



## Residential Contractor Partnership Program Application EnergySmart and Denver Energy Challenge Programs

*Rolling applications will be reviewed after the 15<sup>th</sup> of each month.*

### **STEP 1: Read the program documents**

I would like my company to be considered for inclusion in:

- Denver Energy Challenge Residential Contractor Partnership Program (City and County of Denver)
- EnergySmart Residential Contractor Partnership Program (Boulder County)

Applicants must read the Contractor Guides for whichever/both programs you are applying for before completing this application. All applications are subject to the program rules and conditions defined in the Contractor Guides.

Applications will be reviewed by the appropriate staff to evaluate each application for completeness and compliance with each program's rules. Application submittal does not guarantee enrollment in either the EnergySmart or the Denver Energy Challenge Residential Contractor Partnership Program.

### **STEP 2: Complete Application Form**

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

Years in Business \_\_\_\_\_ No. of Employees \_\_\_\_\_

Contact Name \_\_\_\_\_ Title \_\_\_\_\_

Office Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_ Web Site \_\_\_\_\_

Business Physical Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

## Legal

Please answer each of the following. Please ATTACH explanations for any "Yes" responses:

- Has the Contractor/company been denied prequalification, declared non-responsible, or otherwise declared ineligible to submit bids or proposals for work by any federal, state or local government agency or private enterprise? \_\_\_\_\_
- Has the Contractor/company been removed, suspended or otherwise prohibited from doing business with any federal, state or local government agency, utility-run program, or private enterprise? \_\_\_\_\_
- Has the Contractor/company had any business or professional license, registration, certificate or certification suspended or revoked? \_\_\_\_\_
- Does the Contractor/company have any lawsuits pending against it in any jurisdiction? \_\_\_\_\_

## Service Questions

1. Does your company offer weekend installation and service hours? \_\_\_\_\_
2. Does your company offer Spanish-language customer service? \_\_\_\_\_

## Services Offered

Please check the box next to the services your Company would like to offer to Denver Energy Challenge and/or EnergySmart customers as well as letting us know other services you offer.

### Insulation / Air Sealing:

For Insulation and Air Sealing work, Blower Door and CAZ testing is required. The contractor is required to have access to a Blower Door and all of the necessary equipment required to do CAZ testing. It is the contractor's responsibility to keep that equipment calibrated per BPI Standards.

- By checking this box, I attest that my company has access to a Blower Door and all of the necessary equipment required to do CAZ testing and that equipment is calibrated per BPI Standards.
- Attic Insulation & Bypass Sealing
- Air-sealing & Weather-stripping (based on NACH reduction)
- Wall Insulation
- Foundation/crawl space insulation
- Sub-Floor or Frame Floor Insulation
- Perimeter Insulation, Slab-on-Grade Foundations
- Duct Insulation
- Duct Repair/Sealing

Insulation Types

- Blown Cellulose
- Blown Fiberglass
- Drill & Fill Cellulose
- Open Cell Spray Foam
- Closed Cell Spray Foam
- Pre-expanded Injection Foam

Mechanical, heating, and cooling

- Evaporative Cooling – Standard System
- Evaporative Cooling – Premium System
- Evaporative Cooling – Whole House System
- Energy Star Central AC
- EnergyStar Ground Source Heat Pump
- Energy Star Air Source Heat Pump
- Electric Heat Pump
- Set Back Thermostat
- Sealed Combustion Condensing High Efficiency Furnace
- Sealed Combustion Condensing High Efficiency Boiler
- Electrically Efficient Furnace (ECM furnace fan motor)
- Tankless Water Heater .82 EF or higher
- EnergyStar Tank Water Heater
- Self-Sealing, Insulated Whole House Fan

Other Services

- High Efficiency Wood or Natural Gas Fireplaces & Fireplace Inserts
- Pellet Stove/High Efficiency Wood Stove
  
- Windows
- Historic Window Restoration
- Storm Windows
- Glass Doors
  
- Solar PV
- Solar Lease
- Solar Thermal Space Heating
- Solar Thermal Water Heating
  
- Roofing
  
- Other: \_\_\_\_\_

## Certification Information

Please complete the information below for each type of contracting performed by the Company.

NOTE ON SUB-CONTRACTING: Contractors in the pool are responsible for ensuring that the work of their subcontractors meets program licensing, certification, and installation standards.

