Home Comfort Certified System®



User Guide

Revised: 4/18/2024

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FLAT RATE PRICING IS TO AVOID CALCULATING A SALES PRICE

Your guide enables your company, even in unexpected situations in the field, to respond without ever having to calculate a sales price.

- We can add or remove system configurations in your price guide. For example, suppose you regularly install systems with horizontal coils. In that case, we can add a section to your guide for systems with those coils. The price guide should contain every type of system you commonly offer in your area.
- We can change the equipment configurations as old units are phased. For example, if your guide has a model of furnaces, but those are later replaced with a newer model, we can change the models and costs in your guide and send you the update. Keep in mind that we offer unlimited updates. Send us the updated current equipment for import into your guide if and when this occurs.
- The ***Investment Option Worksheet*** located after the pricing section of your guide has some common deductions and add-ons. We can adjust that page to include any common add-on task that you want to offer. For example, we recommend including line set replacement on installs. If reusing the existing line set, deduct this on the *Investment Option Worksheet* before final pricing the job.
- You can use the ***Quick Job Price Guide*** located right after the *Investment Option Worksheet* to easily add where known the additional labor and materials costs to add its flat-rate sales price quickly. The *Quick Job Price Guide* page was specifically designed for those times when an installation will require something out of the ordinary, like difficult access that requires extra labor or non-inventory equipment or accessories. For example, when adding AC to a forced-air furnace system in the Northeast, you have to increase the duct distribution size.
- You can use the ***Rebate Pricing Companion*** located right after the *Quick Job Price Guide t*o reduce a sales price to meet any competitive situations quickly. If you are pricing a replacement on a request for a quote, they most likely already have a price from another contractor they did not trust to do the job. To increase close rates, obtain a rebate to get down to your minimum gross profit margin walkaway price. We include a rebate table built into our Home Comfort price guide. Remember that you cannot raise the published UPFRONT price. Still, you can easily get down to your desired walkaway gross profit margin price using one of 3 tier rebate tables. Tier 1 = 5%, Tier 2 = 10% and Tier 3 = 15% rebate.
- We can customize the configurations in your guide to suit your needs. For example, as you read in the User Guide, all installations of a 90%+ Furnace include installing PVC venting. However, suppose most furnace systems in your area already have PVC venting that can be reused. In that case, we can remove that cost and labor from the installation price. And instead of having a deduction task on the IOW, we can make that an add-on task for those few cases where you DO need to install PVC venting. Other customization examples include modifying the allotted crew hours or using your specific costs for miscellaneous installation materials.
- The Home Comfort price guide is more than simply 'menu pricing.' It is a tool that you and your team can learn to use well, and that can be fine-tuned to work better for your company. Right 'out of the box' our price guide works for the majority of HVAC contractors. But we work with all of our customers to make whatever adjustments are needed so they feel comfortable with it.
- So, if you need additional training or explanations about how to use the Home Comfort price guide properly, don't hesitate to contact us. Your assigned business coach is in the best position to guide you on what changes may be needed in your guide to be competitive in your area. Your coach can help you keep growing your replacement business.

FILLING OUT THE "HOME COMFORT SET-UP AND ORDER ENTRY FORM"

Below are instructions for filling out the order form and a simple explanation of the final page in the guide we will produce. The only items we critically need from you to obtain your price guide are the five below **in bold**: 1, 2, 4, 28 & 29. You can customize any of the remaining data entry points. Still, we will either use the default Industry-standard shown below or determine the value based on your location if you don't. The financing rates and utility costs do not affect the prices of the systems in your guide. However, they are an essential part of the selling process.

Installation Labor Set-up

1. Crew Chief Labor Rate: Write the hourly dollar rate of your highest-paid installation department Crew Chief without benefits for non-union workers. (Benefits for non-union workers are included in department overhead on Line 25. If you are a union company, write the hourly rate paid, including benefits.)
2. Helper Labor Rate: Write the hourly dollar rate of your highest-paid installation department Helper without benefits for non-union workers. (Benefits for non-union workers are included in department overhead on Line 25. If you are a union company, write the hourly rate paid, including benefits.)
3. Billable Labor Efficiency *(Default – 60%)*: Write the percentage of effective work time of your installation team. We use Industry-standards, and it is not necessary that you provide us with this value to obtain your guide. However, if known, use the total hours billed by the installers divided by the total hours paid to them.
   For example, if the installer is paid 40 hours per week but bills an average of only 20 hours per week to a job, that is 50% efficiency. (If your company policy is to only pay your installation team for the time they bill to a job, this value would be 100%.)

Vehicle / Miscellaneous Set-up

4. Material Sales Tax %: This is the state sales tax rate paid by your company to purchase equipment and materials. Your wholesale HVAC distributor partner provides your unique equipment pricing without added sales tax. We will add this tax percentage to the costs of all equipment, materials, and supplies.
5. Average miles round trip *(Default – 15)*: On average, this is the round trip in miles from your shop to the customer's location. This value is used together with Line 6 below to calculate the travel cost for each installation.
6. Travel Cost per Mile $ *(Default – $0.50)*: This rate should combine the cost of truck depreciation per mile (as obtained from leasing companies, on average $0.22) with the cost per mile for fuel. To calculate this: Take the dollars per gallon for fuel and divide it by your fleet's average fuel economy (typically 12 mpg). We recommend you obtain this value from your comptroller.
7. Hourly Truck Charge $ *(Default – $6.00)*: This is your cost per working hour for the vehicle lease or mortgage plus maintenance costs. To calculate this: Add the annual cost of payments and maintenance, then divide this by the number of billable weeks in a year (typically 48 because of vacations and holidays), then divide this by the number of billable hours in a week (typically 24 for a 60% work efficiency factor). We recommended you obtain this value from your comptroller.

