

Request for Proposals

Commercial and Industrial (C&I) Programs Quality Assurance / Quality Control (QA/QC) Ancillary Services Program Year 2015

Issued: October 24, 2014

Proposals due: December 3, 2014

Cape Light Compact, P.O. Box 427, Superior Courthouse, Barnstable, MA 02630
www.capelightcompact.org

REQUEST for PROPOSALS

October 24, 2014

Commercial and Industrial (C&I) Programs Quality Assurance and Quality Control Ancillary Services 2015 Program Year

I. Introduction

The Cape Light Compact (“the Compact”) is soliciting competitive bid proposals from qualified vendors for Quality Assurance & Quality Control (“QA/QC”) of Commercial & Industrial Energy Efficiency projects. The scope includes the pre and post installation inspections of Commercial & Industrial projects, for both Large Retrofit Program Application-based projects as well as Small Retrofit Program Direct Install projects. The scope will also include the calculation of energy savings for Prescriptive (non-custom) Large Retrofit & New Construction applications as well as compilation of project documentation for application submittal and processing.

The contract(s) for these services are scheduled to begin January 1, 2015 and continue through December 31, 2015, with an option to extend in one year increments for an additional three years.

Vendor(s) selection will be based on a scored selection criteria detailed in the body of this proposal.

II. Cape Light Compact

The Cape Light Compact, as administered through Barnstable County, is an inter-governmental regional energy services organization made up of all 21 towns of Barnstable and Dukes counties. The purpose of the Compact is to represent and protect consumer interests in a restructured electric utility industry. As authorized by each town, the Compact administers the regional energy efficiency program and works with the combined buying power of the region's over 200,000 electric consumers to negotiate the best terms and conditions for electric supply and pricing, including a green power offering, and other public benefits. For more information on Cape Light Compact and its energy efficiency programs, please visit www.capelightcompact.org.

III. Background

The Cape Light Compact administers its Commercial & Industrial Energy Efficiency Programs to roughly 20,000 commercial customers on Cape Cod and Martha's Vineyard. These robust programs include New Construction & Major Renovation, Large Retrofit, and Small Retrofit Direct Install. In order to protect the Compact's financial interest¹ in the energy efficiency measures being installed through these programs, we adhere to a strict pre and post installation QA/QC protocol for which we are seeking a qualified vendor(s).

In 2013, the Large Retrofit Program had 81 participants while the Small Retrofit Direct Install Program had 614. In the 2012 program year, the Large Retrofit Program had 32 participants while the Small Retrofit Direct Install program had 426 participants.

IV. Scope of Work

The Qualified Vendor will:

- Provide all equipment necessary to properly inspect the respective projects, including but not limited to Personal Protective Equipment (PPE), ladder, tape measure, screwdrivers, camera or camera-ready smartphone/tablet, and ballast discriminators.
- Have working knowledge of the Prescriptive Commercial & Industrial Energy Efficiency Measures eligible to be installed through the C&I Programs. Prescriptive Program Applications can be found on both the Cape Light Compact and MassSave websites.
- Report on a mutually agreed upon timeline regarding the progress of projects
- Work with the Compact to determine an appropriate timeline for various inspection and reporting milestones as below.
- Demonstrate sufficient customer service emphasis and acumen to be able to consistently interact with the Compact's commercial customers with professionalism and competence, treating customers, their employees, and their place of business with respect and sensitivity at all times.
- Have systems capability to work with the Compact as they move to a new database and invoicing system which will allow for electronic transfer of invoices and reporting.

The Scope of Work is illustrated in the following Table and explained further in the text below:

¹ The inspections are not intended to warrant the performance or safety of the installations.

	Vendor Functions by Project Type	Small Retrofit Direct Install Projects	Large Retrofit Prescriptive Applications	Large Retrofit Simple Custom Applications	New Construction Prescriptive Applications
1	<i>Pre/post install inspection</i>	X (post only)	X	X	
2	<i>Savings Calculations</i>		X		X
3	<i>Preapproval Letter draft</i>		X	X	
4	<i>Compiling documentation for submittal</i>		X	X	

➤ **Large Retrofit Program Prescriptive and Simple Custom Application-based projects**

100% Pre and Post Install QA/QC is conducted

- Review the submitted application for completeness
 - Work with customer or their representative to complete application accordingly
- Confirm that proposed equipment meets all application requirements, including, but not limited to, checking to ensure that any proposed lighting equipment is on the Qualified Products list, and that minimum efficiency requirements are met
- Schedule a Pre-Installation Inspection with the customer or their representative and travel to the site
- Verify that the existing condition and quantity of equipment on site is as stated in the submitted application
 - Work with customer or their representative to remediate submittal should any discrepancies be found, including but not limited to incorrect equipment quantities or hours of operation submitted, or the incorrect application being utilized.
- Submit a Pre-Installation Inspection report to the Compact including relevant observations of the proposed installations as well as any discrepancies that are being worked through
- Calculate energy savings associated for the proposed prescriptive measures according to the inspected conditions and calculation methodologies provided in the Massachusetts Technical Reference Manual (**Prescriptive Applications only**)
- Work with Cape Light Compact to issue a Pre-Approval Letter to the customer for each project requiring pre-approval

- Upon notification of project completion, schedule a Post-Installation Inspection with the customer or their representative and travel to the site
 - Work with customer or their vendor to obtain invoices and proof of payment for the project
 - Verify that the proposed energy efficiency measures were installed accordingly
 - Verify that the counts are accurate
 - Submit a post-installation inspection report that includes any relevant observations
 - Submit a completed application package to Cape Light Compact for processing
 - Include any amended energy calculations based upon post-installation inspection and invoices from the customer or their representative (**Prescriptive Applications only**)
 - Coordinate with the Compact's Engineering vendor in certain instances of Custom Applications where inspections and documentation compilation is required
- **New Construction Program Prescriptive Application-based projects**
- Calculate energy savings associated for the proposed prescriptive measures according to calculation methodologies provided in the Massachusetts Technical Reference Manual (**Prescriptive Applications only**)
- **Small Retrofit Direct Install Program Projects**
>20% Post-Installation QA/QC is conducted
- Upon notification of project by Cape Light Compact, schedule a Post-Installation Inspection with the customer or their representative and travel to the site
 - Verify that the proposed energy efficiency measures were installed accordingly
 - Verify that equipment counts are accurate
 - Submit a post-installation inspection report that includes any relevant observations, including asking the customer if they are satisfied with work performed and if the requisite recycling has been arranged for pick up
 - In the event of a project not being completed as stated or a customer not being satisfied, work with the Compact and the respective DI vendor to remediate the situation accordingly

The Cape Light Compact will:

- Provide all submitted information for respective projects requiring inspection
- Provide an Inspection Report template for the vendor to submit for each inspection
- Provide a Pre-Approval Letter template for the vendor to submit for each project requiring pre-approval

- Provide a copy of the Massachusetts Technical Reference Manual and confirm appropriate calculation methodologies

V. Proposal Requirements

Proposals should include a conceptual overview that demonstrates an understanding and ability to meet the stated objectives that align with the scope as outlined above. Creative approaches utilizing the latest technology available to meet these objectives are encouraged, understanding that the respondent should explain how the approach will meet the objectives of the scope in different ways.

- Explain your proposed approach to these requested services;
- Describe the team that will be assigned to these services. Describe what each person's role will be and include a brief background summary for each key staff member assigned;
- Briefly describe your firm's organizational capacity to provide the support services requested;
- Provide a company profile including length of time in business and core competencies;
- Briefly describe the percentage of staff that would work on these services relative to your entire staff (using full time equivalents). For example, if you would use one FTE staff on this project and you have a staff of ten, the percentage would be 10%.
- List the three most recent proposals for similar services your firm has developed that best reflects your work and relevancy to these services. Briefly list the role your firm played in each proposal and any coordination your firm did with other supporting vendors on each;
- Incorporate a schematic diagram showing organizational overview including identification of key staff and any supporting vendors or sub-contractors, if applicable, and;
- Please list and describe any deviations from the Scope as outlined in this Request For Proposals.

VI. Project Budget

Vendors' proposed budgets should include a pricing schedule with all labor, overhead, travel, other direct costs associated with these QA/QC services. Include all general and administrative costs in hourly labor rates and direct expenses. These terms apply to sub-contractor costs as well.

VII. Schedule

RFP issued:	October 24, 2014
Pre-bid conference call:	November 14, 2014*
Written inquiries due:	November 17, 2014 by 4:00 p.m. EST
Inquiry responses posted:	November 24, 2014 (to Cape Light Compact website)
All proposals due:	December 3, 2014 by 4:00 p.m. EST
Vendor selected:	December 10, 2014 (estimated)
Kick-off meeting:	Week of December 15, 2014 (tentative)
Implementation:	January 1, 2015

*Please indicate via e-mail to Margaret Downey (mdowney@barnstablecounty.org) your interest in participating in the call by November 12, 2014.

VIII. Proposal – Number of Copies and Format

Proposals, to be entitled for consideration, must be submitted in accordance with the following instructions. The Bidder shall be responsible for submitting one (1) electronic, one (1) original and three (3) copies of the proposal in such form as set forth below.

Proposals shall be:

- Type written on 8 1/2" x 11" paper;
- The pages numbered; and
- The Proposal must also be signed in longhand in accordance with the instructions as stated in Section XV, "Bidder's Submission Statement"

Acceptance of any proposals remains in the sole discretion of Barnstable County. Proposals which in the judgment of Barnstable County fail to meet the requirements of this RFP or which are incomplete or obscure, or in which errors occur, will be rejected.

