

Policy on General Contractors (GC) and AIC

General Contractors may participate in the AIC program under the following conditions:

1. GC must agree to, sign, and abide by the Participation Agreement.
2. GC will not tele-market their services using MERC rebate eligibility as a marketing tool, nor perform any marketing functions prohibited in the Participation Agreement.
3. The insulation portion of GC work for a customer will be performed exclusively by an AIC contractor crew leader on MERC's list for insulation jobs in MERC service territory.
4. GC may participate in the program based on one of the options below:
 - a. Become an AIC Contractor. An AIC crew leader can only be listed as an AIC crew leader under one company name. Two different companies cannot share the same AIC crew leader as a full or part-time employee. Therefore, under this scenario, the GC hires a person to become a BPI Installer Certified AIC crew leader and the GC signs the participation agreement, thereby becoming an AIC Contractor. However, based on the location of the GC and the geographic need for more or less AICs, MERC reserves the right to deny any further AICs in a specific region.
 - b. Use an AIC Contractor as a Subcontractor. The GC can provide the customer with a bid for the entire job including the insulation. The insulation must be performed by an AIC Contractor listed crew leader. However, when the rebate application is submitted, MERC requires the AIC Contractor's bid be attached to the rebate application so that the rebate can be based on only the cost of the insulation work and not include any markup by the GC. The GC must have the customer completely fill out their portion of the rebate application form and sign it (see form areas highlighted in yellow). The GC should next have the AIC Contractor complete the required information on the rebate application form and sign the form as the installer of the insulation work (see form areas highlighted in orange). The GC should then attached their receipt or paid invoice to the customer (it may be for the entire job), attach the AIC Insulation Contractor's proposal, and submit the rebate application to MERC on behalf of the customer, using the most recent form available online. MERC pays the rebate to the customer when the application meets all requirements.

Each insulation area must be listed separately and the price for each insulation project area must be specified in the AIC Contractor's bid to the GC. There are currently 6 project areas:

- i. Air Sealing Only
- ii. Air Sealing and Attic Insulation
- iii. Sidewalls
- iv. Rim Joist Only
- v. Rim Joist and Foundation
- vi. Floor above Unconditioned Space

Details for work needed in each project area should be provided on the AIC's bid.

- c. Use an AIC Contractor as a Partner. The GC can inform the customer that he is the contractor who will perform specific work but the insulation will be performed by an AIC

contractor who is a specialist on insulation. He will bring the insulation contractor in for a bid for the customer and the customer can work directly with the insulation contractor to get the work done. The AIC contractor will invoice the customer, the customer pays the AIC Contractor and submits the rebate application form with the help of the AIC to MERC, and MERC pays the rebate to the customer when the application meets all requirements. In this case, the AIC and the GC may work out any finder's fees paid to the GC if they so choose.

It should be noted that the AIC Contractor is always held responsible for the quality of the insulation work and will be held accountable as such. The GC is held responsible for all customer service and marketing for projects done in one of the above scenarios.

The GC will be listed on the website provided the Participation Agreement is signed and the GC informs AEG and CEE under which option the GC will participate in this program. The GC can also be removed from the list for any (or no) infraction.

Financing

If a customer takes out a loan to pay for any work, it is still eligible for a rebate, provided MERC is given the receipt or similar documentation that the insulation job was paid for. The documentation that the entire work was paid for must include a detailed invoice from the AIC and must be provided along with the rebate application.