



BUSINESS NAME	BUSINESS TYPE (Corp. Partner, Sole Prop.)	TAX ID #	
CONTACT NAME	CONTACT PERSON'S TITLE	CONTACT'S TELEPHONE	
MAILING ADDRESS	CITY/TOWN	STATE	ZIP CODE
CONTACT'S E-MAIL	COMPANY PHONE	COMPANY FAX	
CONTRACTOR LICENSE #	LIABILITY INSURANCE POLICY #	WORKERS' COMP CERTIFICATE #	

**GENERAL PROGRAM PARTICIPATION RULES AND GUIDELINES**

- The Pre-qualified Contractor agrees to abide by all applicable local, state and federal guidelines, laws, building codes, regulations and licensing requirements.
- The Pre-qualified Contractor agrees that the use of the Columbia Gas of Ohio (COH) name or logo by the Pre-qualified Contractor must be authorized in writing by Conservation Services Group (CSG) program staff, prior to use. The contractor also agrees to allow its company's name to appear on the COH Web site in the Pre-qualified Contractor list and to allow this list to be circulated to customers.
- The Pre-qualified Contractor agrees to provide proof of adequate liability insurance, general automobile liability insurance and BWC certificate of premium payment:
  - \$1,000,000 of general liability insurance
  - \$1,000,000 of general liability umbrella/excess insurance
  - \$300,000 general automobile liability insurance on any vehicle used to provide services
  - Statutory Workers' Compensation insurance
- The Pre-qualified Contractor must have and maintain a B- or better rating from the Better Business Bureau.
- The Pre-qualified Contractor agrees to reduce the invoiced charges to the COH customer by an amount equal to the rebate. The reduction on the invoice will be labeled as "SBES Rebate." Payment of the rebates will be made directly to the Pre-qualified Contractor upon receipt of a completed rebate application.
- The Pre-qualified Contractor agrees to random "spot check" inspections by a CSG or COH representative for quality assurance purposes.
- The Pre-qualified Contractor will be responsible for the proper disposal of all materials, including hazardous materials.
- The Pre-qualified Contractor agrees to indemnify and hold harmless COH and CSG from any claims that might arise as a result of the intentional or negligent acts of the Pre-qualified Contractor.
- The Pre-qualified Contractor understands that the **Small Business Energy Solutions** program is voluntary and may be terminated by either party at any time or for any reason without penalty with written notice.
- Nothing in this agreement shall construe any subcontractor relationship between the Pre-qualified Contractor and either COH or CSG, and the Pre-qualified Contractor will contract directly with customers to provide services.
- The Pre-qualified Contractor shall work to promptly resolve all customer complaints regarding services and take corrective action as may be reasonable.
- The Pre-qualified Contractor shall honor the terms of any warranty on the product(s) and service(s) provided to the customer throughout the warranty period.

**PRE-QUALIFIED CONTRACTOR SERVICES**

- The following services will be provided to Columbia Gas of Ohio small business customers:
    - HVAC  Insulation  Air Sealing  Duct Sealing and Insulation  Water Measures  IR Fryer
  - These services will be provided in the following counties:
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**PRE-QUALIFIED CONTRACTOR APPLICATION**

By signing below, I agree to serve as a Pre-qualified Contractor and comply with the **Small Business Energy Solutions** program rules, guidelines, and published terms and conditions. Once approved, the contractor will remain qualified from the effective date until December 31, 2011 as long as CSG is contracted to manage the Small Business Energy Solutions program. The contractor can be removed from the list at any time and for any reason after 30 days of written notification from CSG without further recourse by the contractor.

CONTRACTOR SIGNATURE	DATE
PRE-QUALIFIED BY	EFFECTIVE DATE
CONTRACTOR ID	

CSG is Columbia Gas of Ohio's **Small Business Energy Solutions** Program Manager

Please direct all correspondence to:

Conservation Services Group  
921 Eastwind Drive, Suite 129, Westerville, Ohio 43081  
614-776-1244