



## REQUEST FOR PROPOSALS FOR SUB-CONTRACTORS May 21, 2025

### Purpose

The Cabarrus County Planning and Development Department is seeking a sub-contractor(s) to perform services pursuant to the Weatherization Assistance Program (WAP) for anticipated funding for the 2025-2026. The WAP is a program funded by the North Carolina Department of Environmental Quality – Weatherization Program to assist low-income citizens save energy and reduce expenses through the installation of energy conservation materials, the implementation of energy efficiency measures in their homes and energy education.

### Proposal Requirements

Complete applications must include the following information:

1. Subcontractor Profile form which includes consultant's experience and background. Include all requested attachments to that form (see pages 4-5).
2. Signed Subcontractor Obligations (see pages 6-7).
3. Signed Scope of Work – services to be provided pursuant to **Schedule A** of the NCDEQ – Weatherization Subcontractor Agreement (see pages 8-9).
4. Initialed Proposed cost of insulation placement pricing and initialed contractual man hour rate– pursuant to **Schedule B** of the NCDEQ – Weatherization Subcontractor Agreement (see pages 10-11).
5. Background checks from a reputable site that conducts comprehensive nationwide background checks for any employee that will be entering homes to perform work. You may go to the website <https://www.tclogiq.com/> or use another site that meets the requirement.

**E-Verify:** As required by N.C.G.S. §143-48.5 (Session Law 2013-418), the Subgrantee certifies that it, and each of its subcontractors for any contract awarded as a result of this solicitation, complies with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E Verify system. Proof of participation must be presented for companies larger than 25 employees. You may go to the website <https://www.e-verify.gov/> to complete E verify if required.

The successful candidate(s) must be approved by NCDEQ – Weatherization Office, and subsequently sign the NCDEQ – Weatherization Office Subcontractor Agreement. All proposals must be submitted with original signatures. Incomplete and/or late submissions will not be considered. **All** questions must be emailed to Susie Morris no later than 3 days prior to the proposal deadline. Questions and responses will be forwarded to the entire applicant pool. Proposals will be evaluated using an internal evaluation process. Contract awards will be based on a combination of experience, having all required certifications and certificates, the bidder's operational capacity, and price. The lowest price will not always receive the contract award. The final decision will be based on what is in the best interest of Cabarrus County to ensure that quality workmanship is performed to achieve maximum results.

The contractor may not solicit or provide additional services outside the contract with Cabarrus County to low-income clients who have received NC WAP services due to their contact with the client through Cabarrus County programs.

***Must follow North Carolina Weatherization Program's Standard Work Specifications Program Year 2025-2026. The plan may be downloaded at <https://www.deq.nc.gov/energy-climate/state-energy-office/weatherization-assistance-program/state-plans-hearing-process#AnnualWeatherizationProgramDraftDocuments-14687>***

**Completed Proposals deadline:**

**All proposals must be submitted by Monday, June 4<sup>th</sup>, 2025, at 3:00 p.m. to Susie Morris of the Cabarrus County Planning and Development Department.** For more information or clarification call 704-920-2858 or email: [samorris@cabarruscounty.us](mailto:samorris@cabarruscounty.us)

**Contact person:**

Ms. Susie Morris, Planning and  
Development Director  
[samorris@cabarruscounty.us](mailto:samorris@cabarruscounty.us)  
Ph. 704-920-2858

**Proposal must be  
submitted to:**

Cabarrus County  
Ms. Susie Morris, Planning  
and Development Director  
P.O. Box 707  
Concord, North Carolina  
28026

Physical address:  
Cabarrus County  
Ms. Susie Morris, Planning  
and Development Director  
65 Church St. SE Suite 280  
Concord, NC 28025

**Deadline**

Submission deadline:  
**Monday, June 4<sup>th</sup>, 2025 at  
3:00 p.m.**

**CABARRUS COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND SERVICE PROVIDER AND ENCOURAGES LOCAL, MINORITY, AND WOMEN OWNED BUSINESSES TO SUBMIT PROPOSALS.**

Any protests regarding contract awards should be addressed to the Cabarrus County Chief Procurement Officer in writing within 5 working days of notification of the award at:

US Mail:

Cabarrus County Manager's Office  
Thomas Nunn, Chief Procurement Officer  
P.O. Box 707  
Concord, NC 28026

Physical address:

Cabarrus County Manager's Office  
Thomas Nunn, Chief Procurement Officer  
65 Church St. SE Suite 235  
Concord, NC 28025

