

# Commercial Energy Assessment Program application



## Participant information

Participant (company) name		Participant email address		Participant phone number	
Street address			City	Province	Postal code
Site contact name		Site contact position		Site contact phone number	

## Building information

For multiple sites, please either attach multiple forms or a spreadsheet with the information requested below for each site.

Site name		Street address			City
Province	Postal code	Natural gas account number	Electricity account number (if applicable)		Natural gas premise number
Natural gas rate		Annual natural gas consumption (GJ)		Square footage	Site age (years)

Please check off which sector your site falls under:

- |                                                     |                                          |                                                         |
|-----------------------------------------------------|------------------------------------------|---------------------------------------------------------|
| <input type="checkbox"/> Condominium and apartments | <input type="checkbox"/> Schools         | <input type="checkbox"/> Warehouses                     |
| <input type="checkbox"/> Greenhouses                | <input type="checkbox"/> Manufacturing   | <input type="checkbox"/> Restaurants                    |
| <input type="checkbox"/> Hotels                     | <input type="checkbox"/> Food processors | <input type="checkbox"/> Offices                        |
| <input type="checkbox"/> Recreation centres         | <input type="checkbox"/> Care facilities | <input type="checkbox"/> Other (please describe): _____ |

Please check off the type of assessment required for the site indicated above (see terms and conditions for eligibility criteria):

- Medium business assessment - \$200       Small industrial/manufacturing assessment - \$300

## Natural gas usage

Please check off how natural gas is used at your site:

- |                                                               |                                                     |                                                           |
|---------------------------------------------------------------|-----------------------------------------------------|-----------------------------------------------------------|
| <input type="checkbox"/> Space heating (by boiler or furnace) | <input type="checkbox"/> Domestic water heating     | <input type="checkbox"/> Cooking                          |
| <input type="checkbox"/> Space heating (by make-up air unit)  | <input type="checkbox"/> Pool or spa heating        | <input type="checkbox"/> Industrial process water heating |
| <input type="checkbox"/> Space heating (by fireplace)         | <input type="checkbox"/> Industrial process heating | <input type="checkbox"/> Other (please describe): _____   |

## Additional comments

## Participant declaration

I, the Participant, or property manager acting on behalf of the Participant, declare that:

- All of the information provided herein is true and correct to the best of my knowledge.
- I agree to comply with the terms and conditions of the FortisBC Commercial Energy Assessment Program.
- I agree to pay a portion of the cost of service (defined above) for each site I am applying for.
- If I am a property manager, I have the legal authority and permission to bind the Participant, \_\_\_\_\_, to the Commercial Energy Assessment Program Terms and Conditions.

Participant's name (PRINT)      Participant's signature      Position      Date (Yr/Mth/Day)

- I agree to receive emails from FortisBC containing news, updates and promotions regarding FortisBC's products, services, programs and any associated business opportunities. You may withdraw your consent to receive such emails from FortisBC at any time. Please refer to our Privacy Policy or contact us for more details. **IMPORTANT NOTE: You will be unable to receive email correspondence regarding your application if you do not agree.**
- By checking this box, the Participant consents to FortisBC providing a copy of the final report resulting from the FortisBC Energy Assessment Program with the party named below.

Third party name (PRINT)      Company name      Company address

Third party email address      Send applications to: **commercialrebates@fortisbc.com**      Questions? Call 1-866-884-8833 or Email **commercialrebates@fortisbc.com**

Note: If you cannot forward your application documents via email please contact your FortisBC account manager or energy solutions manager or phone the number above to arrange an alternate method of delivery

# Commercial Energy Assessment Program

## Term and conditions



### Overview

The Commercial Energy Assessment Program (the "Program") from FortisBC Energy Inc. ("FortisBC") provides eligible customers (each, a "Participant") with a walkthrough energy assessment (the "Assessment") and accompanying report to help the Participant establish the general energy savings potential of their buildings, identify low-cost/no-cost measures for improving energy efficiency, provide a listing of potential capital improvements that merit further consideration, and indicate which FortisBC energy efficiency incentive programs may be applicable. Simple energy conservation measures ("ECMs"), such as faucet aerators or pre-rinse spray valves, may be provided to the Participant during the Assessment. The Program is offered for a fee to medium-sized commercial customers as well as small to medium-sized industrial customers in the FortisBC service territory who are looking for a high-level overview of their building's energy use and recommendations on how to improve it.

