



October 9, 2023

Mr. David Watkins
DuPage County- Community Services
421 N. County Farm Road
Wheaton, IL 60187

Dear Mr. David Watkins,

Allow me to introduce myself and our company. My name is Lisa Latimer and I am the President of Nortek Environmental, Inc. We are a woman-owned corporation and have been located in Naperville, Illinois since our incorporation in 2002.

My firm and I are honored to have the consideration and submittal of WEATHERIZATION 23-097-WEX and be a part of the upcoming program year for the DuPage County Weatherization Program. We acknowledge receipt of all the addendums with this letter.

Nortek Environmental, Inc. has multiple years of experience working with various Weatherization programs across the Chicago suburban area, including previously working with the DuPage County program.

We appreciate your time in reviewing our bid and look forward to the prospect of working together in the near future.

Sincerely,

Signature on File

Lisa Latimer
President

SECTION 7: REQUIRED FORMS TO BE SUBMITTED

All forms and documents listed below are required to be submitted for a contractor's response to be accepted.

- References
- Appendix A Questionnaire
- Agreement Of Intent
- Ethics Statement / Agreement
- Agreement To Attend Weatherization Trainings
- Certification Regarding Weatherization Materials
- Indemnity Clause Agreement
- Safety Data Sheets
- Change Order Process
- Weatherization Standards
- Agreement To Work For Bid Prices
- Unacceptable Work Statement
- Minority, Small Business, Women-Owned Businesses Statement
- Proposal Form
- W9
- Vendor Ethics Form

Submittal Requirements

2. FIRM QUALIFICATIONS

- a) Nortek Environmental Inc. is located at 600 Industrial Drive, Unit 102, Naperville, IL 60563. Nortek has been doing business in Naperville since 2001 and we have operated from this location since 2012. We are a full-service HVAC company specializing in service and installation of furnaces, air conditioners, boilers, high velocity systems, ductless systems, indoor air quality and ductwork. We are a TRANE Comfort Specialist, and all technicians maintain a minimum of 40 hours of training per year. Our technicians are EPA Certified. and covered under workers compensation insurance.
- b) Nortek Environmental Inc. employs a Field Supervisor that has over 44 years of experience. This Field Supervisor provides support to all installers and service technicians and oversees all projects.
- c) Nortek Environmental Inc. is woman owned and family operated since 2001. We are a member of the WBENC, BBB, and Naperville Chamber of Commerce. Nortek maintains a 4.9-star rating on Google with over 274 reviews.
- d) Nortek Environmental Inc. has participated in several Weatherization contracts throughout the years since 2008. The counties we have serviced are DuPage, Cook, Kane, Kendall, DeKalb, Will, and Kankakee.
- e) Please see State of Illinois Corporation Search in good standing enclosed.
- f) Please see references included in this packet (page 30 of 51)

3. KEY QUALIFICATIONS

- a) The following names are the point of contact along with description of capabilities:

Lisa Latimer-Owner/President oversees contract pricing, correspondence, payroll, and client communication and equipment sourcing. 22 years of experience, 22 years with the firm and over 55 accounts assigned.

Justin Adkins-Vice President/Office Manager oversees permit issuance, client communication and scheduling, invoicing, and scheduling. 19 years of experience, 19 years with the firm and over 6326 clients assisted over the years.

Ron Latimer-Field Supervisor provides support to all installers and service technicians and oversees all projects. 44 Years of experience, 21 years with the firm and over 6326 clients assisted over the years.

- b) Officers' areas of expertise:

Lisa Latimer-President: customer communication, financials, pricing, inventory, payroll, hiring, and equipment sourcing.

Justin Adkins-Vice President: customer communication, permit processing, advertising, Accounts Payable, Accounts Receivable and scheduling.

- c) Communication skills:

All employees at Nortek Environmental, Inc. believe in transparent communications with Weatherization program staff members, program guidelines and clients. Employees are expected to be always polite and courteous. All employees are to respect a client's home and their property.

