

2010 Express Solutions Guide

Information on Application Process for Customers & Vendors

The 2010 Express Statewide Offerings provide rebates to offset the cost of replacing or upgrading to high-efficiency equipment. Rebates are provided for Lighting, Food Service, Refrigeration, Air Conditioning, Office, Agricultural, and Motor equipment.

Installing energy-efficient equipment at your business can help you...

- Reduce energy bills and operating expenses,
- Increase profitability and productivity,
- Enjoy energy-efficient improvements and long-term savings, and
- Realize positive bottom-line results while reducing air pollution and preserving natural resources.

This manual will walk you through the steps to Reserve, Apply & Receive your Express Offering rebate.

SCE appreciates your participation in the Express Offerings and your efforts to reduce energy use.

All referenced material, including this Guide, is available for download on-line at www.sce.com/express_solutions

If you have any questions regarding the Express Offerings, please contact Southern California Edison at (800) 736-4777

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Quick Reference Sheets

How To Apply

1. Determine Product Eligibility

- Requirements for each of the measures are included in the Terms & Conditions section of the Energy Management Solutions Guide.
- In addition to meeting technical specifications, there may also be requirements based on the old equipment being replaced (referred to as the **Basecase**).
- If you have questions regarding equipment eligibility, contact SCE at (800)736-4777.

2. Purchase & Install

- Applications for Express Solutions can be submitted for qualifying equipment that is already installed or for equipment that will be installed as part of a future comprehensive project including Customized Solutions. For equipments listed on the application that was not installed, an Installation Report (IR) must be submitted to SCE after equipment becomes installed and fully operational.
- Installation may be performed by Customers themselves or by a Vendor. Equipment must be installed pursuant to the manufacturer's specifications. There may also be separate state and local building codes and ordinances that need to be observed.

3. Complete the Application

- **Step 1: – Customer Information:** Fill out the required information regarding the customer or applicant
 - **Project Site Information:** Fill out the required information regarding the project site.
- **Step 2: – Express Solutions: Fill out this section with information regarding the Express Solutions installed or that will be installed.**
- **Step 3: – Payment Information:** Indicate party to make the rebate payable to, or Customers may select a Utility Bill Credit.
 - **Agreement:** Read the application agreement and sign..

4. Attach Proof of Payment

- See *Proof of Payment Requirements* for detail. Original documents are required; however, copies can be accepted if reason is noted on the Proof of Payment.
- Additional Signatures may be needed. See *Proof of Payment Requirements* for detail.
- Include description of the **Basecase** (the old equipment being replaced).
- Acceptable Proof of Payments include:
 - Invoices
 - Purchase Orders
 - Store Receipts
 - Lease Agreements (equipment must be leased for 3 or more years)
- Unacceptable Proof of Payments include:
 - Proposals
 - Bids
 - Letters of Intent
 - Order Forms.
- *Original* documents are required; however, copies can be accepted if reason is noted on the Proof of Payment.
- Include a description of the **Existing Equipment** (the old equipment being replaced) on the Proof of Payment, or attach as a separate sheet.
- **Describing the Existing Equipment for Lighting measures:**
 - Rebate requests for lighting measures may be more complex, so providing as much info as possible about the equipment being replaced will help in our review process and speed processing of your rebate.
 - When describing the old lighting equipment, please indicate as appropriate:

- Fixture quantity
 - Fixture type (for example, T12 High Output, 12 Very High Output)
 - Fixture wattage
 - Number of lamps in each fixture
 - If possible, also indicate the model number and manufacturer name for both the lamps and ballasts.
- **Additional information to include on Proof of Payment for specific measures:**
 - Motors Measures: Indicate rpm, Open Drip Proof (ODP) or Totally Enclosed Fan Cooled (TEFC), and phase.
 - Window Film Measures: Indicate dimensions of each window, exposure direction (for example, north or south), and type of glass the film is applied to (for example, clear single-pane).
5. [Attach Specification Sheets for Installed Equipment](#)
- Attach manufacturer specifications for **each equipment model** requested for rebate.
 - If the specification sheet contains listings for multiple models, please highlight the appropriate one.
6. [Submit to SCE](#)
- **Applications must be postmarked by March 31, 2011 to be eligible. Please make and retain a copy of all completed application forms and required documentation for your records.**
 - **Include:** Application, Proof of Payment, Specifications for Installed Equipment, and any additional supporting documents.
 - **Mail to:** Southern California Edison, Business Incentives, P.O. Box 800, Rosemead, CA 91770
 - **Or Fax to:** (626)633-3243

