



**EIGHTCAP, INC.**

**Weatherization Assistance Program**

**Request for Proposals for**

**Energy Auditor/Quality Control Inspector  
Contractor**

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**INQUIRIES AND PROPOSALS SHOULD BE DIRECTED TO:**

Name: Devin Cavendish  
Title: Energy Programs Manager  
Entity: EightCAP, Inc.  
Address: 3251 S. Derby Rd  
Sidney, MI 48885  
Phone: (616) 255-6543  
Fax: (616) 754-9310  
Email: devinc@8cap.org

[9-2024]

## **I. GENERAL INFORMATION**

### **A. Purpose of this Request for Proposal**

EightCAP, Inc. is soliciting proposals for an Energy Auditor/Quality Control Inspector contractor to perform work for the EightCAP, Inc. Weatherization Assistance Program.

### **B. Major Objectives**

1. Identify contractors that will provide energy auditor and quality control inspections for households that qualify for the Weatherization Assistance Program, as determined by EightCAP, Inc.
2. To ensure that all contractors understand the inspection and reporting processes, as mandated by the Agency, the United States Department of Energy, and the Michigan Department of Health & Human Services.
3. To ensure that all services are provided in the timeframe established by the Agency.

### **C. Description of Entity**

EightCAP, Inc., hereinafter referred to as “EightCAP,” is a community action agency that provides Weatherization Assistance Program (WAP) services in Gratiot, Ionia, Isabella, and Montcalm counties (the “Service Area”) in the state of Michigan. EightCAP is a private, nonprofit corporation and has been determined to be exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code. Administrative offices are located at 5827 Orleans Rd, Orleans, Michigan. Other offices are located throughout the service area.

### **D. Proposal Submission Instructions**

#### **1. Submission Deadline**

Proposals must be submitted no later than **4:30 pm EST on Friday, October 18th, 2024.**

#### **2. Inquiries**

Inquiries concerning this RFP should be directed to Devin Cavendish at (616) 255-6543.

#### **3. Conditions of Proposal**

All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by EightCAP.

4. Instructions to Potential Bidders

Your proposal may be submitted by mail, fax, or email to:

Name: Devin Cavendish  
Title: Energy Programs Manager  
Entity: EightCAP, Inc.  
Address: 3251 S. Derby Rd  
Sidney, MI 48885  
Phone: (616) 255-6543  
Fax: (616) 754-9310  
Email: devinc@8cap.org

It is the responsibility of the Offeror to ensure that the proposal is received by EightCAP by the date and time specified above. Late proposals will not be considered.

**E. Other Terms and Conditions**

1. Right to Reject

EightCAP reserves the right to reject any and all proposals received in response to this RFP.

2. Small and Minority Businesses, Women’s Business Enterprises, Businesses Owned by Persons with Disabilities, and Labor Surplus Area Firms

Efforts will be made by EightCAP to utilize small and minority businesses, women’s business enterprises, businesses owned by persons with disabilities, and Labor Surplus Area Firms.

An Offeror qualifies as a small business firm if it meets the definition of “small business” as established by the Small Business Administration (13 CFR 121.201).

See Department of Labor website ([www.dol.gov](http://www.dol.gov)) for a current listing of labor surplus areas.

3. Notification of Award

It is expected that a decision selecting the successful bidder will be made within 15 business days of the closing date of the receipt of proposals. Upon conclusion of final negotiations with the successful Offeror, all Offerors submitting proposals in response to the RFP will be informed, in writing via email, of the name of the successful company.

4. Contract Period

It is expected that the contract shall be a one-year contract with an option to extend for one additional year.

5. Compensation

The successful bidders to this RFP will be compensated on a per unit basis. The unit depends on the service being provided. For each service being solicited through this RFP, a set price list will be established for the services required.

6. Required Background Check Compliance

All subcontractors and their employees who perform work in clients' homes agree to follow the EightCAP, Inc. Criminal History Background Checks Policy for Contractors and Contractor Employees (Attachment D). All contractors and contractor employees must submit information to allow EightCAP to perform background checks on that individual prior to commencing work (Attachments E and F).

