

Energize Contractor Roster Application Instructions

1.1 Introduction

King County is seeking submittals for its Energize program from qualified contractors to provide and install electric appliances and upgrades, plumbing improvements, home energy assessments or audits, and weatherization and efficiency services in 120 to 500 single-family homes and small businesses in King County. Applications are requested from contractors that can install or provide the following:

- Oil tank decommissioning
- Home energy audits
- Insulation, duct-sealing and air-sealing

Many installations will be in the Skyway-West Hill and North Highline unincorporated areas, though some work in homes or businesses will occur throughout King County. The purpose of this Roster Application (RA) process is to establish a roster of one or more qualified contractors to provide goods and/or services. King County reserves the right to cap the number of vendors in its roster, and alternatively to re-open the RA if a desired minimum number of contractors are not secured per installation or service type.

The installation work is subject to prevailing wage requirements per the Washington State Department of Labor & Industries. To be considered qualified, Applicants, and their subcontractors if used, must be licensed and bonded by the State of Washington and have a current, valid Contractor's license. Installation Contractors may be required to host at least two work-based learning trainee positions/year (Trainee) for 240 hours of work, with wages remunerated directly to the Trainee by the County, and with the County providing liability insurance for the Trainee. Trainee hosting requirements do not apply to Contractors only providing home energy audit services.

The term of the Contract will be through December 31, 2026, subject to funding availability and the termination clauses contained herein. It should be noted work will likely be concentrated in 2025, with a high emphasis on expending funding on some improvement types by **June 1, 2025**. King County reserves the right to extend the Contract term or number of homes served if determined to be in the best interest of the County.

1.15 Submittal Content

Submit an electronic application via the Executive Climate Office Energize Program Contractor Roster Application webpage. In addition to filling out the online RA form, a separate **application that responds to each of the criteria below should be uploaded via the online RA form.**

Application (10 pages maximum): Applications will be evaluated to assess the experience, qualifications and overall ability of the applicant to meet or exceed the selection criteria. Application materials must be completed by the prime contractor applying for consideration under this Roster Application. Refer to Section 2 Requirements to ensure the following responses address Roster tasks and activities. Applications will be evaluated based upon responses to the following. Use specific examples to illustrate experience

1. Describe the Applicant's team, including any subcontractors, and their **Qualifications** to carry out the Requirements in Section 2. Note qualifications specific to **each** of the installations or services your team is proposing to provide:

- Oil tank decommissioning

- Home energy audits
- Insulation, duct-sealing and air-sealing

2. Describe your team’s **Experience** in providing the proposed installations or services. Discuss your experience working with households with low- and moderate-incomes, or limited English proficiency. State whether your team members provide translation services for customers and, if so, which languages are provided. Please note that, if accepted for this program, King County will coordinate language support in non-English languages for interpretation services not already provided by your staff.

3. Describe your service area in King County and your history of activity in different parts of King County. Please note your history of work in South King County specifically.

4. Experience and/or training in complying with prevailing wage requirements.

5. Describe the Applicant’s Approach to carrying out the **Scope of Services**. In the description, include:

- Applicant’s staffing and supervision structure.
- Processes for performing work according to established expectations, timelines, and industry guidelines or standards.
- Process for ensuring customer satisfaction with installations and policy or approach to addressing customer complaints.
- Process for tracking client status and ensuring timely invoicing.
- For applicable electrical equipment, process for ensuring it meets ENERGY STAR certification.
- For all equipment that uses refrigerants, namely heat pumps, heat pump water heaters, and heat pump clothes dryers, the process of Contractors to do the following:
 - Ensure installed equipment will meet the global warming potential (GWP) limits from the Washington state Department of Ecology and the U.S. Environmental Protection Agency (EPA).
 - Ability to source equipment using low GWP refrigerants listed by the EPA’s Significant New Alternatives Policy (SNAP) Program, or the California Air Resources Board (CARB), where technically and economically feasible.
- Process or criteria for services and installations proposed in response to this RA process per Table 1 below. Please address requested descriptions for **each** installation or service you have proposed; **if you are not proposing one of the below, you do not have to respond to its criteria.**

Table 1. Services and Installation Criteria	
For installers of...	Please describe:
Heat pumps	<ul style="list-style-type: none"> – Process for service evaluations to ensure appropriate equipment model types and sizing. Note if load calculations are based on the Air Conditioning Contractors of America (ACCA) Manual J or Manual S, and the process or software used to complete Manual calculations. – Process for tracking refrigerant capture when removing existing heat pumps or air conditioning units to ensure they are not vented to the atmosphere; process for refrigerant recycling or disposal.