4. PROJECT UNDERSTANDING

a) The ongoing management of our services includes:

Contact client for assessment

Perform assessment and completion of measurement sheet and necessary items to repair/replacement equipment.

Perform Manual J if applicable and submit a change order for any additional findings.

Apply for any applicable permits.

Client contacted for return visit for repair or replacement and scheduled accordingly.

After the job is completed all necessary documents and invoice is submitted for payment.

b) All standard installations are typically completed within 1 business day. Some jobs, however, go beyond the scope of a standard installation/job and may require additional time to complete. In these instances, we would notify the agency whenever applicable.

In addition, Nortek performs a Testo Report on all completed jobs to ensure that the heating system is operating within the required range of operation.

c) Nortek adheres to any required format of the individual agency for incident reports and will file them accordingly. Nortek will begin writing incident reports as soon as a documentable instance arises, documenting all necessary information applicable. This includes the names of all parties involved, times of events, and specific details of the report to ensure that as much information as possible is accounted for. For example, an incident report may read as this:

Sample Report

“On November 4th, 2023, Lisa Latimer from Nortek Environmental, Inc. received a call from client John Smith from 123 Main Street, Naperville, IL stating that his heat was non-operational, and he was very upset over the phone, stating “This is wrong, this equipment was just installed and should work correctly. You installed a lemon in my home”. Lisa L. de-escalated the conversation with John S., stating “I understand your frustration. Please allow us to return to your home and address the matter.” Lisa L. advised John S. that Nortek was available to return to John S.’s property between the hours of 1 PM and 4 PM on November 4th, 2023. Upon arrival on the same day at John S.’s property at 2:35 PM, technician Michael Hughes entered property and determined that John S. had set the thermostat incorrectly, resulting in the Air Conditioner turning on instead of the Furnace. Michael H. set the thermostat to the correct setting and cycled furnace 3 times before leaving property at 3:31 PM.”

d) Nortek will always attempt to solve an issue with a client initially, before contacting the County Weatherization program. Nortek’s first step is always to have Lisa intervene and allow the client to express their concerns directly to herself when all other office staff resources have been exhausted. If the client is still unsatisfied, Lisa will then reach out directly to the assigned assessor for the client and discuss the issue and resolution.



Office of the Secretary of State

ilsos.gov

New Facility Hours and Appointments

APPOINTMENTS REQUIRED for REAL ID, DL/ID card services and in-car driving tests. Check your local DMV facility for extended hours and appointment availability.



Business Entity Search

Entity Information

Entity Name	NORTEK ENVIROMENTAL INC.	Status	ACTIVE
File Number	62472723	Type of Corp	DOMESTIC BCA
Entity Type	CORPORATION	State	ILLINOIS
Incorporation Date (Domestic)	09-25-2002	Annual Report Year	2023
Duration Date	PERPETUAL	Agent Change Date	01-08-2007
Annual Report Filing Date	08-29-2023	Agent Information	DENICE A GIERACH 1776 LEGACY CIRCLE STE 104 NAPERVILLE ,IL 60563

Services and More Information

Choose a tab below to view services available to this business and more information about this business.

Officer	Name and Address
President	LISA LATIMER, 600 INDUSTRIAL DRIVE #102, NAPERVILLE IL 60563
Secretary	JUSTIN ADKINS 600 INDUSTRIAL DR #102 NAPERVILLE IL 60563



WOMEN'S BUSINESS ENTERPRISE
NATIONAL COUNCIL

JOIN FORCES. SUCCEEDED TOGETHER.

hereby grants

National Women's Business Enterprise Certification

Nortek Environmental, Inc.

who has successfully met WBENC's standards as a Women's Business Enterprise (WBE).
This certification affirms the business is woman-owned, operated and controlled and is valid through the date herein.

Certification Granted: January 17, 2020
Expiration Date: January 31, 2024
WBENC National Certification Number: WBE2000080

WBENC National WBE Certification was processed and validated by Women's Business Development Center - Midwest, a WBENC Regional Partner Organization.

