



**CALIFORNIA
ENERGY COMMISSION**



**California Energy Commission
June 11, 2025 Business Meeting
Backup Materials for University Enterprises, Inc.**

The following backup materials for the above-referenced agenda item are available in this PDF packet as listed below:

1. Proposed Resolution
2. Contract Request Form
3. Scope of Work

[PROPOSED]

RESOLUTION NO: 25-0611-03h

STATE OF CALIFORNIA

**STATE ENERGY RESOURCES
CONSERVATION AND DEVELOPMENT COMMISSION**

RESOLUTION: University Enterprises, Inc.

RESOLVED, that the State Energy Resources Conservation and Development Commission (CEC) adopts the staff CEQA findings contained in the Agreement or Amendment Request Form (as applicable); and

RESOLVED, that the CEC approves agreement 150-24-001 with University Enterprises, Inc. for a \$675,000 contract to purchase and test appliances to determine compliance with CCR title 20 energy efficiency standards. The Appliance Efficiency Regulations require the CEC to periodically test appliances sold in California to determine compliance with reported efficiency performance, marking, and design standards. Testing results will be used to support enforcement actions and general data collection purposes; and

FURTHER BE IT RESOLVED, that the Executive Director or their designee shall execute the same on behalf of the CEC.

CERTIFICATION

The undersigned Secretariat to the CEC does hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the CEC held on June 11, 2025.

AYE:

NAY:

ABSENT:

ABSTAIN:

Dated:

Kim Todd
Secretariat



STATE OF CALIFORNIA

CALIFORNIA ENERGY COMMISSION

CEC-94 (Revised 01/2024)

CONTRACT REQUEST FORM (CRF)

A. New Agreement Number

IMPORTANT: New Agreement # to be completed by Contracts, Grants, and Loans Office.

New Agreement Number: 150-24-001

B. Division Information

1. Division Name: 150 - Executive Office
2. Agreement Manager: Amanda Harris
3. MS-8
4. Phone Number: (279) 226-1020

C. Contractor's Information

1. Contractor's Legal Name: University Enterprises, Inc.
2. Federal ID Number: 94-1337638

D. Title of Project

Title of project: Appliance Efficiency Enforcement Testing

E. Term and Amount

1. Start Date: 6/30/25
2. End Date: 6/30/28
3. Amount: \$675,000

F. Business Meeting Information

1. Operational agreement to be approved by Executive Director? No
2. Are the ARFVTP agreements \$75K and under delegated to Executive Director? No
3. The Proposed Business Meeting Date: 6/11/2025
4. Consent or Discussion? Consent
5. Business Meeting Presenter Name: Amanda Harris
6. Time Needed for Business Meeting: NA
7. The email subscription topic is: NA

Agenda Item Subject and Description:

University Enterprises, Inc. Proposed resolution approving agreement 150-24-001 with University Enterprises, Inc. for a \$675,000 contract to purchase and test appliances to determine compliance with CCR title 20 energy efficiency standards. The Appliance Efficiency Regulations require the CEC to periodically test appliances sold in California to determine compliance with reported efficiency performance, marking, and design standards. Testing results will be used to support enforcement actions and general data collection purposes. (AEES and COIA Funding) Contact: Amanda Harris

G. California Environmental Quality Act (CEQA) Compliance

1. Is Agreement considered a "Project" under CEQA?

No

If yes, skip to question 2.

If no, complete the following (PRC 21065 and 14 CCR 15378) and explain why Agreement is not considered a "Project":



Agreement will not cause direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment because: the contract involves only the testing of appliances in a laboratory setting.

2. If Agreement is considered a “Project” under CEQA answer the following questions.

a) Agreement **IS** exempt?

NA

Statutory Exemption?

NA

If yes, list PRC and/or CCR section number(s) and separate each with a comma. If no, enter “None” and go to the next question.

PRC section number: None

CCR section number: None

Categorical Exemption?

NA

If yes, list CCR section number(s) and separate each with a comma. If no, enter “None” and go to the next question.

