



## City of Ketchum

June 17, 2019

Mayor Bradshaw and City Councilors  
City of Ketchum  
Ketchum, Idaho

Mayor Bradshaw and City Councilors:

### **Recommendation To Authorize Energy Upgrades to City Facilities**

#### Recommendation and Summary

Staff is recommending the council authorize the Mayor to enter into Purchase Orders with Altitude Insulation and Thorton Heating and Sheetmetal INC. and authorizing the Mayor to enter into a Reimbursement Agreement with the State of Idaho by adopting the following motions:

I move to authorize the Mayor to enter into Purchase Order 20358 with Altitude Insulation in an amount not to exceed \$14,250.20 to insulate the Atkinson Park Recreation Center in addition to incidental costs not to exceed \$1,000.

I move to authorize the Mayor to enter into Purchase Order 20359 with Thorton Heating and Sheetmetal INC in an amount not to exceed \$36,180 for mechanical equipment upgrades and replacement for the Atkinson Park Recreation Center and Streets and Facilities Buildings in addition to incidental costs not to exceed \$1,000.

I move to authorize the Mayor to enter into Reimbursement Agreement 20361 with the State of Idaho.

The reasons for the recommendation are as follows:

- The insulation upgrades to the Atkinson Park Recreation Center will improve heating and cooling efficiency and create energy savings.
- Replacing the electric baseboard heating units and energy recovery ventilator (ERV) in the Streets and Facilities Department will improve energy efficiency and safety
- A \$10,000 Office of Energy and Mineral Resources (OEMR) grant is available to help off-set the cost of the upgrades (\$5,000 for Atkinson Park and \$5,000 for Streets and Facilities upgrades)

#### Introduction and History

The Ketchum Sustainability Advisory Committee has been spearheading efforts to upgrade and improve the energy efficiency of city buildings. Specific improvements were identified and the City initiated a bid process to procure contractors to perform the work. Unfortunately, no bids were submitted. Two local contractors were contacted and submitted the attached proposals. The proposed work is described in Attachment A and Attachments B and C provide the contractor proposals.

The proposed insulation and heating unit upgrades is in three buildings, the Atkinson Park Recreation Center (insulation and fan replacement), Streets and Facilities Warehouse #1 (replace wall heaters with mini split

heaters) and Streets and Facilities Warehouse #2 (replace wall heaters with mini split heaters). Replacement of existing lighting to LED is throughout all city buildings.

To help off-set the costs, the Idaho Office of Energy and Mineral Resources (OEMR) has authorized two \$5,000 grants. One grant is to off-set the insulation costs for the Atkinson Park Recreation Center and the second is to help off-set the replacement of the electric wall heaters in the Streets and Facilities buildings. To qualify for the grants, the City must spend at least \$20,000 in total for both projects. Attachment E is a draft of the reimbursement contract which will be completed in consultation with OEMR staff. Council is being asked to authorize the Mayor to enter into the Agreement once it is finalized.

#### Financial Impact

The proposed work is important and will result in energy savings over time. In this fiscal year, there is approximately \$60,000 available for energy and sustainability services and projects. The total cost of all the proposed work and services is \$87,351, taking into account the \$10,000 OEMR reimbursement grant. Staff recommends the Council authorize \$16,850.00 for the insulation and minor mechanical upgrades to the Atkinson Park Recreation Center and \$37,180 to replace and improve the heating and venting system at the Streets and Facilities department warehouse buildings for a total of \$54,030. Funding for the LED lighting retrofit will be considered as part of the FY 19/20 budget discussions.

#### Attachments:

Attachment A: KSAC Summary of Proposed Upgrades

Attachment B: Purchase Order 20358 Altitude Insulation

Attachment C: Purchase Order 20359 Thorton Heating and Sheetmetal proposal

Attachment D: Sprout Energy Lighting Proposal

Attachment E: State of Idaho Reimbursement Agreement 20361



June 17, 2019

Staff, Mayor Bradshaw and Council for City of Ketchum,

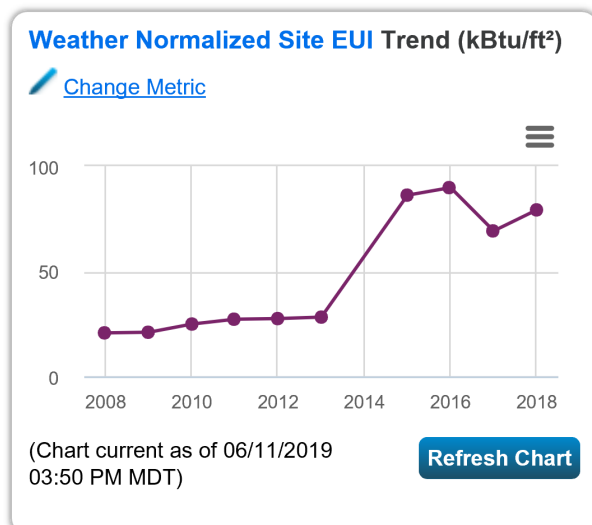
We (KSAC) have completed audits and analysis to create a proposed list of upgrades for 2019. All audits were completed at no cost except we recommended paying a lighting auditor \$1,000 to do a professional analysis of lighting to take advantage of his expertise. In addition, we secured \$10,000 in matching funds from the Office of Energy and Mineral Resources and have asked each contractor to pursue utility rebates.

### Summary of Projects

KSAC recommends focusing energy upgrades on three buildings: the Rec Center and the Streets Warehouses #1 and #2. And, we recommend interior lighting upgrades across 14 municipal buildings (not including the old City Hall, Forest Park Buildings or Ore Wagon Museum).

### Rationale and Benefits

The Rec Center warrants attention because it is simply not performing well. The total energy use is significantly higher (76.4 EUI) than the national median (46.9 EUI) for this type of building and energy use nearly doubled after an HVAC installation in 2014 (see graph below). A new furnace and air conditioning were installed at that time due to uncomfortable temperature conditions, especially in an attic area that had been converted to office space. We believe that a holistic upgrade to insulation and air sealing will improve the building performance to the extent of not needing air conditioning at all or at least rarely. The insulation will be upgraded to spray foam to maximize quality, insulation integrity, allow for more flexibility in the future and maintain storage areas in the attic spaces on each side of the offices. To further improve energy efficiency, we recommend upgrading the lighting and replacing the inefficient refrigerator (out of the City's maintenance budget). Additionally, during the audit, we discovered that the bathroom exhaust fans are not working, which is a code violation. Therefore, we have included a recommendation to have these replaced with efficient models.



