



REQUEST FOR QUALIFICATIONS AND PARTICIPATION AGREEMENT RESIDENTIAL AND COMMERCIAL CONTRACTORS

This Request for Qualifications is open to firms that provide energy efficiency related services to home and/or business owners in Milwaukee. **The purpose of this RFQ is to allow qualified contractors as part of the Milwaukee Energy Efficiency program (Me²) to pro-actively solicit Milwaukee home and business owners to improve the energy efficiency of buildings.**

Me² is easier than ever for contractors, the customer and the program lender, Summit Credit Union. The aim of the program is to allow eligible contractors to provide their services to eligible homeowners or business owners as part of their normal business operations while meeting streamlined program requirements. This RFQ document will be used to qualify contractors for the following Me² programs:

1. Me² Residential Program: providing affordable loans to one to three unit homes in the City of Milwaukee, owned by individuals, through a partnership with Summit Credit Union,
2. Me² Small Business Program: providing affordable loans up to \$20,000 to commercial building owners through a partnership with Summit Credit Union, or
3. Property Assessed Clean Energy (PACE) Financing: providing innovative financing for large commercial building projects.

PROGRAM DESCRIPTION

The City of Milwaukee (City) has received funding through the US Department of Energy Better Buildings Neighborhood Program grant as part of the American Recovery and Reinvestment Act of 2009 (ARRA). The Better Buildings grant was established with the following goals:

- Promote economic vitality through an increase in “green jobs”
- Reduce US dependency on imported energy sources through increases in energy efficiency and deployment of renewable energy technologies
- Reduce greenhouse gas pollution
- Improve our local building stock

The City implemented its Milwaukee Energy Efficiency (Me²) program in 2011 to expand the market for residential and non-residential energy efficiency building improvements. The Me² program provides an opportunity for participating residential and commercial contractors to grow their business. Through September 2013, 1,261 Milwaukee homes were upgraded through Me², and the program spurred nearly \$24 million in residential and commercial projects.

NEW: The Me² program has been revised from previous program offerings. While continuing to offer project financing, the program no longer offers direct incentives to homeowners (outside of incentives offered by Focus on Energy). An energy audit is no longer required to take advantage of the Me² financing program, except when required by Focus on Energy as part of the Home Performance with ENERGY STAR program or

for PACE projects greater than \$250,000¹. The Me² program can apply to a variety of residential and commercial energy improvements, and buildings no longer need to meet the 15% energy savings threshold previously required. *For example, HVAC-only projects can be financed without an energy audit.* The new Me² RFQ provides guidelines that build on the program's past successes, but streamlines and process to make it easier for the contractor to market directly to customers.

Through this RFQ, Me² seeks contractors who will promote and utilize the affordable financing solution in helping to improve Milwaukee's residential housing stock and the city's commercial buildings. Contractors who are Focus on Energy Trade Allies are encouraged to directly solicit energy saving improvements from eligible home and business owners within the City of Milwaukee using Me² financing as a tool to help homeowners afford energy saving improvements with no down payment.

The Me² Residential Contractor will operate in one of four ways:

- 1) **Full Service Contractors:** Full Service Contractors are contractors that can either directly provide Home Performance with ENERGY STAR services, mechanical upgrades, and electrical upgrades or act as a general contractor for the full suite of these services. Full Service Contractors will be listed first on the Me² Participating Contractor sheet at www.smartenergypays.com.
- 2) **Building Shell (Insulation and Air Sealing):** A qualified Participating Contractor marketing to eligible homeowners within the Me² program to provide insulation, air sealing, ventilation and other eligible energy efficiency services including the use of building science diagnostic tools (blower door and combustion safety tests) to identify cost-effective building shell savings as well as other savings opportunities must be a qualified Contractor through Home Performance with ENERGY STAR program administered by Focus on Energy.
- 3) **HVAC and other energy improvements:** A qualified Participating Contractor marketing to eligible homeowners within the Me² program to provide mechanical improvements (HVAC, lighting, etc) must be a Focus on Energy Trade Ally to qualify for the state program's incentives.
- 4) **Supporting Improvements:** Me² also qualifies contractors who provide support services such as electricians, roofing repair contractors, etc. These contractors do not need to be Focus on Energy Trade Allies, but they can only do work on the program in conjunction with energy efficiency projects.

