



West Virginia Purchasing Division

2019 Washington Street, East
Charleston, WV 25305
Telephone: 304-558-2306
General Fax: 304-558-6026
Bid Fax: 304-558-3970

The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at ***wvOASIS.gov***. As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at ***WVPurchasing.gov*** with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

Header

List View

General Information | [Contact](#) | [Default Values](#) | [Discount](#) | [Document Information](#)

Procurement Folder: 127269

SO Doc Code: CRFQ

Procurement Type: Central Master Agreement

SO Dept: 0327

Vendor ID:

SO Doc ID: COM1600000001

Legal Name: COMMUNITY HOUSING PARTNERS CORP

Published Date: 9/30/15

Alias/DBA:

Close Date: 10/28/15

Total Bid: \$269,750.00

Close Time: 13:30

Response Date:

Status: Closed

Response Time:

Solicitation Description:

Total of Header Attachments: 0

Total of All Attachments: 0



Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

**State of West Virginia
 Solicitation Response**

Proc Folder : 127269

Solicitation Description : BPI HEP Energy Auditor Training and Exams with Retakes

Proc Type : Central Master Agreement

Date issued	Solicitation Closes	Solicitation No	Version
	2015-10-28 13:30:00	SR 0327 ESR10271500000001776	1

VENDOR

000000197857

COMMUNITY HOUSING PARTNERS CORP

FOR INFORMATION CONTACT THE BUYER

Melissa Pettrey
 (304) 558-0094
 melissa.k.pettrey@wv.gov

Signature X

FEIN #

DATE

All offers subject to all terms and conditions contained in this solicitation

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Ten (10) day lecture-lab course	50.00000	EA	\$2,995.000000	\$149,750.00

Comm Code	Manufacturer	Specification	Model #
86132201			

Extended Description : See Section 4.1.1.1
Provide a ten (10) day lecture - lab course on the BPI HEP Energy Auditor Certification.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	BPI HEP Energy Auditor written exam	50.00000	EA	\$250.000000	\$12,500.00

Comm Code	Manufacturer	Specification	Model #
86132201			

Extended Description : See Section 4.1.1.6
Provide BPI HEP Energy Auditor Written Exam.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	BPI HEP Energy Auditor Field Exam	50.00000	EA	\$700.000000	\$35,000.00

Comm Code	Manufacturer	Specification	Model #
86132201			

Extended Description : See Section 4.1.1.7
Provide individual BPI HEP Energy Auditor Field Exam at the Training Center.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	One (1) day Lecture-lab review	50.00000	EA	\$500.000000	\$25,000.00

Comm Code	Manufacturer	Specification	Model #
86132201			

Extended Description : See section 4.1.2.1
Provide one (1) day lecture-lab review at a BPI HEP certified Training Center on the BPI HEP Energy Auditor Certification.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
5	Provide BPI HEP Energy Auditor Written Exam-Retake	50.00000	EA	\$250.000000	\$12,500.00

Comm Code	Manufacturer	Specification	Model #
86132201			

Extended Description : See Section 4.1.2.3
Provide BPI HEP Energy Auditor Exam - Retake

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
6	Provide BPI HEP Energy Auditor Field Exam Retake	50.00000	EA	\$700.000000	\$35,000.00

Comm Code	Manufacturer	Specification	Model #
86132201			

Extended Description : Provide individual BPI HEP Energy Auditor Field Exam testing at the same Training Center. Retake.

CERTIFICATION AND SIGNATURE PAGE

By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; understand the requirements, terms and conditions, and other information contained herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

Community Housing Partners dba CHPS Energy Solutions
(Company)

Janaka Casper Pres. & CEO
(Authorized Signature) (Representative Name, Title)

540-260-9081 260-9084 10-27-15
(Phone Number) (Fax Number) (Date)

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

MANDATE: Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceed five percent of the total contract amount.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: Community Housing Partners dba CHP Energy Solutions

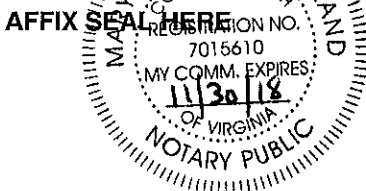
Authorized Signature: *Janaka Casper* Date: 10/27/15

State of Virginia

County of Montgomery, to-wit:

Taken, subscribed, and sworn to before me this 27 day of October, 2015.

My Commission expires 11/30/18, 20 .



NOTARY PUBLIC *Mary Ann Mooreland*

REQUEST FOR QUOTATION
Energy Auditor Training and Exams with Retakes

11. MISCELLANEOUS:

11.1 Contract Manager:

During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: Phil Hull

Telephone Number: 540-260-9081 ext. 4012

Fax Number: 540-260-9084

Email Address: phull@chpc2.org



Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia
 Request for Quotation

Proc Folder: 127269

Doc Description: BPI HEP Energy Auditor Training and Exams with Retakes

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2015-09-30	2015-10-28 13:30:00	CRFQ 0327 COM1600000001	1

BID RECEIVING LOCATION

BID CLERK
 DEPARTMENT OF ADMINISTRATION
 PURCHASING DIVISION
 2019 WASHINGTON ST E
 CHARLESTON WV 25305
 US

VENDOR

Vendor Name, Address and Telephone Number:

Community Housing Partners dba CHP Energy Solutions
 550 Industrial Dr.
 Christiansburg, VA 24073
 540-260-9081 ext. 4012

FOR INFORMATION CONTACT THE BUYER

Melissa Pettrey
 (304) 558-0094
 melissa.k.pettrey@wv.gov

Signature X *Janaka Cooper* FEIN # *541023025* DATE *10/27/15*
 All offers subject to all terms and conditions contained in this solicitation

