



**Town of Winthrop, Maine
Request for Proposals**

**ENERGY EFFICIENCY ELECTRIFICATION PROJECTS
INVOLVING HVAC AND WATER HEATING**

Responses Due

4:00 PM THURSDAY, DEC. 28, 2023

at

Town Office

17 Highland Ave.

Winthrop, ME 04364

**Proposals will be publicly opened
immediately after the submission deadline.**

**TOWN OF WINTHROP, MAINE
ENERGY EFFICIENCY ELECTRIFICATION PROJECTS
INVOLVING HVAC AND WATER HEATING**

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1. BACKGROUND

The Town of Winthrop ("Town") is seeking an Efficiency Maine Qualified Partner (QP) to assist with converting the Town's municipal facilities to whole building high-efficiency air-source heat pump HVAC equipment and, potentially, water heating. It is the intent of this Request for Proposals (RFP) to have the successful QP enter into an agreement with the Town to perform the conversion, contingent on the Town's acceptance in the [Efficiency Maine Funding Opportunity Notice](#) (FON) issued Oct. 1, 2023. The QP is expected to meet the objectives of the Town, Efficiency Maine and the FON>

The Town reserves the right to reject any and all proposals, or parts of proposals, when it is judged to be in the best interest of the Town. Any award is subject to Purchasing Policy guidelines as adopted by the Winthrop Town Council on Sept. 11, 2023.

Responses will be evaluated based on the QP's experience in successfully completing other conversions under Efficiency Maine's guidelines and on cost.

2. SCOPE OF SERVICES

The Town requests the following services:

- A. Assess the Town's municipal facilities and design a heat pump configuration that would yield more efficient and cost-effective heating and cooling. Those facilities are: the Police Station, the Ambulance Station, the Fire Station, Bailey Public Library, the Public Works Garage, and the Town offices located within Winthrop Grade School.
- B. Providing and installing the equipment to realize the conversion.
- C. Assess and advise the Town on a possible conversion to energy-efficient water heating. If that conversion is deemed to be advisable, design a configuration, provide the equipment, and install it.
- D. Provide a maintenance schedule for the new equipment, along with providing the maintenance.
- E. Provide any and all documentation required by Efficiency Maine.
- F. Handle all other customary activities and services associated with a heat-pump conversion and with an Efficiency Maine program.

3. PROPOSAL SUBMISSION

- A. Firms must deliver two (2) copies of the proposal to the address below by the indicated deadline.

Winthrop Town Office
17 Highland Ave.
Winthrop, ME 04364

DEADLINE: 4:00PM THURSDAY, DEC. 28, 2023

Proposals will be publicly opened immediately after the submission deadline.

- B. Each response shall be submitted in a sealed envelope clearly marked with the QP's name and "HEAT PUMP CONVERSION" on the outside. Electronic format of proposals will not be accepted.
- C. Proposals that are incomplete, conditional or obscure, or which contain any additions not called for may be rejected by the Town.
- D. The Price Proposal must bear the written signature of a QP representative who is duly authorized to bind the QP to the terms, conditions, and contracts associated with this RFP.
- E. Any response may be withdrawn or withdrawn and resubmitted on request of the QP up until the deadline. Responses may not be withdrawn after the deadline.

4. QUESTIONS

- A. Unless otherwise specified, questions pertaining to general information regarding this RFP shall be addressed only in writing. No questions will be answered in-person or via telephone. Questions shall be mailed or emailed to:

Anthony Wilson
Town Manager
Town of Winthrop
17 Highland Ave.
Winthrop, ME 04364

manager@winthropmaine.org

Responses will be shared at winthropmaine.org/bidsrfps.

- B. Written questions are due to the Town by 4:00 PM Thursday, Dec. 21, 2023. Responses to submitted questions will be answered and posted in a subsequent addendum by 4:00 PM Friday, Dec. 22, 2023. Any questions received after 4:00 PM Thursday, Dec. 21, 2023, at will not be answered.

5. REQUIREMENTS

The Firm must be able to meet the following requirements:

- A. **Be an Efficiency Maine Qualified Partner.**
- B. Have the resources and ability to consistently and effectively provide the requested services.
- C. Procure and maintain insurance for the duration of the contract.
- D. Attend meetings with the Town designee, as deemed necessary by the Town, to coordinate and implement services.
- E. Provide the Town with status reports and other information, as requested.

6. REJECTION OF RESPONSES

The Town reserves the right to reject any or all responses and/or to waive any informalities if deemed in the best interest of the Town to do so. The Town is the sole judge of its best interest.