IX. Additional Requirements for Vendor Bids

In addition to the budget requirements in Section VI the narrative should identify tasks and major milestones for commencing the requested work. The Compact anticipates that the same hourly rates would apply for out-of-scope work relating to the requested services which may be contracted for during the original purchase order period. If not, indicate a cap on any increases in labor costs for out-of-scope work and when they would take effect.

X. Rights to Modify This Specification

The Compact reserves the right to modify any aspect of this RFP if the change will make the program more customer responsive.

XI. Selection Criteria

The final selection of a vendor shall be based on the following sets of criteria:

Minimum Evaluation Criteria

- (i) Responsiveness to the issues identified in the RFP
- (ii) Proposed approach to manage the work
- (iii) Team qualifications and experience
- (iv) Submission of all required documentation and certifications detailed in Proposal Contents.
- (v) A minimum of five (5) years related experience of Commercial & Industrial energy efficiency projects

Contract negotiations will commence in order to complete a signed contract within 15 days of contract award. All contracts will incorporate the general terms and conditions included with the bid package and the written documents provided by the Bidder in its bid.

If a contract is not executed by the chosen Vendor by December 31, 2014, Barnstable County reserves the right to negotiate with an alternative Bidder in order to execute a contract by January 15, 2015. All exceptions to the contract must be noted in writing and included within the body of the proposal.

XII. Proposal Confidentiality

All proposals will become the property of the Compact. As a public entity it may become necessary to supply price information to regulatory agencies for review. The Compact will request that all such information be treated confidentially by the regulatory agencies and the Compact will furnish such information when required. If any proprietary information is contained in the Proposal, it should be clearly identified and will be treated as such provided that the Compact shall be liable for any action taken, or omitted to be taken, in good faith by it or them hereunder or be responsible for the consequences of any oversight or error in judgment thereof except for direct losses due to its or their willful misconduct or gross negligence.

XIII. Return of Proposal Materials

Proposal materials will not be returned to Bidders. All costs incurred by Bidders in the preparation and submission of a proposal and/or oral presentation shall be the sole responsibility of Bidders.

XIV. Oral Presentations

Bidders whose Proposals are deemed as competitive may be required, upon request, to make an oral presentation. The location of the presentation will be stated on the invitation; presentations will be limited to two (2) hours. The first half hour will be allocated to a formal presentation by the Bidder. The balance of the presentation period will be devoted to questions by and discussion with the Compact's representatives.

The oral presentation will be arranged through the Compact. Bidders will receive at least 48 hours' notice to prepare for the presentation. Attendance must include the Bidder's proposed

Project Manager. The Compact may disqualify a Bidder on the basis of its refusal to honor its request for an oral presentation.

Results of the oral presentations will be used in part to arrive at ranking the finalist(s) and may result in adjustments to the final rankings assigned. In addition to, or as an alternative to additional technical data provided in a written or oral format, the Compact reserves the right to request a "best and final offer" from said Bidders in order to arrive at a final selection.

Based upon all information, the Compact will select a finalist with which contract negotiations will commence. An electronic copy of the bid must be submitted as part of each proposal. Electronic submission shall be sent to the individual listed below no later than 2:00 p.m. ET on the date all proposals are due:

Margaret Downey mdowney@barnstablecounty.org

The selected Vendor will be required to sign a Non-Disclosure Confidentiality Agreement upon the start of the project. The confidentiality will specifically pertain to any use of the data provided by the Compact or their representatives. The Vendor will also need to meet all the Terms and Conditions of the Compact. Please refer to APPENDIX A and APPENDIX B.

XV. Bidder's Submission Statement

Bidder's Submission Statement

The following must be completed and included in each Bidder's proposal:

The undersigned Bidder hereby offers to perform the Services as described in the Request for Proposal (RFP) dated October 24, 2014, prepared by Barnstable County, in accordance with the Proposal attached hereto. This bid offer is firm and shall remain in effect for a period of sixty (60) days after receipt thereof by Barnstable County.

In connection with such offer, the undersigned represents and warrants to Barnstable County that it has carefully and thoroughly reviewed the entire RFP and that it possesses the special experience, skills, and abilities necessary to perform the Services bud on in accordance with the specifications detailed in the RFP.

Name of Bidding Firm

Signature

Name of Signatory (print or type)

Position with (print or type)

NON-DISCLOSURE AGREEMENT
between
BARNSTABLE COUNTY AND THE CAPE LIGHT COMPACT
and
COMMONWEALTH ELECTRIC COMPANY D/B/A NSTAR ELECTRIC

This Non-Disclosure Agreement (the "Agreement") is entered into as of this 10th day of May, 2001 between Barnstable County, Massachusetts (hereinafter referred to as the "County," which term includes, for the purposes of this Agreement, officials and employees of Barnstable County) and the Cape Light Compact (hereinafter referred to as the "Compact," which term includes, for the purposes of this Agreement, officials and employees of the Cape Light Compact), on the one hand, and the Commonwealth Electric Company d/b/a NSTAR Electric (the "Company"), on the other.

WHEREAS, pursuant to G. L. c. 40, § 4, the towns of Aquinnah, Barnstable, Bourne, Brewster, Chatham, Chilmark, Dennis, Edgartown, Eastham, Falmouth, Harwich, Mashpee, Oak Bluffs, Orleans, Provincetown, Sandwich, Tisbury, Truro, West Tisbury, Wellfleet, and Yarmouth, and the counties of Barnstable and Dukes County entered into an inter-governmental agreement to act together as the Cape Light Compact (the "Compact"); and

WHEREAS, the County provides fiscal and administrative services to the Compact; and

WHEREAS, as of July 1, 2001, the Compact will provide energy efficiency programs for electric customers on Cape Cod and Martha's Vineyard pursuant to the Cape Light Compact Energy Efficiency Plan (the "Energy Efficiency Plan") certified by the Department of Telecommunications and Energy ("DTE") on April 6, 2001 pursuant to G.L. c. 164, § 134 (b) (the "Purpose"); and

WHEREAS, pursuant to a Transition Plan relating to the Energy Efficiency Plan and also approved by the DTE, the Company agreed to provide the Compact with certain information relating to the Company's customers on Cape Cod and Martha's Vineyard in order to assist the Compact in providing energy efficiency services on Cape Cod and Martha's Vineyard; and

WHEREAS, the Company will disclose such information to the Compact and/or the County in connection with such Purpose, subject to the terms and conditions of this Agreement where applicable; and

WHEREAS, the parties desire to maintain the confidentiality of the such information;

NOW THEREFORE, the parties hereby agree and state as follows:

1. *Confidential Information.* The term "Confidential Information" means all non-public or proprietary customer information, trade secrets, and commercial and financial information disclosed to the Compact and/or the County by or on behalf of the Company in connection with the Purpose, whether disclosed directly or indirectly, in writing or orally, and which, if in tangible form, is marked with the words "Confidential" or "Proprietary" or marking of similar

import, or if disclosed orally, is identified as confidential at the time of disclosure and in a written notice delivered to the Compact and/or the County promptly following disclosure. Confidential Information does not include:

- (a) information already in the possession of the Compact and/or the County at the time of disclosure by the Company, as long as such information was not provided by the Company;
- (b) information that is now or later becomes publicly available, unless such information becomes publicly available as a result of any action or inaction on the part of the Compact and/or the County;
- (c) information received by the Compact and/or the County from a third party, unless such third party was under a duty of confidentiality with respect to such information; or
- (d) summaries, analyses, or similar information derived by the Compact and/or the County from Confidential Information that does not reveal or disclose any proprietary fact.

2. *Use of Confidential Information.* The Compact and the County shall use the Confidential Information exclusively in connection with the Purpose. The Compact and the County shall receive all Confidential Information in strict confidence and shall protect the Confidential Information against disclosure using the same degree of care, but no less than a reasonable degree of care, that the Compact and the County use to protect their own confidential information of a like nature.

3. *Disclosure to Third Parties* The Compact and the County agree that they will not disclose any Confidential Information to any third party without the prior written consent of the Company. After having obtained the written consent of the Company, the Compact and/or the County agree(s) that it/they will: (i) advise the third party of the terms of this Agreement; (ii) advise such party that he or she is bound by the terms of this Agreement; and (iii) have such party execute a Non-Disclosure Certificate in the form attached to this Agreement as Exhibit A. The Compact and the County may disclose Confidential Information only to consultants and contractors of the Compact and/or the County who execute Non-Disclosure Certificates.

4. *Ownership and Return of Confidential Information.* The Compact and the County acknowledge that they have no ownership or proprietary rights in the Confidential Information, and that the Confidential Information is the sole property of the Company. The Compact and the County shall not retain any materials relating to any Confidential Information. The Compact and the County agree that upon the return of the Confidential Information, they shall continue to be bound by the terms of this Agreement. The Compact and the County agree that they shall not, without the prior written consent of the Company, use any confidential technical and business information for any purpose.

5. *Scope of Agreement.* This Agreement is binding upon the employees, officers, directors, agents, representatives and affiliates of the County, the Compact, and the Company.

6. *Consent of the Company.* As to any instance under this Agreement whereby the Compact and/or the County is required to obtain the consent of the Company prior to taking certain actions, the Company reserves the right to withhold consent for any reason.

