



MID-OHIO REGIONAL
MORPC
PLANNING COMMISSION

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**MID-OHIO REGIONAL PLANNING COMMISSION
REQUEST FOR QUOTE
FOR APPLICANCES AND SERVICES FOR THE ELECTRIC PARTNERSHIP PROGRAM**

DATE OF ISSUE: 4/5/2019
DEADLINE: 4/19/2019

BACKGROUND:

The Mid-Ohio Regional Planning Commission (MORPC) provides services for the Electric Partnership Program (EPP) and is the sole contract to provide services for the EPP in Franklin County, Ohio.

SCOPE OF SERVICES:

Baseload appliance vendors supply product and services delivery for the EPP. All products will be Energy Star rated refrigerators and freezers. Selected products must also be approved by Office of Consumer Affairs (OCA), State of Ohio, who administers funding for the EPP. MORPC conducts a baseload audit on low-income households throughout Franklin County. Based on the results of the audit, we provide no-cost measures that reduce baseload electric consumption. These measures may include replacement refrigerators and freezers which are supplied by vendors who deliver them and remove the old appliance for recycling or de-manufacturing.

Services provided by the successful vendor will include delivery and setup of refrigerators and freezers; recycling of appliances replaced; warranty and servicing of appliances for three (3) years; and reporting as required. Baseload appliance vendor chosen must deliver appliances within two (2) weeks of receipt of order and provide an Invoice, Proof of Delivery, and Proof of Disposal to MORPC within 30 days of delivery.

DELIVERABLES:

See Attachments. All appliances submitted are to be Energy Star rated and are additionally subject to approval by the OCA. The EPP Program Policy & Procedures manual will provide the guidelines for all deliverables and may be changed by OCA at any time. A copy of the EPP Program Policy & Procedures manual may be found here:

<https://development.force.com/OCAKnowledgeArticles/s/article/2018-EPP-Policy-and-Procedure-Manual>

BUDGET:

Budget range for the current Program Year is between \$300,000 and \$502,000.

William Murdock, AICP
Executive Director

Rory McGuinness
Chair

Karen J. Angelou
Vice Chair

Erik J. Janas
Secretary

SUBMISSION INSTRUCTIONS:

This is an open solicitation beginning on the date of issue for this Request for Quote and shall remain active until the deadline listed above. Interested parties may submit a price quote at any time while this solicitation is active. All price quotes must provide the following information:

- List the name of this solicitation
- List the name, address, and other contact information of the company
- Include the identification of the company as a corporation or other legal entity
- Include a statement that the vendor has the sole and complete responsibility for delivery of the required products and services
- Confirmation of vendor compliance with insurance requirements as noted in Attachment D.
- List the name, title, phone number, and email address of a contact person with authority to answer questions regarding the price quote.

To be considered quotes must be either printed, emailed or in PDF format. Quotes will be received by MORPC until 5:00 p.m. (EDST) Friday, April 19, 2019.

Submit Quotes to:

Mid-Ohio Regional Planning Commission
Attn: Robert Williams, Director of Residential Services
111 Liberty St. Suite 100
Columbus, OH 43215
Email address: rwilliams@morpc.org

Electronic submissions are preferred. Include "EPP Quote for Appliances & Services" in the subject line.

The Mid-Ohio Regional Planning Commission in accordance with Title VI of the Civil Rights Act of 1964 and the related nondiscrimination statutes, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, all bidders including disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, disability, low-income status, or limited English proficiency in consideration for an award.

Small, minority-owned, or woman-owned businesses are strongly encouraged to apply.

Attachment A - Deliverables

- A. Items covered by Appliance Price Quote
 - 1. The new Appliance (Refrigerator or Freezer)
 - 2. Delivery of the new Appliance per the guidelines of the EPP program.
 - 3. Removal of the old Appliance from the premises
 - 4. Disposal of the old Appliance per the guidelines of the EPP program.
 - 5. Reporting/Invoicing as required.
 - 6. Provision of the EPP Warranty & Service as delineated in item B.

- B. EPP Warranty & Service
 - 1. Clients shall receive the phone number of the vendor supplying the appliance so that they can contact them directly with any concern, thus reducing delay by eliminating the agency acting as a relay.
 - 2. Whenever possible, repairs should be performed under the manufacturer's warranty. If the manufacturer's warranty has run out or does not cover the repair, then the EPP Warranty can be utilized.
 - 3. Vendor shall perform and/or contract service call repairs on appliances supplied under EPP funding, for a period of three (3) years from the original date of delivery. Repairs that can be completed for \$250 or less per unit are considered pre-approved repairs and can be billed to the grant.
 - 4. Repairs priced above \$250 require written pre-approval from an OCA/MORPC staff member. Repair expenses above \$250 per unit submitted without prior approval will not be paid.
 - 5. Repairs deemed to be the result of neglect or abuse are NOT eligible expenses and cannot be billed to the grant.
 - 6. Any appliances supplied with a landlord cost-share are exempt from this warranty and cannot be repaired with EPP funds.
 - 7. Within the first thirty (30) days of the delivery of the appliance, the Vendor shall monitor the manufacturer's warranty and shall furnish emergency switch out of appliances, in the event refrigeration operations cannot be restored or if the customer is not able to transfer food items into another appliance. The customer should have refrigeration operations restored within 24 hours, or on the next business day if the failure occurs during a weekend or holiday.

