



Open Enrollment 21-612

**CONTRACTOR AND VENDOR NETWORK  
ENROLLMENT AND TERMS & CONDITIONS**

## INTRODUCTION

**Redwood Coast Energy Authority (RCEA)** is a Joint Powers Authority whose members include local governments in Humboldt County. Since 2003, RCEA has been serving Humboldt County businesses and residents with energy efficiency program services. Since 2017, RCEA has also been a Community Choice Aggregator (CCA) serving electric customers in Humboldt County. The purpose of the Redwood Coast Energy Authority is to develop and implement sustainable energy initiatives that reduce energy demand, increase energy efficiency, and advance the use of clean, efficient, and renewable resources available in the region.

RCEA's Demand Side Management provides a suite of energy efficiency and electrification services to our commercial, public, and residential customers by accessing local and state funding. In order to refer customers to installing contractors and vendors, RCEA is establishing a Contractor and Vendor Network. **The Contractor and Vendor Network will be a public-facing referral list for individual customers to find contractors for their installation needs or vendors for their equipment needs related to internal RCEA program services or external program referrals made by RCEA.** RCEA programs of special interest to contractors and vendors are RCEA's Direct Install Incentive Program and Downstream Rebate Programs. These programs offer incentives or rebates to customers for the installation of energy efficient equipment which requires qualified equipment purchase and contractor installation. The Contractor Network is set to expire on 11/30/2022. If successful, RCEA expects to extend the network into future years.

Advantages to joining the RCEA Contractor and Vendor Network include:

- Inclusion in RCEA's Contractor and Vendor Network list that will be made available to customers
- Contractor and Vendor listings on the RCEA website including list of services offered, contact info, logo, and business description
- RCEA generates project leads through program outreach and No-Cost Assessments
- RCEA generated leads are made viable before we refer (Direct Install Program)
  - RCEA prequalifies customers for incentives
  - RCEA provides project proposal estimates of equipment and installation
- RCEA does not require competitive bidding or job walks of Network Contractors
- The Network Contractor draws up their own contract with the customer using their own pricing
- The Network Vendor provides customer their own pricing
- RCEA Promotional materials are available to help sell projects to customers
- Assistance aligning RCEA incentives with contractor or vendor generated projects

## Become part of RCEA's Contractor or Vendor Network!

The following presents the enrollment process and terms and conditions. Submissions will be accepted on an ongoing basis. RCEA welcomes requests for additional information to the following person:

Marianne Bithell  
Demand Side Management Program Specialist  
Redwood Coast Energy Authority  
633 Third Street, Eureka, CA 95501  
Phone: 707.382.2014  
[MBithell@redwoodenergy.org](mailto:MBithell@redwoodenergy.org)

## ENROLLMENT REQUIREMENTS

Submit the following to Marianne Bithell by email addressed to [MBithell@redwoodenergy.org](mailto:MBithell@redwoodenergy.org):

1. A completed and signed Contractor and Vendor Network Agreement (Exhibit A)
2. A completed and signed Enrollment Form, Contractors see Exhibit B and Vendors see Exhibit C.
3. Optional- You may also submit a file of your company logo for posting to the RCEA website.

Contractors and Vendors meeting enrollment requirements and all terms and conditions will be enrolled in RCEA's Contractor and Vendor Network.