**NORTH CAROLINA WEATHERIZATION ASSISTANCE PROGRAM  
SUBCONTRACTOR PROFILE & CERTIFICATION - SHELL**

1. Contractor Name: Cabarrus County through its Planning and Development Department

**Subcontractor Information**

2. Business Name: \_\_\_\_\_

3. Owner(s) Name: \_\_\_\_\_

4. Company contact if different than owner: \_\_\_\_\_

5. Address: \_\_\_\_\_

6. Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

7. Email address: \_\_\_\_\_

8. Company Structure (corporation, partnership, sole proprietorship): \_\_\_\_\_

9. Business Type: \_\_\_\_\_

10. Years in Business: \_\_\_\_\_

11. Federal Tax Identification Number: \_\_\_\_\_

12. Type of Work to be Performed:

<input type="checkbox"/>	Blower door directed air sealing
<input type="checkbox"/>	Attic insulation
<input type="checkbox"/>	Sidewall insulation
<input type="checkbox"/>	Floor insulation
<input type="checkbox"/>	Duct sealing and insulation

<input type="checkbox"/>	Water heater insulation
<input type="checkbox"/>	Pipe insulation
<input type="checkbox"/>	General heat waste
<input type="checkbox"/>	Glass Storm installation
<input type="checkbox"/>	Other:

13. Years of Weatherization Work Experience, if none, list similar, related experience:

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- a. List all agencies in which your company served as a Weatherization Assistance Program subcontractor in North Carolina in the past 3 years.

Agency	Main Contact Person	Telephone Number

14. Identify equipment owned by subcontractor that will be used in performing weatherization work:

Equipment	Manufacturer	Model	Year Purchased	Condition
Blower Door				
Insulation Machine				
Generator				
Combustion Analyzer				
Duct Blaster				
Infrared Camera				
Other:				
Other:				

### Required Attachments

15. A copy of licenses and certifications (include general contracting licenses, lead certifications, asbestos certifications).
16. A copy of insurances (Worker's Compensation, Commercial General Liability, Automobile, & Pollution Occurrence) valid through June 30, 2027
17. A voided copy of the invoice to be used by the subcontractor.
18. Completed nationwide background checks for employees performing work in homes.
19. Completed E-Verify, if required.

Signature of CEO/Owner or authorized Representative

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

## Subcontractor's Obligations

- A. To perform the services provided for in Schedule A (Scope of Services) attached. The services provided by the subcontractor may not be contracted out to any other organization or company.
- B. To comply with all applicable laws, ordinances, codes and regulations of local, state and federal governments, including the obtaining of all required permits and licenses, at no additional cost to the Contractor.
- C. To use lead safe weatherization in all homes older than 1978 where the possibility of generating dust, both indoors and outdoors, exists. There is no de minimus level recognized, however; the preparation area and clean up area should be sized appropriately for the job. Work requiring lead safe weatherization includes, but is not limited to, side wall insulation installation, repair or replacement of windows or doors, and installation of an attic hatch. Pictures of the lead safe set up must be taken and included with the invoice or emailed to the agency. Lead safe weatherization does not need to be followed in homes older than 1978 that have been certified as lead safe by third party verification.
- D. During the term of the contract, the Subcontractor at its sole cost and expense shall provide commercial insurance of such type and with such terms and limits as may be reasonably associated with the contract.
- E. All typical County insurance requirements are shown at the end of this document.
- F. **Pollution Occurrence Insurance** – Liability insurance to protect against incidental disturbances of environmental pollutants like lead-based paint dust. The policy must provide three basic limits - \$500,000 per occurrence; \$1,000,000 aggregate for the policy term; and \$2,500 deductible per occurrence. Providing and maintaining adequate insurance coverage is a material obligation of the Subcontractor and is of the essence of this contract. The Subcontractor may meet its requirements of maintaining specified coverage and limits by demonstrating to the Contractor that there is in force insurance with equivalent coverage and limits that will offer a least the same protection to the Contractor. All such insurance shall meet all laws of the State of North Carolina. Such insurance coverage shall be obtained from companies that are authorized to provide such coverage and that are authorized by the Commissioner of Insurance to do business in North Carolina.
- G. The Contractor shall at all times comply with the terms of such insurance policies, and all requirements of the insurer under any such insurance policies, except as they may conflict with existing North Carolina laws or this contract. The limits of coverage under each insurance policy maintained by the Subcontractor shall not be interpreted

as limiting the Subcontractor's liability and obligations under the contract. Cabarrus County, its agent's officers and employees shall be named an additional insured.

