



PHILADELPHIA CORPORATION FOR AGING

Enriching lives, preserving dignity.™

REQUEST FOR PROPOSAL

For

REPLACEMENT WINDOWS AND STORM DOORS

FY 2018

(July 1, 2017 – June 30, 2020)

RETURN TO:

Dorian Harris
Housing Services Manager
PCA-Housing Department
642 North Broad Street
Philadelphia, PA 19130-3409
Tele: (215) 282-6585
Fax: (215) 282-661
dharris@pcaphl.org

Proposals are due by 12:00 PM (noon) on Friday, June 2, 2017 and must be submitted in two (2) legible copies.

Any proposals arriving after 12:00 PM (noon) or in less than two complete copies will be rejected without consideration. Faxed Proposals are not accepted.

PHILADELPHIA CORPORATION FOR AGING
REQUEST FOR PROPOSALS FOR
REPLACEMENT WINDOWS & STORM DOORS

This Request for Proposals (RFP) provides potential applicants with the information to prepare and submit proposals for consideration by the Philadelphia Corporation for Aging's Housing Department (PCA) to satisfy the need for replacement windows and storm doors to be provided to older and/or physically disabled residents of Philadelphia.

Response Date

In order to be considered, proposals must be received by Dorian Harris, Philadelphia Corporation for Aging (PCA), 642 N. Broad Street, 5th Floor, Philadelphia, PA 19130-3409, on or before **12:00 PM (noon) on Friday, June 2, 2017**. **Any proposals arriving later than 12:00 noon on the above date will be rejected. No responsibility will be taken by PCA for failure of a delivery service to deliver proposals on time, regardless of the reason.**

Pre Proposal Question & Answer Session

A **mandatory** question and answer session, to allow for clarification of the specifications will be held on **Friday, May 19, 2017 at 10:00 A.M. in the 2nd Fl. Classroom** of PCA's offices at 642 N. Broad Street, Philadelphia, PA 19130. Applicants are requested to submit questions by mail, fax (215)282-6616, or email dharris@pcaphl.org by **noon on May 15, 2017** to ensure a complete response. Five (5) points will be deducted from any applicant submitting a proposal who did not attend the mandatory Q&A session.

Proposals

Two complete copies of the proposal, including the following forms, must be submitted:

1. Cover Sheet/Applicant Profile
2. Assurances
3. References
4. Insurance Checklist
5. Window & Storm Door Specification Price List
6. Required documents listed on the coversheet (Pg. 10)
7. Current Certificate of Insurance (COI)
8. Housing Subcontractor's Agreement (**if applicable**)

For convenience, the pages to be returned are numbered 9-16. These pages can be edited, printed and returned to PCA. Responses with missing pages will be rejected as incomplete. Applicants should not vellum or spiral bind proposals. The proposals submitted become the property of PCA.

PCA reserves the right to verify any item that appears inconsistent, unclear or erroneous. Any applicant willingly providing false information, as verified by PCA, will be immediately disqualified from consideration. Applicants must enter a unit price for every specification in the price list.

An official authorized to bind the applicant to its provisions must sign the proposal. PCA does not accept any responsibility for accuracy in pricing. Since subcontractor selection is on the Score (price), no changes in pricing can be accepted after the proposal is submitted to PCA.

Rejection of Proposals

The Philadelphia Corporation for Aging reserves the right to reject any and all proposals received as a result of this RFP, or to negotiate separately with some or all competing applicants for all or any part of the services described herein.

Conditional proposals will not be accepted. However, PCA reserves the right to waive minor errors or irregularities in the proposals that are submitted.

Type and Quantity of Windows and Storm Doors

PCA orders windows and storm doors to meet the needs of individual consumers. Windows and storm doors will be purchased from selected applicants based on price and availability. Applicants are urged to read the specifications price list carefully, noting any special requirements. Complete specifications are available upon request from PCA at our offices.

PCA does not guarantee any minimum or maximum volume of service to be provided during the contract period.

