



Request for Quote

23-M-0037

Quotes Due

Wednesday, December 20, 2023 at 4:00 p.m.

Solicitation Coordinator

Marily Cruz

PH: (541) 682-2566 – Cell: (541) 221-3536

Email: mcruz@homesforgood.org



TABLE OF CONTENTS

Basic Overview	3
Homes for Good Overview	4
Scope of Work	5
Bid Instructions.....	7
Contract Terms.....	9
Equipment Specifications.....	11
Addendum A	13
Price List Items	14
Bid Sheet	15
Submission Requirements	18
Expectations & Timeline	19
Forms.....	20
Qualification Statement.....	21
Independent Contractor Certification	22
Drug Free Workplace Certification	23
Bid Zones	24



BASIC OVERVIEW

RFQ Release Date	<i>November 20, 2023</i>
Submission Due Date & Time	<i>December 20, 2023 – 4:00 pm</i>
Submission Methods	<i>Delivery: 100 West 13th Avenue, Eugene, OR 97401; Email: mcruz@homesforgood.org</i>
Pre-Proposal Information Session	<i>Upon Request</i>
Anticipated Contract Term	<i>January 1, 2024 through December 31, 2024 with option to renew.</i>
Maximum Number of Contracts Awarded	<i>N/A</i>
Agency Contact	<i>Marilyn Cruz – mcruz@homesforgood.org– 541-221-3536</i>
Subcontracting	<i>Permissible</i>



HOMES FOR GOOD OVERVIEW

WHO WE ARE...

Homes for Good is Lane County's housing agency and our primary work is to help low-income residents with the logistics of affordable housing. At a higher level, we are neighbors united to get every Lane County resident who needs help, into a home.

WHAT WE DO...

- ❖ Rental Assistance Vouchers
- ❖ Help veterans, seniors and people with disabilities find and secure affordable housing
- ❖ Match low-income residents with public and assisted housing units
- ❖ Partner with other community organizations and non-profits to build, finance and develop affordable housing
- ❖ Connect residents with self-sufficiency programs and wellness supports
- ❖ Work with the low-income community to provide help with weatherization improvements that lower utility bills and keep homes more comfortable
- ❖ Raise awareness about the need for low-income and affordable housing in Lane County

AFFORDABLE HOUSING ADVOCATES...

We work to raise awareness about the need for – and lack of – affordable housing here in Lane County and more broadly. There is no question that the need for affordable housing will only grow as our population increases and high demand for housing pushes rents and prices up. We believe every person should have a home and that we must proactively and aggressively work toward that goal for the good of our community, state, and nation.

DIVERSITY EQUITY AND INCLUSION

Our goal is to address racial disparities within our organization in our hiring and promotion practices, greater opportunities in contracting and equitable services available to the people we serve. We want to establish Equity as part of our DNA as an organization.



SCOPE OF WORK

The Energy /Services Division at Homes for Good Housing Agency is seeking proposals from licensed and bonded HVAC contractors to provide HVAC services and mechanical installations to program participants in Lane County, on "as needed" bases. This will be a qualification contract and will be awarded to the contractors most qualified to participate in the Energy Services Division Weatherization Assistance Program (WAP). HOMES FOR GOOD will commit to the number of contractors necessary to meet HOMES FOR GOOD WAP production needs. Minority contractors and women's business enterprises are encouraged to respond. See proposal forms for any additional instructions.

COMPARISON OF BIDS

Award will be made to the vendor offering equipment, price, service, delivery and support deemed to be to the best advantage of HOMES FOR GOOD and their clients. HOMES FOR GOOD shall be the sole judge in making this determination.

RIGHT TO REJECT BIDS

HOMES FOR GOOD reserves the right to reject any and all bids and to waive informalities or irregularities in bids.

