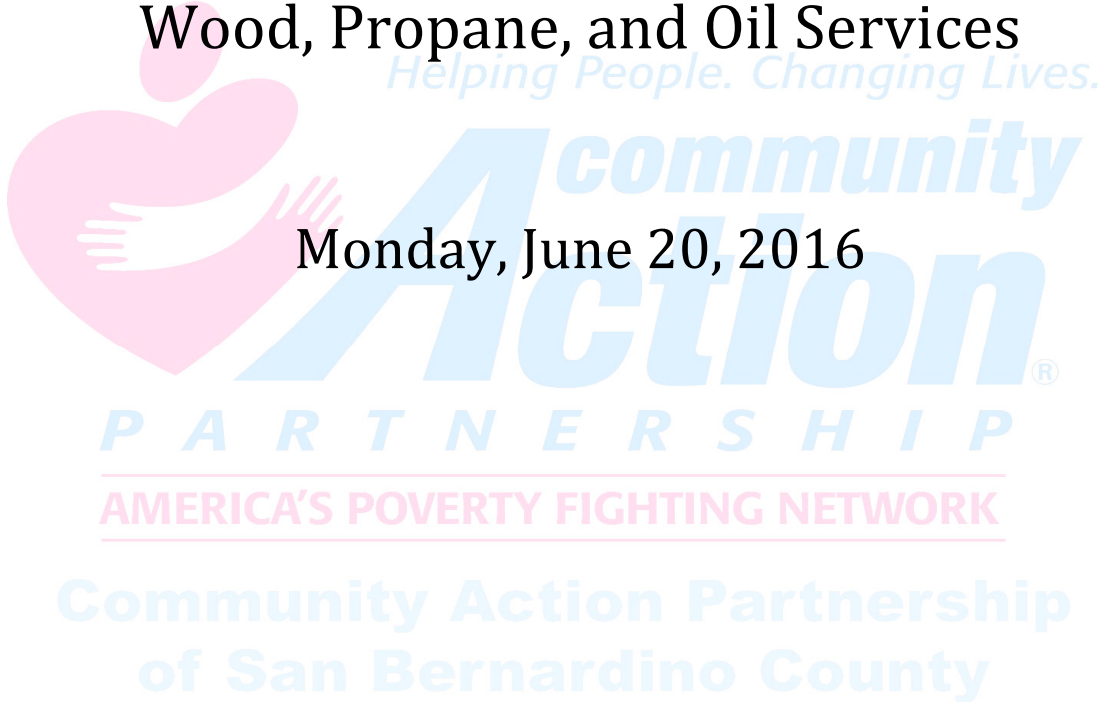




Request for Proposals

Home Energy Assistance Program Wood, Propane, and Oil Services

Monday, June 20, 2016



Community Action Partnership of San Bernardino County
696 S. Tiptecanoe Avenue
San Bernardino, CA, 92408-2607

Phone: (909) 723-1500

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Purpose of Request

Community Action Partnership of San Bernardino County (CAPSBC) is seeking proposals for our Home Energy Assistance Program. Services are needed to provide emergency and non-energy services in the form of Wood or Propane supplies to clients in the San Bernardino County areas. The service agreement will be in conjunction with our service agreement with the State of California State Community Services and Development (CSD) which provides funding under the Low Income Home Energy Assistance Program (LIHEAP) eligible clients.

The purpose of the Request for Proposals (RFP) is to solicit competitive proposals to identify organizations that are well qualified, professional and have the capacity to provide high quality customer services to individuals that have been prescreen by CAPSBC and are eligible for HEAP assistance. Also proposers will need to be able to provide services in three service timelines outlined here: (Emergency – immediately to 8 hours), Crisis (9 hours to 24), (Regular within 2 weeks). All timelines are from the approval letter date submitted to proposers from CAPSBC.

Procurement Participants

CAPSBC encourages all business types to participate in this procurement. The participation of small businesses, minority-owned firms and women’s business enterprises in the procurement process is also encouraged.

Bidders Conference

Community Action Partnership will be hosting a Bidders Conference Question and Answer session on **Wednesday, June 22, 2016 from 10:00am to Noon** at:

Community Action Partnership – Warehouse Training Room
696 S. Tippecanoe Avenue
San Bernardino, CA 92408

Submission Deadline

Submissions may be submitted electronically or in person. The submission deadline is on: **Friday, July 1, 2016_no later than 5:00pm.**

Proposed Schedule

CAPSBC will maintain the following timeline in selecting a qualified vendor who can propose services to our clients. All specifications and requirements are due by the deadline outlined here for submission or until a pool of qualified vendors are established.