- H. The Subcontractor and Subcontractor crew members must attend all Weatherization Training provided by NCDEQ– Weatherization Office for subcontractors and must receive necessary training in order to be proficient at performing contracted weatherization functions. The Subcontractor and Subcontractor crew members must attend at least 40 hours of weatherization training yearly.
- I. The Subcontractor must be certified as a lead renovation firm and have a lead-safe trained, certified staff member on site at each job. The North Carolina Weatherization program does not recognize de minimus lead levels, it does not follow EPA or NC Lead Renovation guidelines.
- J. **Must comply with regulations of OSHA 29 CFR Standard 1910.146 – Permit-Required Confined Spaces. Expired permits must be submitted with invoices.**

Signature of CEO/Owner or authorized representative acknowledging the obligations:

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Name

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Date

## SCHEDULE A

### Scope of Services

The Subcontractor agrees to provide the services and materials referenced below. The price listed in Schedule B for these services must include all standard support and finishing materials referenced in the descriptions. All services must be in accordance with the *North Carolina Weatherization Installation Standard Work Specifications*.

1. After gross air leakage (and ducts) are sealed, use the blower door and digital manometer to guide air sealing measures. Interim Readings Diagnostics must be used and submitted with the invoice when performing the following measures:
  - a. Air sealing plumbing, electrical, and HVAC penetrations through ceilings, flooring and exterior walls with polyurethane foam;
  - b. Patch sheet rock on exterior wall to include tape and mud to a ready to paint finish;
  - c. Patch holes in flooring and ceilings using existing type materials if possible;
2. Wrap water heater tanks with external insulation blanket in accordance with the NC Weatherization Installation Standards;
3. Use blower machine to add insulation up to a R38 value (or R30 value if Weatherization Assistant justified) in attics using the manufacturer's bag estimation method. The number of bags used must be included on the invoice submitted to the agency. Attics must contain depth makers, junction box flags, wind baffles, and an MSDS for the product;
4. Use insulation blower machine to add fiberglass insulation to the roof cavities of mobile homes. Roof cavities with bowstring, flat, or cathedral styles shall be filled with insulation to capacity. Any access holes created must be sealed in accordance to the NC Weatherization Installation Standards;
5. Use insulation blower machine (rated at to output at least 2.9 pound per square inch) that is capable to dense pack sidewall insulation to a minimum density of 3.5 pounds per cubic foot of volume;
6. Seal accessible ducts, returns, plenums, connections, and boots with mastic and mesh tape resulting in a reading of no more than one Pascal;
7. Insulate ducts located outside the condition space with R-8, foil-faced duct insulation;
8. Install low-flow showerheads, aerators, and compact florescent lamps;
9. Replace broken window panes;
10. Install opaque, 6-millimeter polyethylene vapor barriers in crawl spaces of site built of modular homes. The seams of each piece must be overlapped 12 inches. The vapor barrier must extend 6 inches up the foundation wall, mechanically fastened;
11. Insulate floors with fiberglass batt insulation to R-19 value. The insulation must be supported by insulation staves or nylon thread no less than 28 inches;
12. Insulate the belly of mobile homes by filling belly to capacity with fiberglass insulation. The belly shall hang no more than 24 inches from the bottom of mobile home subfloor. Any access holes created must be sealed in accordance to the NC Weatherization Installation Standards. Minor rips and tears shall be patched to ensure that the insulation is properly secured;



13. Replace the belly of the mobile home then insulate the belly of mobile homes by filling belly to capacity with fiberglass insulation. The belly shall hang no more than 24 inches from the bottom of mobile home subfloor. Any access holes created must be sealed in accordance to the NC Weatherization Installation Standards; and
14. Install windows, storm windows and doors and instructed by the work order.

Signature of CEO/Owner or authorized Representative

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Name

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Date

## SCHEDULE B

### Subcontractor Compensation

\_\_\_\_\_ (Subcontractor) will be compensated a labor rate of \_\_\_\_\_ Dollars and \_\_\_\_ Cents (\$\_\_\_\_\_) per man-hour. The labor rate\* quoted must include all overhead cost including travel, worker compensation, equipment, maintenance, and administrative expenses. Typical crew size is \_\_\_\_\_ persons.

