



REQUEST FOR PROPOSALS

Weatherization Assistance Program

Piedmont Triad Regional Council (PTRC) is accepting subcontractors' proposals for a home energy improvement project under the North Carolina Energy Division's Weatherization Assistance Program. The program is administered through the [NC Department of Environmental Quality \(DEQ\)](#). The contract requires the weatherization of homes in **Alamance, Caswell, Davidson, Forsyth, Guilford, Randolph, and Rockingham** counties, during the period of **July 1, 2025 through June 30, 2026**. During the course of this project, subcontractors are required to perform energy saving measures in customers' homes.

PTRC is requesting proposals from interested parties who are properly licensed contractors in the State of North Carolina in the following individual trades:

SHELL

Beginning on **Monday April 14, 2025**, proposal packages will be available online at www.ptrc.org/weatherization or for pickup at Piedmont Triad Regional Council, 1398 Carrollton Crossing Drive, Kernersville, NC, 27284.

Proposal packets may be hand delivered or mailed to:

**Piedmont Triad Regional Council
Attn: Nikia Beal
1398 Carrollton Crossing Drive
Kernersville, NC 27284**

Contractors submitting proposals must include in the proposal package: contractor information sheet, a copy of the business license, trade certification and training, and proof of Worker's Compensation, General Liability, Automobile, and Pollution Occurrence Insurances. **FAXED PROPOSALS WILL NOT BE ACCEPTED.**

Sealed proposals will be opened upon receipt at PTRC, 1398 Carrollton Crossing Drive, Kernersville, NC. Contractors will be notified of proposal award upon final approval from the [NC Department of Environmental Quality \(DEQ\)](#).

MINORITY, WOMEN AND DISABLED-OWNED BUSINESSES ARE ENCOURAGED TO PARTICIPATE IN THE PROPOSAL PROCESS.

1. INTRODUCTION AND PURPOSE:

- i. **PURPOSE OF THE REQUEST FOR PROPOSALS:** The purpose of this document is to provide interested parties with information to enable them to prepare and submit a proposal for Weatherization Services.

Piedmont Triad Regional Council (PTRC), working in conjunction with the NC Department of Environmental Quality (DEQ), intends to use the results of this process to award a contract for Weatherization Services.

REASONABLE ACCOMMODATION: PTRC will provide reasonable accommodations, including the provision of informational material in an alternative format, for qualified individuals with disabilities upon request. If you think you need accommodations at a proposal opening/vendor conference, contact the PTRC representative.

- ii. **SCOPE:** PTRC intends to utilize this proposal for all purchases for one year; however, PTRC may bid out single jobs on an as-needed basis when deemed in the best interest of PTRC and the State.
- iii. **OVERVIEW OF PROCURING AGENCY:** PTRC performs local administrative and executive functions for the Weatherization Assistance Program in the following counties: **Alamance, Caswell, Davidson, Forsyth, Guilford, Randolph, and Rockingham.**
- iv. **CONTRACT LENGTH:** The contract will be for a one-year period, **July 1, 2025 through June 30, 2026.**
- v. **METHOD OF AWARD:** The award will be given to the contractor(s) whose proposal(s) are the most responsive to the solicitation, and is the most advantageous to PTRC, considering price, quality, and other applicable factors including but not limited to experience, service record of the vendor, and required education/training/credentials of the vendor. Multiple contractors will be used to complete the contract. Any and all proposals may be rejected when it is in the agency's best interest to do so. **The lowest proposal will not always be accepted.**
- vi. **CANCELLATION and TERMINATION:** PTRC reserves the right to cancel the resulting contract/agreement, for any reason, by giving written notice to Contractor of such cancellation and specifying the effective date thereof, at least ten {10} days before the effective date of such cancellation. Contractor shall, in the event of cancellation, be entitled to receive compensation for any work accepted hereunder in accordance with the Agency's order(s). Contractor may also be compensated for partially completed work in the event of such cancellation. The compensation for such partially completed work shall be no more than the percentage of completion of each work effort, as determined at the sole discretion of PTRC, times the corresponding payment for completion of such work as set forth in the Agency's order(s).

