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

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**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

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Form 5025 Revised: 5/19