LITERATURE

Bidders shall submit literature that fully describes items on which they are bidding, no later than the closing date of this bid. Any and all literature submitted must be identified with vendor's name and address including but not limited to AHRI Certificates, product specification sheets/manuals, etc. **Submit 1 (one) original with all literature.**

PREPARATION OF BID

Any travel expenses and/or bid preparation costs regarding this bid are the sole responsibility of the Bidder. All bid documents, prints, and any detailed drawings shall be the property of HOMES FOR GOOD once submitted.

MAINTENANCE

The successful bidder shall be required to guarantee all mechanical equipment supplied as part of the bid during the warranty period.

FACTORY MANUALS

The successful bidder shall provide parts and repair manual for the various mechanical equipment being supplied and contract information to the homeowner. Failure to meet these requirements shall cause a delay in payment.

PRE-DELIVERY AND INSPECTION

Prior to delivery, furnaces shall be completely inspected and serviced by the delivering dealer and/or the manufacturer's pre-delivery service center (if applicable).

PAYMENT

The bidder agrees to provide various mechanical systems and other requirements as stated in this Request for Proposal, HOMES FOR GOOD agrees to pay bidder according to the terms and conditions stated in the Proposal. Should deficiencies be detected in the equipment supplied, payment, or the commencement of a discount period, (if applicable) will not be made until the defects are corrected and accepted by HOMES FOR GOOD.



LICENSING, BONDING, AND INSURANCE

The successful Bidder must provide evidence of current licensing, bonding, insurance, and Lead certifications (see page 10) satisfactory to HOMES FOR GOOD.

DELIVERY AND INSTALLATION INSTRUCTIONS

The successful Bidder will be responsible for delivering and installing the new replacement equipment and removal and recycling of the old system under this bid proposal and in accordance with local environmental codes. The successful Bidder shall be responsible for connecting the new replacement equipment (where applicable) to existing water pipes, duct work, gas piping and electrical supply. Contractor shall provide all required permits with documentation of approved final inspection for all HVAC installations. The installed product shall be tested and completely ready for use. The successful Bidder shall have 3 weeks from the "Issued Date" on the Work Order, between the hours of 8:00am to 6:00pm, to deliver and install the new equipment. If the lowest responsible Bidder cannot complete an installation within the required timeline, the bid for that installation may be awarded to an alternate, qualified bidder. At the discretion of the Energy Services Program director additional time may be allowed in writing. Regardless of condition, the whole of the original equipment must stay removed from all utilities and decommissioned.

DEVIATIONS

Failure on the part of the bidder to comply with all requirements and conditions of the price request and any specification modifications will be cause for rejection of bid. No exceptions to, or deviations from, this specification will be considered unless the bidder in the designated places specifically states each exception or deviation. Any alternative unit specified must have performance characteristics equal to or greater than the unit specified. If an alternative unit is specified, a manufacturer's specification sheet must be supplied with the quote. If no exceptions or deviations are shown, the bidder must furnish the equipment as specified herein. The burden of proof of compliance with this specification is the responsibility of the bidder.

While these specifications do not intend to eliminate prospective bidders, bidders must note any deviations from them so that HOMES FOR GOOD may evaluate the submitted Bid Proposal. **Failure to note any deviations or exceptions for specific equipment may cause the specific equipment to be disqualified.**

EQUIPMENT STANDARDS

The equipment and heating systems being supplied shall be new (unused), Energy Star rated (when applicable), current model year production and equal in style, quality, and components to those offered to the general public. The equipment shall be supplied with all accessories considered standard equipment for make and model specified.

Equipment shall be delivered complete and fully operational.

All equipment must meet the specific standards listed below on pages 11-12 relating to each type of system.



