



ST. CLAIR COUNTY COMMUNITY ACTION AGENCY

19 Public Square • Suite 200 • Belleville, Illinois 62220-1624 • 618-277-6790 • 618.825.3269 Fax

REQUEST FOR QUALIFICATIONS

Purpose:

St. Clair County Community Action Agency (a part of the St. Clair County Intergovernmental Grants Department) is seeking qualified contractors to weatherize homes throughout St. Clair County, IL. Approximately 60-70 homes are to have weatherization, architectural, and mechanical repairs/work/activities performed that meet the State of Illinois' DCEO Weatherization Program specifications.

Submittal requirements:

A Contractor Prequalification Application Package may be requested by emailing Michael.Shoemaker@co.st-clair.il.us by Tuesday September 15, 2026. A completed application package must be returned with supporting documentation to the St. Clair County Community Action Agency, 19 Public Square, Suite 200, Belleville, IL 62220 by Friday September 25, 2026 at 11:00 a.m. RFQ packets will be opened at 11:30 a.m. in Suite 200, late or incomplete packages will not be accepted.

Evaluation Criteria

The following factors will be considered when evaluating proposals:

Approach: The firm's approach to successfully completing and implementing the project, including its understanding of the needs of the public sector and ability to work effectively with St. Clair County Community Action Agency.

Qualifications: The qualifications and experience of the individuals who will be directly involved in the project, including how the project team will be organized and managed.

Capacity and Schedule: The firm's ability to complete the work within the proposed project schedule.

Proposal Requirements: Proposals must provide enough information for St. Clair County Community Action Agency to evaluate the firm's approach, qualifications, and experience and must address all required submission criteria.



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Minimum qualifications and proposal requirements:

OSHA 30 training, Lead Safe Work Practices, and be a registered EPA RRP firm.

HVAC qualified for testing, repair, and installation.

Licensed roofer in the State of Illinois or licensed sub-contractor.

3 YEARS PROVEN EXPERIENCE OF SUCCESSFUL COMPLETION OF WORK

Any local applicable licensing requirements to this project

Two year \$10,000 bond required

Certified contractors to perform furnace and/or architectural work. Furnace work to include installation or repair of high efficiency HVAC systems of all types, high efficiency water heaters, etc. Architectural work to include air sealing, insulation, ventilation improvements and health and safety.

Basic equipment necessary to perform services: blower door, infrared camera, digital camera, inspection camera, gas flue analyzer, gas sniffer CO² monitors, commercial insulation machine, R-foam insulation machine, other equipment as necessary, HEPA vacuum, small hand tools to include but not limited to: break, table saw, miter saw, hammer drill, standard drill, air compressor, framing and finishing nailers, etc. HVAC tools for the complete installation of furnace and air conditioning systems and water heaters. Pictures of all equipment will be required.

Insurance certificate requirements:

General Liability of \$1,000,000 each occurrence & Personal & ADV Injury, \$2,000,000 General Aggregate; Auto liability of \$1,000,000 each accident; Umbrella Liability \$3,000,000 each occurrence & General Aggregate; Worker's Compensation of \$1,000,000 each employee with a \$1,000,000 policy limit (Worker's Compensation statutory limits), Disease – EA Employee & Disease – Policy Limit; St. Clair County must be listed as the Certified Holder.

Timeline:

Energy measures to be completed by 6/15/2027, with possible extension to 9/15/2027 based on funding allocations. Mechanical and architectural work on individual homes to be completed within thirty (30) working days of the executed Notice to Proceed.

Agency Contact:

Michael Shoemaker email Michael.Shoemaker@co.st-clair.il.us