7. NEGOTIATIONS

The Town may enter into negotiations with a selected Firm. If the Town cannot reach agreement on acceptable terms with the selected Firm within 30 days of notification of award, the Town reserves the right to end negotiations. If negotiations are ended, the Town may choose to select the next-ranked response, to cancel the RFP and reject all proposals, and/or to reissue the RFP, with or without modification.

8. PROPOSAL REQUIREMENTS

Firms interested in providing the requested services must submit the following information in the order prescribed below. Additionally, submissions must include the Town of Winthrop Conflict of Interest Bid Disclosure Form. Each section should be separated by tabs or otherwise clearly marked. Submissions must be clearly organized using the structure below.

Section 1: Cover Letter and Contact Information

- A. Include a cover letter that identifies the QP's team, outlines your team's interest in this opportunity, why your team is best qualified to provide the requested service to the Town, and how you envision successfully completing the conversion.
- B. Identify the single point of contact with authority to make decisions (preferably executive level) for your organization with whom to communicate during the solicitation process, along with their contact information.

Section 2: Firm Qualifications & Experience

- A. Organizational Structure: Indicate if the QP is an individual, corporation, or partnership.
- B. Firms' Expertise: Provide an overview of the QP's services in successfully achieving Efficiency Maine conversions.
- C. Relevant Experience: Provide up to three (3) examples of your experience in successfully completing Efficiency Maine conversions, including references from Efficiency Maine and the participating municipality or other governmental entity.
- D. Past and Current Litigation Disclosure: Provide documentation of all litigation actions taken against your firm, or related parties, in the past 5 years, including any ongoing and/or pending actions that may impact your firm's capacity to successfully perform the requested services, if selected.

Section 3: Proposed Services

Please submit a clear proposal that meets the specifications of the attached [Efficiency Maine FON](#) and details the services to be provided and the manner in which they will be provided, including timetables and costs. The Town intends to maintain its boilers as a backup heating source. The Town is interested in potentially converting to energy-efficient water heaters, if feasible.

Section 4: Price Proposal

PRICE PROPOSAL FORM

Price Proposal should include all proposed rates, commissions, and fees. Include the following form with the Price Proposal.

- A. The undersigned proposes to furnish all labor and materials required for the Efficiency Maine FON in accordance with this RFP for the amount or rates specified in the accompanied price proposal.
- B. The undersigned certifies that he/she has carefully examined this Request for Proposals and the Efficiency Maine FON and can perform the work and furnish all the material called for in the manner prescribed therein and in accordance with the requirements of the Town of Winthrop.
- C. The undersigned hereby certifies that he/she is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed on the work; and that he/she will comply fully with all laws and regulations.
- D. The undersigned further certifies under penalty of perjury that this price proposal is in all respects bona fide, fair, and made without collusion or fraud with any other person. As used in this subsection the word "person" shall mean any natural person, joint venture, partnership, corporation, or other business or legal entity.

Name of Firm

Business Address

City, State, Zip

Phone, Email

Name and Title of Individual Submitting Response

Signature

Date

EFFICIENCY MAINE

COMMERCIAL & INDUSTRIAL PRESCRIPTIVE INITIATIVES

FUNDING OPPORTUNITY NOTICE (FON)

**Municipal Electrification Retrofits
CIPI FON-013-2024**

Opening: October 1, 2023

Application Deadline: March 1, 2024

Project Completion Deadline: October 31, 2024



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APPLICATION DOCUMENTS:

- 1) Attachment A: FON Project Application and Commitment Form**
- 2) Attachment B: HVAC Project Application**
- 3) Qualified Partner Material Price Quote**

APPENDIX A: Sample Documents

- Scope of Work Sample**
- Project Acceptance Form Sample**

SECTION 1: OVERVIEW AND INSTRUCTIONS

1.1 Purpose

Through this Funding Opportunity Notice (FON or “opportunity”) Efficiency Maine is seeking applications for energy efficiency electrification projects involving heating, ventilation, and air conditioning (HVAC) and water heating in Maine municipalities and tribal governments with populations between 5,000 and 10,000 residents. This opportunity is intended to target municipal buildings currently heated with oil, kerosene, propane, or electricity. This initiative offers higher incentives than typically provided under the CIPI, with the intent to accelerate the conversion to whole building high-efficiency air-source heat pump HVAC equipment in Maine municipal buildings.

1.2 Funding Description

This FON provides enhanced incentives for qualifying projects to install whole-building HVAC systems in municipal buildings. See the charts below for incentive information on the qualifying equipment and see section 2.7 for a description of the criteria that will be used to determine which equipment (or “measures”) qualifies for these incentives.

