



Helping People. Changing Lives.
www.oceaninc.org

O.C.E.A.N., Inc.

P.O. Box 1029 Toms River, NJ 08754-1029
Tel. 732-244-5333 Fax. 732-349-4227

**DOE, BIL Funding Energy Conservation
Services 2024-2025**

Request for Qualifications

Package pick up deadline December 1, 2024
1256 Indian Head Road Unit 32, Toms River NJ 08755

Response by:
December 15, 2024 12:00PM

For questions and/or additional information, please contact John Becker at jbecker@oceaninc.org

Table of Contents

1	Instructions	3
1.1	Qualifications of Contractor	4
1.2	Format of Proposal and Statement of Qualifications	5
1.3	Technical Assistance Session	5
1.4	RFQ Process and Evaluation Criteria	5
1.5	References	6
1.6	Additional Information	6
2	Scope of Services	6
2.1	Background	6
2.2	Scope of Services	6
2.3	Subcontract Staffing	10
2.4	Time of Completion Schedule	10
3	General Conditions	10
3.1	Additional Terms & Conditions	10
3.1.1	Contractor Debriefing	10
3.1.2	Proposal/Qualifications Confidentiality	10
3.2	Required Contractor Documentation	11
3.2.1	Required Insurance	11
4	Attachments	14
	Non-Collusion Affidavit of Prime Respondent Form.....	
	Affirmative Action Affidavit Form	
	Mandatory Equal Employment Opportunity Form.....	
	Qualification Submittal Form	
	Contractor Registration Application Form	
	Employee Information Report – Form AA302.....	
	Notice of Intent to Subcontract Form	
	Request for Taxpayer Identification Number and Certification (W-9).....	
	Contractor’s Assurances Form	

Request for Qualifications

O.C.E.A.N., Inc. is seeking up to 3 qualified Contractors to provide material and labor for Energy Efficiency Measures, including but not limited to insulation, air sealing, window insulation, ventilation and other related work for the O.C.E.A.N., Inc. Weatherization Assistance Program (“WAP”) as described in the [New Jersey Weatherization Field Guide 2021 SWS Edition](#). The WAP program is a federally funded energy efficiency program geared at reducing the consumption of electricity and/or gas, propane, and oil.

Respondents are required to comply with the requirements of P.L 1975 C.127. Minority Business Enterprises (MBE) will be offered full opportunity to bid and will not be subject to discrimination on the base of race, color, gender, or national origin in consideration of an award. O.C.E.A.N., Inc. reserves the right to reject any and all proposals when it is determined by O.C.E.A.N., Inc. to be in its best interest. O.C.E.A.N., Inc. further reserves the right to waive minor irregularities in proposals submitted in response to this RFQ.

Approximately 150 jobs at offered prices (attached), will be issued to be completed by Qualified Contractors over the duration of this agreement, beginning at the execution of the signed contract. The total cost of these jobs will be solely determined based on work indicated and qualified by the NEAT/QUIP/HESWAP software.

It is expected that each qualified contractor agreeing with offered prices, will receive a satisfactory and equal share of those jobs, based on expertise, availability and demonstrated excellence in meeting project guidelines and quality.

1 Instructions

In order to be considered for award, your qualification package must include all the documents listed on this (Request for Qualifications) RFQ.

Qualification packages are due by **Friday, November 22, 2024 12:00 pm EST**. The Respondents must:

1. Prepare a clearly readable document. Attach all required information.
2. Indicate any deviations from the specifications and if necessary, attach separate documents and/or explanation.
3. Sign the qualifications submittal form. By signing, Respondents indicate full knowledge and acceptance of this RFQ. The proposal must be completed in the name of the proposer, corporate or otherwise, and must be fully and properly executed by an authorized person.

4. Submit a complete qualifications package with the necessary documents, which must have original signatures. Package and agreement are to be sent to:

jbecker@oceaninc.org

Please note that the application, agreement, and supporting documentation must arrive at mail address by the date provided above, if you choose to mail your application you are at the mercy of the postal service and anything that arrives after the above date and time will be considered late and will be disqualified.

5. **Line Item Cost** – Please review all line item prices carefully before submitting prices. These prices will not change for the duration of contract.

Costs for each job are limited and directed by the limits of the BIL, DOE cost per unit, and the agreed upon pricing.

1.1 Qualifications of Contractor

To be considered eligible for this pool, contractors MUST:

- 1) Have been in business for a **minimum of 2 years**, or the principals/owners must have had senior level experience in a previous company that provided residential construction services;
- 2) Have a current and valid **Home Improvement Contractor registration certificate** issued by the Division of Consumer Affairs of the Department of Law & Public Safety of the State of New Jersey.
- 3) Have met the minimum requirement for insurance as stated in this RFQ
- 4) **Not** be debarred as a licensed Contractor.
- 5) Disclose any **financial, business or family ties to any member of the Board of Directors, Executive Officers and/or employees of O.C.E.A.N., Inc.**
- 6) Have a demonstrated ability to commit to residential Weatherization Guidelines and energy conservation rehabilitation, and to carry such projects to completion within the time frame allotted by the O.C.E.A.N., Inc. Weatherization Program (generally 2-5 days);
- 7) Have demonstrated equipment, organization, and ability to perform energy conservation construction, health and safety projects related to the rehabilitation of residential properties.
- 8) Have demonstrated experience in managing and completing projects of a similar type, size, and complexity.
- 9) Comply with all COVID memos and guidelines from the NJ DCA and federal DOE.
<https://www.nj.gov/dca/divisions/dhcr/offices/wap.html>

1.2 Format of Proposal and Statement of Qualifications

Contractors should present their proposal following this format:

- 1) Description of Approach: Up to two pages describing typical approach to insulation installment and energy efficiency upgrades.
- 2) Team Expertise: Brief description of general qualifications, the multidisciplinary nature of the team assembled to work on insulation installment services and other WAP related services. Include specific evidence of relevant experience working on similar projects and a listing of key personnel that would be available to work on this program. Describe ability to meet project deadlines. Describe why we should consider your company to provide the services required.

1.3 Technical Assistance Session

N/A

1.4 RFQ Process and Evaluation Criteria

Every Respondent's submittal will be evaluated as follows:

- 1) Overall quality of the proposal (concise and to the point)
- 2) Respondent's overall ability to provide the services
- 3) Agreement of line item prices
- 4) Personnel experience
- 5) Project experience
- 6) Documents required submitted

1.5 References

Respondents must provide at least three references

- 1) Name and address of company or individual.
- 2) Name of contact person and phone number.
- 3) Type of service provided to the company or individual.

1.6 Additional Information

You may present additional information or documents that you may find relevant to show your company's experience for the services required by our Agency.

2.0 Scope of Services

2.1 Background

The services to be performed consists of Insulation/Energy Efficiency services and other related energy upgrade work for the O.C.E.A.N., Inc. Weatherization Assistance Program ("WAP"). The WAP program is a federally funded energy efficiency program geared at reducing the consumption of electricity and/or gas, propane, and oil.

O.C.E.A.N., Inc. is currently administering contracts for Ocean County, NJ.

The services will be performed on residential homes and/or apartments based on work orders issued by O.C.E.A.N., Inc. Energy Auditors. Invoices submitted must be broken down by material, and labor as it appears on work orders. Contractor must dispose of replaced material/appliances, all cost for permit(s), packaging, handling, shipping and delivery charges are the responsibility of contractor.

Successful Respondents shall provide O.C.E.A.N., Inc. with assurance to maintain a sufficient inventory to supply those materials for O.C.E.A.N., Inc. assigned jobs on demand. When required by local code, permits must be obtained (and copies of the inspection must be provided to O.C.E.A.N., Inc. The contractor must ensure that a licensed contractor performs the respective service (when applicable). Some residential units fall under the United States Environmental Protection Agency ("EPA") requirements for Lead Safety. Successful Respondents shall furnish a certified lead renovator for each worksite and copy of EPA Certified Firm certification. Successful Respondents shall provide O.C.E.A.N., Inc. proof of insurance and bonding (if applicable).

Prices will remain firm for the duration of the contract, from date of contract signature regardless of the number of units, if any, called for.

2.2 Scope of Services

The services shall be primarily insulation and air sealing installation and other related WAP Services. Other related work might be necessary in some households. Respondents must be able to provide these services as required. Each weatherization job includes one or more of the following measures and must be completed within twenty (10) calendar days of job approval:

- insulating attics, walls, under floors, heating ducts and water pipes
- air-sealing the building shell to reduce air infiltration
- sealing the air handling system (supply and return ducts and boots)
- combustion safety analysis
- making minor repairs to protect the weatherization measures installed
- repair windows and doors
- installing bathroom and kitchen fans
- installing whole house ventilation systems or dehumidifiers
- installing programmable thermostats
- installing health and safety measures

Air infiltration reduction may include the techniques of dense-packing and pressure diagnostics. In addition to shell related air-sealing, contractors shall use mastic and other UL-Listed tapes to seal supply and return ducts and boots in all homes where forced air heating systems are present and air leakage reductions in the air handling system are possible. All attic cavity and floor insulation work in site-built homes shall include sealing of all penetrations.

In addition to the items listed, Contractors are required to cooperate with specialty contractors, such as plumbers, HVAC, and electricians, to perform health and safety or specialty tasks. O.C.E.A.N., Inc. is required to arrange for specialty contractors including knob and tube wiring inspections by licensed electricians.

Contractors are required to self-inspect their work upon completion, including ensuring optimal completion of measures is accomplished, and all debris caused by weatherization work is cleaned accordingly. All jobs must pass Quality Control Final Inspection which will be performed on the same day when possible, and/or DCA Program Monitor inspection.

Please refer to [NJ WAP Field Guide](#) for standard work scopes and measures.

- A. Delivery of all products/services shall be made to the address shown on each individual client Work Order or Delivery Request. Such address shall be the home occupied by an eligible program participant residing anywhere within Ocean County, New Jersey.
 - i. Weatherization clients are low-income individuals and families that meet established rules and program requirements. Weatherization clients live in site built, manufactured housing or multi-family homes. Similar to homes of different economic levels, Weatherization clients live in well maintained, fairly maintained or dilapidated homes. Contractors will maintain a strict professional and respectful demeanor when providing services to any O.C.E.A.N., Inc. clients.
 - ii. Client confidentiality is of utmost importance and is a requirement of the United

States Department of Health and Human Services, Department of Energy, New Jersey Department of Community Affairs and of O.C.E.A.N., Inc. Failure to comply with these requirements may result in the termination of the contract and civil and/or criminal penalties.

- iii. Worksites must be left clean (broom swept). For the safety of clients, trash and debris must be removed daily and material may not be left on site. Contractor must make efforts to protect the client's property and goods when performing the work.
 - iv. Contractor must contact the client to set an appointment for when the work is to commence. Contractor is expected to inform the client the date and time the crew will return to continue the work.
 - v. Contractor and crew may not bring any non-employees to the worksite.
 - vi. Contractor and crew may not perform illegal activities while at the worksite.
 - vii. Contractor and crew may not consume alcoholic beverages or smoke while at the worksite.
 - viii. O.C.E.A.N., Inc. will perform background checks of the awarded Contractor(s). The awarded Contractor must provide the Employee name and requested information to O.C.E.A.N., Inc. prior to the employee entering the property of a client. Employees convicted of sex crimes, elder abuse, theft, robbery, murder and/or assault will not be allowed to work at O.C.E.A.N., Inc. client homes.
1. Qualified Respondents will be requested to meet specific standards and/or specifications. Weatherization materials that are required to meet specific standards are identified in **10 CFR 440 Appendix A, Standards for Weatherization Materials**, which can be accessed at the following web link <https://tinyurl.com/y3mfl6pc>. The specifications are listed in this attachment. Please read them carefully. Failure to install items that require specific standards or specifications may result in a failed final inspection, the requirement to replace the item with one that meets the requirement and/or the Contractor may be required to reimburse O.C.E.A.N., Inc. for the labor and/or material to install the item.
- B. Product information: Qualified Respondents will be requested to submit technical specifications of the material to be installed. Materials that do not meet the material specification listed in 10 CFR 440 Appendix A will not be considered.

As per the "Buy American" requirement, all potential contractors must demonstrate their commitment to using American-made products and materials in the performance of this project. This requirement applies to all materials and products used in the project, including those supplied by subcontractor

- C. Payment for Products/Services: **Contractor will be paid after 60 days once the Quality Control Inspection is successful, and an invoice has been submitted. Pictures should be included for areas sealed off after installation of measure.**
- D. Code Compliance: All installations, repairs, disposals and any other service provided pursuant to this procurement must meet applicable Federal, State and/or local codes, whichever shall be the most restrictive. Contractors shall be responsible for obtaining any required permit and payment of any required payment fee, as applicable.
- E. Guaranties: All installations, repairs, and any other product or service provided pursuant to this solicitation must be guaranteed, in writing. **Each Contractor must provide a free installation/labor warranty of ONE YEAR from the O.C.E.A.N., Inc. final inspection date.** The Contractor must register all applicable warranties for each client, then provide the client with the appliance warranty information. The successful Respondent, if any, shall be contractually obligated to complete any warranty work-related to labor within 3 working days of notification.
- F. All Weatherization work must conform to the New Jersey Department of Community Affairs Standard Work Specification and requirements, including Lead Safe Weatherization practices on all homes built prior to 1978 if applicable. Respondents may access the Standard work specifications at the following link: <https://tinyurl.com/y2y2utjl>
- G. *Companies and individuals who appear on the Federal Excluded Parties List System (“EPLS”) are not able to secure contracts for these services. You may determine your eligibility at the following link: <https://tinyurl.com/y3g8lwuq>*
- H. A contract, if awarded pursuant to this solicitation, shall be made to qualified Contractors. Contracts will be awarded on pre-established scoring criteria.
- I. The Contractor may **not** sell to the general public, an appliance that has been replaced. The Contractor must destroy, dispose of properly or recycle the replaced appliance. The awarding Contractors must dispose of all replaced items in accordance with local, state and federal requirements and regulations.
- J. The Contractor shall have all the required certifications to perform the specified work.

