



Date: February 10, 2023

Custom proposal for: **Town of Taghkanic (Town Hall)**

Statement of Work

## Lighting Scope of Work (SOW)

Potentia Management Group LLC ("Contractor") will supply material and labor to convert the following fixtures below to high efficiency LEDs. Work will be performed by highly trained and experienced LED lighting technicians. Scope includes all material, equipment and labor for the LED conversion. Work will not interrupt customer's daily operations. All LEDs used for this project are of the highest quality and include a 5-year parts warranty.

## Existing Lighting Equipment for Conversion

Location	Lighting Interior or Exterior	Quantity	Fixture Description
Upstairs	Interior	2	4' Fluorescent, 2L4 STD/STD
Upstairs	Interior	1	8' Fluorescent, 1L8 HO STD/STD
Upstairs	Interior	1	8' Fluorescent, 2L8 HO STD/STD
Downstairs	Interior	4	8' Fluorescent, 2L8 STD/STD
Downstairs	Interior	3	4' Fluorescent, 4L4 STD/STD
Screw-In Lamps	Interior		<b>ALREADY LED - NOT UPDATING</b>
Exterior Lighting	Exterior		<b>ALREADY LED - NOT UPDATING</b>

## LED Lighting Project Notes

- All ballasts will be bypassed, and fixtures rewired for new, high-quality LEDs that support AC direct power.

## General Overview & Customer Responsibilities

- Electrical work:** PMG is not responsible for energizing fixtures that have no power or repairing or replacing electrical wiring outside the normal scope of work which includes bypassing the existing power supplies and wiring holders to direct AC voltage. Holders, which fixture prongs connect to, will be inspected and replaced if they are cracked or not properly functioning. PMG will notify Customer if anything is found that requires additional attention.
- Requirements for Equipment Disposal:** Customer understands and agrees that disposal of lighting equipment which is removed from service shall be the sole responsibility of the Customer. Such materials may include fixture housings, ballasts, scrap metal, new lighting material packaging. PMG will make sure everything is neat and organized.

- Access to Work Areas: Customer must provide reasonable access to all lighting fixtures and property where work must be completed to install the proposed LED lighting measures covered by this SOW.

## LED Project Specifics

- The LED Project consists of retrofitting and modifying existing hardwired lighting fixtures with new LED lighting components. Components are a new technology and an upgrade to the existing fixture. They replace existing ballast and fluorescent bulb lighting system components. Fixtures are upgraded and modified by the technician to the exact wiring specifications required by each manufacturer lighting component requirements and are designed to be used as a complete system. Components cannot be taken off and directly used in fluorescent fixtures without wiring modifications. Replacement of LED fixtures may also be included in the project where existing fixtures will be replaced with new LED fixtures hardwired and fixed onto the building.
- The LED project was not due to a repair or maintenance of the existing fixture apparatus but a completely new upgrade to improve the real property.
- The LED Project:
  - Puts the real property in better operating condition with higher light output, greater energy, longer life and minimal maintenance versus prior fluorescent components. LED projects will substantially add to the value of the real property.
  - Since fixtures are modified specifically to the exact components, all components of the system are intended on being part of the permanent installation. Stickers are adhered to the fixture that explain that the fixture is permanently modified and fluorescent bulbs can no longer be used.

## Financials

- Total annual kWh savings is calculated to be 4,973
- Total annual dollar savings estimated at \$ 547 based on an average of .11 cents per kWh.
- Project cost is \$ 1,745 \*
  - \* *Does not include tax as this is a capital improvement project.*
  - Requires that a Certificate of Capital Improvement - Exemption Form ST-124 be completed and submitted by customer to Contractor.*
- Incentive estimated at \$ 895
- Price after incentives \$ 850
- Additional 10% incentive of \$ 85 if not financing with National Grid's 1-year 0% interest program. Project cost then becomes \$ 765
- Payback in 1.4 Years from energy savings
  - Does not include savings from ballast elimination and bulb replacements since commercial-grade LEDs last for over 50,000 hours.

