

TOWN OF NORWOOD

COMMERCIAL / INDUSTRIAL

LIGHTING RETROFIT

PROGRAM

APPLICATION

AND

DIRECTIONS

**Commercial / Industrial Lighting Retrofit Program.** This program is designed to help our business customers use energy efficient lighting to meet their lighting needs. By participating in this program our commercial customers will not only be reducing their own electric bills, they will also be assisting the Town and its Electric Department in its goal to conserve energy and save money. This program is administered by Energy New England (ENE) and all applications should be sent to ENE at [solutions@ene.org](mailto:solutions@ene.org).

This program has been divided into four groups; (1) municipal, (2) small commercial, (3) medium commercial, and (4) large commercial / industrial. The Town of Norwood will contribute a percentage (maximum of fifty percent) of the project cost, or up to certain specified limits depending upon the size of the customer. The breakdown is as follows;

	<u>GROUP NAME</u>	<u>CUSTOMER SIZE</u>	<u>NLD MAX. CONTRIBUTION</u>
GROUP 1	MUNICIPAL	ALLSIZES	\$ 15,000
GROUP 2	SMALL COMM.	LESS THAN 100 KVA	\$ 4,000
GROUP 3	MEDIUM COMM.	100 TO 500 KVA	\$ 9,000
GROUP 4	LARGE COMM.	LARGER THAN 500 KVA	\$ 15,000

We would like to see all of our business customers take advantage of this worthwhile program in order to reduce their energy demand and to lessen their electric bills. Project proposals will be analyzed according to greatest kilowatt reduction during peak periods per cost of the project (NLD contribution).

Applications will be reviewed on a first-come-first-serve basis and the NLD will determine whether it deems a project worthwhile. NLD determination as to whether a project is worthwhile is final and not subject to review. **Any work performed prior to the ENE pre-installation audit will not be eligible for reimbursement. Both a pre-installation and a post installation audit are required.**

The NLD hopes this program will continue for many years and would like all its business customers to participate in this program. Many customers may be surprised to find that up to 33% of their electrical consumption could be from lighting. By retrofitting their existing lighting, customers can realize substantial and ongoing savings. If you have any further questions concerning this program you may call Energy New England at (888) 772-4242 or email them at [solutions@ene.org](mailto:solutions@ene.org). The mailing address for Energy New England is 5 Hampshire St., Suite 100, Mansfield, MA 02048.

## **Application Directions**

All information must be completed legibly before the application will be reviewed, otherwise it will be returned. If you are unsure of any part of this application, you may call Energy New England at (888) 772-4242 or email them at [solutions@ene.org](mailto:solutions@ene.org). The contribution amount that the "Customer" requests should be \$4000, \$9000, \$15000 (depending on the size of the customer), or fifty percent of the project cost, whichever is less.

### **In Which Group Do I Belong?**

In order to determine which group your company should be in you should review your electric consumption for the past year. Then take your highest kilowatt-hour usage for the year and divide by 225 hours. For example, a company looks at their twelve bills for the year and finds that in July they used 67,500 kilowatt-hours (which was their peak for the year). To determine the group where they belong they must do the following;

$$67,500 \text{ kilowatt-hours} / 225 \text{ hours} = 300 \text{ Kilowatts}$$

For group classification, kilowatts (KW) can be considered equivalent to KVA. Therefore, in the example above, that company would be in Group 3 and could be given a maximum of \$9,000 to retrofit their lighting.

### **How do I fill-out the Application?**

The application must be submitted by the NLD Customer, but it can be filled-out by an electrician or a Conservation Company that performs lighting audits.

### **Location**

The fixture locations must be precise so that when a representative of ENE goes to the facility they can easily find where the work is to be performed.

### **Energy Savings**

The Energy Savings section is simply a breakdown of the information gathered in the "Existing" and "Proposed" parts of the application.

### **Labor, Materials, and Equipment**

This section is a breakdown of the project cost according to the cost of Labor (for example, one licensed electrician and an apprentice), the cost of materials (lamps, fixtures, etc.), and the cost of any equipment (for example, hydraulic lift, scaffolding) that may be necessary to perform the retrofit.

## Terms & Conditions

### 1. Customer Application

- (a) All information must be answered completely. Failure to complete any part of the application will make it unacceptable.
- (b) This is a lighting retrofit program, not a lighting redesign program.
- (c) ENE will review the Customer's application and reserves the right to reject or modify any calculations based on its own analysis.