8. Risk & Proficiency & Warranty % *(Default – 5.00%)*: Not all jobs run smoothly due to equipment or material purchase errors or failures. Not all jobs are installed proficiently, depending on the competencies and work efficiencies of the Installation Crew. The average risk loss due to errors is about 2% of job costs. The average labor proficiency loss is also 2%. The equipment warranty is 1%. Stuff happens on some jobs, and an adjustment is needed of 5% on top of the total job costs. Otherwise, callback costs will come out of your retained earnings.

Geothermal Well Subcontractor Set-up

If you will be offering Geothermal systems, then filling in Lines 9 to 16 below is required. Otherwise, they can be left blank. (For details on what should be included in your subcontractor's service, please see the geothermal system details described in the appendix starting on page 12.)

9. 1.5 to 2.0 Ton Geothermal: Enter the subcontractor fee for loop installation.
10. 2.5 Ton Geothermal: Enter the subcontractor fee for loop installation.
11. 3.0 Ton Geothermal: Enter the subcontractor fee for loop installation.
12. 3.5 Ton Geothermal: Enter the subcontractor fee for loop installation.
13. 4.0 Ton Geothermal: Enter the subcontractor fee for loop installation.
14. 5.0 Ton Geothermal: Enter the subcontractor fee for loop installation.
15. 6.0 Ton Geothermal: Enter the subcontractor fee for loop installation.

Geothermal Electrical Subcontractor Set-up

16. Electrical Upgrades/Connect: Enter the subcontractor fee for installing electrical upgrades and power connects to the loop pump pack.

Customer Utility Rates Set-up

17. Electric Rate per KWH: Enter the local utility rate for electricity in dollars per KWH.
18. Gas Rate per THERM: Enter the local utility rate for natural gas in dollars per Therm. (If NG is not available in your area, you can leave this blank.)
19. Propane per Gallon: Enter the local price for propane in dollars per gallon. (If LP is not available in your area, you can leave this blank.)
20. Fuel Oil per Gallon: Enter the local price for fuel oil in dollars per gallon. (If fuel oil is not available in your area, you can leave this blank.)

Heating & Cooling Load Hours Set-up

21. Annual Heating Load Hours: Enter your local heating load hours (different from heating degree days). If unknown, we will use the AHRI table to look up your local load hours.
22. Annual Cooling Load Hours: Enter your local cooling load hours (different from cooling degree days). If unknown, we will use the AHRI table to look up your local load hours.

Customer Financing Interest Rates Set-up

23. Home Equity Loan Rate: Enter the average home equity loan interest rate. This can be obtained from your local bank or via an online search.
24. Local Bank Loan Rate: Enter the average standard bank loan interest rate. This can be obtained from your local bank or via an online search.

Gross Profit Margin Set-up

25. Installation Dept. Overhead % *(Default – 25%)*: Enter the overhead percentage for benefits, insurance, and direct & indirect departmental costs. To calculate this, divide the hourly labor rate by overhead cost per hour. Example $24/hr. divided by $6 overhead equals 25%. (Please note: If you use an installation subcontractor then this value will be much lower, typically from 10 to 20%.) The typical range is 20 to 30%.
26. Sales Commission % of Sales *(Default – 8%)*: Enter the percent of the total gross revenue for each system sold that you will pay as commission. Enter 0% if not paying commission. If you pay your technicians a spiff to provide a lead that results in a sale, we recommend you enter 2% commission. If you compensate a selling tech who also properly guides jobs per company standards, we recommend entering 4% commission. If you have a comfort advisor, entering from 8 to 10% commission is typical. Keep in mind that this value is part of the Gross Profit Margin. A value of 8% will raise the retail price by more than 8% to make sure you are making a decent profit even when the salesperson lowers the sales price.
27. Target Net Profit % before taxes *(Default – 12%)*: Enter the percentage of profit you desire to achieve prior to paying company revenue taxes. The typical range is 10 to 15%.
28. Total Gross Profit Margin % *(Default 45%)*: This will be the total of items 25 to 27 above. However, instead of filling out those individual values, you may tell us the total gross profit margin you desire to achieve to recover overhead, pay commissions and obtain net profits before taxes. The typical range, when not using an installation sub-contractor, is 40% to 50%.

Company Information Set-up

29. Price Guide Front Cover Information: Fill in the complete name, address, and phone number of your company, as you want it to appear on the cover page of your *Home Comfort Certified System* presentation price guide. Also, enter the email address where you wish to receive your completed price guide; it will not be displayed anywhere in your price guide.

DELIVERY AND UPDATING THE HOME COMFORT CERTIFIED SYSTEM GUIDE:

GrowMyHVAC produces the *Home Comfort Certified System* Installation Presentation Price Guide in a PDF file format. You simply click the link provided within the body of the email you receive and when a new window opens in your internet browser then download the PDF file and save it to your computer. We will send the completed price guide to the email address you provide through a third-party document management service.

If you have problems opening your price guide file, have a PDF document reader installed on your computer. There are many free software applications that open PDF documents. To find one, use the search engine to search for "PDF reader". Choose the software you want to use and install it on your computer or tablet.