Contractor must be willing and available to take and pass the necessary training or certification to complete the work within the NJDCA, and agency guidelines. Training expenses maybe shared jointly with O.C.E.A.N., Inc. when funds are available and if deemed critical to the weatherization process.

2.3 Subcontract Staffing

Qualified Respondents shall include a list of all sub-Contractors anticipated to perform work under this RFQ. You must provide all information required herein at “Qualifications of Contractor” for each sub-Contractor. This subcontract staffing list shall include the percent of work to be completed by each sub-Contractor and indicate whether or not each subcontract is a Minority or Women Owned Business.

2.4 Time of Completion Schedule

O.C.E.A.N., Inc. **anticipates notifying Contractors considered qualified to provide services under this RFQ within 7 days of receipt of offers.** Contractors must be ready to provide services within three days of notification. Projects completion schedule will be determined at the time of issuance of the work order for the project. Contractors will be required to provide a project completion timeline within three days of receipt of the project work scope.

3 General Conditions

All Weatherization work must conform to the New Jersey Department of Community Affairs Standard Work Specification and requirements, including Lead Safe Weatherization practices on all homes built prior to 1978 if applicable. Respondents may access the Standard work specifications at the following link: <https://tinyurl.com/y2y2utjl>

3.1 Additional Terms & Conditions

N/A

3.1.1 Contractor Debriefing

Upon notification of the selection of Contractors, unsuccessful respondents may request in writing a debriefing of the results of their response to this solicitation. Requests for debriefing must be received within a reasonable timeframe, not more than 30 days after notice of selection.

3.1.2 Proposal/Qualifications Confidentiality

All proposals and qualifications submitted for O.C.E.A.N., Inc. consideration will be held in confidence. However, the resulting contracts is subject to the provisions of N.J.S.A. 40 A: 11-1 et seq “Local Public Contracts Law” as well as the Common Rule (10 CFR600 – Uniform Administrative

Requirements for Grants and Cooperative Agreements to State and Local Governments) and OMB Circular A-110 (Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations). Therefore, if a Respondents believes that any information in its proposal constitutes a trade secret or should otherwise be treated as confidential and wishes such information not to be disclosed the Respondents shall submit with its proposal a separate letter to the designated contact. The letter shall specifically identify the page number(s), line(s) or other appropriate designation(s) containing such information, explaining in detail why such information is a trade secret and formally requesting that such information be kept confidential. Failure by a Respondents to submit such a letter will constitute a waiver by the Respondents of any rights it may have under the law relating to protection of trade secrets.

The proprietary nature of the information designated confidential by the Respondents may be subject to disclosure if ordered by a court of competent jurisdiction. A request that an entire proposal be kept confidential is not advisable since a proposal cannot reasonably consist of all data subject to proprietary status.

3.2 Required Contractor Documentation

An incomplete proposal will be immediately disqualified. A proposal is considered incomplete if any of the following documents is not submitted. Please note documents that are required to be notarized:

- 1) Non-Collusion Affidavit of Prime Respondent.
- 2) Affirmative Action Affidavit.
- 3) Mandatory Equal Employment Opportunity.
- 4) Copy of Certificate Employee Information Report.
- 5) Copy of State of New Jersey Business Registration Certificate.
- 6) EPA Lead Renovation Firm Certification and any other professional lead certs.
- 7) Certificates of Insurance (liability and workers comp)
- 8) Request for Taxpayer Identification Number and Certification (W-9) Form.
- 9) Copy of OSHA10 Certificates for all employees that will work on the projects
(Temporary certificates will not be accepted).
- 10) Contractor Registration Application Form.
- 11) Notice of Intent to Subcontract Form.
- 12) Contractor's Assurances Form.
- 13) Home Improvement Contractor Registration Certificate.

3.2.1 Required Insurance

You must include an original certificate of Liability Insurance with a minimum coverage limits no less than \$1,000,000 for property damage, \$1,000,000 for bodily injury for each occurrence, \$1,000,000 for injuries to one person for each occurrence; \$500,000 Worker's

Compensation for each occurrence; \$500,000 Pollution Occurrence, if your company does not have pollution occurrence insurance then proof of pollution occurrence insurance coverage must be provided no later than 3 days after the contract award notification letter. Failure to provide this document on or before the time allowed will forfeit your contract; Automobile Liability Automobile liability insurance with a combined single limit of liability per occurrence of \$1,000,000 for bodily injury, property damage. This insurance shall include bodily injury and property damage for all Owned Automobiles, Hired Automobiles, Non-owned Automobiles.

Upon contract award you will be required to submit a Certificate of Insurance naming CARC as additionally insured within 14 working days.

O.C.E.A.N., Inc. reserves the right to:

- I. Not accept any and all proposals received in response to this RFQ.
- II. To terminate any resulting contract for: (1) unavailability of funds; (2) cause; (3) convenience.
- III. Request certified audited financial statements for the past three (3) completed fiscal years and/or other appropriate supplementation including, but not limited to, interim financial statements and credit reports.
- IV. Contact any or all references.
- V. Waive requirements or amend this RFQ upon notification to all Respondents. Mandatory requirements may be eliminated if unmet by all Respondents.
- VI. Negotiate with Respondents responding to this RFQ within the requirements necessary to serve the best interests of O.C.E.A.N., Inc.
- VII. Begin contract negotiations with another Respondents in order to serve the best interests of O.C.E.A.N., Inc. should O.C.E.A.N., Inc. be unsuccessful in negotiating a contract with the Successful Respondents within an acceptable time frame.
- VIII. Reject any or all portions of any offer, to negotiate terms and conditions consistent with the intent of O.C.E.A.N., Inc. and to make an award for any or all remaining portions.
- IX. Request clarifications from Respondents for purposes of assuring a full understanding of responsiveness, and further to permit revisions from all Respondents determined to be susceptible to being selected for contract award, prior to award.
- X. Advise Respondents of any objectionable employee(s) and/or subcontractor(s) and request their removal from the project. Such removal shall not be reasonably withheld by the Respondents.
- XI. Terminate agreement with thirty (30) days written notice.

The following current/valid documents (copies) should be submitted as Contractor's RFQ response (in this order):

- Contractor Registration Application Form.
- Affirmative Action Affidavit.
- Non-Collusion Affidavit of Prime Respondent.
- Mandatory Equal Employment Opportunity.
- Copy of Certificate Employee Information Report.
- Copy of State of New Jersey Business Registration Certificate.
- Certificates of Insurance (liability and workers comp)
- Request for Taxpayer Identification Number and Certification (W-9) Form.
- Copy of OSHA10 Certificates for all employees that will work on the projects (Temporary certificates will not be accepted).
- Notice of Intent to Subcontract Form.
- Contractor's Assurances Form.
- Home Improvement Contractor Registration Certificate.
- Bids on all Weatherization Measures (Material, Labor, Total costs)

4 ATTACHMENTS

SAMPLE COPY OF: State of New Jersey Business Registration Certificate

Affirmative Action Affidavit Form

Non-Collusion Affidavit of Prime Respondent Form

Contractor Registration Application Form

Mandatory Equal Employment Opportunity Form

Qualification Submittal Form


Employee Information Report – Form AA302

Notice of Intent to Subcontract Form

Request for Taxpayer Identification Number and Certification (W-9)

Contractor's Assurances Form

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE FOR STATE AGENCY AND CASINO SERVICE CONTRACTORS		DEPARTMENT OF TREASURY DIVISION OF REVENUE PO BOX 252 TRENTON, N.J. 08646-0252
TAXPAYER NAME: TAX REGISTRATION TEST ACCOUNT	TRADE NAME: CLIENT REGISTRATION	
TAXPAYER IDENTIFICATION#: 970-097-382/500	SEQUENCE NUMBER: 0107330	
ADDRESS: 847 ROEBLING AVE TRENTON NJ 08611	ISSUANCE DATE: 07/14/04	
EFFECTIVE DATE: 01/01/01		
FORM-BRC(08-01)		
 Act. Director		
<small>This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.</small>		

 STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE	
Taxpayer Name:	TAX REG TEST ACCOUNT
Trade Name:	
Address:	847 ROEBLING AVE TRENTON, NJ 08611
Certificate Number:	1093907
Date of Issuance:	October 14, 2004
For Office Use Only:	
	20041014112823533

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS
Division of Housing and Community Resources

Affirmative Action Affidavit

State of New Jersey

County of _____
(Your County)

I, _____ of the _____
(Name of person completing form) (Name of Firm/Agency/Corporation)

in the County of _____, and State of New Jersey,
(Your County)

of full age, being duly sworn according to law on my oath depose and say that:

I am (owner, partner, officer, representative or agent) of the firm of
(circle one)

_____, the bidder making the proposal for the weatherization of
(Name of Firm/Agency/Corporation)

_____ and that I executed the said proposal with full
(Name of Project or Bid Package #)

authority to do so; that said bidder hereby affirms that the bidder will abide by all terms of the

“Affirmative Action Law”, P.L., 1975, c. 127, as set forth in the specifications; and that all statements contained in said proposal and in this Affidavit are true and correct, and made with full knowledge that

the _____
(Name of Weatherization Agency)

relies upon the truth of the statements contained in this Affidavit in awarding the Contract for the said project.

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS
Division of Housing and Community Resources

Affirmative Action Affidavit (cont'd)

Signature

Title

Name of Witness

Signature of Witness

Sworn and subscribed before

me this _____ day of
(day)

_____,
(month)

_____.
(year)

SEAL

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS
Division of Housing and Community Resources

Non-Collusion Affidavit of Prime Bidder

State of New Jersey

County _____
(County of Residence)

_____, being first duly sworn, deposes and says
(Name of person completing form)

that:

1. I am the (owner, partner, officer, representative or agency) of _____, the Bidder
(Name of Firm/Agency/Corporation submitting Bid, circle one choice)
that has submitted the attached Bid.

2. Neither the said bidder nor any of its officers, partners, owners, agents, representatives, employees or parties interest, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion conference with any other Bidder, firm or person to fix the price or prices in the attached Bid or that of any other Bidder, or, to fix any overhead, profit or cost element of the Bid price or the Bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the _____ in the proposed Contract; and

(WAP
Agency
Soliciting
Bid)

3. I am fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;

4. Such Bid is genuine and is not a collusive or sham Bid;

5. The price or prices quoted in the attached Bid are fair and proper and are not tainted by any

collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties of interest.

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS
Division of Housing and Community Resources

(Signature - Bidder Representative)

(Title)

Subscribed and sworn before me

This _____ day of _____
(day) (month)

(year)

SEAL

(Signature of Witness)

(Name of Witness)

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

Division of Housing and Community Resources

Contractor Registration Application

1. Firm Being Registered:

Name: _____

Address: _____

Phone Number: _____

Type of Work Performed: _____

2. Names, Addresses and years of construction experience of all owners, partners and principal stockholders of the construction firm.

<u>Name</u>	<u>Address</u>	<u>Experience</u>	<u>Years</u>
-------------	----------------	-------------------	--------------

3. Other contracting firm names which the principals have operated.

<u>First Name</u>	<u>Address</u>	<u>Associated Principal</u>
-------------------	----------------	-----------------------------

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

Division of Housing and Community Resources

4. Business References:

a) Banks

<u>Name</u>	<u>Address</u>	<u>Type of Account</u>
-------------	----------------	------------------------

b) Suppliers

<u>Name</u>	<u>Address</u>	<u>Telephone Number</u>
-------------	----------------	-------------------------

c) Subcontractors

<u>Name</u>	<u>Address</u>	<u>Telephone Number</u>
-------------	----------------	-------------------------

5. Recent Customers: (Include all previous Weatherization Assistance Program-funded work experience references)

<u>Name</u>	<u>Address</u>	<u>Date(s) Service Provided</u>
-------------	----------------	---------------------------------

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

Division of Housing and Community Resources

6. Please list any current contracts with other Weatherization Assistance Program agencies and Contract Expiration Date:

Name Expiration Date

7. Insurance: (Attach Insurance Certificates)

Insurance Company Agency Type of Coverage

Authorized Signature

Title

Date

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)
N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the Contractor agrees as follows:

The Contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the Contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprentices. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The Contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The Contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the Contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The Contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The Contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The Contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national

origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The Contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the applicable employment goals, the Contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

Representative's Name/Title (Print):

Representative's Signature:

Name of Company: _____

Telephone: _____ Date: _____

**WEATHERIZATION ASSISTANCE
PROGRAM DOE, BIL
QUALIFICATION SUBMITTAL FORM**

Company Name: _____

Business Address: _____

TELEPHONE No: _____ EMAIL: _____

DUNS NUMBER _____

AUTHORIZED OFFICIAL SIGNATURE

DATE

O.C.E.A.N., Inc

STATE OF NEW JERSEY
Division of Public Contracts
Equal Employment Opportunity
Compliance

EMPLOYEE INFORMATION REPORT

IMPORTANT- READ INSTRUCTIONS ON BACK OF FORM CAREFULLY BEFORE COMPLETING FORM. TYPE OR PRINT IN SHARP BALLPOINT PEN. FAILURE TO PROPERLY COMPLETE THE ENTIRE FORM AND SUBMIT THE REQUIRED \$150.00 NON-REFUNDABLE FEE MAY DELAY ISSUANCE OF YOUR CERTIFICATE. DO NOT SUBMIT EE0-1 REPORT FOR SECTION 8, ITEM 11. For Instructions on completing the Form, go to: www.state.nj.us/treasury/contract_compliance/pdf/aa302ins.pdf