### 2. Application Does Not Guarantee the Proposal will be Accepted

All project proposals will be analyzed, and rebates will be reviewed to ensure there is a reasonable cost per kilowatt reduction.

### 3. Eligibility

All NLD commercial and industrial customers are eligible provided that their electric bill is **paid up-to-date**.

### 4. Pre-Approval and Pre-Installation Survey

The NLD is not bound to contribute money towards any project. If the NLD decides to contribute to a specific project the customer will be notified in writing by ENE. A pre-inspection to verify the application information must be performed by ENE prior to any work being performed.

### 5. Post-Installation Verification

The NLD will not pay any contributions until ENE has performed a post-installation verification of the installation. If the NLD determines that the lighting retrofits were not installed in a manner that is consistent with the purpose of achieving energy savings or if the installation was not consistent with generally accepted good engineering practices, the NLD may require changes before making any payments.

### 6. Monitoring

ENE shall perform pre- and post- installation audits of the installed retrofits in order to determine the actual kilowatt reduction and energy savings.

### 7. Incentive Amounts

(a) Incentive Amounts will be based upon the amount of kilowatt reduction that can be attained during peak periods per cost of the project. The NLD will contribute a maximum of fifty percent of the project cost up to certain specified limits (see below). In addition, the NLD reserves the right to adjust the amount requested or negotiate a lower amount.

	<u>CUSTOMER SIZE</u>	<u>NLD MAX. CONTRIB</u>
GROUP 1	Municipal	\$ 15,000
GROUP 2	Less than 100 KVA	\$ 4,000
GROUP 3	100 to 500 KVA	\$ 9,000
GROUP 4	Larger than 500 KVA	\$ 15,000

(b)The NLD reserves the right to stop this program at any time without notice if the contributions may result in spending in excess of the annual budget for the program.

### 8. Proof of Cost of Installation

After installation, the Customer is required to submit copies of all invoices (including all materials, labor, and equipment discounts) reflecting the costs of purchasing and installing the lighting retrofits. In addition, ENE may request any other reasonable documentation or verification of the cost to the Customer of purchasing and installing the lighting.

### 9. Payment Date

The NLD expects to make contribution payments within sixty (60) days of completion of satisfactory post-installation verification and verification of installation costs.

### 10. Arrangements with Contractors

The NLD and ENE will deal with the Customer only. Any dealings between the customer and a contractor will be handled solely by those two parties, the NLD and ENE will not participate in any dealings with contractors.

### 11. Replacement of Burn-Outs

Customers who install energy-efficient lighting must keep the lighting retrofit materials in the NLD service territory for a period of at least 15 years and must maintain or upgrade these materials with materials of similar or superior energy savings efficiency, at the Customer's expense.

### 12. No Warranties

The NLD does not endorse, guarantee, or warrant any particular manufacturer or product. Also, the NLD does not make any representations of any kind regarding the results to be achieved by the lighting retrofits or the adequacy or safety of such measures.

### **13. Limited Inspections**

The scope of review by the NLD and ENE of the design and installation of the lighting retrofits is limited solely to determining whether program conditions have been met. It does not include any kind of safety review.

### **14. Changes in the Program**

The program and these Terms & Conditions may be changed by the NLD at any time without notice. Projects already approved under these terms and conditions will be processed according to these terms and conditions.

### **15. Follow-up Visits**

(a) The NLD and ENE reserve the right to make a reasonable number of follow-up visits to the Customer's facility during the 12 months following initial operation of the lighting retrofits. Such visit(s) will be at a time convenient to the Customer, made with at least one week advance notice given to the Customer by the NLD.

(b) The purpose of these visit(s) is to provide the NLD with an opportunity to evaluate the present program. This will have no effect on the contribution paid to the customer.

(c) The NLD is under no obligation to make follow-up visits, to review the operation of the lighting retrofits, or to make any suggestions of any kind to the Customer.

### **16. Publicity of Customer Participation**

Unless the Customer objects in writing at the time of submitting an application, the NLD may publicize the fact of the Customer's participation in the program, the results, the amount paid to the Customer, and any other information that reasonably relates to the Customer's participation.

### **17. Limitation of Liability**

Neither the NLD, the Town of Norwood, nor ENE shall be liable to the Customer (including negligence) for any damages caused by any activities associated with the Commercial / Industrial Lighting Retrofit Program, nor shall they be liable for consequential or incidental damages under any Theory of Recovery.