Questions? Please Call (800)736-4777

Proof of Payment Requirements

Type of Proof of Payment	Information Required on Proof of Payment
Invoice <ul style="list-style-type: none"> • CUSTOMER is Rebate Payee <hr/> <ul style="list-style-type: none"> • VENDOR is Rebate Payee 	<ol style="list-style-type: none"> 1. Date of Purchase 2. Marked Paid (stamped or show zero balance due) <i>or</i> contain Terms (i.e. Net 30, Net 60, Payment Due Date) 3. Itemized list for each equipment type: <ol style="list-style-type: none"> a. Make/Brand name <i>and</i> model number b. Text description of each type of equipment installed c. Quantity installed d. Cost per unit 4. Basecase description (the old equipment being replaced)
	<p>Same as above, PLUS... If Customer is not Payee (directed to Vendor)</p> <ol style="list-style-type: none"> 5. Total rebate amount deducted from the sales price
Purchase Order	<ol style="list-style-type: none"> 1. Date of Order 2. Date of Delivery 3. Payment Terms (i.e. Net 30, Net 60, Payment Due Date) 4. Itemized list for each equipment type: <ol style="list-style-type: none"> a. Make/Brand name <i>and</i> model number b. Text description of each type of equipment installed c. Quantity installed d. Cost per unit 5. Existing description (the old equipment being replaced)
Store Receipt (Note: If the equipment is not described in full on the receipt, please add the information on a separate sheet)	<ol style="list-style-type: none"> 1. Date of Purchase 2. Itemized list for each equipment type: <ol style="list-style-type: none"> a. Make/Brand name <i>and</i> model number b. Text description of each type of equipment installed c. Quantity (if all listed were not installed, indicate actual quantity installed) d. Cost per unit 3. Existing description (the old equipment being replaced)
Lease Agreement (for 3 or more years)	<ol style="list-style-type: none"> 1. Lease Start Date 2. Length of Lease (must be for 3+ years) 3. Payment Terms (i.e. Net 30, Net 60, Payment Due Date) 4. Itemized list for each equipment type: <ol style="list-style-type: none"> a. Make/Brand name <i>and</i> model number b. Text description of each type of equipment installed c. Quantity installed d. Cost per unit
Network PC Power Management Software (Qualifying software must be purchased and installed on or after JAN. 1, 2009)	<ol style="list-style-type: none"> 1. Software Purchase Date 2. Length of License Agreement (if applicable) 3. Marked Paid (stamped or show zero balance due) <i>or</i> contain Terms (i.e. Net 30, Net 60, Payment Due Date) 4. Itemized list of software: <ol style="list-style-type: none"> a. Make/Brand name <i>and</i> model number b. Text description of each type of software installed c. Quantity installed d. Cost per unit 5. Network Energy Management Software report verifying the # of PCs the system controls 6. List of the license numbers serving the system

- *Original* Proof of Payment documents are required; however, copies can be accepted if the reason the original cannot be provided is noted on the Proof of Payment. Originals can be requested to be returned.
- Information to include in Existing (old equipment) description: See Page 13.
- Additional information to include for Motors & Window Film Measures: See Page 14.

**** Sample Invoice provided on next page ****

Sample Invoice

Vendor Name & Address	Joe Smith Company 123 East Main Street, Anytown, CA 90000 Tel: 123.456.7898 Fax: 123.456.7899																																																																								
Customer Name & Address	<table style="width: 100%;"> <tr> <td style="width: 50%;">Sold To:</td> <td style="width: 50%;">Invoice:</td> </tr> <tr> <td>Name: Heritage Surplus Center</td> <td>Date: 2/15/09</td> </tr> <tr> <td>Address: 456 West Main Street</td> <td>Invoice #: 12345</td> </tr> <tr> <td>City/State/Zip: Anywhere, CA 99999</td> <td></td> </tr> <tr> <td>Contact: John Brown</td> <td></td> </tr> </table>	Sold To:	Invoice:	Name: Heritage Surplus Center	Date: 2/15/09	Address: 456 West Main Street	Invoice #: 12345	City/State/Zip: Anywhere, CA 99999		Contact: John Brown																																																															
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Itemized list of equipment with Quantity, Model, Make, Text Description & Unit Price	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">Qty</th> <th style="width: 15%;">Model #</th> <th style="width: 10%;">Make</th> <th style="width: 40%;">Description</th> <th style="width: 10%;">Unit Cost</th> <th style="width: 10%;">Total</th> </tr> </thead> <tbody> <tr> <td>20</td> <td>RPJ19876</td> <td>General Inc.</td> <td>8' 4-lamp T5 Int High Bay Fixtures (216W)</td> <td>200.00</td> <td>4,000.00</td> </tr> <tr> <td>80</td> <td>F54T5/84 1/HO/ALT O</td> <td>General Inc.</td> <td>T5 Lamps for High Bay Fixtures (54W)</td> <td>10.00</td> <td>800.00</td> </tr> <tr> <td>20</td> <td>RJK-2554</td> <td>General Inc.</td> <td>Ballasts for High Bay Fixtures</td> <td>40.00</td> <td>800.00</td> </tr> <tr> <td>5</td> <td>Q345-BB2</td> <td>General Inc.</td> <td>Compact Fluorescent Fixtures (24W)</td> <td>60.00</td> <td>300.00</td> </tr> <tr> <td colspan="5"> Basecases: - Measure L-H6: Replace 8' 2-lamp T12 Very High Output Fluor Fixtures (430 Watt, Model #145645 by General Inc) - Measure L-C2: Replace Incandescent Fixtures (75W) </td> <td></td> </tr> <tr> <td colspan="5">Materials</td> <td style="text-align: right;">5,900.00</td> </tr> <tr> <td colspan="5">Tax</td> <td style="text-align: right;">486.75</td> </tr> <tr> <td colspan="5">Installation</td> <td style="text-align: right;">3,000.00</td> </tr> <tr> <td colspan="5">Invoice Total</td> <td style="text-align: right;">9,386.75</td> </tr> <tr> <td colspan="5">Less Edison Rebate</td> <td style="text-align: right;">-2,585.00</td> </tr> <tr> <td colspan="5">Total After Rebate</td> <td style="text-align: right;">6,801.75</td> </tr> </tbody> </table>	Qty	Model #	Make	Description	Unit Cost	Total	20	RPJ19876	General Inc.	8' 4-lamp T5 Int High Bay Fixtures (216W)	200.00	4,000.00	80	F54T5/84 1/HO/ALT O	General Inc.	T5 Lamps for High Bay Fixtures (54W)	10.00	800.00	20	RJK-2554	General Inc.	Ballasts for High Bay Fixtures	40.00	800.00	5	Q345-BB2	General Inc.	Compact Fluorescent Fixtures (24W)	60.00	300.00	Basecases: - Measure L-H6: Replace 8' 2-lamp T12 Very High Output Fluor Fixtures (430 Watt, Model #145645 by General Inc) - Measure L-C2: Replace Incandescent Fixtures (75W)						Materials					5,900.00	Tax					486.75	Installation					3,000.00	Invoice Total					9,386.75	Less Edison Rebate					-2,585.00	Total After Rebate					6,801.75
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Important Notes:

