ORLANDO UTILITIES COMMISSION

PREFERRED CONTRACTOR NETWORK

APPLICATION

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INSTRUCTIONS TO APPLICANTS

A.1 GENERAL INFORMATION and APPLICATION PROCESS – Applications will be received by the Orlando Utilities Commission, herein referred to as "OUC", "Owner", and/or "Commission", for participation in OUC's Preferred Contractor Network Program as set forth in the included specifications and documents.

Applications may be submitted at any time. All valid applications will be evaluated on a quarterly basis. Applications not meeting the requirements will be automatically rejected.

Applicants must follow these steps to insure proper submission

Step 1 – Contact OUC at pcn@ouc.com to obtain a vendor number
Step 2 – Complete and submit application to pcn@ouc.com
Step 3 – Submit payment with your assigned vendor number. There are three options for payment submittal.

1. **ACH or Wire Transfer to #061000104, Account Number 1000077778602 – enter vendor number in the memo line**
2. **Credit Card via SpeedPay at www.ouc.com – enter vendor number in account space**
3. **Check via mail – enter vendor number on memo line**

A.2 APPLICATIONS – Applications shall be prepared in accordance with the requirements of these Instructions to Applicants. Applications, which are not prepared in accordance with such instructions, will imply that the applicant does not intend to comply with all of the proposed conditions and such applications will be considered irregular and may be rejected.

A.2.1 Preparation – Each application shall be filled out completely using the application and application data forms.

A.2.2 Signatures – Each applicant shall sign the application with their usual signature and shall give their full business address. The applicant's name stated on the application shall be the exact legal name of the firm. The names of all persons signing should also be typed or printed below the signature.

Applications by partnerships shall be signed with the partnership name followed by the signature and designation of a general partner or other authorized representative. If signed by other than a general partner, proof of the authority of the authorized representative shall be submitted therewith in a form satisfactory to the Owner.

Applications by a corporation shall be signed in the official corporate name of the corporation, followed by the signature and designation of the president, secretary, or other person authorized to bind the corporation.

Satisfactory evidence of the authority of the officer signing on behalf of the corporation shall be furnished. Applying corporations shall designate the state in which they are incorporated, the address of their principal office, and the names and addresses of all resident agents authorized to receive service of process on behalf of the corporation.

A.2.3 Submittal – Applications shall be prepared and submitted electronically to pcn@ouc.com in accordance with these instructions and the letter transmitting these specifications and documents to the applicant. The Scope of Work portion of this notice defines the scope to be included in the application.

A.3 INTERPRETATION – If any prospective applicant is in doubt as to the true meaning of any part of the application documents, they may submit an electronic request (verbal requests will not be accepted) to pcn@ouc.com for an interpretation.

A.4 COMPLIANCE FORMS

A.4.1 Public Entity Crimes – Each applicant shall submit with their application an executed and notarized copy of the Sworn Statement under Section 287.133 (3) (a), FLORIDA STATUTES, on Public Entity Crimes, a copy of which is included in the Compliance Forms section. Applications received, which do not contain an executed copy of this Sworn Statement, will be rejected.

A.4.2 Others – Each applicant shall submit with its application an executed copy of the Declarations and Signature form and the Disputes Disclosure form found under the Compliance Forms section of the Application. Applications received, which do not contain an executed copy of the Declarations and Signature form or Disputes Disclosure form, will be rejected.

A.5 ACCEPTANCE AND REJECTION OF APPLICATIONS – The Owner reserves the right to reject any and all applications; and to waive irregularities and formalities in any application that is submitted.

A.6 APPLICATION EVALUATION – The Owner will evaluate the applications looking at all the information provided by the applicants. OUC reserves the right to consider historic information and fact, whether gained from the application, Owner's experiences with applicant, references, and/or other sources in the evaluation process. The Commission's decision shall be final.

> The applicant is cautioned that it is their sole responsibility to submit information related to the evaluation categories and that OUC is under no obligation to solicit such information if it is not included with the application. Failure of the applicant to submit such information may cause an adverse impact on the evaluation of the application.

A.7 EVALUATION CRITERIA

- Qualifications
- Profile and Capabilities
- Safety Statistics
- Professional Experience
- Financial stability
- Proximity to OUC's service territory

A.8 MINORITY PARTICIPATION – Applicants are responsible for making the Owner aware they are a Minority and Women Business Enterprise business. A copy of the "Minority and Women Business Enterprise Policy" can be found on the OUC web site (www.ouc.com), under Vendor information and OUC policies.