	<ul style="list-style-type: none"> – Ability to secure an air-source heat pump with an HSFP2 of 8.1; or that meets the Northeast Energy Efficiency Partnership’s (NEEP) Cold Climate Air Source Heat Pump (ccASHP) Product List; or meets the most recent ENERGY STAR Cold Climate product criteria.
Heat pump water heaters (HPWHs)	<ul style="list-style-type: none"> – What is your selection process, and what features do you evaluate, when recommending a heat pump water heater model including considerations for tank size, first hour rating, recharge rate, refrigerant use type, noise, and location. – What factors do you consider when evaluating whether to recommend a 120V versus a 240V HPWH model. – What improvements do you recommend or provide to support siting considerations for the HPWH including but not limited to the HPWH room size, noise, venting, and cooling impacts on residents. Process for determining whether to maintain the current water heating site versus changing its location to elsewhere in a structure.
Faucet aerators, showerheads, toilet leak detection and toilet replacements	<ul style="list-style-type: none"> – What is your evaluation process to determine when these features are needed.
Induction or electric stoves	<ul style="list-style-type: none"> – What is your selection process, and what features do you evaluate, when recommending an induction stove, and/or an electric stove.
Heat pump clothes dryers	<ul style="list-style-type: none"> – What is your selection process, and what features do you evaluate, when recommending a specific heat pump clothes dryer model.
Heat- or energy-recovery ventilators (HRVs/ERVs)	<ul style="list-style-type: none"> – Process to determine whether mechanical ventilation is required; when you would advise for an HRV versus an ERV installation; and what features do you evaluate, when recommending a specific HRV/ERV model.
Electrical wiring and panel upgrades to support the above equipment	<ul style="list-style-type: none"> – Process or criteria for advising when: a Watt diet can be applied to avoid unnecessary panel upgrades; installation of an additional circuit breaker is needed; to convert from a 100 amp to a 200-amp panel; to convert from a 100 amp to a 400-amp panel
Oil tank decommissioning	<ul style="list-style-type: none"> – Process for talking with customers about decommissioning options, legal obligations when soil contamination is found, and determining and discussing PLIA coverage. – Process for determining and meeting King County or other jurisdiction permitting requirements. Note whether you are currently a King County Certified Residential Oil Tank Decommissioning Contractor (link)
Home energy audits	<ul style="list-style-type: none"> – What is your evaluation process to determine what type of energy audit is needed, including when “remote” audits may be conducted online versus in-person evaluations; and when blower door tests, thermographic inspection or other audit methods are used/needed.

	<ul style="list-style-type: none"> – What typical information is provided in your home energy audit report products, and whether it includes a U.S. Department of Energy (DOE) Home Energy Score report. – What process is used to ensure staff certification is maintained for an auditing program as listed in the Recognized Home Energy Auditor Qualified Certification Programs for the Energy Efficient Home Improvement Credit (Section 25C; link). If the auditing certification used for your program is not listed, what auditing program do you use to guide your process or train your staff
Insulation, duct-sealing & air-sealing	<ul style="list-style-type: none"> – What is your evaluation process to determine when these features are needed. – What is your selection process, and what features do you evaluate, when recommending specific products to achieve these deliverables. – What alternative types of insulation products do you consider.
Rooftop solar PV installations	<ul style="list-style-type: none"> – Process, tools and/or software used to determine whether solar is appropriate for a building. – What is your selection process, and what features do you evaluate, when recommending specific products to achieve these deliverables.

