



## **Sonoma County Energy Independence Program**

### **Contractor Standards**

To ensure that the Sonoma County Energy Independence Program (SCEIP) protects the interests of the County and its residents, individual contractors must meet the following minimum criteria:

#### **Compliance with Program Requirements:**

All projects must comply with the requirements set out in the SCEIP Administrative Guidelines, available on line at [www.sonomacountyenergy.org](http://www.sonomacountyenergy.org).

#### **Liability Insurance:**

Contractors shall possess \$1,000,000 minimum coverage each for Commercial General Liability insurance for the work to be performed, to be maintained in full force and effect during the period of performance.

#### **Workers' Compensation:**

Contractor shall, prior to initiating any work on a SCEIP funded project, and at all times during its activities with any such project, obtain and keep in full force and effect California Statutory Workers' Compensation insurance (at or above the minimum limit required by law) for all persons whom the Contractor employs in carrying out its activities for which SCEIP funding is anticipated.

#### **Employee Requirements:**

1. Contractors shall not knowingly assign any worker to a Sonoma County customer work-site who has been convicted of a felony within the last 7 years; or who is impaired by illegal drugs or alcohol, excluding any lawfully proscribed medications.
2. Contractors shall use their best efforts to hire Sonoma County workers for all SCEIP funded projects.

**Notice to Proceed:**

Work may not begin on a SCEIP funded project until at least 3 business days after the Assessment Contract has been signed by the applicant and the County of Sonoma or its representative, and the applicant has received his or her Notice to Proceed.

**Payment:**

All payments of SCEIP funds shall be made directly to the applicant, not the contractor, on the first day of the month following completion of the project and timely submission of a Request for Disbursement.

**Licensing and Certification:**

1. Contractors must at all times while working on a SCEIP funded project, be in compliance with all applicable state and local licensing laws and requirements, be in good standing with the [Contractors State License Board](#) (CSLB), and possess the license or licenses required by the state of California for the specific improvements they install and any other work they perform as specified in the California Business & Professions Code, Division 3, Chapter 9, Article 4.
2. Contractors shall obtain a valid business license in any city where they perform work where a business license is required, in accordance with applicable codes and regulation of each city.
3. [Home Improvement Salespersons](#) (HIS) must at all times, while soliciting work for a SCEIP funded project, be registered with the Contractors State License Board (CSLB) as an HIS. The HIS may be exempt from registration if the HIS are listed as a part of the CSLB's official personnel records for the contractor's license.

**Payment of Subcontractors:**

Contractor shall timely pay all subcontractors and vendors any undisputed amounts due, and shall take all steps necessary to prevent mechanics liens from being enforced against SCEIP customers because of Contractor's failure to pay a subcontractor or vendor.

**Representations:**

Contractor and its representatives, employees and agents must not represent themselves as an agent, representative, contractor, subcontractor, or employee of SCEIP, or claim association or affiliation with SCEIP. Further, Contractor shall not make false claims about performance or savings, nor engage in fraudulent or deceitful conduct in the sale or installation of SCEIP funded projects.

The Sonoma County Energy Independence Program reserves the right to deny funding for any project to be performed by a Contractor that has not agreed to these terms and conditions, or who has failed to abide by these standards. In the discretion of the Program Administrator, a Contractor may be given an opportunity to cure an identified deficiency before being banned from participation in SCEIP funded projects.

<i>DATE</i>	<i>CONTRACTOR SIGNATURE</i>
	<i>NAME (PLEASE PRINT)</i>
	<i>BUSINESS NAME</i>

Please return with:

- Copy of Liability Insurance
- Copy of Worker's Comp Insurance
- Copy of Contractor's License
- Contractor Information Sheet

**Sonoma County Energy Independence Program**

404 Aviation Boulevard, Suite 200  
Santa Rosa, CA 95403-1076  
Ph: (707) 565-6470 Fax: (707) 5656474  
Email: [sceip@sonoma-county.org](mailto:sceip@sonoma-county.org)  
[www.sonomacountyenergy.org](http://www.sonomacountyenergy.org)