this solicitation? If so, attach a detailed resume showing relevant technical knowledge and expertise. Attach all licenses, certifications, background checks, bonding information, insurance and driving records.
- If someone else will be performing the diagnostic work pursuant to this solicitation, then please name (include the staff/crew members) who will perform the activities and enter the requested information for each staff member.

Name	Gas Tests Experience	Blower Door Trained	Resume/Licenses/Certifications Attached
	Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐
	Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐
	Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐
	Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐
	Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐
	Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐
	Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐
	Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐
	Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐

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NOTE: Points will be awarded for each employee with documented experience in weatherization and documented training in blower-door use.

Please list the individual(s) responsible for performing the HVAC tests pursuant to this solicitation and enter the requested information regarding each individual. Attach a detailed resume for each individual documenting technical knowledge and expertise. Attach all licenses, certifications, background checks, bonding information, insurance and driving records.

Name	TACL #	Resume and Licenses Attached
		Yes ☐ No ☐
		Yes ☐ No ☐
		Yes ☐ No ☐
		Yes ☐ No ☐
		Yes ☐ No ☐
		Yes ☐ No ☐
		Yes ☐ No ☐
		Yes ☐ No ☐
		Yes ☐ No ☐

NOTE: Points will be awarded for each documented licensed HVAC employee assigned to this contract. Please attach HVAC license or certification.

1. Equipment (7 points)

Equipment	Own	If yes, enter quantity	Access to:	Points
Blower Door (digital gauge add 1 point)	Yes ☐ No ☐		Yes ☐ No ☐ Source	2
Amp Meter	Yes ☐ No ☐		Yes ☐ No ☐ Source	1
Watts-up / Brultech	Yes ☐ No ☐		Yes ☐ No ☐ Source	1
Monoxer/Leak Detector	Yes ☐ No ☐		Yes ☐ No ☐ Source	1
Digital Camera (PC compatible)	Yes ☐ No ☐		Yes ☐ No ☐ Source	1
Pressure Pans (Other: please specify)	Yes ☐ No ☐		Yes ☐ No ☐ Source	1

CERTIFICATION SHEET

WEATHERIZATION ASSISTANCE PROGRAM – ASSESSMENTS/AUDITS/INSPECTIONS
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All specifications and terms and conditions of the RFP have been read.

Our Company accepts the specifications and conditions unless otherwise accepted in writing to the Executive Director, Alamo Area Council of Governments (AACOG).

Company Name:			
Mailing Address:			
City:	State	Zip Code	
Phone:		Fax:	
Web Site:			
Email:			

Name of Representative authorized to sign for bidder:

(Print name)	(Signature)

- (a) Does your "residence state" require bidders whose principal place of business is in Texas to underbid bidders whose residence state is the same as yours by a prescribed amount or percentage to receive a comparable contract? "Residence State" is defined as the state in which the principal place of business is located. YES ☐ NO ☐

- (b) What is that amount or percentage?

I hereby acknowledge having read this Request for Proposal for Weatherization Assistance Program services, and certify that I understand and fully accept all the contractual terms and conditions which are set forth and which shall be included in any contract resulting from this solicitation. In addition, I certify that the above information is correct:

Name	
Position	
Signature	
Date	

WEATHERIZATION ASSISTANCE PROGRAM – ASSESSMENTS/AUDITS/INSPECTIONS
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ACKNOWLEDGEMENT FORM

Having carefully examined the terms and conditions and specifications within this RFP document, the undersigned Proposer's Agent hereby proposes and agrees to furnish the proposed product(s)/service(s) in strict compliance with the specifications as quoted.

The Proposer affirms that, to the best of his/her knowledge, the RFP has been arrived at independently and is submitted without collusion with anyone to obtain information or gain any favoritism that would in any way limit competition or give them an unfair advantage over other bidders in the award of this RFP.

The Proposer affirms that he/she has not participated in any act of favoritism, gratuity, or inside dealings with any member of the staff of AACOG or its Board of Directors.

Company Name:	
President/Designee:	
Position:	
Signature:	
Date:	

WEATHERIZATION ASSISTANCE PROGRAM – ASSESSMENTS/AUDITS/INSPECTIONS
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CONFLICT OF INTEREST QUESTIONNAIRE FORM CIQ
For vendor or other person doing business with local governmental entity

This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the governmental entity.

By law this questionnaire must be filed with the records administrator of the local government not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

Name of person doing business with local governmental entity.

