



Energy Audit Proposal

To: Dean Bloch
Town Administrator
Town of Charlotte
P.O. 119
Charlotte, VT 05445
dean@townofcharlotte.com

From: Building Energy

Date: 4/1/2016

Re: Thermal Audit

Dear Dean,

We propose to provide thermal energy audit services for the Charlotte Senior Center in Charlotte, VT.

Thermal Audit

Our services will include:

- Blower door test to measure air leakage.
- Smoke testing to identify areas of air leakage.
- Infrared scan (temperature dependent) to identify areas of heat loss and air leakage.
- R-value estimates of foundation, walls, and attic/roof system.
- Photographic documentation.
- Safety and efficiency testing of combustion appliances.

We will prepare a complete energy audit report that will include:

- Executive summary of the main energy issues.
- Comparison of the building's fuel and electrical consumption with buildings of similar size and function.
- Annotated photographs of thermal deficiencies.
- Individual pricing and heat savings projections for each thermal energy saving measure.
- Identification and general recommendations of other energy saving opportunities.
- Information and estimates of applicable Efficiency Vermont Building Performance incentives.

We will require the following:

Information:

- Completion of our pre-audit form (separate attachment) in advance of the audit date.
- Three years of fuel data records ... gallons and deliveries.
- Three years of electrical data... kWh...monthly.
- Plan drawings with dimensions of the building.

Scheduling:

- We will need full access to the building during the day of the audit (up to 6 hours)
- Audit date to be scheduled the week of April 18th (Audit will be scheduled on a weekday between 8 am and 4 pm). People will not be able to come and go for a ½ hour period during the blower door test.

Pricing:

- \$1,400 for the initial energy audit and report
- After the completion of the Entryway Construction Project - \$75/hr per auditor for a follow-up on-site audit, testing and report preparation. (estimated 4 hours)

We propose to furnish material and labor, complete in accordance with above specifications.

Payment to be made as follows:

- 10% deposit of \$1400 to schedule
- Balance of Initial Audit invoiced and due upon completion
- Charges for Follow-up work will be billed accordingly

Contractor's signature: _____ Date: _____

Acceptance of proposal: The above price, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Customer's signature: _____ Date: _____

Thank you for contacting Building Energy and we look forward to working with you.

1. CONTRACT PRICE.

The contract price constitutes the total compensation payable to Contractor for performing the work. All duties, responsibilities, and obligations assigned to or undertaken by Contractor shall be at his expense without change in the contract price.

2. EXTRA WORK.

The contract price may only be changed by a change order. Any claim for an increase or decrease in the contract price shall be in writing delivered to Owner. The cost of change orders shall be agreed to in writing before proceeding with extra work.

3. JOB SIGN.

Contractor shall be granted the right to display a job sign on the Owner's property for duration of the audit.

4. CONTRACTOR'S RESPONSIBILITY.

Contractor shall supervise and direct the work efficiently and with his best skill and attention. He will be solely responsible for the means, methods, techniques, sequences, and procedures of construction. Contractor shall be responsible to see that the finished work complies with the contract documents.

5. ACCESS TO WORK.

Owner shall grant free access to work areas for auditors and vehicles.

6. INSURANCE.

Contractor shall carry at his own expense workman's compensation in the amounts of \$100,000 each accident, \$500,000 disease policy limit, and \$100,000 per disease per employee, and public liability insurance with a general aggregate limit of \$2,000,000 and an additional umbrella liability of \$1,000,000 which meet or exceed the minimum requirements of existing laws..

7. TOILET FACILITIES.

Owner shall make toilet facilities available.

8. FURNISHINGS:

Furniture, possessions and storage items to be moved by Owner so that contractor can have open access to audit areas...ie attic hatches, basement doors, and kneewall point of entries

9. DAMAGE TO PROPERTY.

Contractor shall not be held responsible for damage caused by Owner or Owner's employees, Act of God, earthquake, fire, riot, civil commotion or acts of public enemy. Contractor shall be responsible for the negligence of his employees and subcontractors.

10. HAZARDOUS MATERIALS.

Unless herein specifically provided for, the contractor shall not be responsible for disturbance, removal, and for disposal of any "Hazardous Materials" as defined by any federal, state or local law, regulation or ordinance, including without limitation, asbestos and asbestos containing material.

11. BINDING AGREEMENT

This Agreement shall be governed by the laws of the State of Vermont and shall be binding upon the parties hereto and their respective heirs, executors, administrators, successors, and assigns. This Agreement contains the entire understanding the parties hereto, superseding any and all prior agreements, written or oral. No modification, amendment, or deletion affecting this contract shall be effective unless in writing and signed by all the parties hereto.

12. **ARBITRATION**

Any controversy or claim arising out of or related to the Contract, or the breach thereof shall be settled by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association unless the parties mutually agree otherwise.

13. **SAFETY AND BUILDING CODES**

Home improvements for which incentives are paid must comply with Building Performance Institute Technical Standards and other Home Performance with ENERGY STAR performance specifications. Incentives will not be paid for any work that disturbs vermiculite insulation. Renovation to any structure built before 1978 must be performed by a contractor certified in lead safe practices as required by U.S. Environmental Protection Agency regulations.