Streets Warehouses #1 and #2 warrant attention for a wide range of reasons: efficiency, safety, air quality, comfort and productivity. The inefficient electric baseboard heaters in the office areas are leaving burn markings on the wall, which is a safety concern. In SW #1, the lighting is insufficient in work areas causing a safety and productivity issue as well as having insufficient lumens to meet code. And, air quality in the office areas is unhealthy due to diesel and other fumes—there is no mechanical, nor natural ventilation in the second floor offices, fresh air circulation currently. To improve energy efficiency (and safety), we recommend upgrading the baseboard heaters and wall-mounted air conditioners with air source heat pumps, i.e. mini-splits, which are about twice as efficient as electric baseboard heat. To improve air quality, we recommend installing an energy recovery ventilator (ERV) with ducting between the two office areas (this will add to energy use and cost but is a very efficient option for fresh air ventilation). To improve efficiency, safety and productivity, we recommend upgrading lighting to LED and installing additional lighting in certain underlit work areas. Another benefit of having a lighting professional doing this audit was that a detailed inventory of light fixtures and bulbs with recommended replacements is organized in a way that makes purchasing easy for staff in the future.

We need to be upfront that the lighting additions to the SW#1 cancel out some of the normal amount of savings and payback we would expect from upgrading lighting. Plus, the LED upgrades across most buildings are to replace CFL's (likely installed in 2010 lighting upgrades) not incandescent bulbs, which is less of difference in efficiency but still worth doing and is a quality and maintenance improvement. Regardless, we still expect about \$1,500 savings in lighting costs per year, which equates to a 29% reduction in energy costs and reduces carbon emissions by approximately 13 metric tons per year or 30,373 passenger vehicles.

#### Budget for Upgrades

Project	Building(s)	Bid	Balance	Notes
Insulation and air sealing	Rec Center	\$ 14,215.00	\$ 14,215.00	
Incidentals, e.g. drywall, heat detectors	Rec Center	\$ 1,000.00	\$ 15,215.00	Estimate, not bid at this time.
Exhaust Fans	Rec Center	\$ 1,635.00	\$ 16,850.00	
Mini Splits	SW#1	\$ 13,203.00	\$ 30,053.00	might be \$2160 less if 3rd cassette not needed
Incidentals, e.g. electrical	SW#1	\$ 500.00	\$ 30,553.00	
ERV	SW#1	\$ 7,590.00	\$ 38,143.00	
Mini Splits	SW#2	\$ 13,752.00	\$ 51,895.00	might be \$2390 less if 3rd cassette not needed
Incidentals, e.g. electrical	SW#2	\$ 500.00	\$ 52,395.00	
Lighting upgrades	All	\$ 38,956.00	\$ 91,351.00	incentives and electrical included
4-mo contract extension	n/a	\$ 5,000.00	\$ 96,351.00	
Ltg auditor	n/a	\$ 1,000.00	\$ 97,351.00	
OEMR grants	n/a	\$(10,000.00)	\$ 87,351.00	

#### Enclosed

- Insulation and air sealing bid for Rec Center
- HVAC bid for Rec Center

- HVAC bid for SW#1
- HVAC bid for SW#2
- Lighting bid for 14 buildings

Regards,  
Sharon Grant, Open Spaces NW

*Strategic Trailblazing*

1005 E. Park Boulevard • Boise, ID 83712 • 208.384.1422 • [www.openspacesnw.com](http://www.openspacesnw.com)



City of Ketchum  
City Hall

## Purchase Order

Number: 20358  
Date: 6/17/2019

Vendor: Altitude Insulation  
PO Box 1139  
Ketchum, ID 83340

Quote Ref: 19-94 (attached)

Quantity	Item # / SKU	Description	Item Cost	Total Cost
1	Removal of Attic Existing Batts	Includes removal and disposal of existing batts in attic only over storage area center offices. Approximately 1852 S.F	\$ 555.60	\$ 555.60
1	Main Roof UNVENTED ASS'Y R-52.5	7" SPF 2# closed cell foam applied to underside of roof deck. Approximately 1430 S.F. Area over attic storage rooms and center office. Sheetrock ceiling removal and reinstallation by others.	\$ 10,602.90	\$ 10,602.90
1	SPF @ interior of gable trusses and flat truss blocking	3" depth at barge trusses and flat blocking. R-21 Approximately 204 S.F.	\$ 550.80	\$550.80
1	Removal of Existing attic Batts	Includes removal and disposal of existing batts in attic only over main office portion. Approximately 892 S.F.	\$ 267.60	\$267.60
1	Attic VENTED	Blown-in R-49 18" of Certainteed Insulsafe. Including baffle install along eaves. Line item also includes sealing of penetrations through ceiling diaphragm. Approximately 829 S.F.	\$ 2,238.30	\$ 2,238.30
<b>Total</b>				\$ 14,215.20

The City of Ketchum is a tax-exempt political subdivision of the State of Idaho.

Please confirm this City of Ketchum Purchase Order with Grant Gager, Director Finance & Internal Services, at [ggager@ketchumidaho.org](mailto:ggager@ketchumidaho.org) or (208) 726-3841. Project timing will be determined jointly with the City and Contractor.

Order Submitted By:

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Mayor Neil Bradshaw



Altitude Insulation  
P.O. Box 1139  
Ketchum, Idaho 83340  
(208)720-8935  
[www.altitudeinsulation.com](http://www.altitudeinsulation.com)



Idaho License # RCE-39153  
Idaho Public Works 030395-C-4

[Pete@altitude-insulation.com](mailto:Pete@altitude-insulation.com)

#### Quote

Parks /Rec Building

Quote # 19- 94  
Quote Dated: 5/31/19  
Quote Expires: 6/30/19  
Quoted By: Pete Schwartz  
Cell: 720-5684

**Bill To:**  
City Of Ketchum



**\*\*Now accepting credit cards via Square see terms below\*\***

Work Description	Total
<b>Removal OF Existing attic Batts:</b> Includes removal and disposal of existing batts in attic only over storage area center offices. . Approximately 1852 S.F.	555.60
<b>Main Roof UNVENTED ASS'Y R-52.5:</b> 7" SPF 2# closed cell foam applied to underside of roof deck. Approximately 1430 S.F. Area over attic storage rooms and center office. Sheetrock ceiling removal/reinstallation by others.	\$10,602.90
<b>SPF @ interior of gable trusses and flat truss blocking 3" depth at</b> barge trusses and flat blocking. R-21 Approximately 204 S.F.	\$550.80
<b>Removal OF Existing attic Batts:</b> Includes removal and disposal of existing batts in attic only over main office portion. Approximately 892 S.F.	267.60
<b>Attic VENTED:-</b> Blown-in R-49 18" of CertainTeed InsulSafe. Including baffle install along eaves. Line item also includes sealing of penetrations through ceiling diaphragm. Approximately 829 S.F.	\$2,238.30
Contractor to provide the following: 1. Contractor shall provide a 50a 250v Nema 14-50 receptacle for foam proportioner in lieu of \$100/day fuel Surcharge for generator use. 2. Contractor to ensure a minimum of 50 degree sustained indoor air temp 3. Contractor to ensure that all surfaces having SPF applied shall be free of standing moisture and are dry throughout. Altitude insulation shall no be liable for damage caused by encapsulation of wet substrate materials and surfaces.	Sub Total \$14,215.20
	State Sales Tax incl.
	Freight incl.
	<b>Total 14,215.20</b>

**\*\*\*\*\*WARNING\*\*\*\*\***

**Occupants and/or other Trade Partners shall not enter areas during SPF application, or after, for a period of no less than 24 hours post SPF application without proper respiratory, eye and personal protective equipment.**

#### **This estimate includes the following:**

temporary protection of the windows, doors and subfloor

#### **This estimate does not include the following:**

1. Special protection of finishes that require extra protection by General Contractor
  2. Vapor barriers, fiberglass insulation or other types not specifically listed above
  3. Any blocking, backing or sheathing required to close off an area to foam
  4. Foaming around windows and doors is not included
- add \$250 for each additional trip required due to conditions not being ready

#### **Payment to be made as follows:**

50% at time of proposal acceptance/order; 50% balance due within 30 days of completion of work. Proposal based on above payment terms and no withholding of retention. For net 45 days terms add 2% to proposal.

