

TO: Interested Heating Contractors

PROGRAM BACKGROUNDS:

WEATHERIZATION ASSISTANCE PROGRAM

The Housing Authority of the County of Erie (herein after called the Agency) administers the Weatherization Assistance Program and the Low Income Home Energy Assistance Program (LIHEAP) Emergency Services Season Program (formerly, LIHEAP Crisis Program for Low-Income Households). These programs are funded by the U.S. Department of Energy and the U.S. Department of Health and Human Services and administered in Pennsylvania by the Department of Community and Economic Development, (herein after called the Department).

The Weatherization Program is designed to reduce energy consumption of dwellings through the installation of energy conservation measures approved by the Department, based on their savings to investment ratio or cost-effectiveness. Additional measures are approved and selected as incidental repairs necessary for the safe and effective installation of energy conservation measures, to correct an existing health or safety problem or to assure health and safety in conjunction with the installation of the energy conservation measures.

Measures provided by Agency personnel include attic insulation, side-wall insulation, door weather-stripping, insulation blankets for hot water tanks, etc.

Included in this program is a heating system check for safety and efficiency. Agency personnel perform the initial test and visual inspection. When the test results do not fall within the parameters allowed by program regulations, obvious problems with the system are visible or there are code violations, a heating contractor is sent to the home to do repairs-modifications-replacements, etc. We must also ascertain that gas-fired hot water tanks are installed to code and properly vented.

The Weatherization Program and LIHEAP Emergency Services Season Program have regulations governing all aspects of the Furnace Retrofit/Modification/Replacement component of the program. There are also cost limitations set on various measures.

LIHEAP EMERGENCY SERVICES SEASON PROGRAM

The LIHEAP Emergency Services Season Program is designed to assist low-income households, who have no heat or are in imminent danger of being without heat, 24 hours per day, 7 days per week during the cold months of LIHEAP Season, including weekends and holidays.

The Department of Human Services refers clients to the AGENCY subgrantees through the use of the DCED/DHS Crisis Interface Referral Form (CRF), which includes information necessary to properly assist clients, including confirmation of client's financial eligibility and the nature of the client's weather-related emergency.

The AGENCY will call the CONTRACTOR to make them aware of the Crisis emergency and provide them with the client's contact information, including telephone number and address as well as the reason for the weather-related emergency.

The CONTRACTOR will immediately call the client to discuss the issue and will have up to 48 hours to go to the client's home to make repairs to the heating system or reject the heating system because it needs to be replaced due to a cracked heat exchanger; it's old AND PARTS ARE NO LONGER AVAILABLE; it's unsafe for use for any reason; etc.

If the heating system is working when the CONTRACTOR arrives, they are required to complete testing for gas leaks, a Combustion Test on all gas-fired appliances and a Worst Case Scenario CAZ Test to determine the safety of the home. If the heating system is not working when the CONTRACTOR arrives, repair/replacement of the heating system will be completed first and then once the heating system is working properly, the before mentioned testing will be completed.

The CONTRACTOR will utilize the forms provided by the AGENCY, including the Combustion Safety Testing Form to report combustion testing results of all gas-fired appliances, including heating system, hot water tank, stove/oven, dryer, etc. and worst case CAZ testing results, this testing must be completed upon arrival regardless of whether or not the heating system is operable. As well as ensure that all Customer Forms are complete and signed by the client named on the CRF.

METHOD OF OPERATION

After completion of the work on the heating system, the contractor furnishes an invoice to the Agency, returns the completed supplied forms, and provides photographs of before, during and after all work necessary to restore heat to the home. The Agency performs a post inspection of the contractor's work. Upon approval of the work completed, the invoice will be paid. Should faulty or incomplete work be found at the Agency's post inspection, the Contractor will be required to return to do the necessary corrections. A \$75.00 Agency re-inspection fee will be deducted from the Contractor's payment. All work completed by contractors is monitored by Agency and State Weatherization personnel.

PERIOD OF CONTRACT:

Contracts will be made between the Agency and interested Heating Contractors for the time period October 1, 2026 through September 30, 2027.

AREA(S) OF SERVICE:

The Agency services all of Erie County and the City Limits of Erie. We have divided the County into smaller service areas. Contractors may request to service one or more of the areas. Contractors must be licensed to work within the city limits of Erie.

