

Completed Website Listing Form

Completed Insurance Data Request Form

Signed Participating Contractor Agreement, completed Appendix A, and completed Appendix B

Copy of Certificate(s) of Insurance demonstrating required liability, auto, and workers' compensation insurance (refer to Participating Contractor Agreement section I, item g for details)

Copy of valid gas fitter's and/or plumber's license (and any other authorizations or license(s) required by state or municipal authorities)

Please return all materials to ensure your listing on our website to:

**Email:** [TradeAlly@nisource.com](mailto:TradeAlly@nisource.com)

or

**Mail:** Columbia Gas Participating Contractor Program  
ATTN: Crystal B. Pindara  
801 E 86th Ave  
Merrillville, IN 46410

Business Name \_\_\_\_\_

Website \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Email \_\_\_\_\_

Publish email on Columbia Gas' website?    Yes                      No

Phone \_\_\_\_\_

Contact Name \_\_\_\_\_

Won't be displayed on website

I hereby authorize my insurance agent(s) to disclose insurance information and provide certificates of insurance to Columbia Gas of Maryland. The offer shall continue to be valid until revoked.

Business Name \_\_\_\_\_

Signature \_\_\_\_\_

Name (print) \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

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Agreement Date

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Contractor Business Name  
(The "Contractor")

Contact Person

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Street Address

City

State

Zip

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Phone

Fax

This Agreement is entered into and effective as of the agreement date referenced above ("Effective Date") between Columbia Gas of Maryland, Inc. (the "Company"), and the Contractor. In consideration of the mutual benefits to be derived from the Contractor's participation in the Company's Trade Ally Program and/or other programs which the Company may, from time to time, sponsor (collectively, "Program"), and other good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, the Company and Contractor agree as follows:

**Contractor's participation in any current or future Program shall be governed by the terms of this Agreement.**

## **I. CONTRACTOR WARRANTIES, REPRESENTATIONS AND COVENANTS**

- a. The Contractor, its subcontractors and agents are professionals qualified to perform and shall perform Services ("Services" hereinafter means all services or work, including, but not limited to, activities relating to the installation of gas equipment, performed by the Contractor or its subcontractors or agents under any existing or future Company Program) under any Program in accordance with the requirements of such Program and highest professional and ethical standards and shall use the utmost professionalism and integrity when dealing with customers;
- b. The Contractor and its subcontractors and agents in their performance hereunder shall at all times comply with all current and future, applicable laws, licensing and permitting requirements, ordinances, codes, rules, regulations and orders and perform all Services under any Program in a good and workmanlike manner and in accordance with industry norms and practices and shall install/remove all equipment in accordance with manufacturer's specifications;
- c. The Contractor and its subcontractors and agents shall obtain, pay for, possess and post all licenses and permits necessary to perform Services;
- d. Any Services performed by the Contractor, its subcontractors or agents which violate any applicable law, licensing or permitting requirement, ordinance, code, rule, regulation, or industry norm or practice shall be promptly repaired and remedied by Contractor at no cost to the Company or the customer;
- e. Contractor is responsible for obtaining all necessary supervision; inspections, installation equipment, labor, materials and tools with respect to the Services;
- f. Any fees, fines, penalties, or damages which result from or relate to the Contractor's or its subcontractors or agents performance of Services or failure to perform in accordance with the provisions of this Agreement will be promptly paid in full by Contractor without liability to the Company or customer;
- g. Contractor, its subcontractors and agents shall purchase and maintain a minimum of: (i) \$1,000,000 (one million dollars) of general commercial liability (including completed operations and contractual liability) insurance per occurrence, such policy shall be an Occurrence Type (versus claims-made) policy; (ii) a \$1,000,000 (one million dollar) general liability umbrella/excess policy; (iii) \$300,000 (three hundred thousand dollars) of general automobile liability insurance on any vehicles used to provide Service; and (iv) statutory Workers' Compensation insurance. Within 10 days hereof, the Contractor shall have its insurer furnish to the Company certificates of insurance evidencing the insurance coverage required above.