6. Describe the Community Benefits provided by the Applicant. Examples of benefits include:

- Applicant’s experience working within target communities, or existing relationships with or understanding of target communities. Target communities primarily include Skyway-West Hill and North Highline/White Center unincorporated areas, the broader south King County area, and/or in low-income or non-English speaking communities.
- Historical or proposed apprenticeships, employee learning or workforce development activities provided by the Applicant.
- Rebates or discounts for installations the Applicant will offer, or are proposing to attribute from another source, for the installations conducted as a part of this RA process.
- Extended manufacturer or service warranties proposed for installations conducted under this RA process (by virtue of Applicant staff qualifications or typical equipment used).
- Experience working in in-home daycare or in-home Adult Family Homes.

Evaluation Criteria and Submittal Scoring

A. The selection and contract award process will be based on a determination of how responsive the written submittals are to the criteria below. Applications presented under this RA process will be graded according to the criteria listed and weighted below. Applications must meet a minimum threshold of 50 points to be considered for an award for the open installation or service categories.

No.	Evaluation Criteria		Max. Points
1	Qualifications and Experience	<i>Application sections 1-4</i>	30
2	Approach to Scope of Services	<i>Application section 5</i>	30
3	Community Benefits	<i>Application section 6</i>	20
4	Small Contractors and Suppliers (SCS)	<i>Jotform Application Question</i>	20
Total possible Written			100

5	Interviews (Optional)		20
Total Evaluation			120

SECTION 2 REQUIREMENTS

2.1 Introduction and Overview

The goal of this application process is to establish a roster of Contractors for the King County Energize program to provide and install electric appliances and upgrades, plumbing improvements, home energy assessments or audits, and weatherization and efficiency services in 120 to 500 single-family homes and small businesses. The Energize program will install or provide the following:

- Heat pumps
- Heat pump water heaters
- Faucet aerators, showerheads, toilet leak detection and toilet replacements
- Induction or electric stoves
- Heat pump clothes dryers
- Heat- or energy-recovery ventilators (HRVs/ERVs)
- Electrical wiring and panel upgrades to support the above equipment
- Oil tank decommissioning
- Home energy audits
- Insulation, duct-sealing and air-sealing
- Rooftop Solar photovoltaic (PV) installations

The purpose of this Roster Application (RA) process is to establish a roster of one or more qualified contractors to provide goods and/or services.

King County anticipates executing multiple contracts from this RA process. Contractors accepted into the work roster based on this RA process will execute a single master contract with King County (Draft Master Contract). All Contractors selected and placed under contract in the pool must agree to be available on an as-needed basis and will not be guaranteed a minimum level of work.

Many installations will be concentrated in the Skyway-West Hill and North Highline unincorporated areas, though work in homes or businesses may occur throughout King County. Both homeowner-occupied, and rental units for which the homeowner has provided signed authority to conduct work, are anticipated as part of the program. Most homes served in this program will be single-family homes, though some duplexes or small multifamily installations are possible depending on contractor expertise and program design decisions. Most small businesses served in this program will operate out of single-family homes, such as in-home daycares and Adult Family Homes (AFHs).

The installation work is subject to prevailing wage requirements per the Washington State Department of Labor & Industries. To be considered qualified, Applicants, and their subcontractors if used, must be licensed and bonded by the State of Washington and have a current, valid Contractor’s license. Installation Contractors may be required to host at least two work-based learning trainee positions/year (Trainee) for 240 hours of work, with wages remunerated directly to the Trainee by the County, and with the County providing liability insurance for the Trainee. Trainee hosting requirements do not apply to Contractors only providing home energy audit services.

The term of the Contract will be through December 31, 2026, subject to funding availability and the termination clauses contained herein. It should be noted work will likely be concentrated in 2025, with a high emphasis on expending funding on some improvement types by **June 1, 2025**. King County reserves the right to extend the Contract term or number of homes served if determined to be in the best interest of the County.

2.2 Purpose

The purpose of the Energize program is to improve homes and small businesses with appliances and building upgrades that reduce greenhouse gas emissions, air pollutants, and may reduce energy bills in the target communities. Energize will **focus** on:

- Installing heat pumps for the adding cooling services, but will also provide a range of improvements and services beyond heat pumps.
- Removing fossil-fuel appliances that run on natural gas, oil or propane, but may also replace inefficient electrical systems.
- Improving homes and small businesses in Skyway-West Hill and North Highline unincorporated areas, but will also provide targeted services throughout King County.
- Serving low-income communities and reaching communities where English is not the primary language used in the home, but will also support moderate-income and English-speaking communities.