The Me² Commercial Contractors can participate in up to three ways:

- 1) **General Me² Contractor:** Contractors that are able to install energy efficiency services generally, whether lighting, HVAC, or other eligible improvements.
- 2) **Focus on Energy Small Business Contractors:** Focus on Energy Small Business contractors are authorized through the Focus on Energy program to deliver small business services through their unique low cost project offerings. Contractors that offer this service will be noted as such on the Me² website.

¹ State law requires that PACE funded projects that cost \$250,000 or more require a written savings guarantee from the contractor or engineer. See the [PACE program](#) manual for details.

- 3) **Contractors that offer a Performance Guarantee:** PACE projects over \$250,000 require the contractor to offer a savings guarantee to building owners. This requires the ability to estimate energy savings and guarantee those savings for at least three years. Contractors that offer this service will be noted as such on the Me² website.

Participating Contractors will benefit from a comprehensive Me² program to drive demand for these home energy efficiency upgrades. Key elements of this program include:

- Marketing campaign and outreach support
- An affordable loan option so homeowners can finance energy efficiency upgrades with little upfront costs and repay the loan as they save on their energy bills.

Me² will make available the following services and support to its Participating Contractors:

- Select mentoring and training.
- Promotion in program marketing.
- Listing on the Me² website, www.smartenergypays.com. Home or business owners must select contractors from this list to be eligible for Me² financing.
- Program support and training on reporting procedures.

Me² Financing

Participating Contractors are expected to connect City of Milwaukee homeowners or commercial building owners to incentives that may be available from the Focus on Energy program and offer Me² financing.

- **Residential:** Me² offers affordable no down payment, no home equity loans with fixed rate terms up to 15 years and for up to \$15,000. See www.smartenergypays.com/homeowners for details.
- **Small Business:** The Me² Small Business Financing program offers similar loans to small business for up to \$20,000.
- **PACE:** Me² PACE financing offers loans up to \$3 million per property with fixed rates up to 20 years. Visit www.SmartEnergyPays.com/businesses for details on the advantages of these unique financing options.

Request for Qualifications

The City of Milwaukee, is requesting qualifications of contractors that would like to provide energy improvement services to homeowners. This qualification process will identify contractors with licenses, training, insurance, and professional skills required to provide energy efficiency improvement services to participating home and business owners within the City's geographic limits. The objectives of the qualifications are to:

- Approve contractors that have knowledge and understanding of practical solutions to improving residential homes' and businesses' energy efficiency performance with a commitment to service and the ability to maintain community working relationships.
- Facilitate the use of the Me² financing solution for participating homeowners. .
- Identify contractors who are committed to the economic vitality of the City of Milwaukee as reflected in a Community Workforce Agreement approved by the Mayor and the Milwaukee Common Council.

PARTICIPATION REQUIREMENTS¹

Participating Contractors acknowledge and agree that they will meet the following standards:

Section 1: Technical Qualification Standards

- 1) A Participating Contractor that provides primary energy efficiency services must be a [Focus on Energy Trade Ally](#). Contractors that provide support services (such as electricians) do not need to be Trade Allies.
- 2) If a Contractor will provide residential insulation and air sealing work, then the Contractor must also be a [Trade Ally in the Home Performance with ENERGY STAR Program](#).
- 3) A Commercial Contractor that wishes to be listed as a “Focus on Energy Small Business Contractor” must be a [Focus on Energy Small Business Trade Ally](#).

Section 2: Labor Standards

As part of the Me² program, the City has adopted a Community Workforce Agreement (CWA). Consistent with federal guidance of the American Recovery and Reinvestment act, this CWA promotes local hiring of City of Milwaukee residents and sound labor practices. As part of the CWA, contractors must agree to these terms of the CWA indicated below and document compliance with those terms. To be qualified, a contractor must agree to the following labor standards:

- 1) Resident Preference: On Me² program energy efficiency retrofit work contractors shall agree to utilize UNEMPLOYED or UNDEREMPLOYED RESIDENTS of the city of Milwaukee in a minimum amount equal to the percentage of WORKER HOURS set forth in this paragraph. Forty percent (40%) of the sum total of WORKER HOURS performed on Me² program work by each contractor in a six month period must be performed by UNEMPLOYED or UNDEREMPLOYED RESIDENTS of the city of Milwaukee. In responding to the RFQ, the contractor shall submit a listing of RPP eligible employees they will use or their method for securing RPP workers as the contractor is selected by customers for work in the program.

