



**CITY OF TACOMA**  
**Tacoma Power**  
**Conservation Resources Management**

**ADDENDUM NO. 1**

**DATE:** January 31, 2012

**REVISIONS TO:**

**Request For Qualifications Specification No. PE11-0509F**  
**Qualified Contractor Roster for Residential Conservation Installer Programs**

**NOTICE TO ALL RESPONDENTS:**

This addendum is issued to clarify, revise, add to or delete from, the original specification documents for the above project. This addendum, as integrated with the original specification documents, shall form the specification documents. The noted revisions shall take precedence over previously issued specification documents and shall become part of this contract.

**REVISIONS TO THE SUBMITTAL DEADLINE:**

The submittal deadline is changed to reflect that this a continuous enrollment project Submittals will be received on a continual basis while the posting is active.

**REVISIONS TO THE SPECIFICATIONS:**

The last sentence of "Intent" on page 5 is updated to read: "Listing and de-listing requirements are defined in the Tacoma Power Conservation Contractor Agreement Terms and Conditions, Section I – see Appendix F."

**REVISIONS TO THE RFQ CONTACT INFORMATION:**

The contact person for general purchasing questions is updated to be Richelle Krienke, senior buyer, [rkrienke@cityoftacoma.org](mailto:rkrienke@cityoftacoma.org).

**REVISIONS TO THE APPENDICES:**

Replace "Appendix F: Sample Contractor Agreement" in its entirety with the attached.

**NOTE:** Acknowledge receipt of this addendum by initialing the corresponding space as indicated on Appendix A: Request for Qualifications Signature Sheet. Vendors who have already submitted their proposal may contact the Purchasing Division at 253-502-8468 and request return of their proposal for acknowledgment and re-submittal. Or, a letter acknowledging receipt of this addendum may be submitted in an envelope marked Request For Qualifications: Specification No. PE11-0509F Addendum No. 1. The City reserves the right to

reject any and all bids, including, in certain circumstances, for failure to appropriately acknowledge this addendum.



Kathy Katterhagen  
Procurement and Payables Manager  
Finance/Purchasing Division



Richelle Krienke  
Senior Buyer  
Finance/Purchasing Division

cc: Mark Percy, Tacoma Power, Conservation Resources Management

## *Tacoma Power Conservation Contractor Agreement*

THIS AGREEMENT is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2012 (“Effective Date”) by and between the City of Tacoma, Department of Public Utilities, Light Division, Tacoma Power (hereinafter referred to as Tacoma Power) and Company Name (hereinafter referred to as the Contractor).

### **RECITALS**

WHEREAS, Tacoma Power operates and funds various energy conservation programs including a home weatherization program and a high-efficiency electric heating system program.

WHEREAS, participating contractor lists are established for Tacoma Power customers to contract with contractors that are familiar with the particular program requirements and offer the services requested.

WHEREAS, Tacoma Power may develop, implement, and fund additional energy conservation programs to meet energy conservation goals or other energy conservation mandates established by law.

WHEREAS, in order to realize the benefits of reduced energy consumption, Tacoma Power encourages its customers to improve the energy efficiency of their homes located in Tacoma Power’s service territory by encouraging customers to participate in these programs and to purchase and install these program measures.

WHEREAS, Tacoma Power customers enter contracts with participating Contractors who install the identified program measures for the customer. The Contractor is not Tacoma Power’s Contractor. Payments from Tacoma Power are in the form of rebates as provided for in the energy conservation programs.

WHEREAS, Contractor desires to participate in these programs as identified herein and be listed as a participating Contractor on the Tacoma Power Qualified Contractor Roster (“Qualified Contractor Roster”) per the terms and condition provided herein.

NOW, THEREFORE, in consideration of the mutual benefits to be derived hereunder, Tacoma Power and the Contractor agree to the following.