7. *Term.* This Agreement shall become effective when executed by all parties and shall continue in effect until the date two (2) years after the Compact has ceased to provide energy efficiency services on Cape Cod and Martha's Vineyard, or until sooner terminated by the written agreement of all parties hereto. The obligations of confidentiality contained herein shall survive and continue following the expiration or termination of this Agreement, unless otherwise agreed to in writing by all parties hereto.

8. *Required Disclosures.* Anything in this Agreement to the contrary notwithstanding, the Compact and/or the County may disclose Confidential Information to the extent that they are required to do so by law, a court, or other governmental or regulatory authorities; provided, however, that the Compact and/or the County shall give the Company written notice of such a required disclosure prior to making such disclosure so that the Company may seek a protective order or other relief with respect to such Confidential Information, and shall limit the disclosure to the minimum required to comply with the law, court order, or governmental or regulatory authority.

9. *Representations and Warranties of the Compact and the County.* The Compact and the County hereby represent and warrant to the Company as follows:

- (a) the Compact and the County shall use the Confidential Information only in connection with the Purpose;
- (b) this Agreement constitutes the legal, valid and binding obligations of the Compact and the County enforceable in accordance with its terms; and
- (c) the Compact and the County have taken all necessary action to authorize and approve the execution and delivery of this Agreement and the performance of the obligations hereunder.

The representations and warranties contained in this Agreement shall survive execution and delivery of this Agreement.

10. *Governing Law; Enforcement.* The validity, construction and performance of this Agreement shall be governed by the laws of the Commonwealth of Massachusetts without regard to its choice of law rules. The parties agree that venue for judicial enforcement of this Agreement shall be Barnstable County Superior Court.

The parties acknowledge and agree that the extent of damage to the Company in the event of a breach by the Compact or the County of any of the covenants contained in this Agreement will be difficult or impossible to ascertain and that there may be no adequate remedy at law available to the Company. The Compact and the County therefore agree that, in the event of such breach, the Company, in addition to receiving damages for breach, shall be entitled to enforce any and all of the covenants contained in this Agreement by injunctive or other equitable relief

11. *Notices.* Except for any notice required by law to be given in another manner, all notices, waivers, demands, or other communications required or permitted by this Agreement to be effective shall be in writing, properly addressed, and shall be given by: (i) personal delivery; (ii) established overnight commercial courier delivery service, with charges prepaid or duly charged by the sender; or (iii) registered or certified mail, return receipt requested, first class, postage prepaid as follows:

FOR THE COUNTY AND THE COMPACT:

Margaret T. Downey
Assistant County Administrator
P.O. Box 427
Barnstable, MA 02630
(508) 375-6636 (phone)
(508) 362-4136 (facsimile)
mags@cape.com (email)

FOR THE COMPANY:

Charles W. Kiely
Vice President, Customer Care
NSTAR Electric
Mail Stop Dartmouth-70
P.O. Box 9230
Westwood, MA 02090-9230
(781) 441-8898 (phone)
(781) 441-8060 (facsimile)
charles_Kiely@nstaronline.com

With a copy to:

John Cope-Flanagan
Assistant General Counsel
NSTAR Electric & Gas Corporation
800 Boylston Street
Boston, MA 02199

(617) 424-2103 (phone)
(617) 424-2733 (facsimile)
john_cope-flanagan@nstaronline.com

Any party may additionally provide notice by electronic mail, facsimile, or telephone communication, but this shall not relieve the party of the obligation to provide notice as specified above.

12. *Waiver.* No waiver of any provision of this Agreement shall be effective unless in writing and signed by the party or parties against whom such waiver is sought to be enforced. No failure or delay by any party to insist upon strict compliance with any term of this Agreement shall be deemed a waiver of such term. No waiver or relinquishment of any right under this Agreement at any one or more times shall be deemed as a waiver or relinquishment of such power or right at any other time.

13. *Successors and Assigns.* This Agreement shall be binding upon and inure to the benefit of the successors and permitted assigns of the County, the Compact, and the Company. The Compact and the County may not assign any of their rights or delegate any of their obligations under this Agreement to any third party without the prior written consent of the Company.

14. *Entire Agreement; Amendments.* This Agreement constitutes the entire agreement between the parties hereto with respect to the subject matter hereof and supersedes all prior oral or written agreements and understandings between the parties relating to the subject matter hereof. This Agreement may only be amended or modified by a written instrument signed by all parties hereto.

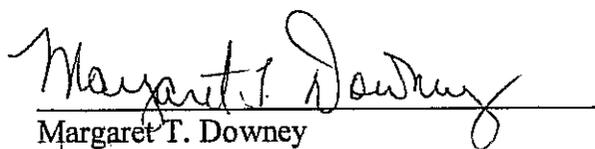
15. *Further Agreements.* Nothing contained in this Agreement shall be deemed, by implication or otherwise, to convey to the Compact or the County any rights in any Confidential Information, nor shall this Agreement be deemed a commitment of any kind by the County, the Compact, or the Company to enter into any further agreements with respect to any Confidential Information.

16. *Severability.* If any of the provisions of this Agreement shall be adjudged by a court of competent jurisdiction to be void or unenforceable for any reason, the same shall in no way affect the validity or enforceability of any other provision of this Agreement to the maximum extent permissible by law.

17. *No Joint Venture.* Nothing in this Agreement is intended or shall be deemed to make the Compact and/or the County a partner of the Company or to create a joint venture between the County, the Compact, and/or the Company.

18. *Counterparts.* This Agreement may be executed in counterparts, each of which shall be deemed an original and all of which shall constitute a single agreement.

FOR THE COUNTY



Margaret T. Downey
Assistant County Administrator

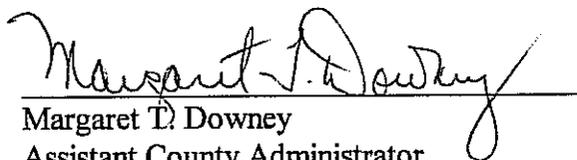
Dated:

FOR THE COMPANY

Charles W. Kiely
Vice President, Customer Care

Dated:

FOR THE COMPACT



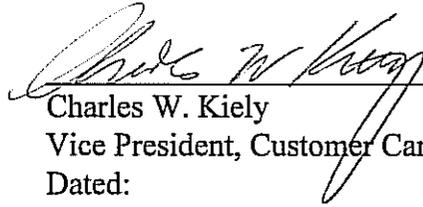
Margaret T. Downey
Assistant County Administrator

Dated:

FOR THE COUNTY

FOR THE COMPANY

Margaret T. Downey
Assistant County Administrator
Dated:



Charles W. Kiely
Vice President, Customer Care
Dated:

FOR THE COMPACT

Margaret T. Downey
Assistant County Administrator
Dated:

EXHIBIT A

NON-DISCLOSURE CERTIFICATE

I hereby certify my understanding that the Confidential Information, as that term is defined in the Non-Disclosure Agreement between Barnstable County, Massachusetts and the Cape Light Compact, on the one hand, and Commonwealth Electric Company d/b/a NSTAR Electric, on the other, dated _____, 2001 (the "Agreement"), is being provided to me pursuant to the terms and restrictions of the Agreement. I also certify that I have been given a copy of the Agreement, have read its terms and conditions, and agree to be bound by them. I understand that the contents of the Confidential Information and any parts of notes, memoranda, or any other form of information that contains such Confidential Information shall not be disclosed to anyone nor copied other than in accordance with the Agreement, and shall be used only for the limited purposes stated therein. I also agree to protect the confidential and proprietary nature asserted for the Confidential Information.

I further acknowledge that, in the event that my role as a consultant or contractor of [insert] ceases, I shall return all copies of Confidential Information and destroy all parts of notes, memoranda, and other documents that contain such material in accordance with the Agreement, and I shall continue to be bound by the terms and conditions of the Agreement.

By: _____
Name: _____
Title: _____
Organization: _____
Representing: _____
Date: _____

APPENDIX B

CONTRACT
between
BARNSTABLE COUNTY
and
[insert name of vendor]

This Contract is made effective as of [_____], and is by and between Barnstable County, Massachusetts (“THE COUNTY”) and [_____] (“THE VENDOR”). THE VENDOR and THE COUNTY may be referred to herein collectively as the “Parties,” or either singularly as a “Party.”

WHEREAS, pursuant to G. L. c. 40, § 4A, the towns of Aquinnah, Barnstable, Bourne, Brewster, Chatham, Chilmark, Dennis, Edgartown, Eastham, Falmouth, Harwich, Mashpee, Oak Bluffs, Orleans, Provincetown, Sandwich, Tisbury, Truro, West Tisbury, Wellfleet, and Yarmouth, and the counties of Barnstable and Dukes County (the “Member Municipalities”), entered into an inter-governmental agreement, as amended from time to time, to act together as the Cape Light Compact (the “Compact”);

WHEREAS, the purposes of the Compact include protecting and advancing the interests of residential, commercial and industrial customers in a competitive electric supply market, and promoting energy efficiency and the reduction of energy bills;

WHEREAS, the Compact is operating an Energy Efficiency Plan approved by the Massachusetts Department of Public Utilities on January 31, 2013, DPU 12-107, for plan years 2013 through 2015;

WHEREAS, THE COUNTY provides fiscal and administrative services to the Compact, pursuant to an Administrative Services Agreement dated April, 2000, as amended from time to time;

WHEREAS, THE COUNTY seeks to enter into a contract with THE VENDOR for [_____] services in connection with the energy efficiency programs that the Compact will operate under the Energy Efficiency Plan;

WHEREAS, THE VENDOR is experienced in the [_____] field(s) and can provide the Compact with the services required pursuant to this Contract;

WHEREAS, THE VENDOR was selected by **[describe competitive bidding, or other, process used to hire vendor]**; and

WHEREAS, the Compact and the Member Municipalities are intended third-party beneficiaries of this Contract.

