



**GREAT NORTHERN**  
- services -

310 Boles Street  
Weed, CA 96094  
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www.gnservices.org

# 2026 Request for Proposal for HVAC Vendors

## Background

### Purpose

The purpose of this Request for Proposal (RFP) is to invite prospective vendors to perform HVAC services for Great Northern Services' (GNS) energy assistance and home 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 home weatherization program for Low Income Home Energy Assistance Program (LIHEAP), Department of Energy (DOE) and Pacific Power contracts. The programs serve low-income households in Siskiyou County. 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. This RFP is to perform HVAC services for clients under both our weatherization and energy crisis intervention programs—repairing or replacing heating systems for either energy efficiency upgrades or to address issues of health and safety.

**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	May 5, 2026
Technical Questions/Inquiries Due	May 19, 2026, 1:00 p.m. PST
Questions Answered	May 21, 2026, 1:00 p.m. PST
Proposal Due	June 2, 2026, 1:00 p.m. PST
Award Notification	June 4, 2026

### 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 Todd Barto, who is in charge of managing this RFP process. In no case shall verbal communication govern over written communication.

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

Todd Barto  
Subject: 2026 RFP-HVAC  
[tbarto@gnservices.org](mailto:tbarto@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 [www.gnservices.org/suppliers](http://www.gnservices.org/suppliers)

## Proposal Submission

Proposals must be emailed to:

Todd Barto  
2026 RFP-HVAC  
[tbarto@gnservices.org](mailto:tbarto@gnservices.org)

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 perform HVAC services for GNS' clients as identified in the Scope of Work. Each response will be evaluated on the following:

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Capability of vendor to meet or exceed requirements set forth in Scope of Work Vendor Information	15 points
Service territory	10 points
Response time to clients	10 points
Invoicing terms for 60 day pay on invoice	10 points
Years in business	5 points
Costs of Labor Rate, material markup and profit and cost of diagnostic services	45 points
Small, woman or minority-owned business enterprise certificate	5 points
Total Possible	100 points

### Selection & Notification

Vendors determined by GNS to possess sufficient points will be awarded a subcontract for the term of three years. GNS possess the right to choose more than one qualified vendor as a service provider for any given area and to repeat the request for proposals process during the term of active subcontracts as needed. GNS also has the right to choose no vendor if none is qualified. 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 Qualifications

Full legal name of the company	
Company Address & Phone	
Year business was established	
Copy of current SAM listing from <a href="https://sam.gov/">https://sam.gov/</a> (this is to let GNS and CSD know that your company is not on the federal debarred list)	Required, please submit with proposal
Provide a copy of California C20 - Warm-Air Heating, Ventilating and Air-Conditioning Vendor license.	Required, please submit with proposal
Copy of Equal Opportunity Employment Policy. <i>If you have submitted a bid within the last 6 months and your policy hasn't changed, circle N/A and don't include the policy.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <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 <input type="checkbox"/> No <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 <input type="checkbox"/> No <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 <input type="checkbox"/> No <input type="checkbox"/> N/A
Ability to provide Proof of Worker's Compensation Insurance	<input type="checkbox"/> Yes <input type="checkbox"/> No
Ability to provide Proof of Liability Insurance with GNS as a named entity	<input type="checkbox"/> Yes <input type="checkbox"/> No

### Great Northern Services

## Scope of Work

All heating systems issues will be confirmed by one of GNS' Assessors prior to initial service calls. Any specific hazards identified at the assessment will be relayed with the request for a bid. All services must be approved by GNS and occasionally by the state before work is commenced through a formal written quote from the vendor. Systems are typically expected to be repaired. Systems can be replaced if parts are no longer available, the system cannot be repaired because of age, the cost of the repair will be more than 50% of the cost to replace the unit or GNS has deemed that a more energy efficient system is allowed to be installed.

GNS has two separate programs for HVAC services. The WX programs allow for qualified homes to have their malfunctioning HVAC system repaired or replaced. The vendor is expected to serve the household as it would any typical client. The HVAC ECIP program (Emergency Crisis Intervention Program) primarily helps households that include members who are over 60, children 5 and under, or disabled. The program can repair or replace heating systems causing hazardous conditions or repair or replace inoperable units. GNS must alleviate the issue within 18-24 hours of having an eligible application. While GNS staff can provide temporary means of heating and cooling, it is crucial that the HVAC vendor prioritize the repair or replacement of the unit to the best of their ability.

County and city permits will be pulled by the vendor for homes and multifamily units as well as permits from HCD for manufactured and mobile homes. All permits must be finalized and a copy given to GNS before invoices are paid.

The complete Scope of Work can be found attached in CSD's Technical Reference Manual 4. Heating and Cooling.

Are you able to respond to GNS' weatherization clients within a timely manner as you would a typical client?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you able to respond to GNS' HVAC ECIP clients in an accelerated manner?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you able to diagnose problems in a wide variety of heating systems of all ages and fuel types found in Siskiyou County?  If your services are limited to particular systems, please list those limitations.  If your service area is limited, please list the areas you serve.	<input type="checkbox"/> Yes <input type="checkbox"/> No

<p>Are you able to give accurate detailed quotes for each specified project that includes:</p> <ul style="list-style-type: none"> <li>– problem with system</li> <li>– the labor, materials, and cost to repair the system</li> <li>– if the system cannot be repaired due to limitations listed by CSD, a justification why it cannot be repaired</li> <li>– a recommendation of a replacement system with cost</li> <li>– the time frame in which the system can be repaired or replaced</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Are you able to give accurate detailed invoices for work performed that include separate charges for labor, materials, permit fees, disposal fees, and tax?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Ability to obtain required permits from the appropriate jurisdictions or the HCD and arrange inspections.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Ability to maintain records for 3 years for all clients referred for service with the understanding that GNS can review those files.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Ability to apply all standard guarantees and warranties with a minimum warranty on parts and labor as listed in the Technical Reference Manual CSD's 4. Heating and Cooling (attached).</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Ability to enter into a 1-year contract with an option for a 1-year extension.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

Please note:

- This is not prevailing wage work.
- Vendor will be held to the Heating and Cooling installation guidelines from the Technical Reference Manual CSD's 4. Heating and Cooling (attached).
- Because of Siskiyou County's climate zone, GNS is not allowed to pay for any work performed on cooling systems unless integral on making the whole system functional or under very limited circumstances.
- The CSD contract with GNS and the Technical Reference Manual are available for review on request.

**Great Northern Services**

**Service Information**

Hourly labor rate	
Mark-up & profit percentage on materials	
Additional cost for permit processing	
Service territory	
Average response time for a service call under normal operating conditions (e.g. no “natural disasters” or extreme weather periods).	
Response time for a crisis intervention service call under normal operating conditions (e.g. no “natural disasters” or extreme weather periods).	
Additional charge for crisis intervention response	
Cost of diagnostic service call when no work needs to be performed or work is beyond the scope of GNS’ contract and therefore no work can be performed.	
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 <input type="checkbox"/> No

## Vendor Certification-RFP to perform HVAC Services

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 HVAC services 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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