



REQUEST FOR QUALIFICATIONS:

Refrigerant Leak Identification and Repair Services

Posted date: November 18, 2019
Bidders questions Due: December 2, 2019
Answers Posted: December 6, 2019
Qualifications Due: December 13, 2019
Contact: Allison Fode

I. OBJECTIVE

This RFQ is being issued by Efficiency Vermont, the statewide Energy Efficiency Utility, to qualify commercial refrigeration contractors to provide refrigeration leak identification and repair services to customers as part of a pilot program for the Efficiency Excellence Network (EEN). The EEN is an independent contractor network group established and managed by Efficiency Vermont for the benefit of its customers and Vermont businesses. The network provides participating contractors with the following benefits:

- **Listed on Efficiency Vermont's website.** Efficiency Vermont will list participating contractors as on its website at www.encyvermont.com with the EEN designation. The premium listing for EEN contractors includes company profile, picture gallery, years in business, certifications, awards and customer ratings to help grow your business.
- **Leads and Referrals.** Efficiency Vermont will direct customer seeking refrigeration leak identification and repair services to the list of participating contractors on its website.
- **Access to exclusive support from Efficiency Vermont.** At any step in a project, a participating contractor can reach out and get support from Efficiency Vermont to help with a project.
- **Professional and Energy Efficiency Trainings.** Participating contractors will be eligible to receive in-depth trainings from Efficiency Vermont covering a wide range of professional and energy efficiency topics.
- **Exclusive access to Efficiency Vermont program incentives.** Participating contractors will receive updates about exclusive incentive opportunities to better serve their customers. These opportunities will vary per program and will be subject to funding availability.

Contractors that submit a response to this RFQ will be qualified by Efficiency Vermont and must enroll (or already be enrolled) in the EEN to participate in the pilot program¹. Experience in proactive² leak identification and repairs, along with a commitment to energy efficiency and preventative maintenance measures, is preferred. All refrigeration leak identification and repair services will be taken solely at the direction of Efficiency Vermont customers. Efficiency Vermont will not be hiring contractors directly to perform these services for its customers.

Responses to this RFQ must be delivered electronically to Efficiency Vermont by **5 p.m. EST on Friday, December 13, 2019**. Efficiency Vermont will not accept responses submitted after **5 p.m. EST**. Please submit your response electronically via e-mail to Allison Fode at afode@veic.org with “**RFQ Submittal for Leak Identification and Repair Services**” in the subject line.

Efficiency Vermont will respond to individual questions regarding this RFQ only as follows:

Submit all questions by **5 p.m. EDT Monday December 2, 2019**, via e-mail only, to afode@veic.org, with **RFQ Question Refrigerant Leak Identification and Repair Services** in the subject line. Efficiency Vermont will post answers to all questions received by this deadline on the VEIC website <http://www.veic.org/company/requests-for-proposals> no later than **5 p.m. EDT, Friday December 6, 2019**. Efficiency Vermont will not address questions submitted after **December 2, 2019**.

II. Background

The EPA has estimated that commercial refrigeration systems leak at an average rate of 25% per year. Refrigerant leakage impacts system performance while contributing significantly to climate change. Conventional (HFC) refrigerants have extremely high global warming potential (GWP) that act as “super pollutants” in the atmosphere, often several thousand times more impactful than CO₂. Efficiency Vermont is looking to partner with qualified EEN Commercial Refrigeration Contractors to proactively identify and repair these refrigerant leaks in Vermont. A select group of contractors will be given access to enhanced incentives and specialized equipment to assist customers in this process.

¹ All contractors participating in the EEN are required to provide Efficiency Vermont with a Certificate of Insurance evidencing general liability coverage of at least \$1,000,000.

² Proactive leak identification and repair is defined as conducting leak detection/repair at a site before equipment fails or serious performance issues occur

III. Scope of Services

Contractors enrolled in the pilot program will be loaned a high-quality refrigerant leak detector (“leak detector”). The leak detector will be owned by Efficiency Vermont and provided to participating contractors at no-cost for a period of two-years after signing an equipment loan agreement. If participating contractor complies the program requirements outlined in the participation agreement and equipment loan agreement, Efficiency Vermont will transfer ownership of the leak detector to participating contractor on its two-year anniversary of participation in the pilot program.

Efficiency Vermont customers who wish to access refrigerant leak repair incentives will be required to use a participating contractor to identify the leaks but may use any EEN refrigeration contractor to fix these leaks. Participating contractors will be expected to conduct at least 25 proactive refrigerant leak identification walkthroughs and 25 proactive refrigerant leak repairs³ per year to maintain enrollment in the program.