## TERMS AND CONDITIONS

1. Inclusion in RCEA's Contractor and Vendor Network is at RCEA's sole discretion. Any enrolled Contractor or Vendor may be removed at any time in RCEA's sole discretion.
2. An enrolled Contractor or Vendor may request removal from the Contractor and Vendor Network at any time by submitting written request to RCEA.
3. RCEA's Contractor and Vendor Network will expire on 11/30/2022. If RCEA extends the Contractor and Vendor Network, participants will be required to re-enroll to maintain inclusion in the Contractor and Vendor Network. RCEA maintains the right to extend the expiration date with written notification.
4. Contractor Applicant certifies they have the required licenses to perform the work they are soliciting and will provide copies to RCEA upon request.
5. Vendor Applicant certifies they have the required licenses for the sale of goods they are soliciting and will provide copies to RCEA upon request.
6. Contractor Applicant will be expected to perform installations of energy efficient equipment related to the service types listed in their Enrollment Form within Humboldt County, CA. Contractors based outside Humboldt County must list their minimum requirements to serve Humboldt County customers.
7. Vendor Applicant will be expected to sell energy efficient equipment related to the service types listed in their Enrollment Form at customer project scale to customers within Humboldt County, CA.
8. For purposes of Open Enrollment 21-612, energy efficient equipment is defined as: qualified for any rebate or incentive offered by any RCEA program, Pacific Gas and Electric Company (PG&E) programs, PG&E Third-Party programs; qualified for any energy efficiency financing product or program; or qualified for any state or federal tax incentive for energy efficiency or renewable energy. **Applicants are encouraged to engage with RCEA prior to enrollment if they have questions whether equipment they install or sell meets the energy efficient equipment definition.** The determination of whether the equipment installed or sold by the enrolled Network Contractor or Vendor meets the energy efficient equipment definition will be made by RCEA in its sole discretion.
9. Initial review of Applicant submissions will be 11/30/2021. Ongoing submissions will be accepted and will be reviewed monthly.
10. RCEA may choose to verify all certifications made and licenses, contact information, and website link provided in the Enrollment Form prior to Network enrollment. RCEA reserves the right to verify at any time that the enrolled Network Contractor or Vendor installs or sells energy efficient equipment (as defined in Section 8) and continues to meet all terms and conditions throughout the duration of the Contractor and Vendor Network.
11. Once enrolled, Network Contractors and Vendors may represent themselves as belonging to RCEA's Contractor and Vendor Network. However, **enrolled Contractors and Vendors may not represent themselves as an employee or representative of RCEA nor as an RCEA Installation Contractor Partner** (unless applicant also holds Partner contract with RCEA). RCEA expressly prohibits co-branding by Network Contractors and Vendors in any format.

12. RCEA will not be a party to any installation contract between a customer and Network Contractor and will have no liability for a Network Contractor's performance under any installation contract.
13. RCEA will not be a party to the sale of goods to any customer by a Network Vendor and will have no liability for a Network Vendor's performance under any sales contract; and, RCEA makes no warranty, implied or express, about any goods sold by a Network Vendor.
14. Under no circumstance associated with this Open Enrollment 21-612 will RCEA owe a Network Contractor or Network Vendor funds for any purpose.
15. Only the service types listed on the Enrollment Forms are considered for this Open Enrollment 21-612. Please see RCEA's RFQ-19-602 for additional opportunities.
16. RCEA will not accept Enrollment Forms through this Open Enrollment 21-612 for utility-scale energy project installations or equipment sales.
17. RCEA website listings of Network Contractors and Vendors will be limited to content provided in the Enrollment Form along with a high-resolution single logo image that will be reduced in size along with one link to enrolled Contractor or Vendor's website or media page.
18. RCEA reserves the right to display the service types for the Contractor and Vendor listing on the RCEA Website differently than depicted on the Enrollment Forms.
19. Enrollment in RCEA's Contractor and Vendor Network is not a guarantee of work or sales by RCEA.
20. All services performed by a Network Contractor or Vendor in association with the RCEA Contractor and Vendor Network must be in compliance with all laws, ordinances, codes, and regulations.
21. Each enrolled Contractor and Vendor, for itself and its heirs, successors and assigns (collectively, "Indemnifying Party"), agrees to release, defend, indemnify and hold harmless RCEA, and their respective officers, agents, volunteers and employees from and against any and all claims, demands, liability, damages, lawsuits or other actions, including, but not limited to, personal injury or death or property damage arising out of or in any way connected with the Indemnifying Party's operations or services provided, offered, or performed as a Network Contractor or Vendor, or of those of the Indemnifying Party's subcontractors or agents.

## EXHIBIT A: CONTRACTOR AND VENDOR NETWORK AGREEMENT

I agree to abide by all the Terms and Conditions listed anywhere within Open Enrollment 21-612 and attached exhibits.

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

Applicant Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## EXHIBIT B: CONTRACTOR ENROLLMENT FORM

Business Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Base of Operations Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_  
Website or Media Page URL: \_\_\_\_\_

### Customer Access:

- All of Humboldt County is served
- Limited regions within Humboldt County are served
  - List restrictions:

If based outside Humboldt County CA, list your minimum requirements to serve Humboldt County customers:

### Installation Service Type(s) (select all that apply):

- |   |  |
|---|--|
| <input type="checkbox"/> Commercial Furnaces/ Duct Testing/ Sealing               | <input type="checkbox"/> Industrial Machinery/ Process Equipment   |
| <input type="checkbox"/> Commercial Boilers                                       | <input type="checkbox"/> Commercial Motors/ Pumps  |
| <input type="checkbox"/> Residential Furnaces/ Duct Testing/ Sealing              | <input type="checkbox"/> Variable Frequency Drives (VFDs)  |
| <input type="checkbox"/> Residential Boilers                                      | <input type="checkbox"/> Air Compressors/ Leak Testing   |
| <input type="checkbox"/> HVAC Controls  | <input type="checkbox"/> Commercial Solar Electric   |
| <input type="checkbox"/> Commercial Ventilation/Demand Controlled Ventilation     | <input type="checkbox"/> Residential Solar Electric  |
| <input type="checkbox"/> Commercial Space Conditioning Split/ Packaged Heat Pumps | <input type="checkbox"/> Commercial Battery Storage  |
| <input type="checkbox"/> Residential Space Conditioning Heat Pumps                | <input type="checkbox"/> Residential Battery Storage   |
| <input type="checkbox"/> Commercial Retrocommissioning                            | <input type="checkbox"/> Commercial or Residential Demand Response   |
| <input type="checkbox"/> Commercial LED Lighting/ Controls                        | <input type="checkbox"/> Residential Appliance Installation- Clothes Washer/ Clothes Dryer/ Cooktop/ Oven/ Dishwasher/ Freezer |
| <input type="checkbox"/> Commercial Heat Pump Water Heating                       | <input type="checkbox"/> Commercial Insulation   |
| <input type="checkbox"/> Residential Heat Pump Water Heating                      | <input type="checkbox"/> Residential Air Sealing/ Insulation   |
| <input type="checkbox"/> Commercial Refrigeration                                 | <input type="checkbox"/> Commercial Electric Vehicle (EV) Charging Stations  |
| <input type="checkbox"/> EC Motors  | <input type="checkbox"/> Residential Electric Vehicle (EV) Chargers  |
| <input type="checkbox"/> Commercial Kitchen Equipment or Appliance Installation   |  |

Department of Industrial Relations licensed for Public Works projects \_\_\_\_\_

CSLB license number(s): \_\_\_\_\_

CSLB license classification(s) (list all that apply): \_\_\_\_\_

The information you provide above will be made available on the RCEA website. In addition, you may provide an additional 30 words or less to be included in your listing that further describe your business (for example: years serving the community or experience with RCEA incentive/ rebate programs):

\_\_\_\_\_

## EXHIBIT C: VENDOR ENROLLMENT FORM

Business Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Base of Operations Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_  
Website or Media Page URL: \_\_\_\_\_

### Customer Access:

- Customers may purchase equipment at a storefront within Humboldt County
  - List location(s):
- Product delivery available in Humboldt County
  - List restrictions:

### Equipment Service Type(s) (select all that apply):

- |   |  |
|---|--|
| <input type="checkbox"/> Commercial Condensing Furnaces                                 | <input type="checkbox"/> Electronically Commutated (EC) Motors   |
| <input type="checkbox"/> Condensing Boilers   | <input type="checkbox"/> Variable Frequency Drives (VFDs)  |
| <input type="checkbox"/> Residential Condensing Furnaces                                | <input type="checkbox"/> Commercial Energy Star Kitchen Equipment  |
| <input type="checkbox"/> Condensing Boilers   | <input type="checkbox"/> Industrial Machinery/ Process Equipment   |
| <input type="checkbox"/> Commercial Ventilation Equipment/Demand Controlled Ventilation | <input type="checkbox"/> Commercial High Efficiency Motors/ Pumps  |
| <input type="checkbox"/> Commercial Space Conditioning Split/ Packaged Heat Pumps       | <input type="checkbox"/> High Efficiency Air Compressors   |
| <input type="checkbox"/> Residential Space Conditioning Heat Pumps                      | <input type="checkbox"/> Commercial or Residential Solar Electric Equipment  |
| <input type="checkbox"/> Commercial DLC Premium LED Lighting/ Controls                  | <input type="checkbox"/> Commercial or Residential Battery Storage Equipment   |
| <input type="checkbox"/> Residential LED Lighting/ Controls                             | <input type="checkbox"/> Commercial or Residential Demand Response Equipment/ software   |
| <input type="checkbox"/> Commercial Heat Pump Water Heaters                             | <input type="checkbox"/> Residential Energy Star Appliances- Clothes Washer/ Clothes Dryer/ Cooktop/ Oven/ Dishwasher/ Freezer |
| <input type="checkbox"/> Residential Heat Pump Water Heaters                            | <input type="checkbox"/> Insulation/ Air Sealing Products  |
| <input type="checkbox"/> Commercial Energy Star Refrigeration Equipment                 |  |

Business License # (optional) \_\_\_\_\_

The information you provide above will be made available on the RCEA website. In addition, you may provide an additional 30 words or less to be included in your listing that describe your business (for example: years serving the community or experience with RCEA incentive/ rebate programs):

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