Price Delivery Process

1. We deliver the price guide to your email in a PDF file format to download.
2. We then schedule a private GoToMeeting to review pricing and guide use.
3. You are provided unlimited access to online live and recorded staff user training.
4. You are provided access to printed documents for system replacement proposal agreements.
5. Once you approve, you then print hard copies locally for each user plus 1 for the office.
6. We then send your matching import file for your QuickBooks or field management software.
7. We then schedule a private GoToMeeting for online staff user training.
8. You are provided unlimited price guide updates at your request and online user support.

Price Guide Updating Process

1. Forward to us upon receipt from your vendor any changes in your equipment pricing.
2. For changes in system configuration model match-ups, simply print out and mark-up a 4-option price guide page, then scan or fax it back to us.
3. For changes on the default financial set-up page, simply print out and mark-up the default page, then scan and email it back to us.

APPENDICES

Appendix A – Selecting the Good-Better-Best-Premium system configurations

The price guide is designed to present to your customer up to four grades or options for each system configuration, in the order of Good-Better-Best-Premium. We will provide you with a Microsoft Excel worksheet to specify your choice and costs for Good, Better, Best, and Premium system equipment. The completed worksheet can then be emailed to us at CustomerCare@growmyhvac.com.

There are 15 system configuration types in the worksheet, each with its own set-up tab(s):

1. Split Air Conditioning with Furnace
2. Split Air Conditioning with Electric Heat
3. Split Air Conditioning Add-on
4. Air Conditioning Condenser or Heat Pump Only
5. Split Heat Pump
6. Split Dual Fuel (or 'Hybrid System')
7. Geothermal Packaged Heat Pump
8. Geothermal Split System Heat Pump
9. Packaged AC / Gas Heat

10. Packaged AC / Electric Heat
11. Packaged Heat Pump
12. Packaged Dual Fuel
13. Furnace Only
14. Boiler Only
15. Air Handler/Fan Coil or Indoor Coil Only

For each configuration tell us "YES" you want to, or "NO" you don't want to offer it. For the configurations you want to sell, fill in the set-up data for each system. Most contractors spend less than an hour setting up the system configurations for their price guide. If you can provide us with a complete equipment price list from your distributor, then you don't need to put the costs for every model on this set-up sheet. (For details on the materials and labor that are built into each of these configurations, please see "Appendix B – Installation costing for each system configuration" on page 8.)

Here is an example of how two companies in different climate zones might select equipment for the Split Air Conditioning with Furnace configuration.

1. Typical southern climate configuration:

• Good:	14 SEER	80% AFUE	Non-Programmable Tstat
• Better:	16 SEER	80% AFUE	Programmable Tstat
• Best:	18 SEER 2-Stage	80% 2-Stage or 90% AFUE	Programmable Smart Tstat
• Premium:	20 SEER Variable-Capacity	90% AFUE 2-Stage	Communicating Controller

2. Typical northern climate configuration:

• Good:	13 SEER	90% AFUE	Non-Programmable Tstat
• Better:	14 SEER	95% AFUE	Programmable Tstat
• Best:	16 SEER 2-Stage	95% AFUE 2-Stage	Programmable Smart Tstat
• Premium:	18 SEER Variable-Capacity	95+% AFUE Modulating	Communicating Controller

Appendix B – Installation costing for each system configuration

The presentation price for each configuration is calculated using COGS (cost of goods sold) based on four components (or six for geothermal systems). We use industry-standard installation hours, but you can adjust these hours for your price guide if you wish. Once you receive your guide, locate the hours per installation next to each installation price. Mark up and scan back to us the page(s) from the price guide with any installation item descriptions or the hours you need to have changed.

SPLIT AIR CONDITIONING WITH FURNACE

(Note: Some possible options in this configuration are systems with 80% furnaces, another section for 90%, or mixing them in one section, and having a section with fuel oil-burning furnaces.)

1. Your cost for the equipment (Evaporator, Thermostat, Condenser, Furnace), the cost of the optional extended labor warranty coverage as provided by your distributor, and your installation subcontractor's fee, if applicable.
2. Industry-standard costs for the following materials and supplies
    a. New equipment mounting pad, leveled
    b. New condensate drain line
    c. New electrical disconnect
    d. New power wire, disconnect to equipment

e. New PVC venting (only for 90%+ furnaces) up to 30ft
f. New valve & fittings to connect to gas line
g. New transitions to existing plenums
h. New refrigerant line set up to 30ft
i. Refrigerant recovery
j. Gases for soldering and pressure testing
k. Various copper fittings
l. Vacuum pump usage & maintenance
m. Refrigerant to top off the system

3. Industry-standard Labor Crew hours as shown below for one Crew Chief and one Helper, adjusted by your BLE factor *(unless you are using an installation sub-contractor)*:

a.	Remove old equipment	1 hour
b.	Set Outdoor Unit	1-4 hours *(1.5 to 3.5 ton: 1 hour; 4 & 5 ton: 4 hours)*
c.	Set Evaporator Coil	2 hours
d.	Set Furnace, install Tstat	3.5 hours
e.	Install and connect line set	1.5 hours
f.	Start-up, Test and Verify	1 hour
g.	TOTAL CREW HOURS	10 - 13 hours *(plus 2 hours for venting of 90%+ furnaces)*

4. Material state sales tax, Vehicle costs and the Risk, proficiency, and warranty percentage as entered by you on Lines 4 to 8 of the *Home Comfort Order Entry and Set-up Form*.