The contractor, prior to commencing work as a qualified Me² program contractor, shall submit an affidavit (on a form to be provided by the City) with proof of residency for all employees utilized by the contractor and subcontractors to meet the Resident Preference requirements, stating that each employee is either UNEMPLOYED or UNDEREMPLOYED and is a RESIDENT of the City. The contractor shall prepare and submit accurate and timely resident utilization forms and reports to the City. For the **Residential** program, time Reports shall be submitted within ten (10) days following completion of work. For **Commercial** projects, the contractor will submit biweekly reports during project construction and a final report within 10 business days following project completion. The reports shall identify the name, address, work classification, and hours worked of all employees utilized on the contract by the contractor and all subcontractors. Failure to submit the required forms and reports to the City may result in de-qualification of the contractor. DOA will develop an annual report on the performance of contractors in carrying out the requirements of the resident preference program.

The contractor shall maintain, and shall ensure that all subcontractors maintain, personnel records listing the name and address of all employees utilized for each Me² program contract and any records demonstrating that the employees utilized by the contractor to meet the Resident Preference are RESIDENTS. These records shall be maintained for one (1) year after completion of work and shall be made

available to the City upon reasonable notice.

1. RESIDENT – A person who maintains his or her place of permanent abode in the city of Milwaukee. Domiciliary intent is required to establish that a person is maintaining his or her place of permanent abode in the city. Mere ownership of real property is not sufficient to establish domiciliary intent. Evidence of domiciliary intent includes, without limitations, the location where a person votes, pays personal income taxes, or obtains a driver’s license.
2. UNEMPLOYED or UNDEREMPLOYED – a RESIDENT that has worked less than 1,200 hours in the preceding 12 months or has not worked in the preceding 30 days or, regardless of employment status, has household income at or below the federal poverty guidelines as adjusted by the Wisconsin department of public instruction to define eligibility for reduced lunch in public schools. A RESIDENT will continue to qualify as unemployed or underemployed for five (5) years from the date he or she first participates on a Me² program project. If a RESIDENT becomes an apprentice for a contractor or becomes a participant in an on-the-job training program immediately after or in the course of performing on a particular construction contract, he or she shall continue to qualify as unemployed or underemployed for a period not exceeding 5 years from the date the person became an apprentice or participant in such on-the-job training program.
3. WORKER HOURS – means the total hours worked on a Me² program contract by skilled and unskilled trade workers, whether those workers are employed by the contractor or any subcontractor. “Worker hours” includes work performed by persons filling apprenticeships and participating in on-the-job training programs and excludes the number of hours of work performed by all non-Wisconsin residents.

The contractor must submit an affidavit on Form I with proof of residency for all employees utilized by the contractor and subcontractors to meet the RPP requirements or a plan for meeting the RPP requirement once the first project has been awarded. This provision applies to construction trades only. The affidavit Form 1 document can be found at www.smartenergypays.com/contractors. The City of Milwaukee will provide a form or reporting procedure at the same website. For access to trained and qualified workers from the City or to have the Form 1 notarized, contractors may contact WRTP/Big Step, located at 3841 West Wisconsin Avenue, Milwaukee, WI 53208. Telephone 414-342-9787, fax number 414-342-3546.

If the prime contractor has problems in meeting the residency requirements or if any other problems relative to residency participation arise during the completion of this project, the prime contractor shall immediately contact Erick Shambarger at 414-286-8556.

- 2) Proper Classification of Employees. Participating Contractors shall utilize only employees to perform work on a Me² project, rather than independent contractors, temporary workers (except for those workers hired through an approved staffing agency as outlined below), or any other individuals holding non-employee status. Participating Contractors shall classify all workers performing work on Me² projects as employees of the company and pay appropriate taxes, unemployment insurance, workers compensation, and other benefits as required by law. General contractors may contract with subcontractors to perform work on Me² projects, provided that those subcontractors are also Participating Contractors under the Me²

program. Participating Contractors may utilize workers as needed from trade staffing agencies that have been approved by the City. Workers hired from these approved trade staffing agencies must meet the training requirements cited within this agreement and must be RPP certified. Me² Contractors may also subcontract work to other Participating Me² contractors. Contractors may acquire RPP workers from their local union hall or from:

[Triada Employment Services, LLC](#)

3841 W. Wisconsin Ave.

Milwaukee, WI 53208

Office (414) 937-3605

triada@wrtp.org

[Milwaukee Community Service Corps](#)

1441 N. 7th Street

Milwaukee, WI 53205

414.372.9040 (Ask for Mike Consiglio)

mconsiglio@milwaukeecommunityservicecorps.org

- 3) Me² Residential Wage Floor. On Me² residential projects of owner-occupied 1-3 unit homes, participating Contractors shall pay wages to their employees performing work at a minimum wage rate of \$17 per hour (wage rate plus deferred compensation/pensions costs). For residential projects in non-owner occupied buildings, or properties in which the building title is held by an entity other than an individual (company, corporation, limited liability company, etc.) and all other commercial projects, Contractors shall pay wages to their employees performing work at a minimum wage rate of \$27 per hour (including wages and deferred compensation/pensions costs, but not including health care benefits) or existing union-negotiated wage rates, if the contractor is a union contractor.
- 4) Safety-Trained Workforce. Contractors shall utilize a safety-trained workforce in which all on-site workers have completed an OSHA 10-hour safety course within 45 days of signing this Participation Agreement, and have completed a Lead and Asbestos awareness training. As applicable, contractors shall comply with State of Wisconsin laws regarding Lead Renovator training and certification for their workforce.

Section 3: Program Standards

- 1) Remain knowledgeable on the Me² program specifications and processes governing each program component for which the Participating Contractor is providing services and agree to abide by program requirements including the provision of adequate information to the Program to allow the eligibility of a project for the use of Program incentives or financing to be determined and to meet the Program reporting requirements to the U.S. Department of Energy.
- 2) Contractors are prohibited from discharging, demoting or otherwise discriminating against any employee who discloses what the employee reasonably believes is evidence of gross mismanagement or gross waste of ARRA funds, a substantial danger to public health or safety relating to the use of ARRA funds, or any violation of law, rule or regulation related to the ARRA funds as stated in the [Section 1553 of Division A, Title XV of the American Recovery and Reinvestment Act of 2009.](#)

- 3) Maintain active status as a Focus on Energy Trade Ally in good standing (except support contractors).
- 4) Provide new contact information within 10 days of any change.
- 5) Treat Me² program participants fairly, responsibly and provide quality, on-time service.
- 6) Re-submission of up to date qualification documents within 10 days of any change.
- 7) Promote Me² and any available Focus on Energy incentives and financing mechanisms to customers as a part of contractor sales and marketing efforts.
- 8) Participating Contractors shall prepare and submit accurate and timely resident utilization forms and report hours and wages within thirty (30) days following completion of work in a format provided by the City. The reports shall identify the name, RPP status, and hours worked of all employees utilized on the Me² project by the contractor and all subcontractors.
- 9) The Me² Program reserves the right to post a rating score for each Contractor on the Participating Contractor list included on the Me² program website based on information provided by homeowners regarding their level of customer satisfaction.
- 10) The City reserves the right to develop an action plan, which may include (but is not limited to) requiring additional workers to receive training, supervised "training jobs", or other corrective actions as well as removal from the program, any contractor whose work doesn't meet the recommendations.

Section 4: Project Standards

- 1) Permits. Apply for all necessary construction permits before construction commences. Electrical, plumbing, and HVAC contractors are required to pull permits on-line via ePermits:
<http://www.mkedcd.org/permits/>
- 2) Licenses. Abide and conform to all applicable laws and maintain all applicable licenses required by the federal, state or local authority where the work is to be completed. In addition, contractor agrees to abide by all applicable regulations, rulings, proclamations, statutes, and building codes of all government bodies having jurisdiction. For information on required Wisconsin licenses by profession, visit:
<http://dsps.wi.gov/Licenses-Permits/Credentialing/Trades-Professions>
- 3) Building Credentials (residential only). Contractors working on one and two family dwellings must have *both* State of Wisconsin and local Milwaukee building credentials.
 - a. Wisconsin. In accordance with State of Wisconsin Department of Safety and Professional Services requirements, any business performing work on a one or two family dwelling requiring a Uniform Dwelling Code building permit is required to have a Dwelling Contractor Certification and employ someone who holds a Dwelling Contractor Qualifier Certification. Get the certification information here: <http://dsps.wi.gov/Licenses-Permits/Credentialing/Trades-Professions>
 - b. Milwaukee. The City of Milwaukee requires a person or business to obtain a home improvement contractor license for any installation, repair, or remodeling to an existing home or building used for residential purposed (not exceeding six living units), accessory buildings or appurtenances thereto. City of Milwaukee Home Improvement Contractor License. For more information and the online application:

<http://city.milwaukee.gov/ImageLibrary/Groups/ccLicenses/hicapplication.pdf>

- 4) **Historic Preservation.** Comply with historic preservation guidelines in effect for Me². No work may be completed under Me² that will adversely affect properties listed in or are eligible for listing in the National Register of Historic Places. Appendix A and B of the Programmatic Agreement (pages 9-15 of http://www1.eere.energy.gov/wip/pdfs/state_historic_preservation_programmatic_agreement_wi.pdf) will be used to identify work or 'undertakings' that do not have the potential to cause effects on historic properties. In addition, all exterior work requiring a building permit in locally designated historic districts may need a Certificate of Appropriateness (COA) from the local historic preservation office for permission to alter a historic building before construction can begin. All work shall be done in a manner that will not harm or damage the historic character. For example, vinyl windows may not be installed on locally designated historic buildings, and HVAC venting may not protrude from the street-facing façade of the structure. For details visit <http://city.milwaukee.gov/hpc> or contact Erick Shambarger at (414) 286-8556.
- 5) **Payments.** Receive payment directly, when applicable, from the approved Me² lending institution. When allowable by Focus on Energy, contractors should accept Focus on Energy rebates directly. Pay any and all subcontractors employed as a part of the program in a timely manner. NOTE: Arrangements may be made with Summit Credit Union to provide for loan disbursements directly to subcontractors.
- 6) **Financing.** Contractor agrees to receive financing payment from Summit Credit Union only after completion of the project and upon approval of the homeowner. A provision has been made for Summit Credit Union to release up to 30% of estimated project cost to the Contractor as working capital upon request.
- 7) **Warranties.** All products and materials will be installed in accordance with manufacturer recommendations and instructions. Any manufacturer warranties for workmanship and/or materials that are compromised and/or voided as a result of work performed by the contractor will become the responsibility of the contractor. Provide any and all labor, resources, and quantity (ies) of materials and products necessary to complete the job as specified in contractor's bid, at no additional cost to the homeowner. Contractor is responsible for the costs of any and all indemnification, staffing, resources, products, and materials that are incurred by the homeowner as a result of the work performed under this contract and are not specifically itemized in the bid and/or change order(s).
- 8) **Performance Warranty.** Visit the site and warrant that all work, materials, and products provided have been performed as specified given the existing conditions of the site. This warranty will be provided in writing to the homeowner and will provide that all work performed under this contract will be free from defects in materials and workmanship for a period of one (1) year from the date of payment authorization and to also assign all longer contractor and material warranties to the homeowner. All warranty documents shall be provided and explained to the homeowner at completion of the work. If a warranty claim is made by the homeowner within the one (1) year warranty period, the contractor will endeavor to resolve the claim to the homeowner's satisfaction within ten (10) business days of receiving the claim.
- 9) Execute a written agreement with the homeowner prior to commencement of the delivery of services, incorporating all terms and conditions set forth in both this Agreement and the contractor's bid. At the time of partial or final payment, provide lien waivers to homeowners upon request.
- 10) Abide by legitimate marketing and sales practices in accordance with applicable federal, state, and local laws and regulations.
- 11) Assign only trained, qualified, and licensed (where applicable) personnel to perform work. The work will be completed in a timely and professional manner that meets or exceeds currently accepted performance

standards of the industry.

- 12) Timelines. Contractor will abide by the following response times: Respond to a customer's request within two (2) business days. Contractor will provide a written estimate upon request by the homeowner within five (5) business days. Contractor will complete the portion of the project assigned to them within five (5) business days of starting unless a longer time period is clearly detailed in the contractor agreement with the homeowner.
- 13) Waste Prevention Planning: Complete Waste Reduction Plan form below, to indicate your disposal and recycling plan. Materials designated in this specification shall be salvaged for reuse and or recycling where practical and possible 1) Salvageable materials will be diverted from disposal where feasible. 2) Hazardous materials will be properly handled and transported to appropriate sites deemed by respective city ordinances. 3) Asbestos-containing materials will be repaired, enclosed, encapsulated, or removed of asbestos-containing material by a certified asbestos abatement vendor.

