**Cut-and-Paste Acquisition Language for HVAC Maintenance [Service Solicitation]**

**Statement of Work [*Include in solicitation AND contract language*]**

The Contractor shall maintain HVAC equipment in such a way as to ensure that energy savings are maximized. Any replacements required in the operation and maintenance of the equipment shall meet [ENERGY STAR ®](https://www.energystar.gov/productfinder/) certification or [FEMP-designated](https://www.energy.gov/eere/femp/search-energy-efficient-products) guidelines.

The following is a list of HVAC products for which ENERGY STAR ® certified or FEMP-designated products are available. It is not all-inclusive and is evolving; the most current list is available at [energy.gov/eere/femp/search-energy-efficient-products](http://energy.gov/eere/femp/search-energy-efficient-products):

* Boilers
* Air Conditioners
* Heat Pumps
* Water Heaters

**Technical Specifications [*Include in solicitation AND contract language*]**

The Contractor shall supply products that are ENERGY STAR ® certified or FEMP-designated for all covered products purchased under this contract (see Statement of Work for a list of covered products).

To find ENERGY STAR ® certified HVAC equipment, visit: <https://www.energystar.gov/products/heating_cooling>

To find HVAC equipment that meets FEMP-designated efficiency requirements, visit:

<https://www.energy.gov/eere/femp/search-energy-efficient-products>

The Contractor shall replace filters every 1-3 months on a minimum basis when maintaining air conditioning. The Contractor shall regularly service the air filters for heat pump water heaters.

**Document Requirements [*Include in solicitation AND contract language*]**

The Contractor shall verify that all covered products (see Statement of Work for a list of current covered products; the list is not all-inclusive and is evolving) supplied under this contract are ENERGY STAR ® certified or meets FEMP-designated efficiency requirements. The Contractor shall submit manufacturer cut sheets that confirm the products comply with efficiency requirements for each model of the covered product supplied.

*Past Performance*

The Contractor shall provide documents showing prior experience in specifying, purchasing, and using ENERGY STAR ® certified or FEMP-designated products. The Contractor shall provide a list of all relevant contracts over the past two years involving the specification, purchase, and use of ENERGY STAR ® certified or FEMP-designated products. The Contractor may also provide evidence of being a credentialed HVAC contractor under a national credentialing program, like ACCA’s Quality Assured Contractor program.

If the Contractor intends to subcontract any work involving purchasing products, the Contractor shall provide documents showing the subcontractor’s prior experience with purchasing and using ENERGY STAR ® certified or FEMP-designated products.

**Evaluation Criteria**

[*Option 1*] *Technical Approach*

The Contractor will be evaluated on their ability to verify that all covered products they supply under this contract are ENERGY STAR ® certified or meet FEMP-designated efficiency requirements.

[*Option 2*] *Price*

The Contractor will be evaluated based on Best Value, including considerations for products purchased under this contract, as assessed through life cycle cost analysis. Contractors are required to provide the cost for each product using the life cycle cost formula below:

LCC = I + Repl − Res + E + W + OMR + X

where:

LCC = Total LCC in present-value dollars of a given alternative

I = Present-value investment costs

Repl = Present-value capital replacement costs

Res = Present-value residual value (resale value, scrap value, salvage value) less disposal costs

E = Present-value energy costs

W = Present-value water costs

OMR = Present-value non-fuel operating, maintenance, and repair costs

X = Present-value other costs (benefits treated as negative costs)

For more information on how to calculate life cycle cost, refer to <https://nvlpubs.nist.gov/nistpubs/hb/2020/NIST.HB.135-2020.pdf>

*Past Performance*

The Contractor will be awarded points based on evidence supplied of the Contractor’s past performance in providing energy-efficient products with contracts of similar size, scope, and complexity. Points will also be awarded accordingly upon receipt of evidence of being a credentialed HVAC contractor. Evidence will be evaluated based on the relevance of the submitted information, the level of detail, and verification from the Contractor’s references.

**Reporting** **[*Optional*]**

[*Insert in* ***Document Requirements*** *section*] The Contractor shall submit a sample Green Products Report. This report will serve as an example of the regular Green Products Report expected during the duration of the contract and should include the type of product supplied, quantity, dollar value, and type of green certification the product qualifies for, for all covered products supplied.

The Contractor shall submit their service logs for maintaining air filters.

[*Insert in* ***Evaluation Criteria*** *section*] Additional points shall be awarded to the Contractor able to provide a quarterly Green Products Report to [*your organization*] within 30 days of the end of every quarter the contract is valid for. The Green Products report must include all of the information specified in the **Document Requirements** section for all covered products supplied.

[*\*Include in contract language*] The Contractor shall provide a quarterly Green Products Report to [*your organization*] within 30 days of the end of every quarter the contract is valid for. This report should include the type of product supplied, quantity, dollar value, and type of green certification the product qualifies for, for all covered products supplied.

Reference: SF Tool Green Procurement Compilation - <https://sftool.gov/greenprocurement>