The diverse goals of the Energize program reflect its diverse funding sources and varying funder priorities. As such, King County seeks to develop a roster of trusted professionals that can provide a range of services to households and small businesses that apply to the Energize program.

Through the Energize program, selected Contractors will access cost efficiencies by combining lowered customer acquisition costs with group procurement and installations. King County will provide community outreach to ensure that target areas are aware of program opportunities.

2.3 Energize Program

It is anticipated this program will fund:

- 100% of the installation or service costs for low-income households, including all labor and equipment; and
- 80% of the installation or service costs for moderate-income households. It will be the Contractor's responsibility to invoice and collect the initial 20% of the project cost from participating households, either as a lump sum or a payment plan signed by the homeowner.

Small businesses receiving services will be categorized the same as household participants, depending on the income statuses of clientele or income status of the business operator. Contractors will be informed in advance whether the household/business is low or moderate-income, and shall perform the work under the Contract responsibly, regardless of income status.

2.4 Assignment of Work & Expected Response Times

A. For homes that are anticipated to be viable for installations or services, the intent of this program is to evenly assign leads per the below process, and with the following expected response times for both the County and Contractors.

1. The County will assign homes and small businesses to Contractors on a rotating basis per type of installation or service provided, starting with the highest ranked Contractor, then proceeding through to the lowest ranked Contractor, before starting again with the highest ranked Contractor. A lead does NOT guarantee the Contractor a paid installation; it is the responsibility of the Contractor to convert the lead to an installation. The County will rotate Contractors based on leads not based on actual installations.
2. Contractor must accept or decline the lead within two (2) business days; if the Contractor does not affirmatively accept within this timeframe, or declines the lead, the County will move on to the next Contractor.
3. Once the Contractor has accepted the lead, the County will then provide the homeowner or business owner's name and contact information to the Contractor; the Contractor is expected to attempt contact with the homeowner within seven (7) business days.
- 4.a For installations: Within fifteen (15) business days of completing a site visit, the Contractor shall provide a quote to both the homeowner and program administrator for the installation work. This quote will include all associated costs to perform the work at that house, including equipment and materials, electrical panel or wiring upgrades, removal or decommissioning of existing fossil fuel systems being replaced (if present), taxes, labor and permitting.
- 4.b For home energy audits: Within a negotiated, standardized delivery date, the Contractor shall provide a home energy audit report to both the homeowner and program administrator for the installation work.
5. Should the quote for the work exceed \$10,000, the County **may** solicit up to two more bids from the Contractor roster. In such cases the installation for that house will be awarded to the lowest bidder. The County and Contractor shall agree upon and execute a work-order for the installation cost prior to beginning installation work.

The Contractor will make a best-faith effort to conduct installations and complete contracted work for individual houses within a reasonable timeframe upon receipt of the equipment from suppliers.

B. It is anticipated that between 2 and 5 Contractors will be selected to support each type of product installation and service provided under the Energize program. As such, each contractor is projected to receive a minimum of 20 – 35 referred households (“leads”), possibly more based on the number of Contractors selected and consumer demand, though the number of leads is not guaranteed.

C. The assignment of persons to fill work-based learning trainee positions (Trainee) will start with the highest ranked installation Contractor, then proceed through to the lowest ranked installation Contractor before returning to the highest ranked installation Contractor for subsequent assignments. If an installation Contractor in the ranking process prefers not to host a Trainee, and another installation Contractor wishes to host an additional Trainee, that Trainee assignment may be moved. Trainee requirements do not apply to Contractors only providing home energy audit services.

D. The County reserves the ability to deviate from this proposed assignment of work process if a Contractor repeatedly does not meet the expected response times for this work, fails to meet scope or contract obligations, or displays unprofessional work conduct.