Blown Cellulose, Site Built Attic	R-38 (from R-0)			\$0.00
Blown Cellulose, Site Built Attic	R-30			\$0.00
Blown Cellulose, Site Built Attic	R-19			\$0.00
Blown Cellulose, Site Built Attic	R-11			\$0.00
Blown Fiberglass, Site Built Attic	R-38 (from R-0)			\$0.00
Blown Fiberglass, Site Built Attic	R-30			\$0.00
Blown Fiberglass, Site Built Attic	R-19			\$0.00
Blown Fiberglass, Site Built Attic	R-11			\$0.00
Blown Fiberglass, Roof	Mobile Home			\$0.00
Elastomeric Reflective Roof Coating	Mobile Home			\$0.00
Dense-Packed Cellulose, Sidewall	Exterior Blow			\$0.00
Dense-Packed Cellulose, Sidewall	Exterior Blow Brick			\$0.00
Dense-Packed Cellulose, Sidewall	Interior Blow			\$0.00
Kneewall Insulation	3 ½" Studs			\$0.00
Fiberglass Placement Sidewall	Mobile Home			\$0.00
Batt Fiberglass, Floor 16" O.C	R-19			\$0.00
Batt Fiberglass, Floor 24" O.C	R-19			\$0.00
Blown Fiberglass, Mobile Belly	R-7			\$0.00
Blown Fiberglass, Mobile Belly	R-11			\$0.00
Blown Fiberglass, Mobile Belly	R-19			\$0.00
Replacement, Mobile Belly	Mobile Home**			\$0.00
Dual Pane, Low-E, White Vinyl Window	Site Built			\$0.00
Pre-hung, Insulated Metal Door	Site Built			\$0.00
Pre-hung Solid Core Wood Door	Site Built			\$0.00
Glass Storm Window	Mobile Home			\$0.00
Dual Pane, Low-E, White Vinyl Window	Mobile Home			\$0.00
Pre-hung, Insulated Metal Door	Mobile Home			\$0.00
<b>Health &amp; Safety Expense</b>				
Vapor Barrier, Crawlspace	6 mil poly			\$0.00

Record the prices for installing measures in the chart above. The total per square foot price must be equal to the sum of the labor price and the material price. These price categories should be

adequate for installing in most weatherization situations. Please avoid adding unnecessary price categories.

\*Hourly labor rate cannot be charged for time spent installing insulation, windows, doors or vapor barriers.

\*\*Must be charged only on square footage of belly needing replacement as specified on work order.

Subcontractor Initials \_\_\_\_\_

# Cabarrus County Minimum Insurance Coverage Requirements

Coverage	<u>Low</u> Risk Profile	<u>Medium</u> Risk Profile (County’s Standard Requirement)	<u>High</u> Risk Profile	<u>Specialty</u>	<u>Encroachment</u>	<u>Premises Lease</u>
<b>Commercial General Liability</b>  Products/Completed Operation Explosion, Collapse & Underground (XCU)	\$1,000,000 Combined Single Limit (CSL) per occurrence for bodily injury and/or property damage  As above	\$1,000,000/\$2,000,000 *  As above If any. limit To Be Determined	\$1,000,000/\$2,000,000*  As above If any. TBD	\$1,000,000*  As Above If any. TBD	\$1,000,000	\$1,000,000
<b>Automobile Liability</b>	\$1,000,000 CSL per occurrence	\$1,000,000*	\$1,000,000*	\$1,000,000*	n/a	n/a
<b>**Workers’ Compensation</b>	Statutory	Statutory	Statutory	Statutory	n/a	Statutory
<b>**Employers Liability</b>	100/500/100	500/500/500*	500/500/500*	500/500/500*	n/a	100/500/100
<b>**Waiver of Subrogation on WC</b>	Required if available	Required if available	Required	Required	n/a	n/a
<b>Umbrella Liability</b>	n/a	n/a	\$2,000,000+	\$9,000,000+	n/a	n/a
<b>Professional Liability</b> <i>may be required on a risk profile</i> depending on nature of services provided by contract. Coverage required for professional service such as accountant, attorney, architect, design, engineering and most consultants	\$1,000,000 per occurrence	\$1,000,000	TBD	TBD	n/a	n/a
<b>Environmental/Pollution Liability</b> required if demolition, use of hazardous materials or environmentally sensitive	n/a	\$1,000,000*	\$1,000,000+*	\$1,000,000+*	n/a	n/a
<b>Fidelity Bond</b> (loss of money or other property due to dishonest acts). Only for Contracts such as Banking, Janitorial, Fund Raising, TPA’s and similar	TBD	Amount depends on exposure to loss	TBD	TBD	n/a	n/a
<b>Other Coverage</b> As Required	TBD	TBD	TBD	TBD	n/a	n/a
<b>Bid, Performance &amp; Payment Bonds</b>	TBD	TBD	TBD	TBD	n/a	n/a

\* A combination of Umbrella/Excess and primary limit may be used to provide coverage for the amount shown.

