



REQUEST FOR QUOTES

Date: _____

Customer Name: _____

Address: _____

Phone: _____

Email: _____

SCOPE OF WORK:

Base scope:

Alternate:

GENERAL REQUIREMENTS:

- Heat pump shall be Energy Star rated air-source heat pump designed for low ambient air temperature.
- Pan heaters required for all outdoor units.
- To be considered, quotes must include a completed Quote Submittal Sheet.
- Contractor shall possess all required licenses and certifications to perform this work.
- Contractor shall obtain and pay for all necessary permits for accomplishing the work and coordinate required inspections.
- Installation shall be in accordance with manufacturers recommendations and shall comply with all applicable plumbing and electrical codes.
- All work shall be performed in a professional and workmanlike manner consistent with industry best practices.



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BASE BID¹

Outdoor Unit # _____

Minimum capacity (BTU/h @ 5F): _____ Number of zones: _____

Mount type: Wall bracket Ground mount

Notes: _____

Interior Unit(s)

Room 1: _____

Type (wall, floor, etc.): _____ Area (sf): _____

Notes: _____

Room 2: _____

Type (wall, floor, etc.): _____ Area (sf): _____

Notes: _____

Room 3: _____

Type (wall, floor, etc.): _____ Area (sf): _____

Notes: _____

Room 4: _____

Type (wall, floor, etc.): _____ Area (sf): _____

Notes: _____

Additional features/options: _____

¹ Include one sheet for each outdoor unit to be installed as part of this scope of work.



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ALTERNATE² # _____

Outdoor Unit # _____

Minimum capacity (BTU/h @ 5F): _____ Number of zones: _____

Mount type: Wall bracket Ground mount

Notes: _____

Interior Unit(s)

Room 1: _____

Type (wall, floor, etc.): _____ Area (sf): _____

Notes: _____

Room 2: _____

Type (wall, floor, etc.): _____ Area (sf): _____

Notes: _____

Room 3: _____

Type (wall, floor, etc.): _____ Area (sf): _____

Notes: _____

Room 4: _____

Type (wall, floor, etc.): _____ Area (sf): _____

Notes: _____

Additional features/options: _____

² Include one sheet for each outdoor unit to be installed as part of this alternate scope of work.

INSTALLATION STANDARDS

All work shall be performed in a neat, orderly, and secure fashion, in accordance with commonly recognized standards of good workmanship and industry best practices.

Mounting:

- Outdoor units shall be ground or bracket-mounted at least 18 inches above the ground.
- Units shall be securely bolted down to footings or pads, or onto wall brackets to prevent rocking or tipping.
- All exterior fasteners shall be stainless steel.
- Units located in exposed areas, or with any portion of the unit is located outside the drip line of a roof eave, shall be protected by a metal rain cap or suitable separate structure.
- Outdoor units shall be located such that ice from condensate will not cover adjacent walkways and create a slipping hazard or other nuisance.
- All units must be mounted in manner that allows for maximum airflow, with adequate top and side clearance for servicing.
- Remotes and/or thermostats shall be wall mounted in accordance with homeowner's directions.

Line sets:

- All line sets that are visible on the exterior of the building must run through duct covers, and termination fittings (tapered, vertical wall, soffit, etc.) must be installed on both ends of all duct covers.
- Ends of duct covers must be sealed to prevent pest entry.
- Insulation must cover full length of line sets (no exposed copper).
- All interior and exterior ceiling/wall/floor penetrations must be sealed with 1-part expanding foam.

Testing and Start Up:

- Test all fittings and connections in accordance with manufacturer recommendations. Perform start up and test system.

Refrigerant:

- All refrigerant shall be stored, handled, transferred, and captured to eliminate the possibility of release to the atmosphere, and in accordance with all applicable laws and regulations.

Instructions and Warranty:



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- Contractor shall instruct homeowner in the Operation and Maintenance of the heat pump, including use of the remote and cleaning filters.
- Contractor shall hand the homeowner all instruction literature.
- The heat pump shall be fully installed and functioning before instruction.
- Contractor shall submit the manufacturer's warranty on the homeowner's behalf.
- The Contractor warrants the installation against faulty materials and workmanship for a minimum of 12 months. If, during this period, faults develop with the final build or any of its components, the item(s) will be repaired and/or replaced without any cost, including transportation and freight, to the homeowner.

Repair of existing features:

- Where existing or previously completed building surfaces or other features must be cut, penetrated, or otherwise altered, such work shall be carefully laid out and performed, and any subsequent patching or repairs shall be performed by skilled mechanics of the trades involved, at no additional cost to the homeowner, unless other arrangements are negotiated.

Equipment protection and site cleanup:

- All materials and equipment shall, both in shipment and during construction work, be protected against water, dust, debris, overspray, or any other contamination or damage.
- Items damaged during or prior to installation shall be replaced or repaired to original manufactured condition, at no additional cost to the homeowner except for damage caused by a force majeure event or homeowner negligence.
- All construction dust, debris, overspray, scrap and surplus materials, etc. resulting from this work shall be cleared away from the job site daily, leaving the installation completely clean.
- Contractor shall include disposal fees in their bid and will not use the homeowner's trash containers without the express permission of the owner.