Credit Card payments via Square: We'd love to support your credit card rewards system. Credit card

**Acceptance of Proposal:** The above prices, specifications and conditions are satisfactory and are hereby

Customer Signature

Date





City of Ketchum  
City Hall

## Purchase Order

Number: 20359  
Date: 6/17/2019

Vendor: Thornton Heating and Sheetmetal, Inc.  
PO Box 242  
Ketchum, ID 83340

Quote Ref: Various, see attached

Quantity	Item # / SKU	Description	Item Cost	Total Cost
1	Quote 87	Streets Department Building #1 Mini-split installation, including Lifebreath HRV	\$20,793.00	\$20,793.00
1	Quote 88	Streets Department Warehouse #2 Mini-split installation	\$13,752.00	\$13,752.00
1	Quote 90	Recreation Building Fans	\$1,635.00	\$1,635.00
			<b>Total</b>	<b>\$36,180.00</b>

The City of Ketchum is a tax-exempt political subdivision of the State of Idaho.

Please confirm this City of Ketchum Purchase Order with Grant Gager, Director Finance & Internal Services, at [ggager@ketchumidaho.org](mailto:ggager@ketchumidaho.org) or (208) 726-3841. Project timing will be determined jointly with the City and Contractor.

Order Submitted By:

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Mayor Neil Bradshaw



Thornton Heating & Sheetmetal, INC.  
121 Hospital Drive  
P.O.Box 242  
Ketchum, Idaho 83340  
208-726-5520

# Estimate

Date	Estimate #
4/30/2019	87

Name / Address
Ketchum City Hall City of Ketchum Box 2315 Ketchum, ID, 83340

Terms	Sales Rep
Net 15	GC
Job Name	
Street Dept. Warehouse #1	

Quantity	Description	Cost	Total
	Mini Split		
1	State HVAC permit	335.00	335.00
3	Carrier mini split with three highwall heads	2,466.00	7,398.00
3	Line sets with test and charge	1,200.00	3,600.00
1	Installation	1,870.00	1,870.00
	HVAC Contractor License #HVC-C-3015		
	OPTIONS		
	#1) Two indoor high wall heads Deduct \$2,160.00		
	#2) Lifebreath HRV with concrete coring, ducting, and installation		
	Add.\$7,590.00		
	*DOES NOT INCLUDE LINE VOLTAGE ELECTRICAL*		
thorntonheating@hotmail.com		<b>Total</b>	\$13,203.00

Terms: All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from the original bid will be an extra charge above the original figure. Estimates are good for 30 days. Any bid constitutes a firm price for work to be done. Budget numbers will be billed on time and material and can exceed or fall short of estimated price.

Signature \_\_\_\_\_

Date: \_\_\_\_\_

ANY CREDIT CARD PAYMENTS WILL  
HAVE A 4% PROCESSING FEE AS OF  
3/21/2019.

Thornton Heating & Sheetmetal, INC.  
121 Hospital Drive  
P.O.Box 242  
Ketchum, Idaho 83340  
208-726-5520

# Estimate

Date	Estimate #
4/30/2019	88

Name / Address
Ketchum City Hall City of Ketchum Box 2315 Ketchum, ID, 83340

Terms	Sales Rep
Net 15	GC
Job Name	
Street Dept. Warehouse #2	

Quantity	Description	Cost	Total
	Mini Split		
1	State HVAC permit	335.00	335.00
3	Carrier mini split with three ceiling cassettes	2,649.00	7,947.00
3	Line sets with test and charge	1,200.00	3,600.00
1	Installation	1,870.00	1,870.00
	HVAC Contractor License #HVC-C-3015		
	OPTION		
	Two ceiling cassettes Deduct \$2,390.00		
	*NOT INCLUDED IS LINE VOLTAGE ELECTRICAL*		
thorntonheating@hotmail.com		<b>Total</b>	\$13,752.00

Terms: All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from the original bid will be an extra charge above the original figure. Estimates are good for 30 days. Any bid constitutes a firm price for work to be done. Budget numbers will be billed on time and material and can exceed or fall short of estimated price.

Signature \_\_\_\_\_

Date: \_\_\_\_\_

ANY CREDIT CARD PAYMENTS WILL  
HAVE A 4% PROCESSING FEE AS OF  
3/21/2019.

Thornton Heating & Sheetmetal, INC.  
121 Hospital Drive  
P.O.Box 242  
Ketchum, Idaho 83340  
208-726-5520

## Estimate

Date	Estimate #
4/30/2019	90

<b>Name / Address</b>
City of Ketchum Box 2315 Ketchum, ID, 83340

Terms	Sales Rep
Net 15	GC
Job Name	
Rec Building	

Quantity	Description	Cost	Total
1	BATH FANS	115.00	115.00
2	State HVAC permit	760.00	1,520.00
	Panasonic Whisper bath fans with installation		
	HVAC Contractors License #HVC-C-3015		
thorntonheating@hotmail.com		<b>Total</b>	\$1,635.00
Terms: All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from the original bid will be an extra charge above the original figure. Estimates are good for 30 days. Any bid constitutes a firm price for work to be done. Budget numbers will be billed on time and material and can exceed or fall short of estimated price.			

Signature \_\_\_\_\_

Date: \_\_\_\_\_

ANY CREDIT CARD PAYMENTS WILL  
HAVE A 4% PROCESSING FEE AS OF  
3/21/2019.



## City of Ketchum Lighting Proposal



### Prepared For

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Sharon Patterson  
480 East Ave  
Ketchum, ID 83340

### Prepared By

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Sprout Energy, LLC  
Leif Elgethun  
1775 W State St. PMB 125  
Boise, ID 83702  
(208) 301-2293



# City of Ketchum Lighting Proposal

480 East Ave, Ketchum, ID 83340



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# City of Ketchum Lighting Proposal

480 East Ave, Ketchum, ID 83340



## Introduction

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Sprout Energy is pleased to present this Preliminary Estimate to provide a turnkey Lighting Retrofit Project to the City of Ketchum.

