

## Contractor Participation Agreement

# Furnace, Boiler and Central Air Conditioner Comprehensive Tune-Up Program



The Consumers Energy comprehensive tune-up ensures your customer's heating and cooling systems are running at peak efficiency, operating safely and maintaining durability. You will be required to perform several advanced diagnostics to evaluate the system, make the necessary adjustments and bring it back to its peak performance.

### I. Contractor Information

Company Name:		Contact Name:	Tax ID #:
Street Address:			
City:		State:	ZIP:
Phone:	Fax:	Email:	
HVACR Licensee Name:	HVACR License Number:	HVACR License Expiration Date: Licenses will be verified prior to eligibility.	
HVACR Endorsements: Must have heating service for furnaces/boilers. Must have refrigeration and air conditioning service for AC tune-up.			

### II. Value-Added Services

Contractor will perform the following value-added services during the comprehensive tune-up:

<p>Heating Comprehensive Tune-Up Services:</p> <p><input type="checkbox"/> Measure gas manifold pressure.   <input type="checkbox"/> Measure system airflow/water temperature rise.   <input type="checkbox"/> Inspect the system's electrical components.</p> <p><input type="checkbox"/> Verify gas flow rate and temperature rise.   <input type="checkbox"/> Inspect and verify proper size and operation of combustion venting (flue) systems.</p> <p><input type="checkbox"/> Perform combustion analysis tests before and after maintenance service.   <input type="checkbox"/> Inspect and ensure proper operation of all system controls.</p>
<p>Cooling Comprehensive Tune-Up Services:</p> <p><input type="checkbox"/> Inspect the system's filter.   <input type="checkbox"/> Clean the outdoor condenser coil.   <input type="checkbox"/> Inspect the indoor evaporator coil.</p> <p><input type="checkbox"/> Adjust airflow and the system's refrigerant charge if necessary.   <input type="checkbox"/> Inspect the system's electrical connections and wiring.</p> <p><input type="checkbox"/> Calculate your system's effective efficiency.</p>

### III. Residential Tune-Up Projections

	Boilers	Furnaces	Air Conditioners
About how many residential furnace, boiler and central air conditioner tune-ups do you expect to perform within the Consumers Energy service territory for this calendar year?			
How many Consumers Energy <b>qualifying</b> furnace, boiler and central air conditioner tune-ups do you plan to perform in this calendar year? <i>Note: Qualifying tune-ups must meet the "Valued-Added Services" requirements in the section above.</i>			

In order to maintain listing as a participating tune-up provider in the online directory, the contractor must submit a minimum of five eligible applications in any program year. Newly onboarded contractors will be listed for 12 months upon joining the program and must maintain program minimums thereafter or will be subject to removal from the list.

#### IV. Contractor Participation

Contractors wishing to participate in the Consumers Energy Heating or Cooling Comprehensive Tune-Up programs must first be registered with the Consumers Energy Residential Heating, Cooling and Water Heating (HVAC) rebate program and have a completed Residential Trade Ally Participation Agreement on file. The contractor agrees to complete the tune-up rebate submission using the contractor online application or mobile application on behalf of the homeowner. Contractors will be listed on the Find a Contractor webpage under Heating Comprehensive Tune-Up Services and/or Cooling Comprehensive Tune-Up Services. Contractors are required to perform eligible comprehensive tune-ups when requested by a Consumers Energy customer. Contractors must complete continuing education requirements as defined by the program. Failure to adhere to these requirements may result in removal from the Tune-Up Participating Contractor list on the online directory and/or the program.

All rebate submissions require a completed Furnace, Boiler and Central Air Conditioner Tune-Up Report or mobile application submission (Manifold AC reports qualify) and a copy of your invoice to the homeowner. **If service is prepaid maintenance, invoice must state: Prepaid. Contractor must also provide their cost schedule of prepaid maintenance charges and file it with program staff on an annual basis.**

#### V. Contractor Agreement

**On Behalf of the Contractor, I Have Read and Understand the Terms of This Agreement and Voluntarily Enter Into It.**

Authorized Representative (please print):	Title:
Signature:	Date:

Please submit this completed application to **consumershvac@icf.com** or fax it to **517-768-6320**.

For more information about the Consumers Energy rebate program, visit **ConsumersEnergyTradeAlly.com**

**Confidentiality Agreement:** All information, including invoicing and sales projection data submitted to Consumers Energy, will be kept confidential within the Consumers Energy rebate program and will only be used in aggregate form, as required, by the Michigan Public Service Commission and for associated evaluation, measurement and verification purposes.

