

How to become an approved contractor for WX services

Email evan.oneal@gatewaycaa.org or call 606-743-3133 to request a Bid Packet for any of the open jobs or if you have any questions on how to be added to our approved contractor list.

Packets that are hand delivered or mailed must be in a sealed envelope with the word BID and the job number on the front. Bid packets will be opened no later than three days after they are due. All bid award notifications will be sent out to all contractors that return a bid for each job and contractors that are listed on Gateway Weatherization's approved contractor list. **To apply to be on our approved contractor list for Weatherization jobs please contact Evan O'Neal by phone 1-800-927-1833 or 606-743-3133, also by email at evan.oneal@gatewaycaa.org.**

Bidding Policies

1. All measurements and quantities are approximated on each work order/bid. It is the contractor's responsibility to estimate the actual quantities needed. Change orders (WX-15) will not be allowed due to failure to verify actual quantities or specific material noted. Contractors are encouraged to visit each potential job site prior to submittal of bid.
2. Bids are awarded on a per job basis. Bids received that fall within the 10% range of above or below the agency estimate will be determined eligible. From the pool of eligible bidders, GCA will select the lowest and/or best bid. If a contractor has one or more jobs past the WX-14 due date, the second lowest and/or best bid within the 10% range may be selected as the winning bid. Final selection of contractors is at the discretion of GCA and based upon the contractor's previous work, call back rate, amount of work in progress, and other pertinent information related to the contractor's satisfactory performance.
3. Contractors may not, under any circumstances, commence any work until a contract (WX-14) has been signed.
4. Any contractor who has outstanding contracted jobs with GCA that are five (5) or more days past the deadline as indicated on the WX-14 contract, may not be permitted to bid on other jobs. If a contractor needs an extension of the WX-14 contract deadline they should contact the Director of Weatherization.
5. "P & I" is the abbreviation for provide and install.
6. If a contractor chooses not to bid on a specific job, "no bid" should be written on the cover page, signed by the contractor, and emailed to evan.oneal@gatewaycaa.org.
7. Contractors should review bids prior to submittal to ensure mathematical accuracy. Mathematically incorrect bids may be disallowed.

8. Contractors shall insert all material and labor on each line item, category totals, and grand totals for each bid.
9. All bids shall be completed in ink. Bids may be submitted by mail to attn:Evan O'Neal at 151 University Drive West liberty KY. 41472 **OR** hand delivered to GCA's central office located at 151 University Drive, West Liberty, KY. Hand delivered bids shall be submitted to the receptionist located on the 2nd floor. Hand delivered bids shall be enclosed in an envelope with the contractor's name and to the attention of the Director of Weatherization. All bids, either emailed or hand delivered, must be submitted by the specified date and time. Bids submitted after the deadline will not be accepted nor considered.
10. Questions regarding work order/bid should be forwarded to the Director of Weatherization.
11. Contractors must illustrate sufficient progress on awarded weatherization contracts. "Sufficient Progress" is defined as; contact with clients, showing up for work consistently as scheduled with the client, adequate and accessible materials/tools on the job site, completion of all weatherization work according to contractor specifications, and conducting themselves in a courteous manner and professional manner when interacting with GCA clients.
12. The successful contractor shall be notified via e-mail.
13. GCA shall process each bid packet. A spreadsheet shall be emailed to each bidder that provides the bidding results and awarded jobs.
14. Following the satisfactory final inspection by GCA of the completed job, payment will be issued.