SPLIT AIR CONDITIONING WITH ELECTRIC HEAT

(Note: An option in this configuration is a system without an electric heat kit installed. In this case the section will read "Split Air Conditioning with Fan Coil".)

1. Your cost for the equipment (Fan Coil, Thermostat, Condenser, optional Electric Heat Kit), the cost of the optional extended labor warranty coverage as provided by your distributor, and your installation subcontractor's fee, if applicable.
2. Industry-standard costs for the following materials and supplies:
   n. New equipment mounting pad, leveled
   o. New condensate drain line
   p. New electrical disconnect
   q. New power wire, disconnect to equipment
   r. New transitions to existing plenums
   s. New refrigerant line set up to 30ft
   t. Refrigerant recovery
   u. Gases for soldering and pressure testing
   v. Various copper fittings
   w. Vacuum pump usage & maintenance
   x. Refrigerant to top off the system
3. Industry-standard Labor Crew hours as shown below for one Crew Chief and one Helper, adjusted by your BLE factor *(unless you are using an installation sub-contractor)*:

a.	Remove old equipment	1 hour
b.	Set Outdoor Unit	1-4 hours *(1.5 to 3.5 ton: 1 hour; 4 & 5 ton: 4 hours)*
c.	Set Fan Coil, install Tstat	1.5 hours
d.	Install and connect line set	1.5 hours
e.	Start-up, Test and Verify	1 hour
f.	TOTAL CREW HOURS	6 - 9 hours

4. Material state sales tax, Vehicle costs and the Risk, proficiency, and warranty percentage as entered by you on Lines 4 to 8 of the *Home Comfort Order Entry and Set-up Form.*

SPLIT AIR CONDITIONING ADD-ON

1. Your cost for the equipment (Evaporator Coil, Thermostat, Condenser), the cost of the optional extended labor warranty coverage as provided by your distributor, and your installation subcontractor's fee, if applicable.
2. Industry-standard costs for the following materials and supplies:
   a. New equipment mounting pad, leveled
   b. New condensate drain line
   c. New electrical disconnect
   d. New power wire, disconnect to equipment
   e. New refrigerant line set up to 30ft
   f. Refrigerant recovery
   g. Gases for soldering and pressure testing
   h. Various copper fittings
   i. Vacuum pump usage & maintenance
   j. Refrigerant to top off the system
3. Industry-standard Labor Crew hours as shown below for one Crew Chief and one Helper, adjusted by your BLE factor *(unless you are using an installation sub-contractor)*:

a.	Remove old equipment	1 hour
b.	Set Outdoor Unit	1-4 hours *(1.5 to 3.5 ton: 1 hour; 4 & 5 ton: 4 hours)*
c.	Set Evap Coil, install Tstat	1 hour
d.	Install and connect line set	1.5 hours
e.	Start-up, Test and Verify	1 hour
f.	TOTAL CREW HOURS	5.5 - 8.5 hours

4. Material state sales tax, Vehicle costs and the Risk, proficiency, and warranty percentage as entered by you on Lines 4 to 8 of the *Home Comfort Order Entry and Set-up Form*.

AIR CONDITIONING CONDENSER OR HEAT PUMP ONLY

1. Your cost for the equipment (Thermostat, Condenser or Heat Pump), the cost of the optional extended labor warranty coverage as provided by your distributor, and your installation subcontractor’s fee, if applicable.
2. Industry-standard costs for the following materials and supplies:
   a. New equipment mounting pad, leveled
   b. New snow riser pump-ups (for HPs)
   c. New electrical disconnect
   d. New power wire, disconnect to equipment
   e. Refrigerant recovery
   f. Soldering and pressure testing gases
   g. Various copper fittings
   h. Vacuum pump usage & maintenance
   i. Refrigerant to top off the system (or charge the system if it is a dry-charged unit).
3. Industry-standard Labor Crew hours as shown below for one Crew Chief and one Helper, adjusted by your BLE factor *(unless you are using an installation sub-contractor)*:

a.	Remove old equipment	1 hour
b.	Set Outdoor Unit	2-4 hours *(1.5 to 3.5 ton: 2 hours; 4 & 5 ton: 4 hours)*
c.	Install Tstat	0.5 hours
d.	Start-up, Test and Verify	1 hour
e.	TOTAL CREW HOURS	4.5 - 6.5 hours

4. Material state sales tax, Vehicle costs and the Risk, proficiency, and warranty percentage as entered by you on Lines 4 to 8 of the *Home Comfort Order Entry and Set-up Form*.

SPLIT HEAT PUMP

(Note: An option in this configuration is to use an indoor coil instead of a fan coil. This is useful as an add-on or partial system change-out if you install Split Dual Fuel or Hybrid systems.)

