



## REQUEST FOR QUALIFICATIONS

### Program Description:

The American Recovery and Reinvestment Act 2009 (ARRA) Energy Efficiency and Conservation Block Grant (EECBG) program was established with the following goals:

- Create and maintain jobs
- Reduce US dependency on imported energy sources through increases in energy efficiency and deployment of renewable energy technologies
- Promote economic vitality through an increase in “green jobs”
- Reduce greenhouse gas emissions

Sarasota County and its municipal partners will implement a Get Energy Smart Retrofit Program (“the Program”) as a part of its ARRA Energy Efficiency and Conservation Block Grant program with a goal of encouraging large scale adoption of home energy efficiency retrofit strategies within the community. The Program, modeled after Home Improvement with ENERGY STAR, will provide rebates to citizens who implement home energy improvements within the unincorporated area of Sarasota County as well as the City of Sarasota and the City of North Port. Low income loans will also be provided to citizens in the City of North Port and unincorporated Sarasota County.

Rebates will be available on whole house energy audits, lighting renovations, ENERGY STAR appliances, ceiling fans and windows and doors, solar and gas hot water heaters, attic/roof/floor insulation, duct repair/sealing, air conditioning efficiency upgrades, radiant roof barriers and solar attic fans. Program participants will also be eligible for free do-it-yourself energy improvements including compact fluorescent light bulbs, smart power strips, faucet aerators and weather stripping.

### Request for Qualifications

Sarasota County is requesting qualifications of contractors that would like to provide services to citizens as a part of the rebate and loan components of the Program. This pre-qualification process will identify contractors with licenses, training, insurance and professional skills required to provide energy improvement services to participating homeowners. The objectives of the qualification are to:

- Identify contractors that have knowledge and understanding of practical solutions to improving residential energy efficiency performance
- Provide a practical framework to promote energy efficiency options to consumers
- Facilitate the Program and its execution in a timely and consistent manner
- Create local awareness and understanding of the need to adopt energy efficiency measures
- Inform homeowners of the pool of industry professionals with a commitment to customer service, as well as the ability to develop and maintain community working relationships



# Get Energy Smart Retrofit Program

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The Sarasota County Commission will be considering a policy in the coming weeks that would require homeowners to utilize local contractors to qualify for incentives under this program, as defined by Sarasota County Procurement policies. As such, contractors are being requested to submit the Local Business Qualification Affidavit if they meet that definition. If the Commission decides to implement the local requirement, those contractors that did not submit that affidavit will be notified that they are not eligible to participate. If the Commission decides not to adopt that policy, that information will be presented to homeowners, along with the other optional information below, to aid them in their selection of a Participating Contractor.

Homeowners will only be eligible for rebate or loan funds if the work has been completed by a “Participating Contractor” pursuant to the specifications identified in the Program documents. The rebate and loan funds will be paid directly to the homeowner. The Participating Contractors will work directly for the homeowners and receive payment only from them. There will be no contractual or fiduciary relationship between the County/Cities and the Participating Contractors. The Participating Contractors are not guaranteed any minimum amount of work or fees.

Neither the County nor its municipal partners will make any representations or warranties regarding the qualifications or quality of workmanship of any of the Participating Contractors, nor is the listing to be considered an endorsement of any such contractor. Contractors hereby represent, warrant and agree that it/they shall not make or allow to be made any statements suggesting that pre-qualification is equivalent or similar to an endorsement by Sarasota County or any of its municipal partners; and, further, that it/they agree and accept that the Program participant is solely responsible for arrangements for scheduling, payment and the results of any work performed by the contractor. Participating Contractors must make a reasonable effort to resolve issues identified by the Program. Failure to resolve these issues in a reasonable manner and time frame may result in termination from Program participation.

### **Contractor Responsibilities:**

Once approved through the pre-qualification process, Participating Contractors must meet the following ongoing requirements or they will be given 30-days to correct the situation before they are removed from the list of contractors eligible to participate in the Program.