Signature on File

Authorized by: Emilia DiMenco, President &
CEO Women's Business Development Center - Midwest



NAICS: 238220, 333415
UNSPSC: 40101800, 72101511, 72151000, 72151001, 72151002, 72151003





WOMEN'S BUSINESS ENTERPRISE
NATIONAL COUNCIL

JOIN FORCES. SUCCEED TOGETHER.

**HEREBY GRANTS
WOMAN OWNED SMALL BUSINESS (WOSB) CERTIFICATION TO**

Nortek Environmental, Inc.

The identified small business is an eligible WOSB for the WOSB Program, as set forth in 13 C.F.R. part 127 and has been certified as such by an SBA approved Third Party Certifier pursuant to the Third Party Agreement, dated June 30, 2011, and available at www.sba.gov/wosb.

The WOSB Certification expires on the date herein unless there is a change to the SBA's regulation that makes the WOSB ineligible or there is a change in the WOSB that makes the WOSB ineligible. If either occurs, this WOSB Certification is immediately invalid. The WOSB must not misrepresent its certification status to any other party, including any local or State government or contracting official or the Federal government or any of its contracting officials.

Majority Female Owner: Lisa Averill
NALCS: 238220, 333415 UNSPSC: 40101800, 72101511, 72151000, 72151001, 72151002, 72151003
Certification Number: WOSB210468
Renewal Date: January 31, 2024
WOSB Regulation Expiration Date: 1/31/2024



Sign
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Emilia DiMenco, Women's Business
Development Center - Midwest President &
CEO

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Pamela Prince-Easton, WBENC President & CEO

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Lakesha White, Vice President, Certification

REFERENCES

The bidder must list three (3) references, listing firm name, address, telephone number and contact person to whom they have provided similar equipment, material, or services for a period of not less than six (6) months.

COMPANY NAME:	ST. TIMOTHY LUTHERAN CHURCH
ADDRESS:	1313 N MILL ST
	NAPERVILLE IL 60563
CONTACT PERSON:	BRAD STATESMAN
TELEPHONE NUMBER:	630-453-7822

COMPANY NAME:	WILL COUNTY CENTER FOR COMMUNITY CONCERNS
ADDRESS:	2455 Glenwood Ave
	JOLIET IL 60435
CONTACT PERSON:	CRAIG WAGNER
TELEPHONE NUMBER:	815-722-0722

COMPANY NAME:	KANKAKEE COUNTY COMMUNITY SACS INC
ADDRESS:	657 EAST COURT STREET
	SUITE 207
	KANKAKEE, IL 60901
CONTACT PERSON:	DYLAN SMITH
TELEPHONE NUMBER:	815-933-7883

APPENDIX A QUESTIONNAIRE

No.	Question	Yes	No
1.	Do you have at least three years of experience providing contractor services in DuPage County, Illinois?	✓	
2.	Do you have at least one year of experience providing weatherization services through the Illinois Home Weatherization Assistance Program?	✓	
3.	Do you have at least 3 current employees who have completed the following trainings or maintain the following certifications?		
	a. Environmental Protection Agency, Renovation, Repair and Painting - Lead	✓	
	b. Occupational Safety and Health Administration (OSHA) - 10-hour training	✓	
	c. OSHA Confined Space Entry Training		
	d. Building Performance Institute (Certification)	✓	
	e. IHWAP Contractor training	✓	
4.	Have you ever defaulted on a contract with an Illinois Home Weatherization Program Agency?		✓
5.	Have you ever been suspended or debarred from the Illinois Home Weatherization Program or any other state, federal or local agency?		✓
6.	Does your agency currently have appropriate equipment for Weatherization diagnostics including blower door kits, digital manometers, Exhaust flow fan hoods, infrared cameras, combustion analyzers and gas leak detectors?	✓	

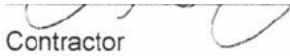
DUPAGE COUNTY DEPARTMENT OF COMMUNITY SERVICES
WEATHERIZATION PROGRAM
AGREEMENT OF INTENT

I, NORTEK ENVIRONMENTAL, INC (contractor) am submitting my firm to be considered for the following sections of this proposal as a vendor for the Weatherization Program 2024 with the DuPage County.