CCR section number: None

Common Sense Exemption? 14 CCR 15061 (b) (3)

NA

If yes, explain reason why Agreement is exempt under the above section. If no, enter “Not applicable” and go to the next section.

NA

b) Agreement **IS NOT** exempt.

IMPORTANT: consult with the legal office to determine next steps.

NA

If yes, answer yes or no to all that applies. If no, list all as “no” and “None” as “yes”.

Additional Documents	Applies
Initial Study	No
Negative Declaration	No
Mitigated Negative Declaration	No
Environmental Impact Report	No
Statement of Overriding Considerations	No
None	Yes

H. Is this project considered “Infrastructure”?

NA

I. Subcontractors

List all Subcontractors listed in the Budget (s). Insert additional rows if needed. If no subcontractors to report, enter “No subcontractors to report” and “0” to funds. **Delete** any unused rows from the table.



Subcontractor Legal Company Name	Budget
TBD	\$ 50,000

J. Key Partners

List all key partner(s). Insert additional rows if needed. If no key partners to report, enter "No key partners to report." **Delete** any unused rows from the table.

Key Partner Legal Company Name
No

K. Budget Information

Include all budget information. Insert additional rows if needed. If no budget information to report, enter "N/A" for "Not Applicable" and "0" to Amount. **Delete** any unused rows from the table.

Funding Source	Funding Year of Appropriation	Budget List Number	Amount
AEES	2024-25	100.151	\$225,000
COIA	2024-25	370.151	\$25,000
COIA	2025-26	370.151	\$152,000
AEES	2026-27	100.151	\$273,000

TOTAL Amount: \$675,000

R&D Program Area: NA

Explanation for "Other" selection: NA

Reimbursement Contract #: NA

Federal Agreement #: NA

L. Contractor's Contact Information

1. Contractor's Administrator/Officer

Name: Monica F. Kauppinen

Address: Sacramento State Sponsored Research

6000 J Street

Hornet Bookstore, Suite 3400, MS6111

City, State, Zip: Sacramento, CA 95819

Phone: (916) 278-7380

E-Mail: mkauppi@csus.edu

2. Contractor's Project Manager

Name: Tim Marbach



STATE OF CALIFORNIA
CALIFORNIA ENERGY COMMISSION

Contract Request Form
CEC-94 (Revised 01/2024)

Address: Dept of Mechanical Engineering, 6000 J Street

City, State, Zip: Sacramento, CA 95819

Phone: (916) 278-3461

E-Mail: marbach@csus.edu

M. Selection Process Used

There are three types of selection process. List the one used for this CRF.

Selection Process	Additional Information
Competitive Solicitation #	Not Applicable
Non Competitive Bid (<i>Attach DGS-GSPD-09-007</i> https://www.dgs.ca.gov/PD/Forms)	Not Applicable
Exempt	Exemption

N. Contractor Entity Type

Contractor Entity Type	Yes or No?
Private Company (<i>including non-profits</i>)	No
CA State Agency (<i>including UC and CSU</i>)	No
Government Entity (<i>i.e. city, county, federal government, air/water/school district, joint power authorities, university from another state</i>)	Yes

O. Is Contractor a certified Small Business (SB), Micro Business (MB) or Disabled Veterans Business Enterprise (DVBE)?

The contractor is a certified: NA

P. Civil Service Considerations

- Not Applicable (Agreement is with a CA State Entity or a membership/co-sponsorship)? Yes
- Public Resources Code 25620, et seq., authorizes the Commission to contract for the subject work. (PIER) No
- The Services Contracted: No

If no, go to the next question. If yes, which of the following applies to the contract? More than one can apply, list each answer choice, and separate them with a comma:

- are not available within civil service



- cannot be performed satisfactorily by civil service employee
- are of such a highly specialized or technical nature that the expert knowledge, expertise, and ability are not available through the civil service system

The following applies to the contract: NA

- d. The Services are of such an urgent, temporary, or occasional nature that the delay to implement under civil service would frustrate their very purpose?

