



# Contractor Information Workshop

October 12, 2015

**CAC**

Knoxville-Knox County  
Community Action Committee

*Helping People. Changing Lives.*



**KNOXVILLE**  
CHAMBER



CITY OF KNOXVILLE

# What is KEEM?



KEEM = Knoxville Extreme Energy Makeover program

KEEM is:

- A program providing weatherization & energy upgrades to low/moderate income homes
- Funded by \$15M from TVA
- Managed by Knoxville-Knox County CAC
  - Partners are City of Knoxville, KUB, and Alliance to Save Energy
- A 2-year program ending in September 2017

# What will KEEM do?



Over the next two years, KEEM will:

- Provide energy upgrades to nearly 1,300 homes in the City of Knoxville
- Achieve 25% energy savings in each home
- Educate residents about good energy habits
- Create jobs for contractors in our community!

**WE WANT YOU**



**To Join the KEEM Team!**

# KEEM Retrofit Cycle



## Pre-Installation

1. CAC reviews client application to confirm eligibility
2. KEEM auditor performs comprehensive in-home audit
3. CAC determines appropriate Scope of Work for each home
4. CAC bids out each home's contract to qualified contractors

# KEEM Retrofit Cycle



## Installation

1. Winning contractor schedules & completes Scope of Work
2. Contractor invoices CAC

Contractors are allowed up to 10 “open jobs” at any one time

# KEEM Retrofit Cycle



## Quality Control

1. KEEM auditor performs post-audit to ensure quality installation of all measures
  - Immediate fixes allowed during audit
  - Each failed inspection triggers \$100 fine
2. City code inspection (as necessary)
3. Once inspected and approved, CAC issues payment to contractor
  - Next business day payment time if using credit

# KEEM Retrofit Cycle



## Maintenance

1. \$500/home held in escrow to cover two years annual maintenance
2. Contractors re-visit each home annually to perform routine maintenance
3. Once maintenance is complete and invoiced, CAC pays \$250 each year



# Term Bid Selection



- CAC contracts through Knox County Purchasing
- Knox County will qualify KEEM contractors using term bid process
- Only contractors selected through term bids will be eligible to bid on KEEM contracts
- Term Bids will be issued in:
  - November, 2015
  - May, 2016
  - November, 2016
  - May, 2017
- Once accepted, you DO NOT have to re-bid



# Contractor Requirements

1. Registered CAC contractor
  - Complete and submit Contractor Form
2. Registered Knox County Purchasing Vendor
  - [www.knoxcounty.org/purchasing](http://www.knoxcounty.org/purchasing)
3. Member of TVA's Qualified Contractor Network (QCN)
4. Meet minimum business & insurance requirements
  - See handout

# How Do I Sign Up?



## Step 1: Complete Minimum Requirements

## Step 2: Enroll if TVA QCN if not a member

- [www.2escore.com](http://www.2escore.com)
- Attend QCN training: Upcoming Oct. 15 at KUB
  - Free, but register TODAY:  
RSVP to [Wes.Soward@CLEARResult.com](mailto:Wes.Soward@CLEARResult.com)

## Step 3: Submit for Term Bid in November

# Thank You!



## Questions?

Learn more at:

[www.KEEMTeam.com](http://www.KEEMTeam.com)

Or contact the CAC (Christina Moore)

244-3080

[christina.moore@cachousing.com](mailto:christina.moore@cachousing.com)