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Executive Director

Brenda Dozier-Perkins  
Chair

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**WACCAMAW ECONOMIC OPPORTUNITY COUNCIL, INC.**

1261 Highway 501 East, Suite B  
Post Office Box 1467  
Conway, South Carolina 29526

**REQUEST:** Waccamaw Economic Opportunity Council, Inc. is seeking Statement of Qualifications from HVAC & Electrical Companies wishing to be pre-qualified to bid on HVAC and Electrical Services for its Weatherization Program.

**DATE/TIME RECEIVED: Proposals can be submitted at any time**

**PROPOSAL NUMBER: 2020-05**  
**Prequalification- HVAC & Electrical Companies**

**MAILING ADDRESS:**  
Waccamaw Economic Opportunity Council, Inc.  
Post Office Box 1467  
Conway, South Carolina 29528-1467  
Attention: Janice Wideman

**STREET ADDRESS:**  
Waccamaw Economic Opportunity Council, Inc.  
1261 Highway 501, East, Suite B  
Conway, South Carolina 29526  
Attention: Janice Wideman

Waccamaw Economic Opportunity Council, Inc. encourages Minority Businesses to participate.

**The purpose of this solicitation is to qualify and acquire licensed HVAC & Electrical Contractors for the Waccamaw Economic Opportunity Council, Inc. Weatherization Program. All HVAC & Electrical Contractors are to be licensed by the State of South Carolina.**

**Synopsis:**

Waccamaw Economic Opportunity Council, Inc. is seeking Statement of Qualifications from HVAC and Electrical Companies wishing to be pre-qualified to propose on HVAC and Electrical services for its Weatherization Program. Primary factors to be considered are background, past performance, experience, financial stability, capacity to perform, and safety.

Contractors selected as the most qualified will be placed on the pre-qualification list for this project. A Request for proposals will be issued to pre-qualified firms on an as needed basis.

**Description of Work:**

Basic services including providing all parts, materials, tools, equipment, labor, job knowledge, supervision, and support to properly operate, maintain, and repair or replace all included equipment and/or replace all included equipment and systems according to the purpose for which they are intended, the manufacturers' recommendations, normal procedures required by the Weatherization Department and in the best interest of Waccamaw Economic Opportunity Council, Inc. The types of heating systems in the homes that we service are forced air, gravity, space heater, boiler, wood stove, water heaters, unvented, and cook stoves. The types of fuels are natural gas, LP gas, oil, kerosene, electric, wood.

**Minimum Requirements:** To be considered for prequalification; the company must be financially capable; possess and provide copy of applicable license(s) as required by the State of South Carolina for this type of work;

Proposals are subject to the approval of the Office of Economic Opportunity Governor's Office, Weatherization program.

**Licenses:**

The Contractor shall have, maintain, keep current, and upon request shall furnish evidence that he/she has all applicable licenses required laws or regulations of the State of South Carolina and/or any other authority having jurisdiction. This work will be done in Horry, Georgetown, and Williamsburg Counties.

**Subcontracting:**

Subcontracting of services will be permitted only as so far as it is clearly in the best interest of Waccamaw Economic Opportunity, Inc. and the Weatherization Program. A clear majority of service operations shall be carried out by persons in the direct employee of the approved Contractor who will not be permitted to act as a broker for services.

**Service:**

Serviceman shall be fully trained, qualified and experienced in the trade, service, or specialty which they are to perform and shall be well suited to working in the Weatherization Program environment. The Weatherization Director may decline or refuse the services of any serviceman with whom it is not satisfied in this regard.

**Required Licenses and Upgrading:**

The Contractor shall assure appropriate personnel possess all necessary licenses, and continually upgrade adequate numbers of appropriate personnel as necessary to satisfy all requirements of this contract and of all regulatory authorities having jurisdiction, whether or not such requirements are stated herein or in effect at the time proposals are taken. The Contractor will be required to provide licensing and certification documentation to the Weatherization Director for any employees working in the Weatherization Program.

Neither faxed nor late submissions will be accepted. All submissions must be sealed and marked as follows on the outside of the envelope.

**Statement of Qualifications  
HVAC & Electrical Contractors  
Proposal #: 2020-05  
Attn: Janice Wideman, Director of Finance**

Interested firms may mail or hand-delivered to the following address:

Janice Wideman  
Director of Finance  
Waccamaw Economic Opportunity Council, Inc.  
1261 Highway 501 East, Suite B  
Conway, South Carolina 29526

**This solicitation does not commit the Waccamaw Economic Opportunity Council, Inc. to award a contract, to pay any costs incurred in the preparation of the solicitation, or to procure a contract for goods or services.**

One (1) Original and three (3) copies of the response must be submitted. TOTAL: 4

**\*\*Please Note: Additional information may be requested of the Sub-Contractor as new protocols are established by the Department of Energy and/or the Office of Economic Opportunity Weatherization Program. Any and all new information will be forwarded to all interested parties.\*\***

## **PROPOSAL DOCUMENT CHECK-OFF**

This bid document check-off list is to ensure that all documents required are enclosed with your bid packet.

