

Commercial and Institutional Services

(Includes Access to LIMF Exterior and Common Areas)

Retrofit services in a market-based model:

1. Solicitation of Customers into Program and Site Assessments
 - a. The DCSEU will assign potential projects to Subcontractor. The Subcontractor will use the information provided to contact potential customers and conduct an energy audit of the exterior and common area of customer's property. The completed energy audit will be sent to the DCSEU for review and pre-approval of the energy efficiency measures. If approved, the DCSEU will issue a Work Order to Subcontractor to complete the work. The Subcontractor will serve as the principal point of contact with the customer and will be responsible for scheduling a site assessment, per DCSEU program protocols.
 - b. The DCSEU will also accept potential projects from Subcontractor. The Subcontractor will provide the information used to conduct the energy audit of the customers property. The completed energy audit will be sent to the DCSEU for review and pre-approval of the energy efficiency measures. If approved, the DCSEU will issue a Work Order to the Subcontractor to complete the work. The Subcontractor will serve as the principal point of contact with the customer and will be responsible for scheduling a site assessment, per DCSEU program protocols.
 - c. Upon receipt of the Work Order, Subcontractor shall complete the site assessment to determine which measures from the Work Order are eligible for retrofit according to the terms and conditions of the DCSEU program protocols and Work Order. Subcontractor shall notify the DCSEU of any variances between the measures eligible for retrofit and the Work Order so that the DCSEU can issue an Amendment to the Work Order.
2. Marketing/Selling of offering to end-use clients
 - a. The Subcontractor will be responsible for "selling" any potential upgrades to the end-use clients based on program protocols.
3. Installation of Energy Efficient Measures
 - a. Subcontractor shall install the energy efficiency measures as specified in the Work Order. The Subcontractor shall follow all DCSEU installation program protocols outlined in the Work Order and install the energy efficiency measures according to the manufacturer's specifications.
 - b. The Subcontractor shall submit to the DCSEU all "as built" program documentation using the forms provided by the DCSEU, per program protocols.

- c. Subcontractor shall comply with all DCSEU program protocols including the DCSEU's dispute resolution protocols and protocols specifically relating to remediation efforts in a timely fashion.

Minimum Insurance Requirements

Final insurance requirements will be determined by the DCSEU and ORM if Respondent is selected to become a DCSEU service provider. The expected insurance requirements are as follows for the above scope of work, however they are subject to change.

Commercial General Liability Insurance	Automobile Liability Insurance	Worker's Compensation Insurance	Employer's Liability Insurance	Umbrella or Excess Liability Insurance
\$1,000,000 per occurrence/\$2,000,000 aggregate (Subcontracts under \$100,000 may instead provide \$1,000,000 umbrella)	\$1,000,000 per occurrence	Required	\$500,000 per accident/\$500,000 per disease/\$500,000 policy disease limit	\$3,000,000 per occurrence (Subcontracts under \$100,000 - \$1,000,000 per occurrence)