We have completed a detailed site audit, preliminary lighting design, product specification, utility rebate estimate, recycling estimate, installation labor estimate, energy saving analysis, and cost saving analysis. This proposal includes all materials, labor, additional equipment, permits, and recycling required to complete the project. It assumes all mobile equipment will be moved by City staff with proper notice to allow safe and accessible working conditions by the installation crew.

During our site evaluation, we determined the light levels in the Streets Warehouse #1 were inadequate based on our lighting experts visual examination, required illuminance for maintenance shops, and staff feedback. We doubled the effective delivered lumen levels which resulted in additional energy requirements instead of savings. Additional benefits will include productivity gains, higher employee satisfaction, and improved safety. Due to these areas being large spaces and heavy energy users, the overall project energy and cost savings were reduced.

We excluded all exterior lighting per staff recommendation at the Wastewater Treatment Plant campus as it has already been completed. Visual examination of exterior lighting at the Streets Warehouse Campus indicated a previous conversion to LED.

We also identified other areas that have been converted to LED and have excluded them from this proposal. Staff indicated that the current occupancy sensors are adequate so we have also excluded occupancy sensors and controls from this proposal.

We anticipate subcontracting the installation to Buffalo Electric or Advanced Data & Electric if awarded the contract.



# City of Ketchum Lighting Proposal

480 East Ave, Ketchum, ID 83340



This estimate is preliminary and a final estimate will be delivered after the following items are complete:

1. Product pricing is confirmed. We haven't confirmed product pricing which has been volatile since the latest round of Tariffs on China.
2. Final scope of work is approved by the City. Our current pricing is dependent on securing the entire scope of work. Our pricing may change if the scope is significantly reduced.
3. Final installation costs are confirmed. We have estimated installation costs based on average install time and local prevailing labor costs. We will work with Advanced Data & Electric this week to get a firm number.
4. Final Design is completed: We still need to review the design specification to ensure City staff, including staff at each facility. Of particular interest is color temperatures that would deviate from our standard design of 4000k for most areas with 5700k for shops and maintenance.
5. Energy and Cost Analysis is completed: We still need to confirm operating hours and utility rates for an accurate energy and cost analysis. Current analysis is indicative, but not accurate.
6. Idaho Power Rebates: We've estimated rebates based on published Idaho Power incentives. Final rebate estimate to be determined from Idaho Power Incentive workbook and final payment pending Idaho Power approval. Idaho Power also changes their program from time to time which could impact the amount.

We look forward to supporting the City of Ketchum as they continue to achieve their sustainability goals.

Leif Elgethun, PE, LEED AP  
Managing Partner  
Sprout Energy

## Team

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SOQ can be provided upon request



# City of Ketchum Lighting Proposal

480 East Ave, Ketchum, ID 83340



## Legal

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This is a preliminary estimate and is not intended to be a binding contract.

## References

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References can be provided upon request





# City of Ketchum Lighting Proposal

480 East Ave, Ketchum, ID 83340



## Investment

Simple Payback

**26.48 years**

Simple ROI

**3.8%**

IRR (10 Years)

**-15%**

NPV (10 Years)

**\$ -27,947**

## Savings

Total Project Savings

**\$ 82,636**

Annual Cost Savings

**\$ 1,471**

Annual Energy Savings

**18,500 kWh**

## Costs

Total Project Cost

**\$ 39,947**

- Estimated Incentives

**\$ 990**

**Net Project Cost**

**\$ 38,956**

## Cost of Waiting

Each Month

**\$ 123**

Each Year

**\$ 1,471**

Five Years

**\$ 7,355**



# City of Ketchum Lighting Proposal

480 East Ave, Ketchum, ID 83340

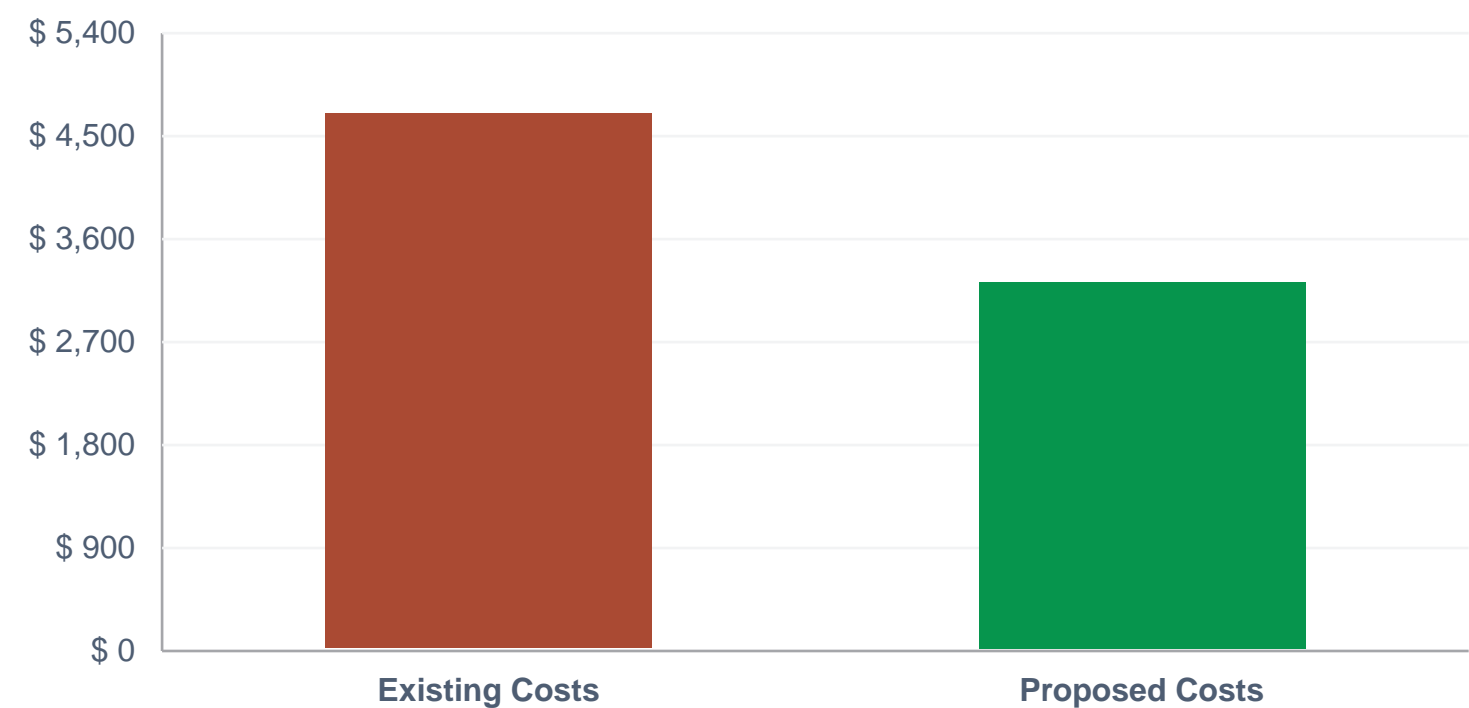


## Annual Operating Savings Analysis

### Annual Cost Savings

Current	- Proposed	= Annual Savings
\$ 4,697	\$ 3,226	\$ 1,471

Annual Costs	Existing	Proposed	Savings	Reduction
Lighting Energy Costs	\$ 4,450	\$ 3,155	\$ 1,295	29 %
Maintenance Costs	\$ 247	\$ 71	\$ 176	71 %
<b>Total</b>	<b>\$ 4,697</b>	<b>\$ 3,226</b>	<b>\$ 1,471</b>	<b>31 %</b>





