

Attachment F
RENEWABLE HEAT NY BIOMASS BOILER PROGRAM
Installer/Contractor Eligibility Application and Instructions

The New York State Energy Research and Development Authority (NYSERDA) will accept applications to become an Installer/Contractor under PON 3010 as long as funds remain available. If approved, the applicant will be required to execute the Participation Agreement with NYSEDA and to abide by its terms and conditions. Installers/Contractors will then be authorized to submit Project Applications for eligible cordwood, wood, and pellet boilers with thermal storage and must meet the requirements of PON 3010, in accordance with the terms and conditions outlined in Renewable Heat NY Program Participation Agreement and the Renewable Heat NY Program Manual.

Eligible Installer/Contractor Agreement and Status Designation - New Installer applicants initially approved by NYSEDA are assigned Provisional status, in accordance with the terms outlined in the PON 3010 Participation Agreement. Maintenance of the Installer/Contractor status designation is contingent upon adherence to the Renewable Heat NY's Program's Participation Agreement. If an Installer/Contractor, its employees, or subcontractors do not meet the Renewable Program requirements, or terms and conditions, the Installer may be subject to disciplinary actions including NYSEDA assignment of a Probationary or Suspended status or termination of the Participation Agreement.

Eligible Installer/Contractor Qualifications

Interested qualified Installers may apply to participate in the Program at any time while the program is open. An Eligible Installer/Contractor may use any business structure that is legal for conducting this type of business in the State of New York (corporation, LLC, sole proprietorship, etc.). An Eligible Installer/Contractor must be able to meet all Program requirements including required insurance coverage and have the capability to provide warranty services on all Biomass Boiler systems installed, as required by the RHHY Biomass Boiler Program and NY State law. Eligible Installer/ Contractors participating in RHHY must comply with all local authority requirements for registration and licensing that apply to the installation of Biomass Boiler systems.

To qualify to participate as an Eligible Installer, an Installer/Contractor must meet one (1) of the following levels of experience:

- Have at least three (3) years of relevant experience with the design and installation of hydronic systems;
- Have at least two (2) years of experience installing hydronic systems including a minimum of one (1) successful installation of equipment meeting the full requirements of this solicitation (i.e. solid fuel pellet boilers or advanced cordwood boilers defined as low mass (low water jacket volume), staged combustion (sometimes referred to as gasification) boilers with sensors and controls to optimize system performance) and thermal storage and outside bulk pellet storage;
- Be a licensed Master Plumber or Journeyman Plumber, with at least two (2) years of relevant experience with the design and installation of hydronic systems;
- Be a New York State-licensed professional (Registered Architect or Professional Engineer) and have at least two (2) years of relevant experience with the design and installation of hydronic heating systems.

Installers/Contractors will be evaluated on past experience installing boilers, including system design and sizing; customer satisfaction; and other relevant experience (i.e. installation of thermal storage, etc.). Once approved, eligible Installers/Contractors will receive designation as a Provisional Installer/Contractor and will then be eligible to apply for boiler system financial incentives as outlined in the Program.

Installer/Contractor Training Requirements

All approved Provisional Installers/Contractors, must have completed manufacturer's training for the boiler brand they are installing. A certificate of completion or a letter from the manufacturer must be submitted as evidence of having successfully completed manufacturer's training. **Evidence of completion of Manufacturer's Training must be submitted with the Installer/Contractor Eligibility Application.**

In addition, at least one individual from the company or firm must successfully complete Renewable Heat NY biomass training: "Hydronics for High-Efficiency Biomass Boilers" or other approved instructor-led training * within six (6) months of submission of your application to participate in the Program. No Project Applications will be approved until this training is completed and the Installer/Contractor is approved as a Provisional installer under the Program.

- Renewable Heat New York Biomass Training: "Hydronics for High Efficiency Biomass Boilers." This training is required for all installers interested in participating in this Program, and will help guide installers to ensure properly sized and safe installation practices, reduced component failure, lower operations and maintenance costs, increased system longevity and reduced system design and installation costs. Online training is available through the Program website. Instructor-led training is available during the Program period; the schedule of classes and registration is available from the website <http://www.nyserda.ny.gov/renewableheatny>.

* **Note:** Other online training, or other approved instructor-led training deemed by NYSERDA to cover required learning objectives previously established for the Hydronics for High Efficiency Biomass Boilers training must be approved in advance by NYSERDA to qualify for meeting this training requirement.

Additional qualifications are based on the following:

Business Experience – Installer will be evaluated on past performance, areas of responsibility within their firm or organization; installation experience; credentials; employment history; customer satisfaction; and other relevant experience. References and contact information to allow verification must be provided.

Customer References – Provide three (3) customer references for completed projects. Contact information for all three (3) customers references must be provided to allow for verification. For one (1) of these completed projects, the customer must complete the Biomass Boiler Installer Reference Questionnaire (page 6) which must include a brief description of the system installed and the applicant's role in the project. To demonstrate design capability, one sample Manual J load analysis calculation must be included with your application. **Note:** Manual J is the ACCA (Air Conditioner Contractors of America) approved method of calculating room-by-room and whole house heating and cooling loads.

Performance Under Other NYSERDA Programs – An Installer/Contractor Application will not be processed if the applicant is listed as the Installer on a delinquent system or where unresolved customer or performance issues exist with respect to any other NYSERDA program.

Contractor Qualifications

Interested qualified companies may apply to participate in the Program at any time while the program is open. When making application, contractor should provide name of qualified installer, resumes of key personnel including ownership, management, sales, installation and design/engineering as well as three company references. Eligible Installers/Contractors must employ, or hire subcontractors that employ, installers who meet one of the training requirements detailed in Section 1.4 of the Biomass Boiler Program Manual.

Upon approval by NYSERDA to be a participant in the Biomass Boiler Program, the Contractor will then be authorized to submit Project Applications for projects meeting the requirements of PON 3010, in accordance with the terms and conditions outlined in the Biomass Boiler Program Participation Agreement and the Biomass Boiler Program Manual. A system installed by a Contractor who is not a participant in the Program is not eligible for Program incentives.

Additional Documents for submission:

Participation Agreement – sign and return Signature Form (Page 16 of Attachment F)

Insurance Certificate – please note NYSERDA required language on sample Certificate

W-9 for Installer/Contractor

Company Business References

Customer References (minimum of three required)

Sample Manual J Heat Load Calculation and Results from Prior project(s)

BIOMASS BOILER INSTALLER/CONTRACTOR APPLICATION

A. CONTACT INFORMATION

Installer Name _____

Mailing Address _____ City _____

State _____ Zip _____ - _____ Phone Number (_____) _____ Fax (_____) _____

Job Title _____ No. of Years in Current Position/Company _____

E-mail _____

Previous Employment if in Current Position for Less than 2 Years: _____

Contractor/Company Name: _____

Contact Name and Title _____

Mailing Address _____ City _____

State _____ Zip _____ - _____ Phone Number (_____) _____ Fax (_____) _____

Job Title _____ No. of Years in Current Position/Company _____

E-mail _____

ADDITIONAL INSTALLER CREDENTIALS:

Number of years professionally installing Hydronic Boiler systems: _____

Number of years designing Hydronic Boiler systems for installations: _____

Total number of installations completed: _____

Number Biomass Boiler installations completed: _____

Please list previous or current participation in any other state or utility program: _____

Has your eligibility for any NYSERDA program ever been suspended or revoked? Yes / No (Circle one).

Have you ever been debarred or suspended by any government agency? If yes, please attach explanation on a separate page.



Customer References*

Name of Customer, Phone No., System Size/Type

- 1. _____
- 2. _____
- 3. _____

*Please have one (1) of the three (3) references listed above complete the Biomass Boiler Installer Reference Questionnaire (page 6) and return with application. To expedite the Questionnaire, Installers have the option to provide the names and phone numbers of the customer references and NYSERDA will follow-up with the customer to complete the attached Questionnaire.