NOW, THEREFORE, THE COUNTY and THE VENDOR do mutually agree as follows:

1. SCOPE OF WORK

(a) Description of Work

THE VENDOR shall furnish all labor, equipment, permits, supervision and materials to perform the work described in the Scope of Work attached as Exhibit A hereto (the “Work”).

(b) Contract Documents

The following documents (the “Contract Documents”) shall comprise this Contract:

- (i) this Contract between Barnstable County and **[insert name of Vendor]** dated [_____]
- (ii) any and all exhibits hereto, including any plans and specifications related to the Work; and
- (iii) any and all Contract change orders.

The Contract Documents are listed in order of precedence. THE VENDOR is solely responsible for any errors or omissions caused by any failure to inspect, familiarize and understand the complete set of Contract Documents. The Work shall be performed in strict compliance with the Contract Documents and any written amendments thereto and other drawings and detail requirements that may be furnished or accepted by THE COUNTY under Section 15 or Section 16 below. No substitutions shall be made with the Work unless permitted in the Contract Documents and only then upon THE VENDOR first receiving all approvals required under the Contract Documents for substitutions.

2. Authorized Representatives and Notice

THE COUNTY hereby names **[insert name and title]** , as its authorized representative and day-to-day point of contact for THE VENDOR for all issues arising under this Contract. THE VENDOR shall submit all Contract related correspondence to THE COUNTY at the following address:

Margaret T. Downey
Assistant County Administrator
P.O. Box 427
Barnstable, MA 02630
mdowney@barnstablecounty.org (email)

All VENDOR communications with THE COUNTY, an owner or tenant of properties at which THE VENDOR is performing or will perform Work, or their

representative, (collectively referred to herein as the “Customer”), and/or separate contractors, subcontractors, or suppliers of THE COUNTY shall be made through:

Margaret T. Downey
Assistant County Administrator
P.O. Box 427
Barnstable, MA 02630
mdowney@barnstablecounty.org (email)

THE VENDOR hereby names [insert name and title] , as its authorized representative and day-to-day point of contact for THE COUNTY for all issues arising under this Contract and the person responsible for ensuring (over the entire term of this Contract, unless otherwise requested in writing to THE COUNTY, the consent of which shall not be unreasonably withheld) that the Work is performed and completed in a manner satisfactory to THE COUNTY and in accordance with the terms of the Contract Documents (the “Project Manager”). THE COUNTY shall submit all Contract related correspondence to THE VENDOR at the following address:

[insert contact information]

Except for any notice required by law to be given in another manner, all notices, waivers, demands, or other communications required or permitted by this Contract to be effective shall be in writing, properly addressed, and shall be given by: (i) personal delivery; (ii) established overnight commercial courier delivery service with charges prepaid or duly charged by the sender; or (iii) registered or certified mail, return receipt requested, first class, postage prepaid. Notices given hereunder shall be deemed sufficiently given on: (i) the date of personal delivery if so delivered; (ii) the day after sending if sent by established overnight commercial courier delivery service; or (iii) the fifth day after sending if sent by registered or certified mail. Either Party may additionally provide notice by electronic mail, facsimile, or telephone communication, but this shall not relieve the Party of the obligation to provide notice as specified above.

3. Contract Term

The Contract term shall commence on **[insert date]** and shall continue until the earlier of **[insert date]** or termination pursuant to Sections 27 or 28 hereof. THE COUNTY may, in its sole discretion, extend the term of the Contract until the earlier of **[insert date]** or termination pursuant to Sections 27 or 28 hereof.

4. Contract Price and Rates; Credits

The Contract price and rates shall be as set forth and described in Exhibit B hereto.

THE VENDOR may not claim any governmental or other energy efficiency credits, tax credits, forward capacity payments, rebates or incentives of any kind as a result of or in connection with the Work performed under this Contract (collectively, the "Credits") without the written consent of THE COUNTY in its sole discretion. To the extent any Credits are allocated to THE COUNTY or the Compact (or any other Compact project or program participant) by operation of law or regulation, THE VENDOR shall, upon request and without charge, cooperate fully with THE COUNTY to disclaim any rights to such Credits and to assign or allocate all such Credits, and the value thereof to the party designated by THE COUNTY.

5. Payment Procedures

(a) Retainage

Intentionally omitted.

(b) Effect of Payment

THE COUNTY shall not be deemed to have accepted any improper Work, materials or performance by virtue of any payment made to THE VENDOR. Payments (if any) shall be deemed advances and are subject to adjustment for errors, overpayments, or THE COUNTY's good faith determination that the remaining balance of payments may be insufficient to ensure completion of Work or to pay lien claims.

(c) Invoicing and Payment

THE VENDOR shall submit monthly invoices to THE COUNTY by the 10th day of each month, unless otherwise authorized in writing by THE COUNTY. THE COUNTY will remit payment within forty-five (45) calendar days of THE COUNTY's receipt of each monthly invoice. Payment may be contingent upon final inspection and acceptance of the Work. Upon request, THE VENDOR shall provide to THE COUNTY all backup documentation required to establish the value of the Work in place as represented by THE VENDOR's monthly invoices.

All payments, including final payment, are contingent upon:

- (i) all Contract Documents being fully executed;
- (ii) provision by THE VENDOR of a Release, Certification, and Lien Waiver in the form attached as Exhibit C hereto (THE VENDOR shall be required to provide a Release, Certification, and Lien Waiver only prior to final payment);
- (iii) proof by THE VENDOR that it is in current compliance with all of its insurance obligations under this Contract;
- (iv) proof by THE VENDOR that it is not in default of any provision of this Contract; and further, when required by THE COUNTY, all payments,

including final payment, shall be contingent upon THE VENDOR providing THE COUNTY with:

- (a) copies of all necessary permits and/or licenses;
- (b) performance and payment bonds;
- (c) a written statement indicating whether THE VENDOR is a certified minority and/or women business enterprise;
- (d) evidence of compliance with defined industry safety requirements; and/or
- (e) where applicable, State Prevailing Wage Forms or U.S. Department of Labor Form WH-347 Payroll Form, WH 348 Statement of Compliance Form, or similar, in accordance with all Prevailing Wage Laws and Requirements.

6. Prevailing Wage

To the extent that it applies to the Work (e.g., in the implementation of energy efficiency services that result in physical alterations to public buildings), THE VENDOR shall comply with the requirements of G.L. c. 149, §§ 26-27H, as well as any and all other applicable local, state and federal wage laws. When Work is performed under prevailing wage rates, THE VENDOR is required to submit Statements of Compliance and certified payrolls using appropriate state forms or, if a federal project, U.S. Department of Labor Form WH-347 and WH-348 (or similar), for each payroll period. If these forms are not submitted with each invoice, payment will not be made. THE VENDOR shall keep an accurate record showing the name, craft or trade, and actual hourly rate of wages paid to each worker employed by it in connection with such prevailing wage Work, and such records shall be preserved at least two (2) years from the date of payment.

7. Withholding

THE COUNTY reserves the right to withhold payment(s), partial or complete, for any default by THE VENDOR in the performance of any of its obligations under any of the Contract Documents, and/or in the event that an entity or individual makes a claim, prepares to make a claim, or threatens to make a claim upon said payment(s), including, but not limited to, claims for liquidated damages, attachments, the failure to pay compensation to any party when due, or other damages. Payments to THE VENDOR shall be withheld for failure of THE VENDOR to comply with all applicable tax laws, or the failure to remedy any lien against it or THE COUNTY. Upon lawful resolution of any such claim, THE COUNTY shall have the right to reconcile with all parties in accordance with the resolution, including the use of checks payable jointly to the order of THE VENDOR and its suppliers, lessors, laborers or unions. THE COUNTY is not responsible for paying any interest on any withheld payment(s).

8. Partial Performance

THE VENDOR shall not be entitled to any payment for any partial performance except for progress payments made in accordance with the Contract Documents, or in the event that this Contract is terminated by THE COUNTY as set forth under Section 27 or Section 28 below. THE VENDOR understands that THE COUNTY is contracting for nothing less than full, complete and timely performance of the Work, and with the express agreement that THE COUNTY shall be obliged only upon final completion of the Work.

9. Correction of the Work

THE VENDOR is required to correct in a timely fashion any Work rejected by THE COUNTY, or a Customer for failing to comply with the Contract Documents, whether observed prior to the commencement of the Warranty Period or during the Warranty Period established under Section 26 below. THE VENDOR shall correct at its own cost and time and bear the expense of additional services for any non-conforming Work.

10. Nonperformance

If THE VENDOR defaults in performance of its obligations under these Contract Documents, and fails to cure the default or produce a plan acceptable to THE COUNTY (in its reasonable discretion) to cure the default within 24 hours of notice from THE COUNTY, THE COUNTY may take over the Work or any separable part thereof, and complete the same or have the same completed at THE VENDOR's expense. In taking over, THE COUNTY shall have the right, for the purpose of completing Work, to take possession of all drawings and materials belonging to THE VENDOR and purchased or leased for the performance of THE VENDOR's Work. For such purpose, this Contract shall be construed as an assignment by THE VENDOR to THE COUNTY of said drawings and materials. THE VENDOR shall not be entitled to receive further payment until Work is completed. After such Work is completed, the direct and indirect costs of such completion (the "Cost of Completion") shall then be applied against the Contract Price. If the Cost of Completion is in excess of the balance due to THE VENDOR, the excess shall be a debt immediately due from THE VENDOR to THE COUNTY.