SCOPE OF WORK

General Information

The Orlando Utilities Commission (OUC) is an electric and water municipal utility serving Orlando, Florida and portions of surrounding Orange County. OUC also has an Inter-local agreement with the City of St. Cloud, Florida for the management of its electric utility. Currently we serve more than 313,000 customers. To obtain general information about OUC go to www.ouc.com.

OUC customers can contact customer service by phone, the internet, or walk-in centers. Over 46,000 calls are received on a monthly basis and an average of 700,000 individuals visit our website on an annual basis.

Incentive programs are available to our residential and commercial customers. Information on our incentive programs can be found on OUC's website www.ouc.com. OUC's incentive programs are subject to change at any time.

Statement of Work

OUC is looking for qualified Contractors for the disciplines listed below to participate in OUC's Preferred Contractor Network (PCN) Program for OUC's residential and commercial customers. Contractors may provide services for one or more of the following disciplines:

- Electrical
- Infrared Thermography; Ultrasonic Service
- HVAC
- Duct Repair
- Insulation
- Window Film/Solar Screens
- Cool Reflective Roof
- Indoor Lighting
- Plumbing
- Irrigation
- Advanced Water Leak Detection
- Solar Thermal Systems (Domestic and Process Water Only)
- Solar Photovoltaic Systems (Electric Power)

OUC reserves the right to add or remove any discipline(s) and or limit the number of contractors per discipline at its own discretion. Customers will be referred to OUC's website for additional information about these services and for Contractors' contact information. The PCN Contractors will perform work under their respective discipline and comply with any applicable OUC customer incentive programs related to their discipline. OUC reserves the right to request at any time for contractors to occasionally perform work for its customers on behalf of OUC; however, there is no guarantee that any work will be assigned or, if work is occasionally assigned, that the work will be evenly distributed to the contractors.

OUC makes no representations, warranty, or guarantees whatsoever as to the number of future work commitments that will be generated and/or secured by the Contractor as a result of participation in said program.

Agreement Cycle

The cycle of this Agreement shall be for one year terms beginning January 1 thru December 31 of each year, with the option to extend the Agreement for a one (1) year period. The Agreement will auto-renew for a one (1) year period unless terminated by written notice of such intention from either party to other at least sixty (60) days prior to the expiration date of any term.

Special Conditions

The undersigned applicant by signing this application hereby acknowledges and certifies:

A. An annual non-refundable review and processing fee of $250 per discipline is required to participate in the PCN Program. Payment for the initial $250 review and processing fee per discipline shall be included with the application submittal. OUC will invoice participating Preferred Contractors for the $250 review and processing fee per discipline for subsequent agreement periods.
B. The Contractor must have the ability to service OUC's territory (customers), which includes the Cities of Orlando and St. Cloud, and some unincorporated portions of Orange and Osceola counties.
C. The Contractor will contact the customer within one (1) business day after being solicited.
D. A minimum of three (3) years experience as a Contractor related to the respective discipline of expertise is required.
E. Contractor and/or personnel who perform work in connection with this application shall meet OUC's Alcohol and Controlled Substance Abuse Policy. A copy of OUC's Alcohol and Controlled Substance Abuse Policy can be found at www.ouc.com under "Supplier Information".
F. Contractor and/or personnel shall have state-wide criminal and employee background check procedures as part of their company policy.
G. The Contractor shall have adequate means of communication necessary to perform all aspects of the program including an office phone, cell phone, after hours contact numbers, e-mail, or telefax (FAX).
H. It is preferred that the Contractor shall have average annual revenue of $500,000 for the previous three (3) year period. However, this will not exclude companies from consideration.
I. With the exception of Solar Contractors, all other Contractors shall be licensed as required by the city, county, state and/or federal government to perform this type of work. Licensing requirements for Solar Contractors can be found in Attachment E.
J. Damage to facilities, equipment or property caused by the Contractor or any representative of the Contractor shall be the responsibility of the Contractor and shall be remedied by the Contractor. The Contractor shall reimburse the owner of the damaged facility, equipment or

property for any cost of repair and/or shall replace any equipment of property damaged beyond reasonable repair.