Monthly Energy Savings \$ 46 after project installation.

### Estimated Financing

1 Year Term monthly Payments \$ 71; Net after savings \$ 25

### Interest Rate

0%

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Town of Taghkanic

Potentia Management Group LLC

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

# Customer Designed Option Project Summary



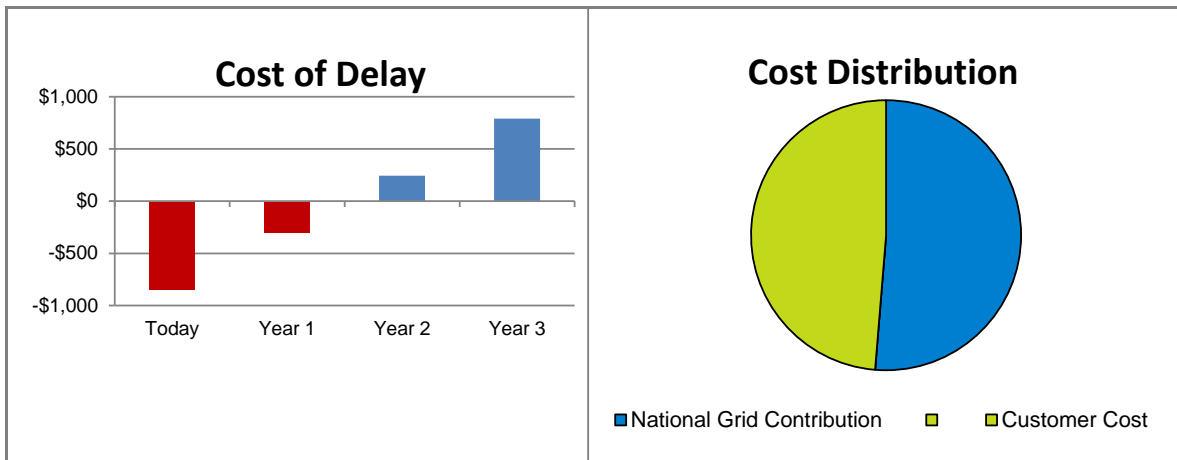
Customer Information	
<b>Business Name</b> Town of Taghkanic	<b>Phone Number</b> NEEDED
<b>Billing Address</b> 483 County Route 15, Elizaville, NY 12523-1069	<b>Email</b> NEEDED
<b>Service Address</b> 909 State Route 82, Elizaville, NY 12523	<b>Application Date</b> Tuesday, January 17, 2023
<b>National Grid Account ID</b> 5732490108	<b>Business Hours (Yearly Lights-on Hours)</b> 3,640
<b>Customer Name</b> NEEDED	<b>Business Type</b> Town Hall

National Grid is pleased to offer an incentive for the energy saving measure(s) proposed in your application. The estimated rebate/incentive and associated savings are summarized below. The actual incentive amount and project cost may be different than the estimated amounts listed in this offer depending on the actual measures installed, applicable taxes, and final project costs. Payback calculations are based on an average of \$0.11/kWh.

Energy Efficiency Measure				Savings Estimates	
Existing	Proposed	Quantity		kW	kWh
		Existing	Proposed		
402-4' Fluorescent, 2L4 STD/STD	LED Linear Replacement Lamps UL-B - DLC Certified	2	2	0.150	546.0
631-8' Fluorescent, 1L8 HO STD/STD	LED Linear Replacement Lamps UL-B - DLC Certified	1	1	0.116	422.2
632-8' Fluorescent, 2L8 HO STD/STD	LED Linear Replacement Lamps UL-B - DLC Certified	1	1	0.219	797.2
602-8' Fluorescent, 2L8 STD/STD	LED Linear Replacement Lamps UL-B - DLC Certified	4	4	0.540	1,749.6
404-4' Fluorescent, 4L4 STD/STD	LED Linear Replacement Lamps UL-B - DLC Certified	3	3	0.450	1,458.0
	Audit Only	0	0	0.000	0.0