- Re-submission of up to date qualification documents within ten days of any change
- Demonstrated commitment to meeting and compliance with the stipulations of the Contractor Program Participation Agreement
- Compliance with relevant ARRA stipulations and assistance to Sarasota County and its partners in meeting their requirements. Proper stewardship surrounding the administration, reporting, accounting and transparency of ARRA funds is essential in Sarasota County’s administration of the ARRA EECBG. Contractors are expected to be familiar with the following and act in compliance with the relevant stipulations:
  - The American Recovery and Reinvestment Act of 2009 <http://www.recovery.gov/Pages/home.aspx>
  - Department of Energy State EECBG Program <http://www.eecbg.energy.gov/>
  - Davis-Bacon Act (40 U.S.C. 3141, et. seq.)
  - Buy American Act (41 U.S.C. Sec. 10a)
  - National Environmental Policy Act (42 U.S.C. 4321, et. seq.)
  - National Historic Preservation Act of 1966 (16 U.S.C. 470f)



# Get Energy Smart Retrofit Program

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- o Office of Management and Budget reporting requirements  
[http://www.whitehouse.gov/omb/assets/memoranda\\_fy2009/m09-21.pdf](http://www.whitehouse.gov/omb/assets/memoranda_fy2009/m09-21.pdf)  
[http://www.whitehouse.gov/omb/assets/memoranda\\_fy2009/m09-21-suppl.pdf](http://www.whitehouse.gov/omb/assets/memoranda_fy2009/m09-21-suppl.pdf)  
[http://www.whitehouse.gov/omb/assets/memoranda\\_fy2009/m09-21-suppl2.pdf](http://www.whitehouse.gov/omb/assets/memoranda_fy2009/m09-21-suppl2.pdf)
- o Council of Economic Advisers' Estimates of Job Creation from the American Recovery and Reinvestment Act of 2009, May 2009 [http://www.whitehouse.gov/assets/documents/Estimate\\_of\\_Job\\_Creation.pdf](http://www.whitehouse.gov/assets/documents/Estimate_of_Job_Creation.pdf).
- o Sarasota County: <http://www.scgov.net/Recovery/default.asp>

### Qualifications Requested:

Contractors that would like to be pre-qualified to participate in the Program are requested to provide proof of qualification for both general Program participation and for each Program component for which they would like to provide services. The County and its municipal partners will verify the information provided. Incomplete applications will not be considered. Upon approval, the Participating Contractor will be notified and the company information will be included, as presented in this application, on a Participating Contractor reference list on the Program website.

### General Program Participation

All contractors must provide the following:

- Proof of valid county or state Contractor's license(s) (See specific licenses required under "Program Component Participation" below)
- Certificate of liability and Workers Compensation insurance commensurate with the risk involved, with no less than \$500,000 per occurrence general liability including products/completed operations.
- Minimum of three (3) satisfactory references (mix of professional and customer references is preferred)
- If applicable, a signed Get Energy Smart Retrofit Program Local Business Qualification Affidavit form
- If certified, provide proof of EPA certification to Conduct Lead-Based Paint Activities and Renovations (lack of certification will not preclude contractor from inclusion in the program).

Notice of the following are required and will be considered as grounds for rejection of application:

- Any claims, liens, controversies or suits filed or stated against Contractor over the last three (3) years;
- Any suspension or revocation of licenses over the past three (3) years

Contractors may provide additional information in the following categories (not to exceed two-pages total) that will be provided to Program participants on the Program website as background to assist in their selection among Participating Contractors:

- Comparable Experience
- Relevant Training
- Firm Background and History
- Documentation of additional trade membership/accreditation(s) or professional recognition(s) such as ENERGY STAR Partner, Green Business Partner, US Green Building Council (USGBC), Florida Green Building Coalition (FGBC), Residential Energy Services Network (RESNET) North American Technician Excellence (NATE) Certified Indoor Environmentalist (CIE), etc.