# City of Ketchum Lighting Proposal

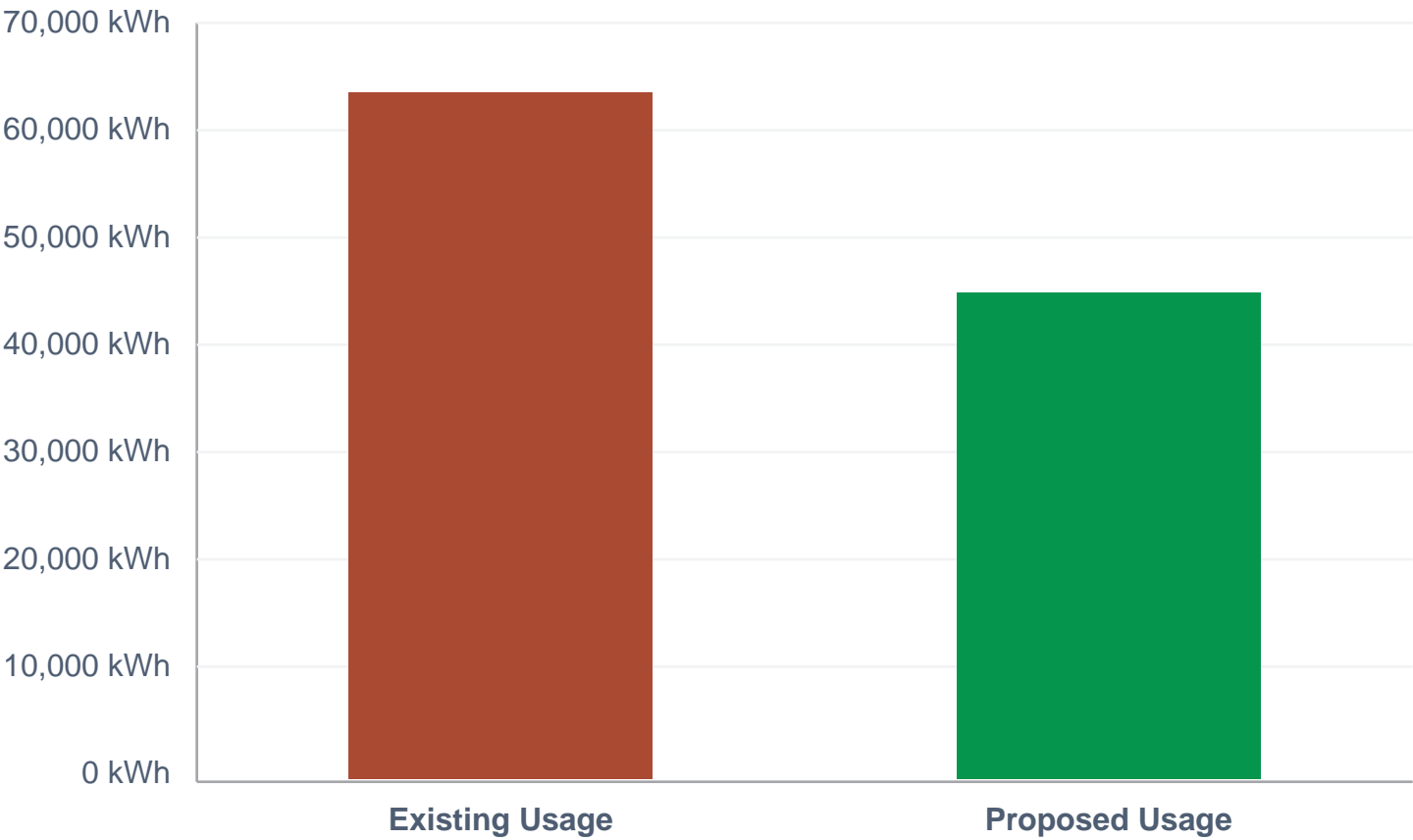
480 East Ave, Ketchum, ID 83340



## Annual Energy Savings Analysis

### Lighting Energy Usage Savings

Existing 63,571 kWh	- Proposed 45,071 kWh	= Annual Savings 18,500 kWh
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# City of Ketchum Lighting Proposal