SECTION A-COMPANY IDENTIFICATION

1. FID. NO. OR SOCIAL SECURITY	2. TYPE OF BUSINESS <input type="radio"/> 1. MFG <input type="radio"/> 2. SERVICE <input type="radio"/> 3. WHOLESALE <input type="radio"/> 4. RETAIL <input type="radio"/> 5. OTHER	3. TOTAL NO. EMPLOYEES IN THE ENTIRE COMPANY
--------------------------------	---	--

4. COMPANY NAME _____

5. STREET _____ CITY _____ COUNTY _____ STATE _____ ZIP CODE _____

6. NAME OF PARENT OR AFFILIATED COMPANY (IF NONE, SO INDICATE) _____ CITY _____ STATE _____ ZIP CODE _____

MULTI-ESTABLISHMENT EMPLOYER

9. TOTAL NUMBER OF EMPLOYEES AT ESTABLISHMENT WHICH HAS BEEN AWARDED THE CONTRACT _____

10. PUBLIC AGENCY AWARDED CONTRACT _____

CITY _____ COUNTY _____ STATE _____ ZIP CODE _____

Official Use Only	DATE RECEIVED	NAUG. DAIB	ASSIGNED CERTIFICATION NUMBER

SECTION A-EMPLOYMENT DATA

11. Report all permanent, temporary and part-time employees ON YOUR OWN PAYROLL. Enter the appropriate figures on all lines and in all columns. Where there are no employees in a particular category, enter a zero. Include ALL employees, not just those in minority/non-minority categories, in columns 1, 2, & 3. **DO NOT SUBMIT AN EE0-1 REPORT.**

SECTION C-SIGNATURE AND IDENTIFICATION

16. NAME OF PERSON COMPLETING FORM (Print or Type) _____ SIGNATURE _____ TITLE _____ DATE MO/DAY/YEAR _____

17. ADDRESS NO. & STREET _____ CITY _____ COUNTY _____ STATE _____ ZIP CODE PHONE (AREA CODE, NO., EXTENSION) _____

Service Workers													
TOTAL													
Total employment from previous Report (if any)													
Temporary & Part-Time Employees	The data below shall NOT be included in the figures for the appropriate categories above.												
12. HOW WAS INFORMATION AS TO RACE OR ETHNIC GROUP IN SECTION B OBTAINED <input type="checkbox"/> 1. Visual Survey <input type="checkbox"/> 2. Employment Record <input checked="" type="checkbox"/> 3. Other (Specify)								14. IS THIS THE FIRST Employee Information Report Submitted?			15. If NO, DATE LAST REPORT SUBMITTED		
13. DATES OF PAYROLL PERIOD USED From: _____ To: _____								1. YES 2. NO			MO. DAY YEAR		

SUGGESTED PROCEDURE TO DEMONSTRATE A GOOD FAITH EFFORT:

If a bidder intends to subcontract, the following actions should be taken to achieve the set-aside subcontracting goal requirements:

1. Attempt to locate eligible small businesses in Categories I, II and III appropriate to the RFP;
2. Request a listing of small businesses by Category from Commerce;
3. Record efforts to locate eligible businesses, including the names of businesses contacted and the means and results of such contacts;
4. Provide all potential subcontractors with detailed information regarding the specifications;
5. Attempt, whenever possible, to negotiate prices with potential subcontractors submitting higher than acceptable price quotes;
6. Obtain, in writing, the consent of any proposed subcontractor to use its name in response to the RFP; and,
7. Maintain adequate records documenting efforts to achieve the set-aside subcontracting goals.

Proposals should also contain the following items with the Plan, as applicable:

1. A copy of Commerce's proof of registration as a small business for any business proposed as a subcontractor; and,
2. Documentation of the bidder's good faith effort to meet the targets of the set-aside subcontracting requirement in sufficient detail to permit the Business Unit of the Division of Purchase and Property to effectively assess the bidder's efforts to comply if the bidder has failed to attain the statutory goals.

If awarded the contract, the bidder shall notify each subcontractor listed in the *Plan*, in writing.

NOTE THAT A BIDDER'S FAILURE TO SATISFY THE SMALL BUSINESS SUBCONTRACTING TARGETS OR PROVIDE SUFFICIENT DOCUMENTATION OF ITS GOOD FAITH EFFORTS TO MEET THE TARGETS WITH THE BID PROPOSAL OR WITHIN SEVEN (7) BUSINESS DAYS UPON REQUEST SHALL PRECLUDE AWARD OF A CONTRACT TO THE BIDDER.

Bidders seeking eligible small businesses should contact:

New Jersey Commerce and Economic Growth Commission
Office of Small Business
20 West State Street
PO Box 820
Trenton, New Jersey 08625-0820

Telephone: (609) 292-2146

Each bidder awarded a contract for a procurement which contains the set-aside subcontracting goal requirement shall fully cooperate in any studies or surveys which may be conducted by the State to determine the extent of the bidder's compliance with NJAC 17:13-1.1 et seq., and this *Notice to All Bidders*.

REQUIRED SUBMISSION

**STATE OF NEW JERSEY
DIVISION OF PURCHASE AND PROPERTY (DPP)**

NOTICE OF INTENT TO SUBCONTRACT FORM

THIS **NOTICE OF INTENT TO SUBCONTRACT** FORM MUST BE COMPLETED AND INCLUDED AS PART OF EACH BIDDER'S PROPOSAL. FAILURE TO SUBMIT THIS FORM WILL BE CAUSE FOR REJECTION OF THE BID AS NON-RESPONSIVE.

DPP Solicitation Number: _____	DPP Solicitation Title: _____
Bidder's Name and Address:	
Name _____	
Address _____	
City _____	State _____
	Zip Code _____

INSTRUCTIONS: PLEASE CHECK ONE OF THE BELOW LISTED BOXES:

If awarded this contract, I will engage subcontractors to provide certain goods and/or services.

ALL BIDDERS THAT INTEND TO ENGAGE SUBCONTRACTORS MUST ALSO SUBMIT A COMPLETED AND CERTIFIED **SUBCONTRACTOR UTILIZATION PLAN** WITH THEIR BID PROPOSALS.

If awarded this contract, I do not intend to engage subcontractors to provide any goods and/or services.

ALL BIDDERS THAT DO NOT INTEND TO ENGAGE SUBCONTRACTORS MUST ATTEST TO THE FOLLOWING CERTIFICATION:

I hereby certify that if the award is granted to my firm and if I determine at any time during the course of the contract to engage subcontractors to provide certain goods and/or services, pursuant to Section 3.11 of the Standard Terms and Conditions, I will submit the **Subcontractor Utilization Plan (Plan)** for approval to the Division of Purchase and Property in advance of any such engagement of subcontractors. Additionally, I certify that in engaging subcontractors, I will make a good faith effort to achieve the subcontracting set-aside goals established for this contract, and I will attach to the **Plan** documentation of such efforts in accordance with NJAC 17:13-4 and the **Notice to All Bidders**.

PRINCIPAL OF FIRM:

(Signature)

(Title)

(Date)

REQUIRED SUBMISSION IF BIDDER INTENDS TO SUBCONTRACT

STATE OF NEW JERSEY, DIVISION OF PURCHASE AND PROPERTY (DPP) SUBCONTRACTOR UTILIZATION PLAN <small>(REFERENCED IN RFP STANDARD TERMS AND CONDITIONS)</small>				DPP Solicitation No.:		
NOTE: If utilizing subcontractors, failure to submit the properly completed form will be sufficient cause for rejection of the bid as non-responsive.				DPP Solicitation Title:		
Bidder's Name and Address: _____ _____ _____				Bidder's Telephone No.: _____		
				Bidder's Contact Person: _____		
INSTRUCTIONS: List all businesses to be used as subcontractors. This form may be duplicated for extended lists.						
SUBCONTRACTOR'S NAME ADDRESS, ZIP CODE TELEPHONE NUMBER AND VENDOR ID NUMBER	REGISTERED WITH NJ COMMERCE AND ECONOMIC GROWTH COMMISSION				TYPE(S) OF GOODS OR SERVICES TO BE PROVIDED	ESTIMATED VALUE OF SUBCONTRACTS
	SMALL BUSINESS CATEGORY *			NOT SMALL BUSINESS		
	I	II	III			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
* For those Bidders listing Small Business Subcontractors: Attach copies of NJ Commerce & Economic Growth Commission registration for each subcontractor listed. If bidder has not achieved established subcontracting set-aside goals, also attach documentation of good faith effort to do so in the relevant category in accordance with NJAC17:13-4 and the Notice to All Bidders.						
I hereby certify that this Subcontractor Utilization Plan (Plan) is being submitted in good faith. I certify that each subcontractor has been notified that it has been listed on this Plan and that each subcontractor has consented, in writing, to its name being submitted for this contract. Additionally, I certify that I shall notify each subcontractor listed on the Plan, in writing, if the award is granted to my firm, and I shall make all documentation available to the Division of Purchase and Property upon request.						
I further certify that all information contained in this Plan is true and correct and I acknowledge that the State will rely on the truth of the information in awarding the contract.						
PRINCIPAL OF FIRM:						
_____		_____		_____		
<small>(Signature)</small>		<small>(Title)</small>		<small>(Date)</small>		

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.					
	2 Business name/disregarded entity name, if different from above					
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):			
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC	<input type="checkbox"/> C Corporation	<input type="checkbox"/> S Corporation	<input type="checkbox"/> Partnership	<input type="checkbox"/> Trust/estate	Exempt payee code (if any) _____
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____					Exemption from FATCA reporting code (if any) _____
	Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.					(Applies to accounts maintained outside the U.S.)
	<input type="checkbox"/> Other (see instructions) ▶					
5 Address (number, street, and apt. or suite no.) See instructions.			Requester's name and address (optional)			
6 City, state, and ZIP code						
7 List account number(s) here (optional)						

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number				
		-		
		-		
or				
Employer identification number				
		-		
		-		

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



Helping People. Changing Lives.
www.oceaninc.org

O.C.E.A.N., Inc.

P.O. Box 1029 Toms River, NJ 08754-1029
Tel. 732-244-5333 Fax. 732-349-4227

Contractor's Assurances Form

I _____ certify that I am knowledgeable of requirements to bid on a project funded through the DOE, and BIL Weatherization Assistance Program.

After reading and understanding, please initial each line: Failure to submit attachments will deem application incomplete - Include attachments where applicable.

Bidder possesses appropriate business and contracting licensing (New Jersey Home Improvement Contractors' Registration), insurance and bonding. Copies attached. _____

Bidder agrees to perform all work through utilization of individuals properly classified as employees, rather than independent contractors (except where subcontracting to a subcontractor). _____

Bidder has had no more than six governmental determinations of a violation of federal, state, or local laws relating to public safety, workplace safety or employment in the past three years. (Attach a description of each such violation and a resolution). _____

Bidder has not been disbarred from any public contract (federal, state, or local). _____

Bidder has successfully completed a job of this size and this type or a similar type of work in the past five years with a satisfactory record of on-time performance. (Attach documentation). _____

Bidder will require all employees on Weatherization Assistance Program work to complete at least 10 hours of OSHA safety training. _____

Bidder will comply with any applicable local hiring or first source policy. _____

Name: _____

Date: _____

Title: _____



<h1>Attic</h1>				
Measure Name	Measure Description: This is the Standard Work Specification description of work to be performed for the bid purpose.	Material Cost	Labor Cost	Total Measure Cost
(ANCIL) Attic Damming	Install a rigid and durable dam (2" rigid foam board) having a height greater than the insulation around perimeter of attic storage area. Must be permanently secured to attic floor.	____ Per Square Foot	____ Per Square Foot	____ Per Square Foot
(ANCIL) Attic Hatch Ply-wood Damming	Install a rigid and durable dam (plywood) having a height greater than the insulation at attic opening and does not interfere with the operation of the access. Must be secured to attic floor.	____ Per Installation	____ Per Installation	____ Per Installation
(ANCIL) Eave Baffles	Install insulation baffles in every roof bay that extend above the final insulation level by at least 6". Baffles must be mechanically fastened to attic roof and floor in accordance to manufacturer specifications.	____ Per Each	____ Per Each	____ Per Each
(ANCIL) Tyvek/House Wrap Air Barrier (Blown Insulation)	Install airtight backing material over entire area to be insulated (i.e. knee-wall) that will withstand dense packing pressures. Backing material must be secured with mechanical fasteners to sub framing.	____ Per Square Foot	____ Per Square Foot	____ Per Square Foot
(ECM) Cellulose R-11	Install loose fill insulation to prescribed R-value in every joist bay in full contact with the air barrier without gaps, voids, compressions, or misalignments. Install a minimum of one insulation depth marker and one marker every additional 300 ft ² throughout installation area with measurement beginning at the air barrier. Install flags at all utility junctions that can be seen above the final level of the insulation. Post a dated receipt signed by the installer that minimally includes: Installed insulation type, coverage area, installed thickness, minimum settled thickness, installed R-value, and number of	____ Per Square Foot	____ Per Square Foot	____ Per Square Foot

	bags installed.			
(ECM) Cellulose R-13	<p>Install loose fill insulation to prescribed R-value in every joist bay in full contact with the air barrier without gaps, voids, compressions, or misalignments. Install a minimum of one insulation depth marker and one marker every additional 300 ft² throughout installation area with measurement beginning at the air barrier. Install flags at all utility junctions that can be seen above the final level of the insulation. Post a dated receipt signed by the installer that minimally includes: Installed insulation type, coverage area, installed thickness, minimum settled thickness, installed R-value, and number of bags installed.</p>	<hr/> <p>___ Per Square Foot</p>	<hr/> <p>___ Per Square Foot</p>	<hr/> <p>___ Per Square Foot</p>
(ECM) Cellulose R-19	<p>Install loose fill insulation to prescribed R-value in every joist bay in full contact with the air barrier without gaps, voids, compressions, or misalignments. Install a minimum of one insulation depth marker and one marker every additional 300 ft² throughout installation area with measurement beginning at the air barrier. Install flags at all utility junctions that can be seen above the final level of the insulation. Post a dated receipt signed by the installer that minimally includes: Installed insulation type, coverage area, installed thickness, minimum settled thickness, installed R-value, and number of bags installed.</p>	<hr/> <p>___ Per Square Foot</p>	<hr/> <p>___ Per Square Foot</p>	<hr/> <p>___ Per Square Foot</p>