2.5 Scope of Services

The successful Applicant(s) shall be able to provide the following services. Contractors may be requested to perform one or more of the tasks listed in this section as requested by authorized King County staff. King County staff anticipates executing work orders with Contractors on the roster to reimburse for staff time for Items A through D below. Reimbursement for installation work, as well as home energy audits, will occur through work orders for individual houses as further described above in **Section 2.4** Assignment of Work & Expected Response Times.

A. Participate in one (1) Installer Orientation

Selected Contractors will be required to attend a one-hour installer orientation held by King County staff to review program details and expectations following contracting.

B. Participate in at least two (2) Community Educational Workshops

Between the months of January and April 2025, King County will promote and deliver in-person and online educational workshops for the public in the project target areas. Selected Contractors are expected to have one staff person available to answer questions and provide an interface to the community during at least two community workshops. Additional neighborhood outreach opportunities may present themselves, and the selected Contractors are expected to work with King County to ensure the campaign is effective in reaching the community at large. Workshops will include review of the Utility Discount Program ([UDP](#)) from Seattle City Light, which provides low-income clients with a 60% discount on electric bills. This and other features will support customer conversion to electric equipment for homes on fossil fuel systems. Each workshop is estimated to take up to 1.5 hours, or three (3) total hours of workshop participation for Contractor staff.

C. Submit bi-weekly progress reports to King County

The selected Contractors will provide written bi-weekly progress reports in a format determined by King County to the King County Project Manager or the designated administrator regarding campaign progress and lead status. Bi-weekly reporting must be submitted by Monday at 12:00PM PST for the previous two week's work. All discrepancies should be resolved prior to the next reporting period.

Progress reports will include the following:

1. Contact status
2. Date of scheduled/completed site assessment or energy audit
3. Date of contract signing with customers
4. Date of scheduled installation or energy audit
5. Date of targeted completion

For installation contractors:

6. Type of system installed
7. Size of system installed, if applicable
8. Price of system installed

Approximately one (1) hour of staff time per report is anticipated to complete this item.

D. Attend Monthly Contractor Meetings, if requested by King County

The selected Contractors will attend a monthly Contractor meeting if requested by the County to review program progress and address issues that may have arisen in program deployment. Each meeting will be thirty (30) minutes of time.

E. Work-Based Learning Trainees

If requested by King County, the Contractor shall register as a host business with the King County Executive Climate Office JumpStart program to host at least two 240-hour paid work-based learning trainees (Trainees) per year. Trainee wages shall be remunerated directly to the Trainee by the King County Jumpstart program through King County [YouthSource](#), and the County shall provide liability insurance for the Trainee. Trainees will have hand and power tool experience, OSHA 10 certification, First Aid/CPR, flaggers, and forklift certification. Trainees may work on other Contractor efforts if contract-associated demand is not high enough to warrant Trainee participation.

F. Install equipment and products, or provide services, in participating homes and small businesses

The Contractors will provide all necessary tools and equipment to complete audits and installations, and will coordinate work (purchase, delivery, installation, etc.) with home and building owners as well as renters and leasees. Contractors will be selected to provide one or more of the below product installations or services:

- Heat pumps
- Heat pump water heaters
- Faucet aerators, showerheads, toilet leak detection and toilet replacements
- Induction or electric stoves
- Heat pump clothes dryers
- Heat- or energy-recovery ventilators (HRVs/ERVs)
- Electrical wiring and panel upgrades to support the above equipment
- Oil tank decommissioning
- Home energy audits
- Insulation, duct-sealing and air-sealing
- Rooftop Solar photovoltaic (PV) installations

Where needed, selected Contractors will conduct site assessments and provide installation proposals to King County and building owners. All installation work should be aesthetically pleasing, provide minimum sound impacts to the home and neighboring properties, and take into consideration the preferences of the owner while minimizing project costs and maximizing energy efficiency. Proposals should also consider building owner's self-identified financial limitations including, if applicable, any owner-arranged financing with a bank, credit union or other financing entity; this would typically apply for moderate-income program participants.