Section 1: Architectural

Section 2: Mechanical

Signature on File


Contractor

10/5/23
Date

ETHICS STATEMENT / AGREEMENT

Prior to the approval of any purchase, it will be the responsibility of the program director to determine if:

- 1. The expenditure is budgeted.
- 2. The funds are available for expenditure.
- 3. The expenditure is allowable under the grant.
- 4. The expenditure is necessary to the program.

DuPage County Community Services (DCCS) weatherization funds will not be utilized to purchase goods and/or services for employees and/or their families even if reimbursement is received for such goods and/or services. Goods and services purchases with DCCS weatherization funds are to be used solely for the benefit of the agency and its programs. The use of agency goods and services for personal use by agency employees or board members is not allowed under any circumstances. All purchased items are to be received by authorized employees who indicate which items were received, attach a copy of the purchase order to the invoice, and forward it to the Program Director for approval of payment. Payment is then made as described in the "Cash Disbursement Section".

I have read the above statement, agree with the statement, and will abide by the guidelines set forth with this statement for the duration of my contract/employment with DuPage County Department of Community Services Weatherization Program.

Signature on File

Contractor's Signature

dba Nortek Environmental, INC.

Date

10-5-23

Print Name

Lisa Latimer

DUPAGE COUNTY DEPARTMENT OF COMMUNITY SERVICES
WEATHERIZATION PROGRAM
AGREEMENT TO ATTEND WEATHERIZATION TRAININGS

I agree to attend or send a representative to any and all training mandated by the State of Illinois Weatherization program.

Signature on File


Signature

dba NORTEX ENVIRONMENTAL, INC

10-5-23

Date

**DUPAGE COUNTY DEPARTMENT OF COMMUNITY SERVICES
WEATHERIZATION PROGRAM
CERTIFICATION REGARDING WEATHERIZATION MATERIALS**

I, the undersigned, certify that:

1. All weatherization materials supplied for the duration of this contract (and any extensions thereto) meet all federal standards as specified in Appendix A of 10 CFR 440.
2. I understand that supplying materials that DO NOT meet federal standards constitutes a criminal offense.
3. I have in my possession a copy of Appendix A of 10 CFR and understand that materials found to be in violation of said Appendix A of 10 CFR 440 will result in immediate cancellation of my contract. All unused materials will be returned for immediate refund. All costs relating to the removal and replacement of any installed inferior materials will be the sole responsibility of _____ and reimbursable to the COUNTY.

This certification is a material representation of fact upon which reliance was placed when this transaction was made and entered into. Any supplier who fails to file this certification with DuPage County will not be awarded a contract.

NORTEK ENVIRONMENTAL, INC.

Contractor or Supplier

Signature on File

10-5-23

[Signature]
Signature of Certifying Official

Date

**DUPAGE COUNTY DEPARTMENT OF COMMUNITY SERVICES
WEATHERIZATION PROGRAM
INDEMNITY CLAUSE AGREEMENT**

The Contractor shall, at all times, to the extent permitted by law, fully indemnify, hold harmless, and defend the County and its officers, agents, and employees from and against any and all claims and demands, actions, causes of action, and cost and fees of any character whatsoever made by anyone whomsoever on account of or in any way growing out of the performance of this contract by the Contractor and its employees, or because of any act or omission, neglect or misconduct of the Contractor, its employees and agents or its subcontractors including, but not limited to, any claims that may be made by the employees themselves for injuries to their person or property or otherwise, and any claims that may be made by the employees themselves or by the Illinois Department of Labor for the Contractor's violation of the Illinois Prevailing Wage Act (820 ILCS 130/1 et seq.).