- **If Customer is not Payee (rebate is directed to Vendor or other 3rd Party):**
Payment Release Authorization on application must be completed & contain Customer's signature.
- **Multiple account/installation locations:** Attach the *Multiple Account Spreadsheet* available for download on-line at www.sce.com/express_solutions.
- **Information to include in Existing (old equipment) description:**
- **Additional information to include for Motors & Window Film Measures:**

Express Solutions Guide

Solutions Overview

- **About the Express Offering**

The Express Offering is designed to encourage energy efficiency by offering rebates to offset the cost of replacing or upgrading a variety of equipment with new, energy-efficient technology.

Express Offering incentives are provided on specific types of equipment, defined as **itemized measures**.

The Express Offering provides rebate for Lighting, Food Service, Refrigeration, Air Conditioning (including Window Film), Office, Agricultural, and Motor equipment.

The Express Offering is administered by California's four Investor-Owned Utilities (IOUs) under the auspices of the California Public Utilities Commission (CPUC). The four IOUs are: Pacific Gas and Electric Company, Southern California Edison, San Diego Gas & Electric Company, and Southern California Gas Company.

The Express Offering provides rebate to all non-residential customers regardless of size or monthly electric demand.

The 2010 Express Offering runs from January 1, 2010 until December 31, 2010.

Applications for this program term must be received by SCE by March 31, 2011.

Rebates are paid on a first-come, first-served basis until the deadline expires or allocated funds are spent, whichever comes first. Customers are encouraged to submit their applications as early as possible.

- **Key Terms**

- **Customer (Applicant):** An eligible non-residential ratepayer who is applying for rebates through the Express Statewide Offering.
- **Project Sponsor (Authorized Agent):** An entity that is authorized to enter into a Project Agreement with a Utility Administrator. The Project Sponsor is responsible for ensuring all the required paperwork is submitted correctly and for ensuring the project is completed. The Project Sponsor serves as the primary point of contact. All correspondence and communications regarding the project will be directed to the Project Sponsor.
- **Vendor:** A 3rd Party resource who assists the customer in the purchase and installation of qualifying energy efficient equipment, or is listed on the rebate application as the Payee or Project Sponsor. The Vendor category includes vendors, installers, contractors and energy service companies.
- **SCE Customer Account Number:** Located on your SCE bill, and begins with a 2. The Customer Account number associates your business with the individual service account(s) you have with SCE.
- **SCE Service Account Number:** Located on your SCE bill, and begins with a 3. The Service Account number associates your Customer Account with individual SCE electric service location(s).
- **Existing Equipment:** The old equipment being replaced.