Installation experience of at least three Hydronic Boiler systems is preferred. Please provide relevant documentation to demonstrate customer experience specifically related to Biomass Boiler systems and thermal storage, qualified under this solicitation. Additional references may be attached.

Upon approval as an Installer/Contractor, applicant will be required to execute "PON 3010 BIOMASS BOILER PROGRAM PARTICIPATION AGREEMENT with NYSERDA and to abide by its terms and conditions. NYSERDA will not execute the Participation Agreement until the Installer/Contractor has provided the insurance certificate as specified in Article 7 of the BIOMASS BOILER PROGRAM PARTICIPATION AGREEMENT. NYSERDA will not approve project applications nor pay incentives unless complete and current insurance certificate is filed with NYSERDA's Office of Contract Management.

CERTIFICATION STATEMENT I certify that all information provided in this Form, including any attachments, is true and correct to the best of my knowledge.

Installer Signature _____ **Date** _____

Installer name (print name) _____

Contractor Signature - Corporate Officer _____ **Date** _____

Corporate Officer Name (print name and title) _____

Application Package may be emailed to RHNY@nyserda.ny.gov or sent by mail to:

RHNY Biomass Boiler Installer/Contractor Application PON 3010
Attn: Program Manager
NYSERDA
17 Columbia Circle
Albany, NY 12203-6399

The success and future of this publicly-funded program depends on the performance and integrity of Installers/Contractors in their dealings with the public and the installation of Biomass Boiler systems. The Installer/Contractor Participation Agreement has been designed to protect the integrity of the Program and will be enforced. In its role as administrator of the Biomass Boiler Program, NYSERDA reserves the right to deny Installer status to any applicant and to revoke such status where in its judgment such action is in the best interests of the program.

BIOMASS BOILER INSTALLER CUSTOMER REFERENCE QUESTIONNAIRE

Please have each listed reference complete and sign. Include with Installer/Contractor Application submission

Installer Applicant Name: _____

1.) Please describe your experience with Mr. /Ms. _____

2.) What was his/her role in your project and were they on site during installation?

3.) Did you experience any problems?

If so how were they addressed?

4.) Would you recommend Mr./Ms. _____ to friends and neighbors?

Signed by Reference _____ Date _____

Print Name _____ Phone No. _____

COMPANY/BUSINESS REFERENCES

Please provide three references with experience in working directly with you company, under any business capacity applicable for the work you will be conducting under this solicitation.

Name of COMPANY/BUSINESS, Contact, Relationship, and Contact Email and Phone No.

1. _____

Contact email: _____ Contact Phone No. _____

2. _____

Contact email: _____ Contact Phone No. _____

3. _____

Contact email: _____ Contact Phone No. _____

PON 3010 – RHHY BIOMASS BOILER PROGRAM
Participation Agreement No. _____

ELIGIBLE INSTALLER and CONTRACTOR SIGNATURE FORM

The Installer and Contractor certify that all of the information provided in the Biomass Boiler Program Participation Application, including any attachments, is true and accurate, to the best of their knowledge. The Installer and Contractor have read and understand this Biomass Boiler Program Participation Agreement and agree to abide by all terms and conditions; agree that all Boiler Systems will be designed and installed in accordance with PON 3010 and the Program Manual and in compliance with all applicable codes, accepted industry standards and best practices. The Installer and the Contractor acknowledge that failure to adhere to the terms and conditions of participation in the Biomass Boiler Program or to otherwise fail to follow Biomass Boiler Program requirements and procedures may result in a change to their status designation, including termination of this Participation Agreement. NYSERDA reserves the right to modify the provisions of this Agreement at any time during the term of this Agreement.

This Agreement shall become effective and binding when executed by the Installer/Contractor and NYSERDA. A newly signed Signature Form shall be submitted to NYSERDA on or before June 30th of each year following initial execution of this Agreement for the Installer/ Contractor to retain **Full** or **Provisional** status. The obligation of the Installer/ Contractor with respect to approved applications shall survive any expiration or termination of this Agreement. Execution of this Signature Form by NYSERDA will continue the Participation Agreement under the terms and conditions outlined in this Agreement and its attachments.

IN WITNESS WHEREOF, intending to be bound, NYSERDA, the Installer/ Contractor have executed this Agreement.

Eligible Installer - Name (print name) _____

Signature _____ Date _____

Designated E-Mail Address _____

Contractor – Company Name _____

Print Signatory Name & Title _____

Signature _____ Date _____

Designated E-Mail Address _____

Contact Name _____

Contact E-Mail Address _____

NYSERDA Authorized Representative

Signature _____ Date _____

Name & Title _____

PON 3010 – RENEWABLE HEAT NY BIOMASS BOILER PROGRAM
Eligible Installer Agreement

ELIGIBLE INSTALLER AGREEMENT No. _____

This Eligible Installer Agreement (“Agreement”), including Exhibits A and B hereto (attached), and incorporating by reference the RHNY Biomass Boiler Program Manual (Attachment G to PON 3010), is entered into by and between the New York State Energy Research and Development Authority (“NYSERDA”), having its principal place of business at 17 Columbia Circle, Albany, New York 12203-6399; the “Eligible Installer” and the “Contractor” (the Eligible Installer and Contractor hereinafter referred to, collectively, as “the Parties”), to govern the rights and responsibilities of the Parties with respect to the procurement, construction and installation (“Installation”) of biomass-fired boiler and thermal storage systems (“Biomass Systems”) approved under and through NYSEDA’s RHNY Biomass Boiler Program Opportunity Notice (PON) 3010 (“RHNY Biomass Boiler Program”), and to otherwise effectuate the purposes of the RHNY Biomass Boiler Program. The terms, conditions and provisions of the RHNY Biomass Boiler Program are incorporated herein and made part hereof by reference.

WHEREAS, NYSEDA has been designated by the New York State Public Service Commission as the administrator of the New York State RGGI program; and

WHEREAS, NYSEDA has issued the RHNY Biomass Boiler Program for the purpose of furthering the objectives of the Renewable Heat New York initiatives by supporting the development of the biomass industry in New York State and by providing financial incentives (“Incentives”) for the Installation of Biomass Boiler Systems that meet the requirements of the RHNY Biomass Boiler Program, NYSEDA and the Parties agree to be bound, for purposes of the RHNY Biomass Boiler Program, by the following terms and conditions; and

WHEREAS, the success and future of this publicly-funded program depends on the performance and integrity of the Parties in their dealings with the public and their Installation of Biomass Boiler Systems; and

WHEREAS, this Agreement has been designed to foster and protect the integrity of the RHNY Biomass Boiler Program, and will be enforced; and

WHEREAS, in its role as administrator of the RHNY Biomass Boiler Program NYSEDA reserves the right to deny Eligible Installer status to any applicant and to revoke such status where in its judgment such action is in the best interests of the RHNY Biomass Boiler Program.

Article 1: Eligible Customers

Incentives are available to small commercial and institutional customers, and residential home owners installing eligible equipment in their facilities located in New York State.

Article 2: Participation in the RHNY Biomass Boiler Program

Section 1: The Eligible Installer is authorized to submit Incentive Application(s) to the RHNY Biomass Boiler Program on behalf of the Contractor and their Customer(s). The Eligible Installer will be responsible for all Biomass Boiler System Installations for which an Incentive Application is submitted under this Agreement, regardless of whether the Installation was performed partially or completely by others. The Eligible Installer may have employees or subcontractors of the Contractor working under his/her supervision, but remains responsible for ensuring that all persons performing work under this Agreement are qualified, and comply with requirements of the RHNY Biomass Boiler Program and with this Agreement.