BID INSTRUCTIONS

Proposals shall be sent in the format provided (no fax), by **December 20, 2023 at 4:00 pm** and can be sent by email to the solicitation coordinator at mcruz@homesforgood.org or delivered in person or via USPS to 100 W.13th Ave. Eugene, Oregon, 97401

- ❖ Homes for Good, at its sole discretion, reserves the right to award this contract to more than one firm if it is determined a demand exists.
- ❖ General Conditions and Specifications of work apply to all work done on this contract.
- ❖ All Qualified contractors, all Minority Business Enterprises and Section 3 businesses are encouraged to participate in this solicitation.
- ❖ All questions should be directed to the Solicitation Coordinator

Bids must conform to the instructions bellow to be considered:

- (a) Bids shall be made only upon the forms provided in the Bid Documents, with all items properly filled out. Non-erasable permanent ink shall be used; when requested on Bid Sheet, numbers shall be stated both in writing and in figures; signatures of all persons signing shall be in long-hand; and completed forms shall be without interlineations, alterations or erasures.
- (b) The person signing this bid hereby represents and warrants that he/she is fully authorized to bind the Bidder.
- (c) Alternate proposals will not be considered unless specifically called for. No oral, telephonic or electronic proposals or modifications will be considered. Bid forms shall have no blank spaces. A bid price shall be indicated for each bid item, or the word "None" entered.
- (d) Before submitting a Bid, each Bidder shall carefully examine and read the Specifications and all other parts of the Bid Documents, be fully informed as to all existing conditions and limitations and shall include in the Bid a sum to cover the costs of all items included and necessary to perform fully the entire contract.
- (e) Bids must be delivered to HOMES FOR GOOD in a sealed envelope, in person, via USPS, or via email. (See Basic Overview page 3 above for delivery address.) All bids must be received by Wednesday, December 20th, 2023, at 4:00pm. Each bid proposal must be submitted on the bid form(s) obtained from HOMES FOR GOOD.
- (f) It is the Bidder's responsibility to see that the bid is received in proper form, time, and place. If any bid is received after the scheduled closing time for receipt of bids, it shall be returned to the Bidder.

ADDENDA

Questions must be submitted in writing 7 days prior to closing of bid period to be considered as a qualified addendum item to contract. Any written addenda issued before or during the time of bidding shall become a part of the Specifications and/or bid documents and shall be signed and attached to the bid proposal and made a part of the contract. Failure to submit the addendum will be cause for rejection of the bid.



WITHDRAWAL OF BIDS

Any bid may be withdrawn any time prior to the time fixed for opening of bids only by a written request filed with HOMES FOR GOOD for the withdrawal of the bid. The Bidder or his duly authorized representative shall execute the request. The withdrawal of the bid does not prejudice the right of the bidder to file a new bid prior to time of opening. No bids may be withdrawn after opening of bids.

DISQUALIFICATION OF BIDDERS

More than one bid proposal from an individual, a firm or partnership, a corporation, or an association under the same or different names will not be considered. Reasonable grounds for believing that any bidder is interested in more than one Bid Proposal for the Bid contemplated will cause the rejection of all Bid Proposals in which such bidder is interested. If there is reason for believing that collusion exists among the bidders, any and all Bids may be rejected.

METHOD OF AWARD

In the interest of HOMES FOR GOOD, award will be made to the vendor offering equipment, price, service, delivery and support deemed to be to the best advantage of the Agency. The Agency's intention is to use the fewest possible contractors per job. HOMES FOR GOOD shall be the sole judge in making this determination.

DISCREPANCIES OF PRICES

In the case of discrepancy between unit prices and totals, unit prices will prevail.

In case of discrepancy between words and figures, words will prevail.



CONTRACT TERMS

The contract shall be effective for a 1-year (12-months) period beginning with the date of award, with an option to negotiate an extension for an additional (3) 1-year periods up to a maximum of 4 years. The option to extend will be exercised only if HOMES FOR GOOD determines:

- a. That the service, material, equipment has been satisfactory.
- b. That the bid prices if increased will be increased by a percentage not exceeding the percentage of increase in the Consumer's Price Index and a letter must be provided to HOMES FOR GOOD listing.
- c. Item(s) and providing the reasons for the price increase.
- d. Extension of the bid will be affected by the issuance of a letter of extension to the bidder by HOMES FOR GOOD.
- e. That HOMES FOR GOOD's specifications/requirements have not significantly changed.