NA

Justification:

NA

Q. Payment Method

1. Is the payment method Reimbursement, Advanced Payment, or Other?

Reimbursement

If Other, explain: NA

2. If Reimbursement, is it in arrears based on Itemized Monthly, Itemized Quarterly, Flat Rate, or One-time?

Itemized Monthly

R. Retention

Is Agreement subject to retention? Yes

If Yes, Will retention be released prior to Agreement termination? No

S. Justification of Rates

Rates are consistent with industry standards for laboratories performing similar work. The indirect overhead rate is the current rate charged by University Enterprises, Inc.

T. Disabled Veteran Business Enterprise Program (DVBE)

Provide requested additional information.

1. Exempt (Interagency/Other Government Entity) Yes

2. Meets DVBE Requirements DVBE No

Amount: \$ 0 DVBE %:

3. Is the Contractor Certified DVBE or Subcontracting with a DVBE? If subcontracting with a DVBE, provide the name of the DVBE company. If none applies, enter "Not Applicable".

Not Applicable

4. Contractor selected through CMAS or MSA with no DVBE participation No

5. Requesting DVBE Exemption (attach CEC 95) No

U. Miscellaneous Agreement Information



STATE OF CALIFORNIA
CALIFORNIA ENERGY COMMISSION

Contract Request Form
CEC-94 (Revised 01/2024)

1. Will there be Work Authorizations? No
2. Is the contractor providing confidential information? No
3. Is the contractor going to purchase equipment? No
4. What is the check frequency of the progress reports? Monthly, Quarterly, or Other? If Other, please provide explanation.

Monthly

5. Will a final report be required? Yes
6. Is the Agreement, with amendments, longer than three years? If yes, why?

No

V. The following items should be attached to this CRF (as applicable)

List all items that should be attached to this CRF by entering "Yes" or "No".

Item Number	Item Name	Attached
1	Exhibit A, Scope of Work/Schedule	Yes
2	Exhibit B, Budget Detail	Yes
3	DGS-GSPD-09-007, NCB Request	No
4	CEC 95, DVBE Exemption Request	No
5	Awardee CEQA Documentation	No
6	Resumes	No
7	CEC 105, Questionnaire for Identifying Conflicts	Yes

Approved By

Individuals who approve this form must enter their full name and approval date in the MS Word version.

Agreement Manager: Amanda Harris

Approval Date: 5/1/25

Office Manager: N/A

Approval Date:

Deputy Director: Maunee Sanchez

Approval Date: 5/1/2025

Exhibit A

SCOPE OF WORK

Project Summary & Scope of Work

☒ Contract ☐ Grant

PI Name: Tim Marbach

Project Title: Appliance Efficiency Enforcement Testing

If Third-Party Confidential Information is to be provided by the State:

- ☐ Performance of the Scope of Work is anticipated to involve use of third-party Confidential Information and is subject to the terms of this Agreement; **OR**
- ☐ A separate CNDA between the University and third-party is required by the third-party and is incorporated in this Agreement as Exhibit A7, Third Party Confidential Information.

TASK LIST

Task #	Task Name
1	Administration
2	Acquisition and Purchase of Appliances
3	Testing of Appliances
4	Delivery of Tested Appliances
5	Support Services for Appliance Regulations
6	Conduct Internal Laboratory Audits

Background/Problem Statement

The Appliance Energy Efficiency Program is designed to increase the energy efficiency of appliances sold or offered for sale to California consumers and businesses. Under Public Resources Code Section 25402(c)(1), the California Energy Commission (CEC) is directed to develop, implement, and enforce standards that require either appropriate minimum efficiencies or maximum energy consumption allowances for each category of affected appliance.

California Code of Regulations (CCR), Title 20, Section 1608(d) of the Appliance Efficiency Regulations requires CEC to periodically inspect appliances sold or offered for sale in the State, to determine whether they conform with energy and water efficiency standards, design standards, applicable marking requirements, and certification requirements.

Section 1608(e) of the Appliance Efficiency Regulations requires CEC to conduct enforcement testing to ensure that appliances sold or offered for sale in California, comply with the standards.