### **Terms and Conditions**

- A. **Term.** This Agreement shall commence on the Effective Date stated above and shall continue until terminated by either party. Termination may be with or without cause and shall be accomplished as follows:
  - a. Termination for cause by Tacoma Power shall be in accordance with the procedures for deleting the Contractor from the Qualified Contractor Roster, as specified in Section I.
  - b. Tacoma Power may terminate without cause by giving Contractor seven (7) day written notice that it will be deleted from the Qualified Contractor Roster. Tacoma Power may terminate this Agreement without cause due to programmatic changes.
  - c. The Contractor may terminate with or without cause by giving written notice to Tacoma Power at least seven (7) days in advance of the effective date of termination that the Contractor no longer desires to be included on the Qualified Contractor Roster.
  - d. In the event of termination, all agreements for Contractor listing will be terminated at the same time.

B. **Exhibits and Attachments**

i. Attachment A.

a. Program descriptions, eligibility requirements, additional listing requirements, approved measures and incentives and program procedures are listed in Attachment A. Tacoma Power may expand or reduce this list of measures or activities at its sole discretion.

ii. Attachment B.

- a. Attachment B shall list Contractor measures, sub contractors and required documentation.
- b. Upon execution of this Agreement, the Contractor will indicate in writing on Attachment B each measure or activity for which the Contractor will submit bids.
- c. The Contractor will also identify known subcontractors who may be providing sub-contracted services or work for the Contractor in relation to the programs described herein.
- d. Contractor shall provide to Tacoma Power copies of the documentation listed in Attachment B.
- e. All Contractor selections including subcontractors identified in Attachment B are subject to Tacoma Power approval.

iii. Attachment C.

Program Specifications are attached as Attachment C and are incorporated into the Agreement by this reference. Tacoma Power may adopt changes to the Program Specifications at any time and will notify participating contractors 30 days prior to enforcement of any revised or changed Program Specifications.

iv. Contractor hereby agrees that in consideration of continued listing as a participating contractor, Tacoma Power may update, change, or modify Attachment A, Attachment B, and Attachment C at its sole discretion and Contractor hereby agrees to be bound thereby.

C. **Independent Contractor.** The Contractor is not providing work for Tacoma Power but is participating in Tacoma Power's energy conservation programs pursuant to the terms and conditions specified herein. The Contractor is not an employee, agent, contractor, independent contractor, or in any manner a representative of Tacoma Power. In relation to work performed for Tacoma Power customers, the Contractor is and shall act as an independent contractor with regard to the sale, installation, warranty and performance of the conservation measures installed. The Contractor shall not represent that it is or hold itself out as an agent or representative of Tacoma Power. In no event shall the Contractor be authorized to enter into any agreements or undertakings for or on behalf of Tacoma Power or to act as or be an agent or representative of Tacoma Power. The Contractor shall be fully responsible for the acts, omissions, conduct, and performance of all of its employees, agents, representatives, subcontractors and suppliers.

D. **Contractor Obligations.** The Contractor represents that it is, and at all times it shall be, fully experienced and properly qualified, licensed, bonded, equipped, organized, insured, and financed to be a contractor. The Contractor shall provide Tacoma Power, at Tacoma Power's request, with any information or records pertaining to the Contractor's qualifications, representations or performance under this Agreement. The Contractor agrees to provide customers with information on the requirements of the program, including but not limited to any permits, inspections, and program required measures or additional program required testing.

E. **Non-Exclusive Agreement.** The Contractor understands and agrees that this is not an exclusive commitment to the Contractor by Tacoma Power and that Tacoma Power may, at its option, sign agreements similar to this one with any number of Contractors. Nothing in this Agreement shall constitute a representation or a commitment by Tacoma Power that any Tacoma Power customer or any other third party will request a bid from the Contractor or will enter into a contract with the Contractor.

