

Attachment F

Solarize Rhode Island Request for Applications Check List of Required Documentation

Instructions: All installers applying to this RFA must include the following documentation with the application to the Solarize Rhode Island program. Any missing information may result in the disqualification of the application from review.

Provide legible photocopies of the following:

- Rhode Island Contractors' Registration and Licensing Boards registration
- Rhode Island Renewable Energy Professional Certificate and/or a Valid A Electrical license
- Proof of registration with the Rhode Island Secretary of State's Office. Corporations, LLC's., etc. must file the proper paper work with the Rhode Island Secretary of State's Office. Any fictitious names used must be on file with the Secretary of State and must reflect the registration number of the registered entity. A copy of the certificate of registration is necessary for each "business entity" even if said entity is owned by the same individual pursuant to RIGL 5-65-1 (3) (ii).

All installers applying to this RFA additionally certify that they:

- Maintain the required certificate of liability Insurance coverage of at least \$500,000.00.
- Have proof of proper Workers Compensation Insurance coverage.
- Ensure that all forms of advertising, bid documents, contracts, proposals, etc. incorporates the Rhode Island Contractor's registration number and the Renewable Energy Professional certificate number.
- Ensure that all sub-contractors are registered and/or licensed depending on the work being performed.
- Commit to providing a lien release from any sub-contractors and suppliers at project completion.
- Include language in any contracts over \$1,000.00, which must be in writing, with a right of rescission clause if signed outside place of business, a mechanics lien notice to the owner, and have the Rhode Island Contractors' Registration number on contract.
- Ensure that any and all lien releases must be received by the proper agencies and or customers before the final payment will be issued to a contractor or a subcontractor.
- Commit to acquiring both building and electrical permits would be required for all PV systems associated with the Solarize Rhode Island Program.

By signing below, I certify that I have read and understand the aforementioned requirements; have provided the required documentation with this application; and will provide updated documentation to the Program Administrators should any of the submitted information change during the course of the Solarize Rhode Island program.

Company Name: _____ Date: _____
(Printed name of Installer Organization)

Authorized Representative: _____
(Signature of Authorize Representative) (Title)