11. Time for Commencing and Completing Work; Damages

THE VENDOR shall commence and complete the Work in accordance with the Project Schedule attached hereto as Exhibit D.

THE VENDOR hereby agrees that, should THE VENDOR fail to fully perform according to the Contract Documents, including the Project Schedule, then THE COUNTY shall recover from THE VENDOR any and all damages resulting from said breach,

including, but not limited to, retaining THE VENDOR's payment(s) hereunder up to the full amount of said damages, plus interest and other charges as may be applicable and suffered by THE COUNTY. Should THE VENDOR fail to complete said Work, THE COUNTY also reserves the right to have any uncompleted Work performed by another vendor of THE COUNTY's choosing, with any and all additional project costs incurred by THE COUNTY to become the sole expense of THE VENDOR.

12. Independent Contractor

In performing the work under the Contract Documents, THE VENDOR will at all times be acting as an independent contractor. As such, THE VENDOR will not be an employee of THE COUNTY and will not by reason of the Contract Documents or by Work performed be entitled to participate in or to receive any benefit or right under THE COUNTY's employee benefit plans. All employees/personnel supplied by or used by THE VENDOR shall be deemed employees or subcontractors or agents of THE VENDOR. THE VENDOR assumes full responsibility for the actions of all such employees or subcontractors or agents while performing the Work under the Contract Documents and for the payment of their compensation. THE VENDOR agrees to pay all withholding, FICA, worker's compensation and other taxes, union contributions or other employment related taxes and/or dues required by law or third-party agreement, as and when the same become due and payable. THE VENDOR shall have no authority to bind or make commitments on behalf of THE COUNTY for any purpose and shall not hold itself out as having such authority.

13. Standards of Performance and Compliance with Laws

THE VENDOR shall fulfill its obligations hereunder in accordance with generally accepted standards of professional care, skill and competence in the field(s) in which it is providing services to THE COUNTY. THE VENDOR warrants and represents that it is and shall remain properly licensed in the geographical area in which the Work is to be performed. THE VENDOR will, at its expense, apply for and maintain all permits and licenses required to perform the Work and will perform the Work in strict accordance with any and all relevant federal, state, or local codes, laws, regulations, orders, requirements, and guidelines. THE VENDOR shall schedule and obtain at its own expense any and all necessary tests and inspections. Costs associated with the reopening of any concealed area not inspected in a timely manner will be at THE VENDOR's expense. THE VENDOR shall coordinate and cooperate with any and all trades, customs or local agreements without exception, delay, or claim for additional compensation.

14. Performance of Work

THE VENDOR shall strictly conform the Work to these Contract Documents, unless THE COUNTY executes a written authorization specifying the changes. Should there be any discrepancy between the plans or the specifications, or both, and any applicable laws, then the most stringent shall govern. THE COUNTY assumes no responsibility for failure of the Contract Documents to comply with laws, as THE VENDOR represents that THE VENDOR is

familiar with the same. If any Contract Documents provide for a method of work contrary to any such laws and regulations, THE VENDOR shall notify THE COUNTY in writing prior to the commencement of the Work. THE VENDOR shall use only materials that are new and the best of their respective kind; labor and workmanship shall be of first class quality.

15. Changes and Extra Work

THE COUNTY may at any time or from time to time during the progress of the Work, or until the expiration of the Warranty Period, as established in Section 26, below, require a deviation from, or an addition to the Contract Documents. No change will be effective unless in writing and approved by both Parties. No such change shall in any manner impair or void the Contract Documents. The value of any change required by THE COUNTY shall be added to or deducted from the Contract Price as the case may be; the adjustment shall be determined by agreement of THE VENDOR and THE COUNTY. If the Parties cannot agree on the amount of such adjustment within ten (10) days from the date that the change is authorized or ordered by THE COUNTY, THE VENDOR shall make the change and the dispute will be settled by later agreement or dispute resolution in accordance with Section 30 (c) below. THE VENDOR shall make no claims for extra work unless the same shall be fully agreed upon in writing by THE COUNTY prior to performance of any extra work. If THE VENDOR performs extra work without first obtaining a written order from THE COUNTY, such action is to be construed as a waiver of any and all claims to extra payment.

16. Punch Lists; Completion and Acceptance

Intentionally omitted.

17. Inspection; Prior Work

THE VENDOR has examined all Contract Documents, the job site and/or the conditions to be encountered. THE VENDOR enters into this Contract relying solely on its own investigations and not on representations, if any, that may have been made by or on behalf of THE COUNTY or the Compact. Unless THE COUNTY is notified in writing to the contrary prior to THE VENDOR commencing performance of the Work, it shall be conclusively presumed that work by others that precedes THE VENDOR's performance has been done in a proper manner. Any expense accruing to THE VENDOR, THE COUNTY, or the Compact because of the failure of such work by others to be properly done shall be borne by THE VENDOR.

18. Safety

To the fullest extent allowed by law, THE VENDOR shall assume responsibility for the general and overall safety of the work site, including the safety of any employee, client, guest, or visitor of THE VENDOR, THE COUNTY, the Compact, or a Customer. Systems that have been disabled or otherwise affected in the course of performance of the Work will be left in a safe condition. Out of service systems will be tagged by THE VENDOR in a manner accepted by OSHA, state and local authorities, the insurance company, and THE COUNTY. THE VENDOR

shall at all times exercise reasonable precautions for the safety of its employees and the general public and will be responsible for the performance and maintenance of any appropriate safety procedures pursuant to which it and its employees shall act. Further, THE VENDOR shall operate in complete compliance with OSHA regulations, as well as any and all applicable local, state or federal safety laws, regulations, or requirements.

Imminent danger situations created by THE VENDOR must be corrected immediately. THE COUNTY reserves the right, but without obligation, to take corrective action and pass the costs associated with the same back to THE VENDOR. Additionally, THE VENDOR shall, at the end of each work day or job site, leave the Work area in a clean and safe condition.

THE VENDOR shall immediately notify THE COUNTY of any accident or damage to persons or property and, within forty eight (48) hours, file a written report of the accident with THE COUNTY. If THE VENDOR encounters any asbestos or other hazardous substances in the course of the Work, THE VENDOR shall immediately notify THE COUNTY and any agency required by state or federal law, and shall stop any Work that may disturb, damage or cause a release of asbestos or hazardous substances until THE VENDOR receives written instruction from THE COUNTY. If any hazardous substances are to be handled in the execution of the Work, THE VENDOR shall assume any and all liabilities associated with such handling and must AT ALL TIMES, provide proper storage and disposal of such hazardous substances. Hazardous substances will be handled and disposed of in compliance with governing federal, state, and local laws and/or codes as originally written or subsequently modified. UNDER NO CIRCUMSTANCES WILL THE COUNTY OR THE COMPACT BE LIABLE FOR ANY INJURY TO i) THE VENDOR, ii) ANY EMPLOYEE, CLIENT, GUEST, REPRESENTATIVE, CONTRACTOR, OR SUBCONTRACTOR OF THE VENDOR, iii) ANY CUSTOMER, ANY EMPLOYEE, CLIENT, GUEST, REPRESENTATIVE, CONTRACTOR, OR SUBCONTRACTOR OF ANY CUSTOMER, OR iv) ANY THIRD PERSON, THAT IS THE RESULT OF ANY SUCH PERSON'S EXPOSURE TO HAZARDOUS MATERIALS OR THAT IS OTHERWISE CAUSED BY A RELEASE OR THREAT OF RELEASE OF HAZARDOUS MATERIALS.

19. Vendor Employees

THE COUNTY may require THE VENDOR to remove from the work site such employees of THE VENDOR or subcontractors of THE VENDOR as THE COUNTY, in its reasonable discretion, deems objectionable, or whose continued employment in connection with the Work is deemed by THE COUNTY, in its reasonable discretion, to be contrary to the best interests of THE COUNTY or the Compact.

20. Storage and Clean-up

THE VENDOR shall maintain, to THE COUNTY's satisfaction, all work sites in a clean, neat and safe condition, and shall comply promptly with any instructions from THE COUNTY relating thereto. As the Work covered by the Contract Documents is completed, THE VENDOR shall remove from the work sites, to the satisfaction of THE COUNTY, all of THE VENDOR's rubbish, debris, materials, tools and equipment, and if THE VENDOR fails to do so promptly, THE COUNTY may remove the same to any place of storage, or any dumping ground, at THE VENDOR's risk and expense and without incurring any responsibility to THE VENDOR for loss, damage or theft. All storage and removal costs thus incurred by THE COUNTY shall be deducted from any payment or balance due to THE VENDOR, and any excess shall be the debt of THE VENDOR to THE COUNTY.

21. Damage and Loss

Damage caused by the direct or indirect action of THE VENDOR to a Customer's property and/or facility must be immediately repaired to the satisfaction of THE COUNTY and the Customer, at THE VENDOR's sole expense. THE VENDOR acknowledges that THE COUNTY may provide to THE VENDOR certain materials and/or equipment. THE VENDOR shall install such in accordance with the Contract Documents, all prevailing laws, rules, regulations and codes, and the manufacturers' written recommendations.