- **Proof of Payment:** Proof of Purchase documentations, such as an Invoice, Purchase Order, Store Receipt, or Lease Agreement.
- **Measure Cost:** Measure cost is the cost of the proposed equipment(s) being installed as itemized in the proof of payment.
- **Prior Participation:** When you request a rebate for equipment that is similar to equipment you received a rebate for in the past.
An example of Prior Participation is when a customer receives a rebate for upgrading an Interior Induction Fixture one year, then requests a rebate for upgrading a different Interior Induction Fixture the following year.
- **Payee:** The party the rebate will be released to.
- **Customer Eligibility**
The Express Offering is open to all Non-Residential Customers who (1) receive electric services from SCE and (2) pay the PPP surcharge on the electric utility bill on which the energy efficient equipment is proposed.
 - **Non-residential:** Regardless of size, rate schedule, or monthly demand. Nonresidential customers include commercial, non-profit, industrial, and agricultural businesses.
Note: Properties such as single-family homes, condominiums, apartments, and other residential dwellings are not eligible for the Express Offering. However, common areas in multi-family properties (such as laundry rooms, recreation rooms, and offices) may be on a qualifying nonresidential rate schedule, in which case they are eligible.
 - **Self-generation:** Co-generation, wind, solar and other types of self-generation customers are eligible for Express Offering rebates on a prorated basis if they purchase electricity from SCE. The amount of the rebate depends upon the percentage of the customer's total energy usage that is provided by SCE.
For example: If you generate 25% of your total monthly kWh usage and SCE provides the remaining 75%, you would be eligible for 75% of the 2010 Express Offering rebate amounts.
To ensure proper rebate processing, Self-generation customers are requested to add a note to their application confirming their self-generation status.
- **Rebate Caps**
SCE may pay rebates up to 100% of the total measure costs. Rebates are paid up to the prescribed measure rate or the measure cost listed on the proof of payment, whichever is less.
- **Equipment Requirements**
All equipment must be:
 - **New (not used or rebuilt)**
 - **Replace existing equipment (not incremental purchases or new construction)**
Note: There are several exceptions to the incremental purchase requirement for Refrigeration and Food Service equipment. (For example, adding a night cover for an open display case is eligible for rebate.) Please review the Express Solution Terms & Conditions section of the Energy Management Solution Guide for details.
 - **Meet the requirements stated in the Express Solution Terms & Conditions**
 - A complete list of qualifying measures and equipment requirements is included in the Express Solution Terms & Conditions section of the Energy Management Solution Guide. In addition to meeting technical specifications, there may also be requirements

- based on the old equipment being replaced (referred to as the **Basecase**). (See section below for additional detail.)
- Please review the Terms & Conditions for each measure before purchasing your equipment. Terms and Conditions are subject to change. Exceptions may be granted by the SCE.
 - If you need assistance determining if the equipment you plan to purchase meets the Express Offering requirements, contact SCE at (800)736-4777.
- **Be the same fuel source as the replaced equipment**
Fuel switching is not permitted. Electric equipment can only be replaced with qualifying electric equipment, and gas equipment can only be replaced with qualifying gas equipment.

Additional Provisions:

- **To be eligible for rebate, the installed equipment must be used for the life of the product(s) or for 5 years, whichever is less.**
- **Customers may not receive rebates for previously rebated equipment.**
Retrofit projects where proposed equipment installed is the same as the equipment being replaced does not qualify, unless explicitly communicated by SCE. For example, a customer who receives a rebate for installing an Interior Induction Fixture one year cannot receive another rebate the following year to replace the same Interior Induction Fixture.
- **Customers may not receive rebates for incentives paid by another state or local Public Goods Program (PPP) Surcharge program.** Any measures included in the application cannot be applied through multiple California energy efficiency incentive or rebate programs. For example:
 - A customer who receives a rebate from SCE for installing a compact fluorescent lamp (CFL) cannot receive another rebate for the same CFL from PG&E.
 - A customer who receives an incentive for installing a compact fluorescent lamp (CFL) through a CFL buy-down program cannot receive another rebate for the same CFL from SCE.
- **Existing Equipment Requirements**
 - In addition to meeting technical specifications, there may also be requirements based on the old equipment being replaced (referred to as the **Basecase**).
 - Include a description of the Existing Equipment on the Proof of Payment, or attach as a separate sheet.
 - **Describe the Existing Equipment for Lighting measures:**
 - Rebate requests for lighting measures may be more complex, so providing as much info as possible about the equipment being replaced will help in the review process and speed processing of your rebate.
 - When describing the old lighting equipment, please indicate as appropriate:
 - Fixture quantity
 - Fixture type (for example, T12 High Output, 12 Very High Output)
 - Fixture wattage
 - Number of lamps in each fixture
 - If possible, also indicate the model number and manufacturer name for both the lamps and ballasts.

Processing your Rebate

Upon receipt, SCE will review your application to ensure the necessary information is provided and, if required, make Post-Installation Inspection arrangements.

- **Incomplete Applications**

If an application is incomplete, SCE Processing Center Representatives will try to reconcile information with the Project Sponsor (or the SCE Account Representative, if assigned). This process may include a phone call or email, or the application may be returned with a letter describing the problem. Once the missing information is provided or appropriate adjustments made, the application may be resubmitted.

- **Inspections**

Depending on the application criteria, a project may require a Post-Installation Inspection.