Contractor shall maintain such required insurance coverage for at least three (3) years from the termination or expiration of this Agreement. Every contract of insurance providing the coverage required in this provision shall contain the following or equivalent clause: "No reduction, cancellation or expiration of the policy shall be effective until thirty (30) days from the date written notice thereof is actually received by Columbia Gas of Maryland." Upon receipt of any notice of reduction, cancellation or expiration, the Contractor shall immediately notify the Company. The Company shall be named as an additional insured on the policies (other than Workers' Compensation) described above. The Company shall be promptly notified of any claims relating to the Services performed under any Program.

- h. Contractor warrants and covenants that the Contractor biographical information set out in Appendix A is true, complete and correct.
- i. Contractor shall work to promptly resolve all customer complaints regarding Services and take corrective action as may be reasonable.
- j. Contractor shall honor the terms of any warranty on the product(s) Service(s) provided to customer throughout the warranty period.
- k. Contractor shall be fully responsible for the safekeeping of any customer property if such property is in the possession or control of the Contractor, its subcontractors or agents.
- l. Contractor is not entitled to use the Company's name, logo, forms, contracts or advertisements without the Company's express prior written permission. Contractor is not permitted to directly or indirectly link to Company's or its affiliates' website(s). Contractor shall adhere to guidelines/procedures on the proper use of any forms, contracts, logos or advertisements supplied by Company, if any, relating to any Program offering.
- m. Contractor agrees that any representations or warranties extended by it, its subcontractors or agents to any customer shall be its sole responsibility.
- n. Without limiting the foregoing, Contractor shall comply with any and all applicable laws, rules and regulations pertaining to the security, confidentiality, privacy and proper disposal of customer information in its possession or control. Contractor shall employ technical, physical, and administrative safeguards as are necessary to protect the security, confidentiality and privacy of customer information and such safeguards shall be no less than the measures that Contractor employs to protect its own confidential or sensitive information.

## II. INDEMNIFICATION

To the fullest extent permitted by law, the Contractor agrees to indemnify, defend and hold harmless the Company and its agents, employees and affiliates against any and all liability, suits, damages, claims and costs, including, but not limited to, reasonable attorneys' fees, arising in whole or in part, from the actions or inactions (including, but not limited to, any breach of this Agreement) by the Contractor or its officers, agents, employees or subcontractors. Contractor's obligation to indemnify, defend and hold harmless shall survive the termination or expiration of this Agreement. In the event that the Contractor enters into an agreement with subcontractors or agents (or otherwise retains a subcontractor or agent) the agreement with each subcontractor or agent must (i) as set out above, provide for the indemnification, defense and release of the Company, its agents, employees and affiliates to the fullest extent permitted by law, and (ii) bind the subcontractor/agent to the terms and conditions of this Agreement. Even if an agent or subcontractor performs Services, the Company shall have, to the fullest extent permitted by law, full recourse against the Contractor for any subcontractor or agent breach or required indemnification, defense or release.

## III. INDEPENDENT CONTRACTOR

The Contractor and all of its employees, officers, subcontractors and agents shall furnish Services under any Program as independent contractors and not as an employee or agent of the Company. Contractor, its subcontractors and agents have no power or authority to act for, represent or bind the Company in any manner.

## IV. TERM/TERMINATION

This Agreement shall be effective as of the Effective Date and shall terminate on February 28, 2027. Contractor agrees that the Company shall have the sole discretion with regard to: (i) Contractor admittance into any Program and; (ii) termination of participation therein (and all associated benefits) upon providing Contractor with written notice as Company may elect without further recourse by Contractor or liability of the Company. Upon providing the Contractor notice, Company reserves the right to modify or terminate a Program or this Agreement to whatever extent it may deem appropriate at any time without further recourse by the Contractor or liability of the Company. During the term of this Agreement, Contractor shall provide to the Company

satisfactory evidence that it continues to be fully licensed and insured, consistent with the terms of this Agreement. In addition, Contractor shall provide to the Company satisfactory evidence that it continues to be fully licensed and insured, consistent with the terms of this Agreement within fifteen (15) days of any request by the Company for any such evidence.