1. Your cost for the equipment (Fan Coil or Indoor Coil, Thermostat, Heat Pump, Electric Heat Kit), the cost of the optional extended labor warranty coverage as provided by your distributor, and your installation subcontractor's fee, if applicable.
2. Industry-standard costs for the following materials and supplies:
    a. New equipment mounting pad, leveled
    b. New snow riser pump-ups
    c. New condensate drain line
    d. New electrical disconnect
    e. New power wire, disconnect to equipment
    f. New transitions to existing plenums
    g. New refrigerant line set up to 30ft
    h. Refrigerant recovery
    i. Gases for soldering and pressure testing
    j. Various copper fittings
    k. Vacuum pump usage & maintenance
    l. Refrigerant to top off the system
3. Industry-standard Labor Crew hours as shown below for one Crew Chief and one Helper, adjusted by your BLE factor *(unless you are using an installation sub-contractor)*:

a.	Remove old equipment	1 hour
b.	Set Heat Pump Unit	1-4 hours *(1.5 to 3.5 ton: 1 hour; 4 & 5 ton: 4 hours)*
c.	Set Fan Coil, Install Tstat	1.5 hours *(or 1 hour for Indoor Coil and Tstat)*
d.	Install and connect line set	1.5 hours
e.	Start-up, Test and Verify	1 hour
f.	TOTAL CREW HOURS	6 - 9 hours *(or 5.5 – 8.5 hours for Indoor Coil)*

4. Material state sales tax, Vehicle costs and the Risk, proficiency, and warranty percentage as entered by you on Lines 4 to 8 of the *Home Comfort Order Entry and Set-up Form*.

SPLIT DUAL FUEL (OR 'HYBRID SYSTEM')

(Note: Some possible options in this configuration are systems with 80% furnaces, another section for 90%, or mixing them in one section, and having a section with fuel oil-burning furnaces.)

1. Your cost for the equipment (Indoor Coil, Thermostat, Heat Pump, Furnace), the cost of the optional extended labor warranty coverage as provided by your distributor, and your installation subcontractor's fee, if applicable.
2. Industry-standard costs for the following materials and supplies:
    a. New equipment mounting pad, leveled
    b. New snow riser pump-ups
    c. New condensate drain line
    d. New electrical disconnect
    e. New power wire, disconnect to equipment
    f. New PVC venting (only for 90%+ furnaces) up to 30ft
    g. New valve & fittings to connect to gas line
    h. New transitions to existing plenums
    i. New refrigerant line set up to 30ft

j. Refrigerant recovery
k. Gases for soldering and pressure testing
l. Various copper fittings
m. Vacuum pump usage & maintenance
n. Refrigerant to top off the system

3. Industry-standard Labor Crew hours as shown below for one Crew Chief and one Helper, adjusted by your BLE factor *(unless you are using an installation sub-contractor)*:

a.	Remove old equipment	1 hour
b.	Set Heat Pump Unit	2-4 hours *(1.5 to 3.5 ton: 2 hours; 4 & 5 ton: 4 hours)*
c.	Set Indoor Coil	2 hours
d.	Set Furnace, install Tstat	4.5 hours
e.	Install and connect line set	1.5 hours
f.	Start-up, Test and Verify	1 hour
g.	TOTAL CREW HOURS	12 - 14 hours *(plus 2 hours for venting of 90%+ furnaces)*

4. Material state sales tax, Vehicle costs and the Risk, proficiency, and warranty percentage as entered by you on Lines 4 to 8 of the *Home Comfort Order Entry and Set-up Form*.

GEOTHERMAL PACKAGED HEAT PUMP

1. Your cost for the equipment (Thermostat, Geothermal Packaged Heat Pump, Loop Pump Pack), the cost of the optional extended labor warranty coverage as provided by your distributor, and your installation subcontractor's fee, if applicable.
2. Industry-standard costs for the following materials and supplies:
   a. New equipment mounting pad, leveled
   b. New condensate drain line
   c. New electrical disconnect
   d. New power wire, disconnect to equipment
   e. New transitions to existing plenums
   f. Various water line fittings
   g. Refrigerant recovery
3. The Well subcontractor fee, as entered by you on Lines 9 to 15 of the *Home Comfort Order Entry and Set-up Form*, for installing the Well loop which should include:
   - Drilling or trenching for the well
   - Installing water loop
   - Filling water loop with environmentally friendly antifreeze/water solution
   - Connecting water loop to pump pack
   - Backfilling the trench
   - 1-year warranty minimum for water loop problems
4. The electrical subcontractor fee, as entered by you on Line 16 of the *Home Comfort Order Entry and Set-up Form*, for installing power lines and low-voltage wiring to the loop pump pack.
5. Industry-standard Labor Crew hours as shown below for one Crew Chief and one Helper, adjusted by your BLE factor *(unless you are using an installation sub-contractor)*:

a.	Remove old equipment	2 hours
b.	Seal well loop wall penetration	1 hour
c.	Set Geo Unit, install Tstat	5-7 hours *(1.5 to 3.5 ton: 4 hours; 4 to 6 ton: 6 hours)*
d.	Tie Geo Unit to loop pump pack	1 hour

e. Tie Geo Unit to hot water supply 1 hour
f. Start-up, Test and Verify 2 hours
g. TOTAL CREW HOURS 12 - 14 hours

6. Material state sales tax, Vehicle costs and the Risk, proficiency, and warranty percentage as entered by you on Lines 4 to 8 of the *Home Comfort Order Entry and Set-up Form*.

GEOTHERMAL SPLIT SYSTEM HEAT PUMP

(Note: Options in this configuration include having a section for Geothermal Split Dual Fuel or Hybrid systems, or a Geothermal Split Heat Pump with Indoor coil for add-on or replacement on a Dual Fuel.)