Section 2: Biomass Boiler System installations must comply with the “RHNY Biomass Boiler Program Manual - Attachment G to PON 3010” (Program Manual) in effect at the time of NYSERDA’s acceptance of the Incentive Application, and must conform to the corresponding NYSERDA-approved Incentive Application. The Program Manual identifies the current Incentives, rules for participation, submission requirements, Biomass Boiler System requirements, technical review processes, site visit protocols, and the procedures for securing Incentive payment. The RHNY Biomass Boiler Program and Program Manual may be changed by NYSERDA at any time, and changes will be applicable to all Biomass Boiler Systems not yet approved by NYSERDA. Notice of all such changes will be provided to the Parties via their Designated E-Mail Addresses, as identified on the signature page of this Agreement. Notice of all such changes will also be posted on NYSERDA’s website.

Section 3: The Parties and their employees and subcontractors shall treat Customers fairly and in good faith, and shall deliver promised services in a timely, responsible, professional, and competent manner. The Parties shall fairly represent NYSERDA’s RHNY Biomass Boiler Program and their relationship to NYSERDA to Customers and the public. If it is determined that the Parties are not fairly representing NYSERDA’s Program and/or their relationship for NYSERDA to customers and the public, an Eligible Installer’s status within the RHNY Biomass Boiler Program may be affected. Eligible Installer performance may be evaluated through planned and random system inspections. Written complaints received by NYSERDA from RHNY Biomass Boiler System Customers will be documented and investigated by NYSERDA or its representatives, and shared with the Eligible Installer.

Section 4: The Parties shall not subcontract to, employ, nor hire any individual to perform work related to an Incentive Application whose participation in any other NYSERDA program has been suspended or terminated, without NYSERDA’s prior written permission.

Article 3: RHNY Biomass Boiler Program Incentives and Payments

Section 1: The amounts, limitations, and availability of Incentives are as defined in the Program Manual in effect at the time that NYSERDA accepts the Incentive Application.

Section 2: NYSERDA reserves the right to change the RHNY Biomass Boiler Program Incentives in accordance with Program goals. Notice of all such changes will be provided to the Parties via their Designated E-Mail Address as identified on the signature page of this Agreement. Notice of all such changes will also be posted on NYSERDA’s website. Any change in Incentive levels will not affect Incentive Applications previously approved by NYSERDA. Incentive Applications not yet accepted by NYSERDA will be adjusted to the then-current Incentive level.

Section 3: Incentive payments which result from this Eligible Installer Agreement will be paid to the Contractor listed in this Eligible Installer Agreement. Acceptance by the Contractor of final payment shall release NYSERDA from all claims and liability of the Eligible Installer, the Contractor, representatives, and assigns to this Agreement. The Contractor is required to pass the entire approved Incentive to the Customer in a timely manner.

Section 4: NYSERDA reserves the right to withhold approval of Incentive Applications at any time, for any reason. NYSERDA will not process an Incentive Application submitted by an Eligible Installer whose status designation is Probationary, or if their Agreement has been terminated, or where the non-customer party to the Customer Purchase Agreement is the non-customer party where such Biomass Boiler Systems are the subject of unresolved application, installation, performance or customer dissatisfaction issues.

Section 5: NYSERDA may charge the Parties for any additional costs incurred if more than two design reviews or two site visits are necessary for any given Incentive Application, due to the failure by the Eligible Installer to respond to, make corrections, or complete modifications requested by NYSERDA.

Section 6: Notwithstanding any other provision of this Agreement, NYSERDA reserves the right to deny or alter payment of an Incentive, to exercise its Set-Off rights, or to seek reimbursement of incentives paid if, at any time, it learns that the approved Biomass Boiler system was not actually installed, was not installed by or under the supervision of the Eligible Installer, was not installed as required under the RHHY Biomass Boiler Program or this Agreement, was not installed according to the approved system design, or if a system was partially or completely installed prior to NYSERDA approval of the Incentive Application. NYSERDA may: (a) elect to not pay the incentive; (b) require changes before making any payments; (c) require reimbursement of incentives already paid unless the requested changes are made; or (d) withhold approval of Incentive Applications for other Biomass Boiler Systems.

Section 7: Incentive payments will be made pursuant to NYSERDA's Prompt Payment Policy as outlined in Exhibit B of this Agreement, subject to NYSERDA's Standard Terms and Conditions as described in Exhibit A of this Agreement.

Article 4: Obligations between the Parties and Eligible Customers

Section 1: The Parties shall execute a Customer Purchase Agreement with the Customer for each unique Biomass Boiler System. Each Customer Purchase Agreement shall meet the requirements identified in Section 6.5 of the RHHY Biomass Boiler Manual, inclusive of a full warranty to the Customer. The "Addendum to Customer Purchase Agreement - Attachment D of PON 3010" must also be executed between the Parties and the Customer, and must be incorporated into the Customer Purchase Agreement. An executed copy of the Customer Purchase Agreement and Addendum must accompany the Eligible Installer's Incentive Application submission. NYSERDA may reject an Incentive Application received by NYSERDA more than (30) days from the Customer's execution of the Customer Purchase Agreement.

Section 2: The Parties agree that NYSERDA may, at NYSERDA's discretion, communicate by voice and/or written format with any RHHY Biomass Boiler System Customer with respect to any matter relevant to a proposed or installed system. Such communications may be in reply to an inquiry from a Customer or at NYSERDA's initiation.

Article 5: Eligible Installer Status Designation

Section 1: Eligible Installers are assigned one of the Eligible Installer status designations (Designation): Full, Provisional, Probationary, Suspended, or Terminated. Each Designation shall be subject to the limitations or requirements associated with that Designation, as detailed below. NYSERDA reserves the right to modify the definitions, limitations, and requirements of these Designations at any time. NYSERDA retains sole discretion for determining the Eligible Installer's progression into and through each Designation. If NYSERDA determines that a remedy is required, the Eligible Installer's promptness in response will be considered when evaluating any change in status Designation. In all cases, NYSERDA's written decision is final.

Notification of any change in status Designation will be provided via letter from NYSERDA Program staff. This letter will provide:

- Identification of the new Eligible Installer Status Designation
- Explanation of the what caused the Designation change
- Limitations, if any, associated with the newly assigned Designation
- Identification of specific corrective actions that must be taken, and applicable timelines

Failures or violations that may result in a loss of applicable Incentives and possible termination of this Agreement include, but are not limited to:

- a. Failure to conform to the Eligible Installer Responsibilities.

- b. Failure to act professionally, fairly, and in good faith with the customer, NYSERDA, or NYSERDA's representatives.
- c. Failure to follow the RHNY Biomass Boiler Program requirements and procedures.
- d. Failure to conform to the Biomass Boiler System Requirements, approved Incentive Applications, and Prompt Delivery and Installation Requirements, as set forth herein.
- e. Providing inaccurate, false or misleading information verbally or in writing pertaining to the RHNY Biomass Boiler Program or the Eligible Installer's status in the RHNY Biomass Boiler Program to NYSERDA's representatives, customers, utility staff, local officials, the general public, or others.
- f. Failure to adequately and promptly address Biomass Boiler System problems as identified by NYSERDA or the customer.
- g. Repetitive errors in Biomass Boiler System design or performance calculations, or in the Biomass Boiler System Installation.
- h. Customer complaints that are substantiated and significant or that indicate repetitive failure to conform to RHNY Biomass Boiler Program requirements.
- i. Failure to honor the required minimum warranty.
- j. Failure to meet all reporting needs in a timely manner.
- k. Failure to adhere to the requirements of the Program Manual.

Section 2: Full Status: Eligible Installers not previously assigned any other Designation who have met all requirements of the RHNY Biomass Boiler Program, have and continue to demonstrate their ability to provide quality services utilizing industry standards and best practices, and abide by all other terms and conditions of this Agreement, shall be assigned the status of **Full Eligible Installer**.