THE VENDOR accepts full responsibility for any breakage, shrinkage, damage, or loss of any and all material and/or equipment that has been purchased and/or assigned by THE COUNTY to THE VENDOR. THE VENDOR will replace such lost items with identical items, or THE COUNTY will furnish such items to THE VENDOR, at THE VENDOR's sole expense.

Disruption of services of any kind by THE VENDOR or its agents shall require the immediate action of THE VENDOR to restore such services including, if appropriate, the hiring of subcontractors specializing in the installation and repair of the systems disrupted. No additional compensation shall be due THE VENDOR for such damage and repair. THE VENDOR shall also take reasonable precautions to protect the Work, including materials supplied by THE VENDOR and/or materials supplied by THE COUNTY, prior to final acceptance of the Work.

Written documentation of any and all damage or disruption, as well as the repair action taken, must be forwarded to THE COUNTY immediately. THE COUNTY reserves the right to inspect the damage and repairs. In the event that THE COUNTY executes repairs, THE COUNTY will pursue cost recovery from THE VENDOR and/or its insurance company.

22. Indemnification

To the fullest extent allowed by law, THE VENDOR (and its officers, directors, employees, servants, agents, attorneys, designated volunteers, independent contractors, successors and assigns) shall indemnify, defend, and hold harmless THE COUNTY, the Compact, the individual Member Municipalities (and all of the respective officials, officers, directors, employees, servants, agents, attorneys, designated volunteers, independent contractors, successors and assigns of THE COUNTY, the Compact, and each individual Member Municipality), and all Customers from and against any and all costs, claims, liabilities, damages, expenses (including reasonable attorneys' fees and expenses), causes of action, suits, and/or judgments caused by, arising out of, or related to any act or failure to act of THE VENDOR (and/or its officers, directors, employees, servants, agents, attorneys, designated volunteers, independent contractors, successors and assigns) related to the Contract Documents, including, but not limited to, any failure on the part of THE VENDOR (and/or its officers, directors, employees, servants, agents, attorneys, designated volunteers, independent contractors, successors and assigns) to perform or comply with any of the covenants, agreements, terms, or conditions contained in the Contract Documents on its part to be performed or complied with. This indemnification obligation is not limited in any way by the amount or type of damages or compensation payable by THE COUNTY.

23. Insurance

The VENDOR shall, at its sole expense, procure and maintain on all of its actions hereunder, the following insurance:

- (a) Until completion of the Work:
 - i. Workers' Compensation and Employers' Liability Insurance covering *each and every worker employed in, about or upon the Work*, as provided for in each and every statute applicable to Workers' Compensation and Employers' Liability Insurance.
 - ii. Commercial General Liability Insurance, written on an occurrence form including coverages for Bodily Injury, Broad Form Property Damage, Personal Injury, Products/Completed Operations, Liability arising out of Subcontractors, Contractual Liability (to specifically include coverage for the indemnification clause of this Contract), and so-called Explosion, Collapse and Underground Hazards, with minimum limits of \$1,000,000 per occurrence/\$2,000,000 per project general aggregate; \$1,000,000 aggregate for products and completed operations.
 - iii. Automobile Liability Insurance covering all owned, non-owned and/or hired motor vehicles to be used in connection with the Work with a minimum combined single limit of \$1,000,000 bodily injury and property damage,

including Form MCS-90 and Broadened Pollution Coverage via ISO form CA9948 or its equivalent.

- iv. Umbrella Liability Insurance covering over underlying General Liability, Auto Liability and Employers' Liability Insurance with a minimum limit of \$5,000,000.
- v. Professional Liability Insurance covering THE VENDOR's errors and omissions relating to the Work if the Work involves rendering of professional advice or consultation, including designs, surveys, drawings, approval of maps, etc. Such insurance shall be provided at a limit of at least \$1,000,000.

(b) After the Work is completed:

- i. Products and Completed Operations for limits of \$1,000,000/ occurrence; \$1,000,000 aggregate as provided by the Commercial General Liability Insurance form for two years.
- ii. Professional Liability Insurance with a limit of at least \$1,000,000 for one year.

THE COUNTY reserves the right to refuse any exception to the standard limits and coverages if it is determined that the exception is not in the best interest of THE COUNTY or the Compact. THE VENDOR's insurance companies are to be licensed as "admitted" carriers in Massachusetts with minimum acceptable A.M. Best ratings of "A" and size Class VIII, or as otherwise acceptable to THE COUNTY, in its discretion. THE COUNTY reserves the right of final approval of THE VENDOR's insurance company.

THE VENDOR agrees to waive any rights of subrogation against THE COUNTY, the Compact, the Customer, and their respective employees, subcontractors, engineers, consultants and agents.

THE COUNTY and the Compact must be named as additional insureds on the Commercial General Liability Insurance. In addition, if required by a Customer, THE VENDOR shall name the Customer as an additional insured on such policy.

THE VENDOR shall not enter upon any work site or begin Work without first submitting to THE COUNTY insurance certificate(s) that indicate the coverages required by the Contract Documents. The insurance certificate(s) shall provide that there will be no cancellation or reduction of coverage without thirty (30) days prior written notice to THE COUNTY. If the policy expires prior to completion of the Work, the VENDOR must submit replacement insurance certificate(s) prior to the policy expiration date. Failure to submit new certificates shall result in withholding payments and/or may lead to the termination of this Contract. THE VENDOR shall be solely responsible for tracking and reporting to THE COUNTY the expiration of the policies shown on the insurance certificate(s) provided.

THE COUNTY reserves the right to waive and/or modify the insurance provisions of this Section 23, if THE VENDOR provides alternate forms of adequate security for its obligations under the Contract.

24. Bonds

Upon request by THE COUNTY, THE VENDOR shall provide performance and payment bonds from a surety company in amounts, form and substance acceptable to THE COUNTY, naming THE COUNTY as a direct beneficiary of the surety’s obligations under such bonds. Such bonds shall fully protect THE COUNTY and the Compact against any and all breaches by THE VENDOR, including, but not limited to, payments of salaries, withholdings, union welfare funds and any other union or employee benefits. Performance and payment bonds shall cover THE VENDOR’s Work and the Warranty Period described in Section 26 below. Failure to provide the requested bonds, prior to the commencement of the Work or cancellation of requested bonds during the course of the Work or the Warranty Period, shall entitle THE COUNTY to terminate this Contract without recourse by THE VENDOR except as allowed under Section 27 or 28 below.

Performance Bond	[] required	[] not required
Payment Bond	[] required	[] not required

Premium(s) for requested bond(s) may be added to the Contract Price through a Change Order Form without additional markup by THE VENDOR (except as specifically approved, in writing, by THE COUNTY in advance of the Work). THE VENDOR must present to THE COUNTY a copy of the invoice for the bonds signed by the agent with power of attorney for the bonding company.

THE COUNTY reserves the right to refuse any exception to the bond requirements if it determines that the exception is not in the best interest of THE COUNTY or the Compact. THE VENDOR's surety companies are to be licensed as “admitted” carriers in Massachusetts with minimum acceptable A.M. Best ratings of “A” and size Class VIII, or as otherwise acceptable to THE COUNTY, in its discretion. THE COUNTY reserves the right of final approval of THE VENDOR’s surety company.

25. Taxes and Contributions

THE VENDOR is solely responsible to pay when due all sales, use, and transportation taxes, and all contributions and taxes for unemployment insurance or pension or health funds or similar taxes imposed by any government entity or any labor organization, measured by the wages, salaries or other remuneration paid persons employed by THE VENDOR and engaged in the performance of Work. In the event that THE VENDOR fails to pay such taxes or contributions when due, or in the event that THE COUNTY or the Compact is claimed to be liable to pay such taxes or contributions, THE COUNTY shall have the right, but not the obligation, to pay such taxes or contributions, and THE VENDOR agrees to reimburse THE COUNTY upon demand for the amount thereof (including penalties and interest). THE COUNTY shall have the right to deduct any amounts so paid from sums due THE VENDOR, and any excess shall be the debt of THE VENDOR to THE COUNTY.

26. Warranty

THE VENDOR hereby warrants that all labor performed and any VENDOR supplied materials furnished hereunder shall conform to the requirements of the Contract Documents and be free from defects for a period of one (1) year from and after THE COUNTY's final acceptance of all Work performed hereunder (the "Warranty Period"). Without limiting any other remedy available to THE COUNTY, if any such non-conformance or defect appears during the Warranty Period, THE VENDOR shall make any and all repairs or replacements necessary to remedy the same at its sole expense and within a reasonable time after notification by THE COUNTY. The warranty shall also apply to all Work performed pursuant to the foregoing warranty with the Warranty Period for the repair or replacement work commencing on THE COUNTY's final acceptance of the repair or replacement work. The said warranty shall, at a minimum, obligate THE VENDOR to respond to all warranty calls placed by telephone within forty eight (48) hours. Failure to honor the warranty shall entitle THE COUNTY to withhold funds due THE VENDOR, enforce any applicable bond, proceed to obtain a judgment against THE VENDOR based on all applicable laws, or pursue any other available remedy. THE VENDOR shall maintain insurance as listed above during the Warranty Period.