1. Your cost for the equipment (Indoor Coil/Furnace/Air Handler & optional Heat Kit, Thermostat, Geothermal Heat Pump, Loop Pump Pack), the cost of the optional extended labor warranty coverage as provided by your distributor, and your installation subcontractor's fee, if applicable.
2. Industry-standard costs for the following materials and supplies:
   a. New equipment mounting pad, leveled
   b. New condensate drain line
   c. New electrical disconnect
   d. New power wire, disconnect to equipment
   e. New transitions to existing plenums
   f. New valve & fittings to connect to gas line
   g. New PVC venting (only for 90%+ furnaces) up to 30ft
   h. New refrigerant line set up to 30ft
   i. Refrigerant recovery
   j. Gases for soldering and pressure testing
   k. Various water line fittings
   l. Various copper fittings
   m. Vacuum pump usage & maintenance
   n. Refrigerant to top off the system
3. The well subcontractor fee, as entered by you on Lines 9 to 15 of the *Home Comfort Order Entry and Set-up Form*, for installing the well loop which should include:
   - Drilling or trenching for the well
   - Installing water loop
   - Filling water loop with environmentally friendly antifreeze/water solution
   - Connecting water loop to pump pack
   - Backfilling the trench
   - 1-year warranty minimum for water loop problems
4. The electrical subcontractor fee for installing power lines and low-voltage wiring to the loop pump pack, as entered by you on Line 16 of the *Home Comfort Order Entry and Set-up Form*.
5. Industry-standard Labor Crew hours as shown below for one Crew Chief and one Helper, adjusted by your BLE factor *(unless you are using an installation sub-contractor)*:
   a. Remove old equipment 2 hours
   b. Seal well loop wall penetration 1 hour
   c. Set Geo Unit, install Tstat 3-5 hours *(1.5 to 3.5 ton: 3 hours; 4 to 6 ton: 5 hours)*
   d. Set Indoor Unit 3 hours *(plus 4 hours if installing Furnace)*
   e. Install and connect line set 1.5 hours
   f. Tie Geo Unit to loop pump pack 1 hour
   g. Tie Geo Unit to hot water supply 1 hour

h. Start-up, Test and Verify 2 hours
i. TOTAL CREW HOURS 14.5 - 16.5 hours *(or 18.5 – 20.5 if installing Furnace) (plus 2 hours for venting of 90%+ furnaces)*

6. Material state sales tax, Vehicle costs and the Risk, proficiency, and warranty percentage as entered by you on Lines 4 to 8 of the *Home Comfort Order Entry and Set-up Form*.

PACKAGED AC / GAS HEAT

1. Your cost for the equipment (Thermostat, Packaged Unit), and for optional extended labor warranty coverage as provided by your distributor. Also, your installation sub-contractor fee, if applicable.
2. Industry-standard costs for the following materials and supplies:
   a. New equipment mounting pad, leveled
   b. New electrical disconnect
   c. New power wire, disconnect to equipment
   d. New valve & fittings to connect to gas line
   e. New transitions to existing plenums
   f. Refrigerant recovery
3. Industry-standard Labor Crew hours as shown below for one Crew Chief and one Helper, adjusted by your BLE factor *(unless you are using an installation sub-contractor)*:
   a. Remove old equipment 1 hour
   b. Set Package Unit 3.5-5.5 hours *(1.5 to 3.5 ton: 3.5 hours; 4 & 5 ton: 5.5 hours)*
   c. Install Tstat 0.5 hours
   d. Start-up, Test and Verify 1 hour
   e. TOTAL CREW HOURS 6 - 8 hours
4. Material state sales tax, Vehicle costs and the Risk, proficiency, and warranty percentage as entered by you on Lines 4 to 8 of the *Home Comfort Order Entry and Set-up Form*.

PACKAGED AC / ELECTRIC HEAT

1. Your cost for the equipment (Thermostat, Packaged Unit, optional Electric Heat Kit), and for optional extended labor warranty coverage as provided by your distributor. Also, your installation sub-contractor fee, if applicable.
2. Industry-standard costs for the following materials and supplies:
   a. New equipment mounting pad, leveled
   b. New electrical disconnect
   c. New power wire, disconnect to equipment
   d. New transitions to existing plenums
   e. Refrigerant recovery
3. Industry-standard Labor Crew hours as shown below for one Crew Chief and one Helper, adjusted by your BLE factor *(unless you are using an installation sub-contractor)*:
   a. Remove old equipment 1 hour
   b. Set Package Unit 3.5-5.5 hours *(1.5 to 3.5 ton: 3.5 hours; 4 & 5 ton: 5.5 hours)*
   c. Install Tstat 0.5 hours
   d. Start-up, Test and Verify 1 hour
   e. TOTAL CREW HOURS 6 - 8 hours
4. Material state sales tax, Vehicle costs and the Risk, proficiency, and warranty percentage as entered by you on Lines 4 to 8 of the *Home Comfort Order Entry and Set-up Form*.

PACKAGED HEAT PUMP

1. Your cost for the equipment (Thermostat, Packaged Unit, Electric Heat Kit), and for optional extended labor warranty coverage as provided by your distributor. Also, your installation sub-contractor fee, if applicable.
2. Industry-standard costs for the following materials and supplies:
   a. New equipment mounting pad, leveled
   b. New electrical disconnect
   c. New power wire, disconnect to equipment
   d. New transitions to existing plenums
   e. Refrigerant recovery
3. Industry-standard Labor Crew hours as shown below for one Crew Chief and one Helper, adjusted by your BLE factor *(unless you are using an installation sub-contractor)*:

a.	Remove old equipment	1 hour
b.	Set Package Unit	3.5-5.5 hours *(1.5 to 3.5 ton: 3.5 hours; 4 & 5 ton: 5.5 hours)*
c.	Install Tstat	0.5 hours
d.	Start-up, Test and Verify	1 hour
e.	TOTAL CREW HOURS	6 - 8 hours

4. Material state sales tax, Vehicle costs and the Risk, proficiency, and warranty percentage as entered by you on Lines 4 to 8 of the *Home Comfort Order Entry and Set-up Form*.