- F. **No Warranty.** Tacoma Power makes no implied or express warranties or representations with regard to the conservation work described or listed in Attachment A and the Contractor will not represent to the purchaser that Tacoma Power makes any warranty, representation or promise regarding this work or its savings in terms of energy consumption.
- G. **Indemnification.** To the fullest extent allowed by law, the Contractor agrees to indemnify, defend, and hold harmless Tacoma Power and its officers and employees, from all claims, loss, damages, or litigation including personal injury, death or property damage arising from or in connection with the performance of this Agreement, except to the extent caused by the sole negligence of Tacoma Power or its employees acting within the scope of their employment. In this regard, the Contractor recognizes that by indemnifying Tacoma Power with respect to the claims set forth above, the Contractor is waiving immunity under the Washington State Industrial Law, Title 51 RCW. The Contractor expressly acknowledges that this indemnification provision, along with all others in this Agreement, has been mutually negotiated.

The Contractor is not an employee, agent, contractor, independent contractor, or in any manner a representative of or for Tacoma Power. Tacoma Power does not assume responsibility nor shall it be liable for any acts or omissions of the Contractor, nor for faulty or defective materials or workmanship furnished by Contractor. Tacoma Power is not responsible for any loss resulting from delisting or failure to list the Contractor.

- H. **Business Practices.** The Contractor agrees to abide by all laws, ordinances, rules and permitting regulations applicable to work undertaken as a result of being included on the approved contractor list and, in addition, agrees to the following:

1. **Licensing and Bonding**

Except for non-profit entities, all Contractors must possess a current, appropriate Washington State contractor's license or an appropriate specialty license. Except for non-profit entities, all Contractors must possess a current surety bond as required by applicable Washington State laws and regulations. See Attachment A for requirements regarding performance bonding. A copy of the current license, and surety bond must be provided to Tacoma Power initially and at each renewal period (prior to expiration) as specified by Tacoma Power. The Contractor must notify Tacoma Power in writing of any changes to its license or bond status within 10 business days. Copies of the performance bond must be provided initially and at each renewal period (prior to expiration).

2. **Liability Insurance**

Contractor agrees to carry Commercial General Liability Insurance, including coverage for completed operations and Blanket Contractual Coverage for damage to property or injury to persons which may result from work performed as a result of being included on the approved contractor list. Limits of liability shall not be less than \$1,000,000 combined single limit and \$2,000,000 aggregate for Personal and Property Damage. The insurance required of the Contractor hereunder must be satisfactory to Tacoma Power in all respects. The policy must contain a clause providing for thirty (30) or more days prior written notice to Tacoma Power of any change in coverage afforded by the policy or policies, including cancellation thereof. Certificates evidencing all such required insurance are to be submitted to Tacoma Power under the policy or policies prior to being listed as available to perform work. Copies of the certificates of insurance must be provided initially and at each renewal period (prior to expiration).

3. Program Specifications

Contractor agrees that they have received and read the Program Specifications and that they will install measures according to these specifications. Tacoma Power reserves the right to adopt changes to the Program Specifications at any time and will notify participating contractors 30 days prior to enforcement of any specification change.

4. Warranty

- a. Contractor will comply with warranty requirements as outlined in Program Specifications (see attachment C).
- b. The Contractor shall assign to each customer any and all warranties furnished by manufacturers of all materials installed.
- c. The warranty requirements set forth in the program specifications and (b.) above are minimum requirements only and are not meant to restrict the Contractor from furnishing additional warranties to customers. All warranties must be provided in writing to the customer by the Contractor.
- d. Tacoma Power does not guarantee or warrant the workmanship of the Contractors listed or materials supplied by the Contractors or material suppliers. Any representation by Contractor to the contrary shall be grounds for termination of this Agreement.
- e. The Contractor agrees to repair or replace at its sole cost and expense any defects in workmanship or materials which are discovered and reported to the Contractor. This promise to repair and replace is made for the express benefit of customers affected and is enforceable by them as well as by Tacoma Power.
- f. Contractor agrees to participate in good faith, and at no cost to Tacoma Power or the customer, in any conciliatory conference that results from a customer grievance about work performed by the Contractor.