Section 5: Requirements

Maintenance of Records. The Participating Contractor shall keep, maintain, and preserve at its principal office throughout the term of Me² projects and for a period of three (3) years after the end of the project full and detailed books, accounts, and records pertaining to the performance of the project, including without limitation, all bills, invoices, payrolls, contracting efforts and other data evidencing, or in any material way related to, the direct and indirect costs and expenses incurred by the Participating Contractor in the course of such performance. However, if any litigation, claim, or audit is started before the expiration of the three-year period, the records shall be retained until all litigation, claims or audit finding involving the records has been resolved. Contractors shall agree to maintain and provide access to records to verify compliance with all provisions contained within this Agreement, including compliance with the labor standards enumerated above. At any time during normal business hours and as often as the City, or if federal or state grants or aids are involved, as the appropriate state or federal agency may deem necessary, there shall be made available to the City for examination all of the contractor's or subcontractor's records with respect to the matters covered by this Agreement and the contractor or subcontractor shall permit the City to audit, examine, and make excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, conditions of employment, and other data relating to all matters covered by this Agreement.

Independent Contractor Status. The Participating Contractor is an independent contractor under the Me² program and will work directly for the homeowners, receiving payment only from them or the Me² approved financial institution(s). The Participating Contractor acknowledges and agrees that participation is in no way to be construed or presented as an endorsement of the Participating Contractor's work or qualifications. There will be no contractual or fiduciary relationship between the City or its partners. Participating Contractors are not guaranteed any minimum amount of work or fees. The Me² program participant is solely responsible for arrangements for scheduling, payment, and the results of any work performed by the Participating Contractor.

Indemnification of the City. The Participating Contractor shall pay on behalf of or indemnify and hold harmless the City of Milwaukee, and its respective employees, officials, officers and agents from and against any and all claims, actions, damages, fees, fines, penalties, defense costs, suits or liabilities which may arise out of any act, neglect, error, omission or default of the Participating Contractor or its subcontractors arising out of or in any way connected with the Participating Contractor's, or its subcontractors', performance or failure to perform as

a part of this program.

Rejection.

- 1) Notice of the following are required and will be considered as grounds for rejection of application:
 - Any suspension or revocation of licenses over the past three (3) years.
 - Contractors and their subcontractors who are listed on the federal Excluded Parties List System (<https://www.epls.gov/>) or the Wisconsin Department of Workforce Development Consolidated List of Debarred Contractors will not be approved.
 - Have previously been disqualified for participation in the Me² or a similar program within the past three (3) years.
 - Contractors must maintain a “satisfactory” or no rating with the Better Business Bureau.
 - Dismissed by Focus on Energy for failure to meet the terms of their Trade Ally Agreement
- 2) The City reserves the right in its sole discretion, to determine participation, reject any and all requests, as it is deemed to be in the best interest of the program, and may also negotiate any of the details of requests prior to determination. The City of Milwaukee will not reimburse proposers for any expense associated with the preparation of a proposal.
- 3) Failure to meet all such qualifications may result in rejection of the request. In the event that contractors do not meet one or more of the qualifications, the City reserves the right to continue the evaluation of the request, request additional information, and to determine participation based on its full evaluation. Me² reserves the right to modify to listing order to better promote contractors with a record of successful completions and customer satisfaction.
- 4) All contractors who respond to this RFQ will be notified in writing, via the email address of the primary contact, of the City’s determination. Company information of participating contractors, as presented through their request, will be included on a Participating Contractor reference list on the Me² program website.
- 5) Contractors submitting a request waive any right it may have to bring any claim, whether in damages or equity, against the City, or any of their respective employees, directors, officers, agents, or contractors, with respect to any matter arising out of any process associated with this RFQ.

CONTRACTOR INFORMATION & AGREEMENT: *This section should be completed by contractor.*

1) CONTACT INFORMATION

CONTRACTOR INFORMATION:			
Contact Name:		Title:	
Company Name:		Phone:	()
Address:		Fax:	()
City/State/Zip:		E-mail:	
County:		Website:	
Dun and Bradstreet		Business License #:	

2) FOCUS ON ENERGY AFFILIATIONS. Select all that apply.

