



Customer Energy Programs

HEATING AND COOLING BID REQUIREMENTS

A contractor may use their own HVAC bid/proposal form. The following information must be included on the project bid/proposal form to receive timely approval on projects or reimbursement for completed projects.

CUSTOMER INFORMATION

- Date of bid
- Property owner's name
- Installation address, city and zip code
- Property owner's signature accepting the bid proposal

CONTRACTOR INFORMATION

- Name of contractor
- Name of company representative completing the bid/proposal
- Bid expiration date

PROJECT/EQUIPMENT INFORMATION

- Equipment manufacturer
- Type of equipment i.e. Central Heat Pump, Ductless Heat Pump etc.
- Model numbers off Indoor and Outdoor units or AHRI certified reference number
- For CHPs - Indicate whether the compressor is a Variable Speed or a Non-variable Speed

ITEMIZED COST

- Installation cost
- Additional items that are not directly associated with the equipment being installed such as electric service panel change outs
- Any special rebates or discounts i.e. Manufacturer rebates, Military discount, Fair special
- Sales tax
- Total Cost of project
- **Tacoma Power rebate amount identified and applied after sales tax**
- Final adjusted cost to the customer

Please send documents to Tacoma Power Customer Energy Programs

Email: rebates@cityoftacoma.org

Fax: (253) 502-8572

Mail: Tacoma Power, Attn: CEP-Main Floor, 3628 S. 35th St., Tacoma WA 98409-3192