# Get Energy Smart Retrofit Program

## REQUEST FOR QUALIFICATIONS

### Program Component Participation:

For each of the following Program Components for which they would like to be pre-qualified, contractors must provide the listed documents. Contractors may only provide program services corresponding to the license(s) they hold. General Contractors, Building Contractors and Residential Contractors may provide program services for multiple components by submitting Proof of State Certification for the Subcontractors they will utilize.

- Comprehensive Home Energy Audit:
  - Proof of current State Certification as Building Energy Rater Class One for each employee that will be conducting the audits.
- Solar Hot Water Installation:
  - Proof of current State Certification as Solar Contractor (CV License), Residential Solar Water Heating Specialty Contractor (CW License) or Plumbing Contractor (CF License)
- Gas Tankless Water Heater Installation
  - Proof of current State Certificate as Plumbing Contractor (CF License)
- Energy Efficient Lighting Renovation
  - Proof of current State Certification as a lighting contractor
- Duct Repair/ Sealing
  - Proof of current State Certification as mechanical or air conditioning contractor
- HVAC: Central Air Conditioning
  - Proof of current State Certification as mechanical or air conditioning contractor
- HVAC: Heat Pump (Electric and Geothermal)
  - Proof of current State Certification as mechanical or air conditioning contractor
- Solar Attic Fan
  - Proof of current State Certification as General, Building, or Residential Contractor, Roofing Contractor, HVAC or Mechanical Contractor, Solar or Electrical Contractor
- Windows and Doors
  - Proof of current State Certification as General Contractor, Building Contractor, Residential Contractor or window and door specialty license

No additional documents are required for:

- Attic/Roof/Floor Insulation
- Radiant Roof Barrier System

The following energy improvement rebate categories are not required to be implemented by Participating Contractors:

- Appliance Installation
- HVAC: Room AC
- Ceiling Fan



# Get Energy Smart Retrofit Program

## REQUEST FOR QUALIFICATIONS

### GET ENERGY SMART RETROFIT PROGRAM REQUEST FOR QUALIFICATIONS RESPONSE FORM

Contractors interested in providing services through the Get Energy Smart Retrofit Program must fill in this form and attach additional documentation as outlined in the "Qualifications Requested" section of the Request for Qualifications solicitation document. The materials should be submitted electronically to [sustainablesarasota@scgov.net](mailto:sustainablesarasota@scgov.net) or in hard copy to:

Get Energy Smart Retrofit Program  
Sarasota County Office of Sustainability  
1660 Ringling Blvd, 5<sup>th</sup> Floor  
Sarasota, FL 34236

The Response Forms will be reviewed once per month and applicants will be notified of the status following that review.

### GENERAL INFORMATION

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

Company Address \_\_\_\_\_

Company Phone \_\_\_\_\_

Company Fax \_\_\_\_\_

Company Website \_\_\_\_\_

Other Company Locations \_\_\_\_\_

Primary Representative Name \_\_\_\_\_

Primary Representative Phone \_\_\_\_\_

Primary Representative Email \_\_\_\_\_

Number of employees at time of submission<sup>1</sup>

Total \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time

Sales & Marketing \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time

Administrative Support \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time

Executive \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time

Installation/ Energy

Improvement Implementation \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time

Other \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time

Are you approved by Florida Power and Light as a Participating Independent Contractor able to provide residential FPL rebates? \_\_\_ Yes \_\_\_ No

<sup>1</sup> This information will be used as a baseline for reporting requirements related to jobs creation that accompany this grant. Contractors will be asked to update this information as often as monthly. This will not be considered in the determination of contractor qualification.



# Get Energy Smart Retrofit Program

## REQUEST FOR QUALIFICATIONS

### QUALIFYING INFORMATION

Jurisdictions in which company can provide timely service: (check all that apply)

- Unincorporated Sarasota County
- City of Sarasota
- City of North Port
- City of Venice

Program Components for which submitting qualifications: (check all that apply)

- Whole House Energy Audit
- Solar Water
- Gas tankless water heater
- Energy Efficient Lighting Renovation
- Energy Star Windows and Doors
- Attic/Roof/ Floor Insulation
- Radiant Roof Barrier System
- Solar Attic Fan
- Duct Repair/ Sealing
- HVAC: Central AC
- HVAC: Heat Pump
- I have attached the necessary qualification documents as outlined in "Qualifications Requested."

