



# Smart Business Program

## CONTRACTOR PROCEDURES & SPECIFICATIONS

### TABLE OF CONTENTS

I.	Introduction.....	Page 1
II.	Program Description.....	Page 1
III.	How to Participate .....	Page 2
IV.	Installer Requirements.....	Page 3
V.	Specifications .....	Page 4

Conservation Resources Division

[www.seattle.gov/light/conserves](http://www.seattle.gov/light/conserves)

*March 2010*

## I. INTRODUCTION

These are the policies and procedures for Seattle City Light's Smart Business Program. Contractors and installers are responsible for following these guidelines in order to receive rebates. For questions, please contact Smart Business Program Coordinators:

- Charles Valentin      **(206) 684-4215**      [charles.valentin@seattle.gov](mailto:charles.valentin@seattle.gov)
- Marilou Trias          **(206) 684-4293**      [marilou.trias@seattle.gov](mailto:marilou.trias@seattle.gov)
- Wayne Knipple        **(206) 684-4286**      [wayne.knipple@seattle.gov](mailto:wayne.knipple@seattle.gov)
- Eugenia Morita        **(206) 684-4280**      [eugenia.morita@seattle.gov](mailto:eugenia.morita@seattle.gov)  
Supervisor

## II. PROGRAM DESCRIPTION

- The goal of the Smart Business (SB) program is to save electricity through the replacement of inefficient lighting fixtures with efficient fixtures, and/or all other equipment needing efficiency upgrade.
- Seattle City Light (SCL) offers a per-fixture rebate for small businesses located in the SCL service territory. Small business is defined as a commercial business with a Small General Service rate code beginning with ES (e.g., ESMC, ESMS ) and not part of a chain, institution or campus.
- SCL does not contract with installers, who are chosen by the Customer.
- Customers may use their licensed and bonded electrical contractor to do the retrofit work, or choose someone from SCL's Smart Business Contacts for Lighting Work List.
- ***Contractors must complete at least one job annually to maintain their position on any contractor list.***
- Contractors are encouraged to generate their own leads in this program.
- Completed retrofit work is subject to on-site verification.
- SCL provides a rebate check to the business owner after the work has been verified by SCL, unless business owner assigns payment to the contractor.
- Historic neighborhoods (ie: Pioneer Square, International District, Pike Place Market) must have prior approval from their individual preservation boards before participation in SCL rebate programs.

### III. HOW TO PARTICIPATE

1. Determine if the business is a Small General Service (rate code beginning with ES). You can check for the code on the customer's bill or call **(206) 684-3800** with the exact billing address.
2. Conduct your lighting survey. Count number of eligible fixtures to be replaced. Use the SB Rebate Worksheet to determine approximate amount of rebate. (NOTE: if a fixture is not listed on the rebate form, SCL staff may calculate a rebate **at their discretion**. The rebate is based on kWh saved to a maximum of 70% of the line item installed cost. SCL staff will calculate the kWh saved based on the energy survey.)
3. Contact SB staff and provide the following:
  - a. Name and address of business
  - b. Contact person and phone numbers
  - c. Square footage of business and heat source
  - d. Number of fixtures to be replaced and amount of rebate
4. Prior to issuing a coupon number, SCL will survey the project site. **Do not start work until you receive a rebate coupon number.**
5. Submit bid and warranties to the business owner and complete the installation. All projects are subject to in-progress verifications.
6. Notify the business owner and SCL that the job is complete.
7. Mail, email or fax the following documents to SCL:
  - a. Copy of the invoice with tax calculated for the full amount without rebate deduction
    - List the manufacturer and model number of each new fixture, fixture modification kit and ballast on the invoice
    - Warranty and service information
  - b. Rebate Coupon and Assignment of Vendor Payment (if applicable) signed and dated by owner
  - c. Rebate Worksheet
  - d. Lamp and Ballast Disposal form signed by installer and owner (if applicable)
  - e. W-9 taxpayer identification number (only with contractor's first rebate payment)
  - f. Letter of Association with electrical contractors name, address and license number for any subcontracted electrical work (as required)
8. Upon receipt of all completed documents, SCL staff will visit the job site to verify fixture count, rebate eligibility and assignment of rebate payment if applicable.
9. SCL shall provide rebates only for retrofit and/or replacement of **existing** non-efficient fixtures as listed on the Rebate Worksheet.
10. Rebate check will be mailed to customer/contractor within 30 days of job verification **and SCL's receipt of all documents.**
11. All projects issued a coupon must be completed within 12 months of issue date.