Single- or Multi-Zone Heat Pumps			
Zone	Min. HSPF	Min. HSPF2	FON Incentive
1	12.5	9.5 ductless/8.1 ducted	\$1,800/unit
2	10.0	8.5	\$2,200/unit
3			\$2,600/unit
Heat pump retrofit projects must be sized and configured, informed by the current heating system capacity or a Manual J calculation. The heat pump must be configured as the primary heating system. Buildings that heat with natural gas are not eligible. Incentives are capped at 90% of total material costs (without labor).			

Energy Recovery Ventilators (ERV)		
Measure Code	Sensible Heat Recovery	FON Incentive
ERV	≥ 55% to < 65%	\$2.25/CFM
	≥ 65% to < 75%	\$2.50/CFM
	≥ 75% to < 85%	\$2.75/CFM
	≥ 85%	\$3.00/CFM
CFM is Cubic Feet Per Minute. Incentives are capped at 90% of total material costs (without labor).		

Heat Pump Rooftop Units (Ventilation)			
Heating Section of Existing System (MBh)	Required Heat Pump RTU* Heating Capacity (MBh)	Minimum Required Efficiency Criteria (Heating)	Incentive per Unit
60-80	24	8.5 HSPF or 7.2 HSPF2	\$4,800
81-120	36		\$7,200
121-160	48	2.0 COP	\$9,600
161-200	60		\$12,000
201-300	90		\$18,000
301-400	120		\$24,000
401-450	132		\$24,000
*Heating Capacity at 17°F. RTU must be all electric including supplemental heat. Incentives are capped at 90% of total material costs (without labor).			

**Municipal Electrification Retrofits
CIPI FON-013-2024**

Variable Refrigerant Flow (VRF) Systems				
Measure Code	Measure	Cooling Capacity Btu per Hour	Criteria (SEER, IEER or HSPF)	Incentive
VRF	Single-Phase VRF Air-Cooled Heat Pump	< 65,000	≥ 17 SEER or 16.2 SEER2 ≥ 10 HSPF or 8.5 HSPF2	\$8.00/sq.ft.
	VRF Air-Cooled Heat Pump <u>without</u> Heat Recovery	≥ 65,000 and < 135,000	≥ 22.8 IEER or 21.7 IEER2	\$8.00/sq.ft.
		≥ 135,000 and < 240,000	≥ 21.9 IEER or 20.9 IEER2	
		≥ 240,000	≥ 19.7 IEER or 18.8 IEER2	
	VRF Air-Cooled Heat Pump <u>with</u> Heat Recovery	≥ 65,000 and < 135,000	≥ 22.6 IEER or 21.7 IEER2	\$10.00/sq.ft.
		≥ 135,000 and < 240,000	≥ 21.1 IEER or 20.9 IEER2	
		≥ 240,000	≥ 20.3 IEER or 18.8 IEER2	

VRF system must be configured as the primary heating system and will meet the required building heating load. **Incentives are capped at 90% of total material costs (without labor).**

Heat Pump Water Heater Systems		
HPWH Integrated Storage - Gallons	Minimum Qualifying Efficiency Criteria	Incentive
80	ENERGY STAR®	\$2,800
120	ENERGY STAR®	\$4,000
Split-system with 80 gallon minimum	ENERGY STAR®	\$4,000
Incentives are capped at 90% of total material costs (without labor).		

1.3 FON Schedule

Efficiency Maine will accept applications for the Municipal Electrification Retrofits FON from October 1, 2023, through March 1, 2024, or until funding has been exhausted. The CIPI initiative team will review the applications and issue incentive offers in the form of a pre-approval offer email to applicants who meet the criteria within this FON, and as funding allows.

FON Schedule	
FON Issue Date:	October 1, 2023
Rolling Application Period:	October 1, 2023 to March 1, 2024*
Project Completion Deadline:	October 31, 2024

*Or until funding has been exhausted

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1.4 FON Informational Webinars

Efficiency Maine will conduct four webinar presentations to inform interested parties on the specifics of this FON. It is not mandatory but recommended that the applicant attend. The webinar schedule appears below and to participate in a webinar presentation, register using the link attached to your desired date and time.

- Tuesday October 17, 2023, at 8:00 AM - [TO REGISTER, CLICK HERE](#)
- Wednesday October 18, 2023, 12:00 PM - [TO REGISTER, CLICK HERE](#)
- Tuesday October 24, 2023 at 1:00 PM - [TO REGISTER, CLICK HERE](#)
- Thursday October 26, 2023, 8:00 AM - [TO REGISTER, CLICK HERE](#)

1.5 Project Scoping Assistance

Efficiency Maine offers a virtual building consultation service if you are not sure what energy efficiency solutions may exist in your building. If you wish to take advantage of this no-cost, no obligation service, [click here](#) and we will contact you to set up a time to discuss solutions best suited for your building and how to get started.

