**Contractor: Contact:**

**Email: Phone:**

**Request for Proposals by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email your Proposal as an attachment to** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **no later than \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I will confirm receipt.**

Our collective purchase group is soliciting proposals for the installation of heat pump systems in our homes. The group includes several individual homeowners. Some group members may wish to purchase several units or multi-head systems. The purpose of this request is to acquire information from a number of contractors regarding the cost (installed) of the heat pump units described below.

After the submission deadline, we will schedule a meeting where each contractor will have 20 minutes to meet with our group’s members, answer their questions, and offer more information about your offer. At the conclusion of the meeting, members will have an opportunity to indicate a contractor preference.

Description of service requested: The sale and installation of single mini-split heat pumps meeting all Efficiency Maine program criteria listed at the bottom of this RFP, priced for individuals or groups of eight or more buyers. For the purpose of providing a fair cost comparison between contractors, please assume:

* 16 feet Line Hide or similar (Please include: one 90 degree ell, one wall inlet, one end fitting.)
* 20 feet line set
* Brackets with vibration dampening features for models mounted on house
* Exterior units must be mounted above the level of snow drifts typically experienced at the location of the installation
* Exterior unit to be installed on same wall as interior unit
* Exterior unit to be mounted on wood framed wall
* Home construction to be wood frame with clapboard or shingle siding

*PLEASE NOTE: It is assumed that contractors will be prepared and willing to meet with homeowners individually to answer questions and size/locate these or other units appropriately before the homeowners commit to purchase, and that units with greater heating capacity, multiple heads or different design type - floor or ceiling units for example - may be purchased for an adjusted price in lieu of the units listed above.*

**Costs below to include purchase, installation and sales tax: *(before incentives and tax credits)***

* Costs to include a fee of \_\_\_\_\_\_\_\_ for contractor to pull HVAC and electrical permits, with a “cost plus” arrangement for problematic permits.
* Contractors may assume for the purposes of the price quotes below that there is an exterior electrical outlet within 25’ of the outside units ultimate location, and that no rain cap is necessary.

**Item:** (Cost for single installation)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Manufacturer** | **Model** | **Rated capacity (btu)** | **HSPF** | **Bid Price** |
|   |   | 9000 |   |   |
|   |   | 12000 |   |   |
|   |   | 15000 |   |   |
|  |  |  |  |  |

**Customer discount per unit** (if 8 or more units are purchased by group members from you): **$\_\_\_\_\_\_**

**Please describe what is included with each installation:** (electrical, carpentry etc.)

**Please describe what additional features are available and at what cost:**

**Cost of installed rain cap / small roof (recommended if condenser located under home roof drip line):**

**Upgrade of thermostat to control central heating system and heat pump.**

**Other:**

**Warranty Information:**

**Please speak to your company’s ability to provide follow-up service and repair:**

**Are you fully insured to do air source heat pump installations, and do you hold all current certifications/licenses that are required to do this work?**

**Circle one: Yes No**

(If no, please explain.)

**Efficiency Maine Ductless Air Source Mini-Split Heat Pump Installation Guidelines**

* All line sets that are visible from the building exterior must run through duct covers.
* Line set length must fall within manufacturer-specified range (i.e., min < installed length < max)
* Refrigerant lines must be tested, evacuated, purged with nitrogen, and charged with refrigerant per the manufacturer’s recommendations and installer training. Insulation must cover full length of line sets (no exposed copper).
* Outdoor units must be mounted on brackets or a platform in a non-obstructing location that is high enough to avoid snow cover and typically no less than 24” above grade and be protected by rain caps or a small roof if installed below the home roof drip line.
* Units must be wired per manufacturer’s recommendation including installation of shut off box adjacent to outdoor unit. Shut off box with slow fuse is suggested for extra safety where not specifically required by the manufacturer.
* All electrical work must be performed by a licensed electrician or as legally permitted by an oil burner technician or homeowner with manufacturer recommended cables, materials, and methods in compliance with the National Electrical Code. Local Code Enforcement Officials retain final jurisdiction over minimum qualifications and permitting requirements for installations.