- a. **Full Eligible Installers** are required to satisfy the training requirements of the RHNY Biomass Boiler Program, including successful completion of the *Hydronics for High-Efficiency Biomass Boilers* training. Failure to satisfy this Program requirement within six months of approval as a Provisional installer will result in automatic Designation to **Probationary status**.
- b. **Full Eligible Installers** shall submit a copy of their *Hydronics for High-Efficiency Biomass Boilers* training certificate of completion to NYSERDA, as needed to confirm this certification has been acquired or maintained.

Section 3: Provisional Status: Eligible Installers shall be assigned the status of **Provisional Eligible Installer** until they have satisfied all requirements to achieve **Full** status, including demonstration to NYSERDA of their ability to provide quality services utilizing industry standards and best practices. A **Provisional Eligible Installer** who fails to meet all requirements of the RHNY Biomass Boiler Program, and abide by all other terms and conditions of this Agreement, may be assigned **Probationary** status.

- a. **Provisional Eligible Installers** are listed on NYSERDA's website
- b. **Provisional Eligible Installers** are limited to submission of one (1) Incentive Application at a given time. Additional Incentive Application(s) shall not be submitted to and will not be accepted by NYSERDA until the previous Biomass Boiler System Installation has been satisfactorily completed by the Installer, and notification has been provided to the Eligible Installer that NYSERDA has completed a site inspection of the Biomass Boiler System to confirm compliance with all RHNY Biomass Boiler Program requirements. Following achievement of this milestone, **Provisional Eligible Installers** may then request NYSERDA evaluate their status Designation.
- c. **Provisional Eligible Installers** must have demonstrated successful completion of the *Hydronics for High-Efficiency Biomass Boilers* training for NYSERDA to consider a change in status to **Full Eligible Installer**.

Section 4: Probationary Status: Assigning the status of **Probationary** to an Eligible Installer will be based on their consistent failure to satisfy requirements of the RHNY Biomass Boiler Program, including failure to abide by the terms and conditions of this Agreement.

- a. **Probationary Eligible Installers** are not listed on NYSERDA's website
- b. **Probationary Eligible Installers** are not allowed to submit Incentive Applications

- c. **Probationary** Eligible Installers are only permitted to complete Biomass Boiler System Installations associated with previously submitted and approved Incentive Applications
- d. **Probationary** Eligible Installers shall complete Biomass Boiler System Installations associated with Incentive applications previously approved by NYSERDA in a manner which meets all RHNY Biomass Boiler Program requirements, to NYSERDA's satisfaction.
- e. **Probationary** Eligible Installers status designation is retained until such time as NYSERDA determines a change in status is in the best interests of the RHNY Biomass Boiler Program.

Section 5: Suspended status: Installers and Contractors that have failed to respond to prescriptive probation or have committed more serious violations of the RHNY Biomass Boiler Program rules will be placed in Suspended status.

Grounds for **suspension** include, but are not limited to, the following:

- a. The Probationary Eligible Installer fails to adequately fulfill the terms of the probationary period; or
- b. Is under investigation for, or has been determined to have engaged in practices that have put the public or Program at risk; or
- c. Fails to consistently deliver completed projects which pass the QA Checklist standard.

Section 6: NYSERDA may, in its sole discretion, **terminate** the Eligible Installer Agreement. **Termination** revokes the Eligible Installer Agreement and ends the Eligible Installer's on-going relationship with the Biomass Boiler Program.

Terminated Eligible Installers shall not represent themselves as Eligible Installers nor are they allowed to submit new Incentive Applications. The Eligible Installer's name will be permanently removed from the list of Eligible Installers posted on NYSERDA's website. Grounds for **termination** include, but are not limited to, the following:

- a. The **Probationary** Eligible Installer has either been unresponsive to, or failed to adequately fulfill, expectations required for their **Probationary** status to be upgraded;
- b. An Eligible Installer of any status misrepresents the RHNY Biomass Boiler Program, its relationship to the RHNY Biomass Boiler Program or information about the RHNY Biomass Boiler Program to potential or existing Customers;
- c. An Eligible Installer of any status falsifies documents (i.e. falsifying signatures and/or documents);
- d. An Eligible Installer of any status misrepresents the status of or information regarding a project to RHNY Biomass Boiler Program staff.

Article 7: Insurance Requirements

Section 1: The Installer/Contractor, at no additional cost to NYSERDA, shall maintain or cause to be maintained throughout the term of this Agreement, insurance of the types and in the amounts of this Agreement. All such insurance shall be evidenced by insurance policies, each of which shall: (1) reference this Agreement number and name or be endorsed to cover the Eligible Installer and the Contractor as the insured, and NYSERDA and the State of New York as additional insured, and reference all work to be performed under the RHNY Biomass Boiler Program; (2) provide that such policy may not be cancelled or modified until at least 30 days after receipt by NYSERDA of written notice thereof; (3) indicate that insurance covers NYSERDA's RHNY Biomass Boiler Program, including PON 3010, for installing Biomass Boiler Systems; and (4) be reasonably satisfactory to NYSERDA in all other respects. NYSERDA reserves the right to request insurance documentation and copies of subcontractor agreements for any subcontractor, and to request the identity of all individuals participating in the Biomass Boiler System installation.

Section 2: The types and amounts of insurance required to be maintained under this Section are as follows: (1) commercial general liability insurance for bodily injury liability, including death, and property damage liability, incurred in connection with the performance of this Agreement, with minimum limits of \$1,000,000 in respect of claims arising out of personal injury or sickness or death of any one person, \$1,000,000 in respect of claims arising out of personal injury, sickness or death in any one accident or disaster, and \$1,000,000 in respect of claims arising out of property damage in any one accident or disaster; and (2) commercial automobile liability insurance in respect of motor vehicles owned, licensed or hired by the Eligible Installer for bodily injury liability, including death and property damage, incurred in connection with the performance of this Agreement, with minimum limits of \$500,000 in respect of claims arising out of personal injury, or

sickness or death of any one person, \$1,000,000 in respect of claims arising out of personal injury, sickness or death in any one accident or disaster, and \$500,000 in respect of claims arising out of property damage in anyone accident or disaster.

Section 3: Not less than 15 days prior to the date any policy furnished or carried pursuant to this Agreement will expire, the Contractor or the Eligible Installer shall deliver to NYSERDA a certificate(s) of insurance evidencing the renewal of such policy(s), and the Contractor or the Eligible Installer shall promptly pay all premiums thereon due. No work shall be performed under this Agreement without current insurance. NYSERDA will not accept Incentive Applications or make payments under this Agreement without current insurance certificates.

Section 4: In the event of threatened legal action, claims, encumbrances, or liabilities that may affect NYSERDA hereunder, or if deemed necessary by NYSERDA due to events rendering a review necessary, the Eligible Installer or the Contractor shall deliver to NYSERDA a certified copy of each policy upon request.

Section 5: Within five working days, or contemporaneously with the requirements of each insurance policy, the Eligible Installer or the Contractor shall notify NYSERDA in writing of the occurrence of any accident, event or incident involving personal injury or property damage that might reasonably result in any complaint or claim, in law or in equity, against the Eligible Installer, the Contractor, any non-Customer party to the applicable Customer Purchase Agreement or NYSERDA.

Article 8: Indemnification

The Eligible Installer and the Contractor shall protect, indemnify, and hold harmless NYSERDA and the State of New York from, and against, all liabilities, losses, claims, damages, judgments, penalties, causes of action, costs and expenses (including, without limitation, experts' and/or attorney's fees and expenses) imposed upon, or incurred by, or asserted against, NYSERDA or the State of New York resulting from, arising out of or relating to the Eligible Installer's or the Contractor's performance of this Agreement. The obligations of the Eligible Installer and the Contractor under this section shall survive any expiration or termination of this Agreement, and shall not be limited by any enumeration herein of required insurance coverage.

Article 9: Miscellaneous

Section 1: NYSERDA does not endorse, guarantee, or warrant any particular manufacturer, product, the Eligible Installer, or the Contractor, and NYSERDA disavows and provides no warranties, expressed or implied, for any product or services that may be rendered hereunder. The Eligible Installer's and the Contractor's reliance on warranties is limited to any warranties that may arise from, or be provided by contractors, vendors, manufacturers, etc.

