



2012 Local Government Energy Audit Program Firm Selection Form

After evaluating proposals, complete this form requesting approval to execute a contract with the selected auditing firm.

Contact Information (please complete the info below for the primary contact for this application)

Primary Contact Name		Title	Applying Entity		
Address		City	State	Zip	
Phone ()	Fax ()	E-mail			

Approval Request Form Checklist

Please check the following:

- I am attaching the final RFP that was sent to the auditing firm.
- I am attaching a list of all firms and their respective prices or responses.
- I am attaching the complete Scope of Work Proposal from the selected firm.

The following are certifications. Both must be checked off for the form to be complete.

- I certify price proposals were requested from each pre-qualified energy auditing firm.
- I certify that the lowest priced firm, _____, (insert name of lowest paid firm) was selected, or, if not, I have described below why, _____, (insert name of chosen audit firm) a non-lowest priced firm, was selected.

Reason(s) for not selecting the lowest priced firm:

If you have selected a non-lowest priced firm, your selection is subject to review and approval by the Program Manager and the Board of Public Utilities based on the justification provided.

Application Authorization

Authorization section should be signed by the Mayor, Business Administrator, Executive Director, or some comparable decision-maker at the applying entity.

I certify that all information within this form is true. I understand the Local Government Energy Audit Program rules. I will not hold the Administrator or Program Manager responsible for work performed by a third party.

Applicant Representative Signature	Applicant Representative Printed Name
Applicant Representative Title	Date Submitted

Acceptance into the program is dependent on approval of the Scope of Work and cost proposal. Acceptance into the Program does not guarantee approval of the energy audit report. The Applicant must meet all Program rules to receive incentive funds from the Program. Neither the Commercial / Industrial Program Manager nor the Administrator is responsible for work performed by third parties.

Please mail, fax, or e-mail your completed application to:
 New Jersey's Clean Energy Program c/o TRC Energy Services
 900 Route 9 North, Suite 404 • Woodbridge, NJ 07095
 Phone: 866-657-6278 • Fax: 732-855-0422 • E-mail: LGEA@trcsolutions.com
 For further questions, please call 866-657-6278 x4 or visit our website at NJCleanEnergy.com/LGEA