Issue Request for Proposal	June 17, 2016
Deadline for Submission of Proposals	July 5, 2016
RFP Award Notification	July 18, 2016

Submission Delivery Address

The following contact is to be use for all submissions, questions and clarifications:

Community Action Partnership of San Bernardino County
Energy Education & Environmental Services – Tim Kerns
696 S. Tippecanoe Ave.
San Bernardino, CA 92408
Office: (909) 723-1604
Email: tkerns@capsbc.org

Document Standards

All documents must be typed in Time New Roman, 12 point font size. All pages need to be numbered and document content need to follow the proposal format:

- A. Electronic Submission:
 - a. File Name must be formatted as “organization name-WPO”
 - b. Must be in Microsoft Word format or Adobe PDF format
 - c. File name must end in “.doc, .docx. or pdf”
- B. Mailed, Walk-In Proposals
 - a. Must be received by submission date and time. (Proposer delivery confirmation is recommended).
 - b. Proposer must provide (1) bound copy of proposal and (2) additional copies marked “copies) that are paper clipped.

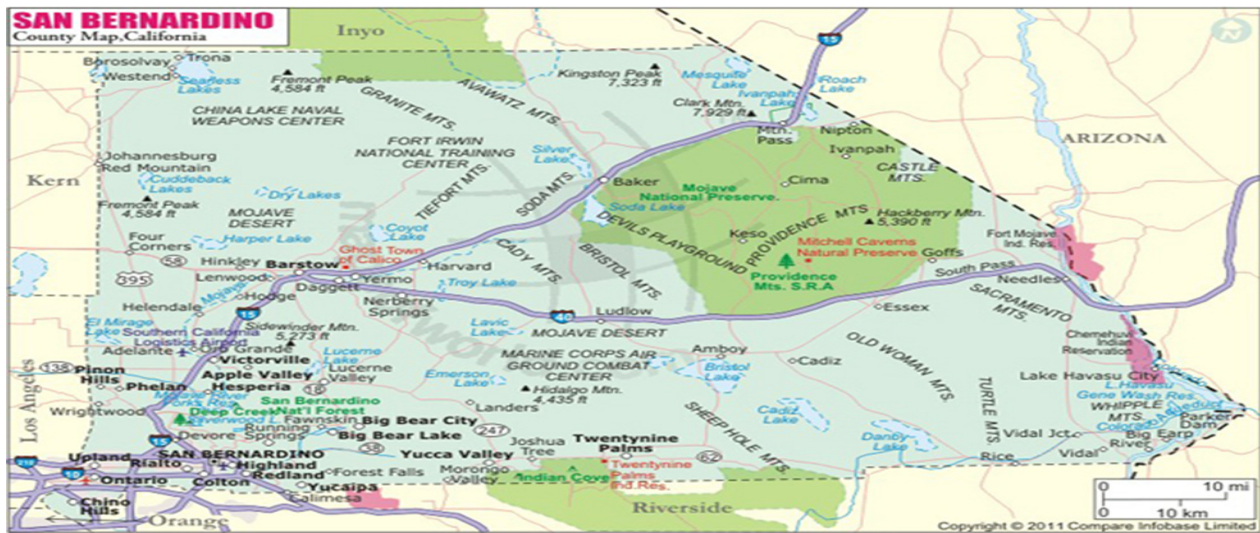
Detail Scope of Work

All proposals must include in their proposal the following information:

1. **(Cover Page of Proposal)** - Provide organizational contact information to include, name, address, phone, fax, website and email address.
2. **Summary** – Provide a summary of your organization (including; primary person of contact for the RFP, company name, address, telephone number and email address) signed by the person authorized to bind the organization. This should explain the primary business of the company or organization.
3. **Experience** – Provide your organizations relevant experience – e.g., previous projects of similar nature, staff’s years of experience, stakeholders and or client base, communities served, cultural competencies and quality services model. Service Delivery - Types of services provide e.g., wood, propane or both. Size and amount of the type of service proposing. If seasons are relevant provide the season relevant to the type of wood/propane. Also, what your services include e.g. cut wood, delivery, set up, removal, etc. Also timelines in which you can provide services e.g., (Emergency – immediately to 8 hours), Crisis (9 hours to 24), (Regular within 2 weeks from the approval date). Your service delivery should also outline how your organization will handle: regular and non-account clients, client complaints, shut offs and non-credit worthy clients.
4. **Cost of Services** – a budget needs to be provide that outlines in detail your proposed cost for services. If there is a cost variance due to seasons and or geographical area this must be reflective of the industry standards for the cost of wood or propane and reflected in your proposal. (Supporting documentation for cost variance will be needed). Budget Narrative must be included that describes how all cost were determined in your proposal (calculations to be included) e.g. shut off fees, late fees, refund, credits, quantity of services to be provided, etc. Proposal must represent the final pricing including, additional fees, discounts, and taxes.
5. **Geographical Area** – Proposal should outline clearly the cities and zip codes your organization plans to cover and strategies of overcoming various climate conditions (year round) in the service areas you outline.
6. **References** – Proposer must submit (3) references. This can be a combination of clients and professional but must include at least one of each.