Section 1609 allows CEC to collect monetary penalties for violations of the Appliance Efficiency Regulations. Testing results are used as the basis for CEC taking enforcement action against non-complying manufacturers and sellers and collecting penalties.

Goals and Objectives of the Agreement

The Contractor shall purchase appliances as directed by the Commission Agreement Manager (CAM), inspect them, prepare the test space for testing, perform energy or water efficiency testing by following the applicable test method, and generate a test report documenting the findings. No later than the completion of the contract, tested appliances shall be delivered to a local facility in Sacramento, California, as directed by CEC. Bi-annually the Contractor shall perform internal laboratory audits to ensure the proper protocols are being followed to demonstrate consistent, accurate, repeatable testing.

The contractor shall also provide appliance support services, including but not limited to attending meetings to address technical testing concerns, reviewing and commenting on new or proposed appliance regulations, observe testing at remote locations, and reviewing test reports as needed.

FORMAT/REPORTING REQUIREMENTS

Deliverables/Reports

When creating reports, the Contractor shall use and follow, unless otherwise instructed in writing by the CAM, the latest version of the Consultant Reports Style Manual published on CEC's website at the following link:

http://www.energy.ca.gov/contracts/consultant_reports/index.html

Each final deliverable shall be delivered as one original, reproducible, 8 ½" by 11", camera-ready master in black ink. Illustrations and graphs shall be sized to fit an 8 ½" by 11" page and readable if printed in black and white.

Electronic File Format

The Contractor shall deliver an electronic copy (CD ROM or memory stick or as otherwise specified by the CAM) of the full text in a compatible version of Microsoft Word (.doc).

The following describes the accepted formats of electronic data and documents provided to CEC as contract deliverables and establishes the computer platforms,

operating systems, and software versions that will be required to review and approve all software deliverables.

- Data sets shall be in Microsoft (MS) Access or MS Excel file format.
- PC-based text documents shall be in MS Word file format.
- Documents intended for public distribution shall be in PDF file format, with the native file format provided as well.
- Project management documents shall be in MS Project file format.

TASK 1: ADMINISTRATION

Task 1.1 Kick-off Meeting

The goal of this task is to establish the lines of communication and procedures for implementing this Agreement.

The Contractor shall:

- Attend a “kick-off” meeting with the CAM, the Commission Agreement Officer (CAO), and a representative of the Accounting Office. If the Contractor is located in Northern California, the kick-off meeting shall be held via MS Teams or Zoom. The date and time of the kick-off meeting shall be scheduled by the CAM. The purpose of the meeting will be to discuss the tasks in the Scope of Work and the administrative requirements of the Agreement. The Contractor shall include their Project Manager, Contracts Administrator, Accounting Officer, and others designated by the CAM in this meeting. The administrative and technical aspects of this Agreement will be discussed at the meeting.
- If necessary, prepare an updated Schedule of Deliverables based on the decisions made in the kick-off meeting.

The CAM shall:

- Arrange the meeting including scheduling the date and time.
- Prior to the kick-off meeting, provide an agenda to all potential meeting participants.

Deliverables:

- An Updated Schedule of Deliverables (if applicable)

Task 1.2 Invoices

The Contractor shall:

- Prepare invoices for all reimbursable expenses incurred performing work under this Agreement in compliance with the Terms and Conditions of the Agreement. Invoices shall be submitted consistent with the frequency of progress reports. Invoices must be submitted to CEC's Accounting Office.

Deliverables:

- Invoices

Task 1.3 Manage Subcontractors

The goal of this task is to ensure quality products, to enforce subcontractor Agreement provisions, and in the event of failure of the subcontractor to satisfactorily perform services, recommend solution to resolve the problem.

The Contractor shall:

- Manage and coordinate subcontractor activities. The Contractor is responsible for the quality of all subcontractor work and CEC will assign all work to the Contractor. If the Contractor decides to add new subcontractors, they shall 1) comply with the terms and conditions of the contract, and 2) notify the CAM who will follow CEC's process for adding or replacing subcontractors.