1.6 Design Guidance for Air-Source Heat Pump (ASHP) Systems

Efficiency Maine requires all new ASHP systems to meet the whole building heat load requirements. The following guidance is provided to assist in properly designing ASHP systems to ensure building occupants are comfortable through Maine’s heating season.

Step One: Calculate the Manual J heating requirement for each apartment OR determine the current heating system heating capacity. The whole building must be part of this calculation.

Step Two: Use the output of the Manual J or the current heating system heating capacity to design the new heat pump system:

- If using the current heating system heating capacity, the proposed ASHP design heating capacity at 5°F must be within 60% to 100% of the current heating system heating capacity.
 - If 5°F is not available, the heating capacity at 17°F shall be used
- If using a Manual J calculation, the proposed design heating capacity at 5°F must be within 80% to 120% of the Manual J design load.
 - If 5°F is not available, the heating capacity at 17°F shall be used

Step Three: Once you’ve determined an ASHP design that matches rated capacity to the capacity percent ranges, select ASHP equipment that meets the efficiency criteria as described in Section 2.9.

1.7 Municipal Financing

The Municipal Lease from Efficiency Maine Green Bank is designed to help municipalities and schools afford the remaining project cost after an Efficiency Maine rebate. Participants can finance these co-pays through a non-debt finance vehicle known as a “municipal lease.” The Efficiency Maine Green Bank

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pairs Efficiency Maine program participants with private, Maine-based lenders that provide this type of financing.

A municipal lease is an effective alternative to traditional debt financing (bonds, loans, etc.) because it allows a public organization to pay for energy upgrades by using money that is already set aside in its annual utility budget. Essentially, the lessee uses utility bill savings to pay for the financing costs. For more information on municipal leases, please [click here](#).

SECTION 2: PROJECT ELIGIBILITY

2.1 Eligible Municipalities

- 2.1.1 Eligible municipalities will be limited to those with a population between 5,000 and 10,000 residents. 2020 census data will be used to determine municipal populations for the purposes of this FON. Maine tribal governments are eligible for this opportunity. Larger municipalities that have more than 10,000 residents and those with fewer than 5,000 residents are not eligible through this FON but may qualify for incentives offered through Efficiency Maine Prescriptive Initiatives. See efficiencymaine.com/at-work/municipal/ for more information.
- 2.1.2 Eligible building types include:
 - Community center
 - Fire station
 - Police station
 - Public safety buildings (combined fire and police services)
 - Public works facility (office, garages, bus garages)
 - Town hall
 - Town libraries
- 2.1.3 Ineligible building types include:
 - Outbuildings - (i.e. sport, storage, playground)
 - Schools
 - Pump stations
 - Modular (non-permanent) structures
 - Water treatment plants
 - Wastewater treatment plant
- 2.1.4 Projects with previous preapproval that have not begun installation and would like to reapply with an expanded project scope under this FON must comply with all requirements of this FON and final determination of eligibility to reapply lies with Efficiency Maine.

2.2 Eligible High-Performance Heat Pump Projects

An eligible heat pump retrofit project is limited to the heat pump solutions listed in section 2.7 for high-efficiency heat pumps. Heat pumps must meet the specified energy efficiency criteria, which an Efficiency Maine Qualified Partner (QP) can determine. Efficiency Maine will confirm eligibility during a review of an application. The heat pumps must be installed and configured as the primary heating system and the existing system may be configured for supplemental heating, if necessary. Projects must be completed by a QP. A Qualified Partner can be found by using the locator at <https://www.energymaine.com/at-work/qualified-partners/>. To use the locator simply enter your ZIP code and desired radius before selecting “Heat Pumps and Cooling Solutions” in the “Services” menu.

2.3 Eligible Variable Refrigerant Flow (VRF) System Projects

An eligible VRF system retrofit project is limited to one of the systems listed in section 2.7. VRF projects must meet the specified energy efficiency criteria, which a QP can determine. Efficiency Maine will confirm eligibility during a review of an application. The installed VRF system must be installed and configured as the primary heating system and the existing system may be configured for supplemental heating, if necessary. Project incentives for this category will cover a portion of the equipment cost. Projects must be completed by a QP. A Qualified Partner can be found by using the locator at <https://www.energymaine.com/at-work/qualified-partners/>. To use the locator simply enter your ZIP code and desired radius before selecting “Heat Pumps and Cooling Solutions” in the “Services” menu.