OFFICE USE ONLY

Date Received

☐ **Check this box if you are filing an update to a previously filed questionnaire.**

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire because incomplete or inaccurate.)

Name each employee or contractor of the local governmental entity who makes recommendations to a local government officer of the governmental entity with respect to expenditures of money AND describe the affiliation or business relationship.

CONFLICT OF INTEREST QUESTIONNAIRE FORM CIQ

For vendor or other person doing business with local governmental entity.

Page 2

Name of local government officer with whom filer has affiliation or business relationship. (Complete this section only if the answer to A, B, or C is YES.)

This section, item 5 including subparts A, B, C & D, must be completed for each officer with whom the filer has affiliation or other relationship. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income from the filer of the questionnaire?

☐ Yes ☐ No

B. Is the filer of the questionnaire receiving or likely to receive taxable income from or at the direction of the local government officer named in this section AND the taxable income is not from the local government entity?

☐ Yes ☐ No

C. Is the filer of this questionnaire affiliated with a corporation or other business entity that the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

☐ Yes ☐ No

D. Describe each affiliation or business relationship.

Signature of person doing business with governmental entity

Date

WEATHERIZATION ASSISTANCE PROGRAM – ASSESSMENTS/AUDITS/INSPECTIONS

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REQUEST TO BE ADDED TO BIDDER/VENDOR LIST

Information about conducting business with The Alamo Area Council of Governments (AACOG):

AACOG has a centralized purchasing function and requires that a purchase order number be issued and authorized by the Executive Director before any order is processed. The contact for Purchase Order numbers is Cindy Krueger, Administrative Services Director, 210.362.5295.

AACOG is on a cost reimbursement from the funding sources. AACOG will bill the funding source for purchases. Payment will be forwarded to the vendor upon reimbursement from the funding source.

RETURN THIS FORM TO: Alamo Area Council of Governments
8700 Tesoro Drive, Suite 700
San Antonio, TX 78217
ATTN: Administrative Services
(210) 362-5200, (210) 225-5937 fax

I, _____, hereby attest that I have read and understand the above terms for conducting business with the Alamo Area Council of Governments.

Signature/Date

COMPANY NAME:	
Send Payment(s) to - ADDRESS:	
CITY/STATE/ZIP CODE:	
Send POs to- ADDRESS:	
CITY/STATE/ZIP CODE:	
TELEPHONE NUMBER:	
FAX NUMBER:	Preferred method for receipt of purchase orders Yes ☐ No ☐
WEB SITE ADDRESS:	
EMAIL ADDRESS:	Preferred method for receipt of purchase orders Yes ☐ No ☐
REPRESENTATIVE:	

Please list the type of products/services you provide.

Attach any catalogs/brochures/samples – description of products/services required below

Products/Services	
-------------------	--

Please assist us by completing the following:

1. **Type of Request:**
 New Vendor ☐ Change of Address ☐ Updated Information ☐
2. **Ownership:**
 Sole Proprietorship ☐ Partnership ☐ Corporation ☐
*Non-profit organizations are not eligible for HUB certification
 Governmental Agency ☐ *Non-Profit ☐ Other ☐
3. **Tax Identification Number:** _____
4. **Attach completed W-9 form.** <http://www.irs.gov/pub/irs-pdf/fw9.pdf>
5. **Have you done business with AACOG in the past?**
 Yes ☐ No ☐
6. **Historically Underutilized Business (HUB) Ethnicity and Gender**
 Asian Pacific American (AS) ☐ Hispanic Americans (HI) ☐ American Woman (WO) ☐
 Black American (BL) ☐ Native American (AI) ☐ Male (M) /Female(F) _____
7. **Is your business currently certified with The Texas Building and Procurement Commission (TBPC)?**
 Yes ☐ No ☐
8. **Is your principal place of business in the State of Texas?**
 Yes ☐ No ☐
9. **Is your organization delinquent on State of Texas Franchise taxes?**
 Yes ☐ No ☐

WEATHERIZATION ASSISTANCE PROGRAM – ASSESSMENTS/AUDITS/INSPECTIONS
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**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY
EXCLUSION FOR CONTRACTS AND GRANTS**

NAME OF INDIVIDUAL, AGENCY, BUSINESS OR ORGANIZATION		Doing business as (DBA), if applicable:
ADDRESS	Applicable Procurement or Solicitation #, if any:	Federal Employer Tax Identification #:

READ CAREFULLY BEFORE SIGNING THIS CERTIFICATION. Federal regulations require contractors, bidders, and subgrantees to sign and abide by the terms of this certification, without modification, in order to participate in certain transactions directly or indirectly involving federal funds.