Trade Ally Information	
<b>Company</b>	Potentia Management Group, LLC
<b>Sales Person</b>	James Buono
<b>Phone Number</b>	(518) 935-0455
<b>Email</b>	jbuono@potentiamanagement.com
<b>Fax Number</b>	

Energy & Contribution Summary	
Annual kWh Reduced:	4,973.0
Annual Dollar Savings:	\$547.03
Monthly Dollar Savings:	\$45.59
Gross Project Cost:	\$1,745.00
Project Cost (Tax Included):	\$1,745.00
National Grid Contribution:	\$895.14
<b>Customer Cost:</b>	<b>\$849.86</b>
<b>Payback (in months):</b>	<b>18.6</b>



Customer Agreement and Signature		
<p>This Summary is an estimate and does not guarantee acceptance of the project or incentives. Incentives and payment terms will be detailed in the Energy Savings Plan. Pre-inspection of the facility detailed in this Project Summary will be scheduled by a representative of the National Grid CDO Program within five days of receipt by the Regional Program Administrator (RPA). Any work performed prior to Customer's acceptance of the Energy Savings Plan will not be eligible for incentives through the CDO Program. Details of this Program, including incentive levels and availability, are subject to change. Customer understands it is their responsibility to ensure proper recycling and disposal of materials and has discussed the terms and conditions of the scope of work to be performed with their selected contractor. By signing below, the Customer confirms their intent to be considered for participation in the National Grid Small Business CDO Program in NY and their understanding of these terms.</p>		
<b>Customer or Authorized Representative (Please Print)</b>	<b>Title</b>	<b>Date</b>
<b>Signature</b>		<b>Yearly Lights-on Hours</b> 3640.0104

Need assistance? Call 1.844.276.7898.

Please submit for review via e-mail to: [ngridsavings@trccompanies.com](mailto:ngridsavings@trccompanies.com)

CDO Summary v8.1 102121



# Certificate of Capital Improvement

After this certificate is completed and signed by both the customer and the contractor performing the capital improvement, it must be kept by the contractor. Copies of this certificate must be furnished to all subcontractors on the job and retained as part of their records.

**Read this form completely before making any entries.**

**This certificate may not be used to purchase building materials exempt from tax.**

Name of <b>contractor</b> <i>(print or type)</i> Potentia Management Group, LLC	Name of <b>customer</b> <i>(print or type)</i>
Address <i>(number and street)</i> 4685 Middle Settlement Rd	Address <i>(number and street)</i>
City State ZIP code New Hartford, NY 13413	City State ZIP code
Sales tax <i>Certificate of Authority</i> number (if any)	

### To be completed by the customer

Describe capital improvement to be performed:

The LED Project consists of retrofitting and modifying existing hardwired lighting fixtures with new LED lighting components. Components are a new technology and an upgrade to the existing fixture. They replace existing ballast and fluorescent bulb lighting system components. Fixtures are upgraded and modified by the technician to the exact wiring specifications required by each LED manufacturers lighting component requirements and are designed to be used as a complete system. Components cannot be taken off and directly used in fluorescent figures without wiring modifications. Replacement of LED fixtures maybe also be included in the project where existing fixtures will be replaced with new LED fixtures hardwired and fixed onto the building.

The LED project was not a repair or maintenance of the existing fixture apparatus but a complete new upgrade to improve the real property value, performance, life span and efficiency.

The LED Project: Puts the real property in better operating condition with higher light output, greater energy, longer life and minimal maintenance versus prior fluorescent components. LED projects will substantially add to the value of the real property.

Since fixtures are modified specifically to the exact components, all components of the system are intended on being part of the permanent installation.

Project name
Street address (where the work is to be performed) City State ZIP code

I certify that:

- I am the *(mark an X in one)*  owner  tenant of the real property identified on this form; **and**
- the work described above will result in a capital improvement to the real property as outlined in the instructions of this form; **and**
- this contract *(mark an X in one)*  includes  does not include the sale of any items that will **not** become a permanent part of the real property (for example, a free-standing microwave or washing machine).