DISCONTINUED EQUIPMENT PROCESS

The Successful Bidder must notify the Weatherization Program in a timely fashion when equipment on the contract has been or will be discontinued in writing. The successful bidder shall submit a replacement in writing as close to specification as possible. Pricing shall not be affected, but in the event that pricing has been affected, the successful bidder must submit the new pricing for HOMES FOR GOOD's written approval.

In the event the successful bidder is unable to deliver and/or provide specified equipment under this Bid, HOMES FOR GOOD has the right at their discretion to solicit from another vendor and obtain the necessary equipment needed to complete the order.

BILLING

The billing shall include the following information at a minimum. No invoice payments will be made without including the following items.

- ❖ **Client's ship-to name and complete address.**
- ❖ **Detailed item description including all energy ratings for the entire system.**
- ❖ **Serial and model number for all installed equipment**
- ❖ **RFP bid price listed first, itemized change orders listed second.**
- ❖ **Make, size and description of old equipment that has been replaced.**
- ❖ **Installation date and time**
- ❖ **Documented "approved" final inspections for all required permits.**
- ❖ **All required lead documentation**
- ❖ **PTCS documentation as required**



CHANGE ORDERS

In the event the requested equipment is not an RFP item, or the RFP item is not compatible, a change order may be approved through HOMES FOR GOOD's Energy Auditors. Pre-approval is required before any alterations to the listed RFP equipment or installation alternatives.

CERTIFICATION FOR LEAD SAFE RENOVATORS

All individuals performing work must be either certified renovators or have been trained by a certified renovator. Training is required prior to performing any work that will disturb potentially lead based materials in homes built before 1978. All contractors **must** be a certified firm. (If exceeding the de minimis levels, all CCB and EPA rules apply) In cases that exceed EPA de minimis level, Contractors must document LRRP (US EPA Lead Renovator Repair and Painting) lead safe work practices were properly implemented (e.g., photos of the site, containment set up, etc.). HOMES FOR GOOD can pay for LRRP certification.

WORK STANDARDS

All work is to be installed and completed based on Oregon's Weatherization WAP Field Guide & Standards (Specs), as well as all other applicable local, state and federal codes. All successful RFP proposals will be required to sign off acknowledging receipt of Oregon WX Specs.

SILENCE OF SPECIFICATIONS

Any apparent silence on any specifications and/or supplemental specifications as to any detail or apparent omission from a detailed description concerning any point shall be regarded as meaning that only the best commercial practice is to prevail and that only material and workmanship of first quality is to be used.



EQUIPMENT SPECIFICATIONS - LISTING

Only submit proposals for the equipment and locations you are willing to provide.