Task 1.4 Progress Reports

The goal of this task is to periodically verify that satisfactory and continued progress is made towards achieving the objectives of this Agreement.

The Contractor shall:

- Prepare progress reports which summarize all Agreement activities conducted by the Contractor for the reporting period, including an assessment of the ability to complete the Agreement within the current budget and any anticipated cost overruns. Each progress report is due to the CAM within 15 calendar days after the end of the reporting period. The CAM will provide the format for the progress reports.

Deliverables:

- Monthly Progress Reports

Task 1.5 Final Report

The goal of this task is to prepare a comprehensive written Final Report that describes the original purpose, approach, results, and conclusions of the work completed under this Agreement. The Final Report shall be prepared in language easily understood by the public or layperson with a limited technical background.

The Final Report must be completed before the termination date of the Agreement in accordance with the Schedule of Deliverables.

The Final Report shall be a public document. If the Contractor has obtained confidential status from CEC and will be preparing both a public and a confidential version of the Final Report, the Contractor shall perform the following subtasks for both the public and confidential versions of the Final Report.

Task 1.5.1 Final Report Outline

The Contractor shall:

- Prepare and submit a draft outline of the Final Report for review and approval. The CAM will provide written comments to the Contractor on the draft outline. The Contractor shall review the comments and discuss any issues with the recommended changes with the CAM.
- Prepare and submit the final outline of the Final Report, incorporating CAM comments.

Deliverables:

- Draft outline of the Final Report
- Final outline of the Final Report

Task 1.5.2 Final Report

The Contractor shall:

- Prepare the draft Final Report for this Agreement in accordance with the approved outline.
- Submit the draft Final Report for review and comment. The CAM will provide written comments to the Contractor. The Contractor shall review the comments and discuss any issues with the recommended changes with the CAM.
- Prepare and submit the Final Report, incorporating CAM comments.

Deliverables:

- Draft Final Report
- Final Report

Task 1.6 Final Meeting

The goal of this task is to discuss closeout of this Agreement and review the project.

The Contractor shall:

- Meet with CEC staff prior to the term end date of this Agreement. The meeting will be held via MS Teams or Zoom, specified by the CAM. This meeting will be attended by the Contractor Project Manager and the CAM. The CAM will determine any additional appropriate meeting participants. The administrative and technical aspects of Agreement closeout will be discussed at the meeting.
- Present findings, conclusions, and recommended next steps (if any) for the Agreement, based on the information included in the Final Report.
- Prepare a written document of meeting agreements and unresolved activities.
- Prepare a schedule for completing the closeout activities for this Agreement, based on determinations made within the meeting.

Deliverables:

- Written documentation of meeting agreements
- Schedule for completing closeout activities

TASK 2: ACQUISITION AND PURCHASE OF APPLIANCES

The goal of this task is to locate and purchase appliances from the following list for testing:

Appliance Category
Ceiling fans
Commercial Convection Ovens
Commercial Hot Food Holding Cabinets
Commercial Range Tops
Commercial Refrigerators/Freezers/Refrigerator-freezers
Computer Room Air-Cooled A/C
Computer Room Evaporatively-Cooled A/C
Computer Room Glycol-Cooled A/C
Computer Room Water-Cooled A/C
Consumer Electronics - Compact Audio Products
Consumer Electronics - DVD Players & DVD Recorders
Consumer Electronics – Televisions
Evaporative Coolers
Heat Pump Pool Heaters
Ice Makers
Infrared Heaters (Patio Heaters and non-Patio Heaters)
Large Battery Chargers
Lighting Products
Plumbing Fittings (showerheads, faucets, aerators, wash fountains)
Plumbing Fixtures (toilets, urinals)
Portable (Spot) Air Conditioners
Portable Electric Spas
Refrigerated Canned/Bottled Beverage Vending Machines
Refrigerators w/o doors (for beverages)
Residential Exhaust Fans
Residential Pool Pump Motors
Small Battery Chargers
Torchieres
Tub Spout Diverters
Under-Cabinet Luminaires
Other Appliances* as Directed by CAM

*The CAM may request the Contractor to purchase and test other appliances that do not appear in this table.

