

**Request for Qualifications (RFQ)
Weatherization General and Specialty Contractor
#WX-RFQ**

Issued by:

Community Action Program of East Central Oregon
(CAPECO)
211 SE Byers Ave
Pendleton OR, 97801

Solicitation Issued: May 27, 2026
Proposed Due Date: Open Ongoing
Awardee Selection Date: Open Ongoing
Contact: Mona Hern 541-276-1926

Proposals/Questions Accepted By:

Mail:
CAPECO
Attn: Mona Hern
211 SE Byers Avenue
Pendleton, OR 97081

Or

Email:
mhern@capeco-works.org

1. Overview and Purpose

CAPECO is requesting responses from contractors to support home weatherization projects across Umatilla, Morrow, Gilliam, and Wheeler Counties.

The weatherization program provides professional retrofit energy measures for stick-built and manufactured homes through the services of subcontracted professionals. The most common measures include insulation and air sealing the building shell and ductwork, repairing or replacing heat systems and water heating systems and other improvements to increase dwelling durability and occupant health and safety.

2. RFQ Overview

CAPECO is requesting qualifications from experienced, cost-effective and efficient contractors to support completion of weatherization projects across our service area, as funding allows. Selected contractors will provide services on homes pre-determined and qualified by CAPECO. CAPECO determines the scope of work for each home as applicable and cost effective.

CAPECO is seeking applicants with the following contractor types:

- A. Weatherization installers
- B. Electricians
- C. HVAC
- D. Plumbers
- E. Wood Stove installers
- F. General Contractors

In some cases, specific professional certifications or training may be required for eligibility to participate in the program as an installer. At a minimum, contractors will be required to adhere to performance standards that meet the requirements of the state and federal funding agencies.

3. Minimum Qualification Requirements

Submissions must demonstrate the following minimum qualifications prior to advancing to the evaluation and selection process:

A. Licensing

The contractor must be currently licensed by the State of Oregon Construction Contractors Board (CCB). The applicant must also be registered with the Oregon Secretary of State's Office to conduct business in Oregon. The Contractor must obtain certifications/trainings required to maintain their Page 3 4/21/2025 specialty licensing, as applicable. If the applicant has any of the following issues associated with their CCB license, CAPECO may deny the application without further review if:

- Civil penalties resulting in a fine;
- Refusal to reissue a license;
- License revocation;
- Criminal conviction;
- Public work disbarment;
- Civil injunction; or
- Suspended and required to carry a higher bond.

B. Insurance

The applicant must have insurance coverage for commercial general liability, automobile liability, workers' compensation and employer liability in the following amounts:

- Commercial General Liability insurance for a minimum of \$1,000,000 per occurrence and \$2,000,000 annual aggregate;
- Automobile Liability: Minimum automobile coverage \$500,000 per occurrence, combined single limit for bodily injury liability and property damage liability with a \$2,000,000 annual aggregate limit, including coverage for owned or non-owned vehicles; and
- Worker's Compensation Insurance and Employer's Liability Insurance: \$500,000 each occurrence, unless applicant meets criteria for an exemption.

C. Bonding

The applicant shall have surety bond in the amount of \$25,000 for Residential General Contractors and \$20,000 for Residential Specialty Contractors at a minimum.

D. Disqualifying Circumstances

CAPECO will not qualify a contractor if the company or principal member of the company has:

- Been listed on the State of Oregon Bureau of Labor and Industries Ineligible Contractors List;
- Been listed on the "Specially Designated Nationals and Blocked Persons" list, maintained by the Office of Foreign Assets Control of the US Department of Treasury;
- Been debarred, suspended, declared ineligible or suspended from federal transactions in the previous three years;
- Been convicted or had a civil judgement for fraud or criminal offense involving a public transaction/contract in the previous three years; and/or
- Been convicted of embezzlement, theft, forgery, bribery, falsification/destruction of records; making false statements or receiving stolen property in the previous three years.

CAPECO will also deny a contractor if that contractor proposes to use a crew member who is a registered sex offender, and will require an explanation if the contractor proposes to use a crew

member who has been convicted of murder, assault in the first degree, kidnapping, arson, robbery in the first degree or theft by extortion.

CAPECO may deny a contractor if a conflict of interest exists if an employee or board member of CAPECO, or an immediate family member of either, will obtain a financial benefit through the award of work to the contractor.