- ❖ Gas 40k BTU 90%+
 - Unit will be Coleman VMA3-50D36N or equivalent brand/model
 - Must be Energy Star certified
 - Plenum to be sealed as per Oregon Weatherization Program Specifications
 - Unit must draw combustion air from outside, not from crawl space, garage, or attic
- ❖ Gas 60K BTU 90%+
 - Unit will be Goodman GCS5960603BN or equivalent brand/model
 - Must be Energy Star certified
 - Plenum to be sealed as per Oregon Weatherization Program Specifications
 - Unit must draw combustion air from outside, not from crawl space, garage, or attic
- ❖ 12 KW mobile home electric furnace
 - Unit will be Coleman model EB12D or equivalent brand/model
 - Plenum to be sealed as per Oregon Weatherization Program Specifications
- ❖ 2½-ton Heat Pump* with variable speed air handler
 - Unit will be Lennox 14HPX-030-230-19 with CBX27UH-030230-603 air handler or equivalent brand/model.
 - All components must meet Energy Star criteria.
 - Ducts/plenum to be sealed as per Oregon Weatherization Program Specifications
- ❖ Single-head ductless 12k heat pump
 - Unit will be Daikin RXS12LVJU with FTXS12VJU air handler or equivalent brand/model
 - All components must meet Energy Star criteria
 - Must be installed with an interior wall mounted thermostat BRCW901A08 or equivalent
- ❖ Single-head ductless 15k heat pump
 - Unit will be Daikin RXS15LVJU with FTXS15VJU air handler or equivalent brand/model
 - All components must meet Energy Star criteria
 - Must be installed with an interior wall mounted thermostat BRCW901A08 or equivalent
- ❖ Single-head ductless 18k heat pump
 - Unit will be Daikin RXS18LVJU with FTXS18VJU air handler or equivalent brand/model
 - All components must meet Energy Star criteria
 - Must be installed with an interior wall mounted thermostat BRCW901A08 or equivalent
- ❖ Electric 40-gallon water heater (AO Smith ENT40 or equivalent). Includes TPR discharge line to daylight.
- ❖ Electric 50-gallon water heater (AO Smith ENT50 or equivalent). Includes TPR discharge line to daylight.



- ❖ Gas .62 (or better) 40-gal water heater (AO Smith XCR40 or equivalent). Includes TPR discharge line to daylight.
 - Unit must draw combustion air from outside, not from crawl space, garage, or attic
- ❖ 66-gallon heat pump water heater (AO Smith HPTU 66N 130/Voltex® or equivalent). Includes TPR discharge line to daylight.
- ❖ 80-gallon heat pump water heater (AO Smith HPTU 80N 120 or equivalent). Includes TPR discharge line to daylight.
- ❖ On-demand condensing high-efficiency tankless gas water heater (AO Smith ATI-540H-N or equivalent). Unit must draw combustion air from outside, not from crawl space, garage, or attic.
- ❖ Free standing gas furnace console and wall styles (EMPIRE Ultra-saver PVS-35 and Williams 30K Wall Unit)

***All heat pump systems will adhere to BPA specifications and all Ductless systems must be on the approved BPA list of qualified ductless heat pumps.**

<https://www.bpa.gov/EE/Policy/IManual/Pages/IM-Document-Library.aspx>

*** All plenums that are exposed after removal of existing furnaces must be sealed with mastic as per PTCS specifications. HOMES FOR GOOD will provide training if needed. We expect these installations to give our clients turnkey use of their new equipment. When site specific circumstances dictate a difference (size upgrade for instance) HOMES FOR GOOD will authorize a change order to accommodate.**

ADDENDUM A

Task lists for a Service/Maintenance Call

- ❖ Indoor Unit - Gas Furnace or Electric Air Handler or Heat Pump
 - Check and tighten electrical connections and terminals
 - Vacuum out blower compartment; return airdrop, and surrounding area. (No duct cleaning)
 - Test and inspect all furnace safety controls
 - Replace or clean standard air filters
 - Check all fan motor bearings
 - Inspect and adjust blower for correct airflow
 - Test the thermostat functions and programming
 - Measure heating systems temperature output
 - Measure and record electrical voltage, amperage, and component resistance
 - Check the system transformer, relays, contactors, and controls
 - Measure and record temperature rise across furnace and compare to unit rating plate
 - Inspect system for code violations and/or safety issues
 - Inspect main gas burners
 - Inspect the thermocouple and safety switch
 - Check the ignition/pilot assembly
 - Inspect the flue assembly and test flue gas drafting mechanism
 - Check gas manifold pressure
 - Check the induced draft blower motor, drive mechanism and fan assembly
 - Inspect heat-exchanger(s) & combustion chambers for cracks, rusting, or problem areas
 - Advise customer on ways to reduce energy usage, improve safety and enhance comfort