The Contractor shall:

- Receive written direction from the CAM about which appliances listed in the table to purchase (not all appliances in the table will actually be purchased). The CAM shall provide the specific details of the appliances to be purchased, including: appliance type, manufacturer name, brand name, models number, vendor name, vendor purchase link, and price details.
- After CAM submits the purchase request, the Contractor shall purchase the approved appliance(s) from the vendor provided. If the appliance is no longer available through the specified vendor, the Contractor shall provide alternate vendor options for the CAM's approval. Once the CAM has approved the alternate vendor, the Contractor will purchase the appliance from the approved vendor.
- Track the time, date, and location of the appliance at all times through a chain of custody form. The form shall be up to date and maintained in a binder at all times.
- Store the appliance in a secure location until the time of delivery.

Deliverables:

- Purchase appliances within 7 calendar days of direction from the CAM.
- Maintain a chain of custody form while in possession of the appliance.

TASK 3: TESTING OF APPLIANCES

The goal of this task is to inspect appliances upon receipt, prepare the space to perform testing, and to test appliances acquired in Task 2 using the specific test methods referenced in the most recent version of the Appliance Efficiency Regulations <https://govt.westlaw.com/calregs/Browse/Home/California/CaliforniaCodeofRegulations?guid=ID0318F505CCE11EC922000D3A7C4BC3&originationContext=documenttoc&transitionType=Default&contextData=%28sc.Default%29> to determine compliance with applicable energy efficiency and design standards (NOTE: CEC may update CCR, title 20, section 1604 during the course of this contract period). Contractor shall use the most current version of CCR, Title 20, Section 1604, unless directed by the CAM to use another version of the test method.

The Contractor shall ensure there is adequate staff to keep up with the volume of testing requested by the CAM, and will hire additional testing technicians and supervising engineers as needed to increase capacity. Periodically, the CAM may request testing of appliances not regulated under Title 20. The Contractor may also be required to subcontract with other testing laboratories when directed by the CAM.

The Contractor shall:

- Apply to CEC to be an approved testing laboratory for each of the appliance categories tested under this contract. This application process includes compliance with the requirements found in CCR, Title 20, Section 1603(a)(1)-(5) (inclusive), including requirements that the laboratory:

- (1) has conducted tests using the applicable test method within the previous 12 months¹;
 - (2) agrees to and does interpret and apply the applicable test method set forth in Section 1604 precisely as written;
 - (3) has, and keeps properly calibrated and maintained, all equipment, material, and facilities necessary to apply the applicable test method precisely as written;
 - (4) agrees to and does maintain copies of all test reports, and provides any such report to the Executive Director on request, for all basic models that are still in commercial production; and
 - (5) agrees to and does allow the Executive Director to witness any test of such an appliance on request, up to once per calendar year for each basic model.
- Prepare the testing space to accommodate the specific requirements of the test procedure.
 - Perform the appliance testing following the required test method. Should the unit fail to meet the efficiency standards, a second test of another unit (of the same model) may be requested.
 - Prepare a test report. Test reports must follow any formats indicated within the specific test methods referenced in the Appliance Efficiency Regulation; if no test method format is specified, the test report must include the following information:
 - (1) the test procedure and detailed calculation and test results for each appliance category, including values as appropriate for calculating energy efficiency or energy consumption;
 - (2) the efficiency standards (if applicable) the specific appliance must meet, as referenced in CEC's Appliance Efficiency Regulations, and include a statement regarding compliance or non-compliance of each tested appliance to that standard;
 - (3) the design standards (if appropriate) the specific appliance must meet, as referenced in CEC's Appliance Efficiency Regulations, and include a statement regarding compliance or non-compliance of each tested appliance to that standard;
 - (4) a statement regarding compliance or non-compliance with all appropriate marking provisions referenced in Section 1607 of CEC's Appliance Efficiency Regulations;
 - (5) a summary page specifying whether the tested appliance does or does not comply with all necessary requirements of CEC's Appliance Efficiency Regulations, and if the appliance is listed in the Modernized Appliance Efficiency Database (MAEDbS);
 - (6) include a printout of the MAEDbS listing (if applicable);
 - (7) include all the details necessary to enable the manufacturer to complete