I understand that:

- I will be responsible for any sales tax, interest, and penalty due on the contractor's total charge for tangible personal property and for labor if it is determined that this work does not qualify as a capital improvement; **and**
- I will be required to pay the contractor the appropriate sales tax on tangible personal property (and any associated services) when the property installed by the contractor does not become a permanent part of the real property; **and**
- I will be subject to civil or criminal penalties (or both) under the Tax Law if I issue a false or fraudulent certificate.

Signature of customer	Title	Date
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### To be completed by the contractor

I, the contractor, certify that I have entered into a contract to perform the work described by the customer named above, and that I accept this form in good faith. (A copy of the written contract, if any, is attached.) I understand that my failure to collect tax as a result of accepting an improperly completed certificate will make me personally liable for the tax otherwise due, plus penalties and interest.

Signature of contractor or officer	Title	Date
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**This certificate is not valid unless all entries are completed.**

## Instructions

When the customer completes this certificate and gives it to the contractor, who accepts it in good faith, it is evidence that the work to be performed will result in a capital improvement to real property.

A capital improvement to real property is an addition or alteration to real property that:

- (a) substantially adds to the value of the real property or appreciably prolongs the useful life of the real property, **and**
- (b) becomes part of the real property or is permanently affixed to the real property so that removal would cause material damage to the property or article itself, **and**
- (c) is intended to become a permanent installation.

The work performed by the contractor must meet all three of these requirements to be considered a capital improvement. This certificate may not be issued unless the work qualifies as a capital improvement. See Tax Bulletin *Capital Improvements* (TB-ST-104).

If a contractor performs work that constitutes a capital improvement, the contractor must pay tax on the purchase of building materials or other tangible personal property, but is not required to collect tax from the customer for the capital improvement. No credit or refund is allowed for the tax paid on the cost of materials by the contractor. See Tax Bulletin *Contractors – Sales Tax Credits* (TB-ST-130).

For guidance as to whether a job is a repair or a capital improvement, see Publication 862, *Sales and Use Tax Classifications of Capital Improvements and Repairs to Real Property*.

**A contractor, subcontractor, property owner, or tenant, may not use this certificate to purchase building materials or other tangible personal property tax free.** A contractor's acceptance of this certificate does not relieve the contractor of the liability for sales tax on the purchase of building materials or other tangible personal property subsequently incorporated into the real property as a capital improvement unless the contractor can legally issue Form ST-120.1, *Contractor Exempt Purchase Certificate*. (See Publication 862 for additional information.)

The term *materials* is defined as items that become a physical component part of real or personal property, such as lumber, bricks, or steel. This term also includes items such as doors, windows, sinks, and furnaces used in construction.

### Floor covering

Floor covering such as carpet, carpet padding, linoleum and vinyl roll flooring, carpet tile, linoleum tile, and vinyl tile installed as the initial finished floor covering in new construction, a new addition to an existing building or structure, or in a total reconstruction of an existing building or structure, constitutes a capital improvement regardless of the method of installation. As a capital improvement, the charge to the property owner for the installation of floor covering is **not** subject to New York State and local sales and use taxes. However, the retail purchase of floor covering (such as carpet or padding) itself is subject to tax.

Floor covering installed other than as described above does not qualify as a capital improvement. Therefore, the charges for materials and labor are subject to sales tax. The contractor may apply for a credit or refund of any sales tax already paid on the materials.

The term *floor covering* does **not** include flooring such as ceramic tile, hardwood, slate, terrazzo, and marble. The rules for determining when floor covering constitutes a capital improvement do not apply to such flooring. The criteria stated in (a), (b), and (c) above apply to such flooring.

### Temporary facilities at construction sites

Subcontracts to provide temporary facilities at construction sites that are necessary for the construction of a capital improvement are considered to be part of the capital improvement project. Examples of temporary facilities include temporary:

- heat, electric, or plumbing services;
- protective pedestrian walkways; and
- scaffolding services.

A primary contractor purchasing qualifying temporary facilities from a subcontractor must give the subcontractor a copy of Form ST-124 issued to the primary contractor by the customer (including a customer that is an exempt organization) to purchase the subcontractor's services exempt from tax.

