

ADDITIONAL INFORMATION FOR CONTRACTORS

In preparing a response to this request-for-proposal, contractors should be aware of, and be agreeable to, the following ASHRAE policies, procedures, traditions and contractual requirements. Costs for meeting these should be considered when preparing research proposal budgets.

By submitting a proposal, the Principal Investigator is acknowledging he/she understands and agrees to comply with the policies listed below. The inability or unwillingness to comply should be pointed out in the transmittal letter accompanying any proposal or should result in no proposal being submitted.

1. It is the practice of ASHRAE to use fixed price contracts for special projects. Other contract forms, such as cost plus fixed fee, will be considered only in exceptional cases, and such proposals are discouraged. Unlike some other government or foundation research sponsors, ASHRAE does not approve cost extensions nor accept scope reductions except in the most unusual of cases. Such cases reflect unfavorably on the contractor with regard to future work.
2. All fiscal values should be stated in U.S. dollars.
3. Twenty-five percent of the contracted sum will be paid upon signature of the contract, ten percent of the contracted sum at the 50% draft, ten percent of the contracted sum at the 75% draft, ten percent of the contracted sum at the 90% draft, ten percent of the contracted sum with submission of final electronic files. Ten percent of the contracted sum will be withheld pending publication of the work. Fifteen percent will be paid upon submission of the final report and the remaining ten percent upon completion and acceptance of all contract requirements.
4. Notice: Open RFP and Intent to Submit is due by Monday, **September 15, 2025** for the **Guide for the Decarbonization of Grocery Stores**.

ASHRAE seeks to solicit proposals for the development of the Guide from experienced Contractors.

The final proposals are due by 5 P.M. EDT, Monday, **October 6, 2025**. The project is scheduled to begin November 1, 2025. The total sum is paid upon acceptance of deliverables during the performance period. The first payment is made within thirty days of contract initiation, and the final payment for which 10 percent is held back pending publication. All payments are contingent upon receipt of deliverables.

5. The winning bidder is required to meet with the PMS via a site-visit or a conference call at the start of the project to review the project's scope. The results of this meeting shall be summarized by the contractor in the first progress report.
6. Any patentable inventions or copy written computer programs developed as a result of this special project shall be made available to ASHRAE in recognition of their financial support of the work.
7. Proposers are encouraged to utilize undergraduate or graduate engineering students where appropriate in conducting this research in order to assist them professionally and financially in their education and in increasing their interest in the HVAC&R industry.
8. ASHRAE's proposal evaluation committee will make the primary recommendation regarding the selection of a contractor. While bidders may be given some information on their and competitors' scores, ASHRAE is not obligated to do so and will not become involved in negotiating, explaining or defending the decisions made.

9. The signed original of this document should be enclosed with the proposal's letter of transmittal. Multiple copies are not desired.

The above conditions are acceptable:

Principal Investigator (date)

Institution Authority (date)