Such indemnity shall not be limited by reason of the enumeration of any insurance coverage or bond herein provided.

Nothing contained herein shall be construed as prohibiting the County, its officers, agents, or its employees, from defending through the selection and use of their own agents, attorneys and experts, any claims, actions or suits brought against them. The Contractor shall likewise be liable for the cost, fees and expenses incurred in the County's or the Contractor's defense of any such claims, actions, or suits.

The Contractor shall be responsible for any damages incurred as a result of its errors, omissions or negligent acts and for any losses or costs to repair or remedy construction as a result of its errors, omissions or negligent acts.

The County does not waive its defenses or immunities under the Local Government and Governmental Employees Tort Immunity Act, 745 ILCS 10/1 et seq. by reason of indemnification or insurance.

NORTEL ENVIRONMENTAL, INC. 10-5-23

Name of Company Date
Signature on File

[Signature] 10-5-23

Contractor Signature Date

Energy Coordinator Date

**DUPAGE COUNTY DEPARTMENT OF COMMUNITY SERVICES
WEATHERIZATION PROGRAM
SAFETY DATA SHEETS**

All vendors, contractors, and/or suppliers must present Safety Data Sheets (SDS) in the printed format of their choice. Each form should include the following minimum information:

- Name and/or product number.
- Name and address of manufacturer.
- Description of hazardous material contained in the product.
- Effects of the hazardous material.
- Telephone number of manufacturer where additional information can be obtained.

SDS are required for any materials containing potentially hazardous substances. All labor vendors, suppliers, and/or contractor must provide SDS to their work crew employees and to DuPage County Department of Community Development. Upon Contract Award, labor vendors, suppliers, and/or contractors must also assure DuPage County Community Development, in writing, that their work crew employees have received the SDS.

I, Lisa Latimer / North Environmental, Inc. (print name) agree to guidelines/stipulations and agree to provide said SDS to DuPage County Department of Community Services Weatherization Program.

Signature on File


Contractors' Signature

10-5-23

Date

DUPAGE COUNTY DEPARTMENT OF COMMUNITY SERVICES
WEATHERIZATION PROGRAM
CHANGE ORDER PROCESS

I have read and understand the change order process for all Weatherization Program 2024.

Signature on File


Contractors' Signature

10-5-23

Date

DUPAGE COUNTY DEPARTMENT OF COMMUNITY SERVICES
WEATHERIZATION PROGRAM
WEATHERIZATION STANDARDS

I verify that I have received a copy of the latest Illinois Home Weatherization Assistance Program – Field Standards Manual.

[Handwritten signature]
Signature on File

10-5-23

Contractors' Signature

Date

DUPAGE COUNTY DEPARTMENT OF COMMUNITY SERVICES
WEATHERIZATION PROGRAM
AGREEMENT TO WORK FOR BID PRICES

I, NORTEK ENVIRONMENTAL, INC. (contractor) agree to work for the prices that have been agreed upon by the DuPage County Community Services Weatherization Program and current contractors. I have been given a catalog of the prices and have submitted all of the required paperwork.

Energy Coordinator, DCCSWP
Signature on File

Date

dba Nortek Environmental, Inc. 10-5-23

Contractor

Date

DUPAGE COUNTY DEPARTMENT OF COMMUNITY SERVICES
WEATHERIZATION PROGRAM
UNACCEPTABLE WORK STATEMENT

Work deemed unacceptable by the final inspector will affect job payment. Contractor understands that payment for work is dependent on whether the work order successfully passes final inspection and that a call-back work order is placed in a pending payment status. No work order will be partially paid for until all work has passed final inspection.

Signature on File

Signature

10-5-23

Date

DUPAGE COUNTY DEPARTMENT OF COMMUNITY SERVICES
WEATHERIZATION PROGRAM
MINORITY, SMALL BUSINESS, WOMEN-OWNED BUSINESSES STATEMENT

Minority, Small Business, and Women-Owned Businesses will be given references for purchases whenever possible. Information will be made available to these firms to encourage their participation in agency's functions. When contractor for goods and services, preference will be given to contractors who subcontract with small business, minority-owned firms, and women-owned business enterprises.