2.4 Eligible Heat Pump Rooftop Units (RTUs)

An eligible RTU system retrofit project is limited to one of the systems listed in section 2.7. Replacing existing rooftop units (RTUs) with heat pump systems can significantly lower energy consumption while providing building ventilation, heating, air conditioning, and dehumidification. Project incentives for this category will cover a portion of the equipment cost. The replacement RTU must be all electric including the RTUs back-up heat. In addition, projects must be completed by a QP. A Qualified Partner can be found by using the locator at <https://www.energymaine.com/at-work/qualified-partners/>. To use the locator simply enter your ZIP code and desired radius before selecting “Heat Pumps and Cooling Solutions” in the “Services” menu.

2.5 Eligible Energy Recovery Ventilator (ERV) Projects


ERVs are often used to condition outside air that ventilates into a building, taking the load off a heating or cooling system and making them more efficient. For this FON, an eligible project is limited to the ERV solution and criteria listed in section 2.7. ERV projects must meet the specified energy efficiency criteria, which a QP can determine. Efficiency Maine will confirm eligibility during a review of an application. In addition, projects must be completed by a QP. A Qualified Partner can be found by using the locator at <https://www.energymaine.com/at-work/qualified-partners/>. To use the locator simply enter your ZIP code and desired radius before selecting “Heat Pumps and Cooling Solutions” in the “Services” menu.

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2.6 Eligible Heat Pump Water Heating Projects

An eligible heat pump water heater retrofit project is limited to the systems listed in section 2.7. Replacing existing hot water heaters with heat pump systems can significantly lower energy consumption while providing domestic hot water needs. Project incentives for this category will cover a portion of the equipment cost. Projects must be completed by a QP. A Qualified Partner can be found by using the locator at <https://www.energymaine.com/at-work/qualified-partners/>. To use the locator simply enter your ZIP code and desired radius before selecting “Heat Pump Water Heaters” in the “Services” menu.


2.7 Eligible Solutions


Single or Multi-Zone Heat Pumps			
Zone(s)	Minimum HSPF/HSPF2	Description	Example Image
1 to 3 Indoor Units	12.5/9.5 ductless and 8.1 ducted for single-zone 10.0/8.5 for multi-zone	<p>High-Performance Mini-Split Heat Pump System</p> <ul style="list-style-type: none"> • Incentives are capped at 90% of the total material cost (without labor). • System must serve as the primary heating and cooling system. • Heat pump retrofits must be sized and configured as a whole building system. 	<p>A high-performance heat pump outdoor unit.</p> 


Heat pump retrofit projects must be configured as the primary heating and cooling system, informed by the current heating system capacity or a Manual J calculation. Buildings that heat with natural gas are not eligible. Incentives are capped at 90% of total material costs (without labor).

Energy Recovery Ventilators	
Sensible Heat Recovery	Example Image
≥ 55%	
Sensible heat recovery unit transfers heat from exhaust to new supply coming in (heat needed to raise temperature). Incentives are capped at 90% of total material costs (without labor).	

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Heat Pump Rooftop Units (Ventilation)				
Heating Section of Existing System (MBh)	Required Heat Pump RTU* Heating Capacity (MBh)	Minimum HSPF/Heating COP at 17°F	Minimum Required Efficiency Criteria (Cooling)	Example Image
60-80	24	8.5 HSPF/7.2 HSPF2	15 SEER	
81-120	36	8.5 HSPF/7.2 HSPF2	15 SEER	
121-160	48	2.0 COP	12 EER	
161-200	60	2.0 COP	12 EER	
201-300	90	2.0 COP	11 EER	
301-400	120	2.0 COP	11 EER	
401-450	132	2.0 COP	11 EER	
<p>HSPF is Heating Seasonal Performance Factor, COP is the Coefficient of Performance. HSPF2 values will be available for models manufactured after 1/1/2023.</p>				

Variable Refrigerant Flow Systems				
Measure Code	Measure	Heating Capacity Btu per Hour	Criteria (SEER, IEER or HSPF)	Example Image
VRF	Single-Phase VRF Air-Cooled Heat Pump with or <u>without</u> Heat Recovery	< 65,000	≥ 17 SEER or 16.2 SEER2 ≥ 10 HSPF or 8.5 HSPF2	
	VRF Air-Cooled Heat Pump <u>without</u> Heat Recovery	≥ 65,000 and < 135,000	≥ 22.8 IEER or 21.7 IEER2	
		≥ 135,000 and < 240,000	≥ 21.9 IEER or 20.9 IEER2	
		≥ 240,000	≥ 19.7 IEER or 18.8 IEER2	
	VRF Air-Cooled Heat Pump <u>with</u> Heat Recovery	≥ 65,000 and < 135,000	≥ 22.6 IEER or 21.7 IEER2	
		≥ 135,000 and < 240,000	≥ 21.1 IEER or 20.9 IEER2	
		≥ 240,000	≥ 20.3 IEER or 18.8 IEER2	
<p>VRF system must be used as the primary heating system and provide heat to the whole building. Incentives are capped at 90% of total material costs (without labor).</p>				