### Eligibility criteria

To be eligible to participate:

1. The Participant must:
  - 1.1 be the property owner<sup>1</sup>, long-term lease holder<sup>2</sup>, or property manager<sup>3</sup> of the building(s) or facility(ies) in which the Assessment will be performed
  - 1.2 be a customer of FortisBC in good standing, who is not in arrears at the time of application to the Program
2. The building(s) or facility(ies) in which the Assessment will be performed must:
  - 2.1 be located within the FortisBC service territories and receive natural gas service<sup>4</sup> from FortisBC
  - 2.2 not fall under a residential rate class, including 1, 1U, or RGS (amended from time to time)
  - 2.3 not have been the subject of an Assessment from FortisBC in the three years prior to the date of application to the Program
  - 2.4 have been occupied by the Participant for at least one year prior to application
  - 2.5 qualify as one of the categories defined below:
    - 2.5.1 Medium business**
      - must have an average annual natural gas consumption between 1,500 GJ and 10,000<sup>5</sup> GJ (inclusive), which consumption shall not be attributable to a Process Load<sup>6</sup>; and
      - must have a conditioned floor area no greater than 100,000 sq. ft. (inclusive)
    - 2.5.2 Small industrial/manufacturing**
      - must have an average annual natural gas consumption between 1,500 GJ and 10,000<sup>5</sup> GJ (inclusive), which consumption may include a process load;
      - Must have a conditioned floor area no greater than 200,000 sq. ft.; and
      - must be engaged in the production of a good of economic value

### Program Offer

In exchange for a fee, the Program provides the approved Participant with an Assessment performed by an authorized FortisBC agent (the "Consultant"). The Assessment consists of a walkthrough energy assessment and accompanying report to establish the general energy savings potential of the Participant's building(s). The Assessment will identify low-cost/no-cost measures for improving energy efficiency and provide a listing of potential capital improvements that merit further consideration. A list of applicable FortisBC incentives will also be included.

**Note: the Assessment does not constitute a detailed engineering analysis. Calculations and analysis are minimal and all savings estimates, implementation costs, payback, etc. are approximate. More detailed engineering design and analysis should be conducted prior to implementing any significant energy-efficiency projects.**

Qualifying medium business and small industrial/manufacturing Participants will receive a written report within 60 days from the conclusion of the Assessment.

The Participant may also receive, if the Consultant recommends it, simple ECMs for the Participant to install. These will be recommended to the Participant for selection, and left for them at no additional cost if the Participant so chooses.

### Program process

1. The Participant must complete and submit a signed copy of the Program application via mail, or email, to FortisBC. FortisBC will review the application and, if approved, the Consultant will contact the Participant to schedule a walkthrough Assessment. If the application is rejected, a formal letter will be sent to notify the Participant. Please allow a minimum of 30 days for the processing of submitted applications.
2. As part of the application, the Participant agrees to contribute a portion of the cost of the Assessment. This contribution will be invoiced to the Participant once the report has been received and is subject to FortisBC's standard terms of payment. The amounts per Assessment are as follows:
  - 2.1 medium business - \$200 per building**
  - 2.2 small industrial/manufacturing - \$300 per building**
3. An Assessment is performed at the agreed upon date and time and will incorporate the following:
  - 3.1 medium business and small industrial/manufacturing**
    - 3.1.1 At the conclusion of the Assessment, the Consultant will hold an exit meeting with the Participant and key building staff to review some initial findings.
    - 3.1.2 Simple ECMs will be left by the Consultant for the Participant to install at its option (if applicable and if availability permits).
    - 3.1.3 A final written report will be prepared and emailed to the Participant within 60 days of the Assessment.
4. Within 30 days of receiving the report a FortisBC representative will contact the Participant to discuss the findings and next steps.

<sup>1</sup> **Property owner** means a legal person who holds registered title to the building or facility that is the subject of an application to the Program. FortisBC, in its sole discretion may request the property owner to provide proof of such registered title.

<sup>2</sup> **Long-term lease holder** means a legal person who occupies the building or facility that is the subject of an application to the Program, under a commercial lease with a term of 120 months or more, with an option to renew for at least a further 60 months, which lease will continue for at least 36 months prior to expiry at the time of the Application, which legal person has the right to make improvements to such building or facility.

<sup>3</sup> **Property manager** means a legal person who manages the building or facility that is the subject of an application to the Program on behalf of the property owner or long-term lease holder. The Property Manager must have legal authority and permission to bind the property owner or long-term lease holder to these Terms and Conditions. FortisBC, in its sole discretion, may request the Property Manager to provide proof of such a legal authority in any form satisfactory to the FortisBC. If the Property Manager is unable to provide proof satisfy FortisBC of said legal authority, as determined by FortisBC in its sole discretion and absolute discretion, FortisBC may refuse to grant entry to the Program. The Property Manager acknowledges that by entering into the Program the Property Manager agrees to be bound to the terms and conditions of the Program as if the Property Manager were the property owner or long-term lease holder

<sup>4</sup> Participant in a FortisBC electricity-only service territory do not need to meet natural gas consumption requirements in order to be eligible for the Program.

<sup>5</sup> If the Participant's building exceeds 10,000 GJ of natural gas consumption per year, the Participant may be eligible for other FortisBC assessment programs.

Please contact a FortisBC representative for further details.

<sup>6</sup> **Process load** means the consumption of natural gas for any purpose other than for maintaining human comfort and sanitation via space, domestic hot water or pool heating. Examples include, but are not limited to, snow melting, car washing, greenhouse heating, or the production of a good or service of economic value such as food processing. Process steam can be used for sterilization and humidification.