Service Territory

CAPSBC delivers services to 78 cities and unincorporated communities in a San Bernardino County, which is 20,000 square miles in size with a varied geographical terrain. Proposers must be able to provide services to the communities within this outlined area and zip codes.



San Bernardino County Zip Codes:

15417	90250	91710	91762	92027	92256	92285	92312	92323	92336	92347	92366	92382	92399	92418	92602	93311	94025
75034	90804	91711	91763	92101	92260	92286	92313	92324	92337	92350	92368	92385	92401	92504	92620	93501	95460
77433	91008	91729	91764	92129	92262	92301	92314	92325	92338	92352	92369	92386	92403	92506	92677	93505	95660
80124	91342	91730	91766	92223	92264	92304	92315	92326	92339	92354	92371	92391	92404	92507	92823	93516	96150
86403	91352	91737	91767	92225	92267	92305	92316	92327	92340	92356	92372	92392	92405	92509	92860	93528	98532
89019	91701	91739	91768	92227	92268	92307	92317	92329	92341	92358	92373	92393	92407	92551	92870	93535	
89104	91702	91750	91784	92231	92277	92308	92318	92332	92342	92359	92374	92394	92408	92552	92880	93555	
90016	91706	91752	91786	92242	92278	92309	92320	92333	92344	92363	92376	92395	92410	92555	92881	93558	
90042	91708	91759	91911	92250	92280	92310	92321	92334	92345	92364	92377	92397	92411	92561	92886	93562	
90082	91709	91761	92026	92252	92284	92311	92322	92335	92346	92365	92378	92398	92415	92563	93001	93596	

Selection Criteria

***Proposals will be independently evaluated on factors A, B, C and D.**

Factors	Points Given
A. Responsive of the written proposal to the detail scope of work and overall service delivery approach.	30
B. Cost of Services	30
C. Ability and history of successfully completing contracts of this type, meeting projected deadlines and experience in similar work	30
D. Geographical area served.	10
Total Criteria Weight	100%

Right to Change RFP and Process

CAPSBC reserves the right to accept or reject any and all submissions, in whole or in part, to advertise for new submissions, to abandon the need for services and to cancel or amend this RFP at any time. CAPSBC reserves the right to waive any formalities or minor deficiencies in the RFP process, consistent with CAPSBC’s best interest.



Kens Firewood

12001 Eucalyptus Avenue, Oak Forest, CA. 92116

“When you say heat, our firewood comes to mind”

Sample
Proposal

Quotation #

Date: April 20, 2016

Ship Date	Ship Via	Quote Number	RFQ Date	Buyer	Terms
April 29,2016	Company Truck	04-2016-26115	April 25, 2016	TJK	Net 30
Description of Service				Quantity	Cost
<p>SERVICES FOR WOOD</p> <p>A cord of wood as defined by measure 4ft X 4ft X 8 ft. equal to 128 cubic ft. of space.</p> <p>Cord of soft wood</p> <p>Cord of mixed hard and soft wood (approximately 50% of each type)</p> <p>Cord of hardwood only</p> <p>The above prices include delivery within the following service areas: Victorville, Hesperia, Phelan, Apple Valley and Adelanto</p> <p>Please review the specifications below for information on clients that are outside our normal service areas.</p> <p>Quote Specifics:</p> <ul style="list-style-type: none"> The wood is cut at approximately 21 inches in length. Shorter cuts will incur an additional cost of \$25.00 to \$50.00 per cord of wood. Deliveries outside of normal service areas will incur additional cost per delivery up to \$75.00 per cord and will be independently quoted as such when the order is placed. These prices are good for the fall and winter of 2016. Ken’s Fire fuel Reserves the right to evaluate pricing quarterly and adjust to current market trends as necessary. In the event the 2016 pricing is needing to change a communication on the subject will be made to all customers made to all customers 				1	\$220.00
				1	\$275.00
				1	\$350.00

- Our areas of coverage include the following Zip Codes: 92411, 92410, 92408, 92407

Community Action Partnership of San Bernardino

696 S. Tippecanoe Ave.
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Attention Proposers: Please read the scope of work, specification and provisions of the RFP to insure that proposal address all requirements of this project. This document is only to provide an example of a type of cost analysis and is not purposed to fulfil all the requirements for cost analysis for your organization.