Selection of Providers

PCA will select providers, as delineated below, from among qualified applicants by determining a Score (price) based on the prices for a certain number of specifications to be determined in advance by PCA. Providers must also meet a threshold criteria score of 75 points. Criteria for threshold criteria are delineated below.

- References – up to 25 points each
Note: Any applicant that has contracted with PCA at any time must list PCA as one of its references. References will address timeliness of estimates and job completions, quality of work, communication, cleanliness and the manner in which consumers were treated. Any unfavorable reference from PCA will automatically disqualify applicants from further consideration.
- Years in business – up to 15 points
- Prior year's sales volume – up to 10 points

PCA reserves the right to select additional providers from qualified applicants as workload warrants throughout the year.

Contract Due Date

Successful applicants must have signed contracts and proof of insurance meeting PCA requirements delivered to PCA before any work can be awarded.

Ordering

PCA Housing staff will request measurements and estimates for individual consumers by fax or email. Applicant must have the capacity to complete estimates and report them to PCA **within ten (10) business days** of the date of order.

PCA will issue purchase orders for all authorized work. Applicant must have the capacity to fabricate and install windows and storm doors **within fifteen (15) business days** of order by PCA. No changes in the work ordered shall be made without prior approval by PCA.

Invoicing

Original invoices for work ordered by PCA are to be submitted **within five (5) business days** of completion of work and are to include the Program (SHARP, OPTIONS, WAIVER, CSP), PCA job number, purchase order number, and completion date. Contractor must provide proof of his installation by including consumer's signature on a document. Invoices must be submitted by U.S. mail, hand delivered, e-mailed or faxed.

Each invoice must have a unique "invoice number."

Inspection and Payment

PCA reserves the right to withhold payment for individual consumers until a post inspection by PCA staff is completed. No payment will be made for work until any required inspection and resulting punch list is completed.

Pennsylvania Contractor Registration; U.S. EPA's Lead Repair, Renovation and Painting Rule

Applicants will have the training, certifications and licenses required to perform the services described in this RFP and will provide proof of same to PCA with the Response to this RFP. Without limiting the requirement in PCA's contract that mandates that all contractors comply with all applicable law, and without limiting PCA's right to determine for any reason that a potential contractor is not qualified or otherwise permitted to be a contractor for PCA, the following is required:

1. All applicants will be registered with the Bureau of Consumer Protection in the Office of Attorney General of Pennsylvania under the Pennsylvania Home Improvement Consumer Protection Act ("Act") before performing any home improvement work in Pennsylvania and will maintain the registration throughout the term of an agreement with PCA, if awarded, and otherwise remain in compliance with the Act and any regulations promulgated under the Act. Applicant is required to immediately report to PCA in writing if (a) its certificate issued under the Act is suspended or revoked, (b) any disciplinary action is taken against it under the Act, or (c) any disciplinary action is taken against it under a similar law in another state, which is required to be reported under the Act.

2. All applicants that perform services regulated under 40 CFR 745, commonly known as the Lead Repair, Renovation and Painting Rule (the "Rule"), and any of applicants' subcontractors, shall be EPA certified per the Rule, and will maintain any such certification throughout the term of an agreement with PCA, if awarded, and otherwise remain in compliance with the Rule. Applicant is required to immediately report to PCA in writing if its certificate issued under the Rule is suspended or revoked or if any disciplinary action is taken against it under the Rule. To the extent

applicable, applicants must also maintain any other certifications required by the U.S. Department of Housing and Urban Development, the Commonwealth of Pennsylvania and local laws such as those issued by the City of Philadelphia related to lead-based paint, or under any similar law in any other jurisdiction, and will immediately report to PCA in writing if its certificate issued under any of those laws is suspended or revoked or if any disciplinary action is taken against it under any of those laws.

