

**Chester Community Energy Ltd**

 **LED Quotation Template Document**

 **Payment by Installments**

*Revision history*

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Client’s address here

Date

**Quotation to Undertake Energy Saving Measures at:**

*Name and address of client organisation*

**Introduction**

CCEL is a Community Benefit Society whose main business is renewable energy generation and delivering energy efficiency measures. We offer a service for the replacement of inefficient lighting systems with state of the art LED lighting in community buildings in Chester and surrounding area including West Cheshire. The aim of the service is to improve the quality of lighting and reduce energy consumption for the benefit of the building users, environment and to reduce the building running costs. CCEL will pay the capital cost of the new lighting installation and the Client will pay back the cost in full over a maximum of 5 years. The combined cost of the reduced lighting bills and repayments will be equal to or less than the lighting bill payable at the time of assessment. To be clear, CCEL are not offering free funding, but credit which is paid back over time.

**Bases of the Quotation**

This quotation is based on a survey of the building owned or leased by ***(name of client)*** carried out on the ***(date here).*** The survey is used to make a theoretical calculation which predicts a reduction in electrical power by replacing existing florescent/halogen/incandescent lamps with LED lighting. The theoretical calculation is based in part on information provided by the Client as listed below:

* Electricity bills for the last 12-month period
* Unit tariff payable per kWh at the time of the agreement.
* Lighting Usage – as provided by the Client’s representative (Appendix 1)

The calculation for the saving in electrical power is provided in Appendix 2

**Financial**

CCEL will pay for the capital cost of purchasing and installing the new lighting. The Client will pay back the full amount over a period of ***x*** years, comprising the cost of capital, a contribution to the community benefit fund of ***£xxx*** and an administration charge. There is no charge for interest and the contract price is the same for a single payment or the total of all repayments as quoted below. The calculations show that the Client will not be paying more in total for the lighting element of their electricity bill plus repayments than it is paying now for electricity used for the existing lighting. The calculation for this is given in Appendix 3

CCEL estimate that the cost of the installation to be ***£xxxx*** including VAT (The contract price) and the average annual savings in electrical power over the repayment period will be ***£xxx***. The Client will agree to pay back ***£xxx*** per year in *x* quarterly instalments of ***£xxx.xx*** (a total amount of ***£xxxx*** which is the Contract Price) over a period of ***x*** years. After ***x*** years the Client benefits with improved lighting and reduced energy bills. For the purposes of insurance, the lighting equipment replacement valued is ***£xxxx***.

**Technical**

CCEL will be responsible for providing the specification of the LED light fittings from a reputable lighting company and installing the new lighting. It will replace the old lighting with new LED fittings in the same positions as the existing ones unless otherwise stated. The new lighting will provide lighting levels according to the requirements of the Client, or if these are not specified, the same or improved illuminance than the existing lighting. The specification of new fittings is provided in the Fittings Schedule (Appendix 4). A 5 year warranty will be provided for LED light fittings and a 12 month warranty for workmanship, unless otherwise stated.

The new lighting system may include ancillary equipment with the agreement of the Client if it can be demonstrated that such equipment pays for itself within the repayment period. Such equipment includes using sensors to automatically control lighting circuits.

There is no legal requirement for CCEL to provide a test certificate for retrofitting lighting. If an electrical test on the new lighting is required by the Client it shall be to the Client’s account.

Please note that the LED fittings are not dimmable. Dimmable fittings are available but there is a significant increase in cost.

The new installation is conditional upon the building having a current electrical condition report as required by the electrical regulations for a public building. Failure to comply could result in warranties for the new lighting being void.

The work will be carried out at a mutually convenient date and will take ***x*** day(s) to complete if there are no unforeseen circumstances that could delay completion.

**Legal**

The provision of credit is subject to the Consumer Credit Act 1974 (amended) and the Financial Services & Markets Act 2000. CCEL are an approved provider of credit, registered with the Financial Conduct Authority (FCA). The Client and CCEL will be bound by the terms of the Loan Agreement which is provided in Appendix 5. It is a condition of the above legislation that the Client is able to provide evidence of their freehold or leasehold of the building, financial status and the ability to pay back the Contract Price in full as described in this Quotation.

By signing the agreement below, the Client agrees that *s/he* has read this Quotation, including all the appendices and any other referenced documents. If there is any matter which is unclear then the onus is on the Client to contact CCEL to resolve any queries before signing.

If this Quotation is acceptable, please sign and return a copy to CCEL, Dove Cottage, Church Road, Dodleston CH4 9NG or email to CCEL’s representative named below. Providing this is received within the next 14 days without any amendments or qualifications, a binding contract will then exist between us for the Services and the contract will comprise the accepted Quotation, Credit Agreement, Terms & Conditions (Appendix 6) and Fittings Schedule attached to this quotation in the appendices. If not accepted within 30 days, this Quotation will no longer be effective and will be treated as cancelled unless we otherwise agree in writing.

Director, for & on behalf of

Chester Community Energy Ltd

Signed: ……………………………………………

Print Name: Graham Booth

Date: ………………………………………………

Email: bootyg1457@googlemail.com

Phone: 07445989736

I/we, ***full name(s) of Client***, confirm that I/we have reviewed the Quotation and attached documents and accept this Quotation in accordance with its terms.

Signed: ……………………………………

Print Name………………………………..

Date: ……………………………………….

Email:……………………………………….

Phone:……………………………………..

**Attachments**

Appendix 1 – Lighting usage per year

Appendix 2 – Saving in electrical power per year

Appendix 3 – Calculation for the amount to be paid back to CCEL

Appendix 4 – LED Fittings Schedule

Appendix 5 – Credit Agreement

Appendix 6 – CCEL Terms and Conditions