(ECM) Cellulose R-19	<p>Attic floor dense packing - Install airtight, rigid, blocking material (rigid foam board) at all cavity openings that aligns with the pressure boundary and will not fail under dense pack pressures. Fill 100% of each cavity with insulation to the correct density that prevents air movement. Install closure system over all access holes that is airtight, and permanent. Post a dated receipt signed by the installer that minimally includes: Installed insulation type, coverage area, installed thickness, minimum settled thickness, installed R-value, and number of bags installed.</p>	<p>___ Per Square Foot</p>	<p>___ Per Square Foot</p>	<p>___ Per Square Foot</p>
(ECM) Cellulose R-30	<p>Install loose fill insulation to prescribed R-value in every joist bay in full contact with the air barrier without gaps, voids, compressions, or misalignments. Install a minimum of one insulation depth marker and one marker every additional 300 ft² throughout installation area with measurement beginning at the air barrier. Install flags at all utility junctions that can be seen above the final level of the insulation. Post a dated receipt signed by the installer that minimally includes: Installed insulation type, coverage area, installed thickness, minimum settled thickness, installed R-value, and number of bags installed.</p>	<p>___ Per Square Foot</p>	<p>___ Per Square Foot</p>	<p>___ Per Square Foot</p>
(ECM) Cellulose R-38	<p>Install loose fill insulation to prescribed R-value in every joist bay in full contact with the air barrier without gaps, voids, compressions, or misalignments. Install a minimum of one insulation depth marker and one marker every additional 300 ft² throughout installation area with measurement beginning at the air barrier. Install flags at all utility junctions that can be seen above the final level of the insulation. Post a dated receipt signed by the installer that minimally includes: Installed insulation type, coverage area, installed thickness, minimum settled thickness, installed R-value, and number of bags installed.</p>	<p>___ Per Square Foot</p>	<p>___ Per Square Foot</p>	<p>___ Per Square Foot</p>

<p>(ECM) Dense Pack Walk-up Attic-Walls/Stair Stringers</p>	<p>Create access holes through the interior wall surface and/or stair stringers in a straight horizontal line sufficient to access the cavity with fill tube without damaging the wall and/or stair surface. Fill 100% of each cavity with insulation to the correct density that prevents air movement. Interior holes will be coated and patched to match original interior surface characteristics or covered with trim as agreed upon with client. Post a dated receipt signed by the installer that minimally includes: Installed insulation type, coverage area, installed thickness, minimum settled thickness, installed R-value, and number of bags installed.</p>	<p>___ Per Square Foot</p>	<p>___ Per Square Foot</p>	<p>___ Per Square Foot</p>
<p>(ECM) Fiberglass R-11 (batt)</p>	<p>Install batt insulation to prescribed R-value in every joist bay in full contact with the air barrier and all sides of the ceiling cavity without gaps, voids, compressions, or misalignments. If batt contains a facing material, install it in contact with the conditioned space. Install a minimum of one insulation depth marker and one marker every additional 300 ft² throughout installation area with measurement beginning at the air barrier. Install flags at all utility junctions that can be seen above the final level of the insulation. Post a dated receipt signed by the installer that minimally includes: Installed insulation type, coverage area, installed thickness, and installed R-value.</p>	<p>___ Per Square Foot</p>	<p>___ Per Square Foot</p>	<p>___ Per Square Foot</p>
<p>(ECM) Fiberglass R-11 (loose)</p>	<p>Install loose fill insulation to prescribed R-value in every joist bay in full contact with the air barrier without gaps, voids, compressions, or misalignments. Install a minimum of one insulation depth marker and one marker every additional 300 ft² throughout installation area with measurement beginning at the air barrier. Install flags at all utility junctions that can be seen above the final level of the insulation. Post a dated receipt signed by the installer that minimally includes: Installed insulation type, coverage area, installed thickness, minimum settled</p>	<p>___ Per Square Foot</p>	<p>___ Per Square Foot</p>	<p>___ Per Square Foot</p>

	thickness, installed R-value, and number of bags installed.			
(ECM) Fiberglass R-19 (batt)	Install batt insulation to prescribed R-value in every joist bay in full contact with the air barrier and all sides of the ceiling cavity without gaps, voids, compressions, or misalignments. If batt contains a facing material, install it in contact with the conditioned space. Install a minimum of one insulation depth marker and one marker every additional 300 ft ² throughout installation area with measurement beginning at the air barrier. Install flags at all utility junctions that can be seen above the final level of the insulation. Post a dated receipt signed by the installer that minimally includes: Installed insulation type, coverage area, installed thickness, and installed R-value.	___ Per Square Foot	___ Per Square Foot	___ Per Square Foot
(ECM) Fiberglass R-19 (loose)	Install loose fill insulation to prescribed R-value in every joist bay in full contact with the air barrier without gaps, voids, compressions, or misalignments. Install a minimum of one insulation depth marker and one marker every additional 300 ft ² throughout installation area with measurement beginning at the air barrier. Install flags at all utility junctions that can be seen above the final level of the insulation. Post a dated receipt signed by the installer that minimally includes: Installed insulation type, coverage area, installed thickness, minimum settled thickness, installed R-value, and number of bags installed.	___ Per Square Foot	___ Per Square Foot	___ Per Square Foot

<p>(ECM) Fiberglass R-30 (batt)</p>	<p>Install batt insulation to prescribed R-value in every joist bay in full contact with the air barrier and all sides of the ceiling cavity without gaps, voids, compressions, or misalignments. If batt contains a facing material, install it in contact with the conditioned space. Install a minimum of one insulation depth marker and one marker every additional 300 ft² throughout installation area with measurement beginning at the air barrier. Install flags at all utility junctions that can be seen above the final level of the insulation. Post a dated receipt signed by the installer that minimally includes: Installed insulation type, coverage area, installed thickness, and installed R-value.</p>	<p>___ Per Square Foot</p>	<p>___ Per Square Foot</p>	<p>___ Per Square Foot</p>
<p>(ECM) Fiberglass R-30 (loose)</p>	<p>Install loose fill insulation to prescribed R-value in every joist bay in full contact with the air barrier without gaps, voids, compressions, or misalignments. Install a minimum of one insulation depth marker and one marker every additional 300 ft² throughout installation area with measurement beginning at the air barrier. Install flags at all utility junctions that can be seen above the final level of the insulation. Post a dated receipt signed by the installer that minimally includes: Installed insulation type, coverage area, installed thickness, minimum settled thickness, installed R-value, and number of bags installed.</p>	<p>___ Per Square Foot</p>	<p>___ Per Square Foot</p>	<p>___ Per Square Foot</p>
<p>(ECM) Fiberglass R-38 (batts)</p>	<p>Install batt insulation to prescribed R-value in every joist bay in full contact with the air barrier and all sides of the ceiling cavity without gaps, voids, compressions, or misalignments. If batt contains a facing material, install it in contact with the conditioned space. Install a minimum of one insulation depth marker and one marker every additional 300 ft² throughout installation area with measurement beginning at the air barrier. Install flags at all utility junctions that can be seen above the final level of the insulation. Post a dated receipt signed by the installer that</p>	<p>___ Per Square Foot</p>	<p>___ Per Square Foot</p>	<p>___ Per Square Foot</p>

	<p>minimally includes: Installed insulation type, coverage area, installed thickness, and installed R-value.</p>			
<p>(ECM) Fiberglass R-38 (loose)</p>	<p>Install loose fill insulation to prescribed R-value in every joist bay in full contact with the air barrier without gaps, voids, compressions, or misalignments. Install a minimum of one insulation depth marker and one marker every additional 300 ft² throughout installation area with measurement beginning at the air barrier. Install flags at all utility junctions that can be seen above the final level of the insulation. Post a dated receipt signed by the installer that minimally includes: Installed insulation type, coverage area, installed thickness, minimum settled thickness, installed R-value, and number of bags installed.</p>	<p>___ Per Square Foot</p>	<p>___ Per Square Foot</p>	<p>___ Per Square Foot</p>
<p>(ECM) Knee-wall Insulate R 11 + Rigid Foam Board Backing</p>	<p>Remove any existing insulation or vapor barrier materials from installation area. Install batt insulation to prescribed R-value in every joist bay in full contact with the air barrier and all sides of the ceiling cavity without gaps, voids, compressions, or misalignments. If batt contains a facing material, install it in contact with the conditioned space. Install (mechanically fasten) airtight backing material (rigid foam board) in full contact with the existing cavity insulation. Air seal all seams, gaps and edges of rigid foam board backing material. Post a dated receipt signed by the installer that minimally includes: Installed insulation type, coverage area, installed thickness, and installed R-value. Provide</p>	<p>___ Per Square Foot</p>	<p>___ Per Square Foot</p>	<p>___ Per Square Foot</p>

	<p>agency with a photo of knee-wall insulation prior to installation of backing material.</p>			
<p>(ECM) Knee-wall Insulate R 13 + Rigid Foam Board Backing</p>	<p>Remove any existing insulation or vapor barrier materials from installation area. Install batt insulation to prescribed R-value in every joist bay in full contact with the air barrier and all sides of the ceiling cavity without gaps, voids, compressions, or misalignments. If batt contains a facing material, install it in contact with the conditioned space. Install (mechanically fasten) airtight backing material (rigid foam board) in full contact with the existing cavity insulation. Air seal all seams, gaps and edges of rigid foam board backing material. Post a dated receipt signed by the installer that minimally includes: Installed insulation type, coverage area, installed thickness, and installed R-value. Provide agency with a photo of knee-wall insulation prior to installation of backing material.</p>	<p>___ Per Square Foot</p>	<p>___ Per Square Foot</p>	<p>___ Per Square Foot</p>

<p>(ECM) Non IC Recessed Lighting Fire-Resistant Box</p>	<p>Remove any material from the sealing area that will prevent full adhesion of the selected sealant. Install an airtight, durable and fire-safe enclosure over non IC recessed lighting. Enclosure must be at least as tall as the surrounding insulation and maintain a minimum clearance of 3" between enclosure and all portions of fixture (e.g. wiring, box, and ballast). Enclosure top must be R-1 or less and left free of insulation. Enclosure must withstand applied loads. Apply a continuous seal at all seams, cracks, joints, edges, penetrations, and connections of the enclosure. Sealant exposed to the interior of the enclosure must meet the same fire rating as the enclosure. Visibly flag enclosure above the final insulation level.</p>	<p>___ Per Installation</p>	<p>___ Per Installation</p>	<p>___ Per Installation</p>
<p>(IR) Attic pull down stairs replace</p>	<p>Replace existing attic pull down stairs with similar size and style attic pull down stairs. Install according to manufacturer's specifications. New attic pull down stairs will be painted with primer and new primed interior trim will be installed.</p>	<p>___ Per Installation</p>	<p>___ Per Installation</p>	<p>___ Per Installation</p>
<p>(IR) Door Install via Walkup Attic</p>	<p>Install new solid-core door for the walkup attic, in accordance with manufacturer specifications, in alignment with the wall system's air and thermal boundary. Secure attic door with a latch or lock. Seal attic door with weather stripping and door sweep. Air seal all seams, joints, cracks and edges of access framing. Install new interior wood trim. New attic door and new interior trim must be painted with primer.</p>	<p>___ Per Installation</p>	<p>___ Per Installation</p>	<p>___ Per Installation</p>
<p>(IR) Fascia Repair</p>	<p>Replace damaged or rotted fascia boards with new fascia boards. New fascia must be painted with primer or covered with exterior aluminum capping to match existing exterior fascia. If gutters are present, removal and reinstallation of gutters are necessary and could involve installing new gutter hanging hardware.</p>	<p>___ Per Linear Foot</p>	<p>___ Per Linear Foot</p>	<p>___ Per Linear Foot</p>
<p>(IR) Minor Roof Repair</p>	<p>Repair roof around leaking exhaust vents, chimneys, flues or skylights.</p>	<p>___ Per Installation</p>	<p>___ Per Installation</p>	<p>___ Per Installation</p>

	Please total the Attic Section:			
		Total Material Attic Section	Total Labor Attic Section	Total Cost Attic Section

Floor				
Measure Name	Measure Description: This is the Standard Work Specification description of work to be performed for the bid purpose.	Material Cost	Labor Cost	Total Measure Cost
(ANCIL) Insulation Support	Secure batts in full contact with the pressure boundary using physical fasteners that do not compress the insulation and have a minimum service life of 20 years (e.g., strapping, netting, wood strips).	____ Per Square Foot	____ Per Square Foot	____ Per Square Foot
(ANCIL) MH- Belly Insulation Flexible Patches/Fasteners	Install patching material over all holes lapping a minimum of 3" over the surrounding material. Apply a continuous bead of sealant under the patch that creates an airtight seal. Attach patches using outward clinch staples ("cinch staples") spaced no more than 2" apart.	____ Per Each	____ Per Each	____ Per Each
(ANCIL) MH- Repair/Replace Rodent Barrier	Span each belly section with an uninterrupted section of belly material creating as few seams as possible. Attach belly material at opposite ends of spanned section using rigid support material (i.e., wooden furring strips). Attach belly material to rigid support material by wrapping it around the rigid support material a minimum of 2 times and mechanically fastening every 6". Attach rigid support material to belly at every joist or at a maximum of every 2' with mechanical fasteners that penetrate the substrate a minimum of 1-1/2". Lap any seams in the belly material a minimum of 6", seal with a continuous bead of sealant, and mechanically fastened every 2". Apply a continuous seal at all seams, cracks, joints, edges, penetrations, and connections of the belly material.	____ Per Square Foot	____ Per Square Foot	____ Per Square Foot