7. Confidentiality

It is the policy of EightCAP to maintain the confidentiality and dignity of clients and employees (Attachment G). All client interactions are confidential, and contractors will be expected to adhere to strict confidentiality. Violation of this policy may result in immediate termination of contract.

**II. Scope of Work**

**A. Energy Auditor and Quality Control Inspector (QCI) Work Assignments**

1. Combustion appliance testing following current BPI 1200 standards
  - a. Furnace and hot water heater (EA and QCI)
    - i. Ambient carbon monoxide (EA and QCI)
    - ii. Gas oven (EA only)
    - iii. Zone pressure diagnostics (ZPD's) to attic, crawl, etc. (EA and QCI)
2. General safety review of home (EA and QCI)
  - a. Asbestos (vermiculite and duct wrap)
  - b. Electrical hazards (Knob and Tube Wiring, open junction boxes, etc.)
  - c. Moisture issues (roof leak, damp atmosphere, grading issues, etc.)
3. Worst case depressurization (WCD) of the combustion appliance zone (CAZ) (EA and QCI)
4. Refrigerator metering and data collection (EA only)
5. Blower door test (EA and QCI)
6. Household lighting survey (EA only)

7. Smoke detector survey (EA only)
8. Completion of audit write up (EA only)
  - a. Running audit through WAWEB
  - b. Photos, diagrams, and notes to be provided with each audit
  - c. Completion of all required State and County inspection paperwork
9. Visual inspection of entire house (EA and QCI)
  - a. Foundation, basement, living areas, attic(s), roof, exterior, attached garages, etc.
10. Completed required forms (EA only)
  - a. Lead pamphlet form (and provide lead pamphlet)
  - b. Client plan of action form
  - c. Mold assessment forms DHS-552 and DHS 552A
11. QCI to complete client assessment form and document completed work including pictures and descriptions of corrective and additional required work as needed or designated by the County, State, or Federal rules or guidelines
12. Include a diagram of the house with labeled windows, doors, attics, foundations, and walls (EA only)
13. Photo documentation including: all sides of home, all appliances and venting, bathroom ceiling, basements, band joists, attic, and relevant problem areas
14. Completion of the EightCAP Weatherization Work Order (EA only)

**B. Equipment**

Contractors wishing to perform work for this contract will provide their own equipment, tools, and materials to successfully complete the work of their trade. EightCAP is not responsible for any costs associated with the Contractor's personal equipment needed to perform inspections.

1. Blower Door
2. Infrared Camera
3. Combustible Gas Detector
4. CO Measurement Equipment
5. Ambient CO Monitor
6. Flue Gas Meter
7. Equipment or method for depressurization and spillage assessment

**C. Required Knowledge**

1. EightCAP's Weatherization Assistance Program is stringently monitored by the State of Michigan - Bureau of Community Action and Economic Opportunity. Compliance of all rules and regulations is required.
2. Successful bidders for Energy Audit and Quality Control Inspection work are expected to have extensive knowledge of current State of Michigan Weatherization

guidelines and must be a **Building Performance Institute (BPI)** EA and/or BPI QCI. Bidders should be knowledgeable of the Job Task Analysis (JTA) for their job. The JTA identifies the core knowledge areas, critical work functions, and skills typically needed. The websites for the CSPM, NREL JTA's, and SWS are as follow:

- <https://www.michigan.gov/mdhhs/doing-business/weatherization/manuals>
- <https://www.nrel.gov/>
- <https://www.sws.nrel.gov>
- [NREL Job Task Analysis: Energy Auditor](#)
- [NREL Job Task Analysis: Quality Control Inspector](#)

#### **D. Required Training**

1. Lead Safe Work Practices (LSW) unless bidder holds EPA Certified Renovator Certification (LRRP). Contractors will be required to attend this training and gain certification within 90 days of being awarded a contract.
2. Health and Safety Training within 90 days of being awarded a contract.
3. OSHA 10 training within 90 days of being awarded a contract.
4. CAZ Pressure Diagnostics
5. ASHRAE 62.2 Training
6. Comprehensive Training every 3 years
7. Maintain BPI Certifications (recertification every 3 years)

The State of Michigan Weatherization Assistance Program offers free training through MiTEC. Please check the website for training dates: <https://michigantec.org>

### **III. Schedule of Work**

#### **A. Auditor and Quality Control Inspector Work Assignment**

The inspector shall contact the homeowner/client and attempt to schedule a site visit within 5 days of receipt of the job assignment; contact attempts must be documented. The Contractor shall complete an audit or inspection within 20 days of receipt. The inspector shall complete and submit the inspection paperwork (including WAWEB) 5 business days following the home visit.