### **18. Customer Must Pay All Taxes**

The benefits conferred upon the Customer may be taxable by the federal, state, and local government. The customer is responsible for declaring and paying all such taxes. The NLD is NOT responsible for the payment of any such taxes.

### **19. Approved Applications Valid for One Year**

Approved applications are in effect for one year from the date that the application is signed by an authorized NLD representative, ENE. If the project is not fully completed within the one-year period, the NLD has no obligation to pay any amount for the lighting retrofit, nor shall the NLD pay any pro-rated amount for partially installed lighting.

### **20. Approval Letter**

After an application is approved by the NLD authorized representative, ENE, the Customer will receive written notification of the approved contribution amount and the date that the lighting retrofit must be fully installed to qualify for payment. Any work performed prior to the issuance of the NLD's written authorization will be deemed unauthorized installation and the NLD will not pay for that work performed.

### **21. Application does not Entitle Customer to Participate**

The program described in this application may be altered, suspended, or canceled by the NLD at any time without prior notice. The Customer is not entitled to any program benefits or review of its application in such a circumstance. Submission of a completed application does not entitle the Customer to program participation. Entitlement to program participation can only occur after the Company has signed a copy of the application and granted approval.

### **22. Vendor Selection**

The NLD acknowledges that the Customer may select any vendor or contractor to perform the work contemplated by this Application.

### **23. Modifications**

If either the Company or the Customer desires to modify this Agreement, the modification must be in writing and signed by an authorized person of the other party in order for the modification to be enforceable against the party. This agreement is the entire agreement between the NLD and the Customer and supersedes all other communications.

### **24. Supply of Power to Retrofits**

Power to the facility must be solely provided by the NLD for at least 15 years, or the Customers agrees to reimburse the Town for its investment.

# APPLICATION FORM

ACCOUNT #: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

NORWOOD, MA 02062

MAILING ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_ EXT.: \_\_\_\_\_

EMAIL: \_\_\_\_\_ FAX #: \_\_\_\_\_

FACILITY SQ. FT.: \_\_\_\_\_

FACILITY PRIMARY USE: \_\_\_\_\_

(e.g., retail store, warehouse, school, etc.)

FEDERAL IDENTIFICATION NUMBER: \_\_\_\_\_

Please Attach a W-9 Form from the IRS using this link: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

The above named entity ("Customer") hereby requests a contribution in the amount of \$\_\_\_\_\_ to retrofit the existing lighting in its facility. Customer understands and acknowledges that the application is subject to the Terms and Conditions provided in this booklet and Customer agrees to such Terms and Conditions. Customer further certifies that the estimate of installation cost stated in this application is a reasonably accurate estimate of the cost of installing the measure. In addition, in the event that the actual installation cost is less than estimated, the Norwood Light Department's contribution will be reduced to a maximum of fifty percent of the actual cost.

Signed by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
Authorized Signature

Signed by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
Authorized Signature

**EXISTING**

LOCATION (ROOM #)	FIXTURE TYPE	LAMP TYPE	LAMPS/ FIXT	BALLAST TYPE	FIXTURE WATTAGE	QUANTITY	TOTAL HOURS USED/MO	FOOT- CANDLES
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								

**PROPOSED**

LOCATION (ROOM #)	FIXTURE TYPE	LAMP TYPE	LAMPS/ FIXT	BALLAST TYPE	FIXTURE WATTAGE	QUANTITY	TOTAL HOURS USED/MO	FOOT- CANDLES
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								

**Note:** Application must include the specification/cut sheets for all proposed fixtures, clearly stating the wattage consumption.

**ENERGY SAVINGS**

EXISTING		PROPOSED		DIFF. IN WATTAGE	# OF UNITS	# OF WATTS REDUCED	WATTS/1000 (KW reduced)	TOTAL HOURS USED/MO	REDUCED KWH/MO
Fixture Type	WATTAGE	Fixture Type	WATTAGE						
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
<b>TOTAL:</b>								<b>TOTAL:</b>	

**DIFF. IN WATTAGE** = EXISTING WATTAGE - PROPOSED WATTAGE

**# OF WATTS REDUCED** = (DIFF. IN WATTAGE) x (# OF UNITS)

**WATTS / 1000** = KILOWATTS = (# OF WATTS REDUCED) / 1000

**REDUCED KWH/MO** = (WATTS/1000) x (TOTAL HOURS USED/MO)