(ANCIL) Wire Supports Install	Secure batts in full contact with the pressure boundary using wire rods, no more than 18" apart and that do not compress the insulation.	____ Per Each	____ Per Each	____ Per Each
(ECM) Cantilevered Floor Insulate	Remove any existing insulation or vapor barrier materials from installation area. Install airtight blocking between each floor joist at the interior edge of the exterior wall plate. Install batt insulation to prescribed R-value in every joist bay in full contact with the air barrier and all sides of the cavity without gaps, voids, compressions, or misalignments. If batt contains a facing material install it in contact with the conditioned space. Secure batts in full contact with the pressure boundary using physical fasteners that do not compress the insulation. Mechanically fasten a continuous, airtight, rigid air barrier to underside of floor assembly that is suitable to withstand weather, moisture, and pest contact. Install durable exterior soffit material over the rigid enclosure materials. Post a dated receipt signed by the installer that minimally includes: Installed insulation type, coverage area, installed thickness, and installed R-value.	____ Per Square Foot	____ Per Square Foot	____ Per Square Foot
(ECM) Floor Cavity Insulation R-19	Install batt insulation to prescribed R-value in every joist bay in full contact with the air barrier and all sides of the cavity without gaps, voids, compressions, or misalignments. If batt contains a vapor retarder facing material install it in contact with the conditioned space. Secure batts in full contact with the pressure boundary using physical fasteners that do not compress the insulation. Install flags that can be seen below the floor joists at any utility junctions that will be covered by insulation. Post a dated receipt signed by the installer that minimally includes: Installed insulation type, coverage area, installed thickness, and installed R-value.	____ Per Square Foot	____ Per Square Foot	____ Per Square Foot

<p>(ECM) Floor Cavity Insulation R-30</p>	<p>Install batt insulation to prescribed R-value in every joist bay in full contact with the air barrier and all sides of the cavity without gaps, voids, compressions, or misalignments. If batt contains a vapor retarder facing material install it in contact with the conditioned space. Secure batts in full contact with the pressure boundary using physical fasteners that do not compress the insulation. Install flags that can be seen below the floor joists at any utility junctions that will be covered by insulation. Post a dated receipt signed by the installer that minimally includes: Installed insulation type, coverage area, installed thickness, and installed R-value.</p>	<p>____ Per Square Foot</p>	<p>____ Per Square Foot</p>	<p>____ Per Square Foot</p>
<p>(ECM) Floor Insulation R-19 (Crawlspace)</p>	<p>Install batt insulation to prescribed R-value in every joist bay in full contact with the air barrier and all sides of the cavity without gaps, voids, compressions, or misalignments. If batt contains a vapor retarder facing material install it in contact with the conditioned space. Secure batts in full contact with the pressure boundary using physical fasteners that do not compress the insulation. Install flags that can be seen below the floor joists at any utility junctions that will be covered by insulation. Post a dated receipt signed by the installer that minimally includes: Installed insulation type, coverage area, installed thickness, and installed R-value.</p>	<p>____ Per Square Foot</p>	<p>____ Per Square Foot</p>	<p>____ Per Square Foot</p>
<p>(ECM) Floor Insulation R-30 (Crawlspace)</p>	<p>Install batt insulation to prescribed R-value in every joist bay in full contact with the air barrier and all sides of the cavity without gaps, voids, compressions, or misalignments. If batt contains a vapor retarder facing material install it in contact with the conditioned space. Secure batts in full contact with the pressure boundary using physical fasteners that do not compress the insulation. Install flags that can be seen below the floor joists at any utility junctions that will be covered by insulation. Post a dated receipt signed by the installer that minimally includes: Installed insulation type, coverage area,</p>	<p>____ Per Square Foot</p>	<p>____ Per Square Foot</p>	<p>____ Per Square Foot</p>

	installed thickness, and installed R-value.			
(ECM) Foundation Insulation Poly Board 2"	Install 2" rigid foam board over the entire foundation wall in alignment with the pressure boundary. Rigid foam board material must be mechanically fastened to prevent movement. All seams, edges, joints, etc. must be completely air sealed.	___ Per Square Foot	___ Per Square Foot	___ Per Square Foot
(ECM) MH- Insulate Floor system (loose fill Fiberglass) R-11	Fill all belly cavities to full capacity and prescribed R-value ensuring that all ductwork and plumbing has sufficient insulation value to prevent condensation or freezing. Post a dated receipt signed by the installer that minimally includes: Installed insulation type, coverage area, installed thickness, minimum settled thickness, installed R-value, and number of bags installed.	___ Per Bag	___ Per Bag	___ Per Bag
(ECM) MH- Insulate Floor system (loose fill Fiberglass) R-13	Fill all belly cavities to full capacity and prescribed R-value ensuring that all ductwork and plumbing has sufficient insulation value to prevent condensation or freezing. Post a dated receipt signed by the installer that minimally includes: Installed insulation type, coverage area, installed thickness, minimum settled thickness, installed R-value, and number of bags installed.	___ Per Bag	___ Per Bag	___ Per Bag
(ECM) MH- Insulate Floor System (loose fill Fiberglass) R-19	Fill all belly cavities to full capacity and prescribed R-value ensuring that all ductwork and plumbing has sufficient insulation value to prevent condensation or freezing. Post a dated receipt signed by the installer that minimally includes: Installed insulation type, coverage area, installed thickness, minimum settled thickness, installed R-value, and number of bags	___ Per Bag	___ Per Bag	___ Per Bag

	installed.			
(ECM) MH-Insulate Belly (fiberglass batt & belly board)	Remove any existing mobile home belly and insulation material. Install unfaced R-30 fiberglass batt insulation in full contact with mobile home floor without gaps, voids, compressions or misalignments. Mechanically fasten new mobile home belly as described in "Repair/ Replace Rodent Barrier" measure. Post a dated receipt signed by the installer that minimally includes: Installed insulation type, coverage area, installed thickness, minimum settled thickness, installed R-value, and number of bags installed.	___ Per Square Foot	___ Per Square Foot	___ Per Square Foot
(ECM) Rim Joist- 2" Poly Board + One Part Foam Seal	Remove existing insulation and vapor retarders from installation area. Install rigid insulation in each rim joist cavity in full contact with exterior air barrier. Air seal entire perimeter of rigid board with continuous bead of spray foam. Post a dated receipt signed by the installer that minimally includes: Installed insulation type, coverage area, installed thickness, minimum settled thickness, installed R-value, and number of bags installed.	___ Per Linear Foot	___ Per Linear Foot	___ Per Linear Foot
(ECM) Rim Joist- Two Part Foam 2"	Remove existing insulation and vapor retarders from installation area. Apply SPF to prescribed R-value in a continuous layer over entire surface of rim joist using a pass thickness maximum in accordance with manufacturer specifications. Post a dated receipt signed by the installer that minimally includes: Installed insulation type, coverage area, installed thickness, minimum settled thickness, installed R-value, and number of bags installed.	___ Per Linear Foot	___ Per Linear Foot	___ Per Linear Foot

(IR) Door Install via Basement Bulkhead door	Install new exterior insulated door in accordance with manufacturer specifications in alignment with the wall system's air and thermal boundary at basement bilco door entry. Enclose rough opening as necessary for new door installation. Rough opening enclosure will be insulated and air sealed in alignment with wall system's air and thermal boundary. Gaps between the new door frame and the rough opening will be sealed with low-expanding foam. Door rail (bottom) and threshold will be adjusted to ensure tight but operable fit. Final installation will be air and watertight and be able to latch and lock.	___ Per Installation	___ Per Installation	___ Per Installation
(IR) Floor Repair	Repair floor by removing existing rotted/damaged flooring and replacing with similar flooring material. Provide agency with before and after photos of floor repair.	___ Per Square Foot	___ Per Square Foot	___ Per Square Foot
(IR) Mobile Home Skirting	Install vinyl skirting continuously around the entire perimeter of mobile home according to manufacture specifications.	___ Per Linear Foot	___ Per Linear Foot	___ Per Linear Foot
(IR) Moisture/Vapor Barrier (6 MIL)	Remove all debris that can cause injury or puncture ground vapor retarder (e.g., nails, glass, sheet metal screws, etc.). Cover all exposed soil with a 6-mil minimum ground vapor retarder of 0.1 perm or less. Extend ground vapor retarder a minimum of 6" up all foundation walls and piers, but do not install in contact with non-treated structural wood. Overlap seams a minimum of 12" with reverse or upslope lapping technique. For wall to floor connection, install the wall vapor retarder under the ground vapor retarder. Fasten ground vapor retarder to ground with durable fasteners.	___ Per Square Foot	___ Per Square Foot	___ Per Square Foot

(IR) Waterline Pipe Insulation	Install insulation on water pipes, a minimum of R-3, the correct interior diameter to match pipes. Install without gaps. Seal all pipe insulation seams, joints, connections with tape, tie straps, or other independent means (i.e., manufactured adhesive seam seal is not sufficient). Maintain a minimum clearance of 6" between combustible pipe insulation and fuel-fired water heater draft hood and/or single wall metal vent materials.	____ Per Linear Foot	____ Per Linear Foot	____ Per Linear Foot
Please total Floor Section:				
		Total Material Floor Section	Total Labor Floor Section	Total Cost Floor Section

Wall				
Measure Name	Measure Description: This is the Standard Work Specification description of work to be performed for the bid purpose.	Material Cost	Labor Cost	Total Measure Cost
(ANCIL) Exterior Blow Plug	Plug holes in sheathing with durable materials and seal with weatherproof exterior sealant. Close weather barrier and seal seams with compatible sealant tape. Reinstall exterior cladding and secured with mechanical fasteners.	____ Per Each	____ Per Each	____ Per Each
(ANCIL) Interior Blow- Patch, Sand & Prime	Interior holes will be coated and patched to match original interior surface characteristics or covered with trim as agreed upon with client	____ Per Each	____ Per Each	____ Per Each
(ECM) Cellulose DP R-11	Remove the exterior cladding at the insulation access point when feasible. Create an access hole through the sheathing (exterior) or wall surface (interior) sufficient to access the cavity with fill tube without damaging wall. Fill 100% of each cavity with insulation to the correct density that prevents air movement. Close access holes with appropriate method. Reinstall exterior cladding and secured with mechanical fasteners. Post a dated receipt signed by the installer that minimally	____ Per Square Foot	____ Per Square Foot	____ Per Square Foot

	includes: Installed insulation type, coverage area, installed thickness, and installed R-value.			
(ECM) Cellulose DP R-13	Remove the exterior cladding at the insulation access point when feasible. Create an access hole through the sheathing (exterior) or wall surface (interior) sufficient to access the cavity with fill tube without damaging wall. Fill 100% of each cavity with insulation to the correct density that prevents air movement. Close access holes with appropriate method. Reinstall exterior cladding and secured with mechanical fasteners. Post a dated receipt signed by the installer that minimally includes: Installed insulation type, coverage area, installed thickness, and installed R-value.	___ Per Square Foot	___ Per Square Foot	___ Per Square Foot
(ECM) Cellulose DP R-19	Remove the exterior cladding at the insulation access point when feasible. Create an access hole through the sheathing (exterior) or wall surface (interior) sufficient to access the cavity with fill tube without damaging wall. Fill 100% of each cavity with insulation to the correct density that prevents air movement. Close access holes with appropriate method. Reinstall exterior cladding and secured with mechanical fasteners. Post a dated receipt signed by the installer that minimally includes: Installed insulation type, coverage area, installed thickness, and installed R-value.	___ Per Square Foot	___ Per Square Foot	___ Per Square Foot

<p>(ECM) Fiberglass DP R-11</p>	<p>Remove any existing insulation or vapor barrier materials from the installation area that are installed improperly. Install batt insulation to prescribed R-value in every joist bay in full contact with the air barrier and all sides of the cavity without gaps, voids, compressions, or misalignments. If batt contains a facing material install it in contact with the conditioned space. Post a dated receipt signed by the installer that minimally includes: Installed insulation type, coverage area, installed thickness, and installed R-value.</p>	<p>____ Per Square Foot</p>	<p>____ Per Square Foot</p>	<p>____ Per Square Foot</p>
<p>(ECM) Fiberglass DP R-13</p>	<p>Remove any existing insulation or vapor barrier materials from the installation area that are installed improperly. Install batt insulation to prescribed R-value in every joist bay in full contact with the air barrier and all sides of the cavity without gaps, voids, compressions, or misalignments. If batt contains a facing material install it in contact with the conditioned space. Post a dated receipt signed by the installer that minimally includes: Installed insulation type, coverage area, installed thickness, and installed R-value.</p>	<p>____ Per Square Foot</p>	<p>____ Per Square Foot</p>	<p>____ Per Square Foot</p>
<p>(ECM) Fiberglass DP R-19</p>	<p>Remove any existing insulation or vapor barrier materials from the installation area that are installed improperly. Install batt insulation to prescribed R-value in every joist bay in full contact with the air barrier and all sides of the cavity without gaps, voids, compressions, or misalignments. If batt contains a facing material install it in contact with the conditioned space. Post a dated receipt signed by the installer that minimally includes: Installed insulation type, coverage area, installed thickness, and installed R-value.</p>	<p>____ Per Square Foot</p>	<p>____ Per Square Foot</p>	<p>____ Per Square Foot</p>
	<p>Please total the Wall Section:</p>			
		<p>Total Material Wall Section</p>	<p>Total Labor Wall Section</p>	<p>Total Cost Wall Section</p>