Warranty

Contractors will warrant that all materials, work, services and modifications, including, but not limited to, labor and installation, shall be free from defects in material and workmanship for a period of at least one year from the date of completion. All products installed by contractors shall be warranted by contractor to be free from defects in material and workmanship for a period of one year, except that mechanical equipment (stairway elevators, wheelchair lifts and telecabs) shall be warranted by contractor for a period of three years (the longer period being the "Warranty Period"). For all mechanical equipment and products that are major appliances, the contractor will obtain a copy of the manufacturer's and/or seller's warranty that the mechanical equipment and/or product(s) will be free from defects in material and workmanship for a period of at least one year. The written warranty from the manufacturer and/or seller shall be provided to the end user/consumer by the contractor.

The work is to be done in and to premises that are not owned by PCA, but by an owner, and there may be a tenant in the premises. Therefore, all obligations under an agreement with PCA, including but not limited to warranty obligations, shall also run in favor of the owner and, if any, the tenant, (who are agreed to be third-party beneficiaries of the agreement), and may be enforced by PCA, the owner, or the tenant. All violations hereof shall be repaired without cost to PCA, the owner or tenant, and if the violation cannot be repaired to the reasonable satisfaction of PCA, the owner and tenant, then the work, material or equipment shall be replaced to the reasonable satisfaction of PCA, the owner and tenant.

Insurance

1. PCA's insurance requirements for fiscal year 2017-2018 will be substantially as stated below. (A Sample Certificate of Insurance ("COI") is included in this RFP.)
2. Before submitting a response to this RFP, an applicant should verify through its insurance carriers that it would be able to obtain the necessary insurance coverage.
3. A successful applicant must provide PCA with a current COI evidencing compliance with PCA's insurance requirements within fourteen (14) days of receipt of the award letter from PCA or its award status will be in jeopardy.
4. An applicant selected to be a provider will be required to provide a current COI evidencing compliance with PCA's insurance requirements at the time the contract is signed.

5. Insurance Requirements:

Contractor shall, at its sole cost and expense, procure and maintain in full force and effect, throughout the term of the Agreement, the following insurance from companies licensed or approved to do business in the Commonwealth of Pennsylvania, or through a qualified self-insurance program approved or registered by or with the Commonwealth and acceptable to PCA, in the forms and on the terms and conditions specified herein. All insurance companies must maintain a Best's Insurance Guide rating of at least "A-" and a financial size of at least Class VII for companies licensed in the Commonwealth or Class X for companies approved but unlicensed in the Commonwealth. Except as specifically provided herein, all such insurance shall be written on an occurrence basis.

A. General liability insurance with no self-insured retention, and with no endorsements excluding or limiting coverage, including, but not limited to, contractual liability coverage, naming PCA and the Commonwealth of Pennsylvania and their directors, officers, employees and agents as additional insureds, with an endorsement stating that the coverage afforded the additional insureds shall be primary and non-contributory to any other coverage available. Such coverage shall have limits of coverage, on a stand-alone basis or in combination with excess or umbrella coverage, of not less than \$1,000,000 combined bodily injury and property damage per occurrence and \$2,000,000 per annual aggregate. All such policies shall expressly include coverage for products-completed operations hazard with limits of at least \$1,000,000 per occurrence and \$2,000,000 in the aggregate. The coverage for products-completed operations hazard shall remain in effect for four (4) years following completion of all work contemplated in the Agreement or the period of the warranty for the work, whichever is longer. Applicants shall evidence coverage for contractor's pollution and/ or lead paint based risk consistent with the scope of work contemplated, in such amounts as PCA may reasonably require, whether by endorsement to the required general liability policy or other means acceptable to PCA.

B. Automobile liability insurance written on the current Insurance Services Office's commercial auto form or its equivalent, with no self-insured retention, naming PCA and the Commonwealth of Pennsylvania and their directors, officers, employees and agents as additional insureds, with an endorsement stating that the coverage afforded the additional insureds shall be primary and non-contributory to any other coverage available, and with limits of coverage, on a stand-alone basis or in combination with excess or umbrella coverage, of not less than \$1,000,000 per occurrence combined single limit for bodily injury and property damage, covering owned, non-owned and hired vehicles;