Heat Pump Water Heater Systems			
Details	HPWH Integrated Storage	Minimum Qualifying Efficiency Criteria	Example Image
Must be a retrofit project. Must be installed outside the thermal envelope of the buildings. Retrofit project baseline must be electric resistance, propane, or oil-fired water heater. Projects with a natural gas baseline or existing heat pump hot water heater are not eligible. Incentives are capped at 90% of total material costs (without labor).	80 gallons	ENERGY STAR®	
	120 gallons	ENERGY STAR®	
	Split-system with 80 gallon minimum	ENERGY STAR®	

SECTION 3: APPLICATION REQUIREMENTS

Each applicant must submit the documentation listed below to be considered for incentives under this opportunity. Note that this documentation must include a material price quote obtained by the applicant from a Qualified Partner. Material quotes must include the make and model of each product used in the energy efficiency solution, the quantity of each and represent the costs to the customer. If multiple municipal buildings within a municipality wish to participate in the FON, each building will be considered a separate project and therefore each building would require its own application and be subject to these requirements. The list of required documentation follows:

HVAC and Water Heating Projects:

- Attachment A: FON Project Application and Commitment Form
- Attachment B: HVAC Project Application
- Qualified Partner Material Price Quote to Customer

Additional documents for HVAC project applications:

- Installation design and proposed HVAC system layout
- Building layout or floor plan documentation with square footage
- Selection report (for ERV projects)
- Piping diagram or selection report (for VRF application)

**Efficiency Maine reserves the right to request additional information as needed prior to project approval.*

Applications that are incomplete will not be accepted by Efficiency Maine and will be returned to the applicant via email.

SECTION 4: SUBMITTAL INSTRUCTIONS

Project applications must include all materials (appropriate attachments) as requested in Section 3 and are to be emailed to CIP@efficiencymaine.com by the program applicant. The email subject line must include “CIPI FON-013-2024”.

For questions throughout the process, applicants are encouraged to speak with a Qualified Partner (using the locator tool described in Section 2) or to contact the Program Team at (207) 213-6247 or CIP@efficiencymaine.com.

SECTION 5: PROJECT APPROVAL AND INCENTIVE OFFER PROCESS

The process to apply for a project incentive starts with obtaining pre-approval. This must be done prior to ordering, procuring, or installing any equipment or materials. By applying, the applicant is making a representation to Efficiency Maine that all information provided in connection with the application is complete and accurate at the time of submission. The intentional provision of any false or misleading information, or the intentional omission of material information, will result in the application being deemed ineligible. Efficiency Maine recognizes that, depending on the nature of a proposed project, third-party vendor, installer, or energy service companies (ESCOs) may assist in the preparation, submittal, and processing of an application on behalf of a customer. Notwithstanding the participation of a third-party vendor, installer or ESCO, Efficiency Maine considers the customer to be the FONs Applicant and requires the customer to be a direct party to the application. Efficiency Maine requires direct communication with the customer as necessary for review and evaluation of an application.

Because no project approval or incentive award is guaranteed, no third-party vendor, installer or ESCO should make any firm commitment of incentive award funds in advance of a final notice of award to the customer.

For applications received and accepted by the deadline listed in section 1.3, Efficiency Maine will review the data submitted to ensure accuracy. Efficiency Maine reserves the right to conduct pre-inspections at project sites and/or to request additional information during the review process. A representative from Efficiency Maine may schedule site inspection visits through the point of contact listed in the FON Project Application and Commitment Form (Attachment A), during the pre-approval period.

Once Efficiency Maine completes its review, it will make a formal incentive pre-approval offer through an “Approved Scope of Work” emailed to the applicant and the installer. The Approved Scope of Work and Terms and Conditions will be sent to the applicant and will indicate the approved scope of work and project financials including costs and estimated payback and the approved project incentive pending project completion. Incentives received by the applicant may be taxable by the federal, state, and local government. A W9 will be sent with the Approved Scope of Work to ensure correct tax information of the applicant. If the applicant wishes to accept this incentive offer, the applicant, and the installer (QP) must sign the Approved Scope of Work and Terms and Conditions and return them with the completed W9 for the applicant via email to the contact listed in Section 4.