- Focus on Energy Trade Ally
- Focus on Energy Home Performance w/ ENERGY STAR Program Ally
- Focus on Energy Small Business Trade Ally
- I am applying as a support contractor only, not as a provider of primary energy efficiency services.

3) CUSTOMER-TYPE THE COMPANY WILL SERVE THROUGH Me². Select all that apply.

- Residential
- Commercial

4) SERVICES THE COMPANY WILL PROVIDE THROUGH Me². Select all that apply.

- Attic/Roof/ Floor/Sidewall/Sill Box Insulation & Air Sealing
(Must be Home Performance with ENERGY STAR Trade Ally)
- HVAC (furnace, or central air conditioner) (Must be Focus on Energy Trade Ally)
- Boilers (Must be Focus on Energy Trade Ally)
- Plumbing/Water Heating (Focus on Energy Trade Ally not required)
- Solar Energy (Must be Focus on Energy Trade Ally; NABCEP certification is not required but will be noted on Contractor list)
 - NABCEP Certified. Name of Certified Employee: _____
- Asbestos Abatement (Focus on Energy Trade Ally not required)
- Roof Repairs (Focus on Energy Trade Ally not required)



- Electrical (Focus on Energy Trade Ally not required)
- Windows (Focus on Energy Trade Ally not required)
- Other: _____

5) PACE FINANCING PROVIDERS: PERFORMANCE GURANTEE
Performance Contract is need for PACE projects of \$250,000 or more

- My company is capable of providing buildings owners with a guarantee of energy savings for projects that exceed \$250,000 for a period covering at least three years consistent with the PACE program manual.

6) EXPECTED PROJECT WASTE, DISPOSAL AND HANDLING

The following chart identifies waste materials your company expects to generate on Me² projects (residential or commercial). Please complete the chart with the expected disposal methods for each material. If not applicable, write n/a. New items may be added as needed.

Material	Primary Disposal Method
Asbestos Containing Material	
Asphalt Shingles	
Cardboard	
Carpet/Flooring	
Concrete	
Electronics	
Glass	
Gypsum drywall	
Insulation	
Lead Paint Chips	
Mercury-Containing - Fluorescent Lights/Bulbs	
Mercury Containing - Thermostat	
Metals	
Paint	
Painted or treated wood	
Plaster	
Plastics	
Plywood, OSB, particle board	
Refrigerant/Freon	
Siding	
Solvents	
Other	



7) REQUIRED FORMS. All contractors must provide the following:

- A completed and signed Me² Program Request For Qualifications Response Form (this document)
- Form 1 Affidavits for all RPP eligible employees are currently available. If RPP employees are currently unavailable, please check one of the following boxes and you agree to make RPP affidavits when Me² jobs are placed under contract.
 - I will directly hire RPP workers as I secure Me² jobs
 - I will apply for a waiver from the RPP requirement (see separate waiver form)

8) TERM: The provisions of this Agreement are effective from the date of signature through October 31, 2014 unless otherwise amended or revoked.

9) REQUEST WAIVER FROM LABOR REQUIREMENTS: (CHECKING THIS BOX MEANS YOU WILL NOT BE IMMEDIATELY LISTED AS AN ME² CONTRACTOR; YOU WILL INSTEAD NEED TO RECEIVE A WAIVER FROM THE COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE OF THE MILWAUKEE COMMON COUNCIL PRIOR TO BEING LISTED)

- I would like to be a Me² contractor but am requesting a waiver form for relief from one or more provisions in this agreement. If so, describe which are presents an insurmountable challenge for your company: _____

10) SIGNATURES

I have attached the necessary qualification documents as outlined in "Qualifications Requested." I hereby certify that as _____ of the above named firm, I am authorized to submit this proposal and all above information is true and correct to the best of my knowledge. By my signature, my company agrees to participate in the Me² program and provide all services and measure installations in accordance with program guidelines, standards, and procedures as well as the terms of this Agreement.

AGREED TO BY:

Signature: _____

Date: _____

Print Name: _____

Title: _____

Send completed application or any questions to:

City of Milwaukee Office of Environmental Sustainability
Attn: Erick Shambarger
200 E. Wells St., Rm 603, Milwaukee, WI 53202
Office: (414) 286-8556
eshamb@milwaukee.gov