C. Workers compensation insurance (with statutory limits of coverage and no deductible) and employers liability insurance (with limits of coverage of not less than \$100,000 per accident, \$100,000 per employee by disease and \$500,000 policy limit by disease and no deductible) endorsed for all states in which work is to be performed under the Agreement (including, without limitation, Pennsylvania);

D. Professional liability insurance naming PCA and the Commonwealth of Pennsylvania and their directors, officers, employees and agents as additional insureds (except with respect to Health Care Providers under the Medical Care Availability and Reduction of Error (MCARE) Act), with an endorsement stating that the coverage afforded the additional insureds shall be primary and non-contributory to any other coverage available, and with no endorsements excluding or limiting coverage, as follows:

(1) “Participating Health Care Providers” under the MCARE Act must have statutory limits and must participate in the MCARE Fund;

(2) “Non-participating Health Care Providers” under the MCARE Act and other providers of professional services (including, but not limited to, social and legal services providers and those health care providers who are not “Health Care Providers” under the MCARE Act) must have limits of coverage of not less than \$1,000,000 per occurrence and \$2,000,000 per annual aggregate and no-self insured retention.

(3) Professional liability insurance may be written on a claims-made basis, provided, however, that the policy permits Contractor to purchase extended reporting period coverage (“Tail Coverage”) upon termination of the policy.

(a) In the event that insurance is written on a claims-made basis, Contractor hereby agrees to maintain, following termination of such coverage or of the Agreement (whichever is earlier), professional liability insurance, covering claims arising out of occurrences during the term of the Agreement, whether by (i) purchasing additional policies of insurance with no exclusion for prior occurrences and the option of purchasing appropriate Tail Coverage, or (ii) purchasing the appropriate Tail Coverage. Tail Coverage for medical professional liability coverage shall be of unlimited duration. All other Tail Coverage shall be maintained for a period of not less than the greater of six (6) years or as required by law, following termination of the Agreement or of such claims-made coverage (whichever is earlier). In no event shall any such Tail Coverage provide limits of coverage lower than the limits of coverage required herein for professional liability.

(b) In the event that Contractor elects to maintain insurance written on a claims-made basis, these undertakings (and the provision of certificates or policies of insurance evidencing compliance with same, as further specified below) shall survive termination of the Agreement.

E. All-risk or special form property damage insurance, naming PCA and the Commonwealth of Pennsylvania as additional insureds and loss payees, insuring as they may appear the interests of Contractor, PCA and the Commonwealth of Pennsylvania in all personal property, fixtures and improvements to real estate funded or supplied by PCA, whether titled to Contractor or to PCA. Such coverage shall be written for the full replacement value of the property in question without penalty or deduction for coinsurance or deductible greater than \$500.00, and shall be amended as necessary to reflect changes in inventory.

If Contractor has contracted with PCA for any prior period(s) and has in force general liability or, if applicable, excess insurance, written on a claims-made basis, covering claims arising in connection with its performance under contract with PCA during such period(s), Contractor shall maintain said insurance during and for a period of not less than the greater of six (6) years or as required by law, following the term of the Agreement (whether by (i) purchasing additional policies of insurance with no exclusion for prior occurrences and the option of purchasing Tail Coverage, or (ii) purchasing the appropriate Tail Coverage); provided, however, that all other terms and conditions are otherwise met. In the event that Contractor elects to maintain insurance written on a claims-made basis, as provided in this paragraph, this undertaking (and the provision of certificates or policies of insurance evidencing compliance with same, as further specified below) shall survive termination of the Agreement. Whenever Contractor has insurance written on a claims-made basis, Contractor shall

provide PCA with a copy of the policy's declaration page indicating the retroactive date of the coverage.

