

## Weatherization Contractor Quotation Solicitation

The Community Services Agency (CSA) is soliciting contractors to submit quotations to provide residential Weatherization services to approximately 84 homes/apartments in Washoe County. The scope of work may include the installation of a variety of energy conservation measures designed to reduce energy usage in a household and/or appliance installation.

At a minimum, contractors must meet the following requirements to participate in this program:

- Possess appropriate Nevada business and contracting licenses, insurance and bonding; and if applicable, Manufactured Housing Division License;
- Have not been debarred from any public contract (federal, state or local): and
- Attend a Bidders\_Conference at CSA, 1090 E. 8<sup>th</sup> Street, Reno, NV on April 3, 2017 at 9:00 AM.

Interested and qualified contractors may request a copy of the Request for Quotation Packet by sending a letter via postal mail, email or fax to:

Community Services Agency Weatherization Program  
P.O. Box 10167 Reno, NV 89510-0167  
Email: [weatherization@csareno.org](mailto:weatherization@csareno.org)  
Fax: (775) 786-5743

The following are the key dates for this procurement:

Activity	Dates*
Issue Request for Quotation (RFQ)	March 17, 2017
Conduct <b>Bidders Conference</b> , 1090 E. 8 <sup>th</sup> St, Reno, NV	<b>April 3, 2017 9:00 AM</b>
Issue Modifications, if applicable	April 5, 2017
<b>Deadline for submission</b> , 1090 E. 8 <sup>th</sup> St, Reno, NV	<b>May 2, 2017 5:00 PM</b>
<b>Opening of Quotations</b> , 1090 E. 8 <sup>th</sup> St, Reno, NV	<b>May 3, 2017 3:00 PM</b>
Conduct Evaluation	May 4-12, 2017
Select Vendor/Offeror(s)	May 15, 2017
Issue Notice of Award	May 16, 2017
Execute Contract with Final Contractor(s)	May 22-26, 2017

\*Community Services Agency reserves the right to proceed under a modified version of this schedule, if required.

The right is reserved to reject any and all quotations or to accept quotations best suited for the interests of the Community Services Agency Weatherization Program.

Community Services Agency encourages all small, minority, and women business enterprises to submit bids for Weatherization services.

March 10, 2017