

# COMMUNITY HOUSING PARTNERS

WV Office of Economic Opportunity

RFQ 0327 COM1500000002 for Heating Unit Inspection  
Course

September 16<sup>th</sup>, 2014 1:30 p.m. Eastern Time

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: CHP Energy Solutions

Authorized Signature: [Signature] Date: 9-15-14

State of Virginia

County of Montgomery, to-wit:

Taken, subscribed, and sworn to before me this 15<sup>th</sup> day of September, 2014.

My Commission expires 11-30, 2016.

**AFFIX SEAL HERE**

**NOTARY PUBLIC**

[Signature]  
Purchasing Affidavit (Revised 07/01/2012)



**SOLICITATION NUMBER: COM1500000002**  
**Addendum Number: 01**

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The purpose of this addendum is to modify the solicitation identified as (“Solicitation”) to reflect the change(s) identified and described below.

**Applicable Addendum Category:**

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

**Description of Modification to Solicitation:**

This addendum is issued to modify the evaluation criteria group and evaluation criteria line. The evaluation will be based off the lowest price meeting specifications.

**Additional Documentation:** Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

**Terms and Conditions:**

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: \_\_\_\_\_**

**Instructions:** Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

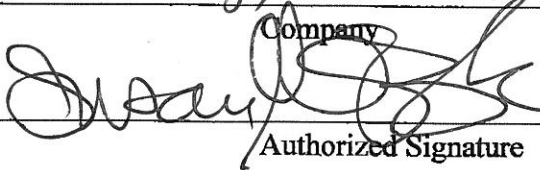
**Acknowledgment:** I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

**Addendum Numbers Received:**

(Check the box next to each addendum received)

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6  |
| <input type="checkbox"/> Addendum No. 2            | <input type="checkbox"/> Addendum No. 7  |
| <input type="checkbox"/> Addendum No. 3            | <input type="checkbox"/> Addendum No. 8  |
| <input type="checkbox"/> Addendum No. 4            | <input type="checkbox"/> Addendum No. 9  |
| <input type="checkbox"/> Addendum No. 5            | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

CHP Energy Solutions  
 \_\_\_\_\_  
 Company  
  
 \_\_\_\_\_  
 Authorized Signature  
 9-15-14  
 \_\_\_\_\_  
 Date

**NOTE:** This addendum acknowledgement should be submitted with the bid to expedite document processing.  
Revised 6/8/2012



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

State of West Virginia  
 Request for Quotation  
 11 - Educational

Proc Folder: 17457

Doc Description: Heating Unit Inspection Course

Proc Type: Central Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version
2014-08-19	2014-09-16 13:30:00	CRFQ 0327 COM1500000002	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:

*CHP Energy Solutions Research + Training  
 550 Industrial Dr.  
 Christiansburg, VA 24073  
 540-260-9081 ext. 4012*

**FOR INFORMATION CONTACT THE BUYER**

Beth Collins  
 3045582157  
 beth.a.collins@wv.gov

Signature X

FEIN # 541 023 025

DATE 9-15-14

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	Heating Unit Inspector Training Course				

Comm Code	Manufacturer	Specification	Model #
86132201			

**Extended Description :**

Heating Unit Inspection Course in which must be conducted at the New River Community & Technical College with a maximum of 12 students

**Attachment A - Pricing Page**

**Heating Unit Inspection Course**

<b>Section</b>	<b>Description</b>	<b>Unit of Measure</b>	<b>Unit Cost</b>	<b>Quantity</b>	<b>Extended Price</b>
3.1.1	Heating Unit Inspection Course and Testing (max. of 12 students per class- 2 classes) Price includes all of the vendors travel, lodging and meals.	Class	\$21,000.00	2	\$ 42,000.00
<b>***GRAND TOTAL</b>					\$ 42,000.00
<b>Vendor's Training Location Class #1: (MUST be a physical address)</b>					
Street:	New River Community College and Advanced Technology Center				
City, State, Zip	Ghent, WV				
*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.					
***Grand Total is Class Course and Testing Total + Mileage Total.					

# Training Services Agreement Between

**CHP Energy Solutions Research and Training**

and

**The State of WV- Office of Economic Opportunity**

## *History –*

CHP Energy Solutions is an Interstate Renewable Energy Council (IREC) Accredited Training Provider™ for its Quality Control Inspector, Energy Auditor, Crew Leader, and Retrofit Installer Technician courses.

In June 2012, CHP Energy Solutions became the first training center in the nation to obtain IREC accreditation for an energy efficiency program. The training center earned this distinction for its Retrofit Installer Technician course.

Subsequently, in May 2013, CHP Energy Solutions became an IREC Accredited Training Provider™ for its Quality Control Inspector and Energy Auditor training programs, and in December 2013, it earned IREC accreditation for its Crew Leader training program.

CHP Energy Solutions has delivered its Quality Control Inspector course since November 2012. It has delivered its Energy Auditor course since May 2012, its Crew Leader course since April 2013, and its Retrofit Installer Technician course since October 2011.

CHP Energy Solutions has also licensed its Quality Control Inspector curriculum to the Building Performance Center, which became IREC accredited in December 2013 using this curriculum.