#### **B. Refusal of Work**

1. When a Contractor is initially awarded an inspection, he/she has the right to refuse. EightCAP will assume that the reason for refusal is that the Contractor does not have the capacity to complete the work within the required timeframe.
2. If a Contractor refuses one job, EightCAP may choose not to offer the next job to that Contractor until the Contractor expresses that they have capacity for the inspection.

**C. Invoicing**

Contractor will invoice EightCAP within 10 days of the acceptance of a completed Energy Audit or Quality Control Inspection.

**IV. PROPOSAL EVALUATION**

**A. Nonresponsive Proposals**

Proposals may be judged nonresponsive and removed from further consideration if any of the following occur:

1. The proposal is not received timely in accordance with the terms of this RFP.
2. The proposal does not follow the specified format.

**B. Evaluation**

Evaluation of each proposal will be based on the following criteria.

<b>Factors</b>	<b>Point Range</b>
Cost per Inspection	0-25
Years of Experience (1 point per year up to 10 points maximum)	0-10
Current Energy Auditor Inspector Certification (provides certificate with proposal)	0-20
Current Quality Control Inspector Certification (provides certificate with proposal)	0-20
Owns inspection equipment <ul style="list-style-type: none"><li>• 3 points for blower door</li><li>• 2 points for CO detector</li><li>• 5 points for Infrared camera</li></ul>	0-10
Currently certified in (2 points each): <ul style="list-style-type: none"><li>• Lead Safe Weatherization Training OR EPA Lead Renovator Certified</li><li>• Health and Safety Training</li><li>• OSHA 10 Training</li><li>• ASHRAE 62.2 Training</li><li>• CAZ Pressure Diagnostics</li></ul>	0-10
Small and Minority Owned Businesses, Women’s Business Enterprises, Businesses Owned by Persons with Disabilities, or a Labor Surplus Area Firm	0-5
<b>TOTAL POINTS POSSIBLE</b>	<b>0-100</b>

**C. Review Process**

EightCAP may, at its discretion, request presentations by or meetings with any or all Offerors to clarify or negotiate modifications to the Offerors' proposals.

However, EightCAP reserves the right to enter into a contract without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, which the Offeror can propose. EightCAP contemplates award of this bid to the responsible Offeror with the highest total points.



**Contractor Bid Application Checklist**

Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Owner: \_\_\_\_\_

**Instructions:**

Complete this package and return to **EightCAP, Inc.** for the final phase of the bidding process by **4:30 pm on October 18, 2024**, with bids being opened on October 21, 2024. The contractor with completed packages and the highest points will be contacted by EightCAP, Inc. to sign agreements.

- \_\_\_ Background Information
- \_\_\_ Debarment Certification
- \_\_\_ Criminal History Check
- \_\_\_ Central Registry Clearance
- \_\_\_ Acknowledgement of Dignity of Low-Income Clients and Non-Solicitation Agreement
- \_\_\_ Inspection Bid Price Sheet
- \_\_\_ Copies of License(s) and Certifications:
  - \_\_\_ BPI Certification
  - \_\_\_ Builders Licenses or
  - \_\_\_ Maintenance and Alteration or
  - \_\_\_ Mechanical License
  - \_\_\_ Lead Certification
  - \_\_\_ IAQ Certification
  - \_\_\_ Renovator certificate
  - \_\_\_ Firm Status

**Proof of:**

- \_\_\_ Workers Compensation
- \_\_\_ Employers Liability
- \_\_\_ Comprehensive General Liability
- \_\_\_ Auto Insurance

**Background Information**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Owner Name(s): \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contracting Listing with the State is by: \_\_\_\_\_ Date Company Formed: \_\_\_\_\_