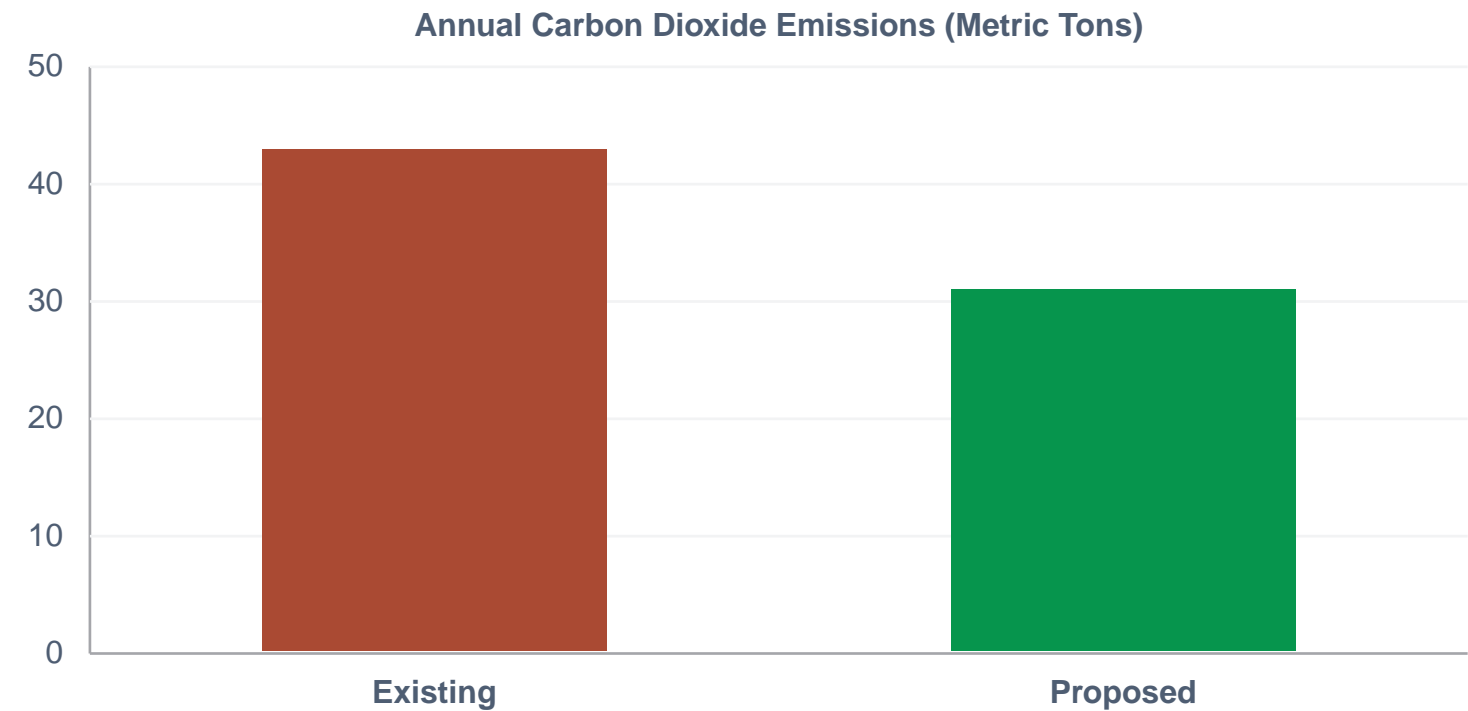
480 East Ave, Ketchum, ID 83340



## Environmental Impact Analysis

This project will reduce carbon emissions by approximately **13** metric tons each year, which is equal to the greenhouse gases produced by the following:

	Gas Consumed <b>1,435 gallons</b>		Barbeque Propane <b>532 tanks</b>
	Coal Burned <b>13,702 pounds</b>		Oil Consumed <b>30 barrels</b>
	Passenger Vehicle <b>30,373 miles</b>		Waste Sent to Landfill <b>9,145 pounds</b>





# Installation Checklist

480 East Ave, Ketchum, ID 83340



Area	Existing	Qty	New	Qty	Installed?	Notes
Atkinson Park Recreation Center and P&R Offices    Exterior	SC-DEC-2L-A19-CFL-13W-Total26W	5	Maxlite A19	10	_____	
Atkinson Park Recreation Center and P&R Offices    Interior    Assembly	Recessed CFL-13w-PAR38	1	MaxLite Par38	1	_____	
Atkinson Park Recreation Center and P&R Offices    Interior    Assembly	SC-DEC-2L-A19-CFL-26W-Total52W	6	Maxlite A19	12	_____	
Atkinson Park Recreation Center and P&R Offices    Interior    Closets	SM-DEC-2L-A19-CFL-13W-Total26W	3	Maxlite A19	6	_____	
Atkinson Park Recreation Center and P&R Offices    Interior    Closets	4'-S-1L-4'-F32T8-Total30W	2	RPT-P-LEDBARKITJ-15W-4FT-1L-840	2	_____	
Atkinson Park Recreation Center and P&R Offices    Interior    Garage	8'-S-4L-4'-F32T8-Total119W	5	RPT-P-LEDBARKITJ-60W-4FT-3L-840	5	_____	
Atkinson Park Recreation Center and P&R Offices    Interior    Hallways	8"RC-1L-HPL-CFL-26W-Total26w	2	LED-7324-40K-G2	2	_____	
Atkinson Park Recreation Center and P&R Offices    Interior    Hallways	8"RC-1L-HPL-CFL-26W-Total26w	1	LED-7324-40K-G2	1	_____	
Atkinson Park Recreation Center and P&R Offices    Interior    Offices	4'-AW-2L-4'-F32T8-Total60W	9	RPT-P-LEDBARKITJ-30W-4FT-2L-840	9	_____	

# Installation Checklist

Atkinson Park Recreation Center and P&R Offices    Interior    Restrooms	2x4T-3L-4'-F32T8-Total89W	4	RPT-P-LEDBARKITJ-40W-4FT-2L-840	4	_____
Atkinson Park Recreation Center and P&R Offices    Interior    Restrooms	6"RC-1L-A19-INC-65W-Total65W	1	MaxLite Par38	1	_____
Big wood booster	8'-S-2L-8'-F75T12-Total158W	4	RPT-P-LEDBARKITJ-60W-4FT-3L-840	4	_____
Big wood booster	4'-AW-2L-4'-F40T12-Total75W	1	RPT-P-LEDBARKITJ-30W-4FT-2L-840	1	_____
Bigwood well house	2x4B-4L-4'-F40T12-Total149W	9	RPT-P-LEDBARKITJ-60W-4FT-3L-840	9	_____
Northwood	4'-AW-2L-4'-F40T12-Total75W	4	RPT-P-LEDBARKITJ-30W-4FT-2L-840	4	_____
Parkwood well	4'-S-2L-4'-F40T12-Total75W	4	RPT-P-LEDBARKITJ-30W-4FT-2L-840	4	_____
Rotary	4'-S-2L-4'-F40T12-Total75W	2	RPT-P-LEDBARKITJ-30W-4FT-2L-840	2	_____
Streets Warehouse #1 (South)    Interior	4'-AW-2L-4'-F32T8-Total60W	17	RPT-P-LEDBARKITJ-30W-4FT-2L-840	17	_____
Streets Warehouse #1 (South)    Interior	4'-LHB-4L-4'-F32T12-Total112W	38	HBLX-22-130W-50K	38	_____
Streets Warehouse #2 (East)    Exterior	GEN-1L-Spiral-CFL-60W-Total60W	1	LED-8024M57-A	1	_____
Streets Warehouse #2 (East)    Interior    Offices	SM-DEC-2L-A19-CFL-13W-Total26W	2	Maxlite A19	4	_____
Streets Warehouse #2 (East)    Interior    Offices	A19-INC-60W	2	Maxlite A19	2	_____
Streets Warehouse #2 (East)    Interior    Offices	2x4B-3L-4'-F32T8-Total89W	8	RPT-P-LEDBARKITJ-40W-4FT-2L-840	8	_____