## **CHP Energy Solutions Services:**

In addition to our experience as a WAP provider, CHP is also home to a nationally-renowned energy training center – CHP Energy Solutions Research and Training, formerly the New River Center for Energy Research and Training (NRCERT). Since 1999, CHP Energy Solutions Research and Training (CHP) has trained over 30,000 participants in building science and energy conservation techniques in over 40 states across the United States.





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RESEARCH & TRAINING

Community Housing Partners  
www.CommunityHousingPartners.org

550 Industrial Drive, Christiansburg, VA 24073 | (540) 260-9081 fax: (540) 260-9084 | (540) 260-9084



The following are responses to CRFQ 0327 COM150000002 requirements:

**3.1 Mandatory Contract Item Requirements**

**3.1.1** CHP Energy Solutions is fully capable and prepared to provide the Heating Unit Inspection Course at the New River Community and Technical College Advanced Technology Center located in Ghent, WV.

**3.1.2** CHP Energy Solutions provides all of its students with binders full of power point slides, reference documents, the JTAs associated with the course, BPI field guides for studying, and many other resources. Each student also has access to quizzes and pre-tests to prepare them for the BPI exams. Every student that registers for an in person QCI course receives complimentary the online prep course.

**3.1.3** CHP Energy Solutions provides to its students and can provide hard copies to Office of Economic Opportunity hard copies of certificates for each student that passes the CHP Energy Solutions Heating Unit Inspection Course (a.k.a Heating System Fundamentals).

**3.1.4** CHP Energy Solutions will be responsible for all of its and its trainers' travel expenses, lodging and meals.

**3.1.5** The attached pricing sheet is inclusive of all costs associated with the training, travel, meals, books and materials.

**3.2 Heating Unit Inspection Course**

**3.2.1** CHP Energy Solutions' understands the goals of the Heating Unit Inspection course for WV and can provide a course that exceeds the minimum requirements of this RFQ.

**3.2.2** CHP Energy Solutions is prepared to provide training and testing for a maximum of 12 students in each class and 2 classes that will be staggered.

**3.2.3** CHP Energy Solutions' course is at a minimum of 35 hours in length with a maximum of 40 hours to include testing.

**3.2.4 Agenda:**

**Day One 8:30am - 5:00pm**

Introduction, pictures, hats, CEU's

Agenda and manual review, lab tour (at beginning of break)

Why we work on heating systems

Heat transfer

Combustion process (start)



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### **Day Two 8:30am - 5:00pm**

Combustion process (finish)

Heat mediums and distribution systems

Combustion furnaces (Two Air cycles, Oil Furnaces, Gas Furnaces)

### **Day Three 8:30am - 5:00pm**

Venting Systems

Combustion Safety

### **Day Four 8:30am - 5:00pm**

Combustion Efficiency

Water heaters, gas cooking appliances

Manufactured housing heating systems

Electric Heating and Cooling Systems

Heat Pumps, Boilers, Wood Stoves and Other heating system types

### **Day Five 8:30am - 5:00pm**

Review of sample assessment form

Wrap up of any previous topics, and review

Written and Field Tests

**3.2.5** Training and Testing will occur between Monday and Friday of the same week.

**3.2.6** CHP Energy Solutions is capable of providing both course by the end of October 31<sup>st</sup>, 2014.

**3.2.7** CHP Energy Solutions' Heating System Fundamentals prepares the student to accurately perform final inspection of heating system tune/repair and confirm final combustion analysis test.

**3.2.8** CHP Energy Solutions will arrange for all props, and technical resources needed to teach the class.

**3.2.9** Same answer as 3.2.7



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**3.2.10** CHP Energy Solutions' Heating System Fundamentals enables the student to verify efficiency improvements, health and safety measures, and teaches the necessary skills to verify Combustion Appliance Zone Test results.

**3.2.11** CHP Energy Solutions' Heating System Fundamentals course enables the student to determine if the job is complete, effective and that all heating system measures have been correctly performed and documented.

**3.2.12** CHP Energy Solutions understands that the use of a site built home will be pre-arranged at no cost to it.

**3.2.13** CHP Energy Solutions understands this section and no response is needed.

**3.2.14** Refer to 3.2.8.



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The agency is responsible for registering all students in the course through CHP Energy Solutions' Learning Management System (LMS) located here <https://lms.chplearning.org/app/register> prior to the students attending the training or testing.

The WV Office of Economic Opportunity agrees to reimburse and pay CHP Energy Solutions for the two (2) trainings as outlined in this agreement. This cost covers CHP Energy Solutions' staff time for preparation, instruction, travel, lodging, per diem, binders/handouts, and trainer during the training and other costs directly related to the training as well as technical assistance provided before and after the training sessions.

Any changes to this agreement must be made in writing and agreed to by both parties.

Proposal for Costs for the QCI Training and Testing not to exceed: **\$25,766.20**

If you require any further clarification or information please don't hesitate to contact Phil Hull at the office or by cell. The office phone is (540) 260-9081 EXT 4012; my cell phone is (540) 239-0917.

Susan Sisk

Date

State of West Virginia

Date

Chief Administrative Officer

Office of Economic Opportunity

Authorized Representative