PACKAGED DUAL FUEL

1. Your cost for the equipment (Thermostat, Package Unit), and for optional extended labor warranty coverage as provided by your distributor. Also, your installation sub-contractor fee, if applicable.
2. Industry-standard costs for the following materials and supplies:
   a. New equipment mounting pad, leveled
   b. New electrical disconnect
   c. New power wire, disconnect to equipment
   d. New valve & fittings to connect to gas line
   e. New transitions to existing plenums
   f. Refrigerant recovery
3. Industry-standard Labor Crew hours as shown below for one Crew Chief and one Helper, adjusted by your BLE factor *(unless you are using an installation sub-contractor)*:

a.	Remove old equipment	1 hour
b.	Set Package Unit	3.5-5.5 hours *(1.5 to 3.5 ton: 3.5 hours; 4 & 5 ton: 5.5 hours)*
c.	Install Tstat	0.5 hours
d.	Start-up, Test and Verify	1 hour
e.	TOTAL CREW HOURS	6 - 8 hours

4. Material state sales tax, Vehicle costs and the Risk, proficiency, and warranty percentage as entered by you on Lines 4 to 8 of the *Home Comfort Order Entry and Set-up Form*.

FURNACE ONLY

(Note: Options in this configuration include having a section for systems with 80% Furnaces, another section for 90%, or mixing them in one section, and having a section with Fuel Oil burning Furnaces.)

1. Your cost for the equipment (Thermostat, Furnace), and for optional extended labor warranty

coverage as provided by your distributor. Also, your installation sub-contractor fee, if applicable.

2. Industry-standard costs for the following materials and supplies:
   a. New electrical disconnect
   b. New power wire, disconnect to equipment
   c. New PVC venting (only for 90%+ furnaces) up to 30ft
   d. New valve & fittings to connect to gas line
   e. New transitions to existing plenums
   f. New transitions to existing vent piping

3. Industry-standard Labor Crew hours as shown below for one Crew Chief and one Helper, adjusted by your BLE factor *(unless you are using an installation sub-contractor)*:
   a. Remove old equipment 1 hour
   b. Set Furnace, install Tstat 4 hours
   c. Start-up, Test and Verify 1 hour
   d. TOTAL CREW HOURS 6 hours *(plus 2 hours for venting of 90%+ furnaces)*

4. Material state sales tax, Vehicle costs and the Risk, proficiency, and warranty percentage as entered by you on Lines 4 to 8 of the *Home Comfort Order Entry and Set-up Form*.

BOILER ONLY

(Note: Options in this configuration include having separate sections for Gas-Water Boilers, Gas-Steam Boilers, Oil-Water Boilers, and/or Oil-Steam Boilers.)

1. Your cost for the equipment (Thermostat-optional, Boiler), and for optional extended labor warranty coverage as provided by your distributor. Also, your installation sub-contractor fee, if applicable.

2. Industry-standard costs for the following materials and supplies:
   a. New electrical disconnect
   b. New power wire, disconnect to equipment
   c. New PVC venting (only for 90%+ boilers) up to 30ft
   d. New valve & fittings to connect to fuel line
   e. New water fill and backflow preventer
   f. New expansion tank and air separator
   g. Various fittings to connect to existing hydronic system
   h. New transitions to existing vent piping

3. Industry-standard Labor Crew hours as shown below for one Crew Chief and one Helper *(unless you are using an installation sub-contractor)*:
   a. Remove old equipment 1 hour
   b. Set and connect Boiler 6 hours
   c. Start-up, Test and Verify 1 hour
   d. TOTAL CREW HOURS 8 hours *(plus an additional 2 hours for 90%+ boilers)*

4. Material state sales tax, Vehicle costs and the Risk, proficiency, and warranty percentage as entered by you on Lines 4 to 8 of the *Home Comfort Order Entry and Set-up Form*.

AIR HANDLER/FAN COIL OR INDOOR COIL ONLY

(Note: Options in this configuration include having a section for systems with 80% Furnaces, another section for 90%, or mixing them in one section, and having a section with Fuel Oil burning Furnaces.)

1. Your costs for the equipment (Air Handler or Fan Coil or Indoor Coil), and for optional extended

labor warranty coverage as provided by your distributor. Also, your installation sub-contractor fee, if applicable.

2. Industry-standard costs for the following materials and supplies:
   a. New electrical disconnect
   b. New power wire, disconnect to equipment
   c. New PVC venting (only for 90%+ furnaces) up to 30ft
   d. New valve & fittings to connect to gas line
   e. New transitions to existing plenums
   f. New transitions to existing vent piping

3. Industry-standard Labor Crew hours as shown below for one Crew Chief and one Helper, adjusted by your BLE factor *(unless you are using an installation sub-contractor)*:

a.	Remove old equipment	1 hour
b.	Set Furnace, install Tstat	3 hours
c.	Start-up, Test and Verify	0.5 hours
d.	TOTAL CREW HOURS	4.5 hours

4. Material state sales tax, Vehicle costs and the Risk, proficiency, and warranty percentage as entered by you on Lines 4 to 8 of the *Home Comfort Order Entry and Set-up Form*.