**Insulation, air sealing, CAZ testing work cannot be subbed out.**

**ALL CONTRACTOR TYPES:** Each company must have at least one manager on staff with at least one year of experience holding one of the following required certifications: BPI Envelope or BPI Building Analyst or BPI Whole House Air Leakage Control (installer or crew chief).

\*\*An interview may be required with Insulation applicants before enrollment.

Manager Name (1) \_\_\_\_\_ Title \_\_\_\_\_  
Certification Type: \_\_\_\_\_ Certification # \_\_\_\_\_ Expires \_\_\_\_\_

Manager Name (2) \_\_\_\_\_ Title \_\_\_\_\_  
Certification Type: \_\_\_\_\_ Certification # \_\_\_\_\_ Expires \_\_\_\_\_

**Heating System and/or Water Heating System Jobs:** Each Company must have at least one manager on staff with the following required certifications: BPI Heating or NATE Gas Furnace

Manager Name (1) \_\_\_\_\_ Title \_\_\_\_\_  
Certification Type: \_\_\_\_\_ Certification # \_\_\_\_\_ Expires \_\_\_\_\_

Manager Name (2) \_\_\_\_\_ Title \_\_\_\_\_  
Certification Type: \_\_\_\_\_ Certification # \_\_\_\_\_ Expires \_\_\_\_\_

**Air Conditioning Jobs:** Each Company must have at least one manager on staff with the following required certifications: NATE AC or ASHP.

Manager Name (1) \_\_\_\_\_ Title \_\_\_\_\_  
Certification Type: \_\_\_\_\_ Certification # \_\_\_\_\_ Expires \_\_\_\_\_

Manager Name (2) \_\_\_\_\_ Title \_\_\_\_\_  
Certification Type: \_\_\_\_\_ Certification # \_\_\_\_\_ Expires \_\_\_\_\_

**Ground Source Heat Pump Jobs:** Each Company must have at least one manager on staff with the following required certifications: NATE GSHP.

Manager Name (1) \_\_\_\_\_ Title \_\_\_\_\_  
Certification Type: \_\_\_\_\_ Certification # \_\_\_\_\_ Expires \_\_\_\_\_

Manager Name (2) \_\_\_\_\_ Title \_\_\_\_\_  
Certification Type: \_\_\_\_\_ Certification # \_\_\_\_\_ Expires \_\_\_\_\_

**Solar PV:** Each Company must have at least one manager on staff with the following required certifications: NABCEP Solar PV Installer.

Manager Name (1) \_\_\_\_\_ Title \_\_\_\_\_  
Certification Type: \_\_\_\_\_ Certification # \_\_\_\_\_ Expires \_\_\_\_\_

Manager Name (2) \_\_\_\_\_ Title \_\_\_\_\_  
Certification Type: \_\_\_\_\_ Certification # \_\_\_\_\_ Expires \_\_\_\_\_

**Solar Thermal:** Each Company must have at least one manager on staff with the following required certifications: NABCEP Solar Thermal Installer.

Manager Name (1) \_\_\_\_\_ Title \_\_\_\_\_  
Certification Type: \_\_\_\_\_ Certification # \_\_\_\_\_ Expires \_\_\_\_\_

Manager Name (2) \_\_\_\_\_ Title \_\_\_\_\_  
Certification Type: \_\_\_\_\_ Certification # \_\_\_\_\_ Expires \_\_\_\_\_

**Xcel Energy Rebate list:**

**For air sealing and insulation upgrades:** EnergySmart and Denver Energy Challenge **require** inclusion on the Xcel Energy Home Performance with Energy Star contractor list, as all work will attempt to leverage available rebate funds.

To check if you are listed, go to: [http://hvaceducation.net/xcel-co/public\\_search.cfm](http://hvaceducation.net/xcel-co/public_search.cfm)  
Choose "I am looking for a Home Performance contractor, to do several improvements" and scroll through to find your name.

\_\_\_\_\_ I certify that my company is eligible for all Xcel Energy rebates relevant to my work.