**V. OTHER PROVISIONS**

Contractor hereby authorizes the Company at anytime during the term of this Agreement to obtain Contractor's complete credit histories and reviews. Without limiting the Company's rights under Section IV, the parties agree that this Agreement may only be amended by a written instrument signed by an authorized representative of the Contractor and the Company. This Agreement shall be governed by, and construed and enforced in accordance with, the laws of Maryland. The courts of Maryland shall have exclusive jurisdiction to hear any dispute or controversy concerning or arising from this Agreement. In the event of any litigation resulting herefrom, if the Company is the prevailing party, it shall be entitled to reasonable attorneys' fees and costs.

This document constitutes the entire Agreement between the Company and the Contractor concerning the subject matter hereof. Appendices A & B and any documents referenced herein are an integral part of this Agreement. This Agreement replaces any previous agreements between the Company and Contractor with regard to any Program; provided, however, each of the party's obligations with respect to any Services/work undertaken prior to the date hereof shall remain in full force and effect.

This Agreement may be executed in counterparts, each of which shall be deemed an original, but which together shall constitute one and the same instrument. This Agreement may be executed by facsimile or .pdf signatures which the Company and Contractor agree shall be as legally binding as original signatures.

This Agreement shall not be interpreted either more or less favorably toward any party by virtue of the fact that such party or its counsel was responsible or principally responsible for the drafting of all or a portion hereof. Captions and headings are for convenience only and shall not affect the interpretation hereof.

No assignment or delegation of this Agreement shall be valid without the prior written consent of the Company and the Contractor; however, the Company may assign this Agreement to any of its corporate affiliates without Contractor's consent.

Waiver by the Company or the Contractor, in any one or more instances, of any term, condition, or provision of this Agreement shall not be considered a waiver of such provision(s) in the future or any other term, condition, or provision.

**IN WITNESS WHERE OF, the Parties have executed this Agreement as a contract under seal, by and through their respective duly authorized representatives, as of the effective date first above written.**

**CONTRACTOR**

\_\_\_\_\_  
*Business Name*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Name (print)*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Date*

**COMPANY**

**Columbia Gas of Maryland, Inc.**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Name (print)*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Date*

List the products and services you provide

How many years have you been in business? \_\_\_\_\_

Number of lawsuits related to your business in the last 5 years \_\_\_\_\_

Number of Better Business Bureau complaints related to your business in the last 5 years \_\_\_\_\_

Number of General Attorney inquiries related to your business in the last 5 years \_\_\_\_\_

Number of these matters still pending \_\_\_\_\_

Result of each suit, complaint, or inquiry (attach a separate sheet if necessary)

List the type(s) of license(s) you hold, applicable license number(s) and the state(s) in which you hold them (attach a separate sheet if necessary)

<b>TYPE</b>	<b>NUMBER</b>	<b>STATE</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Have you ever had a license revoked or suspended?      Yes      No

What is the current status of all licenses from this and other states?

Please select the counties where you provide service

- Allegany
- Garrett
- Washington

## CURRENT COMPANY PROGRAM

1. Upon request a list of Contractors will be provided to customers who contact the Company with such request;
2. Contractor's contact information (eg: name, address, website, email, and telephone number) may be listed on the company's website and or in a brochure that is mailed to customers who request a listing of contractors who provide natural gas equipment installations and conversions; and
3. Contractor may be subject to service quality reviews by Company customers and rated on the Company's rating system, which ratings may be posted on the Company's website for customers to reference

## Additional space for appendix A responses