



Weatherization Guidance No. 16

Effective Date: January 18, 2011

Updated: August 30, 2019

Use of the Standard Quote Form for Heating System Replacement

The purpose of this guidance is to inform agencies of new policies as they pertain to heating system replacement and instruct the agencies on proper use of the Standard Quote Form (SQF) Including a Site Specific Health and Safety Inspection/Proposal which must be completed by vendors and submitted to the agencies in advance of heating system replacement. This guidance pertains to all CT WAP weatherization programs.

If there are further questions, please contact your field representative.

Standard Quote Form and Waiver Procedure

In an effort to create uniform proposals across vendors and reduce questions by CT WAP staff which delay approval of heating system waivers, CT WAP has developed a Standard Quote Form to be used by vendors in lieu of individual vendor proposals. Use of this form is **mandatory** and **must** be completed by the individual vendors in full. In signing this form, vendors are agreeing that all Local, State and Federal codes and regulations will be met and that permits will be acquired for all jobs.

Agencies are reminded that a copy of the permit must be kept in the client file for all heating systems that are replaced under the Weatherization Program.

Completion of the SQF by CAA staff is **strictly prohibited** and costs will be disallowed for any agency found in violation of this policy.

Please Note: All other aspects of the waiver submittal process remain unchanged. CAAs are, therefore, still required to submit the following documentation once eligibility is verified:

- Waiver Request Form
- **Contracted** Building Weatherization Report (BWR)
- A Completed CT Burner Combustion Efficiency Report
- A Completed ACCA Approved Manual J Calculations Report
- Ownership Verification
- Contractor #1's Standard Quote Form

- Contractor #2's Standard Quote Form
- Contractor #3's Standard Quote Form
- Pictures of the System
- Energy Star Verification
- If new vendor:
 - Contractor's License
 - Contractor's Liability Insurance
 - A copy of the contract

A completed waiver package should be sent to the appropriate monitor for their review. It is **required** that the BWR submitted with the waiver package contain reset pricing so as to ensure that the installation of the heating system or hot water tank and does not cause the unit to exceed the maximum expenditure limit of \$10,000. **After** this review has been completed, the waiver package will be forwarded to the appropriate manager for their final approval. CT WAP staff will attempt to deal with waivers as expeditiously as possible to ensure quick service delivery to clients. However, no systems may be installed prior to final approval by CT WAP. Any system that is installed prior to CT WAP approval will result in disallowed cost.