A certificate is accepted in good faith when a contractor has no knowledge that the certificate is false or is fraudulently given, and reasonable ordinary due care is exercised in the acceptance of the certificate.

If a contractor gets a properly completed Form ST-124 from the customer within 90 days after rendering services, and accepts it in good faith, the customer bears the burden of proving the job or transaction was not taxable.

If you are a contractor who installs items such as washing machines, clothes dryers, dishwashers, refrigerators, furniture, etc., which when installed or placed in real property do not become part of the real property, you must collect tax on your charge for the installation. The individual charge for any of these items is also taxable as the sale of tangible personal property.

If a contractor does not get a properly completed *Certificate of Capital Improvement* within 90 days, the contractor bears the burden of proving the work or transaction was a capital improvement. The failure to get a properly completed certificate, however, does not change the taxable status of a transaction; a contractor may still show that the transaction was a capital improvement.

Contractors and subcontractors must keep any exemption certificate for at least three years after the due date of the last return to which it relates, or the date the return was filed, if later. The contractor must also maintain a method of associating an exempt sale made to a particular customer with the exemption certificate on file for that customer.

### Need help?



Visit our website at [www.tax.ny.gov](http://www.tax.ny.gov)

- get information and manage your taxes online
- check for new online services and features



#### Telephone assistance

**Sales Tax** Information Center: (518) 485-2889

To order forms and publications: (518) 457-5431

**Text Telephone (TTY) Hotline** (for persons with hearing and speech disabilities using a TTY): (518) 485-5082



**Persons with disabilities:** In compliance with the Americans with Disabilities Act, we will ensure that our lobbies, offices, meeting rooms, and other facilities are accessible to persons with disabilities. If you have questions about special accommodations for persons with disabilities, call the information center.

### Privacy notification

See our website or Publication 54, *Privacy Notification*.





Date: February 10, 2023

Custom proposal for: **Town of Taghkanic (Highway Department)**

## Lighting Scope of Work (SOW)

Potentia Management Group LLC ("Contractor") will supply material and labor to convert the following fixtures below to high efficiency LEDs. Work will be performed by highly trained and experienced LED lighting technicians. Scope includes all material, equipment and labor for the LED conversion. Work will not interrupt customer's daily operations. All LEDs used for this project are of the highest quality and include a 5-year parts warranty.

## Existing Lighting Equipment for Conversion

Location	Lighting Interior or Exterior	Quantity	Fixture Description
Main Bay	Interior	17	4L4 T8 32W
Offices	Interior	3	4L4 T8 32W

## LED Lighting Project Notes

- All ballasts will be bypassed, and fixtures rewired for new, high-quality LEDs that support AC direct power.
- Customer to provide man lift to access lighting areas where needed.

## General Overview & Customer Responsibilities

- Electrical work: PMG is not responsible for energizing fixtures that have no power or repairing or replacing electrical wiring outside the normal scope of work which includes bypassing the existing power supplies and wiring holders to direct AC voltage. Holders, which fixture prongs connect to, will be inspected and replaced if they are cracked or not properly functioning. PMG will notify Customer if anything is found that requires additional attention.
- Requirements for Equipment Disposal: Customer understands and agrees that disposal of lighting equipment which is removed from service shall be the sole responsibility of the Customer. Such materials may include fixture housings, ballasts, scrap metal, new lighting material packaging. PMG will make sure everything is neat and organized.
- Access to Work Areas: Customer must provide reasonable access to all lighting fixtures and property where work must be completed to install the proposed LED lighting measures covered by this SOW.