**Complete Contractor Qualifications, Pages 5-6**

**Complete Non-Collusion Affidavit, Page 7**

**Complete Indemnification Form, Page 8**

**Complete IRS W-9 Form**

This check-off list is for your guidance in completing the bid packet and is not a required form to be included in the submittal of your packet.

**Proposal#: 2020-05  
SOQ for HVAC Vendors  
Contractor Qualifications**

**Information for Vendors to Submit:**

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**Company Name**

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**Address**

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**City, State, Zip**

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**Phone**

**Fax**

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**Email**

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**Authorized Representative**

Vendor shall sign this pre-qualification form and provide all other information and documents requested.

## **INFORMATION FOR VENDORS TO SUBMIT**

1. Tell us about your company's history. Include number of years in business. Please provide the number of employees.
2. Please provide three client references. Names, addresses, and phone numbers, are required.
3. Please provide the name of your bonding company along with the name and address of your bonding agent.
4. Please provide the name of your general liability insurance along with the name and address of your insurance agent.
5. Please provide name of Surety firm along with the name and address of your agent.
6. Please provide Worker's Compensation information.

**Copies of all are to be provided with Request for Qualifications.**

**NONCOLLUSION AFFIDAVIT**  
**(This Affidavit is Part of the Bid Proposal)**  
**Proposal #2020-05**

STATE OF \_\_\_\_\_ )

COUNTY OF \_\_\_\_\_ )

\_\_\_\_\_  
**Being first duly sworn, deposes and says that he/she is**

\_\_\_\_\_  
**(Sole owner, a partner, president, secretary, etc.)**

of \_\_\_\_\_

the party making the foregoing Bid Proposal that such Bid Proposal is genuine and not collusive or sham; that said Bidder has not colluded, conspired, connived, or agreed directly or indirectly, with any Bidder or person to put in a sham Bid Proposal, or that such other person shall refrain from offering and has not in any manner, directly or indirectly sought by agreement or collusion, or communication of conference, with any person, to fix the bid proposal price of affiant or any other Bidder, or to fix any overhead, profit or cost element of said bid proposal price, or that of any other Bidder to secure any advantage against OWNER any person interested in the proposed Contract; and that all statements in said Bid Proposal are true; and further, that such Bidder has not, directly or indirectly submitted this bid proposal, or the contents thereof, or divulged information or data relative there to any association or to any member or agent thereof.

\_\_\_\_\_  
(Bidder)

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_ State \_\_\_\_\_ County \_\_\_\_\_

Notary in and for

My commission expires \_\_\_\_\_, 20\_\_.

**(This form is Part of the Proposal)**

The CONTRACTOR will indemnify and hold harmless the OWNER and the Waccamaw Economic Opportunity Council, Inc. and their agents and employees from and against all claims, damages, losses, and expenses, including attorney's fees, arising out of or resulting from the performance of the WORK provided that any such claims, damage, loss, or expense is attributable to bodily injury, sickness, disease or death, injury to or destruction of tangible property, including the loss of use resulting there from, and is caused by any negligent or willful act or omission of the CONTRACTOR, and anyone directly or indirectly employed by him or anyone for whose acts any of them may be liable.

In any and all claims against the OWNER or Waccamaw Economic Opportunity Council, Inc. or any of their agents or employees by an employee of the CONTRACTOR, and anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation shall not be limited in any way to the amount or type of damages, compensation or benefits payable by or for the CONTRACTOR under the workman's compensation acts, disability benefit acts, or other employee benefit acts.

The obligation of the CONTRACTOR under this paragraph shall not extend to the liability of Waccamaw Economic Opportunity Council, Inc. or its agents or employees arising out of the reports, survey, CHANGE ORDERS, designs, or SPECIFICATIONS.

CONTRACTOR \_\_\_\_\_

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_



**STATEMENT OF NO PROPOSAL**

**Date** \_\_\_\_\_

Mr. James L. Pasley Jr.  
Executive Director  
Waccamaw EOC, Inc.  
PO Box 1467  
Conway SC 29528-1467

Dear Mr. Pasley:

We, the undersigned, have declined to submit a bid on Proposal No. \_\_\_\_\_

\_\_\_\_\_ for the following reason(s):

\_\_\_\_\_ We do not offer these services.

\_\_\_\_\_ Our schedule would not permit us to perform.

\_\_\_\_\_ Unable to meet specifications (please note below).

\_\_\_\_\_ Delete our firm from your vendor’s list as we are unable to comply.

We understand that if a letter is executed and returned, our name will be retained on the list of qualified bidders, unless otherwise specified (as stated above).

Company Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Phone/Fax #: \_\_\_\_\_

Unable to meet specifications because: \_\_\_\_\_

\_\_\_\_\_