Installation timings shall comply with the [King County Noise Ordinance for Construction Sites](#); this includes limitations for:

- Heavy equipment use limited to between 7:00 a.m. and 7:00 p.m. weekdays and between 9:00 a.m. and 7:00 p.m.; and
- Other construction activity limitations to between 7:00 a.m. and 10:00 p.m. on weekdays and between 9:00 a.m. and 8:00 p.m. on weekends.

The selected Contractors will install equipment or provide services with the following minimum criteria:

- Energy Star. All applicable electrical equipment must meet ENERGY STAR standards.
- Refrigerants. All equipment using refrigerants (e.g., heat pumps, heat pump water heaters and heat pump clothes dryers) must meet the global warming potential (GWP) limits from the Washington state Department of Ecology and the U.S. Environmental Protection Agency (EPA). Where technically and economically feasible, equipment must use low GWP refrigerants listed by the EPA's Significant New Alternatives Policy (SNAP) Program, or the California Air Resources Board (CARB), where technically and economically feasible.
- Fossil Fuels. All electrical equipment replacing fossil fuel equipment must remove the existing fossil fuel equipment where technically and economically feasible, include decommissioning of oil tanks. Contractors may conduct decommissioning of oil tanks associated with heat pump installations conducted as part of the Energize Pilot program phase.
- Electrical Panels. The selected Contractors will support electrical panel upgrades where necessary to support installation of electrical equipment. Providing "Watt diets," or conducting panel upgrades that meet permitting requirements while not necessitating replacement of the electrical panel, is very desirable to reduce installation costs. However, where needed, the program will support installation of circuit breakers or upgrade electrical panels when needed to enable efficient operation of proposed electrical equipment installations.
- Sustainability. King County may request that Contractors for some types of product installations provide cost-comparisons of installation materials or methods addressing other sustainability criteria, including but not limited to materials that are recyclable, biodegradable, reduce plastic consumption, reduce material toxicity, incorporate salvaged materials or support design for disassembly.
- Codes and Permits. Conform with all applicable laws, codes, permits and jurisdictional requirements.

Please note additional specifics for various products and services below.

Heat Pump Installations will be expected to comply with the following:

- Products must meet a Heating Seasonal Performance Factor - 2 (HSPF2) of 8.1; or that meet the Northeast Energy Efficiency Partnership's (NEEP) Cold Climate Air Source Heat Pump (ccASHP) Product List; or meets the most recent ENERGY STAR Cold Climate product criteria.
- Products must meet a decibel rating of 65 dB(A) or less, or compliance with local noise ordinance requirements when outside unincorporated King County
- When installing in unincorporated King County, installations must comply with King County Code five (5)-foot mechanical setback. Outside unincorporated King County, the Contractor is expected to check and comply with local jurisdiction setback requirements.
- Should a heat pump air handler direct heat to a zone in which the existing home heating system thermostat is located, the selected Contractor will relocate that thermostat to a new location to ensure the existing heating system (if retained) shall continue to provide heating service to the remainder of the house regardless of that zone temperature.
- Carry out installations per the requirements of the American National Standards Institute (ANSI) HVAC Quality Installation Specification.
- Size heat pumps according to ACCA Manual J or Manual S calculations. Calculations will account for current household insulation and weatherization status **or** anticipated weatherization and insulation levels following services provided within the program or by other program partners.
- King County will strive to install insulation in selected homes and businesses. In such cases where King County cannot provide insulation, the County will work with separate program partners to support installation of insulation for clients, likely limited to homes, which may occur before or after heat pump installation. Selected Contractors may be asked to coordinate with insulation installers where applicable to reduce client burden.

Plumbing improvements: heat pump water heater installations are anticipated in the North Highline/White Center and Skyway-West Hill unincorporated areas, and within roughly one-mile extending into surrounding unincorporated areas. It should be noted that faucet aerators, showerhead installations, toilet leak detection and toilet replacements are anticipated to be limited to the unincorporated Skyway-West Hill area **only** and depend on approval between the Cascade Water Alliance (CWA) and King County for Energize program participation. If approved, it is anticipated that CWA will provide the faucet aerators and showerheads; CWA may provide toilet leak detection kits and toilets in advance, or may provide criteria that will inform requested quotes with enrolled Energize contractors.

All other products and services: King County reserves the rights to set additional service criteria for various products installed and services provided within the Energize program throughout program implementation.