5. Additional Resources

Applicants interested in Weatherization Installation, HVAC, Plumbing and Electrical work should consult and be familiar with the Weatherization Specifications for the Oregon Weatherization Assistance Program and the current US Department of Energy Weatherization State Plan for Oregon. Please take special note of Appendix D of the Health & Safety Plan within the Weatherization State Plan and the Weatherization Assistance Program Field Guide. These documents can be found on the OHCS website: <https://www.oregon.gov/ohcs/energy-weatherization/pages/energy-service-provider-resources.aspx>

6. Period of Performance

A contract awarded as a result of this RFQ will be for one year from the effective date. The contract may be renewed annually for up to four (4) additional years contingent upon contractor(s) performance, program compliance, continued program funding, and CAPECO approval.

At time of contract renewal by CAPECO, the contractor(s) may wish to update and/or renegotiate the price proposal. This action may require a new contract to be issued or prior contract not renewed.

7. Scope of Work

Contractors will be required to provide weatherization and health and safety measures in single family stick-built and mobile homes as assigned by the CAPECO program staff. Such measures may include:

- Furnace or heat pump tune-up, maintenance or repairs;
- Installation of gas furnaces, electric furnaces, conventional heat pumps and ductless heat pumps;
- Installation of zonal heating systems;
- Plumbing or electrical repairs as warranted;
- Maintenance, repair or installation of water heaters;
- Installation of air or duct sealing;
- Installation of materials to address incidental repairs;
- Installation of equipment and/or materials to address identified health and safety issues;
- Installation of wall, floor and/or attic insulation;
- Installation of accessibility modifications;
- Code compliance upgrades;

- Safety enhancements; and/or
- Structural improvements

8. CAPECO Responsibilities

CAPECO is responsible for the following activities:

- Determine client eligibility.
- Obtain landlord approval.
- Conduct home energy audit and health and safety inspection.
- Conduct initial blower door infiltration test.
- Conduct initial combustion safety test on non-electric equipment.
- Notify owners of lead-based paint hazards.
- Notify contractor of lead-based paint evaluation results if paint evaluation or risk assessment has been performed.
- Prepare and issue work orders to contractor(s).
- Inspect work in progress.
- Perform final inspection to ensure work meets program requirements.
- Request permits from contractor.
- Pay contractor invoices in a timely manner.
- Monitor the contractor for compliance to include weatherization lead safe work practices.
- Assign penalties if contract requirements are not met.

9. Contractor Responsibilities

The Contractor is responsible for the following activities:

- Ensure compliance with local, state, and federal regulations and State of Oregon Weatherization Specifications as applicable.
- Communicate with the client to schedule job.
- Complete work order as issued by CAPECO.
- Perform incidental repairs essential to assure health and safety of client and installation or preservation of weatherization material.
- Utilize lead safe work practices on all dwellings built prior to 1978.
- Obtain required permits.
- Submit change requests and obtain approval for any work when cost is different from original work order or estimate
- Educate client/homeowner on use of installed equipment and/or improvements.
- Submit all pertinent documents (manuals, warranty documents, etc.) to property owner.
- Conduct final quality control inspections before submitting inspection request to CAPECO.
- Submit inspection requests, copy of required permits and invoice to CAPECO
- Correct any item which does not pass inspection within 5 business days
- Submit re-inspection requests to CAPECO.

- Contractor must warrant work and materials for a period of one (1) year.

10. Proposal Submission

Original proposal must be submitted to:

- Mona Hern via email at mhern@capeco-works.org or
- Via mail at 211 SE Byers Ave Pendelton, OR 97801.
- Receipt of your submission will be confirmed within 2 weeks of submission.

11. Proposal Content

All proposals must include:

- A completed copy of Exhibit A: RFQ Qualifications Response and Exhibit F: Price List. Applicants should review the instructions on Tab 1 of the Price List before completing.
- Evidence of insurance coverage as described in Section 4c. above;
- Evidence of bonding as described in Section 4d. above;
- A copy of CCB and specialty licenses; and
- Evidence of field staff certifications and trainings, as applicable.

All submitted proposals become the property of CAPECO.

12. Questions

For more information on the requirements under this Request for Qualifications, please contact Mona Hern at (541) 276-1926 or by email at: mhern@capeco-works.org