\*\* **Workers Compensation is required if the contractor/vendor has employees.** Owner Waiver is acceptable for a  
Sole Proprietor, Partners or LLC that has no employees. Corporation owner/officers are employees under NC Workers’ Compensation Act

	Low Risk Exposure	Standard Risk	High Risk Exposure	Specialty
<b>Common Service for Risk Profile includes but is not necessarily limited to service shown.</b>	Desk Top Publishing Mail Sorting Word Processing Copying Landscaping (minor, no trees, no electrical or excavation) Microfilm services Small low risk repair or service jobs (usually those jobs <30 days duration <b>and</b> <\$500) Tennis Instructor Yoga Instructor	Appliance Repair Asbestos Removal (small project) Carpentry Carpet Cleaners Concrete Work Drywall Contractor Excavation (minor) Fence Installation Fire Extinguisher Testing Fork Lift Repair Electrical Repair Elevator Maintenance HVAC Janitorial Landscaping (minor excavation) Painting Paving Contractors Parks & Recreation renovation Pest Control Plumbing Pool Cleaning Purchase of Goods or Service Refrigeration Roofing (1 story small project) Tree Maintenance Trade Contractors Welding (small project) Wrecker Services	Charters Excavation (large) Fireworks Displays Hi Tech equipment installation. Landscaping (major excavation, large equipment) Large Construction Painting above 1 story Road Contractor Roofing (large project) Power Lines Sewer Contractor Welding (large project)	Asbestos Removal Crane Service Demolition Environmental Hazard Heavy Construction Sensitive Equipment

<b>Personal &amp; Professional Service includes but is not necessarily limited to service shown.</b>	Appraiser (Comm Dev) Disc Jockey Discussion Leader Proofreader Landscape Design (small project) Title Search Firm (Comm Dev)	Accountant Advertising Agencies Other Appraisers Architect (small project) Attorney Consultants (most projects) Designer (most projects) EAP Insurance Brokers Instructor (physical activity) Landscape Design (other) Lobbyists Programmers Researcher Temporary Services	Architect (large project) Consultants (large project) Medical Services	Project or contract determined to require higher limits
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**Certificates of Insurance should include the following:**

1. Cabarrus County
2. Contract must represent Cabarrus County which includes its officers, officials, agents and employees. If not then the Certificate must reflect its officers, officials, agents and employees as an additional insured
3. Disclose any self-insured retention (allowed only if pre-approved by County).
4. Designate Cabarrus County Risk Management Department, PO Box 707, Concord, NC 28026 as certificate holder.
5. Provide that the City shall be notified at least 30 days in advance of cancellation or material change in coverage.
6. Certificate should be forwarded directly from the insurance agent or insurance carrier

Contract insurance requirements must be met. Receipt of a non-compliant certificate, other documentation of insurance or policies by the County or any of its representatives does **NOT** constitute a waiver of the vendor/contractor's obligation to fulfill the insurance requirements of the County.

It is recognized that a purchase order for the routine procurement of goods may not explicitly state insurance requirements. However, departments should review each acquisition to identify potential risks that may require the imposition of insurance requirements. The County's failure to request or demand evidence of insurance shall not constitute a waiver of any insurance requirement.

Those parties who do not meet the minimum requirements for insurance coverage may ask for an exception through the User department. A certificate of insurance for the maximum limits of coverage that are carried by the vendor must be submitted to the Cabarrus County, Risk Manager along with a detailed explanation of services and/or products to be provided to the County by the vendor. The User Department should be prepared to answer the following questions when requesting an exception:

1. What activities will take place?
2. Who could be harmed?

\* A combination of Umbrella/Excess and primary limit may be used to provide coverage for the amount shown.

\*\* **Workers Compensation is required if the contractor/vendor has employees.** Owner Waiver is acceptable for a Sole Proprietor, Partners or LLC that has no employees. Corporation owner/officers are employees under NC Workers' Compensation Act

3. What property could be damaged and how severely?
4. What is the maximum exposure (worst case scenario) for the activity?
5. What is the maximum likely loss for the activity?
6. Is there a possible pollution exposure?
7. Are crowds or bystanders/passersby likely to be involved?
8. Will inherently dangerous activities be involved?
9. How likely is the County to be a defendant in the event of a loss?
10. Are other contractors/vendors available to do the work that have the County minimum limits?
11. What are the cost of the work (bid, contract or PO price) and the duration of the work?
12. What is the cost to the vendor to increase coverage to the County's requirement?

The request will be reviewed by the County's Risk Manager for a determination as to whether an exception will be made. Failure to obtain an exception will eliminate the requesting party as a vendor.

Insurance requirements subject to change without notice.