2. PROPOSAL PROCEDURES AND INSTRUCTIONS:

- i. **PRE-BID CONFERENCE:** A Pre-Bid Conference will be held at Piedmont Triad Regional Council, 1398 Carrollton Crossing Drive Kernersville, NC 27284, 1st Floor Conference Room at **10:00 am on Friday May 2, 2026**. **All potential subcontractors are required to attend the Pre-Bid Conference**. Contractors are encouraged to confirm their attendance to the Pre-Bid Conference by contacting Nikia Beal at nbeal@ptrc.org or by calling 336-904-0300.
- ii. **QUESTION AND ANSWER PERIOD:** Questions regarding the RFP will be accepted beginning Monday **May 12, 2025 until Friday May 16, 2025**. All questions must be submitted in writing to Nikia Beal at nbeal@ptrc.org. All questions will be answered in writing, and an addendum issued and posted to the website and e-mailed to each potential subcontractor. No questions will be responded to after the question and answer period has expired.
- iii. **METHOD OF SUBMISSION:** Vendors must submit an original copy of all materials required for acceptance of their proposal to:
**Piedmont Triad Regional Council
Mrs. Nikia Beal
1398 Carrollton Crossing Drive
Kernersville, NC 27284**

An authorized PTRC representative in the above office must receive the proposals. **The last day to submit a proposal will be Friday May 30, 2025**. All proposals must be time-stamped at PTRC by an authorized representative prior to the proposal closing time. Proposals not so stamped will be considered late. All proposals must be packaged, sealed and show the following information on the outside of the package:

- Subcontractor's Name and Address
- Request for Proposal Title
- Proposal Due Date
- Date Proposal Submitted

- i. **INQUIRIES:** All inquiries concerning this Request for Proposals (RFP) will be submitted via e-mail to: nbeal@ptrc.org. During the procurement process, prospective subcontractors shall direct any inquiries to the e-mail address provided. In no case shall oral communications take precedence over written communications.
- ii. **AMENDMENTS TO THE RFP:** If a change to the RFP solicitation (i.e. scope of work, pricing schedules, etc.) becomes necessary after it has been issued, a written amendment will be issued to all prospective subcontractors. The amendment will formally detail each change, however all terms and conditions which are not modified remain unchanged.

3. PROPOSAL ACCEPTANCE, EVALUATION, AWARD AND PROTEST PROCEDURES:

- i. **PROPOSAL ACCEPTANCE:** Proposals which do not comply with instructions or are unable to comply with specifications contained in this RFP may be rejected by PTRC. PTRC may request reports on a subcontractor's financial stability and if financial stability is not substantiated may reject a subcontractor's proposal. PTRC retains the right to accept or reject any or all proposals, and accept or reject any part of a Proposal deemed to be in the best interest of PTRC. PTRC shall be the sole judge as to compliance with the instructions contained in this RFP.

ii. **PROPOSAL EVALUATION:** Proposals will be evaluated by assigned PTRC staff to verify that they will meet all specified requirements in this RFP. This verification may include requesting reports on the subcontractor's financial stability, conducting demonstrations of the vendors' proposed product(s) and/or service(s), and reviewing results of past awards to the subcontractor by PTRC. Proposals from certified Minority Business Enterprises may be provided up to a five percent (5%) proposal preference in accordance with North Carolina General Statute 143-59.

iii. **NOTIFICATION OF INTENT TO AWARD:** Any subcontractor who responds to this RFP with a proposal will be notified in writing of PTRC's intent to award the contract(s) as a result of this RFP. After notification of the intent to award is made, and under the supervision of agency staff, copies of proposals will be available for public inspection between 8:30 am to 4:00 pm at 1398 Carrollton Crossing Drive, Kernersville, NC, 27284. Subcontractors can schedule reviews with the authorized PTRC representative to ensure that space is available for the review.

iv. **PROTEST PROCEDURES:**

PURPOSE: To provide specific actions which will be taken should a protest be filed by an unsuccessful subcontractor.

Protester Procedures:

- a. File a written complaint using the agency specified format within ten (10) working days after notice of rejection.