- **If your project requires an Inspection:**

- Inspectors will contact the Project Sponsor (using the Project Site Contact information provided on the Application) to make inspection arrangements.
- If the inspector determines that the equipment for the measure(s) applied for rebate:
 - **Is not installed or is not operational:** The application will be declined and returned to the Project Sponsor (or the SCE Account Representative, if assigned). A new application may be submitted after the equipment has been installed and is operational, if funds are still available. A \$200 re-inspection fee will also be assessed to the Customer or Project Sponsor.
 - **Is only partially installed:** A partial rebate will be paid only for the qualifying equipment that is installed and operational. If the non-rebated equipment is later installed and made operational, a separate application must be submitted for that equipment.
- Inspectors require access to the equipment for verification purposes during normal business hours: 8am-5pm, Monday thru Friday, excluding holidays.
- Inspectors will make three attempts to contact the Customer to make inspection arrangements. If the inspector is unable to reach the Customer after three attempts, the application will be declined and returned to the Project Sponsor (or the SCE Account Representative, if assigned).

Receiving your Rebate

After your application or installation report has been approved, the rebate will be authorized for payment and a Rebate Check or Utility Bill Credit issued.

Rebates will be issued to the Payee indicated in the Payment Information section on the application.

- **Taxes**

SCE is not responsible for any taxes that may be imposed as a result of your having received an Express Offering rebate.

- **Incentive Amount Adjustments after Rebate Issued**

- Please contact us at (800)736-4777 for assistance with any rebate payment issues below.
- **Stop-Payment and Check Reissues**
 - Check was lost, never received, stolen, or misplaced: Contact SCE to arrange for a replacement check.
 - Payee name change: Provide updated payee information, including name, mailing address, and phone number. The original check should be returned to SCE, and a new check will be issued to the correct party.
 - Stale-dated check: A stale-dated check is one that is no longer valid because it was not cashed within the allotted time period printed on the check. The original check should be returned to SCE, and a new check will be issued.
- **Disputed Amounts**
 - The problem will be investigated, and you will be notified of the results. If an adjustment is warranted, the original check should be returned to SCE, and a new check in the correct amount will be issued.
 - If you have already cashed your check and the rebate amount should have been higher, you may be required to submit an additional application. If the amount should have been lower, you will be invoiced for the overpaid amount.

- **Rebate Refunds to SCE**

Once you receive your rebate check, you are required to adhere to the conditions of the signed Agreement, which in part requires that you will provide SCE with energy savings for five (5) consecutive years or the life of the product, whichever is less. If conditions at your facility change, you may be liable for refunding part of your rebate to SCE.

For Customers: Working with Vendors

- **Role of Vendors**

Customers may choose to work with a Vendor (3rd Party resource) to purchase and install qualifying equipment. For the purposes of the Express Offering, the Vendor category includes vendors, installers, contractors and energy service companies.

The typical role of the Vendor is to collaborate with customers to develop energy-efficient solutions, then recommend and install the appropriate equipment.

In respect to Express Offering, generally, Vendors will:

- Communicate the value of energy efficiency to the customer
- Explain the Express Offering and benefits
- Identify energy-efficiency opportunities that would benefit the customer
- Recommend energy-efficiency equipment to capitalize on these opportunities
- Ensure new equipment qualifies for rebate under the Express Offering
- Ensure new equipment meets the requirements stated in the Terms and Conditions of the application (including Basecase requirements)
- Contract directly with the customer to install the eligible equipment.

- **Vendors as Project Sponsors**

Vendors are typically listed as the Project Sponsor for Express Offering projects.

As a Project Sponsor, the Vendor will:

- Serve as the primary point of contact for the project
 - All correspondence and communications regarding the project will be directed to them.
Note: See page 7 for Exceptions to the Project Sponsor communication process.
- Be responsible for ensuring that installed equipment meets the Express Offering Terms & Conditions.
 - A complete list of qualifying measures and equipment requirements is included in the Terms & Conditions section of the application.
 - In addition to meeting technical specifications, there may also be requirements based on the old equipment being replaced (referred to as the **Existing Equipment**).

- **Locating a Vendor: The SCE Energy Efficiency Vendor List**

There are many Vendors in California who are familiar with the Express Offering. In an effort to provide customers with additional information to facilitate the decision making process, SCE publishes an *Energy Efficiency Vendor List*, which is available for download on-line at www.sce.com/express_solutions.

- **Energy Efficiency Vendor List:** Provides contact information and area of specialty for Vendors that have signed a SCE *Vendor Participation Agreement* (see page 17). Parties included in the *Energy Efficiency Vendor List* are not affiliated with, contracted by, recommended, or endorsed by SCE. All license requirements, if any, are the sole responsibility of the Vendor.
- **Vendor Participation Agreement:** In this agreement, the Vendor confirms they understand the requirements of the 2010 Express Offering and will adhere to the guidelines governing vendor activities. Vendors are not required to sign the Agreement in order to participate in the Express Offering or consult with customers; however, it provides a confirmation from the Vendor that they understand the Express Offering and its requirements. A copy of the Agreement is provided on page 17.