12. SCL reserves the right to limit the number of active coupon numbers to any one contractor pending the completion of any other outstanding SCL program work.

#### **IV. INSTALLER RESPONSIBILITIES**

1. Contractors are responsible for ensuring that projects comply with all applicable Federal, State and local laws, codes and ordinances, including all building, energy and accessibility codes. Contractors should be aware of health and safety requirements for lighting fixtures located over areas such as gyms, daycare, food preparation, and hazardous vapor locations; fixtures located in wet or damp locations; and/or fixtures located in walkways where the American Disability Act may apply.
2. Fixtures and retrofit kits must be new, of current manufacture and certified by an approved testing laboratory (UL, CSA, ETL, UL924, etc.).
3. Products must be installed per manufacturer recommendations.
4. It shall be the Contractor's responsibility to ensure appropriate illumination levels. Lamp wattage recommendations should be based on Illuminating Engineer Society's (IES) recommended illumination levels.
5. Contractors are responsible for removal of any replaced fixtures, ballasts and lamps from the project site and disposal or recycling of such materials as mandated by Federal, State, and local regulations. Include disposal and/or recycling costs in bid total. (Disposal of leaking ballasts containing polychlorinated biphenyl (PCBs) is specifically regulated by Toxic Substances Control Act regulations. All non-leaking PCB-laden ballasts are subject to EPA Region 10 disposal rules and requirements. Fluorescent lamp disposal is regulated by the Universal Waste Rule regarding handling of Commercial Hazardous Waste.
6. It shall be the Contractor's responsibility to repair any damage incurred during installation. Contractors should cover work areas and sensitive equipment and clean up after install.
7. Contractors must obtain all applicable permits prior to installation. Include the permit price in the bid total. Permits can be applied for online at: City of Seattle, [www.seattle.gov/dpd/permits](http://www.seattle.gov/dpd/permits) or at each city municipality, if applicable.
8. A licensed and bonded electrical contractor must perform all lighting retrofit work. NOTE: if the work is subcontracted to a licensed electrical contractor, a Letter of Association must be provided. In lieu of a Letter of Association, a copy of the Passed Final Electrical Permit Inspection is acceptable.
9. SCL does not warrant the quality of the installed rebate measures. Contractors must provide a written warranty to the customer upon completion of work. The contractor may pass through a manufacturer's warranty.
10. SCL reserves the right to verify and approve pre-existing lighting situations and final installations for compliance with the specifications set forth in Section V below prior to the disbursement of any rebate funds.
11. Where fluorescent lamps are used, low mercury content is strongly urged.
12. Contractors should ensure that exterior fixtures are suitable for damp or wet locations.

## V. LIGHTING SPECIFICATIONS

1. Eligible lighting technologies include electronically ballasted T-5, T-8, 2-piece compact fluorescent lamps and compact fluorescent fixtures. Other lighting technologies are allowed at SCL representative's discretion. The following are not allowed: T-10, T-12 fluorescent, incandescent/halogen, mercury vapor, neon and low voltage.
2. All lamps must have a CRI of 80 or better (except high pressure sodium lamps).
3. Compact fluorescent fixtures must have electronic ballasts and a high power factor rating at .9 PF or above.
4. All fixtures and controls must be hardwired, unless reviewed and pre-approved before installation.
5. Power factor for full-size electronic fluorescent ballasts must be .9 or greater.
6. LED exit signs must meet UL 924. See local fire codes for color requirements.
7. All exterior fixtures must be operated by a control or have an integrated photo sensor that automatically prevents operation during daylight hours. The control must automatically reactivate within 24 hours of manual override or testing operation. (Existing clock-timer controls may satisfy this requirement.)

### **Exceptions:**

This program allows flexibility for specific unique architectural details. Any exception from these requirements must be reviewed and approved by SCL prior to installation.