5. Assignment and Subcontractors

This Agreement and the performance of the work hereunder may only be assigned or delegated by the Contractor to a party or subcontractor who is at all material times either registered as a contractor or licensed as an electrical contractor by the State of Washington. Contractor will provide Tacoma Power written notification before using any subcontractor – see Attachment B.

6. Kickbacks and Fraud Prohibited

The Contractor's bid(s) shall represent offers for work actually to be performed and there shall be no payment for work not performed. Kickbacks, rebates or other non-program benefits from owners, suppliers, subcontractors or others are strictly prohibited. Violation of this provision shall be grounds for Contractor deletion pursuant to Section I.

7. Collusion Prohibited

The Contractor agrees and represents that the prices in said bids submitted or proposed for work to be eligible for assistance under any Tacoma Power Program will be neither directly nor indirectly the result of any formal or informal agreement with another bidder. It is further agreed that the Contractor shall not submit a bid on any Program project on which a bid has been submitted by another business entity which is owned or controlled by the Contractor, or is a subcontractor of that Contractor.

8. Accessibility

The Contractor must be accessible to customers during standard business hours.

9. Misrepresentation

The Contractor shall not provide information to customers regarding the Program that is inaccurate or misleading.

10. Principles

At the annual anniversary date, or as may be requested by Tacoma Power, the Contractor shall provide a listing of all company owners.

11. Marketing

Tacoma Power agrees to provide marketing materials for distribution to Tacoma Power customers to include, but not be limited to, brochures. From time to time, Tacoma Power may advertise that conservation measures, including the approved contractor list or portions thereof, are available to the public. Contractors are not eligible to use Tacoma Power's logo without the express written consent of Tacoma Power. Contractor agrees to cooperate with advertising efforts offered by Tacoma Power.

I. **Contractor listing and deletion procedures.** To be listed on Tacoma Power Qualified Contractor Roster, prospective contractors must meet the following requirements:

1. Attend a Tacoma Power contractor orientation.
2. Meet all other requirements set forth in this Agreement.
3. Meet specific program requirements listed in Attachment A under "Additional Contractor Listing Requirements".

To continue to be listed,

1. The Contractor agrees to pass inspection on six (6) Tacoma Power incentive qualified conservation projects every six months beginning at the time of execution of this Agreement.
2. The Contractor must attend the annual contractor meeting.

A Contractor may be deleted from the Qualified Contractor Roster for cause for any of the following occurrences:

- (a) Accepting kickbacks, rebates or other non-Program benefits from owners, suppliers, subcontractors or others associated with Tacoma Power.
- (b) A failure rate on the initial Tacoma Power inspection in excess of twenty five percent (25 %) of the jobs undertaken by the Contractor in a given 90 day period.
- (c) A complaint rate in excess of twenty percent (20%) of jobs undertaken within a given 90 day period, concerning Contractor workmanship, materials, or business practices, providing that said complaints are considered valid by Tacoma Power. Complaints considered valid include but are not limited to: missed appointments, abusive behavior or language, verified threatening behavior, bodily harm to the customer or customer's pet(s), damage to customer's property, failure to complete corrective work within thirty (30) days, failure to respond to request for bids, three or more failed inspections of any individual job.
- (d) Failing to comply with the terms and conditions of this Agreement within ten (10) working days of notification of said failure by Tacoma Power.

(e) Providing false or misleading information concerning material or labor warranties, Tacoma Power or its programs.

Prior to deletion for cause from the Qualified Contractor Roster, Tacoma Power will notify the Contractor of the proposed action and afford the Contractor an opportunity to discuss and propose a resolution of the problem(s). If the proposal of the Contractor is acceptable to Tacoma Power, deletion action may be withdrawn or postponed pending completion of any promised action by the Contractor. Tacoma Power reserves the right to delay the providing of any financial arrangements to customers of the Contractor during this period and any subsequent probationary period. If a Contractor fails to complete the promised action in the time agreed upon, the Contractor will be deleted from the Qualified Contractor Roster.