G. Secure all required permits, complete and submit all incentive applications, and schedule and pass all jurisdictional inspections

For each installation, the selected Contractors will be responsible for securing all required permits prior to initiating installation, completing and submitting all incentive applications, and scheduling and passing all jurisdictional inspections. For those installing electrical equipment, anticipated permits for unincorporated King County include a King County mechanical permit with an estimated cost of \$164,000,

and an electrical permit from Washington State Labor & Industries (L&I; cost unknown). Note that for installations not within unincorporated King County, other permit requirements may apply.

H. Provide maintenance information to participating homeowners

Contractors will provide each homeowner with information on how to use and maintain new equipment when installed. In addition, the Contractors will provide introductions and support materials to banks, credit unions, and other interested financing entities as needed to support financing installations.

I. Provide Quality Assurance and Quality Control Services

As requested by King County, one (1) or more of the selected Contractors may provide quality assurance and quality control services for the program including, but not limited to, evaluating installation proposals and audit reports; conducting heat load calculations; reviewing electrical upgrade proposals; and inspecting installations to ensure they meet manufacturer specifications and industry standards.

2.6 Services to be Provided by King County

King County will provide project management for the Energize! pilot, including:

- Setting up, conducting outreach for, and deploying Energize! community workshops.
- Managing household registrations, enrollment and maintaining the participant database.
- Providing print and spoken translation services to support installations.
- Managing overall marketing, including project website hosting and drafting outreach materials.
- Conducting participant survey and project evaluation.

2.7 Deliverables

Selected Energize Contractors will:

- A. Participate in one installer orientation.
- B. Participate in at least two (2) heat pump public education workshops.
- C. Submit bi-weekly reports on installation or energy audit status.
- D. Attend monthly contractor meetings if requested by King County.
- E. Installation Contractors: Register as a host business with JumpStart and two Trainees per year.
- F. Install features, and/or provide energy audits, in 120 to 500 homes or small businesses.

2.8 Available Funding

Funding to support this work will come from several sources, including the King County Climate & Equity Capital Pool capital bond; potentially Washington State University Community Energy Efficiency Program (CEEP) grant funds; Washington state Department of Commerce Home Electrification and Appliance Rebates (HEAR) Program funds for residences, small businesses and Adult Family Homes (AFHs) sourced from the Washington state Climate Commitment Act (CCA); and Department of Ecology funding for features including insulation and audits, also sourced from CCA funds. Faucet aerators, showerheads, toilet leak detection and toilet replacement efforts will likely be limited to the Skyway-West Hill unincorporated area and will potentially be funded by the Cascade Water Alliance.

2.9 Installation Schedule

Work for the Energize program will begin at contract execution, with all installations completed by December 31, 2026, pending King County approval. Work will likely be concentrated in 2025, with a high emphasis on expending funding on some improvement types by **June 1, 2025**. The 2026 program end date may also be extended, or the number of homes served by the program expanded, depending on future funding availability and the timeliness of equipment delivery by suppliers.

2.10 Eligibility and Minimum Qualifications

All work must be performed by a licensed Contractor registered in the State of Washington. Contractors must have approximately three (3) years of successful experience for the service proposed for the Energize program (whether energy audits or specific product installations), or experience with providing that service for at least 100 homes to date.

2.11 Methods for Compensation/Billing

Contractors may request payment in one of two ways, as negotiated with the County:

A. Cost reimbursement for incurred costs (e.g., equipment, labor, etc.) associated with audits or installations for this project with appropriate backup documentation (e.g., receipts).

B. Advance payments for equipment associated solely with installations for this project and in the amount for a completed pre-order with an equipment manufacturer, with a copy of the paid invoice for equipment purchase from the heat pump distributor or manufacturer within five (5) days of receiving that invoice. King County must provide written approval prior to purchase/invoice of the equipment. Upon receipt of the equipment, the installer will provide priority in scheduling installations associated with the project for the subject equipment.