# Installation Checklist

Streets Warehouse #2 (East)    Interior    Offices	4'-S-2L-4'-F32T8-Total60W	31	RPT-P-LEDBARKITJ-30W-4FT-2L-840	31	_____
Streets Warehouse #2 (East)    Interior    Offices	GEN-DEC-4L-A19-INC-60W-Total240W	1	Maxlite A19	4	_____
Streets Warehouse #3 (North)    Interior	8'-S-2L-8'-F75T12-Total158W	14	RPT-P-LEDBARKITJ-60W-4FT-3L-840	14	_____
Streets Warehouse #3 (North)    Interior	2'-S-2L-2'-F20T12-Total38W	1	RPT-P-LEDBARKITJ-20W-2FT-2L-840	1	_____
Streets Warehouse #3 (North)    Interior	4'-S-2L-4'-F40T12-Total75W	1	RPT-P-LEDBARKITJ-30W-4FT-2L-840	1	_____
Streets Warehouse #3 (North)    Interior	2x4B-2L-4'-F40T12-Total75W	2	RPT-P-LEDBARKITJ-30W-4FT-2L-8XX	2	_____
Trail creek	8'-S-2L-8'-F75T12-Total158W	3	RPT-P-LEDBARKITJ-60W-4FT-3L-840	3	_____
Trail creek	4'-S-2L-4'-F40T12-Total75W	1	RPT-P-LEDBARKITJ-30W-4FT-2L-840	1	_____
Warm springs Booster #1	8'-S-2L-8'-F75T12-Total158W	11	RPT-P-LEDBARKITJ-60W-4FT-3L-840	11	_____
Warm springs Booster #1	A19-INC-60W	2	Maxlite A19	2	_____
Warm springs Booster #1	4'-AW-2L-4'-F40T12-Total75W4		RPT-P-LEDBARKITJ-30W-4FT-2L-840	4	_____
Warm springs Booster #1	4'-S-3L-4'-F40T12-Total110W	1	RPT-P-LEDBARKITJ-40W-4FT-2L-840	1	_____
Wastewater Treatment Admin Office (Bldg A)    Interior	3'-W-2L-3'-F25T8-Total47W	1	RPT-P-LEDBARKITJ-10W-3FT-1L-840	1	_____
Wastewater Treatment Admin Office (Bldg A)    Interior	Recessed CFL-13w-PAR38	15	MaxLite Par38	15	_____
Wastewater Treatment Admin Office (Bldg A)    Interior	1x4T-2L-4'-F32T8-Total60W	2	RPT-P-LEDBARKITJ-30W-4FT-2L-840	2	_____

# Installation Checklist

Wastewater Treatment Admin Office (Bldg A)    Interior	A19-INC-60W	2	Maxlite A19	2	_____
Wastewater Treatment Plant    Exterior	4'-VT-2L-4'-F32T8-Total60W	12	RPT-P-LEDBARKITJ-30W-4FT-2L-840	12	_____
Wastewater Treatment Plant    Interior    110C	4'-AW-2L-4'-F32T8-Total60W	4	RPT-P-LEDBARKITJ-30W-4FT-2L-840	4	_____
Wastewater Treatment Plant    Interior    110C	1x4T-2L-4'-F32T8-Total60W	20	RPT-P-LEDBARKITJ-30W-4FT-2L-840	20	_____
Wastewater Treatment Plant    Interior    110C	2x4T-2L-4'-F32T8-Total60W	17	RPT-P-LEDBARKITJ-30W-4FT-2L-840	17	_____
Wastewater Treatment Plant    Interior    110C	4'-S-2L-4'-F32T8-Total60W	24	RPT-P-LEDBARKITJ-30W-4FT-2L-840	24	_____
Wastewater Treatment Plant    Interior    110C    Grit	4'-S-2L-4'-F32T8-Total60W	2	RPT-P-LEDBARKITJ-30W-4FT-2L-840	2	_____
Wastewater Treatment Plant    Interior    S pump	4'-S-2L-4'-F32T8-Total60W	2	RPT-P-LEDBARKITJ-30W-4FT-2L-840	2	_____
Wastewater Treatment Water Dept (Bldg B/OPTC)    Exterior	Recessed CFL-13w-PAR38	3	MaxLite Par38	3	_____
Wastewater Treatment Water Dept (Bldg B/OPTC)    Exterior	A19-INC-100W	3	Maxlite A19	3	_____
Wastewater Treatment Water Dept (Bldg B/OPTC)    Interior	4'-AW-4L-4'-F32T8-Total119W1		RPT-P-LEDBARKITJ-60W-4FT-3L-840	1	_____
Wastewater Treatment Water Dept (Bldg B/OPTC)    Interior	4'-S-2L-4'-F32T8-Total60W	2	RPT-P-LEDBARKITJ-30W-4FT-2L-840	2	_____



# Installation Checklist

Wastewater Treatment Water Dept (Bldg B/OPTC)    Interior	A19-INC-60W	1	Maxlite A19	1	_____
Wastewater Treatment Water Dept (Bldg B/OPTC)    Interior	3'-W-2L-3'-F25T8-Total47W	2	RPT-P-LEDBARKITJ-10W- 3FT-1L-840	2	_____
Wastewater Treatment Water Dept (Bldg B/OPTC)    Interior	8'-S-2L-8'-F59T8-Total110W	19	RPT-P-LEDBARKITJ-60W- 4FT-3L-840	19	_____
Wastewater Treatment Water Dept (Bldg B/OPTC)    Interior	Recessed CFL-13w-PAR38	11	MaxLite Par38	11	_____

State Energy Program  
GOVERNMENT BY EXAMPLE  
City of Ketchum

CONTRACT 20361

PROVISIONS

This contract, entered into between the OFFICE OF ENERGY AND MINERAL RESOURCES (“Office”) and the City of Ketchum (“Contractor”), is made in reference to the following facts:

RECITALS

1. The State Energy Program (SEP) funded through the U.S. Department of Energy’s (DOE) Office of Energy Efficiency and Renewable Energy, administers grants that further state energy priorities, and facilitate the adoption of emerging renewable energy and energy efficiency technologies.
2. The Office administers the SEP to encourage adoptions of energy efficiency measures. Projects in government buildings are funded to demonstrate energy efficiency technologies and their relative benefits in a publicly accessible manner. The Office and the Contractor shall work together to utilize the funding in a manner that will further Idaho’s progress towards overall reductions in energy consumption and increased adoption of energy efficient technologies.
3. The Office and the Contractor intend to cooperate in the implementation of the energy measures referenced in the Recitals above by the execution of this contract.

IN CONSIDERATION OF THE PROMISES MADE, THE PARTIES AGREE AS FOLLOWS:

## **1. Definitions**

- 1.1. The term “Contractor” and/or “Subrecipient” means the City of Ketchum, located at 480 East Ave N., Ketchum, Idaho 83340, by and through its authorized representatives.
- 1.2. The term “Office” means the Office of Energy and Mineral Resources, located at 304 N. 8th Street, Ste. 250, Boise, Idaho 83720. The mailing address is P.O. Box 83720, Boise, Idaho 83720-0199. The Office is the state energy office for Idaho.
- 1.3. The term “U.S.C.” means the United States Code.
- 1.4. Other definitions are given in Attachments A and B as required.
- 1.5. The term “Project” means the \_\_\_\_\_ at \_\_\_\_\_, located at \_\_\_\_\_, Ketchum, Idaho 83340.

## **2. Project Coordinators**

- 2.1. For coordination and consistency on this project and in connection with this contract, the Contractor’s project coordinator shall be [City Official], [Title], City of Ketchum, PO Box 2315, Ketchum, Idaho 83340, [Phone Number], [Email].
- 2.2. For coordination and consistency on this project and in connection with this contract, the Office’s project coordinator shall be Katie Pegan, Idaho Office of Energy and Mineral Resources, 304 N. 8th Street, Ste. 250, Boise, Idaho 83720, 208-332-1664, [katie.pegan@oer.idaho.gov](mailto:katie.pegan@oer.idaho.gov).