If a Contractor completes the promised action in the time agreed upon, the Contractor may remain on the Qualified Contractor Roster on a probationary basis. The terms and conditions of probationary listing shall be specified in writing and agreed upon by the Contractor and Tacoma Power.

An initial case of deletion shall be for one (1) year, after which time the Contractor may be reinstated to the Qualified Contractor Roster upon meeting all the requirements in effect at that time. A subsequent deletion is grounds for permanent delisting.

Contractors removed from the Qualified Contractor Roster will have 90 days to complete outstanding projects from the date the project's Notice to Proceed is issued to contractor. All terms and conditions still apply until outstanding projects are completed.

- J. **Inspections.** Tacoma Power may inspect Contractor's work as part of the rebate payment approval process, but shall have no obligation to inspect the work of the Contractor. Any inspections by Tacoma Power are for the sole purpose of determining the Contractor's compliance with this Agreement and Program Specifications.
- K. **Non-Discrimination.** The Contractor agrees to take all steps necessary to comply with all federal, state, and City laws and policies regarding non-discrimination and equal employment opportunities. The Contractor shall not discriminate in any employment action because of race, religion, color, national origin or ancestry, sex, gender identity, sexual orientation, age, marital status, familial status, or the presence of any sensory, mental or physical handicap. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, religion, color, national origin or ancestry, sex, gender identity, sexual orientation, age, marital status, and/or familial status. Such action shall include, but not be limited to the following areas: employment, upgrading, demotion, transfer, recruitment advertising, layoff, termination, rates of pay, other forms of compensation, and selection for training, including apprenticeship. These guidelines shall also be followed in regard to the use of subcontractors. In the event of non-compliance by the Contractor with any of the non-discrimination provisions of this Agreement, Tacoma Power shall be deemed to have cause to terminate this Agreement.
- L. **Legal Disputes.** Contractor and Tacoma Power agree and stipulate that in the event any litigation should occur concerning or arising out of this Agreement, the sole venue of any such legal action shall be the Pierce County Superior Court of the State of Washington and the interpretation of the terms of this Agreement shall be governed by the laws of the State of Washington.
- M. **Non-Waiver.** Failure of Tacoma Power to insist upon strict performance of, or a waiver by Tacoma Power of any breach of any of the terms, conditions, or obligations of this Agreement shall not be deemed a waiver of any other term, condition, covenant or obligation, or of any subsequent default or breach of the same or any other term, condition, covenant or obligation herein contained.
- N. **Entire Agreement.** This Agreement and its Attachments contain the entire Agreement between the parties as to the services to be rendered hereunder. All previous and contemporaneous agreements, representations, or



promises and conditions relating to the subject matter of this Agreement are superseded hereby. If any term, condition or provision of this Agreement is declared void or unenforceable or limited in its application or effect, such event shall not affect any other provisions hereof and all other provisions shall remain fully enforceable.

- O. **Modification.** Unless otherwise specified herein, no modification or amendment of this Agreement shall be effective unless set forth in writing and signed by all Parties.

SAMPLE

**SIGNATURE and ACCEPTANCE.** Each Party hereto represents that it has the authority to enter into this Agreement and by his/her signature below accepts the terms and conditions hereof.

