



**GREAT NORTHERN**  
services

**Great Northern Services**

310 Boles Street  
Weed, CA 96094  
(530) 938-4115  
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[www.gnservices.org](http://www.gnservices.org)

# 2022 Request for Proposal for Refrigerators, Microwaves & High Efficiency Clothes Washers

## Background

### Purpose

The purpose of this Request for Proposal (RFP) is to invite prospective vendors to submit a proposal to supply microwaves and/or remove and install refrigerators and/or high efficiency clothes washers for Great Northern Services' (GNS) weatherization clients. The RFP provides vendors with the relevant requirements for the services.

Per federal guidelines GNS is required to procure all services and supplies through an RFP process. This will allow GNS to establish subcontracts with vendors in order to provide tax payers the best services and materials for the price.

### The Organization

GNS is a private non-profit organization which invigorates communities by initiating social change by improving economic conditions. GNS has successfully run the weatherization program for Low Income Home Energy Assistance Program (LIHEAP), Department of Energy (DOE) and Pacific Power contracts. The programs serve Siskiyou County low income households. The LIHEAP and DOE contracts are federally funded grants administered by the state through the California Department of Community Services and Development (CSD). The Pacific Power contract is funded through PacifiCorp. All services are free to our clients. The programs are able to repair or replace windows and doors, install insulation, weather-stripping, pipe wrap, etcetera to improve the energy efficiency and health and safety of a home. This RFP is to supply microwaves and/or remove and install refrigerators for clients.

**Invigorate • Initiate • Improve**

Access to Capital • Portfolio Management • Economic Development • Energy Assistance • Home Weatherization  
Community Food • Community Services • HIV/AIDS Case Management • Community Development

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## Proposal Preparation Instructions

### Schedule of Events

The following is a tentative schedule that will apply to this RFP but may change in accordance with the organization's needs or unforeseen circumstances.

|                                   |                                 |
|-----------------------------------|---------------------------------|
| Issuance of RFP                   | February 4, 2022                |
| Technical Questions/Inquiries Due | February 16, 2022 1:00 p.m. PST |
| Answers to Questions              | February 23, 2022 2:00 p.m. PST |
| Proposal Due                      | March 2, 2022 1:00 p.m. PST     |
| Award Notification                | March 7, 2022                   |

### Original RFP Document

GNS shall retain the RFP, and all related terms and conditions, exhibits, and other attachments in original form in an archival copy. Any modification of these, in the vendor's submission, is grounds for immediate disqualification. The RFP may not be distributed without prior written permission from GNS.

### Vendor's Understanding of the RFP

In responding to this RFP, the vendor accepts the responsibility to fully understand the RFP in its entirety, and in detail, including making any inquiries to GNS as necessary to gain such understanding. GNS reserves the right to disqualify any vendor who demonstrates less than such understanding. Furthermore, GNS reserves the right to determine, at its sole discretion, whether the vendor has demonstrated such understanding. That right extends to cancellation of award if award has been made. Such disqualification and/or cancellation shall be at no fault, cost, or liability whatsoever to GNS.

### Good Faith Statement

All information provided by GNS in this RFP is offered in good faith. Individual items are subject to change at any time. GNS makes no certification that any item is without error. GNS is not responsible or liable for any use of the information or for any claims asserted there from.

### Communication

Verbal communication shall not be effective unless formally confirmed in writing by Nichole Smith who is in charge of managing this RFP process. In no case shall verbal communication govern over written communication.

Vendor's inquiries, questions, and requests for clarification related to this RFP are to be directed by email to:

**Weaving a stronger community, together....**

Access to Capital • Portfolio Management • Economic Development • Energy Assistance • Home Weatherization  
Community Food Projects • Community Services • HIV/AIDS Case Management • Community Development

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Nichole Smith  
Subject: 2022 RFP-Fridge, Microwave & Washer  
[nsmith@gnservices.org](mailto:nsmith@gnservices.org)

**Informal Communications** shall include, but are not limited to: requests from/to vendors or vendors' representatives in any capacity, to/from any GNS employee or representative of any kind or capacity with the exception of GNS for information, comments, speculation, etc. Inquiries for clarifications and information that will not require addenda may be submitted verbally to the named above at any time. Inquiries for clarifications/information that will not require addenda may be submitted verbally to the representative named above at any time during this process.

**Formal Communications** must be submitted by email and shall include, but are not limited to:

- Errors and omissions in this RFP and enhancements: Vendors shall bring to GNS any discrepancies, errors, or omissions that may exist within this RFP. With respect to this RFP, vendors shall recommend to GNS any enhancements, which might be in GNS's best interests.
- Inquiries about technical interpretations

**Addenda:** GNS will make a good-faith effort to provide a written response to each question or request for clarification that requires addenda within two business days.