Appendix C – Enhancements, Accessories & IAQ Essentials

In addition to offering HVAC system installations, your price guide can also present system enhancements to offer to your customer. The following is a brief description of the eight accessories that your price guide is ready to display with just a little information from you. We need you to tell us which unit you want to offer (brand & model number) and your cost for each of the following items. The published prices will include material state sales tax, vehicle costs, risk, proficiency, and warranty percentage as entered by you on Lines 4 to 8 of the *Home Comfort Order Entry and Set-up Form*. The crew hours shown can be adjusted at your request.

1. Touchscreen Programmable Thermostat – The presentation price includes installation time of 0.5 crew hours and materials for wiring.
2. HEPA Air Cleaner System – The presentation price includes installation time of 3.5 crew hours and materials of wiring, flex-ducting and/or sheet metal.
3. Whole-House Air Cleaner System – The presentation price includes installation time of 2.5 crew hours and materials of wiring and sheet metal.
4. Ultraviolet Air Purifier System – The presentation price includes installation time of 2 crew hours and materials for wiring.
5. Energy (or Heat) Recovery Ventilator – The presentation price includes installation time of 3.5 crew hours and materials of wiring, flex-ducting and/or sheet metal.
6. Fan Powered Humidifier – The presentation price includes installation time of 1.5 crew hours and materials of wiring, and piping & fittings for water supply & drain.
7. Bypass Humidifier – The presentation price includes installation time of 1.5 crew hours and materials of wiring, flex-ducting and/or sheet metal, and piping & fittings for water supply & drain.
8. High-Efficiency Media Air Cleaner – The presentation price includes installation time of 1 crew-hour

and materials of sheet metal.

In addition to these eight items, we can include up to 10 additional accessories in your price guide. These are typically additional sizes of an item above (e.g., 100cfm ERV, 200cfm ERV, 300cfm ERV). If you want to offer an item that is not mentioned above, then please provide the following information for each additional accessory that you want in your price guide:

- Brand and model number of the item
- Your cost for the item
- The total cost of miscellaneous materials needed to install the item
- The total crew hours to install the item and verify proper operation.

Appendix D – Data table for upload to dispatching and/or accounting software

In addition to the PDF version of your guide, you can also receive a spreadsheet in CSV (comma separated variables) format containing essential data from your guide that can be uploaded into most dispatching and accounting software. For further details on how to obtain this optional feature that we offer, please contact us at CustomerCare@growmyhvac.com. Here is an explanation of the data contained in each of the eleven columns of this optional spreadsheet:

1. **Category**: The brand of equipment used in your guide and "HVAC Installation".
   Example: Trane HVAC Installation
2. **Sub-category**: The configuration type of the system, which is also the page heading.
   Example: Split Heat Pump With Fan Coil
3. **Code**: A 14-digit code that will be unique for each installation in your price guide.
   Example: H051-GD35-0975 (Note: the last four digits represent the crew-labor hours. The first two digits are hours, and the last two digits are fractions of hours, so "0975" means 9 hours and 45 minutes (1 hr x 0.75 = 45 mins). In the case of some line items on the *Investment Option Worksheet,* the hours may be a deduction, and the last four digits will begin with "N". If the code is "HIOW-0024-N125", the hours are negative 1 hour and 15 minutes (1 hr x 0.25 = 15 mins).
4. **Description**: The page heading and whether the system is "Good", "Better", "Best" or "Premium" and the nominal size of the system.
   Example: Split Heat Pump with Fan Coil Good System 3.5 Ton Size
5. **Retail_$**: The presentation price (or "sell price") in dollars for the system installation as shown to your customers in the PDF version of the guide.
   Example: 7104
6. **Eqp/Mtl/Sub_$**: The cost in dollars for equipment, miscellaneous materials, and subcontractors.
   Example: 3059.61
7. **Sales_Tax_$**: The total in dollars for sales tax on equipment and materials, based on what you put on Line 4 of the *Home Comfort Set-up and Order Entry Form*.
   Example: 214.17
8. **Labor_Hrs**: The number of crew hours for the installation, based on what you put on Line 3 of the *Home Comfort Set-up and Order Entry Form*, and the crew hours shown in "Appendix B – Installation costing for each system configuration" starting on page 8.
   Example: 9.17

9. **Labor_Cost_$**: The cost in dollars for labor for the installation, based on what you put on Lines 1, 2, and 3 of the *Home Comfort Set-up and Order Entry Form*.
   Example: 385.14
10. **Risk_Prof_$**: The portion of the installation price in dollars assigned to Risk & Proficiency & Warranty, based on what you put on Line 8 of the *Home Comfort Set-up and Order Entry Form*.
    Example: 149.97
11. **Gross_Profit_$**: The portion of the installation price in dollars that is gross profit, based on what you put on Lines 25 to 28 of the *Home Comfort Set-up and Order Entry Form*.
    Example: 3190.31

Appendix E – Determining your job costs from the presentation price

Find the *Total System Installation Costs, or Cost of Goods Sold* (COGS).
To calculate: Multiply the presentation price by 1 minus your Total Gross Profit Margin percentage.

COGS = PRICE x (1-TGPM)

Example:

- Replacement Price = $10,000
- TGPM = 45%
- COGS = $10,000 x (1 - 0.45) = $5,500