IV. Preparing and Delivering a Response

Respondents must follow exactly, and be response to, ALL requirements of this RFQ. It is respondent’s responsibility to provide all specified information in the required form and format. Responses that are not in the required format will not be considered. All responses must be submitted to Allison Fode via email, afode@veic.org by **December 13, 2019**.

V. Response Requirements (Minimum Requirements)

1. **Name of the business, contact person, and contact information:** Include full legal name of business, mailing address, contact name, telephone number and e-mail address.
2. **Company Information:** Provide a company profile with the following information:
 - Years in business:
 - Number of employees:
 - Vermont counties served:
 - Number of individual customer sites currently served:
 - Estimated number of leak repairs performed per year
 - Reactive (due to equipment failure or refrigerant charge loss):

³ Leak identification and leak repair do not have to occur at the same site to count towards program requirements

- Proactive (as part of PM contract or customer request):
 - Whether your company currently offers proactive leak detection in its preventative maintenance contracts
 - Why your company want to participate in this program (optional)
 - If you participated in this program, how many proactive leak detection and/or repair projects do you estimate your company could complete in 2020? (optional)
3. **Experience:** Summarize your experience with refrigerant leak identification and repair services including the following:
- History with proactive leak detection and repair
 - Copy of preventative maintenance contract (optional)
 - Specialized trainings or certifications (must include EPA 608)
 - Does your company have staff currently trained on proactive leak detection?
 - If yes, what leak detection equipment does your staff currently use?
4. **References:** Provide name and contact information for two references (must be commercial refrigeration customers from the past year).

VI. Evaluation Criteria

Responses will be scored in accordance with the following evaluation criteria.

Maximum Points

Complete Submission (followed all protocols)	15 points
Company Qualifications	70 points
Breadth of customers served	20 points
Relevant experience	30 points
References	20 points
Current Company Status as EEN Member	15 points
<hr/> Total Points Available	<hr/> 100 points

Efficiency Vermont reserves the right to evaluate responses on criteria not listed above.

Efficiency Vermont will evaluate all responses to determine which respondents are best suited for providing the desired services. Efficiency Vermont may request additional information and/or documentation from one or more respondents, and may request personal interviews with respondents.

Note: Efficiency Vermont reserves the right to reject any or all responses, to waive any informality or irregularity in any responses received, and to be the sole judge of the merits of the respective responses received. Efficiency Vermont reserves the right to determine the timing of the start of the services, the right to cancel in part or in its entirety this RFQ and reserves the right not to proceed with some or all of the work. Efficiency Vermont will not reimburse costs incurred by the respondent in preparation for the responses to this RFQ. All services provided by Efficiency Vermont are subject to the availability of funds.

Information about VEIC and Efficiency Vermont

VEIC is dedicated to reducing the economic and environmental costs of energy use. It was founded in 1986, employs 320 professionals, and operates with an annual budget of \$80 million. VEIC is internationally recognized for advancing energy efficiency, transportation efficiency, biomass, and renewable energy plans and projects in 35 states, 6 Canadian provinces, and 6 countries in Europe and Asia.

It is best known for continuously operating the nation's longest-running statewide energy efficiency utility, Efficiency Vermont. That program began in 2000. VEIC also operates utility-scale efficiency programs in the District of Columbia (DC Sustainable Energy Utility; 2011 - present), and in the Midwest with 26 utilities, as Efficiency Smart (American Municipal Power, 2011 - present).

In addition to operating these utility programs, VEIC offers Consultative Services for advising on policy, designing sustainable energy programs, planning programs for utilities and regulators, evaluating energy savings claims, analyzing complex data sets, and providing deep technical and engineering assistance. It undertakes projects in energy efficiency and renewable / biomass energy; transportation efficiency and mobility research; community energy initiatives; and cost-effectiveness screening. VEIC has also been the contractor for the Vermont Energy Code Education, Outreach, and Training program. The organization's expertise in regulatory and business development assistance and in workforce development has led to its repeatedly meeting or exceeding its regulatory and contract goals in its three major program sites.

Central to VEIC's work is its dedication to sustainable energy training, education, and community outreach. These services have helped VEIC win more than 70 local, regional, and national awards for excellence in service delivery. With qualified trainers and community organizing professionals on staff, and with continuous improvement protocols embedded in all of its key activity, VEIC is also a trusted

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For more information, see www.encyvermont.com and www.veic.org.