Statement of Work



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## LED Project Specifics

- The LED Project consists of retrofitting and modifying existing hardwired lighting fixtures with new LED lighting components. Components are a new technology and an upgrade to the existing fixture. They replace existing ballast and fluorescent bulb lighting system components. Fixtures are upgraded and modified by the technician to the exact wiring specifications required by each manufacturer lighting component requirements and are designed to be used as a complete system. Components cannot be taken off and directly used in fluorescent fixtures without wiring modifications. Replacement of LED fixtures may also be included in the project where existing fixtures will be replaced with new LED fixtures hardwired and fixed onto the building.
- The LED project was not due to a repair or maintenance of the existing fixture apparatus but a completely new upgrade to improve the real property.
- The LED Project:
  - Puts the real property in better operating condition with higher light output, greater energy, longer life and minimal maintenance versus prior fluorescent components. LED projects will substantially add to the value of the real property.
  - Since fixtures are modified specifically to the exact components, all components of the system are intended on being part of the permanent installation. Stickers are adhered to the fixture that explain that the fixture is permanently modified and fluorescent bulbs can no longer be used.

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## Financials

- Project cost is \$ 2,300 \*  
*\* Does not include tax as this is a capital improvement project.  
Requires that a Certificate of Capital Improvement - Exemption Form ST-124 be completed and submitted by customer to Contractor.*
- Incentive estimated at \$ 400
- Price after incentives \$ 1,900

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Town of Taghkanic

Potentia Management Group LLC

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



# Certificate of Capital Improvement

After this certificate is completed and signed by both the customer and the contractor performing the capital improvement, it must be kept by the contractor. Copies of this certificate must be furnished to all subcontractors on the job and retained as part of their records.

**Read this form completely before making any entries.**

**This certificate may not be used to purchase building materials exempt from tax.**

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City State ZIP code New Hartford, NY 13413	City State ZIP code
Sales tax <i>Certificate of Authority</i> number (if any)	

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Project name
Street address (where the work is to be performed) City State ZIP code

I certify that:

- I am the *(mark an X in one)*  owner  tenant of the real property identified on this form; **and**
- the work described above will result in a capital improvement to the real property as outlined in the instructions of this form; **and**
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I understand that:

- I will be responsible for any sales tax, interest, and penalty due on the contractor's total charge for tangible personal property and for labor if it is determined that this work does not qualify as a capital improvement; **and**
- I will be required to pay the contractor the appropriate sales tax on tangible personal property (and any associated services) when the property installed by the contractor does not become a permanent part of the real property; **and**
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Signature of customer	Title	Date
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Signature of contractor or officer	Title	Date
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The work performed by the contractor must meet all three of these requirements to be considered a capital improvement. This certificate may not be issued unless the work qualifies as a capital improvement. See Tax Bulletin *Capital Improvements* (TB-ST-104).

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- heat, electric, or plumbing services;
- protective pedestrian walkways; and
- scaffolding services.

A primary contractor purchasing qualifying temporary facilities from a subcontractor must give the subcontractor a copy of Form ST-124 issued to the primary contractor by the customer (including a customer that is an exempt organization) to purchase the subcontractor's services exempt from tax.

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If a contractor gets a properly completed Form ST-124 from the customer within 90 days after rendering services, and accepts it in good faith, the customer bears the burden of proving the job or transaction was not taxable.

If you are a contractor who installs items such as washing machines, clothes dryers, dishwashers, refrigerators, furniture, etc., which when installed or placed in real property do not become part of the real property, you must collect tax on your charge for the installation. The individual charge for any of these items is also taxable as the sale of tangible personal property.

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Contractors and subcontractors must keep any exemption certificate for at least three years after the due date of the last return to which it relates, or the date the return was filed, if later. The contractor must also maintain a method of associating an exempt sale made to a particular customer with the exemption certificate on file for that customer.

### Need help?



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- get information and manage your taxes online
- check for new online services and features



#### Telephone assistance

**Sales Tax** Information Center: (518) 485-2889

To order forms and publications: (518) 457-5431

**Text Telephone (TTY) Hotline** (for persons with hearing and speech disabilities using a TTY): (518) 485-5082



**Persons with disabilities:** In compliance with the Americans with Disabilities Act, we will ensure that our lobbies, offices, meeting rooms, and other facilities are accessible to persons with disabilities. If you have questions about special accommodations for persons with disabilities, call the information center.

### Privacy notification

See our website or Publication 54, *Privacy Notification*.