Section 2: The Parties acknowledge that neither NYSERDA nor any of its representatives are responsible for assuring that the design, engineering, construction and/or Installation of the Biomass Boiler System is proper or in compliance with any particular laws (including patent laws), regulations, codes, or industry standards. NYSERDA does not make any representations of any kind regarding the results to be achieved by any Biomass Boiler System, or the adequacy or safety of such measures. The scope of review by NYSERDA of the Installation of the Biomass Boiler Systems is limited solely to determining whether such Biomass Boiler Systems conform to Biomass Boiler Program terms, conditions, and requirements.

Section 3: This Agreement is the entire Agreement between NYSERDA, the Eligible Installer, and the Contractor and supersedes all other communications and representations. If either NYSERDA or the Parties desire to modify this Agreement, the modification must be in writing and signed by an authorized representative of the party against which enforcement of the modification is sought.

Section 4. The status of the Eligible Installer and the Contractor under this Agreement shall be that of an independent contractor and not that of an agent, and in accordance with such status, the Eligible Installer, the Contractor's subcontractors, the Contractor and their respective officers, agents, employees, representatives and servants shall at all times during the term of this Agreement conduct themselves in a manner consistent with such status and by reason of this

Agreement shall neither hold themselves out as, nor claim to be acting in the capacity of, officers, employees, agents, representatives or servants of NYSERDA nor make any claim, demand or application for any right or privilege applicable to NYSERDA, including, without limitation, rights or privileges derived from workers' compensation coverage, unemployment insurance benefits, social security coverage and retirement membership or credit.

Section 5: The Parties shall collaborate with NYSERDA's Director of Communications to prepare any press release and to plan for any news conference concerning Biomass Boiler Systems installed under the RHNY Biomass Boiler Program. In addition the Eligible Installer or Contractor shall notify NYSERDA's Director of Communications regarding any media interview involving Biomass Boiler Systems installed under the RHNY Biomass Boiler Program.

Section 6: Commercial promotional materials, advertisements, informational brochures, and web site content produced by the Eligible Installer, the Contractor, or customer shall credit NYSERDA and shall be submitted to NYSERDA for review and recommendations to improve their effectiveness prior to use. Such content may be approved in advance by NYSERDA, and, after initial approval, such content may be used in subsequent promotional materials or advertisements without additional approvals. In the event that NYSERDA determines that the Eligible Installer or Contractor is presenting or publishing incorrect or misleading information regarding the Biomass Boiler Program or Eligible Installer's status in the RHNY Biomass Boiler Program the Eligible Installer or Contractor agrees to make appropriate modifications promptly upon notification by NYSERDA. If a website maintained by or for the Eligible Installer or Contractor includes references to NYSERDA and/or the RHNY Biomass Boiler Program, the website must include the following link:
<http://www.nyserda.ny.gov/renewableheat>

Section 7: This Agreement does not commit NYSERDA to approve an Incentive Application, pay any costs incurred in preparing an Incentive Application, or to procure or contract for services or supplies. NYSERDA reserves the right to accept or reject any or all Incentive Applications received, to negotiate with all qualified sources, or to cancel in part or in its entirety PON 3010 when it is in NYSERDA's best interest.

Section 8: This Agreement may be terminated by NYSERDA at any time upon notice to the Eligible Installer. If the Eligible Installer wishes to cancel or terminate this Agreement, NYSERDA may seek reimbursement of any incentives provided by NYSERDA regarding Biomass Boiler Systems that have not been completely installed and commissioned as required in this Agreement.

Section 9: Eligible Installer agrees and consents to receive notices at the Designated E-Mail Addresses provided on the Signature Form of this Agreement.

Section 10: The Eligible Installer shall disclose any indictment for any alleged felony, or any conviction for a felony within the past five years, under the laws of the United States or any state or territory of the United States, and shall describe circumstances for each. This disclosure requirement extends to the Contractor and its officers, partners, and directors or members of any similarly governing body. If an indictment or conviction should come to the attention of NYSERDA after the execution of this Agreement, NYSERDA may exercise its stop-work right pending further investigation, or terminate the Agreement; the Eligible Installer and/or Contractor may be subject to penalties for violation of any law which may apply in the particular circumstances. The Eligible Installer and/or Contractor must also disclose if they have ever been debarred or suspended by any agency of the U.S. Government or the New York State Department of Labor.

PON 3010 – RENEWABLE HEAT NEW YORK BIOMASS BOILER PROGRAM
Eligible Installer Agreement No. _____

SIGNATURE FORM

The Eligible Installer and Contractor certify that all of the information provided in the RHNY Biomass Boiler Program Installer Eligibility Application, including any attachments, is true and accurate, to the best of their knowledge. The Eligible Installer and Contractor have read and understand this RHNY Biomass Boiler Program Eligible Installer Agreement and agree to abide by all terms and conditions; agree that all Biomass Boiler Systems will be designed and installed in accordance with PON 3010 and the Program Manual and in compliance with all applicable codes, accepted industry standards and best practices. The Eligible Installer and the Contractor acknowledge that failure to adhere to the terms and conditions of participation in the RHNY Biomass Boiler Program or to otherwise fail to follow RHNY Biomass Boiler Program requirements and procedures may result in a change to their status designation, including termination of this Eligible Installer Agreement. NYSERDA reserves the right to modify the provisions of this Agreement at any time during the term of this Agreement.

This Agreement shall become effective and binding when executed by the Eligible Installer, the Contractor and NYSERDA. A newly signed Signature Form shall be submitted to NYSERDA on or before June 30th of each year following initial execution of this Agreement for the Eligible Installer to retain **Full** or **Provisional** status. If a **Probationary** Eligible Installer's Agreement is not executed by NYSERDA on or before July 1st of any given year, their Eligible Installer status is automatically changed to **Terminated**. The obligation of the Eligible Installer and Contractor with respect to approved applications shall survive any expiration or termination of this Agreement. Execution of this Signature Form by NYSERDA will continue the Eligible Installer Agreement under the terms and conditions outlined in this Agreement and its attachments.

IN WITNESS WHEREOF, intending to be bound, NYSERDA, the Eligible Installer, and the Contractor have executed this Agreement.

Eligible Installer Name (print name): _____

Eligible Installer Signature: _____ Date: _____

Designated E-Mail Address: _____

Contractor – Company name: _____

Legal signatory name and title: _____

Signature of Representative: _____ Date: _____

Designated E-Mail Address: _____

NYSERDA Authorized Representative:

Signature: _____ Date: _____

Name and Title: _____

EXHIBIT A

REVISED 5/12

STANDARD TERMS AND CONDITIONS
FOR ALL NYSERDA AGREEMENTS

(Based on Standard Clauses for New York State Contracts and Tax Law Section 5-a)

The parties to the Agreement agree to be bound by the following clauses which are hereby made a part of the Agreement:

1. NON-DISCRIMINATION REQUIREMENTS. To the extent required by Article 15 of the Executive Law (also known as the Human Rights Law) and all other State and Federal statutory and constitutional non-discrimination provisions, the Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, sexual orientation, age, disability, genetic predisposition or carrier status, or marital status. Furthermore, in accordance with Section 220-e of the Labor Law, if this is an Agreement for the construction, alteration or repair of any public building or public work or for the manufacture, sale or distribution of materials, equipment or supplies, and to the extent that this Agreement shall be performed within the State of New York, Contractor agrees that neither it nor its subcontractors shall, by reason of race, creed, color, disability, sex or national origin: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this Agreement. If this is a building service Agreement as defined in Section 230 of the Labor Law, then, in accordance with Section 239 thereof, Contractor agrees that neither it nor its subcontractors shall, by reason of race, creed, color, national origin, age, sex or disability: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this contract. Contractor is subject to fines of \$50.00 per person per day for any violation of Section 220-e or Section 239 as well as possible termination of this Agreement and forfeiture of all moneys due hereunder for a second subsequent violation.