**TACOMA POWER**

**CONTRACTOR**

\_\_\_\_\_  
Stephen Bicker (Date)  
Conservation Resources Manager

By: \_\_\_\_\_  
(Signature) (Date)

\_\_\_\_\_  
(Print Name)

Title: \_\_\_\_\_

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Approved as to form:

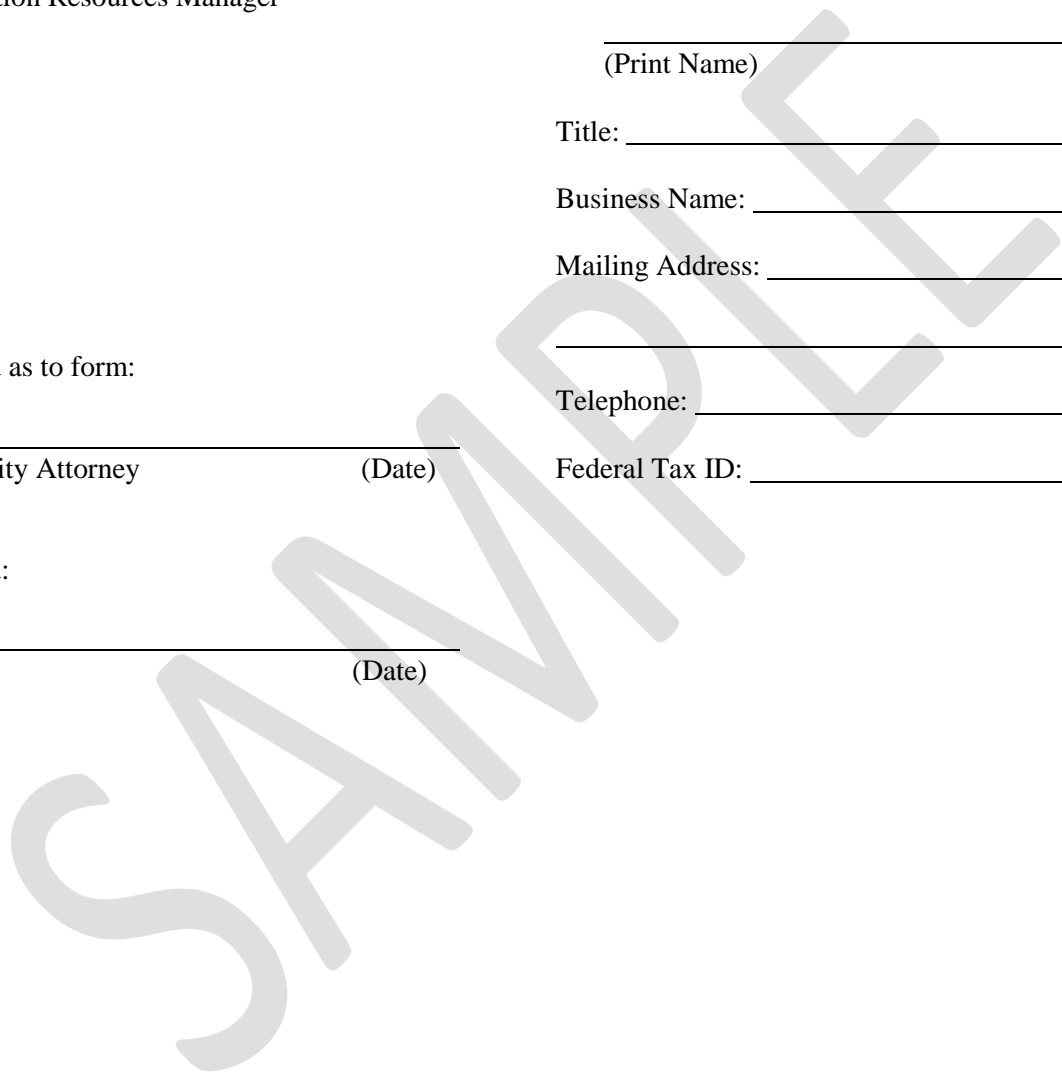
Telephone: \_\_\_\_\_

\_\_\_\_\_  
Deputy City Attorney (Date)

Federal Tax ID: \_\_\_\_\_

Approved:

\_\_\_\_\_  
Finance (Date)



## ATTACHMENT A – Weatherization Program

### PROGRAM DESCRIPTION

The weatherization program offers incentives for customers to upgrade their home's thermal shell. This program is offered to customers who meet the Program Eligibility Requirements. The incentives are paid to contractors with approval from the property owner(s). The weatherization programs have unique low income and non-low income components to reduce customer's upfront costs:

- Low income customers may receive weatherization grants. These grants may pay 100% of the project cost and enable low-income customers to upgrade the energy efficiency of their homes. Property owners with low income renters may weatherize their rental properties through this program.
- Non-low income customers may receive incentives and financing for the weatherization project through Tacoma Power. No interest loans are offered upon approval of credit. Loans, combined with incentives, potentially eliminate upfront costs for non-low income customers.

