

NORTHWESTERN ILLINOIS COMMUNITY ACTION AGENCY
NOTIFICATION OF INTEREST
TO BID ON WORK IN THE
ILLINOIS HOME WEATHERIZATION ASSISTANCE PROGRAM
FOR LABOR AND MATERIAL IN
HVAC MECHANICAL AND/OR ARCHITECTURAL
The Northwestern Illinois Community Action Agency
(NICAA)

Will be accepting names of contractors interested in participating in the
2022 Illinois Home Weatherization Assistance Program.

All contractors interested in receiving a bid package must return the completed Notification
Package by 3:00 p.m. July 30th. To NICAA 27 S. State Ave. Suite 102

Freeport, Illinois 61032

Attn: Weatherization Department

The Notification of Interest to bid package is available by calling 815-232-3141 ext. 111

Or

by visiting the NICAA office at 27 S. State Ave. Ste 102, Freeport, IL 61032

NICAA is an equal opportunity employer. Small, Minority, and female owned businesses are
encouraged to apply.

**Northwestern Illinois Community Action Agency
Release of Information
2022**

To: _____

Address _____

Phone _____

I hereby authorize release of information regarding my financial and technical resources to the Northwestern Illinois Community Action Agency for the purpose of determining my eligibility as a supplier for the 2022 Illinois Home Weatherization Program.

A photo-static copy of this document shall suffice as proper authorization for the release of the above information.

Name

Signature

Date

NORTHWESTERN ILLINOIS COMMUNITY ACTION AGENCY
2022
CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
AND OTHER RESPONSIBILITY MATTERS

I/we _____ certify, to the best of my
knowledge and _____ (contractor/vendor) belief, that I am not
presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded
from covered transactions by any state or federal department or agency;

Have not, within a three-year period preceding this, been convicted of or had a civil judgment
rendered against me for commission of fraud or a criminal offense in connection with obtaining,
attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a
public transaction, violation of federal or state antitrust statutes or commission of embezzlement,
theft, forgery, bribery, falsification or destruction of records, making false statement, or receiving
stolen property;

Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity
(federal, state, or local) with commission of any offenses;

Have not, within a three-year period preceding this application/proposal, had one or more public
transactions (federal, state, or local) terminated for cause or default.

Contractor must supply documentation from State and Federal Government

Signed _____ Date _____

Northwestern Illinois Community Action Agency

WEATHERIZATION PROGRAM

Program year 2022

Certificate of Deposit, Irrevocable Letter of Credit,

Contractors participating in the 2022 program will be
required to have one of the following
In the amount of \$15,000.00 for the package

Certificate of Deposit

Performance and Payment Bond

Irrevocable Letter of Credit

Cashiers Check

I the undersigned have read and understand the abovementioned information.

Contractor

Signature _____

Northwestern Illinois Community Action Agency 2022 INSURANCE REQUIREMENTS

The contractor shall maintain during the entire period of performance under this contract the following minimum Insurance:

Comprehensive General Liability	\$500,000 per person 1,000,000 per accident 500,000 property damage
Workman's Compensation	Illinois Statutory Requirements
Comprehensive Auto Liability	\$500,000 per person* \$500,000 per accident* \$250,000 property damage

The contractor shall furnish Northwestern Illinois Community Action Agency with a certificate or statement of the above required prior to the signing of the contract agreement. The certificate of insurance shall contain a statement to the effect that Northwestern Illinois Community Action Agency will receive a written notification at least (7) days in advance of cancellation, extension or any material change in the policy. If insurance coverage lapses, the weatherization contract is invalidated and the contractor must return all work orders currently issued until insurance coverage is re-instated. A copy of the above insurance must be available to Northwestern Illinois Community Action Agency before any contracts of work will be issued

Name of Insurance
Provider _____

Address _____

Phone _____ Agent's Name _____

*Must conform to current Illinois Secretary of State requirements.

I the undersigned have read and understand the above mentioned information.

Contractor
Signature _____

NORTHWESTERN ILLINOIS COMMUNITY ACTION AGENCY
2022
Written Standard of Conduct

No employee, officer, or agent of NICAA shall participate in the selection, award, or administration of a contract supported by IHWAP funds if a real or apparent conflict of interest would be involved.

Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award. The officers, employees, and agents of the LAA shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub-agreements.

Violation of the Standards of Conduct will be grounds for disciplinary action up to and including discharge.

I, _____, the undersigned, have read and understand (AGENCY)'s policy regarding Standards of Conduct. I understand that by signing this document, I agree to the terms of the Standards of Conduct and am aware that violation of the Standards of Conduct in part or in full can result in my termination from (AGENCY).

Employee Signature

Date

IHWAP Coordinator

Date

Executive Director

Date