Windows & Doors				
Measure Name	Measure Description: This is the Standard Work Specification description of work to be performed for the bid purpose.	Material Cost	Labor Cost	Total Measure Cost
(ANCIL) Exterior Cap Flashing	Install exterior capping on newly installed window or door per the manufacturer's specifications.	____ Per Window/ Door	____ Per Window/ Door	____ Per Window/ Door
(ANCIL) Exterior Prime Exposed Wood	Prime exposed exterior wood of newly installed window or door.	____ Per Window/ Door	____ Per Window/ Door	____ Per Window/ Door
(ANCIL) Replacement Caulking	Caulk interior and exterior of newly installed window or door.	____ Per Window/ Door	____ Per Window/ Door	____ Per Window/ Door
(ECM) Door Replacement - Exterior-Grade Insulated Blank	Install new exterior-grade insulated door slab in accordance with manufacturer specifications in alignment with the wall system's air and thermal boundary. Install new handle and lockset in accordance to manufacture specifications. Leave product and warranty information with client. Final installation will be air and watertight.	____ Per Door	____ Per Door	____ Per Door
(ECM) Door Replacement - Pre-Hung Insulated	Install new pre-hung door in accordance with manufacturer specifications in alignment with the wall system's air and thermal boundary. Install new handle and lockset in accordance to manufacture specifications. Leave product and warranty information with client. Final installation will be air and watertight.	____ Per Door	____ Per Door	____ Per Door
(ECM) Door Replacement - Pre-Hung Insulated	Install new pre-hung <u>manufactured housing</u> door in accordance with manufacturer specifications in alignment with the wall system's air and thermal boundary. Install new handle and lockset in accordance to manufacture specifications. Leave product and warranty information with client. Final installation will be	____ Per Door	____ Per Door	____ Per Door

	air and watertight.			
(ECM) Door Replacement - Pre-Hung Insulated	Install new pre-hung <u>manufactured housing</u> exterior water heater closet door in accordance with manufacturer specifications in alignment with the wall system's air and thermal boundary. Install new handle and lockset in accordance to manufacture specifications. Leave product and warranty information with client. Final installation will be air and watertight.	____ Per Door	____ Per Door	____ Per Door
(ECM) Sliding Low E Patio Door Replacement	Install new Low E patio door in accordance with manufacturer specifications in alignment with the wall system's air and thermal boundary. Install new handle and lockset in accordance to manufacture specifications. Leave product and warranty information with client. Final installation will be air and watertight.	____ Per Door	____ Per Door	____ Per Door
(ECM) Window Replacement Low E	Install new Low E window (up to 100 u.i.) in accordance with manufacturer specifications in alignment with the wall system's air and thermal boundary. Leave product and warranty information with client. Final installation will be air and watertight.	____ Per Window	____ Per Window	____ Per Window
(ECM) Window Replacement Low E	Install new Low E window (over 100 u.i.) in accordance with manufacturer specifications in alignment with the wall system's air and thermal boundary. Leave product and warranty information with client. Final installation will be air and watertight.	____ Per Window	____ Per Window	____ Per Window

(IR) Door Repair/Replace Damaged Framing	Replace any damaged or rotting door framing. Provide agency with photos of replacement framing prior to priming or capping.	____ Per Door	____ Per Door	____ Per Door
(IR) Window Repair/Replace Damaged Framing	Replace any damaged or rotting window framing. Provide agency with photos of replacement framing prior to priming or capping.	____ Per Window	____ Per Window	____ Per Window
	Please Total the Windows & Doors Section:			
		Total Material Windows & Doors Section	Total Labor Windows & Doors Section	Total Cost Windows & Doors Section
	Please Total the ALL Sections:			
		Grand Total Material for ALL Sections	Grand Total Labor for ALL Sections	Grand Total Cost for ALL Sections

Distribution				
Measure Name	Measure Description: This is the Standard Work Specification description of work to be performed for the bid purpose.	Material Cost	Labor Cost	Total Measure Cost
(ANCIL) Duct Hangers	Support flexible and duct board ducts and plenums with 1-1/2" wide or greater material, installed every 4' or less, without crimping or pinching the ductwork or reducing the interior dimensions. Support metal ducts with 1/2" wide or greater eighteen-gauge metal straps, 12-gauge galvanized wire, or metal rods every 10' or less. Ducts must never contact the ground.	____ Per Each	____ Per Each	____ Per Each
(ANCIL) In-door Air Return Pathway/Under cut door	Install indoor air return grill in door in accordance to manufacture specifications.	____ Per Installation	____ Per Installation	____ Per Installation

(ECM) Air Seal Registers	Seal gaps between boot and surface connections using fiberglass mesh tape and mastic. Ensure sealant is dry before reinstalling the register. Ensure the register can be removed and reinstalled by the dwelling occupant.	____ Per Each	____ Per Each	____ Per Each
(ECM) Boiler Pipe Insulate (Non Conditioned Area)	Install R-3 or greater insulation over all distribution system components that allow insulation in a continuous manner without gaps. Seal all seams, joints, and connections of insulation with a durable sealant or mechanical fasteners (e.g., zip ties). Install removable/reusable insulation over components that require regular maintenance. Post a dated receipt signed by the installer that minimally includes: Installed insulation type, coverage area, installed thickness, and installed R-value.	____ Per Linear Foot	____ Per Linear Foot	____ Per Linear Foot
(ECM) Duct Insulation (Non Conditioned Area)	Remove damaged or wet duct insulation from premises. Verify ductwork is sealed before insulating. Insulate all ducts outside the thermal boundary to a minimum of R-8. Insulate all ducts exposed to the exterior to a minimum of R-12. Secure blanket insulation in full contact with the duct surface using mechanical fasteners (e.g., stick pins, metal wire). Seal all seams and connections of the duct insulation using UL 181 approved tape so that no gaps exist in the vapor retarder. Post a dated receipt signed by the installer that minimally includes: Installed insulation type, coverage area, installed thickness, and installed R-value.	____ Per Linear Foot	____ Per Linear Foot	____ Per Linear Foot
(ECM) Duct System Repair/Replace	Remove damaged flex duct from premises. Install new flexible duct as straight as possible and fully stretched without unnecessary sagging, crimping, or bends. Do not bend flexible duct more than 45 degrees without using a rigid elbow. Use a rigid connector when joining two pieces of flexible duct together. Fasten new flex ducts with UL 181 approved tie bands using a tie band tensioning tool. Seal all connections with	____ Per Linear Foot	____ Per Linear Foot	____ Per Linear Foot

	fiberglass mesh and mastic.			
(ECM) Duct System Repair/Replace	Replace MH duct boots with new duct boot made with aluminum sheet metal. New boot must be mechanically fastened to subfloor and fit firm and secure in trunk line.	____ Per Each	____ Per Each	____ Per Each
(ECM) Mastic Seal Duct Work	Seal all accessible seams, cracks, joints, holes, and penetrations of duct system. Seal leaks less than 1/4" using fiberglass mesh and mastic. Seal leaks between 1/4" and 3/4" using temporary tape as a backing material and fiberglass mesh and mastic that extends at least 1" past the temporary tape on all sides. Repair leaks larger than 3/4" using a mechanically fastened rigid duct patch and fiberglass mesh and mastic over the seam, overlapping repair joint by at least 1" on all sides.	____ Per Linear Foot	____ Per Linear Foot	____ Per Linear Foot
	Please Total the Distribution Section:			
		Total Material Distribution Section	Total Labor Distribution Section	Total Cost Distribution Section

Infiltration				
Measure Name	Measure Description: This is the Standard Work Specification description of work to be performed for the bid purpose.	Material Cost	Labor Cost	Total Measure Cost
(ECM) Air Conditioner Hard Cover	Install a contractor supplied interior hard air conditioner cover in accordance to manufacture specifications.	____ Per Installation	____ Per Installation	____ Per Installation

(ECM) Air Conditioner Window Secure and Seal	Air seal sides of window air conditioner with rigid material and caulk.	____ Per Installation	____ Per Installation	____ Per Installation
(ECM) Air-seal Cavities Under Knee-walls	Install airtight, rigid, blocking material (2" foam board) at all cavity openings (top and bottom) that align with the pressure boundary and will not fail under dense pack pressures. Provide agency with photos of air-sealing.	____ Per Square Foot	____ Per Square Foot	____ Per Square Foot
(ECM) Air-seal Chase/By-passes	Install rigid air barrier material (2" foam board) over the entire chase/ by-pass opening in alignment with the attic's pressure boundary. Air barrier material must be mechanically fastened to prevent movement. All seams, edges, joints, etc. must be completely air sealed (spray foam). Install support material (wooden boards) for spans wider than 24". Provide agency with photo of chase air-sealing.	____ Per Square Foot	____ Per Square Foot	____ Per Square Foot
(ECM) Air-Seal Closet Drops in Attic	Install rigid air barrier material (2" foam board) over the entire chase/ by-pass opening in alignment with the attic's pressure boundary. Air barrier material must be mechanically fastened to prevent movement. All seams, edges, joints, etc. must be completely air sealed (spray foam). Install support material (wooden boards) for spans wider than 24". Provide agency with photo of chase air-sealing.	____ Per Square Foot	____ Per Square Foot	____ Per Square Foot
(ECM) Air-seal Kitchen/Bathroom Interior Soffit Drops	Install rigid air barrier material (2" foam board) over the entire soffit opening in alignment with the attic's pressure boundary. Air barrier material must be mechanically fastened to prevent movement. All seams, edges, joints, etc. must be completely air sealed (spray foam). Install support material (wooden boards) for spans wider than 24". Provide agency with photo of chase air-sealing.	____ Per Square Foot	____ Per Square Foot	____ Per Square Foot
(ECM) Air-Seal Plumbing Penetrations	Apply a continuous seal at all penetrations with one-part spray foam. Use backing material for gaps larger than 1/4".	____ Per Linear Foot	____ Per Linear Foot	____ Per Linear Foot
(ECM) Air-seal Top Plates/Wall Tops	Apply a continuous air seal to attic top plates and wall tops with spray foam. Install backing material first for gaps larger than 1/4". Provide agency with photo of	____ Per Linear Foot	____ Per Linear Foot	____ Per Linear Foot

	air-sealing.			
(ECM) Attic Hatch or Knee-wall door Install	Build new attic hatch or knee-wall door with plywood to replace existing attic hatch or knee-wall door. Air seal access using permanently attached weather stripping. Secure attic hatch or knee-wall door with a latch, lock or frictionally engaging components. Insulate access to the same R-value as adjoining insulated assembly (attic floor/knee-wall). Permanently fasten insulation to access in complete contact with the air barrier. Install new trim around attic hatch or knee-wall door. New attic hatch or knee-wall door and new trim must be painted with primer.	____ Per Square Foot	____ Per Square Foot	____ Per Square Foot
(ECM) Attic Hatch Weather-strip & Insulate	Insulate existing attic hatch or knee-wall door to the same R-value as adjoining insulated assembly (attic floor/knee-wall). Permanently fasten insulation to access in complete contact with the air barrier. Air seal existing access using permanently attached weather stripping. Secure existing attic hatch or knee-wall door with a latch, lock or frictionally engaging components.	____ Per Installation	____ Per Installation	____ Per Installation
(ECM) Attic Pull-down Stair Insulated Cover	Install a contractor supplied Energy Guardian in accordance to manufacture specifications. Must be secured to attic floor and all seams must be air sealed.	____ Per Installation	____ Per Installation	____ Per Installation
(ECM) Blower Door Guided Air Sealing	Perform work order specified air sealing. Rigid board (on top line) Spray Foam (on bottom line)	____ Per Square Foot	____ Per Square Foot	____ Per Square Foot
(ECM) Build Fan Cover - Whole House	Construct a durable, rigid enclosure on all sides of the fan housing that is taller than the surrounding insulation. Install an operable cover for the fan enclosure that opens when the fan is operated and closes when the fan is turned off. Operable lid must have an airtight seal when closed. Insulate fan enclosure to a minimum of R-20. Install insulation in full contact with the enclosure. Mechanically fasten insulation to fan cover. Air seal all seams, cracks,	____ Per Installation	____ Per Installation	____ Per Installation

	joints, and edges of enclosure.			
(ECM) Caulk Exterior Windows	Apply a continuous seal around exterior perimeter of window with exterior water-proof caulk. Do not seal weep holes or intentional drainage locations.	____ Per Window	____ Per Window	____ Per Window
(ECM) Caulk Interior Windows	Apply a continuous seal around interior perimeter of window and trim with 30 year paintable caulk.	____ Per Window	____ Per Window	____ Per Window
(ECM) Caulking cracks	Apply a continuous seal on interior cracks and gaps with 30 year, paintable caulk. Use backing material for gaps larger than 1/4".	____ Per Linear Foot	____ Per Linear Foot	____ Per Linear Foot
(ECM) Caulking Doors	Apply a continuous seal around interior perimeter of door and trim with 30 year paintable caulk.	____ Per Door	____ Per Door	____ Per Door
(ECM) Chimney Dam Flashing/HIGH Temp Sealant	Install a rigid, fixed dam higher than the insulation that maintains the required clearance between high-temperature devices and combustible materials. Dam to be constructed with sheet metal, air sealed with high-temperature caulk and permanently secured. When applicable, air seal chimney chase (in both attic and basement) with sheet metal and high-temperature caulk. Provide agency with photo of air-sealing.	____ Per Installation	____ Per Installation	____ Per Installation
(ECM) Crawlspace Hatch (Floor) Weather-strip & Insulate	Insulate existing crawlspace hatch to the same R-value as adjoining insulated assembly (floor). Permanently fasten insulation to access in complete contact with the air barrier. Air seal existing access using permanently attached weather stripping. Secure existing crawlspace hatch with a latch, lock or frictionally engaging components.	____ Per Installation	____ Per Installation	____ Per Installation