All addenda will be posted to our website only <https://www.gnservices.org/suppliers/>

## Proposal Submission

Proposals can be emailed to:

Nichole Smith  
2022 RFP-Fridge, Microwave & Washer  
[nsmith@gnservices.org](mailto:nsmith@gnservices.org)

You can also fill out and sign a proposal online: Find link at <https://www.gnservices.org/suppliers/>

All submitted proposals become the property of GNS.

The purpose of this RFP is to identify those suppliers that have the interest, capability, and financial strength to supply GNS with weatherization materials as identified in the Scope of Work. Each response will be evaluated on the following:

- |                      |           |
|----------------------|-----------|
| • Vendor Information | 15 points |
| • Scope of Work      | 15 points |

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- Small, woman or minority-owned business enterprise certificate 5 points
- Service Information 15 points
- Price Estimate for Materials 45 points  
If your company does not carry, stock or cannot order the items please indicate the price as N/A. GNS reserves the right to award multiple subcontracts.  
This form must be completed to be responsive.

#### Selection & Notification

Vendors determined by GNS to possess the highest points will win the subcontract. Upon a tie all vendors will be chosen for a subcontract and GNS will rotate between all vendors. GNS also has the right to choose no vendor if none is qualified. GNS also possess the right to choose more than one qualified vendor as a supplier. Written notification will be sent to vendors via email.

## Scope of Work, Specifications & Requirements

All vendors must complete all the requested information including providing all requested documents in order for their proposal to be considered complete and eligible. Please contact Nichole if you have any questions about how to complete any section.

### Vendor Information (20pts=15pts for Vendor Information+5pts for Small, woman, minority owned business)

|   |   |
|---|---|
| Full legal name of the company  |   |
| Company Address & Phone   |   |
| Year business was established   |   |
| Current SAM (UEI) [formerly a DUNS listing]<br><a href="https://sam.gov/content/entity-registration">https://sam.gov/content/entity-registration</a><br>(this is to let GNS and CSD know that your company is not on the federal debarred list) | Required  |
| Copy of Equal Opportunity Employment Policy. <i>If you have submitted a bid within the last 6 months and you policy hasn't changed, circle N/A and don't include the policy.</i>  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A |
| Copy of Drug Free Work Place Policy. <i>If you have submitted a bid within the last 3 months and you policy hasn't changed, circle N/A and don't include the policy.</i>  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A |
| Copy of non-discrimination and posting policy. <i>If you have submitted a bid within the last 6 months and you policy hasn't changed, circle N/A and don't include the policy.</i>  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A |
| Small, woman or minority-owned business enterprise certificate (if applicable). <i>If you have submitted a bid within the last 6 months and your certificate hasn't expired, circle N/A and don't include the policy.</i>                       | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A |
| Ability to provide Proof of Worker's Compensation Insurance   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No                                 |
| Ability to provide Proof of Liability Insurance with GNS as a named entity  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No                                 |

### Scope of Work (15pts)

GNS will make sure that there are proper outlets and flooring support and space to the install the specified refrigerator.

|   |  |
|---|--|
| Are you able to deliver and install new refrigerators throughout Siskiyou County and remove and dispose of the old refrigerator properly? UL Listed, Energy Star Rated, frost free refrigerators without icemakers per CSD's Material Specification (see attached).         | <input type="checkbox"/> Yes<br><input type="checkbox"/> No                |
| Are you able to deliver and install new High Efficiency Clothes Washers throughout Siskiyou County and remove and dispose of the old machine properly? Energy Star Qualified, MEF of 2.2 or greater, Water Factor of 4.5 or less per Material Specification (see attached). | <input type="checkbox"/> Yes<br><input type="checkbox"/> No                |
| Are you able to supply microwaves that meet CSD's Material Specification (see attached)?  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No                |
| Please include specifications (cut sheets) for each product.  | <input type="checkbox"/> Included<br><input type="checkbox"/> Not Included |
| Ability to give accurate detailed quotes for each specified project.  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No                |
| Ability to maintain records for 3 years of all invoices with the understanding that GNS can review those files.   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No                |
| Ability to apply all standard guarantees and warranties with 1 year minimum warranty on parts and labor.  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No                |
| Ability to enter into a 1 year contract with an option for a 1 year extension.  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No                |

### Service Information (15pts)

|  |  |
|--|--|
| Delivery to GNS or your shop for microwaves  | <input type="checkbox"/> GNS<br><input type="checkbox"/> Your shop |
| Delivery time  |  |
| Terms for 60 day pay for invoice   |  |
| Does your company have the financial strength to be paid 60 days after invoice. (GNS does not pay vendors until paid by CSD) | <input type="checkbox"/> Yes<br><input type="checkbox"/> No        |

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### Price Estimate for Materials (45pts)

Please review each of the included material specifications (Attachment 1) before quoting brand and price. **The vendor will be held to these prices until January 1, 2023 with up to a 10% price increase if vendor's actual material costs increase.** Please include spec sheets for each item.