Contractor shall provide PCA with certificates of insurance evidencing compliance with PCA's insurance requirements prior to performance under the Agreement. All certificates shall evidence the agreement on the part of the insurer to provide PCA with prior written notice of any non-renewal, cancellation or modification of coverage, or of any impairment greater than \$100,000 of the aggregate insurance available as a result of loss no later than the time period for a notice of cancellation as set forth in the policy. Any language on the certificate which states that the insurer will "endeavor to" mail such notice and any language stating "but failure to do so shall impose no obligation or liability of any kind upon the insurer affording coverage, its agents or representatives, or the issuer of this certificate" shall be deleted.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/30/17

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER XYZ Company 123 Main Street Anytown, USA	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS: FAX (A/C, No):	INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A: CBA12345		
INSURED ABC Provider, Inc. 1234 Centre Street Everytown, PA	INSURER B: RST12345			
	INSURER C: XYZ12345			
	INSURER D:			
	INSURER E:			
	INSURER F:			

COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC		X	CBA12345	7/1/17	6/30/18	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS		X	CBA12345	7/1/17	6/30/18	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N If yes, describe under SPECIAL PROVISIONS below		N/A	RST12345	7/1/17	6/30/18	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
C	Professional Liability			XYZ12345	7/1/17	6/30/18	Per Occ \$1,000,000/Aggregate \$2,000,000
A	Property-All Risk/Special Form			CBA12345	7/1/17	6/30/18	Per Occ \$1,000,000/Aggregate \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

PCA and the Commonwealth of PA and their directors, officers, employees & agents are hereby added as Additional Insureds with an endorsement stating that the coverage afforded the Additional Insureds shall be primary and non-contributory to any other coverage available. Certificate evidences the agreement on the part of the insurer to provide PCA with prior written notice of any non-renewal, cancellation or modification of coverage, or of any impairment greater than \$100,000 of the aggregate insurance available as a result of loss no later than the time period for a notice of cancellation as set forth in the policy.

CERTIFICATE HOLDER Philadelphia Corporation for Aging 642 N. Broad Street Philadelphia, PA 19130-3409 Attn:	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE, THEREOF, THE ISSUING INSURER WILL MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT. AUTHORIZED REPRESENTATIVE
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**PCA HOUSING DEPARTMENT
REQUEST FOR PROPOSALS
COVER SHEET/ APPLICANT PROFILE**

FIRM NAME: _____

ADDRESS: _____

TELEPHONE: _____ FAX: _____

EMAIL: _____

FEDERAL EIN / TAX IDENTIFICATION NUMBER: _____

DATE OF INCORPORATION / INITIATION: _____

TOTAL STAFF (this business only):
Administrative/Supervisory: _____ Construction: _____ Clerical: _____

TOTAL GROSS SALES FOR 2016 (from IRS documents): \$ _____

Required documents: All previous awardees and new applicants must provide the items listed with the proposal or they will not be considered as a potential candidate.

- _____ Trade license(s) (plumbing, electric, heating)
- _____ Contractor license (general or roofing contractor)
- _____ Business privilege license (required for all applicants)
- _____ MBEC certification (minority, women and disabled businesses) if applicable
- _____ Pennsylvania Home Improvement Contractor Registration
- _____ EPA Lead Repair, Renovation and Painting (RRP) Certification

Has your firm ever contracted with PCA, PHDC or OHCD? If yes, give agency and dates.

SIGNED: _____ DATE: _____

PRINTED NAME & TITLE:

ASSURANCES

By the initials of applicant's Authorized Representative next to each statement that follows and their signature below, applicant certifies that:

_____ Applicant is familiar with the contents of this request for proposal and will commit to the resources at the applicant's disposal to assure provision of the services described in the PCA Request for Proposals for Replacement Windows and Storm Doors. Applicant is willing to provide as needed items in addition to those listed in the PCA Window and Storm Door Specifications Price List.

_____ Applicant recognizes the need for sensitivity in serving the elderly and people with disabilities and is committed to providing honest, thorough and responsive staff service in order to minimize consumer disruption and upset.

_____ Applicant recognize that they must have the capacity to complete fabrication and installation **within fifteen (15) business days** of authorization by PCA.

_____ Applicant understands that contracts will be awarded but that the total amount of actual reimbursement will be based on the jobs awarded by PCA and completed by the applicant.