Contract Coordinator

- a. Notify subcontractor that a complaint of protest has been filed.

Administration

- a. Schedule the meeting of protest committee to review complaint.

Protest Committee

- a. Conduct meeting to evaluate protest within ten (10) working days of the filing of the receipt of protest.
- b. Record minutes of evaluation of protest committee meeting.
- c. Issue a decision to agency administration within five (5) working days of the meeting of the protest committee.
- d. Notify protester of the decision of the protest committee.

ADDITIONAL INFORMATION:

Protest format will contain the following:

- a. Notice of protest and specific reasons for filing the protest.
- b. Statement stating this is a protest letter.
- c. A detailed statement of the grounds for protest.
- d. A specific request for a ruling by the protest committee and a statement of the relief requested.

*If this information is not furnished, PTRC may refuse to consider the protest. Protests must be submitted in writing. The individuals who sit on the protest committee must be identified in writing prior to commencement of all procurement activities. The contract coordinator and program director should not be involved in the protest procedures other than to provide technical support to the protest committee.

4. Scope of Services

The Subcontractor agrees to provide the services and materials referenced below. The price listed in Schedule B for these services must include all standard support and finishing materials referenced in the descriptions. All services must be in accordance with the *North Carolina Weatherization Installation Standards Version 1.2B* (Standards) effective April 10, 2024 that was issued by the Division on or before April 20, 2024, and OSHA confined spaces effective February 1, 2016. Standards shall be aligned with the National Renewable Energy Laboratory's Standard Work Specifications.

1. After gross air leakage (and ducts) are sealed, use the blower door and digital manometer to guide air sealing measures. Interim Readings Diagnostics must be used and submitted with the invoice when performing the following measures:
 - a. Air sealing plumbing, electrical, and HVAC penetrations through ceilings, flooring and exterior walls with polyurethane foam;
 - b. Patch sheet rock on exterior wall to include tape and mud to a ready to paint finish;
 - c. Patch holes in flooring and ceilings using existing type materials if possible;
2. Wrap water heater tanks with external insulation blanket in accordance with the NC Weatherization Installation Standards;
3. Use blower machine to add insulation at R38 value (or R30 value if Weatherization Assistant justified) in attics using the manufacturer's bag estimation method. The number of bags used must be included on the invoice submitted to the agency. Attics must contain depth makers, junction box flags, wind baffles, and an MSDS for the product;
4. Use insulation blower machine to add fiberglass insulation to the roof cavities of mobile homes. Roof cavities with bowstring, flat, or cathedral styles shall be filled with insulation to capacity. Any access holes created must be sealed in accordance to the NC Weatherization Installation Standards;
5. Use insulation blower machine (rated at to output at least 2.9 pound per square inch) that is capable to dense pack sidewall insulation to a minimum density of 3.5 pounds per cubic foot of volume;
6. Seal accessible ducts, returns, plenums, connections, and boots with mastic and mesh tape resulting in a reading of no more than one Pascal;
7. Insulate ducts located outside the condition space with R-8, foil-faced duct insulation;
8. Install low-flow showerheads, aerators, and compact florescent lamps;
9. Replace broken window panes;
10. Install opaque, 6 millimeter polyethylene vapor barriers in crawl spaces of site built of modular homes. The seams of each piece must be overlapped 6 inches and sealed. The vapor barrier must extend 6 inches up the foundation wall, mechanically fastened and sealed with adhesive;
11. Insulate floors with fiberglass batt insulation to R-19 value. The insulation must be supported by insulation staves or nylon thread no less than 28 inches;
12. Insulate the belly of mobile homes by filling belly to capacity with fiberglass insulation. The belly shall hang no more than 24 inches from the bottom of mobile home subfloor. Any access holes created must be sealed in accordance to the NC Weatherization Installation Standards. Minor rips and tears shall be patched to ensure that the insulation is properly secured;
13. Replace the belly of the mobile home then insulate the belly of mobile homes by filling belly to capacity with fiberglass insulation. The belly shall hang no more than 24 inches from the bottom of mobile home subfloor. Any access holes created must be sealed in accordance to the NC Weatherization Installation Standards; and install windows, storm windows and doors and instructed by the work order.