K. The Contractor shall be accountable for any damages resulting from his operations. He shall be fully responsible for the protection of all persons including members of the public and all public and private property.

L. The Supplier shall observe and comply with all ordinances, laws, codes and regulations, and shall protect and indemnify the Owner and the Owner's officers and agents against any claim or liability arising from or based on any violation of the same. Supplier shall be responsible for obtaining and maintaining any licenses, permits, and/or other authorizations of any kind required for the performance of the Services.

M. The Contractor shall indemnify and hold OUC harmless from any and all claims, demands, costs (including but not limited to reasonable attorneys fees and charges or other professional fees and court arbitration or other dispute resolution costs), or expense for any loss, damage, or injury to persons or property caused by, arising out of, or resulting from:
    a. Any act or omission by Contractor and its employees in connection with the services provided under this application,
    b. Any defect in, failure of, or fault related to the equipment installed.

N. The Contractor shall comply with all local, state, and federal regulation; environmental or otherwise.

O. The Contractor shall assign a “Point of Contact” from their office to coordinate all activities and/or concerns between the OUC and the Contractor.

P. OUC reserves the right to obtain any documentation necessary to verify that the Contractor is meeting all requirements and specifications including but not limited to annual Dun and Bradstreet reports or Financial Statements, valid licensing, safety statistics and insurance coverage, and to remove the name of the Contractor who fails to maintain compliance with all requirements.

Q. The Contractor agrees to maintain Worker's Compensation, General Liability, and other insurance requirements in accordance to the requirements as set forth in Request for Application. A copy of the insurance certificate(s) shall be included with the application. Contractors shall be responsible for maintaining a current insurance certificate for all insurance required with OUC, and electronically submitting subsequent insurance renewal certificates to pcn@ouc.com.

R. Contractor’s vehicles shall have their company logo displayed in a conspicuous location.

S. The Contractor agrees to perform services hereunder as an independent Contractor, with discretion in and control over the furnishing of such services provided. In no event shall any officer, agent, or employee of either party be deemed to be the officer, agent or employee of the other party. Contractor acknowledges that any agreements to perform work or work that is performed as a result of a referral from the PCN is strictly between the customer and Contractor. OUC is not a party to such agreement(s) and is not responsible for payment for any services, labor or materials that the Contractor provides to customers or any third-party as a result of a referral from the PCN Program. Contractor agrees to indemnify and hold harmless, OUC, its officers, directors and employees from and against any and all claims, damages, losses, and expenses, direct or indirect arising out of their participation in the PCN Program and performance of work pursuant to said program.

Program Description

OUC receives thousands of calls every year from customers with high bill complaints, water leaks and many other service issues. OUC Conservation Specialists perform thousands of audits each year and many times when a problem is found customers want to know which service repair professional to call. Customers tend to rely on OUC for guidance on selecting reputable service and repair professionals when faced with potential repairs. In response to these issues and inquiries OUC has developed a Preferred Contractor Network (PCN). The Preferred Contractor Network will allow OUC to offer guidance on selecting reputable service and repair professionals to its customers and citizens residing in Central Florida via the OUC website. The website is also referred by OUC's call center representatives and Conservation Specialists. Customers may also use the Contractors participating in the Preferred Contractor Network to perform work that qualifies under an OUC Rebate, Conservation or Renewable Program. The Rebates, Conservation Programs and Renewable Programs are listed on OUC's web site at www.ouc.com or www.reliablygreen.com.

The OUC Preferred Contractor Network is primarily a resource tool with the main focus of providing customers with information on potential installation and repair service professionals. The OUC website will provide the following with regard to the PCN:

- Contact data for listed professionals categorized by discipline.
- OUC's standards of conduct and codes of ethics for all Contractors.
- Selection of Contractors according to discipline by customers for quotation.
- A customer feedback mechanism via email.

Customers that do not have internet access can call OUC to select a Contractor.

Standards of Conduct and Code of Ethics

Responsibility to Customers

Each Contractor in the network shall:

- Pursue the customer's legitimate needs and shall not place his/her own needs above those of the customer in providing services for that customer.

- Recommend and install the right equipment, which is sized correctly and will operate safely for the customer. Contractors must fully disclose any and all risks associated with the use of the equipment.