Efficiency Maine will confirm receipt of an applicant’s acceptance of the pre-approval incentive offer via email to the contacts listed on Project Application and Commitment Form (Attachment A) and include the Customer Project Acceptance Form detailing the scope of work. Only at this point may the applicant proceed with material ordering/purchasing and installation in accordance with the Approved Scope of Work.

SECTION 6: PROJECT COMPLETION PROCESS

Upon completion of all work as outlined in the Approved Scope of Work (see section 1.3 for project completion deadline), the applicant and the installing contractor must sign and return the Customer Project Acceptance Form along with any material invoices to the email address listed in Section 4. Efficiency Maine will conduct a final project review and process the applicant’s incentive(s). Once the final project review has been completed, payment will be processed to the customer. Efficiency Maine reserves the right to conduct a post-installation inspection during the final project review. A representative from Efficiency Maine will schedule site inspection visits through the point of contact listed in the FON Project Application and Commitment Form (Attachment A). Efficiency Maine will conclude all approved incentive payments by November 15, 2024.

APPENDIX A: Sample Documents

Included in Appendix A is a sample of an Approved Scope of Work with Terms and Conditions, and a Project Completion Form.

Project Acceptance Form (PAF) Sample:

COMMERCIAL & INDUSTRIAL PRESCRIPTIVE SOLUTIONS
MUNICIPAL ELECTRIFICATION RETROFITS
CIP FON-013-2024
 Installation Completion & Applicant Acceptance Form



This Project Acceptance Form ("Form") when signed, signifies the project approved from the application submitted in response to CIP FON-013-2024 and part of the Commercial & Industrial Prescriptive Program has been completed. The Form is to be executed in connection with the installation of energy efficiency retrofit measures by the Participating Qualified Partner and the below listed Facility ("Parties"). This Form, together with the Scope of Work, constitute the full Agreement between the Parties.

By signing below, the Parties confirm the measures initialed in Section B of this Form (below) have been installed in the specified quantities and that associated equipment is operational. Additionally, by signing below, the Qualified Partner certifies that all applicable permits have been obtained and all hazardous and nonhazardous materials have been disposed of in accordance with federal, state and local regulations.

Both the Installing Contractor and the Applicant must sign, and return this document as outlined in FON CIP-013-2024 Section 4. The project incentive will not be paid until the signed/initialed Form is received by the date outlined in CIP FON-013-2024 Section 1.3.

This equipment has been installed (listed below) in accordance with manufacturers specifications and is operating as designed.

Section B. List of Measures

Location	Measure Description	Quantity	Incentive per Unit	Total Incentive*
Town Manager Office	Single Zone Mini-Split Heat Pump	1	\$1,800	\$1,800.00
Lobby	Single Zone Mini-Split Heat Pump	2	\$1,800	\$3,600.00
Conference Room	Two-Zone Mini-Split Heat Pump	1	\$2,200	\$2,200.00
				\$7,600.00

** incentives may be capped at 90% of material cost. Subject to change based on final invoicing at project completion. If the installation is not complete by 10/31/24 as listed in the Funding Opportunity Notice, the incentives revert to the prescriptive amounts.*

CUSTOMER INFORMATION

Customer Name: Municipality A

Physical Installation Address: 123 State St	City: Augusta	State: ME	Zip Code: 04330
Contact Name/Title: Jane Smith			
Email Address: Jane.smith@gmail.com	Telephone: 207-222-3333		

.....
 Qualified Partner Signature Date

HEATING, COOLING & REFRIGERATION VALIDATION

By signing below, I confirm the energy efficiency measure(s) has been installed and:
 (check boxes)

- I confirm the equipment as listed in Section B has been installed
- I have received system operation training
- I have received equipment manuals

.....
 Customer Signature Date

Municipal Electrification Retrofits

CIP FON-013-2024

Project Completion Form Sample:



COMMERCIAL & INDUSTRIAL PRESCRIPTIVE SOLUTIONS
 Municipal ELECTRIFICATION RETROFITS
SCOPE OF WORK & TERMS AND CONDITIONS Approved
 CIP FON-013-2024

Customer Name: Municipality A
 Qualified Partner: Company 1
 Facility Name: Town Office
 Installation Address: 123 State St
 City: Augusta State: ME Zip: 04330
 Reference Number: FON13-HPHP-Municipality A-1