I hereby certify that as \_\_\_\_\_ (title or position) \_\_\_\_\_ of the above named firm, I am authorized to submit this proposal and all above information is true and correct to the best of my knowledge.

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

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

Signature \_\_\_\_\_

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



# Get Energy Smart Retrofit Program

## REQUEST FOR QUALIFICATIONS

### Get Energy Smart Retrofit Program Contractor Participation Agreement

#### Introduction

The Get Energy Smart Retrofit Program is being offered by Sarasota County and its municipal partners to eligible single family homeowners in qualified jurisdictions to help them reduce their energy use. Program incentives will be paid by the relevant jurisdiction directly to the resident following proper installation of qualifying measures by approved Participating Contractors.

#### Participation Requirements

Participating Contractors acknowledge and agree that they will:

- Remain knowledgeable on the Program specifications and processes governing each Program component for which the Contractor is providing services
- Promptly contact and promptly serve any customers or potential customers that contact them about this Program, recognizing the fact that there are limited Program funds that will be disbursed on a first-come, first-served basis
- Follow all Program guidelines, installation standards and product specifications to avoid rebate request denials based on ineligible improvements or lack of necessary documentation
- Promote the Program incentives and financing mechanisms to customers as a part of contractor sales and marketing efforts
- Assist Program participants in navigating the Program process. This may include, among other things:
  - Identifying cost effective eligible energy improvements for their specific situation that is sized correctly and follows manufacturer's recommendations and will operate safely
  - Filling out appropriate forms to facilitate efficient Program participation
- Provide accurate data on the energy savings impact of improvements provided and/or installed by contractor
- Provide information concerning the economic impact of this program, including notice of any jobs that were created or retained as a direct result of business from Program participants. (This information could be requested as frequently as monthly.)
- Allow random field inspections of work performed or being performed under this Agreement in order to maintain the quality standards sought by this Program.
- Pay any and all independent contractors or subcontractors employed as a part of the Program in a timely manner
- Provide new contact information within 10 days of any change
- Ensure Program participants understand how to effectively use the systems, controls, appliances, solar thermal and products in relation to residential energy performance improvements
- Retain Program related documents until August 30, 2012 and allow review of these documents at any time at the address listed on the Participating Contractor Response form
- Comply with all government statutes, codes, ordinances, permit stipulations and accepted professional practices
- Maintain current licenses and insurance as required in original Participating Contractor submission
- Warranty all materials, parts and workmanship for a minimum of one year. The Program will not intervene in disputes, claims or demands.
- Treat Program participants fairly, responsibly and provide quality, on-time service



# Get Energy Smart Retrofit Program

## REQUEST FOR QUALIFICATIONS

### Independent Contractor Status

The Participating Contractor is an independent contractor under this Program and will work directly for the homeowners, receiving payment only from them. The Contractor acknowledges and agrees that participation is in no way to be construed or presented as an endorsement of the Participating Contractor's work or qualifications. There will be no contractual or fiduciary relationship between Sarasota County or its municipal partners and the contractors and the Participating Contractors are not guaranteed any minimum amount of work or fees. The Program participant is solely responsible for arrangements for scheduling, payment and the results of any work performed by the Contractor.

### Indemnification of the County:

The Participating Contractor shall pay on behalf of or indemnify and hold harmless Sarasota County Government, and each of the municipal partners, from and against any and all claims, actions, damages, fees, fines, penalties, defense costs, suits or liabilities which may arise out of any act, neglect, error, omission or default of the Participating Contractor arising out of or in any way connected with the Participating Contractor's performance or failure to perform as a part of this Program.

### Conditions of Removal

Participating Contractors acknowledge and agree that they participate in the Program at the sole discretion of Sarasota County and its partners and are subject to removal from the Program if they fail to comply with the terms and spirit of this Agreement. Sarasota County and its partners reserve the right to modify at any time during this term the provisions of this agreement.