THE COUNTY shall have the right to charge THE VENDOR Fifty-Five Dollars (\$55) for inspection of warranty or repair work. This charge will become the sole expense of THE VENDOR, which THE COUNTY shall either deduct from current invoices due or invoice directly to THE VENDOR.

27. Termination or Suspension at the Discretion of the County

THE COUNTY may, in its sole discretion, terminate or suspend this Contract upon seven (7) days notice without cause, or immediately for cause. Termination or suspension for cause may include, but not be limited to, THE VENDOR's failure to remedy an imminent danger situation, failure to remedy any lien or lawful claim against it or related to the Work that affects or may affect THE COUNTY, the Compact, a Member Municipality, or a Customer, or for any other material breach of this Contract.

The sole obligation of THE COUNTY upon termination or suspension will be to pay to THE VENDOR the actual cost of the Work in place at the time of termination or suspension as determined by unit price, agreement or audit, less any amount withheld in accordance with the provisions of this Contract. Under no circumstances shall THE VENDOR be entitled to compensation for lost profits, anticipated profits, interest, consequential damages, or the like. THE VENDOR's rights under this Section shall constitute its sole and exclusive remedy under this Contract.

Termination or suspension for cause shall entitle THE COUNTY to assess against THE VENDOR's account all damages, including, but not limited to, costs required to complete the outstanding Work, incurred or to be incurred by THE COUNTY, the Compact, a Member Municipality, or a Customer, and all warranties and guarantees of THE VENDOR as agreed herein to the satisfaction of THE COUNTY.

28. Termination or Suspension Due to Changes in Funding

This Contract is subject to the receipt of funds from various sources to support the Energy Efficiency Plan. If for any reason such funding is terminated, suspended, or restricted, this Contract will become null and void, effective immediately. THE COUNTY shall provide written notice of such termination or suspension to THE VENDOR. In the event of such termination or suspension, THE VENDOR shall be paid for all authorized, satisfactory (in the reasonable discretion of THE COUNTY) Work performed up to and including the date of termination or suspension. Subsequent to termination, neither Party will have any rights or duties towards the other except for any obligations hereunder that by their terms expressly survive such termination.

29. Force Majeure

"*Force Majeure*" shall mean acts of God; hurricanes; tornadoes; fires; epidemic; landslides; earthquakes; floods; strikes; lock-outs or other industrial disturbances; acts of public enemies; acts, failures to act or orders of any kind of any governmental authorities acting in their regulatory or judicial capacity; insurrections; prolonged inability of suppliers to provide essential materials; military action; war, whether or not it is declared; sabotage; riots; civil disturbances; explosions; or any cause or event, not reasonably within the control of the Party claiming *Force Majeure*; provided, however, that *Force Majeure* shall not include the financial inability of the Vendor, whether or not caused by any of the foregoing factors.

In any case where either Party is required hereby to do any act, delays caused by *Force Majeure* shall not be counted in determining the time during which such act shall be completed, whether such time be designed by a fixed date, a fixed time, or "a reasonable time," and such time shall be deemed to be extended by the period of the delay; provided that (i) the non-performing Party, within five (5) business days after the occurrence of the *Force Majeure*, gives the other Party written notice describing the particulars of occurrence; (ii) the suspension of performance be of no greater scope and of no longer duration than is required by the *Force*

Majeure; (iii) no obligations of either Party that arose prior to the occurrence causing the suspension of performance be excused as a result of the occurrence; and (iv) the non-performing Party shall use its best efforts to remedy with all reasonable dispatch the cause or causes preventing it from carrying out its obligations. Notwithstanding the foregoing, neither Party shall be required to settle strikes, lockouts or other industrial disturbances by acceding to the demands of the opposing party or parties when such course is, in its judgment, not in its best interest. In no event, however, shall any extension of time under this Section 29 exceed sixty (60) days.

30. Miscellaneous

(a) Assignment and Subcontracting

No Work to be performed by THE VENDOR pursuant to this Contract shall be assigned or subcontracted, in whole or in part, to any other organization, association, individual, corporation, partnership, or other entity without the prior written consent of THE COUNTY in its sole discretion. No assignment or subcontract shall relieve or discharge THE VENDOR from any obligation or liability under this Contract. THE VENDOR shall ensure that its assignees and subcontractors are bound to all of the terms and conditions contained in this Contract.

(b) Records; Audit

THE VENDOR shall maintain books, records, and other compilations of data pertaining to the requirements of this Contract to the extent and in such detail as shall properly substantiate claims for payment under this Contract. THE VENDOR agrees that THE COUNTY may audit THE VENDOR's books, records, and other compilations of data associated with the performance of this Contract to ascertain that the payments requested by THE VENDOR represent the value of the Work. THE VENDOR agrees to maintain separate expense records for each specified project within and to segregate the costs of the base Work and any authorized change orders. All records shall be kept for a period of six (6) years commencing on the first day after final payment under this Contract. If any litigation, claim, negotiation, audit or other action involving the records is commenced prior to the expiration of the retention period, all records shall be retained until the completion of the action and resolution of all issues resulting therefrom, or until the end of the retention period, whichever is later.

(c) Dispute Resolution

This Contract shall be construed under and governed by the laws of the Commonwealth of Massachusetts, without regard to its rules regarding choice of laws. The Parties agree to use their respective best efforts to resolve any dispute(s) that may arise regarding this Contract. Unless otherwise expressly provided for in this Contract, the dispute resolution procedures of this Section shall be the exclusive mechanism to resolve disputes arising under this Contract between the Parties.

Any dispute that arises under or with respect to this Contract shall in the first instance be the subject of informal negotiations between the Assistant County Administrator of THE

COUNTY, and the [insert title] of THE VENDOR, who shall use their respective best efforts to resolve such dispute. The period for informal negotiations shall not exceed fourteen (14) calendar days from the time the dispute arises, unless it is modified by written agreement of the Parties. The dispute shall be considered to have arisen when one Party sends the other a written notice that identifies with particularity the nature, and the acts(s) or omission(s) forming the basis of, the dispute.

In the event that the Parties cannot resolve a dispute by informal negotiations, the Parties agree to submit the dispute to mediation. Within fourteen (14) days following the expiration of the time period for informal negotiations, the Parties shall propose and agree upon a neutral and otherwise qualified mediator. In the event that the Parties fail to agree upon a mediator, the Parties shall request that the American Arbitration Association, Boston, Massachusetts, appoint a mediator. The period for mediation shall commence upon the appointment of the mediator and shall not exceed sixty (60) days, unless such time period is modified by written agreement of the Parties. The decision to continue mediation shall be in the sole discretion of each Party. The Parties will bear their own costs of the mediation. The mediator's fees shall be shared equally by each Party.

In the event that the Parties cannot resolve a dispute by informal negotiations or mediation, either Party may seek judicial enforcement. Notwithstanding the foregoing, injunctive relief may be sought without resorting to alternative dispute resolution to prevent irreparable harm that would be caused by a breach of this Contract. In any judicial proceeding, the "Prevailing Party" shall be entitled to payment from the opposing party of its reasonable costs and fees, including but not limited to attorneys' fees and travel expenses, arising from the civil action. As used herein, the phrase "Prevailing Party" shall mean the Party who, in the reasonable discretion of the finder of fact, most substantially prevails in its claims or defenses in the civil action. Venue for any judicial proceeding involving a dispute arising from this Contract shall be Barnstable County Superior Court, Massachusetts. This Section shall not be construed to limit any rights a Party may have to intervene or join in any action, whether litigation or alternative dispute resolution, wherever pending, relating to the Work in any way in which the other is a Party.

THE VENDOR shall diligently carry on the Work and maintain the progress schedule during any dispute resolution proceedings, unless otherwise agreed to by THE COUNTY in writing. No dispute under this Contract shall give THE VENDOR the right to stop Work pending dispute resolution.

(d) Confidentiality and Compliance with Data Security Laws

Through the performance of the specified Work, THE VENDOR may be furnished with certain confidential or proprietary information. The disclosure and use of such information shall be governed by the Non-Disclosure Agreement entered into by THE COUNTY and THE VENDOR dated [insert date] and the Non-Disclosure Agreement entered into by the Compact and the Commonwealth Electric Company d/b/a NSTAR Electric dated May 10, 2001.

In addition, THE VENDOR shall comply with all applicable state and federal data security laws. Unless otherwise provided by law, THE VENDOR shall promptly pay all fines, penalties and damages that may arise out of or are imposed because of THE VENDOR'S failure to comply with the provisions of this section and, shall indemnify THE COUNTY and THE COMPACT against any liability incurred as a result of a violation of this section.

(e) Solicitation

THE VENDOR shall not solicit work from a Customer for two (2) years from expiration of the Warranty Period, unless THE VENDOR can provide proof that it has a pre-existing relationship with said Customer. For purposes of this subsection, "pre-existing relationship" means a relationship pursuant to which THE VENDOR performed services for the Customer prior to performing services for that Customer under an energy efficiency services program run by the Compact, the Commonwealth Electric Company d/b/a NSTAR Electric, or any other utility. THE VENDOR may do additional work directly with a Customer if said Customer has solicited THE VENDOR.

(f) Modification and Waiver

This Contract shall be binding upon THE VENDOR and the COUNTY and their respective attorneys, representatives, agents, officers, successors and assigns, and may not be modified, amended, discharged or supplemented except by an instrument in writing signed by a duly authorized representative of each Party. Failure of THE COUNTY to enforce any provision contained herein does not constitute a waiver of said provision or any other provision.