- ❖ Outdoor Unit – Heat Pump or Air Conditioner
 - Thoroughly wash coil. (Ambient temperature permitting)
 - Inspect fan motor for excessive bearing wear
 - Lubricate motor and fan bearings as well as other moving parts as designed
 - Inspect, tighten, and test all electrical connections. This includes disconnect switch
 - Test system start and run capacitors
 - Check prop blade for cracks
 - Test all controls, switches, relays, contactors, motors, and fans
 - Measure starting and running amperes, line voltage, and control voltage
 - Test system-starting capabilities
 - Test system for proper airflow through the coil
 - Inspect and adjust all safety controls
 - Monitor refrigerant (Freon) pressures and temperatures
 - Check the fan motor and compressor operating temperatures
 - Make any necessary recommendations



PRICELIST ITEMS

In addition to the proposed bid items HOMES FOR GOOD may include the following items from our "Weatherization Measure Pricelist" in HVAC Work Orders when appropriate. *Note: Pricelist changes on occasion-refer to most recent version.

- ❖ Install new ASHRAE 62.2 2016 bath exhaust fan or replace existing fan with 62.2 2016 compliant model. Includes "Smart Switch" for intermittent duty cycle and connect to existing ducting. \$1,250 ea.
- ❖ Additional cost for ASHRAE 62.2 2016 fan with light. \$230.
- ❖ Replace existing range hood with ASHRAE 62.2 2016 compliant range hood with continuous run variable speed controls. Includes venting to outside. \$1,250 ea.
- ❖ Install GFCI receptacle \$225 ea.



SUBMISSION REQUIREMENTS

Your response to the Request for Quote must contain all the information requested along with acknowledgment of all attachments. A completeness check will be conducted for each submission. Incomplete submissions will not be accepted. Submissions should include the items organized and numbered to correspond to each requirement below:

General

Proposals will be clear and concise. Homes for Good encourages green options and discourages the use of materials that cannot be recycled such as PVC and spiral binders, plastic or glossy covers and dividers. Further, Homes for Good requires proposers to print on both sides of a sheet of paper whenever possible.

Cover Letter

All proposals must be accompanied by a cover letter signed by an individual who is legally authorized to enter into a contract on behalf of the proposing individual/firm. The letter must designate the Proposer's contact person during the proposals review process. Also, include a statement that the submission is a firm offer for a 90-day period.

Additional Services

If it should become necessary for Homes for Good to request the organization to render additional services to either supplement the services requested in the RFQ or to perform additional work, then such additional work shall be performed only if set forth in an addendum to an engagement letter between Homes for Good and the organization. Any such additional work agreed to between Homes for Good and the firm shall be performed at the same rates set forth in the fee proposal. Submit an hourly fee estimate for additional services.

Qualifications

Include a detailed statement of qualifications for the organization. This should include organizational history, clients presently served and capacity to complete the scope at all listed sites.

Diversity Equity & Inclusion (DEI)

The proposal should include the firm's DEI strategies. This section will be evaluated on firm's commitment to engaging diverse populations particularly those facing disparities. Maximum score will be given to firm's that have formally adopted Diversity, Equity, and Inclusion strategies and MWESB strategies. The following information should include:

- ❖ Describe your organization's DEI strategies to removing barriers and creating opportunities for populations facing disparities in order to maximize workforce diversity.
- ❖ Your organization's plan for maximizing Minority and Women Owned, and Emerging Small Businesses (MWESB) participation and/or Section 3 participation.
- ❖ Homes for Good is striving for a 20% MWESB contractor/vendor utilization rate on the proposed project. Please describe your organization's MWESB and/or Section 3 utilization rate on recent projects.

Certifications & Representations of Offerors

Offerors should read and complete (as appropriate) all attached documents listed and linked below.



EXPECTATIONS & TIMELINE

Additional Work

During the awarded contract period, Homes for Good may request additional work and the Contractor will be asked to provide a cost for that work. This Agency may or may not authorize such additional work to the awarded contractor and reserves the right to use another Contractor.