_____ Applicant recognizes that invoicing will be done in accordance with the specifications set forth in the RFP and that there are different invoicing and payment schedules used by PCA.

_____ Applicant will carry insurance of the type and in the amounts required by PCA (and otherwise comply with PCA's insurance requirements) and will provide evidence of such insurance. Applicant will carry such insurance throughout the term of the contract.

_____ Applicant agrees to comply with all the requirements of the EPA Lead Repair, Renovation, and Painting Rule [40 CFR 745] and will submit the EPA Lead RRP certification and training certificates at the time of proposal.

_____ Applicant agrees to provide all services under this RFP in a first class workmanlike manner.

_____ Applicant will warrant all work to be free from defects in material and workmanship for a period of at least one year from the date of completion.

_____ Applicant agrees to maintain and make available, for purposes of PCA monitoring and audit, documentation to verify service provision as invoiced and reimbursed.

_____ Applicant agrees to submit an annual affirmative action plan and periodic progress reports to PCA as requested.

Applicant Company

Signature of Authorized Representative

REFERENCES

Please list five references for **residential** work completed within the last year in the City of Philadelphia, indicating property address, description of work, monetary value of work, contact person and telephone number for each job. PCA will contact three by telephone. Please notify each reference of the possibility of PCA calling. **Points will be deducted if reference is not notified of use as a reference. Individual properties must be listed. If applicant has provided services for PCA, PCA must be listed as the first reference.**

1. Name: _____

Address: _____

Phone: _____ Type of Work: _____

Date Completed: _____ Dollar Amount: \$ _____

2. Name: _____

Address: _____

Phone: _____ Type of Work: _____

Date Completed: _____ Dollar Amount: \$ _____

3. Name: _____

Address: _____

Phone: _____ Type of Work: _____

Date Completed: _____ Dollar Amount: \$ _____

4. Name: _____

Address: _____

Phone: _____ Type of Work: _____

Date Completed: _____ Dollar Amount: \$ _____

5. Name: _____

Address: _____

Phone: _____ Type of Work: _____

Date Completed: _____ Dollar Amount: \$ _____

INSURANCE CHECKLIST
to be completed by insurance agent or broker

		Is Able to Comply	Can Not Comply
Carrier			
	PA Licensed or approved company		
	Best's rating of at least A-		
	Financial size of at least Class VII (if licensed) or Class XI (if unlicensed)		
General Liability			
	\$1 million combined minimum bodily injury and property damage per occurrence and \$3 million annual aggregate (umbrella coverage acceptable)		
	No deductible		
	PCA and its directors, officers, employees and agents named as additional insureds		
	Endorsement stating that coverage afforded additional insureds is non-contributory and primary to any other coverage available		
Automobile			
	\$1 million per occurrence combined single limit (umbrella coverage acceptable)		
	No self-insured retention		
	No deductible		
	Coverage for owned, non-owned and hired vehicles, except for vehicles titled to PCA.		
	PCA and its directors, officers, employees and agents named as additional insureds		
	Endorsement stating that coverage afforded additional insureds is non-contributory and primary to any other coverage available		
Workers Compensation			
	Statutory limits of coverage		
	No deductible		
	Employers liability coverage with limits of not less than \$100,000 per accident, \$100,000 per employee by disease and \$500,000 policy limit by disease		
	Endorsed for work to be performed in all states in which work is to be performed, including, without limit, Pennsylvania		
Professional Liability			
Certificate of Insurance			
	Insurer shall provide PCA with 30 days written notice prior to any non-renewal, cancellation or modification of coverage or of any impairment of the aggregate insurance available as a result of loss		
	No language on certificate stating that insurer will "endeavor to" mail such notice or language stating "but failure to do so shall impose no obligation of liability of any kind upon the insurer affording coverage, its agents or representatives, or the issuer of this certificate."		
General Requirements			
	Insurance written on an occurrence basis		

Please explain areas where applicant is unable to comply on reverse side.