¹ Pursuant to Section 1603(a)(1)-(5) of Title 20, California Code of Regulations the testing laboratory is allowed to show compliance with this paragraph by referencing the testing done under this contract as the tests conducted "within the previous 12 months."

the appropriate CEC appliance data certification form found on CEC's website at:

<https://www.energy.ca.gov/files/certification-packets-appliances>

(NOTE: CEC may update these forms and instructions during the course of the agreement. Contractor shall use the most recent versions of the forms and instructions.)

(8) purchase price, date, and retail location;

(9) photos of the tested appliance, its marking or labelling, and packaging.

- Upon written request from the CAM, provide technical support services including, but not limited to: analyzing test reports from other laboratories, providing technical feedback on testing procedures and processes, and observing testing at offsite locations.

Deliverables:

- Submit application for laboratory approval for each appliance category tested by January 1 of each year, and prior to testing a new appliance type.
- Send the CAM a test report for each appliance tested within 14 calendar days of completing the test.

TASK 4: DELIVERY OF TESTED APPLIANCES

Contractor shall label and deliver all appliances purchased and tested under this Agreement, as directed by the CAM, to various local facilities:

- 1) Department of General Services (DGS) Warehouse
1700 National Drive, Sacramento, CA 95834
- 2) California Energy Commission
715 P Street, Sacramento, CA 95814
- 3) Evidence Storage Locker
7716 Folsom Boulevard, Sacramento, CA 95826
- 4) Other locations as directed in writing by the CAM

The Contractor Shall:

- If CAM provides written response to the Contractor confirming the appliance has failed the test or the appliance is not certified, Contractor shall label the appliance pursuant to instructions from the CAM, as either a failed test, or a non-certified appliance, or both, and keep the appliance until CAM provides instructions to the Contractor.
- Deliver appliances to a location specified by the CAM. Before the end date of the Agreement, the CAM will inform Contractor on CEC's decision for removal of the appliance.

- Deliver materials not expended before the end of the contract date, if directed by the CAM.

Deliverables

- Label the appliance pursuant to instructions from the CAM, as either a failed test, or a non-certified appliance, or both.
- Deliver appliances to a location specified by the CAM within 14 calendar days of date of CAM request.

TASK 5: SUPPORT SERVICES FOR APPLIANCE REGULATIONS

The goal of this task is for the Contractor to be available to provide feedback on technical, testing related matters pertaining to appliance efficiency standards.

The Contractor shall provide technical support services as needed when directed by the CAM, such services include, but are not limited to:

- provide technical feedback on proposed efficiency regulations and test procedures
- attend workshops and provide comments for rulemakings
- provide other services as requested by CAM

Deliverables:

- Provide written comments and analysis on appliance efficiency test procedures, regulations, and rulemaking comments when requested by CAM within four calendar weeks of receiving request.
- Attend appliance efficiency rulemaking workshops when requested by CAM.

TASK 6: CONDUCT INTERNAL LABORATORY AUDITS

The goal of this task is for the Contractor to audit the laboratory Contractor uses at CSUS twice per calendar year to ensure that all the necessary steps and precautions are being followed to demonstrate competency to perform consistent, accurate, repeatable testing.

The Contractor shall:

- Conduct internal laboratory audits bi-annually following a specific checklist provided by the CAM. The CAM may also opt to audit laboratory personally.
- Maintain an electronic log of all equipment requiring calibration, the calibration dates, and calibration certificates.
- Perform additional internal audits as requested by CAM.

Deliverables:

- Bi-Annually, in January and July, perform a laboratory audit, utilizing an audit checklist provided by the CAM.
- By the last day of January and July, send the CAM an electronic copy of the completed audit checklist, the calibration log, and calibration certificates.
- The Contractor will address any deficiencies discovered in the audit and provide written documentation to the CAM within 14 calendar days identifying how the deficiency was addressed.