5. RFP Checklist

The following forms must be completed and submitted with the proposal in accordance with the instructions noted on the front cover sheet of the RFP:

- Subcontractor Information –Attachment 1
- Subcontractor References –Attachment 2
- Subcontractor Profile and Certification –Attachment 3
- Sample of Company Invoice **(for new contractors only)**
- Trade Certifications & Trainings
- Lead Safe Certification
- Proof of Insurance in the following categories:
 1. **Worker's Compensation** – The Subcontractor shall provide and maintain Worker's Compensation Insurance as required by the laws of North Carolina, as well as employer's liability coverage and minimum limits of \$500,000.00, covering all of Subcontractor's employees who are engaged in any work under the contract.
 2. **Commercial General Liability** – General Liability Coverage on a Comprehensive Broad Form on an occurrence basis in the minimum amount of \$1,000,000.00 Combined Single Limit of Limit. (Defense cost shall be in excess of the limit of liability.)
 3. **Automobile** – Automobile Liability Insurance, to include liability coverage, covering all owned, hired and non-owned vehicles used in performance of the contract. The minimum combined single limit shall be \$500,000.00 bodily injury and property damage; \$500,000.00 uninsured/under insured motorist; and \$1,000.00 medical payment.
 4. **Pollution Occurrence Insurance** – Liability insurance to protect against incidental disturbances of environmental pollutants like lead-based paint dust. The policy must provide three basic limits - \$500,000 per occurrence; \$500,000 aggregate for the policy term; and \$2,500 deductible per occurrence. Providing and maintaining adequate insurance coverage is a material obligation of the Subcontractor and is of the essence of this contract.

SUBCONTRACTOR INFORMATION

Attachment 1

- 1. **Business Name:** _____
- 2. **Owner(s) Name:** _____
- 3. **Contact Person:** _____
- 4. **Physical Address:** _____

- 5. **Billing Address (if different from physical):** _____

- 6. **Telephone:** _____ **Fax:** _____
- 7. **Email address:** _____
- 8. **Company Structure (corporation, partnership, sole proprietorship):** _____
- 9. **Years in Business:** _____
- 10. **Federal Tax Identification Number:** _____

11. Please check below the work you are able to perform:

<input type="checkbox"/>	Blower door directed air sealing
<input type="checkbox"/>	Attic insulation
<input type="checkbox"/>	Sidewall insulation
<input type="checkbox"/>	Floor insulation
<input type="checkbox"/>	Duct sealing and insulation

<input type="checkbox"/>	Water heater insulation
<input type="checkbox"/>	Pipe insulation
<input type="checkbox"/>	General heat waste
<input type="checkbox"/>	Attic access
<input type="checkbox"/>	Vapor barrier

Subgrantee: Piedmont Triad Regional Council

SUBCONTRACTOR REFERENCES

Subcontractor:			
Provide company name, address, contact person, telephone number, and appropriate information on product(s) and/or service(s) used for four (4) or more installations with requirements similar to those included in this solicitation document. If vendor is proposing any arrangement involving a third party, the named references should also be involved in a similar arrangement.			
Company Name:			
Address (include Zip)			
Contact Person:		Phone No:	
Product(s) and/or Service(s)			

Company Name:			
Address (include Zip)			
Contact Person:		Phone No:	
Product(s) and/or Service(s)			

Company Name:			
Address (include Zip)			
Contact Person:		Phone No:	
Product(s) and/or Service(s)			

Company Name:			
Address (include Zip)			
Contact Person:		Phone No:	
Product(s) and/or Service(s)			

Identify equipment owned by subcontractor that will be used in performing weatherization work:

Equipment	Manufacturer	Model	Year Purchased	Condition
Blower Door				
Insulation Machine				
Generator				
Combustion Analyzer				
Pressure Pan				
Leak Detector				
<i>Multi-Gas Meter (required by OSHA confined spaces)</i>				
Duct Blaster				
Fan Flow Meter				
Infrared Camera				
Impact Drill				
<i>Other:</i>				
<i>Other:</i>				