2. WAGE AND HOURS PROVISIONS. If this is a public work Agreement covered by Article 8 of the Labor Law or a building service Agreement covered by Article 9 thereof, neither Contractor's employees nor the employees of its subcontractors may be required or permitted to work more than the number of hours or days stated in said statutes, except as otherwise provided in the Labor Law and as set forth in prevailing wage and supplement schedules issued by the State Labor Department. Furthermore, Contractor and its subcontractors must pay at least the prevailing wage rate and pay or provide the prevailing supplements, including the premium rates for overtime pay, as determined by the State Labor Department in accordance with the Labor Law. Additionally, effective April 28, 2008, if this is a public work contract covered by Article 8 of the Labor Law, the Contractor understands and agrees that the filing of payrolls in a manner consistent with Subdivision 3-a of Section 220 of the Labor Law shall be a condition precedent to payment by NYSERDA of any NYSERDA-approved sums due and owing for work done upon the project.

3. NON-COLLUSIVE BIDDING REQUIREMENT. In accordance with Section 2878 of the Public Authorities Law, if this Agreement was awarded based upon the submission of bids, Contractor warrants, under penalty of perjury, that its bid was arrived at independently and without collusion aimed at restricting competition. Contractor further warrants that, at the time Contractor submitted its bid, an authorized and responsible person executed and delivered to NYSERDA a non-collusive bidding certification on Contractor's behalf.

4. INTERNATIONAL BOYCOTT PROHIBITION. If this Agreement exceeds \$5,000, the Contractor agrees, as a material condition of the Agreement, that neither the Contractor nor any substantially owned or affiliated person, firm, partnership or corporation has participated, is participating, or shall participate in an international boycott in violation of the Federal Export Administration Act of 1979 (50 USC App. Sections 2401 et seq.) or regulations thereunder. If such Contractor, or any of the aforesaid affiliates of Contractor, is convicted or is otherwise found to have violated said laws or regulations upon the final determination of the United States Commerce Department or any other appropriate agency of the United States subsequent to the Agreement's execution, such Agreement, amendment or modification thereto shall be rendered forfeit and void. The Contractor shall so notify NYSERDA within five (5) business days of such conviction, determination or disposition of appeal. (See and compare Section 220-f of the Labor Law, Section 139-h of the State Finance Law, and 2 NYCRR 105.4).

5. SET-OFF RIGHTS. NYSERDA shall have all of its common law and statutory rights of set-off. These rights shall include, but not be limited to, NYSERDA's option to withhold for the purposes of set-off any moneys due to the Contractor under this Agreement up to any amounts due and owing to NYSERDA with regard to this Agreement, any other Agreement, including any Agreement for a term commencing prior to the term of this Agreement, plus any amounts due and owing to NYSERDA for any other reason including, without limitation, tax delinquencies, fee delinquencies or monetary penalties relative thereto.

6. PROPRIETARY INFORMATION. Notwithstanding any provisions to the contrary in the Agreement, Contractor and NYSERDA acknowledge and agree that all information, in any format, submitted to NYSERDA shall be subject to and treated in accordance with the NYS Freedom of Information Law ("FOIL," Public Officers Law, Article 6). Pursuant to FOIL, NYSERDA is required to make available to the public, upon request, records or portions thereof which it possesses, unless that information is statutorily exempt from disclosure. Therefore, unless the Agreement specifically requires otherwise, Contractor should submit information to NYSERDA in a non-confidential, non-proprietary format. FOIL does provide that NYSERDA may deny access to records or portions thereof that "are trade secrets or are submitted to an agency by a commercial enterprise or derived from information obtained from a commercial enterprise and which if disclosed would cause substantial injury to the competitive position of the subject enterprise." [See Public Officers Law, § 87(2)(d)]. Accordingly, if the Agreement specifically requires submission of information in a format Contractor considers a proprietary and/or confidential trade secret, Contractor shall fully identify and plainly label the information "confidential" or "proprietary" at the time of disclosure. By so marking such information, Contractor represents that the information has actual or potential specific commercial or competitive value to the competitors of Contractor. Without limitation, information will not be considered confidential or proprietary if it is or has been (i) generally known or available from other sources without obligation concerning its confidentiality; (ii) made available by the owner to others without obligation concerning its confidentiality; or (iii) already available to NYSERDA without obligation concerning its confidentiality. In the event of a FOIL request, it is NYSERDA's policy to consider records as marked above pursuant to the trade secret exemption procedure set forth in 21 New York Codes Rules & Regulations § 501.6 and any other applicable law or regulation. However, NYSERDA cannot guarantee the confidentiality of any information submitted. More information on FOIL, and the relevant statutory law and regulations, can be found at the website for the Committee on Open Government (<http://www.dos.state.ny.us/coog/foil2.html>) and NYSERDA's Regulations, Part 501 (<http://www.nyserda.ny.gov/en/About/~media/Files/About/Contact/NYSERDARegulations.ashx>).

7. IDENTIFYING INFORMATION AND PRIVACY NOTIFICATION. (a) FEDERAL EMPLOYER IDENTIFICATION NUMBER and/or FEDERAL SOCIAL SECURITY NUMBER. As a condition to NYSERDA's obligation to pay any invoices submitted by Contractor pursuant to this Agreement, Contractor

shall provide to NYSERDA its Federal employer identification number or Federal social security number, or both such numbers when the Contractor has both such numbers. Where the Contractor does not have such number or numbers, the Contractor must give the reason or reasons why the payee does not have such number or numbers.

(b) **PRIVACY NOTIFICATION.** The authority to request the above personal information from a seller of goods or services or a lessor of real or personal property, and the authority to maintain such information, is found in Section 5 of the State Tax Law. Disclosure of this information by Contractor to the State is mandatory. The principal purpose for which the information is collected is to enable the State to identify individuals, businesses and others who have been delinquent in filing tax returns or may have understated their tax liabilities and to generally identify persons affected by the taxes administered by the Commissioner of Taxation and Finance. The information will be used for tax administration purposes and for any other purpose authorized by law.

8. **CONFLICTING TERMS.** In the event of a conflict between the terms of the Agreement (including any and all attachments thereto and amendments thereof) and the terms of this Exhibit A, the terms of this Exhibit A shall control.

9. **GOVERNING LAW.** This Agreement shall be governed by the laws of the State of New York except where the Federal supremacy clause requires otherwise.

10. **NO ARBITRATION.** Disputes involving this Agreement, including the breach or alleged breach thereof, may not be submitted to binding arbitration (except where statutorily required) without the NYSERDA's written consent, but must, instead, be heard in a court of competent jurisdiction of the State of New York.

11. **SERVICE OF PROCESS.** In addition to the methods of service allowed by the State Civil Practice Law and Rules ("CPLR"), Contractor hereby consents to service of process upon it by registered or certified mail, return receipt requested. Service hereunder shall be complete upon Contractor's actual receipt of process or upon NYSERDA's receipt of the return thereof by the United States Postal Service as refused or undeliverable. Contractor must promptly notify NYSERDA, in writing, of each and every change of address to which service of process can be made. Service by NYSERDA to the last known address shall be sufficient. Contractor will have thirty (30) calendar days after service hereunder is complete in which to respond.