Please Note: SCE does not resolve disputes between customers and vendors. If you experience an equipment problem or if you are not satisfied with the quality of work of a vendor you hired, contact the vendor directly to resolve the issue. If the issue cannot be resolved to your satisfaction, consider contacting the *Contractors State License Board* at (800)321-2752 (if your vendor is a licensed contractor) or your local *Better Business Bureau*.

For Vendors: Working With SCE and Customers

- **Communicating Your Value: The SCE Energy Efficiency Vendor List**

In an effort to provide customers with additional information to facilitate the decision making process, SCE publishes an *Energy Efficiency Vendor List*, which is available for download on-line at www.sce.com/express_solutions.

The *Energy Efficiency Vendor List* provides contact information and area of specialty for Vendors that have signed the SCE *Vendor Participation Agreement* (see next section, below).

The *Energy Efficiency Vendor List* can be used as an effective marketing tool in communicating your added value to customers. The confirmation that you understand and will observe the Express Offering requirements, combined with your experience with these projects, may be key selling points.

While parties included in the list are not affiliated with, contracted by, recommended, or endorsed by SCE, it communicates to customers your understanding and commitment to the program.

- **Vendor Participation Agreement**

In this agreement, the Vendor confirms they understand the requirements of the 2010 Express Offering and will adhere to the guidelines governing vendor activities.

Vendors are not required to sign the Vendor Participation Agreement in order to participate in the Express Offering or consult with customers; however, it provides a confirmation from the Vendor that they understand the program and its requirements, and makes Vendors eligible to be included in the *Energy Efficiency Vendor List*.

A copy of the Vendor Participation Agreement is provided on pages 17 & 18.

- **Vendors as Project Sponsors**

Vendors are typically listed as the Project Sponsor for Express Offering projects. As a Project Sponsor, the Vendor will:

- Serve as the primary point of contact for the project.
 - All correspondence and communications regarding the project will be directed to them.
Note: See page 7 for Exceptions to the Project Sponsor communication process.
- Be responsible for ensuring that installed equipment meets the Program Terms & Conditions.
 - A complete list of qualifying measures and equipment requirements is included in the Program Terms & Conditions section of the application.
 - In addition to meeting technical specifications, there may also be requirements based on the old equipment being replaced (referred to as the Basecase).

- **Important Notes**

- **If the rebate is made payable to the Vendor or if the Vendor is the Project Sponsor:**
 - Vendors must **install** the qualifying equipment.
 - All Equipment must be **installed before you submit an application or an Installation Report form**.
- It is the Project Sponsor's primary responsibility to ensure that installed equipment meets the terms and conditions of the Express Offering.

- **Guidelines for Vendor Activities**

- For the purposes of the 2009 Express Offering, a Vendor is defined as any 3rd Party resource who assists the customer in the purchase and installation of qualifying energy efficient equipment, or who is listed on the rebate application as the Payee or Project Sponsor.
- Vendors must not misrepresent the nature of their role in the 2010 Express Offering. In particular, Vendors must not state or in any way imply to customers, or any persons, that the Vendor is employed by or working on behalf of any administering utility. Vendors must not represent to customers that SCE endorses their specific products or services. SCE does not endorse specific products, services, or companies; only energy-efficient technologies.
- Vendors must install the qualifying equipment. Equipment must be installed and operating prior to a rebate application being submitted.
- It is the Vendor's primary responsibility when sponsoring a project to ensure that installed equipment meets the terms and conditions of the Express Offering.
- Vendors may advise customers of the option to have SCE make their rebate check(s) payable to the Vendor if the customer's rebate amount is being deducted from the total sale price in advance.
- Vendors are required to provide to their customers a detailed invoice that includes:
 1. Date of Purchase
 2. Marked Paid (stamped or show zero balance due) or contain Terms (i.e. Net 30, Net 60, Pmt Due Date)
 3. Itemized list for each equipment type:
 - a. Make/Brand name and model number
 - b. Text description of each type of equipment installed
 - c. Quantity installed
 - d. Cost per unit
 - e. Basecase description (the old equipment being replaced)

PLUS... If rebate is directed to Vendor:

 4. Total rebate amount deducted from the sales price
- Vendors must provide customers with an applicable manufacturer's warranty for all equipment installed.
- Installations may be subject to inspection by utility personnel for the purpose of verifying that the equipment is installed and operating. Vendors demonstrating high failure rates will have 100% of subsequent jobs inspected.
- Vendors must comply with all applicable local, state, and federal laws when performing installation and related functions.
- All license requirements, if any, are the sole responsibility of the Vendor.
- Vendors may use the 2010 Express Offering name in promotional materials or advertisements. Vendors must not, however, use the name or logo of SCE in their promotional literature, advertisements or writing of any kind without the express prior written approval of SCE.
- SCE has the right to limit a Vendor's participation in the 2010 Express Offering if, in SCE's sole judgment, the Vendor fails to comply with the program's guidelines and requirements.

