



Community Action Opportunities  
HELPING PEOPLE. CHANGING LIVES.

## Weatherization Services Subcontractor Bidder Instructions

### **Submission Requirements**

Businesses interested in applying must notify Trudy Logan. She can be notified by one of the following methods:

- Email at [trudy.logan@communityactionopportunities.org](mailto:trudy.logan@communityactionopportunities.org)
- Phone at (828) 210-0603
- Fax at (828) 253-6319

In order to be considered as an applicant, a business must submit the following to Trudy Logan's attention (Shell Contractors specifications may vary):

- Profile and Certification
- Business Invoice Template
- Worker's Compensation Certificate of Insurance
  - Including employer's liability coverage and minimum limits of \$300,000 covering all employees. Businesses with less than three (3) employees are not required to have Worker's Compensation.
- Commercial General Liability Certificate of Insurance
  - General Liability Coverage on a Comprehensive Broad Form on an occurrence basis in the minimum amount of \$100,000 Combined Single Limit of Limit
- Automobile Liability Certificate of Insurance
  - Includes liability coverage, covering all owned, hired and non-owned vehicles used in performance of the contract. The minimum combined single limit shall be \$500,000 bodily injury and property damage; \$500,000 uninsured/ under-insured motorist; and \$1000 medical payment
- Bid Information
  - Submit bids only on services that meet, or exceed, minimum specifications
  - Include and list each service separately, North Carolina taxes and shipping and handling fees
  - "Cost plus" pricing is unacceptable
  - Provide a comprehensive service warranty

## **Other Information**

### **Equal Employment Opportunity**

Community Action Opportunities shall require the successful Bidder to certify compliance with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 2 CFR 200.321(b), "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor." **MINORITY, WOMEN, AND DISABLED OWNED BUSINESSES ARE ENCOURAGED TO PARTICIPATE IN THE BID PROCESS.**

### **Protest Procedures**

Community Action Opportunities has a complaint resolution procedure to handle and resolve community concerns and procurement disputes. Information about this procedure is available to the public on the Agency's website, [www.communityactionopportunities.org](http://www.communityactionopportunities.org).

**Community Action Opportunities has the right to accept or reject any or all bids.**