12. **CRIMINAL ACTIVITY.** If subsequent to the effectiveness of this Agreement, NYSERDA comes to know of any allegation previously unknown to it that the Contractor or any of its principals is under indictment for a felony, or has been, within five (5) years prior to submission of the Contractor's proposal to NYSERDA, convicted of a felony, under the laws of the United States or Territory of the United States, then NYSERDA may exercise its stop work right under this Agreement. If subsequent to the effectiveness of this Agreement, NYSERDA comes to know of the fact, previously unknown to it, that Contractor or any of its principals is under such indictment or has been so convicted, then NYSERDA may exercise its right to terminate this Agreement. If the Contractor knowingly withheld information about such an indictment or conviction, NYSERDA may declare the Agreement null and void and may seek legal remedies against the Contractor and its principals. The Contractor or its principals may also be subject to penalties for any violation of law which may apply in the particular circumstances. For a Contractor which is an association, partnership, corporation, or other organization, the provisions of this paragraph apply to any such indictment or conviction of the organization itself or any of its officers, partners, or directors or members of any similar governing body, as applicable.

13. PERMITS. It is the responsibility of the Contractor to acquire and maintain, at its own cost, any and all permits, licenses, easements, waivers and permissions of every nature necessary to perform the work.

14. PROHIBITION ON PURCHASE OF TROPICAL HARDWOODS. The Contractor certifies and warrants that all wood products to be used under this Agreement will be in accordance with, but not limited to, the specifications and provisions of State Finance Law Section 165 (Use of Tropical Hardwoods), which prohibits purchase and use of tropical hardwoods, unless specifically exempted by NYSERDA.

15. OMNIBUS PROCUREMENT ACT OF 1992. It is the policy of New York State to maximize opportunities for the participation of New York State business enterprises, including minority and women-owned business enterprises as bidders, subcontractors and suppliers on its procurement contracts.

Information on the availability of New York State subcontractors and suppliers is available from:

NYS Department of Economic Development
Division for Small Business
30 South Pearl St -- 7th Floor
Albany, New York 12245
Telephone: 518-292-5220
Fax: 518-292-5884
<http://www.esd.ny.gov>

A directory of certified minority and women-owned business enterprises is available from:

NYS Department of Economic Development
Division of Minority and Women's Business Development
30 South Pearl St -- 2nd Floor
Albany, New York 12245
Telephone: 518-292-5250
Fax: 518-292-5803
<http://www.empire.state.ny.us>

The Omnibus Procurement Act of 1992 requires that by signing this Agreement, Contractors certify that whenever the total amount is greater than \$1 million:

(a) The Contractor has made reasonable efforts to encourage the participation of New York State Business Enterprises as suppliers and subcontractors, including certified minority and women-owned business enterprises, on this project, and has retained the documentation of these efforts to be provided upon request to the State;

(b) The Contractor has complied with the Federal Equal Opportunity Act of 1972 (P.L. 92-261), as amended;

(c) The Contractor agrees to make reasonable efforts to provide notification to New York State residents of employment opportunities on this project through listing any such positions with the Job Service Division of the New York State Department of Labor, or providing such notification in such manner as is consistent with existing collective bargaining contracts or agreements. The Contractor agrees to document these efforts and to provide said documentation to the State upon request; and

(d) The Contractor acknowledges notice that the State may seek to obtain offset credits from foreign countries as a result of this contract and agrees to cooperate with the State in these efforts.

16. RECIPROCITY AND SANCTIONS PROVISIONS. Bidders are hereby notified that if their principal place of business is located in a country, nation, province, state or political subdivision that penalizes New York State vendors, and if the goods or services they offer will be substantially produced or performed outside New York State, the Omnibus Procurement Act 1994 and 2000 amendments (Chapter 684 and Chapter 383, respectively) require that they be denied contracts which they would otherwise obtain. NOTE: As of May 15, 2002, the list of discriminatory jurisdictions subject to this provision includes the states of South Carolina, Alaska, West Virginia, Wyoming, Louisiana and Hawaii. Contact NYS Department of Economic Development for a current list of jurisdictions subject to this provision.

17. COMPLIANCE WITH NEW YORK STATE INFORMATION SECURITY BREACH AND NOTIFICATION ACT. Contractor shall comply with the provisions of the New York State Information Security Breach and Notification Act (General Business Law Section 899-aa; State Technology Law Section 208).

18. PROCUREMENT LOBBYING. To the extent this Agreement is a “procurement contract” as defined by State Finance Law Sections 139-j and 139-k, by signing this Agreement the Contractor certifies and affirms that all disclosures made in accordance with State Finance Law Sections 139-j and 139-k are complete, true and accurate. In the event such certification is found to be intentionally false or intentionally incomplete, NYSEDA may terminate the agreement by providing written notification to the Contractor in accordance with the terms of the agreement.

19. COMPLIANCE WITH TAX LAW SECTION 5-a. The following provisions apply to Contractors that have entered into agreements in an amount exceeding \$100,000 for the purchase of goods and services:

- a) Before such agreement can take effect, the Contractor must have on file with the New York State Department of Taxation and Finance a Contractor Certification form (ST-220-TD).
- b) Prior to entering into such an agreement, the Contractor is required to provide NYSEDA with a completed Contractor Certification to Covered Agency form (Form ST-220-CA).
- c) Prior to any renewal period (if applicable) under the agreement, the Contractor is required to provide NYSEDA with a completed Form ST-220-CA.

Certifications referenced in paragraphs (b) and (c) above will be maintained by NYSEDA and made a part hereof and incorporated herein by reference.

NYSEDA reserves the right to terminate this agreement in the event it is found that the certification filed by the Contractor in accordance with Tax Law Section 5-a was false when made.

20. IRANIAN ENERGY SECTOR DIVESTMENT. In accordance with Section 2879-c of the Public Authorities Law, by signing this contract, each person and each person signing on behalf of any other party certifies, and in the case of a joint bid or partnership each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each person is not on the list created pursuant to paragraph (b) of subdivision 3 of [section 165-a of the State Finance Law](#) (See www.ogs.ny.gov/about/regs/ida.asp).

EXHIBIT B

NYSERDA PROMPT PAYMENT POLICY STATEMENT

504.1. Purpose and Applicability. (a) The purpose of this Exhibit is to provide a description of Part 504 of NYSERDA's regulations, which consists of NYSERDA's policy for making payment promptly on amounts properly due and owing by NYSERDA under this Agreement. The section numbers used in this document correspond to the section numbers appearing in Part 504 of the regulations.¹

(b) This Exhibit applies generally to payments due and owing by the NYSERDA to the Contractor pursuant to this Agreement. However, this Exhibit does not apply to Payments due and owing when NYSERDA is exercising a Set-Off against all or part of the Payment, or if a State or Federal law, rule or regulation specifically requires otherwise.

504.2. Definitions. Capitalized terms not otherwise defined in this Exhibit shall have the same meaning as set forth earlier in this Agreement. In addition to said terms, the following terms shall have the following meanings, unless the context shall indicate another or different meaning or intent:

- (a) "Date of Payment" means the date on which NYSERDA requisitions a check from its statutory fiscal agent, the Department of Taxation and Finance, to make a Payment.
- (b) "Designated Payment Office" means the Office of NYSERDA's Controller, located at 17 Columbia Circle, Albany, New York 12203.
- (c) "Payment" means payment properly due and owing to Contractor pursuant to this Agreement.
- (d) "Prompt Payment" means a Payment within the time periods applicable pursuant to Sections 504.3 through 504.5 of this Exhibit in order for NYSERDA not to be liable for interest pursuant to Section 504.6.
- (e) "Payment Due Date" means the date by which the Date of Payment must occur, in accordance with the provisions of Sections 504.3 through 504.5 of this Exhibit, in order for NYSERDA not to be liable for interest pursuant to Section 504.6.
- (f) "Proper Invoice" means a written request for Payment that is submitted by a Contractor setting forth the description, price or cost, and quantity of goods, property or services delivered or rendered, in such form, and supported by such other substantiating documentation, as NYSERDA may reasonably require, including but not limited to any requirements set forth in Exhibits A or B to this Agreement; and addressed to NYSERDA's Controller, marked "Attention: Accounts Payable," at the Designated Payment Office.
- (g) (1) "Receipt of an Invoice" means:
- (i) if the Payment is one for which an invoice is required, the later of:

¹ This is only a summary; the full text of Part 504 can be accessed at:
<http://www.nyserda.ny.gov/en/About/~media/Files/About/Contact/NYSERDARegulations.ashx>

(a) the date on which a Proper Invoice is actually received in the Designated Payment Office during normal business hours; or

(b) the date by which, during normal business hours, NYSERDA has actually received all the purchased goods, property or services covered by a Proper Invoice previously received in the Designated Payment Office.