2.12 Contractor Monitoring

King County shall monitor work throughout the contract term, to include but not limited to the option for separate Contractor reviews of installations or audit reports; contacting permitting staff for feedback on Contractor progress; homeowners surveys; review of equipment evaluations; and randomized installation or report sampling including requesting homeowner reporting of equipment serial numbers to ensure the actual equipment installed matches the reported equipment installations.

2.13 Prevailing Wage

Contracts will be subject to prevailing wage requirements and will be extended annually pending approved intents and affidavits as required by RCW 39.12 (Prevailing Wages on Public Works) and RCW 49.28 (Hours of Labor) as amended or supplemented. Contractor shall be responsible for compliance by the Contractor and all subcontractors with all provisions herein.

Applicants shall examine and be familiar with such requirements. No claim for additional compensation will be allowed which is based upon a lack of knowledge or a misunderstanding of any such requirements by the Contractor or a failure to include in the Applicant's quote price adequate increases in such wages during the performance of this Contract. Applicants must comply with the current prevailing wage rates at the time of bid opening which are found at <https://secure.lni.wa.gov/wagelookup/>.

- A. **Filing Your Intentions and Affidavits:** The awarded Contractor and all subcontractors shall file Statement of Intent to Pay Prevailing Wages immediately after contract award and before work begins. An Affidavit shall be filed upon completion of the Work. The intent must be filed online through the Contractor's Portal in My L&I website <https://secure.lni.wa.gov/home/>.
- B. To complete this filing, the Contractor and all subcontractors will need the basic information about the project-such as the who, what, where and when of what's involved. The cost of filing shall be borne by the Contractor and Subcontractor(s).
- C. Contractor and any subcontractor shall not pay any laborer, worker or mechanic less than the prevailing hourly wage rates that were in effect at the time of submittal for the worker classifications that are provided for under Prevailing Wages as issued by the State of Washington for the County in which the work shall be performed.
- D. Exemptions for Vocationally handicapped workers. Per RCW 39.12.022 to the extent necessary in order to prevent curtailment of opportunities for employment, shall by regulations provide for the employment of individuals whose earning capacity is impaired by physical or mental deficiency or injury under special certificates may be employed at wages lower than the established prevailing wage. The Fair Labor Standards Act requires that wages based on individual productivity be paid to handicapped workers employed under certificates issued by the Secretary of Labor. These certificates are acceptable to the Department of Labor and Industries. Sheltered workshops for the handicapped may submit a request to the Department of Labor and Industries for a special certificate, which would, if approved, entitle them to pay their employees at wages, lower than the established prevailing wage.
- E. In certain situations, an Intent to Pay Prevailing wages shall be filed with the L&I and the Contract Specialist, but the Contractor may indicate an exception on the Intent form that exempts the prevailing wages rates for the following:
1. Sole owners and their spouse.
 2. Any partner who owns at least 30% of a partnership.
 3. The president, vice-president, and treasurer of a corporation if each one owns at least 30% of the corporation.
 4. Workers regularly employed on monthly or per diem salary by state or any political subdivision created by its laws.
- F. Prevailing Wage rates in effect at the time of submittal remain in effect for the duration of this contract, except for annual adjustments required by this agreement for multi-year contracts (where contract is longer than one year) and for building service maintenance (janitorial, waxers, shampooers, and window cleaners).
- G. It is the sole responsibility of the Contractor to assign the appropriate classification and associate wage rates to all laborers, workers or mechanics that perform any work under this contract, in conformance with the scope of work descriptions of the Industrial Statistician of the Washington State Department of Labor and Industries.
- H. With each invoice, Contractor will attach or write a statement that wages paid were compliant to applicable Prevailing Wage rates, including the Contractor and any subcontractors.
- I. Upon contract completion, Contractor shall file the Affidavit of Wages Paid (form L700- 007-000) approved by the Industrial Statistician of Washington L&I. This may be performed on-line if the Contractor has initiated the original Intent to Pay Prevailing Wage process on- line. The receipt of the approved affidavit is required before King County can pay the final invoice. The County may withhold payment on any invoice due the Contractor until the approved affidavit is received.

- J. The Contractor shall also ensure that each Subcontractor likewise files an Affidavit. The Contractor shall notify the Contract Specialist and provide a copy of the Affidavit(s).