- Disclose their level of experience, equipment performance, operating and maintenance costs, and equipment quality in a forthright, non-deceptive manner.

- Follow-up with their customer in a timely manner to insure customer satisfaction.

- Follow-up with their customer in a timely manner to insure customer satisfaction.

- Provide prompt, courteous and reliable service to include the initial phone call, setting appointment times, and follow-up visits.

- Warrant their materials and workmanship pursuant to the PCN Program to the extent that is customarily offered and extended by Contractor for the same or similar type services to any other customer in the regular course of business.

- Make every effort to resolve any disputes. If disputes cannot be resolved, the Contractor shall follow their prescribed procedure for dispute resolution.

Responsibility to the Trade/Industry

Each Contractor in the network shall:

- Adhere to the local jurisdiction code requirements.

- Apply for the required permits for each project in connection with this application.

- Work to improve their respective industry by:

  - Supporting continuous training and skill building for all employees inclusive of the owners
  - Keeping up with changes and advances in technology
  - Reporting all non-licensed or non-permitted work
  - Participating in related trade and industry associations

Professionalism

Each Contractor in the network shall:

- Display the highest degree of professional behavior.

- Be mindful of the trust placed in them by their customer, and shall respect that trust by:

  - Providing customers with a clear written estimate of the cost of service before work begins.
  - Not providing a final invoice until all work is satisfactorily completed.
  - Keeping all customer data confidential.
  - Conducting business in the appropriate dress and/or uniform.
  - Conducting business with the appropriate equipment and tools.

Responsibility to Community

Each Contractor in the network shall:

- Respect the community by obeying all civil laws and respecting the rights of others.
- Act in an environmentally friendly manner, working to protect the internal environment of each customer and the surrounding community.
- Comply with all health and safety standards, rules, regulations, and laws.

Removal from the PCN Program

Contractors that fail to meet the OUC prescribed standards of business and code of ethics may be removed from the network. All Contractors will be evaluated on an annual basis to determine continued participation in the program.

OUC reserves the right to remove a contractor from the PCN Program including but not limited to the following reasons:

- Discovery of invalid license or certification
- Failure to submit annual insurance renewal certificates
- Failure to maintain required insurance levels
- Failure to notify OUC of changes in Public Entity Crimes status
- Failure to submit paperwork for customers where required
- Negative customer feedback

ATTACHMENT A

COMPLIANCE FORMS

- Public Entity Crimes Statement (Notarized)
- Declarations & Signatures
- Disputes Disclosure

SWORN STATEMENT UNDER SECTION 287.133(3) (a), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

(To be signed in the presence of a notary public or other officer authorized to administer oaths.)

STATE OF _____

COUNTY OF _____

Before me, the undersigned authority, personally appeared_____, who, being by me first duly sworn, made the following statement:

1. The business address of _____ [name of applicant or Contractor] is_____.

2. My relationship to _____ [name of applicant or Contractor] is _____ [relationship such as sole proprietor, partner, president, vice president].

3. I understand that a public entity crime as defined in Section 287.133 of the Florida Statutes includes a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity in Florida or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or such an agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

4. I understand that "convicted" or "conviction" is defined by the statute to mean a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

5. I understand that "affiliate" is defined by the statute to mean (1) a predecessor or successor of a person or a corporation convicted of a public entity crime, or (2) an entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime, or (3) those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate, or (4) a person or corporation who

knowingly entered into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months.

6. Neither the applicant or Contractor nor any officer, director, executive, partner, shareholder, employee, member or agent who is active in the management of the applicant or Contractor nor any affiliate of the applicant or Contractor has been convicted of a public entity crime subsequent to July 1, 1989.

[Draw a line through paragraph 6 if paragraph 7 below applies.]

7. There has been a conviction of a public entity crime by the applicant or Contractor, or an officer, director, executive, partner, shareholder, employee, member or agent of the applicant or Contractor who is active in the management of the applicant or Contractor or an affiliate of the applicant or Contractor. A determination has been made pursuant to Section 287.133(3) by order of the Division of Administrative Hearings that it is not in the public interest for the name of the convicted person or affiliate to appear on the convicted vendor list. The name of the convicted person or affiliate is _____. A copy of the order of the Division of Administrative Hearings is attached to this statement.

[Draw a line through paragraph 7 if paragraph 6 above applies.]