(g) Savings Clause

If any section, sentence, clause, or other portion of the Contract Documents is for any reason held invalid or unconstitutional by any court, federal or state agency of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions hereof.

(h) Survival

Neither completion of the Work nor any termination of the Contract shall be deemed to relieve THE VENDOR of any obligations hereunder that by their nature survive completion of the Work; including, but not limited to, all warranties, guarantees and promises of indemnity and confidentiality.

(i) Third Party Beneficiaries

The Compact and each individual Member Municipality is an intended third-party beneficiary of this Contract, entitled to the full rights of this Contract.

(j) Non-Discrimination in Employment and Affirmative Action

THE VENDOR shall take affirmative action to ensure that its employees, and any member of the public eligible for service under the Energy Efficiency Plan, are treated without regard to race, color, sex, marital status, sexual orientation, age, religion, national origin, ancestry, handicap, disability, or veteran status. THE VENDOR agrees to comply with all applicable federal, state, and local laws, rules, and regulations prohibiting discrimination in employment and in public accommodations.

(k) Interest of Vendor; Other Activities; Conflicts

THE VENDOR covenants that it presently has no interest, and shall not acquire any interest, directly or indirectly that would conflict in any manner or degree with the performance of the Work. THE VENDOR agrees to diligently serve and endeavor to further the best interests of THE COUNTY and the Compact. THE VENDOR further agrees not to undertake activities that conflict, or are not in accordance, with the best interests of THE COUNTY and the Compact, and will disclose any other employment or engagements that could conflict with its obligations under this Contract. THE VENDOR further covenants that it shall comply with all relevant provisions of G.L. c. 268A.

(l) Political Activity Prohibited

None of the services to be provided by THE VENDOR hereunder shall be used for any partisan political activity, to further the election or defeat of any candidate for public office, or in connection with any referendum question or legislative or grass-roots lobbying activities.

(m) Anti-Boycott Warranty

THE VENDOR hereby warrants that, during the term of this Contract, neither it nor any “affiliated company,” as hereafter defined, shall participate in or cooperate with an international boycott, as defined in 26 U.S.C.A. § 999 (b) (3) and (4), or engage in conduct declared unlawful by G.L. c. 151E, § 2. An “affiliated company” shall be any business entity of which at least 51% of the ownership interests are directly or indirectly owned by THE VENDOR, or by a person or persons or business entity or entities that directly or indirectly own at least 51% of the ownership interests of THE VENDOR.

(n) Headings

All headings contained in this Contract are intended for convenience of reference only, and shall not be used to interpret any of the terms and provisions of this Contract.

(o) Entire Agreement

This Contract constitutes the entire agreement between the Parties hereto with respect to the subject matter hereof and supersedes all prior oral or written agreements and understandings between the Parties relating to the subject matter hereof.

(p) Joint Work Product

This Contract shall be considered the joint work product of the Parties hereto, and shall not be construed against either Party by reason thereof.

(q) Counterpart Execution; Scanned Copy

This Contract may be executed in several counterparts, each of which, when executed, shall be deemed to be an original, but all of which together shall constitute one and the same instrument. The Parties agree that a scanned or electronically reproduced copy or image of this Contract bearing the signatures of the Parties hereto shall be deemed an original and may be introduced or submitted in any action or proceeding as competent evidence of the execution, terms and existence of this Contract notwithstanding the failure or inability to produce or tender an original, executed counterpart of this Contract and without the requirement that the unavailability of such original, executed counterpart of this Contract first be proven.

IN WITNESS WHEREOF, the Parties have executed this Contract effective as of [insert].

BARNSTABLE COUNTY:

Mary Pat Flynn
Chair

Sheila Lyons
Vice Chair

William Doherty
Commissioner

Date: _____

VENDOR:

Name/Title:
Date:

EXHIBITS

- Exhibit A: Scope of Work
- Exhibit B: Contract Price and Rates
- Exhibit C: Release, Certification and Lien Waiver
- Exhibit D: Project Schedule
- Exhibit E: Change Order Form
- Exhibit F: Service Level Agreement

EXHIBIT A

SCOPE OF WORK

EXHIBIT B

CONTRACT PRICE AND RATES

EXHIBIT C

RELEASE, CERTIFICATION AND LIEN WAIVER

PROJECT NAME:

SITE LOCATION:

THE COUNTY/OWNER: Barnstable County, Massachusetts

VENDOR:

Original Contract Value:	\$ _____
Payments Received to Date:	\$ _____
Remaining Contract Value:	\$ _____
Attached Final Invoice/Documentation to be Paid:	\$ _____

For and in consideration of the sum of \$ _____, and for other good and valuable consideration, the receipt of which is hereby acknowledged to the VENDOR by THE COUNTY, THE VENDOR hereby:

1. remises, releases and forever discharges all actions, debts, claims, demands, liens, suits, covenants, damages, equitable actions, and liabilities whatsoever, both at law and in equity against THE COUNTY, the Cape Light Compact and its municipal members, and any of THE COUNTY's customers arising from, in connection with or in any way relating to any work or labor performed and any materials, machinery, equipment, services, insurance bonds or supplies furnished by or through THE VENDOR;
2. certifies and warrants that the following have been paid in full or will be paid in full within seven (7) days of the date hereof: (a) all persons, parties or entities that have furnished materials and performed labor or either to, for or through THE VENDOR in connection with the project; (b) all taxes, benefits, assessments, insurance and obligations of any other descriptive title in connection with labor performed for the project; and (c) obligations for all materials, machinery, equipment, services and supplies to, for or through THE VENDOR;
3. waives and relinquishes all rights whatsoever (a) to lien, by way of any mechanic's lien, materialmen's lien, and any other lien, against and/or attach the property, real estate, buildings and improvements comprising of the project, on account of work, services, equipment, materials supplied;
4. along with its officers, directors, employees, servants, agents, attorneys, designated volunteers, independent contractors, successors and assigns, to the fullest extent allowed by law, indemnifies, defends, and holds harmless THE COUNTY, the Cape Light Compact, the individual municipal members of the Cape Light Compact (and all of the respective officials, officers, directors, employees, servants, agents, attorneys,

designated volunteers, independent contractors, successors and assigns of THE COUNTY, the Cape Light Compact, and its individual municipal members), and THE COUNTY's customers from and against any and all costs, claims, liabilities, damages, expenses (including reasonable attorneys' fees and expenses), side agreements, consent decrees, causes of action, suits, and/or judgments caused by, arising out of, or related to the performance of this Contract by THE VENDOR and its officers, directors, employees, servants, agents, attorneys, designated volunteers, independent contractors, successors and assigns.

Signed and sealed this _____ day of _____, 20__.

Signature: _____

Name and Title: _____

COMMONWEALTH OF MASSACHUSETTS

_____, ss.

Then personally appeared _____, to me personally known and being first duly sworn, took oath that: (1) the certification above are true; and (2) that he/she is authorized to execute the foregoing on behalf of THE VENDOR and she/he signs on his own free will and deed.

Notary Public
My Commission Expires:

EXHIBIT D

PROJECT SCHEDULE

EXHIBIT E
CHANGE ORDER FORM

EXHIBIT F
SERVICE LEVEL AGREEMENT

Vendor will provide Cape Light Compact (CLC) with the following:

1. **Confirmation of receipt of any request for inspection.**
2. **Weekly email status updates of requested inspections**, in simple bulleted or table format, that includes information on which jobs have been inspected or scheduled for inspection during the week, as well as expected estimated time to completion on outstanding jobs.
3. **Monthly conference call status updates with accompanying excel spreadsheet** to be completed by vendor and issued to CLC program planner by close of business on business day preceding monthly conference call.
4. **Fully documented QC Reports with counts by individual measure/lamp type** and detailed notes as necessary, even in cases where no discrepancies are found.
5. **Turnaround of inspections (with completed inspection report) within 2 weeks (10 business days) of assignment**, unless otherwise agreed upon in a specific instance. In certain instances, CLC may request faster than 2 week turnaround. If requested turnaround cannot be met, vendor will inform CLC at the time of the request or as soon as possible afterwards, so that other arrangements can be made.
6. **Completed QC Inspection Reports scanned and emailed to CLC program planner within 2 business days of completed QC visit.**

When material discrepancies are found, the vendor will:

7. **Notify the CLC program planner via email within 1 business day** (i.e. Count on application is off of actuals by greater than 20%, existing fixture wattage is off of actuals by greater than 10%, application states that T-12s exist but instead are T8s) and
8. **Work directly with customer or customer's representative to resolve and correct any misinformation.**

QC inspector shall have the necessary equipment to perform inspections in the field adequately and safely, including:

9. **Personal protective equipment;**
10. **Ladder** to climb closer to fixtures for proper identification;
11. **Sensor Switch discriminator** or similar unit to determine if existing ballasts are magnetic or electronic;
12. **Camera** for the purpose of photographing existing equipment when further investigation is needed to identify/document existing equipment/conditions; and
13. **Company Picture id.**

In addition the Vendor will also perform:

14. **Benefit Cost Screening of Custom projects** using the Statewide Dual Fuel Screening Tool, within 5 business days or screening request.
15. **Drafting of Pre-approval letters within 5 business days of satisfactory completed pre-installation inspection** and send to Customer with copies to the CLC Program Planner and the CLC Customer Service Coordinator; as well as the Customer vendor contact, if provided. Letter can be in email form or in .pdf attached to an email. CLC to provide electronic pre-approval letter template on CLC letterhead.