• Vendor Participation Agreement

Your Business Profile

Tax ID Number: _____

Corp.
 LLC
 Partnership
 Individual/Sole Proprietor
 Other

Company name (Include any former names or aliases)

Mailing Address

City

State

Zip

Phone

Fax

Email

This address is:

Our main office
 For mailing only
 Our Branch Office

Sales Contact (if applicable): _____

Please select the category which most closely describes your business:

Lighting and Controls
 Energy Management Systems
 Wholesale Electrical Supply
 Motors, Pumps and Controls
 HVAC and Controls
 Energy Efficiency Consulting
 General Electrical Contracting
 Other: _____
 Glass
 Refrigeration and Controls
 Demand Response Aggregator

Check here to receive professional information by email.

Licenses/certifications held: _____

Insurance/Bond information: _____

Business owner/CEO Name _____

Number of years in business: _____

Number of Employees: _____

Is your business certified as minority, woman or disabled veteran owned?
 Yes
 No

Languages spoken other than English:
 Spanish
 Korean
 Other: _____
 Chinese
 Vietnamese

List the counties in which the majority of your business is conducted:

The majority of your business's projects are (Check one per line):

Project Cost Less than \$50k
 \$50k to \$500k
 Greater than \$500k
 Square feet Less than 5000
 5000 to 30,000
 Greater than 30,000

Approximate business annual revenue:
 less than \$200k
 \$200 to \$500k
 \$500k to \$1m
 \$1m to \$2m
 Greater than \$2m

Do you provide energy savings analysis to customers (audits)?
 Yes
 No
 Are you familiar with Title 24 requirements?
 Yes
 No
 Do you provide a recycling program (appliances, lighting, etc)?
 Yes
 No
 Do you apply for rebates on behalf of your customers, if desired?
 Yes
 No

Anything else you would like your potential customers to know?

Customer Base	
*Enter as a percentage of customers served	
Large Commercial	
Small Commercial	
Retailers	
General Contractors	
Hotels/Hospitality	
Schools	
Warehouses/Distribution	
Hospitals/Medical	
Government/Military	
Recreational Properties	
Heavy industrial	
Light Industrial	
Multifamily/Residential	
Food Retailing	
Food Processing	
Agriculture	
Manufacturers	