Insurance Coverage Requirements

At signing of contract, the awarded Contractor is required to provide the Agency with Certificates of Insurance showing the following Insurance is in force and will insure all operations under this contract. Contractors shall not cancel, materially change, or not renew insurance coverages during the period of this contract. Any insurance bearing any adequacy of performance shall be maintained after completion of the contract for the full warrant/guarantee period.

Nothing contained in the insurance requirements is to be construed as limiting the extent of the Contractor's responsibility for payment of damages resulting from the Contractor's operation under a contract with Homes for Good.

General Contractor's General Liability

- ❖ **Workers' Compensation:** In accordance with State Law, the general Contractor, its subcontractor, and all employers working under the contract are subject employers under the Oregon Workers' Compensation Law and shall comply with ORS 656.017, or otherwise be exempt under ORS 656.126.
- ❖ **Automobile Liability:** For owned and non-owned motor vehicles used on the site or in connections therewith for a combined single limit for bodily injury and property damage of not less than \$500,000 per occurrence.
- ❖ **Commercial General Liability & Professional Liability:** The minimum limit of liability shall be \$1,000,000 per occurrence written, with a combined single limit for bodily injury and property damage.

The General Contractor's General Liability policy shall name the Agency as *Additional Insured* for this project, with an attached Endorsement Page, showing the additional insured as:

Homes for Good Housing Agency
 100 West 13th Avenue
 Eugene, OR 97401

Payment

Agency will review Contractor's invoice and within ten (10) days of receipt notify Contractor in writing if there is a disagreement or dispute. If there are no such disputes, Agency shall pay the invoice amount in full within (30) days of invoice send date.

TIMELINE

Prospective proposers may contact Marily Cruz by email at mcruz@homesforgood.org for further information regarding this process or to request clarification prior to Wednesday December 20th, 2023.



Forms

Please complete the following forms below and submit them with your Bid Sheet:

- ❖ Qualification Statement
- ❖ Independent Contractor Certification
- ❖ Drug Free Workplace Certification
- ❖ Bid Zones



QUALIFICATION STATEMENT

(TO BE SUBMITTED WITH APPLICATION)

FIRM NAME: _____

BUSINESS DDRESS: _____

CONTACT PERSON: _____ PHONE: _____

This firm is a: _____ Corporation _____ Partnership _____ Sole Proprietorship

Names and addresses of all principals, partners, officers, etc

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Business License No: _____ State Registration No: _____

Employee Accident Insurance Co: _____

Amt \$: _____ Policy No: _____ Exp Date: _____

Agent: _____ Phone: _____

Address: _____

Liability & Property Damage Insurance Co: _____

Amt \$: _____ Policy No: _____ Exp Date: _____

Agent: _____ Phone: _____

Address: _____

Bonding Company: _____

Amt \$: _____ Policy No: _____ Exp Date: _____

Agent: _____ Phone: _____

Address: _____

Oregon CCB#: _____



INDEPENDENT CONTRACTOR CERTIFICATION STATEMENT

(TO BE SUBMITTED WITH APPLICATION)

NOTE: Oregon law, ORS 701 075, requires your business to qualify as an independent contractor (demonstrate that you are in business for yourself and not an employee) in order to be registered with the Construction Contractors Board (formerly called the Builders Board)

You can qualify as an independent contractor by certifying that you meet the following standards as required by ORS chapter 316, 656, 657 and 701.