(ECM) Crawlspace Hatch (Wall) Weather-strip & Insulate	Insulate existing crawlspace hatch to the same R-value as adjoining insulated assembly (wall). Permanently fasten insulation to access in complete contact with the air barrier. Air seal existing access using permanently attached weather stripping. Secure existing crawlspace hatch with a latch, lock or frictionally engaging components.	____ Per Installation	____ Per Installation	____ Per Installation
(ECM) Crawlspace Hatch Install	Build new crawlspace hatch with plywood to replace existing crawlspace hatch. Air seal access using permanently attached weather stripping. Secure crawlspace hatch with a latch, lock or frictionally engaging components. Insulate access to the same R-value as adjoining insulated assembly (wall). Permanently fasten insulation to access in complete contact with the air barrier. Install new trim around crawlspace hatch. New crawlspace hatch and new trim must be painted with primer.	____ Per Installation	____ Per Installation	____ Per Installation
(ECM) Door Repair to Close Properly	Adjust or replace handle, lockset, or strike plate so that door closes tightly without hindering safe operation of latching or locking mechanisms.	____ Per Door	____ Per Door	____ Per Door
(ECM) Door Saddle Install	Remove existing door saddle and clean installation area. Install new door saddle per manufacture specifications.	____ Per Installation	____ Per Installation	____ Per Installation
(ECM) Door Shoe Install	Remove existing door shoe (if applicable). Install a door shoe on the bottom of the door slab (per manufacture specifications) with no visible gaps when door is closed.	____ Per Installation	____ Per Installation	____ Per Installation
(ECM) Door Sweep Install	Remove existing door sweep (if applicable). Install a door sweep on the bottom of the door slab (per manufacture specifications) with no visible gaps when door is closed.	____ Per Installation	____ Per Installation	____ Per Installation
(ECM) Electrical Outlet Switch Gaskets	Install electrical outlet switch gaskets per manufactures specifications.	____ Per Installation	____ Per Installation	____ Per Installation
(ECM) Fire Place Draft Stop	Install fire place draft stop per manufactures specifications. Provide occupants the manufacturer's written instructions.	____ Per Installation	____ Per Installation	____ Per Installation

(ECM) Glass Replace	Remove broken glass and any material from the sealing and glazing contact areas that will prevent full adhesion of the selected sealant and prevent a tight seal. Remove push point or stops from replacement area. Install new glass and secure in frame using push points or appropriate stops on each side of opening. Install glazing compound or sealant at all edges of the glass in accordance with manufacturer specifications.	____ Per United Inch	____ Per United Inch	____ Per United Inch
(ECM) Install Drywall (less than 16 Sq. Ft. Coverage)	Install drywall as air barrier. Drywall must be secured with screws and taped, spackled, sanded and painted with primer.	____ Per Square Foot	____ Per Square Foot	____ Per Square Foot
(ECM) Knee-wall Door Weather-strip & Insulate	Insulate existing knee-wall door to the same R-value as adjoining insulated assembly (knee-wall). Permanently fasten insulation to access in complete contact with the air barrier. Air seal existing access using permanently attached weather stripping. Secure existing knee-wall door with a latch, lock or frictionally engaging components.	____ Per Installation	____ Per Installation	____ Per Installation
(ECM) One Part Foam	Apply a continuous seal at all seams, cracks, joints, edges, penetrations, and connections with one-part foam. Use backing material for gaps larger than 1/4".	____ Per Linear Foot	____ Per Linear Foot	____ Per Linear Foot
(ECM) Rigid Foam Board Install	Install rigid foam board material as air seal. Rigid board material must be mechanically fastened to prevent movement. All seams, edges, joints, etc. must be completely air sealed (spray foam).	____ Per Square Foot	____ Per Square Foot	____ Per Square Foot
(ECM) Threshold Install	Remove existing door threshold and clean installation area. Install new door threshold per manufacture specifications.	____ Per Installation	____ Per Installation	____ Per Installation
(ECM) Two Part Foam	Apply a continuous seal at all seams, cracks, joints, edges, penetrations, and connections with two-part foam. Use backing material for gaps larger than 1/4".	____ Per Linear Foot	____ Per Linear Foot	____ Per Linear Foot

<p>(ECM) Walk-up Attic Door Weather-strip & Insulate</p>	<p>Insulate existing attic door to the same R-value as adjoining insulated assembly (wall). Permanently fasten insulation to door in complete contact with the air barrier. Air seal existing access using permanently attached weather stripping. Secure existing attic door with a latch, lock or frictionally engaging components.</p>	<p>____ Per Installation</p>	<p>____ Per Installation</p>	<p>____ Per Installation</p>
<p>(ECM) Weather-strip Door Kit</p>	<p>Remove existing weather stripping and clean surface. Install continuous and complete weather stripping for sides and top of door so no visible gaps exist when the door is closed. Seal mechanically installed weather stripping to installation surface. Door operation may not be interfered with by any installation.</p>	<p>____ Per Installation</p>	<p>____ Per Installation</p>	<p>____ Per Installation</p>
<p>(ECM) Window Repair to Close Properly</p>	<p>Install new lock(s) so that the rails of the upper and lower sashes are flush and in full contact and no gaps are visible between the sash(es). Install new or adjust existing sash stops so as to eliminate visible gaps between the stop and window jamb while ensuring sash operates smoothly and securely.</p>	<p>____ Per Window</p>	<p>____ Per Window</p>	<p>____ Per Window</p>
<p>(ECM) Window Weather Strip</p>	<p>Remove existing weather stripping or sealing strips that are damaged. Install continuous and complete weather stripping on the bottom of the lower sash where it makes contact with the sill and at the top of the upper sash where it makes contact with the upper part of the window frame while maintaining the operability of the window. Mechanically installed weather stripping will be sealed to surface.</p>	<p>____ Per Window</p>	<p>____ Per Window</p>	<p>____ Per Window</p>
<p>(ECM) Windows Glaze</p>	<p>Remove any material from the sealing area that will prevent full adhesion of the selected sealant and that will prevent a tight seal. Install glazing compound or sealant at all edges of the glass in accordance with manufacturer specifications.</p>	<p>____ Per Window</p>	<p>____ Per Window</p>	<p>____ Per Window</p>
<p>(IR) Install Drywall (greater than 16 Sq. Ft. Coverage)</p>	<p>Install drywall as air barrier. Drywall must be secured with screws and taped, spackled, sanded and painted with primer.</p>	<p>____ Per Square Foot</p>	<p>____ Per Square Foot</p>	<p>____ Per Square Foot</p>

	Please total the Infiltration Section:			
		Total Material Infiltration Section	Total Labor Infiltration Section	Total Cost Infiltration Section

Lighting				
Measure Name	Measure Description: This is the Standard Work Specification description of work to be performed for the bid purpose.	Material Cost	Labor Cost	Total Measure Cost
(ECM) LED - 60w equivalent (Dimmable ES)	Install lighting in accordance with manufacturer specifications and applicable code. Permanently remove old light bulb from job site. Provide occupants/owners with user's manual, warranty information, installation instructions, and installer contact information.	___ Per Bulb	___ Per Bulb	___ Per Bulb
(ECM) LED - 60w equivalent (Non Dimmable)	Install lighting in accordance with manufacturer specifications and applicable code. Permanently remove old light bulb from job site. Provide occupants/owners with user's manual, warranty information, installation instructions, and installer contact information.	___ Per Bulb	___ Per Bulb	___ Per Bulb
(ECM) LED - 65w Can Light Flood	Install lighting in accordance with manufacturer specifications and applicable code. Permanently remove old light bulb from job site. Provide occupants/owners with user's manual, warranty information, installation instructions, and installer contact information.	___ Per Bulb	___ Per Bulb	___ Per Bulb
	Please total the Lighting Section:			
		Total Material Lighting Section	Total Labor Lighting Section	Total Cost Lighting Section

Hot Water

Measure Name	Measure Description: This is the Standard Work Specification description of work to be performed for the bid purpose.	Material Cost	Labor Cost	Total Measure Cost
(ANCIL) Cable Ties Install	Install cable ties to secure water pipe insulation in a manner as not to compress insulation.	____ Per Each	____ Per Each	____ Per Each
(ANCIL) DHW Water Heater Straps	Install water heater straps to secure insulation blanket to water heater in accordance to manufacture specifications.	____ Per Installation	____ Per Installation	____ Per Installation
(ECM) DHW Faucet Aerators Replace 1.5 GPM	Install 1.5 GPM faucet aerator in accordance with manufacturer specifications and applicable building code. Provide occupants/owners with user's manual, warranty information, installation instructions, and installer contact information.	____ Per Each	____ Per Each	____ Per Each
(ECM) DHW Faucet Aerators Replace 1.5 GPM Swivel	Install 1.5 GPM swivel faucet aerator in accordance with manufacturer specifications and applicable building code. Provide occupants/owners with user's manual, warranty information, installation instructions, and installer contact information.	____ Per Each	____ Per Each	____ Per Each
(ECM) DHW Insulate 6FT Hot/Cold Water Lines R-3.5	Insulate first 6ft of hot and first 6ft of cold water lines on water heater to a minimum of R-3.5 with pipe insulation that is the correct interior diameter to match pipes. Install insulation without gaps. Seal all pipe insulation seams, joints, connections with tape, tie straps, or other independent means (i.e., manufactured adhesive seam seal is not sufficient). Maintain a minimum clearance of 6" between combustible pipe insulation and fuel-fired water heater draft hood and/or single wall metal vent materials.	____ Per Linear Foot	____ Per Linear Foot	____ Per Linear Foot
(ECM) DHW Low-flow Showerhead 2.0 GPM	Install 2.0 GPM showerhead in accordance with manufacturer specifications and applicable building code. Provide occupants/owners with user's manual, warranty information, installation	____ Per Each	____ Per Each	____ Per Each

	instructions, and installer contact information.			
(ECM) DHW Water Heater Blanket Install R-11	Install insulation (minimum of R-11) according to manufacturer specifications over entire storage tank while ensuring that insulation does not obstruct pressure relief valve, plumbing pipes, gas valves, combustion air intakes, etc. Permanently secure insulation with minimal compression. Seal all seams and edges airtight using compatible and durable tape. Maintain a minimum clearance of 6" between combustible tank insulation and fuel-fired water heater draft hood and/or single wall metal vent materials. Do not wrap the top of fuel-fired water heaters or cover combustion air intakes. Pre-cut flaps at access plates and label them clearly indicating access purpose. Tape access flaps closed.	____ Per Installation	____ Per Installation	____ Per Installation
		Total Material Hot Water Section	Total Labor Hot Water Section	Total Cost Hot Water Section

Health & Safety				
Measure Name	Measure Description: This is the Standard Work Specification description of work to be performed for the bid purpose.	Material Cost	Labor Cost	Total Measure Cost
(H&S) Air Filter Slot Cover Install	Seal the filter slot with a durable, client removable filter slot cover (e.g., magnetic strip)	____ Per Installation	____ Per Installation	____ Per Installation

<p>(H&S) Bathroom Exhaust (50 CFM on-demand)</p>	<p>Install new bathroom exhaust fan that produces no more than 2.0 sones at maximum speed and moves at least 50 cfm after installation, ducting, and termination is complete. Mount fan using mechanical fasteners and per manufacturer's specifications so that fan housing does not shake, rattle, or vibrate when operating. Orient the fan outlet toward the final termination location and so the equivalent length of the duct run is as short as possible. Install all electrical wiring according to manufacturer specifications and applicable code. Duct and terminate fan to the outdoors, with ventilation ducts as short, straight, smooth and fully extended as possible. Secure duct with clamps or tie bands (tightened with tie band tensioning tool) and seal all connections with mastic. Install new termination vent/hood per manufacture specifications. If applicable, remove original fan from premises. Provide occupants/owners with user's manual, warranty information and installation instructions.</p>	<p>____ Per Installation</p>	<p>____ Per Installation</p>	<p>____ Per Installation</p>
<p>(H&S) Bathroom Exhaust (Continuous based on ASHRAE)</p>	<p>Install new timed-adjustable bathroom exhaust fan that produces no more than 2.0 sones at maximum speed and moves at least 50 cfm after installation, ducting, and termination is complete. Mount fan using mechanical fasteners and per manufacturer's specifications so that fan housing does not shake, rattle, or vibrate when operating. Orient the fan outlet toward the final termination location and so the equivalent length of the duct run is as short as possible. Install all electrical wiring according to manufacturer specifications and applicable code. Duct and terminate fan to the outdoors, with ventilation ducts as short, straight, smooth and fully extended as possible. Secure duct with clamps or tie bands (tightened with tie band tensioning tool) and seal all connections with mastic. Install new termination vent/hood per</p>	<p>____ Per Installation</p>	<p>____ Per Installation</p>	<p>____ Per Installation</p>

