

## Contractor Evaluation Form

KOOTASCA Community Action, Inc.

### **ALL Contractors**

All Contractors must enter into a written agreement/standard KOOTASCA Contractor Contract to receive bids.

Please provide the following information for your company

Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Business Phone # \_\_\_\_\_

Alternate Phone # \_\_\_\_\_

Is your company currently certified as an EPA LEAD Certified Firm? **YES / NO**

### **Electricians and Plumbers**

- We will mail you a standard KOOTASCA Contractor Contract
- Your company will be added to bid lists for Housing Rehabilitation Programs once the contract is executed
- If you wish to work the Weatherization program, please review and answer the question at the end of the Weatherization Section 1. minimum requirements

### **Building Contractors**

- We will mail you a standard KOOTASCA Contractor Contract
- Your company will be added to bid lists for Housing Rehabilitation Programs once the contract is executed
- Homeowners select contractors off the Rehab bid list that they wish to receive bids
- If you wish to work the Weatherization Program please complete the Weatherization section

### **Mechanical Contractors**

- We will mail you a standard KOOTASCA Contractor Contract
- Your company will be added to bid lists for Housing Rehabilitation Programs once the contract is executed
- Homeowners select contractors off the Rehab bid list that they wish to receive bids
- If you wish to work the Weatherization Program please complete the Weatherization section

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## **Weatherization Program Specific:**

The Weatherization program has high standards and strict requirements set forth through the Federal Department of Energy. The questions asked within this document are to assist with the identification of those contractors most able to meet the requirements of the program. All submitting contractors will be notified of their status.

KOOTASCA conducts Weatherization for approximately 25 households per year. We are looking for 3-4 Residential Building contractors and 3-4 Mechanical contractors to meet this demand.

Evaluations will be scored with assigned points for each question. Evaluation point totals will be assessed on a bell curve to establish an Eligibility List of qualified contractors deemed most advantageous in meeting Weatherization Program objectives. Contractors that make the Eligibility List will be required to attend an informational meeting on Weatherization Program requirements prior to contracting with KOOTASCA. All Weatherization work orders will be awarded through individual bids sent to all contractors on the list or on a rotational basis if contractors agree to a set material and labor price list structure.

**Section 1. Minimum Requirements** – Failure to meet any of the requirements listed in this section will prevent KOOTASCA from contracting with your company to perform Weatherization until such time that all requirements can be met.

- A) All Contractors must be licensed and bonded as required by pertinent laws, ordinances, regulations, or codes
- B) All Contractors must not be debarred from receiving Federal Grant funds
- C) All Contractors must provide authorization for background checks through the Minnesota Bureau of Criminal Apprehension's Computerized Criminal History system for the business owner and all workers assigned to Weatherization projects
- D) All Contractors must be willing to provide lien waivers to the Weatherization Service Provider (KOOTASCA) for all work completed in accordance with Minnesota Statute 514
- E) All Contractors must provide labor and materials warranty for one year from the date of final inspection.
- F) All Contractors must provide Certificate of Liability Insurance at \$1,000,000 Combined Single limit for bodily injury, \$500,000 Property Damage, per occurrence and aggregate
- G) All Contractors must provide Certificate of Workman's Compensation
- H) All Contractors must enter into a written agreement/standard KOOTASCA Contractor Contract specifying terms and conditions under which work will be performed, including consequences for non-compliance or underperformance
- I) Residential building contractors must have a current EPA certification for LEAD Safe Firm
- J) Residential building contractors must have current EPA Lead Safe Renovator certifications for all workers assigned to Weatherization projects

Is your company currently able or willing to meet these minimum requirements? **Please Circle Below:**

**currently able / not currently able** (but willing to work toward meeting the minimum requirements)

## KOOTASCA Community Action, Inc.

2.1 Does your company have staff or Subcontracts in place for electrical and plumbing services that are licensed in accordance with Minnesota and/or Federal law? Note: Subcontractors must agree to and meet all Section 1 Minimum requirements (Subparts A through E) to perform work for the Weatherization Program. **Please Circle Below:**

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## **Section 3 – Building Contractors only**

- 3.1 Does your company own a blower door? **Please Circle >>>> Y / N** **2**
- 3.2 Does your company have staff holding certification(s) obtained through the Building Performance Institute (BPI)? **Please Circle >>>> Y / N** **2**
- 3.3 Does your company have trained employees on blower door use for building pressure diagnostics? **Please Circle >>>> Y / N** **2**
- 3.4 Does your company have a digital manometer capable of reading in pascals and trained employees capable of conducting Combustion Appliance Zone (CAZ) Testing?  
**Please Circle >>>> Y / N** **2**
- 3.5 Does your company own an insulation blower? **Please Circle >>>> Y / N** **2**
- 3.6 Does your company have the equipment required to gauge test an insulation blower as needed to verify capacity? **Please Circle >>>> Y / N** **2**
- 3.7 Is your company willing to travel throughout Itasca and Koochiching counties to perform Weatherization Work? **Please Circle >>>> Y / N** **4**

## **Section 4 – Mechanical Contractors only**

- 4.1 Does your company have a digital manometer capable of reading in pascals and trained employees capable of conducting Combustion Appliance Zone(CAZ) Testing?  
**Please Circle >>>> Y / N** **2**
- 4.2 Does your company have a combustion analyzer with print capability, time and date?  
**Please Circle >>>> Y / N** **2**
- 4.3 Is your company willing to travel throughout Itasca and Koochiching counties to perform Weatherization Work? **Please Circle >>>> Y / N** **4**

Please mail your completed Evaluation to:

KOOTASCA Community Action, Inc.  
Attn: Randy  
201 NW 4<sup>th</sup> Street, Suite 130  
Grand Rapids, MN 55744

Thank you for your submission!