- (1) You provide labor and services free from direction and control, subject only to the accomplishment of specified results
- (2) You are responsible for obtaining all assumed business registrations or professional occupation licenses required by state or local law
- (3) You furnish the tools or equipment necessary to do the work
- (4) You have the authority to hire and fire employees who perform the work
- (5) You are paid on completion of the project or on the basis of a periodic retainer
- (6) You are registered with the Construction Contractors Board (Builders Board)
- (7) You filed Federal and state income tax returns for the business for the previous year if you performed labor or services as an independent contractor in the previous year
- (8) You represent to the public that you are an independently established business, as follows:

YOU MUST INDICATE THAT YOU MEET FOUR (4) OR MORE OF THE FOLLOWING

- ___ A) You work primarily at a location separate from your residence
- ___ B) You have purchased commercial advertising, business cards, or have trade association membership
- ___ C) You use a telephone listing and service separate from your personal residence listing and service
- ___ D) You perform labor or services only pursuant to written contracts
- ___ E) You perform labor or services for two or more different persons within a period of one year
- ___ F) You assume financial responsibility for defective workmanship and breach of contract, as evidenced by performance bonds or liability insurance coverage

I hereby certify that the above information is correct.

Business name: _____

Signature: _____ Date _____
(Owner, partner or corporate officer)



DRUG FREE WORKPLACE CERTIFICATION

(TO BE SUBMITTED WITH APPLICATION)

To meet the requirements of the Drug Free Workplace Act, each contractor must certify and agree to the following provisions before contract award:

1. Publish, post, and provide a hard copy statement to each employee stipulating that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace, and specify the actions that will be taken against employees for violation of such prohibition
2. Establish a drug-free awareness program to inform employees of the following:
 - a. The dangers of drug abuse in the workplace
 - b. Company policy for maintaining a drug-free workplace
 - c. Available drug counseling, rehabilitation, and employee assistance programs
 - d. Penalties imposed for drug abuse violations occurring in the workplace
3. Require as a condition for employment that each employee:
 - a. Abide by the terms of Item 1 above, and
 - b. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction
4. Notify the Housing and Community Services Agency (HOMES FOR GOOD) within ten days after receiving notice (as referenced in Item 3b) from an employee or after receiving actual notice of such conviction. Employers must identify the position title of the employee and the grant number of each affected grant.
5. The employer must respond within 30-days of receiving notice of conviction by:
 - a. Taking appropriate personnel action against the convicted employee, up to and including termination; consistent with the requirements of the Rehabilitation Act of 1973, as amended, or
 - b. Require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency
6. Continue to make a good faith effort to promote and maintain a drug-free workplace by consistently implementing steps 1 – 5.

I hereby certify I will maintain a Drug Free Workplace and fulfill all requirements stated above.

Company Name: _____

Printed Name: _____ Title: _____

Signature: _____ Date: _____



Bid Zones By Zip Code

COAST

- 00068 Siuslaw Nat'l Forest
- 97412 Blachly, Triangle Lake
- 97430 Deadwood, Greenleaf
- 97439 Florence, Dunes City
- 97453 Mapleton
- 97461 Noti
- 97480 Swisshome
- 97490 Walton
- 97493 Westlake

VALLEY

- 97401 Eugene, Crow
- 97402 Eugene
- 97403 Eugene/Springfield, Glenwood
- 97404 Eugene, Santa Clara
- 97405 Eugene, Pleasant Hill
- 97408 Eugene, Coburg
- 97409 Alvadore
- 97419 Cheshire
- 97437 Elmira
- 97448 Junction City
- 97451 Lorane, Rogue Elk
- 97477 Springfield
- 97478 Springfield
- 97487 Veneta, Vaughn

WILLAMETTE DRAINAGE

- 00069 Willamette Nat'l Forest
- 97413 Blue River, McKenzie Bridge
- 97424 Cottage Grove, Curtin, Saginaw, Walden
- 97426 Creswell, Walker
- 97431 Dexter
- 97434 Dorena, Culp Creek
- 97438 Fall Creek, Jasper
- 97452 Lowell
- 97454 Marcola
- 97455 Pleasant Hill
- 97463 Oakridge
- 97488 Vida, Finn Rock
- 97489 Walterville, Leaburg
- 97492 Westfir