

**REQUEST FOR QUALIFICATIONS (RFQ) APPLICATION TEMPLATE**

**2023 Manufactured Home Heat Pump Promotion**

This template is provided to assist you with your submission response. You are not required to use this form to submit a response for this RFQ. Submissions should go to [communitypartners@energytrust.org](mailto:communitypartners@energytrust.org).

# Company Profile and Service Area

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| **Company Name** |  |
| **RFQ Point of Contact: Name** |  |
| **RFQ Point of Contact: Phone Number** |  |
| **RFQ Point of Contact: Email Address** |  |

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| Please describe the local structure of your organization (including financial stability, number of employees, and other resources). Please include your trade ally status and a description of your participation with Energy Trust. Include any other information about your company that is relevant to this promotion. |
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| **Company Address** |  |
| **Mailing Address (if different from above)** |  |
| How far are you willing to travel for this promotion? If you typically serve a larger area than you’re willing to serve in this promotion, please indicate that here and let us know why there’s a difference. | |
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| Why are you interested in participating in this promotion? | |
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# Demonstrated Experience

What is your experience designing and installing central and ductless heat pumps in manufactured homes?

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| How many ducted and/or ductless heat pumps do you install weekly, monthly and/or annually?   * Roughly what percentage do you install in manufactured homes? * What factors show us that you are experienced designing and installing ducted and ductless heat pumps in manufactured homes? |
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| How will you assure the rated airflow of your installed systems? Knowing that system performance is important to us, is there anything that you don’t do with your standard installations, but are willing to include as a part of this promotion? |
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| What would you consider success for your organization’s participation in this promotion? (e.g. project volume goals, etc.) |
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| What marketing or sales strategies do you have and what will you use if selected for participation in this promotion? Include any community and/or manufactured home park partnerships that you will be able to offer as well as any previously successful campaigns targeted towards manufactured homeowners. |
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# Pricing

Please complete the tables below for both central heat pump and ductless heat pump equipment information and include a manufacturer’s cut sheet for each system bid below as part of the application submission. Respondents should propose one expected price per product that will cover all installation requirements. Re-use of the existing air handler is expected for central heat pump installations. Note that you may include more than one model at each system size. **Installation price should include all materials needed for a standard installation, including standard electrical costs.** Please fill out the following information:

## **Central Heat Pumps**

Please fill in the following tables with your central heat pump equipment. The thermostat must be able to set auxiliary heat lockout and should appear on Energy Trust’s qualified product list: <http://www.energytrust.org/heatpumpcontrols>. Different equipment may be used by Participating Contractors beyond what is quoted in RFP responses. Proposed Total Project Costs should define estimated costs for the duration of the promotion.

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| Central Heat Pump Controls | |
| ThermostatManufacturer |  |
| Model Name |  |
| Model Number |  |

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| Nominal Capacity | Outdoor Manufacturer | Outdoor Model # | Indoor Coil Model # | AHRI # of Outdoor Model | HSPF2 or HSPF equivalent | SEER | EER | Proposed Total Project Cost |
| 1.5 ton |  |  |  |  |  |  |  |  |
| 2 ton |  |  |  |  |  |  |  |  |
| 2.5 ton |  |  |  |  |  |  |  |  |

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| Descriptions of warranties that ensure the long-term durability, operation, and maintenance of each installation: |
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| Describe any factors or special conditions which would result in additional costs: |
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**Additionally Proposed Pricing**

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| Heat Pump Capacity | Furnace Manufacturer | Indoor Furnace Model # | Indoor Coil Model # | AHRI # of outdoor unit | HSPF2 or HSPF equivalent | Additional Cost for Air Handler |
| 1.5 ton |  |  |  |  |  |  |
| 2 ton |  |  |  |  |  |  |
| 2.5 ton |  |  |  |  |  |  |

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| Heat Pump Capacity | ECM Manufacturer | ECM Model # | Additional Cost for ECM |
| 1.5 ton |  |  |  |
| 2 ton |  |  |  |
| 2.5 ton |  |  |  |

## **Ductless Heat Pumps**

Please fill in the table below with your ductless heat pump equipment. Different equipment may be used by Participating Contractors beyond what is quoted in RFP responses. Proposed Total Project Costs should define estimated costs for the duration of the promotion.

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| Nominal Capacity (Btu/hr) | AHRI Rated Capacity at 47º (Btu/hr) | Manufacturer | Outdoor Model # | Indoor Model # | AHRI # of outdoor unit | HSPF2 or HSPF equivalent | Proposed Total Project Cost |
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| Descriptions of warranties that ensure the long-term durability, operation, and maintenance of each installation: |
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| Describe any factors or special conditions which would result in additional costs: |
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# Additional Services

Please complete the tables below for both central heat pump and ductless heat pump equipment information and include a manufacturer’s cut sheet for each system bid below as part of the application submission.

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| **How do you plan to educate customers**, particularly DHP customers, about their systems? (e.g. Will you leave any information behind? Will you remind customers via email 6 – 12 months after install about recommended settings?) Please note who you expect to educate, and how. |
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| What **financing** will you be able to offer customers, and how frequently do you currently use it for manufactured home HVAC upgrades? |
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| Do you have a partnership with manufactured home duct sealing service (Free Services) provider)?   * Which company/companies do you currently have a relationship/partnership with? * How and when do you intend to refer customers to them for free duct sealing? * How often are you currently referring customers to the free duct sealing provider? (i.e. 5 per month) |
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| Please indicate if you have other designations that we should consider when reviewing your application:   * Are you a minority, woman or veteran-owned businesses? * Do you serve rural areas in Portland General Electric or Pacific Power service territory? If so, please include which ones. * Do you have bilingual support or any additional services that you want to offer customers of this promotion? |
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| Do you have the equipment and materials necessary for or interest in becoming a manufactured home free services provider (offering incentivized duct sealing and repair)? If so, do you have Performance Tested Comfort Systems® (PTCS)-certified staff and/or airflow testing equipment (blower door, duct blaster and/or flow plate)?  If you have PTCS certification and a flow plate, would you be interested or available to verify cubic feet per minute (CFM) of installed equipment? |
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