INVOICE TO		SHIP TO	
ADMINISTRATIVE SECRETARY OFFICE OF ECONOMIC OPPORTUNITY 4TH FLOOR 700 WASHINGTON ST E CHARLESTON WV25301 US		ADMINISTRATIVE SECRETARY OFFICE OF ECONOMIC OPPORTUNITY 4TH FLOOR 700 WASHINGTON ST E CHARLESTON WV 25301 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Ten (10) day lecture-lab course	50.00000	EA	\$2995 ⁰⁰	\$149,750

Comm Code	Manufacturer	Specification	Model #
86132201			

Extended Description :

See Section 4.1.1.1

Provide a ten (10) day lecture - lab course on the BPI HEP Energy Auditor Certification.

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	BPI HEP Energy Auditor written exam	50.00000	EA	\$250	\$12,500

Comm Code	Manufacturer	Specification	Model #
86132201			

Extended Description :

See Section 4.1.1.6

Provide BPI HEP Energy Auditor Written Exam.

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
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Comm Code	Manufacturer	Specification	Model #
86132201			

Extended Description :

See Section 4.1.1.7
Provide individual BPI HEP Energy Auditor Field Exam at the Training Center.

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	One (1) day Lecture-lab review	50.00000	EA	\$ 500	25,000

Comm Code	Manufacturer	Specification	Model #
86132201			

Extended Description :

See section 4.1.2.1
Provide one (1) day lecture-lab review at a BPI HEP certified Training Center on the BPI HEP Energy Auditor Certification.

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86132201			

Extended Description :

See Section 4.1.2.3
Provide BPI HEP Energy Auditor Exam - Retake

INVOICE TO		SHIP TO	
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Comm Code	Manufacturer	Specification	Model #
86132201			

Extended Description :
Provide individual BPI HEP Energy Auditor Field Exam testing at the same Training Center. Retake.

SCHEDULE OF EVENTS

Line	Event	Event Date
1	Vendor Question Deadline @ 10:30 A.M.	2015-10-09

State of West Virginia VENDOR PREFERENCE CERTIFICATE

Certification and application* is hereby made for Preference in accordance with **West Virginia Code**, §5A-3-37. (Does not apply to construction contracts). **West Virginia Code**, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the **West Virginia Code**. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Vendor Preference, if applicable.

1. Application is made for 2.5% vendor preference for the reason checked:

NA

Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,

Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,

NA

Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; or,

2. Application is made for 2.5% vendor preference for the reason checked:

NA

Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,

3. Application is made for 2.5% vendor preference for the reason checked:

NA

Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,

4. Application is made for 5% vendor preference for the reason checked:

NA

Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,

5. Application is made for 3.5% vendor preference who is a veteran for the reason checked:

NA

Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,

6. Application is made for 3.5% vendor preference who is a veteran for the reason checked:

NA

Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

7. Application is made for preference as a non-resident small, women- and minority-owned business, in accordance with West Virginia Code §5A-3-59 and West Virginia Code of State Rules.

NA

Bidder has been or expects to be approved prior to contract award by the Purchasing Division as a certified small, women- and minority-owned business.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

Under penalty of law for false swearing (West Virginia Code, §61-5-3), Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.

Bidder: CHP Energy Solutions

Signed: Janaka Cooper

Date: 10/27/15

Title: Pres. & CEO

Attachment A - Pricing Page

RFQ - GOE012014

Two (2) Refresher Training Courses

Section	Description	Unit of Measure	Unit Cost	Quantity	Extended Price
3.1.2 (Class #1)	Quality Control Inspector Refresher Course and Retesting for three days. (max. of 11 students per class) Price includes testing fees for 8 written and 3 field exams.	Class	\$12,350.00	1	\$ 12,350.00
	Mileage for Class #1 to vendor's training location listed below from agency address being: 700 Washington Street East, Charleston, WV 25301	Round Trip Miles (Mileage Rate \$0.47 x max. number of students being 11)	\$141.00	11	\$ 1,551.00
3.1.3 (Class #2)	Energy Auditor Refresher Course and Retesting for three days. (max. of 10 students per class) Price includes the test fees for 6 written and 5 field exams.	Class	\$12,500.00	1	\$ 12,500.00
	Mileage for Class #2 to vendor's training location listed below from agency address being: 700 Washington Street East, Charleston, WV 25301	Round Trip Miles (Mileage Rate \$0.47 x max. number of students being 10)	\$141.00	10	\$ 1,410.00
**Class Course and Retesting Total					\$ 24,850.00
***Mileage Total					\$ 2,961.00
****GRAND TOTAL					\$ 27,811.00

Vendor's Training Location Class #1: (MUST be a physical address)

Street:	550 Industrial Dr.			
City, State, Zip	Christiansburg, VA 24073			

Vendor's Training Location Class #2: (MUST be a physical address)

Street:	550 Industrial Dr.			
City, State, Zip	Christiansburg, VA 24073			

- *Vendor must provide a physical address in which the training will take place.
- *The mileage must be calculated for round trip. Mileage amount is for evaluation purposes only.
- *Vendor's bid is to be all inclusive, no additional shipping or travelling costs will be paid.
- *Vendor should complete the pricing page as Unit Cost x Quantity = Extended Price.
- **Class Course and Retesting Total is the total of class #1 + class #2
- ***Mileage total is round trip mileage for class #1 + round trip mileage for class #2.
- ****Grand Total is Class Course and Retesting Total + Mileage Total.