Signature on File


Signature

10-5-23
Date

PROPOSAL FORM
WEATHERIZATION 23-097-WEX
(PLEASE TYPE OR PRINT THE FOLLOWING INFORMATION)

Full Name of Offeror	NORTEK ENVIRONMENTAL, INC
Main Business Address	600 INDUSTRIAL DRIVE
	UNIT 102
City, State, Zip Code	NAPERVILLE IL 60563
Telephone Number	630-548-1500
Fax Number	630-548-1526
Proposal Contact Person	LISA LATIMER
Email Address	SALES@nortekenvironmental.com

The undersigned certifies that he is:

- the Owner/Sole Proprietor
 a Member of the Partnership
 an Officer of the Corporation
 a Member of the Joint Venture

herein after called the Offeror and that the members of the Partnership or Officers of the Corporation are as follows:

Signature on File

(President or Partner)
Partner)

Justin Adkins

(Vice-President or

(Secretary or Partner)

(Treasurer or Partner)

Further, the undersigned declares that the only person or parties interested in this Proposal as principals are those named herein; that this Proposal is made without collusion with any other person, firm or corporation; that he has fully examined the proposed forms of agreement and the contract specifications for the above designated purchase, all of which are on file in the office of the Procurement Manager, DuPage Center, 421 North County Farm Road, Wheaton, Illinois 60187, and all other documents referred to or mentioned in the contract documents, specifications and attached exhibits, including Addenda No. _____, _____, and _____ issued thereto;

Further, the undersigned proposes and agrees, if this Proposal is accepted, to provide all necessary machinery, tools, apparatus and other means of construction, including transportation services necessary to furnish all the materials and equipment specified or referred to in the contract documents in the manner and time therein prescribed.

Further, the undersigned certifies and warrants that he is duly authorized to execute this certification/affidavit on behalf of the Offeror and in accordance with the Partnership Agreement or by-laws of the Corporation, and the laws of the State of Illinois and that this Certification is binding upon the Offeror and is true and accurate.

Further, the undersigned certifies that the Offeror is not barred from proposing on this contract as a result of a violation of either 720 Illinois Compiled Statutes 5/33 E-3 or 5/33E-4, proposal rigging or proposal-rotating or as a result of a violation of 820 ILCS 130/1 et seq., the Illinois Prevailing Wage Act.

The undersigned certifies that he has examined and carefully prepared this proposal and has checked the same in detail before submitting this proposal, and that the statements contained herein are true and correct.

If a Corporation, the undersigned further certifies that the recitals and resolutions attached hereto and made a

part hereof were properly adopted by the Board of Directors of the Corporation at a meeting of said Board of Directors duly called and held and have not been repealed, nor modified and that the same remain in full force and effect. (Offeror may be requested to provide a copy of the corporate resolution granting the individual executing the contract documents authority to do so.)

Further, the offeror certifies that he has provided services comparable to the items specified in this contract to the parties listed in the reference section below and authorizes the County to verify references of business and credit at its option.

Finally, the offeror, if awarded the contract, agrees to do all other things required by the contract documents, and that he will take in full payment therefore the sums set forth in the cost schedule.

PROPOSAL AWARD CRITERIA

This proposal will be awarded to the most responsive, responsible vendor meeting specifications based upon the highest score compiled during evaluation of the proposals outlined in the selection process.

The Contractor agrees to provide the service described above and in the contract specifications under the conditions outlined in attached documents for the amount stated.

Signature on File

X  _____
(Signature and Title)

CORPORATE SEAL
(If available)

PROPOSAL MUST BE SIGNED FOR CONSIDERATION

Subscribed and sworn to before me this _____ day of _____ AD, 2023

My Commission Expires: _____
(Notary Public)