NUMBER OF JOBS TO BE ISSUED:

At this point, the Agency does not have a specific number of furnace jobs to be issued. The Weatherization applications will come in over the course of the next year. It will not be known how many will require the services of a heating contractor until the eligible dwelling reaches the top of our waiting list and we perform the initial testing. 2024-2025 LIHEAP Emergency Services Season Jobs totaled 124, including 50 heating system replacements.

MAXIMUM COSTS:

Contractors are asked to provide the maximum cost they would invoice for work performed under the contract period of October 1, 2026 through September 30, 2027 by completing Attachments 2 and 3 of the Bid Package in their entirety.

The lower our overall costs can be kept, the more homes we can weatherize. Contractor's that provide the same services and quality of work at a lower cost may be solicited to do more of the jobs we encounter. All weatherization budgeting and reporting is on a Material/Labor basis and Contractors will be required to prepare their invoices accordingly. Exceptions and unique situations do arise during the course of this work and these heating systems will be dealt with on a case-by-case basis.

INSURANCES:

All contractors will be required to list the Agency as an additional insured and a Certificate Holder on their insurance policies. An insurance certificate verifying this will be due when signing the contract with the Agency. Insurance required includes:

- Manufacturer's and Contractor's Liability Insurance (including Completed Work Coverage), with a minimum coverage of \$500,000 combined coverage, which shall include \$500,000 for each occurrence and \$100,000 for property damage.
- Worker's Compensation on all appropriate personnel

BONDING:

Upon execution of the Contract with the Agency, the Contractor will be required to provide the Agency with a Performance and Payment Bond in the amount of \$5,000 as security for faithful performance throughout the Contract. Contractors new to working with the Agency will be required to provide a Maintenance Bond at the close of the contract period.

CERTIFICATES:

All contractors must attend, one day training for "Lead Safe Work Practices". Many of the homes we encounter are pre-1978 dwellings and may have lead based paint present. We require Lead Safe Work Practices on those homes. Certificates or proof of attendance to this training will be required. In accordance with Pennsylvania Weatherization Assistance Program Directive 2025-01 all contractors will be required to provide documentation that lead safe work practices were followed on houses built before 1978. All contractors must also attend, OSHA 10 Construction Industry, as well as online courses available through the Clean Energy Center entitled "PA Weatherization Program Fundamentals (BPX 101)" and "CAZ Training".

All contractors will be required to provide appropriate client education regarding work completed and obtain client signatures on all required documentation.

ATTACHMENTS:

1. Letter of Acceptance to participate in the Agency's Furnace Program
2. Maximum Allowable Costs-Gas Heating Systems
3. Maximum Allowable Costs-Oil Heating System
4. Contract to be used between the Agency and Contractors with Attachments
5. Contractor information Regarding Debarment and Suspension
6. PA State Contractor's Nondiscrimination Notice

AGENCY FORMS:

1. Mandatory Test Requirements How-To Form
2. CAZ/Combustion Safety Testing Form (CAZ-1 and CAZ-2)
3. ID Confirmation Form
4. Deferral of Weatherization Services Form
5. Client Education & Warranty Form
6. Client Complaint/Client Appeals Forms (LIHEAP Emergency Services) Attachment G1
7. Certification of Lead Safe Work Practices
8. EPA Renovation Recordkeeping Checklist
9. Furnace Rejection Notice (Documentation of replacement)
10. LIHEAP Emergency Services Quality & Post Inspection

11. LIHEAP Emergency Services Completion Form
12. Subcontractor Time Sheet
13. Unvented Combustion Gas Space Heater Education and Sign-Off
14. Agency QC Signature Form

INTERESTED CONTRACTORS:

Should you wish to participate in this program, please **fill out the enclosed Letter of Acceptance and return it with the signed Contract for Services; Attachment 2 – Maximum Allowable Costs for Gas Heating Systems; and Attachment 3 – Maximum Allowable Costs for Oil Heating Systems to me by 11:00 a.m. August 25, 2026.**

Should your proposal be accepted, you will be notified so you can secure your Certificate(s) of Insurances and the Performance and Payment Bond. We will then set up an appointment to sign the Contract.

Thank you, and should you have questions concerning the enclosed materials or our program, please feel free to call me.

Sincerely,

Rachel Petty
Weatherization Coordinator