Technologies

Check all that apply to your business

HVAC		Product	Install/ Service	LIGHTING		Product	Install/ Service
Advanced Evaporative Cooler		<input type="checkbox"/>	<input type="checkbox"/>	Bi-Level Stairwell/Hall/Garage Fixtures		<input type="checkbox"/>	<input type="checkbox"/>
Central Natural Gas Furnace (92 & 94 AFUE)		<input type="checkbox"/>	<input type="checkbox"/>	Ceramic Metal Halide (CMH) Fixtures		<input type="checkbox"/>	<input type="checkbox"/>
Package Terminal Air Conditioners		<input type="checkbox"/>	<input type="checkbox"/>	Channel Signs (LED)		<input type="checkbox"/>	<input type="checkbox"/>
Variable Frequency Drives (VFDS) for HVAC Fans		<input type="checkbox"/>	<input type="checkbox"/>	Cold Cathode Lamps		<input type="checkbox"/>	<input type="checkbox"/>
Variable Speed Motor (VSM) Air Handler System		<input type="checkbox"/>	<input type="checkbox"/>	Compact and Linear Fluorescent Fixtures		<input type="checkbox"/>	<input type="checkbox"/>
Reflective Window Film		<input type="checkbox"/>	<input type="checkbox"/>	Exit Signs - Light Emitting Diode (LED)		<input type="checkbox"/>	<input type="checkbox"/>
GENERAL				High-Intensity Discharge (HID) Fixtures		<input type="checkbox"/>	<input type="checkbox"/>
Attic Insulation		<input type="checkbox"/>	<input type="checkbox"/>	Induction Lamps and Fixtures		<input type="checkbox"/>	<input type="checkbox"/>
Wall Insulation		<input type="checkbox"/>	<input type="checkbox"/>	Interior High Bay Linear Fluorescent Fixtures		<input type="checkbox"/>	<input type="checkbox"/>
Electric Storage Water Heater		<input type="checkbox"/>	<input type="checkbox"/>	Interior Metal Halide Pulse Start Fixtures		<input type="checkbox"/>	<input type="checkbox"/>
High Efficiency Appliances		<input type="checkbox"/>	<input type="checkbox"/>	T8 or T5 Linear Fluorescent Lamps with Electronic Ballasts (Installed)		<input type="checkbox"/>	<input type="checkbox"/>
Demand Response Devices		<input type="checkbox"/>	<input type="checkbox"/>	Light tubes (Solar Lighting)		<input type="checkbox"/>	<input type="checkbox"/>
Self Generation/ Energy Storage		<input type="checkbox"/>	<input type="checkbox"/>	Occupancy Sensors		<input type="checkbox"/>	<input type="checkbox"/>
ENERGY STAR® Room Air Conditioner		<input type="checkbox"/>	<input type="checkbox"/>	Photocells		<input type="checkbox"/>	<input type="checkbox"/>
MOTORS				Time Clocks		<input type="checkbox"/>	<input type="checkbox"/>
Premium Efficiency 200 HP and Under		<input type="checkbox"/>	<input type="checkbox"/>	Screw-in Compact Fluorescent Lamps		<input type="checkbox"/>	<input type="checkbox"/>
Premium Efficiency Over 200 HP		<input type="checkbox"/>	<input type="checkbox"/>	AGRICULTURAL PRODUCTS			
Rewind		<input type="checkbox"/>	<input type="checkbox"/>	Greenhouse Heat Curtain		<input type="checkbox"/>	<input type="checkbox"/>
Controls and drives		<input type="checkbox"/>	<input type="checkbox"/>	Infrared Film for Greenhouses		<input type="checkbox"/>	<input type="checkbox"/>
FOOD SERVICE				Low Pressure Sprinkler Nozzles		<input type="checkbox"/>	<input type="checkbox"/>
Commercial Electric Combination Oven		<input type="checkbox"/>	<input type="checkbox"/>	Sprinkler to Drip Irrigation		<input type="checkbox"/>	<input type="checkbox"/>
Commercial Electric Convection Oven		<input type="checkbox"/>	<input type="checkbox"/>	Irrigation Pumps		<input type="checkbox"/>	<input type="checkbox"/>
Commercial Electric Fryer		<input type="checkbox"/>	<input type="checkbox"/>	REFRIGERATION			
Commercial Electric Griddle		<input type="checkbox"/>	<input type="checkbox"/>	Anti-Sweat Heater (ASH) Controls		<input type="checkbox"/>	<input type="checkbox"/>
Commercial Ice Machines		<input type="checkbox"/>	<input type="checkbox"/>	Auto-Closers for Main Cooler/Freezer Doors		<input type="checkbox"/>	<input type="checkbox"/>
Commercial Steam Cooker		<input type="checkbox"/>	<input type="checkbox"/>	Auto-Closers for Reach-In Cooler/Freezer Doors		<input type="checkbox"/>	<input type="checkbox"/>
Commercial Solid Door Freezers		<input type="checkbox"/>	<input type="checkbox"/>	Door Gaskets on Glass Doors		<input type="checkbox"/>	<input type="checkbox"/>
Commercial Solid Door Refrigerators		<input type="checkbox"/>	<input type="checkbox"/>	Door Gaskets on Solid Doors		<input type="checkbox"/>	<input type="checkbox"/>
Demand Control Ventilation		<input type="checkbox"/>	<input type="checkbox"/>	ECM and PSC Motors		<input type="checkbox"/>	<input type="checkbox"/>
Insulated Holding Cabinets		<input type="checkbox"/>	<input type="checkbox"/>	Evaporator Fan Controller for Walk-In Coolers		<input type="checkbox"/>	<input type="checkbox"/>
OFFICE and IT				Insulation for Bare Suction Lines		<input type="checkbox"/>	<input type="checkbox"/>
High efficiency Copiers		<input type="checkbox"/>	<input type="checkbox"/>	New High Efficiency Refrigeration Display Cases		<input type="checkbox"/>	<input type="checkbox"/>
Plug Load Occupancy Sensors		<input type="checkbox"/>	<input type="checkbox"/>	New Refrigeration Display Cases with Doors		<input type="checkbox"/>	<input type="checkbox"/>
Back-up Power		<input type="checkbox"/>	<input type="checkbox"/>	Night Covers for Open Display Cases		<input type="checkbox"/>	<input type="checkbox"/>
PC Network Software (Power Management)		<input type="checkbox"/>	<input type="checkbox"/>	Special Doors with Low/No Anti-Sweat Heat on Low Temp Display Cases		<input type="checkbox"/>	<input type="checkbox"/>
				Strip Curtains for Walk-In Boxes		<input type="checkbox"/>	<input type="checkbox"/>

Disclaimer: SCE does not endorse any contractor supplier or vendor listed. SCE encourages customers to obtain more than one bid or quote when seeking energy efficiency services. SCE does not endorse or guarantee the services, work, or financial stability of the vendors listed. Vendors are listed because the vendor elected to provide his name and contact information not because they are recommended or endorsed by SCE. Any agreement between a customer and a vendor is exclusive of SCE and SCE is not a party or guarantor of that agreement.

Mail, email or fax this form to:

Southern California Edison - Customer Experience Management Attn: Vendor Directory PO Box 800 Rosemead, CA 91770-9934	vendordirectory@sce.com	Fax: (626)633-4892 Attn: Vendor Directory
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