	<p>manufacture specifications. If applicable, remove original fan from premises. Provide occupants/owners with user's manual, warranty information and installation instructions.</p>			
(H&S) C/O Detector Install	<p>Install battery-operated CO alarm in accordance with the manufacturer's instructions. Install CO alarms in the locations required by the Authority Having Jurisdiction (AHJ). Provide occupants the manufacturer's written instructions.</p>	<p>____ Per Installation</p>	<p>____ Per Installation</p>	<p>____ Per Installation</p>
(H&S) C/O Detector Install	<p>Install hardwired (interconnected) CO alarm in accordance with the manufacturer's instructions. Install CO alarms in the locations required by the Authority Having Jurisdiction (AHJ). Provide occupants the manufacturer's written instructions.</p>	<p>____ Per Installation</p>	<p>____ Per Installation</p>	<p>____ Per Installation</p>
(H&S) Chimney Cap Install	<p>Install correctly-sized chimney cap in accordance to manufacture specifications.</p>	<p>____ Per Installation</p>	<p>____ Per Installation</p>	<p>____ Per Installation</p>
(H&S) Clothes Dryer Vent Outside	<p>Vent clothes dryer to the outdoors, which does not include unconditioned spaces such as attics and crawl spaces that are ventilated with the outdoors with rigid metal duct (28 gauge) with smooth interior. Choose the shortest practical installation path. Fasten all duct connections with clamps (no screws). Seal all duct connections with mastic. Install</p>	<p>____ Per Installation</p>	<p>____ Per Installation</p>	<p>____ Per Installation</p>

	new exterior termination hood manufactured for use with dryers that includes a backdraft damper and does not contain a pest screen.			
(H&S) Combo C/O Smoke Detector Install	Install battery-operated combo C/O smoke detector in accordance with the manufacturer's instructions. Install combo C/O smoke detector in the locations required by the Authority Having Jurisdiction (AHJ). Provide occupants the manufacturer's written instructions.	___ Per Installation	___ Per Installation	___ Per Installation
(H&S) Combo C/O Smoke Detector Install	Install hardwired (interconnected) combo C/O smoke detector in accordance with the manufacturer's instructions. Install combo C/O smoke detector in the locations required by the Authority Having Jurisdiction (AHJ). Provide occupants the manufacturer's written instructions.	___ Per Installation	___ Per Installation	___ Per Installation
(H&S) DHW TPRV Extension Pipe Install	Install discharge tube of temperature and pressure relief valve so that it discharges to a readily observable location either 6 inches or less from the floor or overflow pan or to the outdoors.	___ Per Installation	___ Per Installation	___ Per Installation
(H&S) DHW Water Lines Insulate (NON CONDITIONED AREA)	Install insulation on water pipes, a minimum of R-3, the correct interior diameter to match pipes. Install without gaps. Seal all pipe insulation seams, joints, connections with tape, tie straps, or other independent means (i.e., manufactured adhesive seam seal is not sufficient). Maintain a minimum clearance of 6" between combustible pipe insulation and fuel-fired water heater draft hood and/or single wall metal vent materials.	___ Per Linear Foot	___ Per Linear Foot	___ Per Linear Foot
(H&S) Downspout Ground Extension	Install downspout ground extension in accordance to manufacture's specifications. Drain downspouts a minimum of 6' away from the structure.	___ Per Installation	___ Per Installation	___ Per Installation

<p>(H&S) Dryer Vent Replace</p>	<p>Replace existing dryer exhaust duct with rigid metal duct (28 gauge) with smooth interior. Choose the shortest practical installation path. Fasten all duct connections with clamps (no screws). Seal all duct connections with mastic. Install new exterior termination hood manufactured for use with dryers that includes a backdraft damper and does not contain a pest screen. Remove original duct from premises.</p>	<p>____ Per Installation</p>	<p>____ Per Installation</p>	<p>____ Per Installation</p>
<p>(H&S) Dryer Vent Replace</p>	<p>Replace existing dryer exterior termination hood. Install new exterior dryer termination hood with one manufactured for use with dryers that includes a backdraft damper and does not include a pest screen. Remove original exhaust hood from premises.</p>	<p>____ Per Installation</p>	<p>____ Per Installation</p>	<p>____ Per Installation</p>
<p>(H&S) Duct System Repair</p>	<p>Remove damaged flex duct from premises. Install new flexible duct as straight as possible and fully stretched without unnecessary sagging, crimping, or bends. Do not bend flexible duct more than 45 degrees without using a rigid elbow. Use a rigid connector when joining two pieces of flexible duct together. Fasten new flex ducts with UL 181 approved tie bands using a tie band tensioning tool. Seal all connections with fiberglass mesh and mastic.</p>	<p>____ Per Linear Foot</p>	<p>____ Per Linear Foot</p>	<p>____ Per Linear Foot</p>
<p>(H&S) Electrical Junction Box Install</p>	<p>Enclose all wiring splices inside a location-appropriate (e.g. wet-location, outdoor, indoor, etc.) UL listed electrical enclosure per the NEC.</p>	<p>____ Per Installation</p>	<p>____ Per Installation</p>	<p>____ Per Installation</p>
<p>(H&S) Electrical Outlet/Switch Plate Install</p>	<p>Install electric outlet/switch cover according to manufacturer specifications and applicable code.</p>	<p>____ Per Each</p>	<p>____ Per Each</p>	<p>____ Per Each</p>
<p>(H&S) Fan Exhaust Timer Switch (used with ASHRAE 62.2 complaint fan)</p>	<p>Install bathroom fan exhaust timer switch and all electrical wiring according to manufacturer specifications and applicable code. Remove original switch from premises. Set timer according to ASHREA report or work order notes. Provide occupants the manufacturer's written instructions and product information.</p>	<p>____ Per Installation</p>	<p>____ Per Installation</p>	<p>____ Per Installation</p>

(H&S) Gutter Cleaning	Clean all gutters, per linear foot. Labor only.		____ Per Linear Foot	____ Per Linear Foot
(H&S) Gutter Down Spout Repair/Replace	Install new appropriately sized downspouts. Mechanically attach downspouts to gutter. Mechanically attach downspout(s) to dwelling a minimum of every 4' of length. Drain downspouts a minimum of 6' away from the structure.	____ Per Linear Foot	____ Per Linear Foot	____ Per Linear Foot
(H&S) Gutter Repair/Replace	Install new appropriately sized gutters. Remove old gutters if applicable. Attach new gutters to dwelling using screws. Fasten gutter sections with mechanical fasteners. Slope all gutters toward the downspout(s) a minimum of 1/4" per 10 feet. Make all seams watertight using compatible sealant.	____ Per Linear Foot	____ Per Linear Foot	____ Per Linear Foot
(H&S) Insulate Exhaust Vent R-8 (Non Conditioned Area)	Insulate exhaust ducts (i.e. bathroom, dryer) installed outside of the thermal boundary to a minimum of R-8. Secure blanket insulation in full contact with the duct surface using mechanical fasteners (e.g., stick pins, metal wire).	____ Per Installation	____ Per Installation	____ Per Installation
(H&S) Junction Box Cover Install	Cover all junction boxes with a location-appropriate (e.g. wet-location, outdoor, indoor, etc.) UL listed cover per the NEC.	____ Per Each	____ Per Each	____ Per Each

<p>(H&S) Kitchen Exhaust (100 CFM on-demand)</p>	<p>Install new kitchen exhaust range hood that is rated a maximum of 3 sones at one or more airflow settings greater than or equal to 100 cfm and moves at least 100 cfm intermittently after installation, ducting, and termination is complete. Install fan within at least 5' of the primary cooking surface (e.g., range, oven, stove). Mount fan using mechanical fasteners and per manufacturer's specifications so that fan housing does not shake, rattle, or vibrate when operating. Ensure internal components are correctly oriented to exhaust air through the duct system. Install all electrical wiring according to manufacturer specifications and applicable code. Duct and terminate fan to the outdoors, with ventilation ducts as short, straight, smooth as possible. Fasten duct fittings in accordance with manufacturer specifications and seal all connections with mastic. Install new termination vent per manufacture specifications. If applicable, remove original fan from premises. Provide occupants/owners with user's manual, warranty information and installation instructions.</p>	<p>____ Per Installation</p>	<p>____ Per Installation</p>	<p>____ Per Installation</p>
---	--	----------------------------------	----------------------------------	----------------------------------

<p>(H&S) Kitchen Exhaust Install (Continuous based on ASHRAE)</p>	<p>Install new kitchen exhaust range hood that is rated a maximum of 3 sones at one or more airflow settings greater than or equal to 100 cfm and moves 5 kitchen air changes per hour (ACH) continuously after installation, ducting, and termination is complete. Install fan within at least 5' of the primary cooking surface (e.g., range, oven, stove). Mount fan using mechanical fasteners and per manufacturer's specifications so that fan housing does not shake, rattle, or vibrate when operating. Ensure internal components are correctly oriented to exhaust air through the duct system. Install all electrical wiring according to manufacturer specifications and applicable code. Duct and terminate fan to the outdoors, with ventilation ducts as short, straight, smooth as possible. Fasten duct fittings in accordance with manufacturer specifications and seal all connections with mastic. Install new termination vent per manufacture specifications. If applicable, remove original fan from premises. Set fan timer according to AHSREA report or work order notes. Provide occupants/owners with user's manual, warranty information and installation instructions.</p>	<p>____ Per Installation</p>	<p>____ Per Installation</p>	<p>____ Per Installation</p>
<p>(H&S) Lead Paint (RRP) Containment, Occupant protections and Cleanup</p>	<p>Perform proper Lead Safe Work Practices/ RRP, in accordance to EPA rules, when performing work order tasks that will disturb lead paint. Provide agency with photos of ALL interior and exterior containment areas that are effected by the work scope. Provide agency a signed and completed RRP checklist form. Priced per room.</p>	<p>____ Per Room</p>	<p>____ Per Room</p>	<p>____ Per Room</p>

(H&S) Moisture/Vapor Barrier (6 MIL)	Remove all debris that can cause injury or puncture ground vapor retarder (e.g., nails, glass, sheet metal screws, etc.). Cover all exposed soil with a 6-mil minimum ground vapor retarder of 0.1 perm or less. Extend ground vapor retarder a minimum of 6" up all foundation walls and piers, but do not install in contact with non-treated structural wood. Overlap seams a minimum of 12" with reverse or upslope lapping technique. For wall to floor connection, install the wall vapor retarder under the ground vapor retarder. Fasten ground vapor retarder to ground with durable fasteners.	____ Per Square Foot	____ Per Square Foot	____ Per Square Foot
(H&S) Plumbing Leaks Repair	Repair plumbing leak in accordance to applicable code.	____ Per Repair	____ Per Repair	____ Per Repair
(H&S) Register Replace	Install new register in accordance with the manufacturer's instructions. Ensure the register can be removed and reinstalled by the dwelling occupant.	____ Per Each	____ Per Each	____ Per Each
(H&S) Smoke Detector Install	Install battery-operated smoke alarm in accordance with the manufacturer's instructions. Install battery-operated smoke alarms in the locations required by the Authority Having Jurisdiction (AHJ). Provide occupants the manufacturer's written instructions.	____ Per Installation	____ Per Installation	____ Per Installation
(H&S) Smoke Detector Install	Install hardwired (interconnected) smoke alarm in accordance with the manufacturer's instructions. Install battery-operated smoke alarms in the locations required by the Authority Having Jurisdiction (AHJ). Provide occupants the manufacturer's written instructions.	____ Per Installation	____ Per Installation	____ Per Installation
(H&S) Ventilate Bathroom Exhaust to Outside	Vent existing bathroom exhaust fan to the outdoors, with ventilation ducts as short, straight, smooth and fully extended as possible. Secure duct with clamps or tie bands (tightened with tie band tensioning tool) and seal all connections with mastic. Install new termination vent/hood per manufacture specifications.	____ Per Installation	____ Per Installation	____ Per Installation

(H&S) Ventilate Kitchen Exhaust to Outside	Vent existing kitchen exhaust range hood/fan to the outdoors, with ventilation ducts as short, straight, smooth as possible. Fasten duct fittings in accordance with manufacturer specifications and seal all connections with mastic. Install new exterior termination vent per manufacture specifications.	____ Per Installation	____ Per Installation	____ Per Installation
Contractor's Labor Only (ADD COMMENT)	Cost of labor per hour for labor only tasks described in work order (i.e. removing debris from crawlspace or remove and replace drop ceiling tiles).		____ Per Hour	____ Per Hour
	Please total the Health & Safety Section:			
		Total Material Health & Safety Section	Total Labor Health & Safety Section	Total Cost Health & Safety Section

Ventilation				
Measure Name	Measure Description: This is the Standard Work Specification description of work to be performed for the bid purpose.	Material Cost	Labor Cost	Total Measure Cost
Gable Vent Install (14"x14")	Install 14"x14" gable vent (with corrosion-resistant wire mesh screen) in attic according to manufacture specifications and in compliance with applicable building codes.	____ Per Installation	____ Per Installation	____ Per Installation
Gable Vent Install (18"x24")	Install 18"x28" gable vent (with corrosion-resistant wire mesh screen) in attic according to manufacture specifications and in compliance with applicable building codes.	____ Per Installation	____ Per Installation	____ Per Installation
Ridge Vent Install	Install Ridge Vent in attic in accordance to manufacture specifications and in compliance with applicable building codes.	____ Per Installation	____ Per Installation	____ Per Installation

Roof Vent Install (Large)	Install Large Roof Vent (with corrosion-resistant wire mesh screen) in attic in accordance to manufacture specifications and in compliance with applicable building codes.	____ Per Installation	____ Per Installation	____ Per Installation
Roof Vent Install (Small)	Install Small Roof Vent (with corrosion-resistant wire mesh screen) in attic in accordance to manufacture specifications and in compliance with applicable building codes.	____ Per Installation	____ Per Installation	____ Per Installation
Soffit Vent Install (16"x4")	Install Soffit Vent in attic in accordance to manufacture specifications and in compliance with applicable building codes.	____ Per Installation	____ Per Installation	____ Per Installation
	Please total the Ventilation Section:			
		Total Material Ventilation Section	Total Labor Ventilation Section	Total Cost Ventilation Section