_____

Sworn to and subscribed before me in the state and county first mentioned above on the

_____ day of _____, 20___.

_____ (affix seal)

Notary Public

_____

My commission expires

DECLARATIONS AND SIGNATURES

The undersigned hereby declares that only the persons or firms interested in this Application as principal or principals are named herein, and that no other persons or firms than herein mentioned have any interest in this Application; that this Application is made without connection with any other person, company, or parties likewise submitting a bid or application; and that it is in all respects for and in good faith, without collusion or fraud.

Dated at _____ this _____ day of _____, 20____

Applicant _____

By _____ _____
Signature Printed or Typed Name

Title _____

Complete Business Address of Applicant

_____

_____

State of Incorporation _____

Complete Address of Principal Office _____

_____

Name, address, and telephone number of person to contact regarding this application. Include both mailing and street addresses:

_____

_____

_____

Telephone ( ) _____

Fax ( ) _____

E-Mail Address _____

DISPUTES DISCLOSURE

Answer the following questions by placing an "X" in the appropriate "YES" or "NO" box. If you answer "YES", please explain in the space provided, or via attachment.

Has your firm, or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulation or any other regulatory agency or professional association within the last five (5) years?

YES ☐ NO ☐

Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years?

YES ☐ NO ☐

Has your firm had filed against it or filed any requests for equitable adjustment, contract claims or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?

YES ☐ NO ☐

If yes, state the nature of the request for equitable adjustment, contract claim or litigation, a brief description of the case, the outcome or status of suit and the monetary amounts or extended contract time involved.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts shall be cause for forfeiture of rights for further consideration of this project:

Firm Name	**Date**
Authorized Signature	**Officer Title**
Printed or Typed Name	

ATTACHMENT B

REQUESTED DISCIPLINES

- License(s)
- Financial Statements
- Insurance

REQUESTED DISCIPLINES/LICENSE/FINANCIAL STATEMENTS /INSURANCE

- Provide a copy of the appropriate Business License and Solar PV or Solar Thermal NABCEP certifications for each discipline(s) applicable

- Provide either your companies Dun and Bradstreet Number and a copy of the last three calendar year financial statements

- Provide proof of insurance

The Applicant shall acquire and maintain for the life of this Agreement (at the Applicants expense) a minimum of the following insurance:

Coverage	Limits
➢ Workers' Compensation and Employers' Liability	Statutory or $1,000,000/each person
➢ Commercial General Liability (Bodily Injury & Property Damage)	$2,000,000 combined single limit
➢ Automobile Liability (Bodily Injury & Property Damage)	$1,000,000 combined single limit

Commercial General Liability Insurance shall include coverage for all the Supplier's contractual liability under this Agreement. The Supplier's insurance shall include OUC as an additional insured with respect to the activities of the Supplier arising out of this Agreement. Contractor shall furnish OUC with certificates of insurance as evidence that the policies required are in full force and effect.

REQUESTED DISCIPLINES

Contractors interested in participating in the Preferred Contractor Network Program shall submit a detailed application to OUC.

Please indicate below the discipline(s) your firm will be submitting an application for and attach a list of services provided for each selection:

	Residential	Commercial
Electrical	☐	☐
Infrared Thermography; Ultrasonic Service	☐	☐
HVAC	☐	☐
Duct Repair	☐	☐
Insulation	☐	☐
Window Film/Solar Screens	☐	☐
Cool Reflective Roof	☐	☐
Indoor Lighting		☐
Plumbing	☐	☐
Irrigation	☐	☐
Advanced Water Leak Detection	☐	☐
Solar Thermal Systems (Domestic and Process Water Only)	☐	☐
Solar Photovoltaic (Electric Power)	☐	☐

ATTACHMENT C

ACCOUNTING

- Supplier Information Form
- W-9 Request for Taxpayer Identification Number and Certification

See Attached Supplier Information Form

See Attached W-9 Request

ATTACHMENT D

QUALIFICATIONS

- Company Profile and Capabilities
- Professional Experience and Certifications
- References

Company Profile and Capabilities

Provide the following information:

1. Address of Local Servicing Office(s)

2. List Mailing/Billing Addresses

3. A Brief History of Your Company

4. Length of Time Company Has Done Business in Central Florida

5. Dun & Bradstreet Number

6. Provide a copy of your written Safety Program.

7. Provide a copy of your statewide criminal and employee background check procedures.

8. Response Time:

   A. What is your firm's average time to contact a customer after receipt of a call?

   B. What is your firm's average turnaround time after you have made contact with the customer?

   C. Is your firm currently participating in a conservation program with other utilities? If yes, provide a brief description of the program.