Terms and Conditions

This Approved Scope of Work Form is part of the Funding Opportunity Notice (FON) for the Efficiency Maine Commercial & Industrial Prescriptive Program. When executed by the Parties and submitted with CIP FON-013-2024 constitute agreement to the following Terms & Conditions:

1. APPLICANT ELIGIBILITY REPRESENTATIONS.

Applicant represents that the following statements are true:

- Applicant is a non-residential customer of electric utilities in the State of Maine,
- Applicant's primary business function is not to generate power to be sold into a power market,
- Applicant has the authority to contract for retrofit work in the Facility in connection with the Measures listed,

2. AGREEMENT AS TO THE MEASURES. Applicant agrees to have an Installation Contractor perform retrofit work at the Facility in connection with the Measures identified on the attached Section C to this Scope of Work. In consideration of the Contractor's performance of such work, Applicant agrees to pay Installation Contractor for Measures installed at the Facility, based on the Estimated Costs listed on said Section C for the number of completed units for each Measure upon receipt of invoice; provided the Contractor may collect a deposit from Customer prior to performing such work, in which case the final invoice shall be net of such deposit.

3. AGREEMENT AS TO INCENTIVE AMOUNTS.

- Subject to the other terms of this Scope of Work, Applicant's obligation to pay for the installation and Measures shall be reduced by an amount (the "incentive") provided under the Efficiency Maine CIP FON-013-2024.
- Notwithstanding 3(a) above, Efficiency Maine reserves the right to limit the amount of Incentives based on the total project cost or if the measures actually installed or performed differs from the approved application.

Section B. List of Measures

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				\$7,600.00

* Incentives may be capped at 90% of material cost. Subject to change based on final invoicing at project completion. If the installation is not complete by 10/31/24 as listed in the Funding Opportunity Notice, the incentives revert to the prescriptive amounts.

7. PUBLICITY OF APPLICANT PARTICIPATION

By accepting an Incentive, the Applicant understands that Efficiency Maine reserves the right to disclose certain information about the Applicant's participation in the Efficiency Maine Prescriptive Program, including, but not necessarily limited to, the Applicant's name and address, the Incentive amount, projected energy savings as well as other non-proprietary business information.

8. CUSTOMER MUST PAY ALL TAXES

Incentives received by the Applicant may be taxable by the federal, state, and local government. The Applicant is responsible for determining any tax obligations and declaring and paying all such taxes. Recipients of Incentive payments must provide their tax identification number to Efficiency Maine for payment processing. Incentive award payments in excess of \$600 made to unincorporated entities will be reported on IRS Form 1099.

9. MISCELLANEOUS

a. This Scope of Work constitutes the full agreement among Applicant and Installation Contractor (collectively, the "Parties"), and supersedes any prior discussions, understandings, and agreements, whether oral or in writing.

b. Paragraph headings are for the convenience of the Parties only and are not to be construed as part of this Scope of Work.

c. If any provision of this Scope of Work is deemed invalid by any court or administrative body having jurisdiction, such ruling shall not invalidate any other provision, and the remaining provisions shall remain in full force and effect in accordance with their terms.

d. In the event of any dispute concerning this Scope of Work, or any other requirement of the Efficiency Maine Prescriptive Program, resolution will be governed in all respects by the laws, statutes, and regulations of the United States of America and of the State of Maine. Any legal proceeding against the State regarding this agreement shall be brought in state of Maine administrative or judicial forums. The Applicant consents to personal jurisdiction in the State of Maine.

e. Applicant and Installation Contractor expressly acknowledge that Efficiency Maine or a designated agent of, are each an intended third-party beneficiary of this Scope of Work with full power to enforce the terms of this Scope of Work.

By signing below, the Parties agree the Measures listed in Section C shall be installed by the Installation Contractor. The Applicant shall pay the Installing Contractor as described herein following Completion and Acceptance of Measures.

Participating Customer	_____	Date	_____
Installing Contractor	_____	Date	_____

TOWN OF WINTHROP
CONFLICT OF INTEREST BID DISCLOSURE FORM

For purposes of determining any possible conflict of interest, all responders must disclose if the Town of Winthrop, Town Council members or Town employee(s) are owners, corporate officers, employees, etc. of their business.

Indicate either "Yes" (if a Town Council member or Town employee is associated with your business) or "No". If "Yes", give person(s) name(s) and position(s) with your business.

- YES (list below)
- NO

NAME(S)	POSITION(S)

COMPANY NAME: _____

BY (Printed Name): _____

BY (Signature): _____

TITLE: _____

ADDRESS: _____

PHONE NUMBER: _____

E-MAIL ADDRESS: _____