If a contractor is the subject of complaints, such complaints will be researched and documented in full. The contractor will be contacted by Sarasota County, its partners or their designee to request resolution of customer dissatisfactions. If the contractor is unable to resolve the complaint, the case will be reviewed to determine if the Contractor is in violation of the Agreement.

If a violation is found, the Contractor will have 30 days from the date of notification of violation to resolve the issue to the satisfaction of Sarasota County and its partners, or they will no longer be eligible to participate in the Program. An appeal of that judgment must be sent within 15 days of the notice of removal. In the event a Participating Contractor is removed from the Program, they will not be eligible for consideration to be reinstated for twelve calendar months from the date of notification of removal.

### Term

The provisions of this Agreement are effective from the date of signature through August 30, 2012 unless otherwise amended or revoked.

By my signature, my company agrees to participate in the Get Energy Smart Retrofit Program and provide all services and measure installations in accordance with program guidelines, standards and procedures as well as the terms of this Agreement.

AGREED TO BY:

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

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

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

WITNESS:

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_





# get ENERGYsmart

## RETROFIT PROGRAM

### LOCAL BUSINESS QUALIFICATION AFFIDAVIT

To be listed as “local” on the list of Participating Contractors on the Get Energy Smart Retrofit Program website, contractors must prove that they qualify as a local business in accordance with Sections 2-219 and 2-220 of the Sarasota County Procurement Code. Please submit this form and requested documentation, with your submittal if applicable.

“Local business” means the vendor has paid a local business tax to Sarasota County at least one year prior to Request for Qualifications submission, and has maintained a permanent physical business address located within the limits of Sarasota County from which the vendor operates or performs business for at least one year prior to submittal. Any firm which is defined as a local business by applicable ordinance and which is located within, Manatee, Desoto or Charlotte County shall be deemed a local business by Sarasota County.

Submittal of false data will result in disqualification as a Participating Contractor for a period of one (1) year.

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

Local Business Address: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

E-Mail: \_\_\_\_\_  Copy of local business tax receipt attached.

Length of time at this location: \_\_\_\_\_ # of Employees at this address: \_\_\_\_\_

If less than 1 year, list previous local business address: \_\_\_\_\_

Local Business Tax Receipt Account #: \_\_\_\_\_

Jurisdiction \_\_\_\_\_

I, \_\_\_\_\_ (print name), the \_\_\_\_\_ (title) of \_\_\_\_\_ (firm name) swear or affirm that all information on this affidavit is true, and that I am authorized to complete this affidavit on behalf of the firm.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





RETROFIT PROGRAM

**Get Energy Smart Retrofit Loan Program**

**Participating Contractor Agreement**

I, \_\_\_\_\_, as a representative of \_\_\_\_\_, an approved Participating Contractor through the Get Energy Smart Retrofit Program acknowledge that all relevant employees in my company have read the “What to Expect” document below and commit to assist our customers in understanding the Loan Program, to providing all necessary documents that meet program specifications in a timely manner and to working with the customer and the Loan Program Administrator to facilitate the loan process and complete the work in a manner that meets program guidelines and customer expectations.

Signed: \_\_\_\_\_

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

**Loan Component Process – What To Expect**

**For the Contractor**

(Please note: Clients may be on waiting list and may approach you for a bid, while waiting to submit their application.)

1. Client comes in for a bid/proposal:
  - a. Client should inform you that they are part of the Get Energy Smart Retrofit Program; Please make it a habit to ask when writing up a quote for your clients
  - b. If the home was built prior to 1978 you must have your EPA certification to work on the home if you will be disturbing paint, Homeowner will be required to obtain a copy of this certification from you and submit with application packet.
  - c. Make sure the bid/proposal meets program guidelines - has all required line items. If it's for :

**Solar Water Heater:** Copy of FSEC system approval form

**Gas Tankless Water Heater:** manufacturer & model, ENERGY STAR® qualification

**Lighting Renovation:** ENERGY STAR® qualification

**Energy Star Ceiling Fans:** ENERGY STAR® qualification

**ENERGY STAR Windows and Doors:** ENERGY STAR® designation for each window or door

**Duct Repair/ Sealing:** duct repair/ sealing services provided; post-retrofit duct test to be provided (if cost >\$2000)