### PROGRAM ELIGIBILITY REQUIREMENTS

- Home must be served by Tacoma Power
- The home's primary heating system must be electric
- Eligible homes include family homes with 1-4 units
- Building must be built before 1988
- Owner must sign a contract with Tacoma Power authorizing participation in the program
- Installations must meet program specifications requirements

### ADDITIONAL CONTRACTOR LISTING REQUIREMENTS

- A new Tacoma Power Qualified Contractor Roster will be established in the first quarter of 2012. To stay on the list, Contractors that were listed in 2011 must have passed inspections on three Tacoma Power weatherization projects in the past six months.
- To be added on Tacoma Power's Qualified Contractor Roster, new Contractors must pass inspections on three Tacoma Power weatherization projects within six months of application date.
- Must carry General Liability Insurance worth \$1,000,000 single limit and \$2,000,000 aggregate.
- Must be a licensed Washington State Contractor with a Surety Bond
- Performance Bonds are required for multifamily weatherization projects where the total project cost exceeds \$50,000. A performance bond will be secured in the name of the property owner and Tacoma Power for the amount of the proposed project cost. Proof of the bond shall be provided to Tacoma Power prior to installing any measures at the approved site.
- Must meet all other requirements specified in the Conservation Contractor Agreement.

### APPROVED MEASURES AND INCENTIVES

The following measures are approved under Tacoma Power's Weatherization program:

Single family stick built:	Non-low income	Low income
• Floor, wall and ceiling insulation upgrades	\$0.50 sq ft*	Grant*
• Single pane window replacement	\$4.00 sq ft*	Grant up to \$20 sq ft
• Double pane, metal-frame window replacement	\$2.00 sq ft*	Grant up to \$20 sq ft
• Duct testing and sealing	Up to \$450	Grant up to \$600

Manufactured Homes:	Non-low income	Low income
• Floor and ceiling insulation upgrades	\$0.50 sq ft*	Grant*
• Single pane window replacement	\$4.00 sq ft*	Grant up to \$20 sq ft
• Duct testing and sealing	Up to \$450	Grant up to \$600
Multifamily buildings (5 or more units per building):	Non-low income	Low income
• Floor, wall and ceiling insulation upgrades	\$0.50 sq ft*	Grant*
• Single pane window replacement	\$4.00 sq ft*	Grant up to \$20 sq ft
	*Rebate, Loan and Grant limits apply	

## GENERAL PROGRAM PROCEDURES

Procedures provide an overview of the process and should be used as a guide. These procedures do not replace program specifications.

1. Contractor shall attend a weatherization contractor orientation to review procedures, forms and answer questions
2. Contractor shall complete bid form(s). Note: To be eligible for window replacement, home must meet minimum insulation levels. Duct sealing must be performed by a PTCS certified technician. See program specifications for details.
3. Customer completes the weatherization application form and submits bid(s) for pre-approval.
4. Tacoma Power reviews the application form and bid, if approved, Tacoma Power sends the customer a Tacoma Power weatherization agreement.
5. Customer signs agreement and returns document to Tacoma Power,
6. Tacoma Power signs the agreement and issues a Summary of Measures to the contractor
7. Contractor schedules the project with the customer.
8. Contractor completes the work and schedules an inspection.
9. Contractor shall submit the invoice to Tacoma Power for payment.
10. Tacoma Power inspects the project.
11. If the project passes inspection, Tacoma Power pays the contractor according to the terms of the Tacoma Power Conservation Contractor Agreement.