(ii) if the Agreement provides that a Payment will be made on a specific date or at a predetermined interval, without having to submit a written invoice the 30th calendar day, excluding legal holidays, before the date so specified or predetermined.

(2) For purposes of this subdivision, if the Agreement requires a multifaceted, completed or working system, or delivery of no less than a specified quantity of goods, property or services and only a portion of such systems or less than the required goods, property or services are working, completed or delivered, even though the Contractor has invoiced NYSERDA for the portion working, completed or delivered, NYSERDA will not be in Receipt of an Invoice until the specified minimum amount of the systems, goods, property or services are working, completed or delivered.

(h) “Set-off” means the reduction by NYSERDA of a payment due a Contractor by an amount equal to the amount of an unpaid legally enforceable debt owed by the Contractor to NYSERDA.

504.3. Prompt Payment Schedule. Except as otherwise provided by law or regulation or in Sections 504.4 and 504.5 of this Exhibit, the Date of Payment by NYSERDA of an amount properly due and owing under this Agreement shall be no later than thirty (30) calendar days, excluding legal holidays, after Receipt of a Proper Invoice.

504.4. Payment Procedures.

(a) Unless otherwise specified in this Agreement, a Proper Invoice submitted by the Contractor to the Designated Payment Office shall be required to initiate payment for goods, property or services. As soon as any invoice is received in the Designated Payment Office during normal business hours, such invoice shall be date-stamped. The invoice shall then promptly be reviewed by NYSERDA.

(b) NYSERDA shall notify the Contractor within fifteen (15) calendar days after Receipt of an Invoice of:

- (1) any defects in the delivered goods, property or services;
- (2) any defects in the invoice; or
- (3) suspected improprieties of any kind.

(c) The existence of any defects or suspected improprieties shall prevent the commencement of

the time period specified in Section 504.3 until any such defects or improprieties are corrected or otherwise resolved.

(d) If NYSERDA fails to notify a Contractor of a defect or impropriety within the fifteen (15) calendar day period specified in subdivision (b) of this section, the sole effect shall be that the number of days allowed for Payment shall be reduced by the number of days between the 15th day and the day that notification was transmitted to the Contractor. If NYSERDA fails to provide reasonable grounds for its contention that a defect or impropriety exists, the sole effect shall be that the Payment Due Date shall be calculated using the original date of Receipt of an Invoice.

(e) In the absence of any defect or suspected impropriety, or upon satisfactory correction or resolution of a defect or suspected impropriety, NYSERDA shall make Payment, consistent with any such correction or resolution and the provisions of this Exhibit.

504.5. Exceptions and Extension of Payment Due Date. NYSERDA has determined that, notwithstanding the provisions of Sections 504.3 and 504.4 of this Exhibit, any of the following facts or circumstances, which may occur concurrently or consecutively, reasonably justify extension of the Payment Due Date:

(a) If this Agreement provides Payment will be made on a specific date or at a predetermined interval, without having to submit a written invoice, if any documentation, supporting data, performance verification, or notice specifically required by this Agreement or other State or Federal mandate has not been submitted to NYSERDA on a timely basis, then the Payment Due Date shall be extended by the number of calendar days from the date by which all such matter was to be submitted to NYSERDA and the date when NYSERDA has actually received such matter.

(b) If an inspection or testing period, performance verification, audit or other review or documentation independent of the Contractor is specifically required by this Agreement or by other State or Federal mandate, whether to be performed by or on behalf of NYSERDA or another entity, or is specifically permitted by this Agreement or by other State or Federal provision and NYSERDA or other entity with the right to do so elects to have such activity or documentation undertaken, then the Payment Due Date shall be extended by the number of calendar days from the date of Receipt of an Invoice to the date when any such activity or documentation has been completed, NYSERDA has actually received the results of such activity or documentation conducted by another entity, and any deficiencies identified or issues raised as a result of such activity or documentation have been corrected or otherwise resolved.

(c) If an invoice must be examined by a State or Federal agency, or by another party contributing to the funding of the Contract, prior to Payment, then the Payment Due Date shall be extended by the number of calendar days from the date of Receipt of an Invoice to the date when the State or Federal agency, or other contributing party to the Contract, has completed the inspection, advised NYSERDA of the results of the inspection, and any deficiencies identified or issues raised as a result of such inspection have been corrected or otherwise resolved.

(d) If appropriated funds from which Payment is to be made have not yet been appropriated or, if appropriated, not yet been made available to NYSERDA, then the Payment Due Date shall be extended by the number of calendar days from the date of Receipt of an Invoice to the date when

such funds are made available to NYSERDA.

504.6. Interest Eligibility and Computation. If NYSERDA fails to make Prompt Payment, NYSERDA shall pay interest to the Contractor on the Payment when such interest computed as provided herein is equal to or more than ten dollars (\$10.00). Interest shall be computed and accrue at the daily rate in effect on the Date of Payment, as set by the New York State Tax Commission for corporate taxes pursuant to Section 1096(e)(1) of the Tax Law. Interest on such a Payment shall be computed for the period beginning on the day after the Payment Due Date and ending on the Date of Payment.

504.7. Sources of Funds to Pay Interest. Any interest payable by NYSERDA pursuant to Exhibit shall be paid only from the same accounts, funds, or appropriations that are lawfully available to make the related Payment.

504.8. Incorporation of Prompt Payment Policy Statement into Contracts. The provisions of this Exhibit shall apply to all Payments as they become due and owing pursuant to the terms and conditions of this Agreement, notwithstanding that NYSERDA may subsequently amend its Prompt Payment Policy by further rulemaking.

504.9. Notice of Objection. Contractor may object to any action taken by NYSERDA pursuant to this Exhibit that prevents the commencement of the time in which interest will be paid by submitting a written notice of objection to NYSERDA. Such notice shall be signed and dated and concisely and clearly set forth the basis for the objection and be addressed to the Vice President, New York State Energy Research and Development Authority, at the notice address set forth in Exhibit A to this Agreement. The Vice President of NYSERDA, or his or her designee, shall review the objection for purposes of affirming or modifying NYSERDA's action. Within fifteen (15) working days of the receipt of the objection, the Vice President, or his or her designee, shall notify the Contractor either that NYSERDA's action is affirmed or that it is modified or that, due to the complexity of the issue, additional time is needed to conduct the review; provided, however, in no event shall the extended review period exceed thirty (30) working days.

504.10. Judicial Review. Any determination made by NYSERDA pursuant to this Exhibit that prevents the commencement of the time in which interest will be paid is subject to judicial review in a proceeding pursuant to Article 78 of the Civil Practice Law and Rules. Such proceedings shall only be commenced upon completion of the review procedure specified in Section 504.9 of this Exhibit or any other review procedure that may be specified in this Agreement or by other law, rule, or regulation.

504.11. Court Action or Other Legal Processes.

(a) Notwithstanding any other law to the contrary, the liability of NYSERDA to make an interest payment to a Contractor pursuant to this Exhibit shall not extend beyond the date of a notice of intention to file a claim, the date of a notice of a claim, or the date commencing a legal action for the payment of such interest, whichever occurs first.

(b) With respect to the court action or other legal processes referred to in subdivision (a) of this section, any interest obligation incurred by NYSERDA after the date specified therein pursuant to

any provision of law other than Public Authorities Law Section 2880 shall be determined as prescribed by such separate provision of law, shall be paid as directed by the court, and shall be paid from any source of funds available for that purpose.]