\_\_\_\_\_ Individual \_\_\_\_\_ Principal Officer

Social Security Number of Owner(s): \_\_\_\_\_

Employer Tax ID Number: \_\_\_\_\_

Is the Company 51% or more Minority Owned? Yes \_\_\_\_\_ No \_\_\_\_\_

Is the Company 51% or more Female Owned? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you worked as Weatherization Contractor in Michigan? Yes \_\_\_\_\_ No \_\_\_\_\_

How many employees does your company have? \_\_\_\_\_

List your Major Suppliers, if any: \_\_\_\_\_

\_\_\_\_\_

List your Insurance Carriers: \_\_\_\_\_

List Two References:

**Business Name:** \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Business Name:** \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed or Typed Name: \_\_\_\_\_

Title: \_\_\_\_\_

**CERTIFICATION REGARDING  
DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS  
PRIMARY COVERED TRANSACTIONS**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

**(Before Signing Certification, Read Attached Instruction)**

1. The prospective contractor certifies to the best of its knowledge and belief, that it and its principals:
  - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - b. Have not within a three (3) year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or Local) with commission of any of the offense enumerated in paragraph (1)(b) of this certification; and
  - d. Have not within a three (3) year period preceding this application/quotation had one or more public transactions (Federal, State or Local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

**NAME AND TITLE OF AUTHORIZED REPRESENTATIVE**

\_\_\_\_\_  
Full Name (printed)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**EightCAP, Inc.**

**Criminal History Background Checks Policy for Contractors and Contractor Employees**

From time to time, EightCAP, Inc. (“Agency”) may enter into contracts with another entity to provide services to Agency clients (“Clients”) that will require working directly with Clients or accessing Clients’ personal information. In order to help assure the safety of Clients and Clients’ personal information, any contractor of the Agency shall abide by the provisions of this policy.

1. Required Disclosures to Agency.
  - a. Prior to a contractor or a contractor employee working directly with Clients or having access to Client information, the Agency must be notified in writing of criminal convictions (felony or misdemeanor), and/or pending felony charges, or placement on the Central Registry as a perpetrator.
  - b. If, during the term of the contract, a contractor or a contractor employee working directly with Clients or having access to Client information is convicted of a criminal offense (felony or misdemeanor), is charged with a felony, or is placed on the Central Registry as a perpetrator, that contractor must:
    - i. Discontinue all access to Client information and prevent the individual from working directly with Clients.
    - ii. Notify the Agency, in writing, of the change in circumstances.
    - iii. Continue to prevent the individual from accessing Client information or from working directly with Clients until the Agency has authorized such activity in writing. The Agency may, at its sole discretion, choose to not allow an individual direct access to Client information or to work directly with clients, using the factors in Section 4 of this Policy.
2. Prior to having any contact with a Client or accessing a Client’s information, the contractor or contractor employee shall provide necessary information to the Agency in order to conduct a background check using, at a minimum, the resources in subsections (a) and (b) below. The Agency may utilize other resources, as appropriate, to perform a background check that is adequate to the Agency.
  - a. For a contractor or contractor employee that has access to Client information or works directly with Clients, perform:
    - i. The State of Michigan’s Internet Criminal History Access Tool (ICHAT) check;
    - ii. National Sex Offender Registry, the Central Registry (NSOPW);

- iii. Michigan Department of Corrections Offender Tracking and Information System (OTIS);
    - iv. State of Michigan Public Sex Offender Registry; and
    - v. The State of Michigan, Department of Health and Human Services' Child Abuse and Neglect Central Registry.
  - b. For a contractor or contractor employee that has access to Children's information or works directly with Children, perform:
    - i. The State of Michigan's Internet Criminal History Access Tool (ICHAT) check;
    - ii. National Sex Offender Registry, the Central Registry (NSOPW);
    - iii. Michigan Department of Corrections Offender Tracking and Information System (OTIS);
    - iv. State of Michigan Public Sex Offender Registry; and
    - v. The State of Michigan, Department of Health and Human Services' Child Abuse and Neglect Central Registry.
3. Prior to performing any work under a contract with the Agency, each contractor or contractor employee must:
  - a. be authorized to perform the work, in writing, by the President of EightCAP, or his/her designee, to (1) work directly with Clients or (2) to have access to the personal information of Clients.
  - b. supply information to the Agency that will be used for the purpose of conducting background checks on a contractor or contractor employee. The Agency will keep sensitive information confidential.
4. The Agency reserves the right to refuse to allow a contractor to perform any work under one of its contracts due to an unacceptable background check on the contractor or any of the contractor's employees. The decision must be documented and based on the following factors:
  - State laws, rules, and regulations;
  - Federal laws, rules, and regulations;
  - Recency of crime(s);
  - Type of crime(s);
  - Age of the candidate when the crimes occurred;
  - The nature of the position(s) for which the candidate is being considered;