Please refer to the "Insurance Requirements" set forth in the RFP for the precise insurance procurement obligations. Nothing contained herein on the "Insurance Checklist" obviates or negates any insurance procurement obligation, nor relieves the contractor from any insurance procurement obligation set forth in the "Insurance Requirements".

Insurance Company: _____

Agent/Broker Signature: _____ Phone: _____

Print Name: _____ Date: _____

PCA HOUSING DEPARTMENT
WINDOW SPECIFICATION LIST

Spec No.	Title	Description	Unit	Price
VW 0005	Storm Door, up to 84" x 36"	Remove and dispose of existing storm door, if any. Install new white aluminum storm door with closer, mail slot, storm chain and all necessary hardware. Exposed aluminum surfaces shall be factory finished with an anodic coating or organic coating. To include screen insert. Screens are screened with Aluminum screen wire. Doors installed on exterior front of home to include mail slot. (SUBMIT PICTURE OF DOOR USED & USUAL BACK UP DOOR.)	Each	
VW 0010	Additional cost for oversized		Per inch	
VW 0015	Capping – Door	Cover all door casings with formed baked enamel aluminum.	Each	
VW 0030	Storm Door, Partial Reframe	Remove existing storm door, if needed. Remove and replace any wood component, casing, trim, brick molding, stop, etc., required to guarantee the integrity of the storm door installation.	Each	
VW 0035	Storm Door, Keyed Entry Lock	Keyed Entry Lock – two keys	Each	
VW 0040	Storm Door, Cancellation Fee	Cancellation fee shall apply only to non-standard sized storm doors. Shall Not Exceed Manufacturing Costs	Each	
VW 0115	Replace Window – Vinyl – Slider	Remove and dispose of existing window. Install new vinyl slider replacement window with attached screen unit, thermal barrier and stops. (SUBMIT FRAME DEPTH, WINDOW THICKNESS AND PICTURE OF WINDOW)	Each	
VW 0120	Replace Window-Pre assembled Glass	Remove and dispose of existing window. Install pre-assembled glass block replacement window with vent	Each	
VW 0155	Reframe Window, Complete	Remove existing window and frame. Construct frame of stock 2x milled	Each	

		lumber, back primed. To include header, rough sill and two trimmer studs. Return drywall with corner bead to window. Air seal. Pack out frame ½” for drywall. Capping not included.		
VW 0160	Reframe Window, Partial	Remove existing window and partial frame. Replace partial frame with stock 2x milled lumber, back primed. To include header, rough sill or up to two trimmer studs. Return drywall with corner bead to window. Air seal. Pack out frame ½” for drywall.	Each	
VW 0205	Replace Window – Vinyl – Double Hung – up to 101 u.i.	Remove and dispose of existing window. Install new vinyl double hung replacement unit with attached storm/screen unit, thermal barrier and stops. (SUBMIT FRAME DEPTH WINDOW THICKNESS, AND PICTURE OF WINDOW)	Each	
VW 0210	Additional cost for oversized		Per U.I.	
VW 0305	Capping – Window	Cover all window casings and windowsills with formed baked enamel aluminum	Each	
VW 0310	Frosting – per sash		Each	
VW 0325	Mullions-per window		Each	
VW 0610	Windows – Bar Removal	Permanent removal of wrought iron bars from window unit. No re-installation.	Each	
VW 0650	Windows – Cancellation	Cancellation fee shall apply only to non-standard sized windows. Shall Not Exceed Manufacturing Costs	Each	
LS 9999	EPA Lead Regulations	Additional costs incurred, on a per area basis, to perform and comply with the requirements of the EPA Lead Safety for Renovation, Repair and Painting Final Rule [40 CFR 745] guidelines. Costs of the Certified Renovator include: posting of warning signs, maintaining containment, waste handling, setting up plastic containment barriers to avoid spread of contaminated dust to adjacent areas and post-renovation cleaning. Include all costs of sheet plastic, HEPA vacuuming, tools, plastic bags, disposable coveralls and gloves, protective eyewear, respirator and shoe covers and recordkeeping forms required to comply.	Each	