1. By signing and submitting this certification, the prospective vendor/grantee is attesting/acknowledging the representations set out below.
2. This certification is a material representation of fact upon which the Alamo Area Council of Governments (AACOG) will rely on when this transaction is entered into. If it is later determined that the prospective vendor/grantee knowingly rendered an erroneous certification, in addition to other remedies available to Federal or State departments or funding agency(s), AACOG may pursue on its own available remedies, including contract termination, suspension and debarment.
3. **The prospective vendor/grantee shall provide immediate written notice to AACOG, Director of Administrative Services, 8700 Tesoro Drive, Suite 700, San Antonio, TX 78217, if at any time it learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.**
4. The terms "covered contract", "debarred", "suspended", "ineligible", "participant", "person", "principal", "proposal", and "voluntarily excluded", as used in this certification, have meanings based upon materials in the Definitions and Coverage sections of federal rules implementing Executive Order 12549. You may contact the person to which this proposal or contract is submitted for assistance in obtaining a copy of this regulation.
5. The prospective vendor/grantee agrees, by submitting this certification, that should the proposed contract/grant be entered into, it shall not knowingly enter into any lower-tier-covered transaction or sub-contract with a person or entity that is proposed for debarment, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this transaction, unless pre-authorized by the appropriate federal or state department or agency, or by AACOG.

Do you have or do you anticipate having sub-vendors/sub-grantees under this proposed agreement?

☐ Yes ☐ No

6. The prospective vendor/grantee further agrees by submitting this certification, that it will include this certification titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion for Contracts and Grants," without modification, in all lower-tier covered transactions and sub-contracts and in all solicitations for lower-tier covered transactions and sub-contracts.
7. A vendor/grantee may rely upon a certification of a prospective participant that it is not proposed for debarment, debarred, suspended, ineligible, or voluntarily excluded from the transaction, unless it knows that the certification is erroneous. Each vendor/grantee is required to check the list of parties excluded from Federal and State Procurement and Non-procurement Programs. **AACOG checks this list for all parties to which it provides funds that are derived directly or indirectly from the Federal Government.**
8. Nothing contained in the foregoing shall be construed to require the establishment of a system of records in order to render in good faith the certification required by this certification document. Participants are not required to have knowledge and information exceeding that which is normally possessed by a prudent person in the ordinary course of business activity.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a transaction knowingly enters into a lower-tier transaction or contract with a person who is proposed for debarment, debarred, suspended, ineligible, or voluntarily excluded from participation, in addition to other remedies available to the Federal Government, AACOG or its applicable funding agency(s) may pursue available remedies, including contract termination, suspension and/or debarment.

WEATHERIZATION ASSISTANCE PROGRAM – ASSESSMENTS/AUDITS/INSPECTIONS
Request for Proposal 2009-005

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY
EXCLUSION FOR CONTRACTS AND GRANTS**

Check the statement that applies to the potential vendor/grantee:

- ☐ 1. The prospective vendor/grantee certifies by submission of this certification, that neither it nor its principals:
- (a) Is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal or State department or agency; and
 - (b) Have, within a three-year period preceding this certification, been convicted of or had a civil judgment rendered against them for fraud; committed a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract; violated Federal or State antitrust statutes; committed embezzlement, theft, forgery, bribery, falsification or inappropriate destruction of records; or received stolen property; and
 - (c) Is presently indicted for or otherwise charged by a government entity (Federal, State, or local) with the commission of any of the offenses enumerated in the preceding paragraph (b) of this certification; and
 - (d) Have, within a three-year period preceding this certification, had one or more contracts or transactions (Federal, State, or local) terminated for cause or default.
- ☐ 2. The potential vendor/grantee is unable to certify to one or more of the terms in this certification. In this instance, the potential vendor/grantee must attach a signed and dated explanation for each of the above terms, 1(a) through 1(d), to which it cannot certify.

NAME OF POTENTIAL VENDOR/GRANTEE:	
-----------------------------------	--

Signature of Authorized Representative	Printed/Typed Name & Title of Authorized Representative

Date: _____