**Refrigerators:** These are typical refrigerators that we order.

| Type   | Brand/Model | Price |
|--|-------------|-------|
| 15—17 cu ft, White   |             |       |
| 18—20 cu ft, White   |             |       |
| 21—23 cu ft, White   |             |       |
| Delivery and install charge for refrigerator (list delivery charges for different areas of county if applicable) |             |       |
| Removal and disposal charge for refrigerators  |             |       |

### High Efficiency Clothes Washers

| Type   | Brand/Model | Price |
|--|-------------|-------|
|  |             |       |
| Delivery and install charge for washer (list delivery charges for different areas of county if applicable) |             |       |
| Removal and disposal charge for existing washer  |             |       |

**Microwaves:** These are sizes specified by CSD.

| Type  | Brand/Brand Model | Price |
|---|-------------------|-------|
| Medium size: Capacity: 1.0 cubic foot minimum; Power rating: 1100 watts maximum |                   |       |
| Small size: Capacity: 0.7 cubic foot minimum; Power rating: 800 watts minimum   |                   |       |
| Delivery Charge   |                   |       |
| Price Break for Quantity  |                   |       |

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## Vendor Certification-RFP to Supply Microwaves and Replace Refrigerators & Clothes Washers

This certification attests to the vendor's awareness and agreement to the content of this RFP, and all accompanying calendar schedules and provisions contained herein.

The vendor must ensure that the following certificate is duly completed and correctly executed by an authorized officer of your company.

This proposal is submitted in response to the Request for Proposal for suppliers of Microwaves and Replacement of Refrigerators for Great Northern Services' weatherization clients. The undersigned is a duly authorized officer, and hereby certifies that:

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(Vendor Name)

agrees to be bound by the content of this proposal and agrees to comply with the terms, conditions, and provisions of the referenced RFP and any addenda thereto in the event of an award. Exceptions are to be noted as stated in the RFP. The proposal shall remain in effect for a period of 120 calendar days as of the Due Date of the RFP.

The undersigned further certify that their firm IS NOT currently debarred, suspended, or proposed for debarment by any federal entity. The undersigned agree to notify Great Northern Services of any change in this status, should one occur, until such time as an award has been made under this procurement action.

### Signature of Authorized Officer:

Name:

Title:

Signature:

Date:

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## Attachment 1

### MATERIAL SPECIFICATIONS – Refrigerators

9.2.1 The replacement appliance shall:

- 9.2.1 (a) Be ENERGY STAR®—certified unit or must
  - 9.2.1 (a1) Meet California Energy Commission (CEC) energy efficiency standards and
  - 9.2.1 (a2) Have an SIR higher than the SIR for a comparable ENERGY STAR model
- 9.2.1 (b) Be white in color
  - 9.2.1 (b1) Exception: Client-requested color is allowed if it is available at no additional cost.
- 9.2.1 (c) Have the freezer on top, or be a side-by-side model in larger sizes when a top freezer is not available or a bottom freezer costs more
- 9.2.1 (d) Not be equipped with an icemaker or water dispenser
- {...}

9.2.2 The maximum storage capacity of any replacement refrigerator shall be 23 cu. ft.

#### 10. WARRANTY

10.1 Manufacturer—1 year

### MATERIAL SPECIFICATIONS – High Efficiency Clothes Washers

Shall be Energy Star qualified and shall meet the following efficiency standards:

- Modified Energy Factor (MEF) of 2.2 or greater
- Water Factor (WF) of 4.5 or less
- Shall bear a yellow EnergyGuide label

Washer shall have the following features:

- High speed spin cycle
- Several options for water level and temperature, including:
  - At least three water levels, and
  - A cold water setting

Minimum manufacturer warranty of 1 year

### MATERIAL SPECIFICATIONS – Microwaves

9.3 All units shall:

- 9.3.1 Be Underwriters Laboratories (UL)-listed countertop models
- 9.3.2 Have electronic controls with ten or more power settings
- 9.3.3 Have a minimum capacity of 0.7 cu. ft.
- 9.3.4 Have a power rating of 800–1100 watts
- 9.3.5 Have a grounded, three-prong power cord

#### 10. WARRANTY

10.1 Manufacturer—1 year

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