- Requirements of the applicable funding sources; and,
  - Other relevant facts and circumstances.
5. Each contractor or contractor employee who works directly with Clients or who has access to Client information and who has not resided or lived in Michigan for each of the previous 10 years must sign a waiver attesting to the fact that they have never been convicted of a felony or identified as a perpetrator, or if they have, the nature and recency of the felony.
  6. The Agency shall not honor claims for or assign duties to any new contractor or contractor employee if the Agency has made a determination that the results of a positive ICHAT and/or a CR response or reported criminal felony conviction or perpetrator identification make the individual ineligible to provide the services, or if a false representation was made or there was an omission regarding prior convictions.
  7. If the Agency determines that a contractor or contractor employee provided services in violation of this policy, for any period prior to completion of the required checks as described above, the Agency may require repayment of that individual's salary, fringe benefits, and all related costs of employment for the period that the required checks had not been completed.
  8. If a contractor conducts background checks on its employees, and that check meets or exceeds the standards set forth in this policy, the Agency may accept written confirmation that a contractor or contractor employee has a satisfactory background check. However, the Agency reserves the right to conduct background checks on any contractor or contractor employee as it sees fit.

**CRIMINAL HISTORY CHECK**

\_\_\_\_\_  
Name, Including Previous Married or Maiden Names

\_\_\_\_\_  
Program

Have you been convicted of any violation of law other than minor traffic violations, nor have been involved in a substantiated case of abuse or neglect of children and/or adults. If so, please list and explain below. Collection of this information is required by Child Care Licensing Rules or program regulations.

Conviction	Date	Circumstances
Are there any felony charges pending against you?		

I certify that the statements above are a true and complete record of my legal convictions. I understand that falsifications or omission of any information regarding my legal record may be cause of rejection or termination of employment. I further authorize EightCAP, Inc. to check my record with the Michigan Department of Police.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Date of Birth \_\_\_\_\_ Race \_\_\_\_\_ Sex \_\_\_\_\_

**WHO SHOULD BE NOTIFIED**

The Personnel Department is in the process of updating employees' records of the person or persons to be notified in case of emergency. Please complete and return the following information to the Personnel Office.

In case of emergency, please contact \_\_\_\_\_  
NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
TELEPHONE NUMBER

We hope we never have to use this information, but if we do, we want current information in your file. **Also, please notify us of any changes in your address or telephone number as they occur.**

Thank you,

Dee Andersen, Personnel Manager

Name \_\_\_\_\_ Date \_\_\_\_\_

**DHS-1929, CENTRAL REGISTRY CLEARANCE REQUEST**

Michigan Department of Health and Human Services

(Revised 11-22)

**COPY PHOTO ID HERE**  
**OR**  
**ATTACH A SEPARATE PAGE**

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**SECTION 1 – INFORMATION ON PERSON BEING CLEARED**

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Name, (First, Middle, Last)	Signature Required for Individual Being Cleared	Date
Maiden Name, Aliases, also known as (A.K.A)	Social Security Number	Date of Birth
Address	City	State    Zip Code
Phone Number	Email	

- I am completing this for myself.  
 I would like to pick up my results in \_\_\_\_\_ County (For Michigan Residents Only).