## **3. Contingency**

This Contract is contingent upon Contractor meeting all federal, state and local requirements necessary for the Project to qualify for funding including but not limited to the requirements stated in Attachments A and B, and incorporated herein. The Contractor also must abide by all

local, state and federal laws including but not limited to those pertaining to worker's compensation, public health and safety, the environment, and taxes. The Contractor also must satisfy all permitting, licensing and zoning ordinances.

#### **4. Statement of Purpose**

This Contract shall provide partial funding to \_\_\_\_\_ at \_\_\_\_\_ by the Contractor. The \_\_\_\_\_ is located \_\_\_\_\_, Ketchum, Idaho 83340.

#### **5. Scope of Work**

5.1. The Office shall:

5.1.1. Task 1: Provide contract and program administrative support to the Contractor for Project development and implementation.

5.1.2. Task 2: Monitor and analyze the Project described in this Contract.

5.1.3. Task 3: Provide financial support as described herein.

5.1.4. Task 4: Publicize and promote this project in coordination with the Contractor upon completion of the project.

5.1.5. Task 5: Review the Project upon completion.

5.2. The Contractor shall:

5.2.1. Task 1: Install \_\_\_\_\_ at \_\_\_\_\_.

5.2.2. Task 2: Promptly notify the Office of any project changes to ensure ongoing compliance of the Project with the terms of this contract.

5.2.3. Task 3: Provide the Office with any necessary documentation for match contributions as required by DOE.

5.2.4. Task 4: Submit a final report to the Office as noted in Section 6.1.

#### **6. Reports and Site Visits**

- 6.1. The Contractor shall submit a final report upon Project completion.
- 6.2. The final report will be used by the Office to satisfy DOE reporting requirements. It also may be utilized in response to audits pursuant to Idaho Code Section 67-450C and Federal Single Audit Act Amendments of 1996 (Title 31 U.S.C. Chapter 75).
- 6.3. The Office is subject to multiple federal reporting requirements that may change over the course of the Project. The Contractor agrees to comply with changed reporting requirements at the Office's request.
- 6.4. The final report shall be formatted and submitted electronically via Microsoft Word and shall contain:
  - 6.4.1. The Contractor's name and address;
  - 6.4.2. The name of the Project;
  - 6.4.3. A description of the Project (including photographs documenting site conditions and project progress before, during and after completion);
  - 6.4.4. An evaluation of the Project, including problems encountered and resulting solutions.
- 6.5. The final report shall be submitted via electronic mail to the Office's Project Coordinator.
- 6.6. Payments are contingent upon receipt of the report by the Office.
- 6.7. Delivery of the report shall be timely. Late delivery shall be considered a material breach of contract and may result in immediate termination of this Contract.
- 6.8. The Office may conduct site visits to review the work performed under this Contract, to inspect property and records relating to this Contract, to assess the Contractor's implementation of audit findings, and to review the Contractor's compliance with the terms and conditions of the Contract and applicable laws and regulations. The Office shall provide reasonable notice of site visits and minimize interference with

ongoing work to the maximum extent practicable.

- 6.9. The Office may use any Project materials, including reports and photographs, for marketing and official use.

## **7. Deliverables**

The performance of each task stated in Sections 5.2 and 6 are deliverables. The Contractor's performance, and acceptance of this performance by the Office, is the condition for payment under this Contract. The Office reserves the right to review progress toward the deliverables to ensure ongoing compliance with the terms of this Contract. To ensure compliance with DOE requirements, the Offices also reserves the right to require the Contractor to make changes to the deliverables prior to acceptance of the deliverables, or as progress is made toward Project completion.

## **8. Invoice(s) and Payment(s)**

- 8.1. The parties agree that this is a cost reimbursement Contract. The Office shall pay, and the Contractor shall accept, a maximum sum not to exceed [WRITTEN DOLLAR AMOUNT] (\$####.##), or half the final invoiced cost, whichever amount is less. This payment shall be considered as payment in full for the work done under Section 5.2 of this Contract. The Contractor is responsible for Project funding beyond the Office's financial obligation as described in this contract. Remaining project funds shall be used as match by the Office (including utility incentive funds).
- 8.2. The Contractor shall submit an invoice to the Office on its letterhead upon project completion containing the Contractor's name, DUNS number, physical location and mailing address, telephone number, the contract number from the first page of this Contract, the dollar amount due and the submission date.

The Contractor shall attach all project receipts to the invoice submission. The invoice shall be for deliverables made in timely compliance with Section 7 of this Contract.

8.3. If the Contractor incurs expenses under this Contract that are sum certain and that the Contractor is legally obligated to pay, the Contractor shall invoice the Office, PROVIDED THAT no invoice shall be submitted that exceeds the Office's financial obligations under the Contract.

8.4. The Office shall make every effort to approve and pay the invoice within twenty-one (21) business days of receipt and acceptance of the deliverable(s) accompanying the invoices, PROVIDED THAT the Office may, in its discretion, delay final payment until the final report required by Section 5.2 is received and approved.

## **9. Limitation of funds**

The Contractor agrees that all obligations of the Office, including the continuance of payments under this Contract, are contingent upon the availability and continued appropriation of funds, and that all obligations accrued and legally owing shall be paid. In the event state or federal funds become unavailable as determined by the office, the Office may immediately terminate this Contract or amend it accordingly. (Section III, Attachment A is restated here for emphasis.)

## **10. Term**

This Contract shall take effect on the date of execution and shall continue in effect until [Date], unless terminated earlier under the provisions of Attachment A.

## **11. General Terms and Conditions**

The Contractor shall abide by all applicable terms and conditions contained in the “Standard Contract Provisions, Office of Energy and Mineral Resources,” attached hereto as Attachment A and incorporated by this reference.

#### **12. Federal Provisions**

The Contractor shall abide by all applicable terms and conditions contained in “Standard Federal Provisions,” written for use with this Contract, attached hereto as Attachment B and incorporated by this reference.

#### **14. Duplicate Originals**

This Contract shall be executed via electronic attachment. Each party shall receive an electronic copy of the signed document. The signed document in paper form shall be on file at the Idaho Office of Energy and Mineral Resources. /////



IN WITNESS THEREOF, the parties have executed this Contract on the date specified below.

STATE OF IDAHO  
OFFICE OF ENERGY RESOURCES

CITY OF KETCHUM

\_\_\_\_\_  
John Chatburn  
Administrator

\_\_\_\_\_  
Neil Bradshaw, Mayor  
City of Ketchum

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tax ID. Number

\_\_\_\_\_  
DUNS

\_\_\_\_\_  
APPROVED AS TO FORM

\_\_\_\_\_  
George Lynch  
Legal Counsel

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tammy Japhet  
Financial Review

\_\_\_\_\_  
Date