- C. Proof of Refrigerator / Freezer Disposal
 - 1. Proof of disposed appliance recycling will be received from the Appliance Vendor. This is not a form that is supplied although a sample is included as Attachment B. This is also called the Certificate of Disposal (or De-manufacturing). The Appliance Vendor must include this form with the Vendor Invoice for Refrigerator / Freezer prior to payment. This form must include information on the appliance(s) disposed (or de-manufactured). This form must be supplied for all appliances invoiced. There is no specific form or format that the Proof of Refrigerator / Freezer Disposal must take; however, this document must include the following information about the disposed appliances and be approved by the Agency:
 - (a) Manufacturer
 - (b) Model Number
 - (c) Serial Number (if available)
 - (d) Color
 - (e) Size
 - (f) Job Number

D. Vendor Invoice for Refrigerator / Freezer

1. This form is used to reconcile the pricing of the delivered appliance(s) and for payment to the vendor. One form is required for each client/residence.
2. This form **MUST** be accompanied by the Refrigerator / Freezer Delivery Ticket and the Proof of Refrigerator / Freezer Disposal forms.

Attachment B

Sample form: Proof of Refrigerator / Freezer Delivery and Disposal

Refrigerator/Freezer Order Form					
VENDOR	Date:				
<i>Name</i>					
<i>Address</i>	Audit Date:				
<i>Phone</i>					
<i>email</i>	Delivery Date:				
CUSTOMER NAME:					
ADDRESS:					
PHONE-1:			PHONE-2:		
R	F	NEW PRODUCTS		WMKR	L/H
		MODEL#	SERIAL#		
		MODEL#	SERIAL#		
		MODEL#	SERIAL#		
EXISTING PRODUCTS					
SERIAL#			SERIAL#		
NOTES:					
WATER LINE LIABILITY RELEASE					
[add language here]					
PROPERTY AND APPLIANCE DAAMAGE RELEASE					
[add language here]					
Signature & date below confirms the dellivery of the new product and the removal of the old product listed above, was completed to customer's satisfaction					
CUSTOMER SIGNATURE:				DATE:	
NOTICE OF RECYCLING					
The existing serial numbers listed above, have been delivered to [Facility, Address] for reclamation of the refrigerant before being taken to the appropriate Recycling facility.					
If an existing Appliance has a bug infestation it will be left outside of the residence with the cord cut.					

Attachment C

Minimum Appliance Information Required & Sample of Appliance sizes currently supplied

A. Minimum Appliance Information Required

COST STANDARD GUIDE													
Mid Ohio Regional Planning Commission (OCA)													
3 items in 1 pages													
Make	Model	KiloWatts	Cost	New Cost	Size					Color	Swing	Ice Maker Type	Ice Maker Cost
				Start Date	CuFt	H	W	D					
Frigidaire	FFHT1514T-W	0.72	\$588.85	7/1/2016	14.5	60.63	28	29.86		White	56	Optional	\$75.00
Frigidaire	DGHX2655TF-S	1.02	\$1,289.25	7/1/2016	25.5	69.88	36	33.38		Stainless only	50	Ice Maker Included	Included
General Electric	FCM11PHWW	0.69	\$408.85	7/1/2016	10.6	33.5	50.75	27.5		White	NA	No Ice Maker	NA

B. Sample of Appliance Sizes Currently utilized

Refrigerators	
14-16 Cu. Ft.	Top Freezer
17-19 Cu. Ft.	Top Freezer
20-22 Cu. Ft.	Top Freezer
19-22 Cu. Ft.	Bottom Freezer
20-23 Cu. Ft.	Side-by-side
24-26 Cu. Ft.	Side-by-side
Removal Only	
Freezers	
9 - 15 Cu. Ft.	Upright
16 -18 Cu. Ft.	Upright
19 - 21 Cu. Ft.	Upright
5 - 10 Cu. Ft.	Chest
11 - 15 Cu. Ft.	Chest
16 - 20 Cu. Ft.	Chest
Removal Only	

Attachment D

Insurance Requirements

- Copy of current Ohio Bureau of Workers Compensation Certificate of Premium Payment
- Statement that the company will furnish MORPC a copy of the Certificate of Liability Insurance naming MORPC and Program Funders (as required) as additional insured.
- Copy of Certificate of Liability Insurance meeting the following minimum requirements;

Contractors shall purchase and maintain insurance with a carrier rated A- or better by A.M. Best with the following minimum limits of liability, with MORPC and Program Funders (as required) named as additional insured:

Commercial General Liability Insurance

\$1,000,000 Each Occurrence Limit (Bodily Injury and Property Damage)
\$2,000,000 General Aggregate per Project
\$2,000,000 Products & Completed Operations Aggregate
\$1,000,000 Personal and Advertising Injury Limit

Business or Commercial Automobile Liability Insurance

\$1,000,000 combined single limit per accident

Workers' Compensation and Employers' Liability Insurance

\$100,000 Each Accident
\$100,000 Each Employee for Injury by Disease
\$500,000 Aggregate for Injury by Disease

Excess or Umbrella Liability (to overlay Employers' Liability, Automobile Liability and Commercial Liability Coverages)

\$1,000,000 occurrence/aggregate

Notes for MORPC Reviewers – NOT PART OF RFQ

1. Procurement methods must adhere to 2 CFR 200.

Distribution List (complete after initial review)

- (May be added to by Bernice)

1. Jacks Appliance

ATT: Chris Mitchell
5310 Center Street
Hilliard, OH 43026
Email: chris.jacksappl@gmail.com

2. Home Depot

Prodesk_3816@homeport.com

Attn: Tony Warner

3. Lowes

4. MORPC Website