

CONTRACTOR ELIGIBILITY, CRITERIA and PERFORMANCE

MAHUBE-OTWA is required to verify that contractors meet applicable state and federal certification requirements, are insured, meet Energy Program specific requirements, and ensure that contractors treat clients with respect and dignity.

All contractors must:

- (1) Be licensed and/or bonded as required by pertinent laws, ordinances, regulations, or codes.
- (2) Meet the following minimum insurance coverage requirements:
 - Property damage: \$50,000
 - Bodily Injury and Liability: \$100,000/\$200,000
 - Basic Worker's Compensation, where required by law or regulation.
- (3) Pass a criminal background check.
- (4) Mechanical Contractors must be able to perform required tests for mechanical systems -- Manual J, Pressure Tests, Operational & Vent Tests (flue gas analysis, carbon, heat rise, etc.).
Weatherization Contractors must be able to perform required tests for weatherization -- Blower Door and Zonal Pressure Diagnostics.
- (5) Obtain required permits from authorities with jurisdiction, as applicable.
- (6) Be well trained and have the capacity to complete all work in accordance with Dept. of Commerce Energy Program policies, standards and requirements, including access to necessary tools and equipment. Training will be provided by MAHUBE-OTWA.
- (7) Follow EPA's Lead Renovation, Repair and Painting Program (RRP), if performing projects that disturb lead paint.
- (8) Contractors must not be excluded/debarred from receiving Federal funds.
- (9) Warranty workmanship in writing for one year from the date of final inspection of completed work.
- (10) Follow the law concerning the disposal of appliances and controls containing mercury or other hazardous materials.
- (11) Sign an Energy Programs contract with MAHUBE-OTWA annually.

Every effort is made to retain quality, professional contractors for the MAHUBE-OTWA Energy and Conservation Programs.

- Contractor performance is monitored ongoing, with each individual job evaluated by a Quality Control Inspector.
- Any issues found with a contractor's performance is addressed immediately by communicating with the contractor either orally, in writing, or both. Documentation is included in both the client and contractor files.
- Some reasons for contractor removal may include: poor workmanship, incomplete or inaccurate paperwork, not meeting work deadlines, non-compliance with program rules and regulations, and violation of Contractor Responsibilities per the Energy Programs contract.
- A contractor previously removed from the active list for whatever reason, may request to become re-instated with MAHUBE-OTWA.