If you are NOT currently listed, you **must register before submitting** this application: (a 5 minute task)

1. Register for your Contractor ID here: <http://hvaceducation.net/xcel-co/registration/>
2. Select the second option, "New Trade Partner"
3. Fill out each screen, clicking on "NEXT" at the bottom of each, until it says "Congratulations!"
4. Contact Paola Alonso ([paola.trejo@clearresult.com](mailto:paola.trejo@clearresult.com) or 303-446-7907) at CLEARResult to complete enrollment in the Home Performance with Energy Star Program
5. Once CLEARResult approves you for the program you are enrollment is complete.

**For other energy efficiency upgrades:** EnergySmart and Denver Energy Challenge **prefer** inclusion on the Xcel Energy Home Performance with Energy Star contractor list, however it is not required. The contractor is still expected to fully explore and leverage available Xcel Energy rebate funds.

### **STEP 3: Attach Required Documentation**

Please attach each of the following:

- References
  - Please provide a list of your three (3) most recent residential customers with phone numbers.
- Copy of each required certification listed in the Certification Information section above
- Proof of certification as an “EPA Certified Lead Based Paint Renovation Firm” (**Window and Insulation installers only**) <http://www.epa.gov/lead/lscp-renovation.html>
- Any / all local Contractor Licenses (for City/County of Denver, Boulder County and/or any municipality in Boulder County)
  - For insulation work in Boulder County: Must provide a Class C license from Boulder County or the City of Boulder, or provide proof of passing the ICC exam
  - For insulation work in Denver: Must provide a Class C license OR a D Building Insulation license
  - For all other work in Boulder County or Denver, you must have the appropriate local license.
- Certificate of Good Standing from Colorado Secretary of State (if a partnership, LLC, or Corporation). Accessible here: <http://www.sos.state.co.us/biz/BusinessEntityCriteria.do>

### **STEP 4: Agreement to insurance requirements**

Boulder County and the City and County of Denver require liability insurance with minimum limits of \$600,000.00 combined single limit for each occurrence and Certificate of Workman’s Compensation Insurance, statutory level.

If admitted to the pool, contractor agrees to provide Certificates of Insurance indicating Boulder County, the City and County of Denver, and CLEAResult each as an **ADDITIONAL INSURED**. See Contractor Guide for wording and detailed instructions.

These Certificates of Insurance shall also contain a valid provision or endorsement that these policies may not be canceled, terminated, changed or modified without **thirty (30) days** written notice to all Certificate Holders.

By checking these boxes below, Contractor agrees to insurance requirements, if admitted to either the EnergySmart or Denver Energy Challenge pool:

- Certificate of Workman’s Compensation Insurance, statutory level
- Certify that I am exempt from Workman’s Compensation requirements per statute
- Certificate of Liability Insurance

The person signing this application represents and warrants that he or she is duly authorized and has legal capacity to bind the company listed above to the terms set forth in this application, and to submit this application on behalf of such company. The person signing this solicitation certifies that all

information contained herein is accurate and complete, and that he or she has read and understood the terms and conditions set forth in this application and the Contractor Guide(s).

**SIGNATURE:** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PRINTED NAME:** \_\_\_\_\_

### **STEP 5: Submittal Instructions**

Please complete the attached Application and return it, along with all required documentation, to the person noted below. Please note that email is the preferred method for submitting forms.

**E-mail:** [paola.trejo@clearesult.com](mailto:paola.trejo@clearesult.com)

**NOTE:** if emailing, please remember to also **scan** and send (or fax) the signature page (pg 7).

**US Mail:** Attn: Contractor Services Department  
1722 14th St, Suite 210  
Boulder, CO 80302

**Fax:** Attn: Contractor Services Department  
303-446-7907

**NOTE:** If you are submitting a hard copy response via US Mail, please submit your document in 11 point font, printed double-sided, on at least 50% post-consumer recycled paper.

### **Americans with Disabilities Act (ADA):**

If you need special services provided for under the Americans with Disabilities Act, contact the ADA Coordinator, or the Boulder County Human Resources office at 303-441-3508.

### **STEP 6: What to expect next:**

This application will be reviewed, along with the following information from your experience with EnergySmart and the Denver Energy Challenge to date:

- Customer ratings from completed jobs
- Quality checks from inspections of past jobs under EnergySmart and Denver Energy Challenge

If your company meets minimum standards for all of the above, our Contractor Manager will reach out to the contact person listed above to schedule:

- Testing on Interplay CAZ testing game
- In-person interview to evaluate BPI technical understanding and company practices

END OF DOCUMENT