9. Safety Statistics:

   A. OSHA Recordable Rate for the Last 3 Years

   B. Number of fatalities in the Last 3 Years

   C. Experience Modification Rate (EMR)

   If you do not have any OSHA numbers to submit, please indicate why.

Professional Experience

Provide a list of personnel who will coordinate with OUC and interact with our customers to provide the services described herein, Include:

- Employee's name
- Title
- Qualifications
- Experience
- Years of service with firm
- Years of experience
- Professional certifications

References

Contractors shall provide five (5) references for residential service if you plan to provide services to residential customers and five (5) references for commercial services if you plan to provide services to commercial customers, to include the following information:

- Name of Customer / Business
- List of services provided
- Address
- Contact person
- Contact person phone number
- Dates/duration of services
- Description of Project

ATTACHMENT E

ADDITIONAL SOLAR CONTRACTOR REQUIREMENTS

Additional Solar Contractor Requirements

All solar installations must pass local jurisdiction and OUC inspections prior to the customer receiving solar credits associated with OUC Solar Programs.

Solar Contractors applying for participation in OUC's Solar PCN agree to provide certain services to assist customers in participating in OUC's Solar Programs. Solar Contractors refusing to provide these certain services are subject to being removed from the PCN.

For Thermal Systems:

- Solar Contractors are required to pick up BTU meters from the OUC Electric Meter Shop and install them on the customers Thermal system for the purpose of providing a mechanism for OUC to capture the kWh production of the solar system

- Training on installing the BTU meter is available at no charge to the Solar Contractor

- After the solar system passes OUC inspection, OUC applies a credit of $250 to the customers next bill to cover the cost of installing the BTU meter

- If the BTU meters cease to provide production data, OUC will run diagnostic's on the BTU meter to determine the cause. Solar Contractors are required to respond promptly to OUC requests to further trouble shoot the BTU meter

- If the BTU meter failure is due to improper installation of the BTU meter or its components, the Solar Contractor will be required to rectify the problem at their own expense

- If the BTU meter failure is due to malfunctioning metering equipment, the Solar Contractor will be required to exchange the BTU meter and submit an invoice to OUC for the cost of the work

For PV Systems:

- Solar Contractors are required to furnish and install a meter can on solar PV systems for the purpose of providing a mechanism for OUC to capture the kWh production of the solar system

Solar Contractor licensing requirements:

Solar Contractors are required to have the following licensing for the solar discipline(s) they intend to install under this program:

- A CVC License to install Solar Thermal and/or Solar PV Systems or
- An Electrical License and NABCEP PV Installer Certification to install PV Systems
- A Plumbing License and NABCEP Solar Thermal Installer Certification to install Thermal Systems

ATTACHMENT F

PCN APPLICATION CHECKLIST

PCN Application Checklist

ATTACHMENT A

- ☐ Public Entity Crimes Statement (executed and notarized)
- ☐ Declarations and Signature Form (executed)
- ☐ Disputes Disclosure Form (executed)

ATTACHMENT B

- ☐ Copy of Appropriate Business License(s)
- ☐ Copy of NABCEP Certifications for Solar Disciplines
- ☐ 3 Years of Financial Statements
- ☐ Proof of Insurance
    - o Worker's Compensation and Employer's Liability
    - o Commercial General Liability
    - o Automobile Liability

ATTACHMENT C

- ☐ Completed Supplier Information Form
- ☐ Completed W-9

ATTACHMENT D

- ☐ General Company Information
- ☐ Dun & Bradstreet Number
- ☐ Copy of your written Safety Plan
- ☐ Copy of Criminal and Employee Background Check procedures
- ☐ Response Times
- ☐ Experience with other utilities
- ☐ Safety Statistics
    - o OSHA Recordable
    - o Fatalities
    - o E.M.R
- ☐ Professional Experience for Supervisors, Sales and Installing staff
- ☐ References

Other:

- ☐ PCN Application Review and Processing fee - $250 per discipline