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**SECTION 2 – REQUESTER INFORMATION**

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Check Appropriate Box

Employer  
 Volunteer Agency  
 Adoption/Foster Care Home Screening  
 Court/Law Enforcement/Department of Corrections/Prosecuting Attorney  
 Child Caring Institution  
 Friend of the Court/Alternate Caregiver Clearance  
 Other

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Name of Agency or Organization (if applicable) EightCAP, Inc.	Name of Requester Dee Andersen		
Address 5827 Orleans Road	City Orleans	State MI	Zip Code 48865
Email DeeA@8cap.org	Fax 616-754-7816	Phone Number 616-225-5978	

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**Acknowledgement of Dignity of Low-Income Clients  
and  
Non-solicitation Agreement**

On behalf of \_\_\_\_\_(insert firm/individual name), I do affirm my (our) understanding that the households being served by the EightCAP, Inc. Weatherization Assistance Program have qualified for the program, in part, because of their status as “low-income,” and that the individuals receiving services and their property are to be treated with dignity and respect.

Further, if a contract is awarded to \_\_\_\_\_(insert firm/individual name), it is understood that solicitations for any Weatherization Assistant Program-qualified measures on the clients’ homes is strictly prohibited until the time the Weatherization Assistance Program has completed work on the residence, the file is closed out, and written clearance has been requested and received by the CONTRACTOR.

Reports to EightCAP of a breach of any of the provisions outlined herein are grounds for action up to and including rescission of any contracts awarded to the CONTRACTOR.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(signature of authorized official)  
(date)  
(printed name)  
(witness)

**Inspection Bid Price Sheet**

Please complete the following section by quoting costs for the following services:

**BPI Energy Audit Price** \$ \_\_\_\_\_

Auditors must complete audits following BPI 1200 standards and all other State of Michigan program requirements regarding Auditors. Please also refer to the EA JTA for further guidance. Zone Pressure Diagnostic (ZPD) testing is required to attic spaces. Duct leakage testing is required for mobile homes.

A complete audit utilizes the latest versions of the SWS and CSPM 600. The notes, photos, drawings, and documents from the audit shall be written up in the excel workbook provided by the Weatherization Coordinator at the time of assignment. Photo documentation includes: all sides of home, all appliances and venting, bathroom ceiling, basements, band joists, attic, and relevant problems areas. Infrared photos of walls and attic spaces is also required year-around. Please make sure that the full furnace, DHW, venting, and fridge are viewable (multiple pictures may need to be taken in tight spaces). Signed forms and notes/drawings must be scanned and inserted into the excel workbook.

A signed and dated Quality Control Checklist must be generated and sent in with all other paperwork. The auditor must run all applicable information through WAWEB. Audits include submission electronically.

Travel costs should be included in the set fee above.

**BPI Quality Control Inspection Price** \$ \_\_\_\_\_

Verify all work on the work order was completed and in compliance with the SWS and the CSPM 600. Please also refer to the QCI JTA for further guidance. Zone Pressure Diagnostic (ZPD) testing is required to attic spaces. Duct leakage testing is required for mobile homes and homes with ducts outside of the thermal boundary.

All documentation shall be written up in the excel workbook that was supplied at the time of job assignment. Any forms shall be scanned and inserted into the excel workbook. This will include photos of all accessible work completed and any additional work that may need to be addressed or areas of concern. Infrared photos of walls, attics, and air sealing areas are required. Any findings or additional measures must be listed in the excel workbook on the QCI inspection tab.

The Quality Control Checklist must be signed and dated. All approved work must have a checkmark placed next to the work. The checklist should be sent in with all other documentation.

Travel costs should be included in the set fee above.

**Deferral Inspection Price**

\$ \_\_\_\_\_

Energy Auditor will perform “overall site review” to determine if job should or could be deferred. If job is deferred, then Auditor does not continue with Audit. Auditor will document deferral based on the CSPM 609 and Agency Deferral Policy and report to EightCAP. This should take less than one hour.

Hourly Rate

\$ \_\_\_\_\_

Install Carbon Monoxide Detector  
10-year sealed battery required

\$ \_\_\_\_\_

Install Smoke/Carbon Monoxide Detector  
10-year sealed battery required

\$ \_\_\_\_\_

Re-inspection Price

\$ \_\_\_\_\_

Verify corrective or additional work is complete and in compliance with the SWS, CSPM 600, and Michigan Weatherization Field Guide.