



Guidelines for City of Ocala Electric Utility Insulation/HVAC Pre-Qualified Contractors

Required Documents

Pre-qualified Contractors must sign a Contractor Participation Agreement to actively participate in the program and provide high-quality service to its customers. This agreement will be renewed on an annual basis.* It is voluntary and may be terminated at any time for any reason by either the City of Ocala Electric Utility or the contractor. *Contractors must provide Ocala Electric Utility contact updated licensing and insurance documents. If at any time the Contractor's license or insurance has expired, the City may remove them immediately from the Pre-qualified list.

Proof of Insurance

- General Liability Insurance with combined single limits of not less than \$1,000,000 per occurrence and shall include premises, operations, and personal injury.
- Business Auto Liability Insurance with combined single limits of not less than \$1,000,000 per occurrence and is to include bodily injury and property damage liability arising out of operation, maintenance, or use of any auto including owned, non-owned and hired automobiles and employee non-ownership use.
- Workers' Compensation Insurance for statutory requirements and employers liability limits of at least \$500,000 each accident and \$500,000 each employee \$500,000 policy limit for disease, and shall be for ensuring that any subcontractor has statutory coverage.

General Requirements

- Insurance must be current at all times.
- Provide customer contact information on three completed projects during the last 12 months.
- Provide three satisfactory customer references.
- All workmanship and installation must comply with local and state building codes, ordinances, statutes and accepted engineering practices pertaining to the job specifications. Contractor must correct any deficiencies identified by the customer, or code enforcement within 30 days of notification.
- HVAC Contractors: State of Florida certified Heating, Air Conditioning, Refrigeration and Ventilation (HARV) contractor
- Proof of continuous business in Marion County, Florida as a HVAC contractor and/or insulation contractor for a minimum of three (3) years.

Warranty Requirements

- All Pre-qualified Contractors shall warrant all material, parts and workmanship for a minimum of one year.
- Contractors shall act as the manufacturer's agent for all equipment, workmanship and material warranties.
- Contractors shall provide to its customers information regarding these warranties.
- Contractors shall not represent or imply to customers that Ocala Electric Utility makes any warranties to customer for Contractors work.

Business Practices

Failure to meet the following requirements and practices is cause to remove contractor from the Program:

- Treat Ocala Electric Utility customers fairly, responsibly and provide quality, on-time service.
- Represent themselves as independent contractors; not as working for, employed by, and agent of, or certified by City of Ocala Electric Utility.
- Ensure that all jobs performed will include, at a minimum, the requirements listed for the electric rebates and required permits.
- Provide all customers with information materials for each rebate.
- Provide the customer with all documents relevant to manufacturer's warranty for labor and equipment. Equipment installed shall carry manufacturer's warranty, including optional extended warranty coverage.
- Address all customer disparities regarding work performed and promptly resolve customer concerns in good faith.
- Pursue the customer's legitimate needs and not place contractor's needs above those of the customer.
- Pre-qualified Contractors may use the City of Ocala Electric Utility logo only when advertising. Any use of the logo must be pre-approved by Ocala Electric Utility. Call (352)351-6626.
- Ocala Electric Utility may use Pre-qualified Contractor logo on City of Ocala website, bill stuffers and other promotional material.
- Any failure of workmanship, professional competency or generally accepted business practices in the judgment of Ocala Electric Utility that would be detrimental to customers.
- Any safety practices that in the judgment of Ocala Electric Utility poses a threat to persons or property of the general public, customers, city employees or the contractor's employees.

HVAC Specific Business Practices

- Submit ACCA approved manual J Calculations with the installation of a central HVAC system.
- Inspect ductwork for separations or leakage and inform customer.
- Provide a Certificate of AHRI Certified Performance to the customer with the installation of a central HVAC system.
- Correct any deficiencies identified by Code Enforcement within 30 days from notification.
- Recommend and install the right equipment, which is sized correctly, meets code, follows the manufacturer's recommendations and will operate safely for the customer.



Contractor Participation Agreement

This Agreement entered into this ___ day of _____, 20__ between the City of Ocala, Ocala Electric Utility and by _____ (“Contractor”) EIN No. _____ to allow Contractor to participate in the Ocala Electric Utility Insulation/HVAC Pre-Qualified Contractors Program.

Warranty Requirements: All Pre-qualified Contractors shall warrant all material, parts and workmanship for a minimum of one (1) year.

Contractors shall act as the manufacture’s agent for all equipment, workmanship and material warranties. Contractors shall provide to its customers information regarding these warranties.

I have read, understand and agree to comply with the Guidelines for City of Ocala Electric Services Insulation/HVAC Pre-Qualified Contractors attached to this Agreement, including all supporting policies described or referenced therein.

I understand the provisions of this agreement are effective from date of signature. This agreement is voluntary and may be terminated at any time for any reason by either Ocala Electric Utility or the Pre-Qualified Contractor. Ocala Electric Utility reserves the right to modify, at any time during the term of this Agreement the provisions of this Agreement.

Contractor Information for Website Listing

Name & Title of Authorized Company Rep: _____

Company Name: _____

Company Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

Website Address: _____

I agree to participate in the Ocala Electric Utility Insulation Pre-Qualified Contractor Program. I agree to participate in the Ocala Electric Utility HVAC Pre-Qualified Contractor Program Yes_____ No_____

This agreement is not binding until signed by both parties.

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Participant’s Authorized Signature: _____ Date _____

Ocala Electric Utility Authorized Signature: _____ Date _____

Please email or mail two signed copies of this agreement with **proof of insurance and applicable licenses** to:

Tammy Hoff
City of Ocala Electric Utility
1805 NE 30th Avenue, Bldg 400
Ocala, FL 34470
thoff@ocalafl.org