## ATTACHMENT A – High Efficiency Heating Program

### PROGRAM DESCRIPTION

Tacoma Power provides an incentive to residential customers served by Tacoma Power for upgrading the efficiency of their heating system when they meet the Program Eligibility Requirements and the installation meets the program specifications. The following measures are offered:

1. A high efficiency central heat pump system installation. The central heat pump installations must be installed and commissioned to PTCS standards by a PTCS technician. The customer incentive is discounted on the contractor's bid and final customer invoice. Upon Tacoma Power's approval of the completed job the incentive is paid to the installing contractor.
2. HVAC contractor's test and seal electric forced air central heating system ductwork to PTCS standards. Duct sealing must be performed by a PTCS technician, approved by Tacoma Power and verified in the PTCS database.

### PROGRAM ELIGIBILITY REQUIREMENTS

- Building must be served by Tacoma Power
- Primary heating system must be electric
- Eligible buildings must include multifamily properties with 5 or more units per building
- Building must be built before 1988
- Owner must sign a contract with the utility authorizing participation in the program
- Installations must meet program specifications requirements

### ADDITIONAL CONTRACTOR LISTING REQUIREMENTS

- Contractor must pass inspection on three Tacoma Power conservation projects before contractor will be listed on the Tacoma Power Qualified Contractor Roster.

### APPROVED MEASURES

The following measures are approved under the Tacoma Power High Efficiency Heating program:

- Installation of a new heat pump system meeting the PTCS requirements
- Tested and sealed ductwork in unconditioned space to PTCS requirements

### INCENTIVES

- New central heat pump system HSPF 9.0/SEER 14 and requires PTCS commissioning along with PTCS required duct sealing \$ 1250
- New central heat pump system HSPF 9.0/SEER 14 and requires PTCS commissioning with no PTCS required duct sealing \$ 750
- New central heat pump system with HSPF less than 9.0 and requires PTCS commissioning along with PTCS required duct sealing \$ 500
- New central heat pump system with HSPF less than 9.0 and requires PTCS commissioning with no PTCS required duct sealing \$ 150

## **GENERAL PROGRAM PROCEDURES**

Procedures provide an overview of the process and should be used as a guide. Procedures do not replace program specifications.

1. Must attend a HVAC contractor orientation to review procedures, forms and answer questions
2. The Contractor shall complete a bid and present customer with the Tacoma Power rebate application
3. Contractor shall install a qualifying heat pump system to program specifications
4. Contractor shall send a rebate application, billing invoice and all required documentation to Tacoma Power
5. Tacoma Power reviews the application and inspects the completed heat pump installation
6. Upon approval from Tacoma Power, contractor is paid from invoice per the terms of the Tacoma Power Conservation Contractor Agreement.
7. For quality assurance, Bonneville Power Administration may have their representative perform random inspections and notify Tacoma Power and the contractor beforehand. If the job fails this inspection, the contractor is responsible for correcting the issues

SAMPLE

**ATTACHMENT B –Contractor Information**

Company Name: \_\_\_\_\_

Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Please indicate below the measures or services your company will install or provide:

- Insulation
- Window Replacement
- Central Heat Pump System
- Duct Leakage Testing & Sealing

The following documentation is required by Tacoma Power. Please provide copies of the following:

1. EPA Lead Safe certification for firm (window and insulation contractors only)
2. EPA Lead Safe individual certification (window and insulation contractors only)
3. Valid WA. State General Contractor license or WA. State Specialty Contractor license
4. Proof of General Liability Insurance and Surety Bond

The following subcontractor(s) will be providing services for the above named company. List all contractors, if additional space is needed use additional pages if necessary)

Company: \_\_\_\_\_

Services Provided: \_\_\_\_\_

Representative: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_

Services Provided: \_\_\_\_\_

Representative: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

SAMPLE