# Get Energy Smart Retrofit Program

## PARTICIPATING CONTRACTOR AGREEMENT

**HVAC-Central AC:** Verification of the ENERGY STAR® qualified equipment; Manual J calculation cost included in proposal Minimums for SEER/ EER (either include ratings in proposal or attach AHRI Certificate for the system to be installed):

- Split systems must have a SEER of 16 or greater and an EER of 13 or greater.
- Packaged systems must have a SEER of 14 or greater and an EER of 12 or greater.
- For ductless mini-split systems, unit must be greater than or equal to 18,000 BTU to qualify. Ductless mini-split systems must have a SEER of 16 or greater and an EER of 13 or greater.
- Must be sized by the contractor not to exceed 15% more than indicated by a Manual J calculation

**HVAC - Heat Pump:** ENERGY STAR® qualified equipment installed; Efficiency ratings: SEER, EER, HSPF and/ or COP ratings; Manual J calculation cost included in proposal

Minimum ratings for:

Air Source:

- Split systems must have a SEER of 15 or greater, an EER of 12.5 or greater, and a HSPF of 8.5 or greater.
- Package systems must have a SEER of 14 or greater, an EER of 12 or greater, and a HSPF of 8 or greater.

Geothermal:

- Closed Loop systems must have a EER of 14.1 or greater and a COP of 3.3 or greater
- Open Loop systems must have a EER of 16.2 or greater and a COP of 3.6 or greater
- Direct Expansion systems must have a EER of 15 or greater and a COP of 3.5 or greater

2. Client can contact proposed contractor as soon as 4th business day after their closing to schedule a date to begin work.
3. OHCD sends out “contractor packet” on the 4th business day after the client’s scheduled closing date. However, if the work on the home is \$2,500 or \$7,500 for an AC unit, then a Notice of Commencement is required. OHCD will prepare the NOC and record the document. It may take up to two weeks to record the NOC. Once this is done, OHCD will then send the contractor the Order To Proceed.
4. The contractor packet t includes the Order To Proceed and the following which are all required by OHCD for contactor to receive payment:
  - a. Rehabilitation Contract
  - b. Hold Harmless Agreement



# Get Energy Smart Retrofit Program

## PARTICIPATING CONTRACTOR AGREEMENT

- c. Certificate of Payment (to be signed by both homeowner & contractor)
  - d. OHCD requests that you attach an Original Invoice (for the amount indicated)
  - e. Affidavit & Release of Lien
  - f. Submit copy of W-9
  - g. Rebate documentation:
    - HVAC:
      - AHRI Certificate of product rating
      - Manual J report
    - Duct Repair:
      - Only if duct repairs were over \$2,000: Post retrofit duct test results showing on < .06 (Form at <http://www.scgov.net/retrofit/documents/DuctTestReport.pdf>)
    - Windows/ Doors:
      - Copies of NFRC ENERGY STAR product designation labels for each installed window or door.
    - Insulation:
      - Indication of square footage installed
5. Packaging or product information showing final R-value and type of insulation. Also, if applicable all inspections must be completed and proof provided.

### Please note:

- a. The contractor must schedule a building permit inspection once work is complete. OHCD makes sure all work passes inspection and will not send the invoice for payment until there is proof of the work passing inspection.
- b. If the client's proposed amount of work is over the maximum amount of the loan, OHCD requires the client to bring a check for the difference, made payable to the contractor, at their closing.
- c. No payment will be received until work is completed (i.e. No initial deposits allowed)
- d. It is important to send original invoice for the amount indicated by OHCD.
- e. The homeowner's check is mailed to the contractor as a partial payment once all paperwork has been received by OHCD (as explained above).
- f. Within 30 days of receiving your completed paperwork, a check for the remaining balance (Original Invoiced Amount) will be forthcoming.

