

- e) Have a state excise tax registration number.
 - f) Have an appropriately sized bond.
 - g) Meet ALL project specific requirements.
 - h) Have a DUNS number (or update the existing DUNS record).
 - i) Register with the Central Contractor Registration (CCR) of the US Government.
 - j) Possess adequate liability insurance that shall be maintained in full force and effect during period of performance protecting the home/property owner, WSU, and the State of Washington, as follows:
 - Commercial General Liability Insurance, including contractual liability, written on an occurrence basis, in adequate quantity to protect against legal liability arising out of service activity but no less than \$1,000,000 per occurrence.
 - Automobile Liability, in the event that contracted activities involve the use of vehicles, owned or operated by the Contractor, with a minimum limit of \$1,000,000 per occurrence, using a Combined Single Limit for bodily injury and property damage.
 - The Contractor shall provide, at SustainableWorks' request, copies of insurance instruments or certifications from the insurance issuing agency. The copies or certifications shall show the insurance coverage, the designated beneficiary, who is covered, the amounts, the period of coverage, and that SustainableWorks will be provided thirty (30) days advance written notice of cancellation.
 - k) Maintain records and accounts to facilitate audits. Contractor is responsible for any audit exceptions incurred by its organization or that of any subcontractors. SustainableWorks reserves the right to recover from the Contractor all disallowed costs resulting from an audit. Audits must be performed in accordance with Generally Accepted Auditing Standards (GAAS); Government Auditing Standards (the Revised Yellow Book) developed by the Comptroller General. Responses to any unresolved management findings and disallowed or questioned costs shall be included with the audit report. Contractor must respond to SustainableWorks' requests for information or corrective action concerning audit issues within thirty (30) days of the date of request.
 - l) Contractor shall indemnify, defend, and hold harmless SustainableWorks, the state of Washington, WSU, all other agencies of the state and all officers, agents and employees of the state, from and against all claims or damages for injuries to persons or property or death arising out of or incident to the Contractor's performance or failure to perform.
 - m) Support for cost or price analysis in connection with every procurement action, such as time and materials bids set by an agreed margin of return, to help ensure against price gouging.
 - n) Make every effort to hire workers from within the community in which the program is located and to create employment opportunities for veterans, members of the National Guard, and low-income/disadvantaged populations.
 - o) Unless hiring is directly from a union hall, all openings for work on this project must be listed with the Worksource system (an affiliate of the Employment Security Department) before hiring; all hiring decisions also must be reported to Worksource.
- 5) Contractors working in Puget Sound Energy Gas or Electric Service territories and performing work that is eligible for incentives (weatherization, heating appliances, water heating, windows) must be an approved PSE contractor. Contractors will have the option of join the PSE referral list. SustainableWorks will provide support in coordinating required classes for this program.
- 6) Contractors are responsible for compliance with any and all permitting authority requirements and all inspections required by the authority having jurisdiction.
- 7) Contractors are responsible for all warranty service work on projects that they install and must be available to customers for post warranty work as well.

SustainableWorks

Contractor Requirements

- 1) Contractors are required to pay wages at rates not less than those prevailing on projects of a character similar in the locality as determined by the Secretary of Labor in accordance with subchapter IV of chapter 31 of title 40, United States Code (Davis-Bacon Act) and may also be subject to area Prevailing Wages as defined by the Revised Code of Washington (RCW 39.12). Contractors in the Seattle Metro Area are required to pay weatherization workers who perform home structural insulation installation, and air sealing a minimum package of \$30 per hour effective January 1, 2010. Preference will be given to contractors of all trades who provide company paid health insurance and retirement benefits as part of the overall compensation package.
- 2) All auditors and journey trade workers must complete Jobsite Safety and Customer Service Skills Training. Apprentice trades workers must also complete basic jobsite competency requirements (see 1 and 2 on chart below) before working on a SustainableWorks Project.

Journey-Level Electrician, Sheet Metal Worker, Plumber/Pipefitter – SustainableWorks Energy Systems Training

Journey –Level Weatherization Worker – (includes installing structural insulation and air sealing) – LIUNA Weatherization Training or SustainableWorks Weatherization Training

Journey-Level Roofer, Glazier, Bricklayer, Heat and Frost Worker and Asbestos Worker – as required by Craft

Energy Auditor – SustainableWorks Auditor Training (curriculum developed by WSU Energy Extension Office). SustainableWorks Energy Systems Training is a pre-requisite.

* Craft Based Training/License may be Required

- 3) All Contractors shall meet or exceed the following Apprenticeship Utilization Goals:
 - a) Apprentices must be in a state recognized apprenticeship program specific to the trade in which they are working.
 - b) 20% apprentices by craft.
 - c) 25% of the apprentices must be first year apprentices.
 - d) Note: Revised Code of Washington (RCW) and the Washington State Administrative Code (WAC) Requirements on Licensed Crafts must also be adhered to.
 - e) Preference shall be given to Training Agents registered with State Approved Apprenticeship programs that meet and exceed industry standard retention and graduation rates.
 - f) Apprentices entering through the Direct Entry and Priority Entry programs will come from underserved communities including veterans, members of the National Guard, and low-income and disadvantaged populations.
- 4) Contractors shall meet all current contracting requirements as stipulated in the Revised Code of Washington, the Washington State Administrative Code, and the WSU Energy Program Grant for Community-wide Energy Retrofit Program including but not limited to:
 - a) Have a certificate of registration.
 - b) Have a current state unified business identifier number.
 - c) Have industrial insurance coverage for all appropriate employees.
 - d) Have an employment security department number.