### **Participant responsibilities, representations and warranties**

1. By applying to the Program, the Participant acknowledges and agrees as follows:
  - 1.1 The Participant will allow the Consultant full access to the Participant's building(s) that is the subject of an application to the Program and all relevant equipment within. The Participant will further take all reasonable measures and actions to ensure the building(s) is made safe for the Consultant to conduct the Assessment.
  - 1.2 The Assessment must be scheduled within 30 days of the Consultant first contacting the approved Participant.
  - 1.3 The Participant must set aside one full working day for the Assessment and allow for discussion with the Consultant at the conclusion of the Assessment. The time required to conduct the Assessment will vary. The Consultant will inform the Participant of the approximate Assessment duration.
  - 1.4 The Participant must cooperate with the Consultant and take all reasonable steps to provide relevant information as requested by the Consultant.
  - 1.5 The Participant acknowledges and accepts that the supply of direct install ECMs is limited and is available at the recommendation and discretion of the Consultant.
  - 1.6 While FortisBC will make reasonable efforts to ensure that each Assessment is prepared in an accurate and relevant manner, the Participant acknowledges and agrees that the Assessment does not constitute a detailed engineering analysis and FortisBC makes no representations or warranties, express or implied, that if implemented, the recommendations contained in the Assessment will satisfy the requirements of the Participant, or any law, specification or contract, or that the Participant will be eligible for any incentives or opportunities recommended in the Assessment. The Participant is responsible for conducting more detailed engineering design and analysis prior to implementing any significant energy analysis projects.
  - 1.7 The Participant acknowledges and agrees that any recommendations implemented or incentives or opportunities pursued by the Participant are the sole discretion and responsibility of the Participant and FortisBC is not responsible for any damages arising from same.
  - 1.8 The Participant agrees to pay FortisBC a contribution towards the cost of the Assessment, as defined in Section 2 of program process.

### **Additional terms and conditions**

- FortisBC does not endorse any particular manufacturer, product, system, design, supplier, or installer in promoting the Program.
- FortisBC may amend, modify or terminate this Program at any time based on funding limitations or for any other reason, without notice.
- FortisBC is not responsible for lost, delayed, damaged, illegible or incomplete applications.
- FortisBC reserves the right to refuse applications which it determines, in its sole discretion, are incomplete, inaccurate or otherwise do not meet the requirements of the Program.

For the purposes of this Program, and these terms and conditions, "Participant Information" means all information disclosed by the Participant in any Program application materials, which includes such personal information as disclosed by the Participant, as well as any data respecting billing, energy use and consumption at the premises at which the Assessment is performed for a period of one year prior to such Assessment and one year after such Assessment. By applying for this Program, the Participant acknowledges and agrees that:

- FortisBC collects and uses the Participant Information for the purposes of processing, administering, and evaluating the Program and developing other FortisBC energy-efficiency programs

- FortisBC may contact the Participant in the future to review the effectiveness of the Program, which may include surveys
- FortisBC may retrieve the Participant's billing, energy use and consumption information from the FortisBC account database for the period set out above for the purposes of analyzing consumption behavior and energy savings attributable to the Program
- Participant Information may be disclosed amongst FortisBC Energy Inc. and FortisBC Inc. for the purposes of administering and evaluating this Program and developing other FortisBC energy-efficiency programs
- The Participant acknowledges that it must give permission on the application if it wishes for a FortisBC Energy Specialist or other third party to obtain access to the final report.
- FORTISBC, NOT BEING THE DESIGNER OR MANUFACTURER OF THE ECMs, MAKES NO REPRESENTATION OR WARRANTY, EXPRESS OR IMPLIED AS TO THE FITNESS, DESIGN OR CAPABILITY OF THE MATERIAL, EQUIPMENT OR WORKMANSHIP OF THE DIRECT INSTALL MEASURE(S) NOR ANY WARRANTY THAT THE ECMs WILL SATISFY THE REQUIREMENTS OF THE PARTICIPANT OR ANY LAW, SPECIFICATION, OR CONTRACT.
- THE PARTICIPANT DOES HEREBY INDEMNIFY AND SAVE HARMLESS FORTISBC AND ITS RESPECTIVE DIRECTORS, OFFICERS, AGENTS AND EMPLOYEES FROM ALL LIABILITY, DAMAGES, CLAIMS, DEMANDS, EXPENSES AND COSTS FOR CLAIMS, COSTS FOR INJURY OR DEATH OF ANY PERSON, DAMAGE TO OR DESTRUCTION OF PROPERTY, AND ALL ECONOMIC LOSS SUFFERED BY ANY PERSON ARISING FROM OR OCCURRING BY REASON OF THE PROGRAM, OR ACTUAL OR ALLEGED PREPARATION OR INSTALLATION OR USE OF THE ECMs, EXCEPT TO THE EXTENT CAUSED BY THE GROSS NEGLIGENCE OR WILLFUL MISCONDUCT OF FORTISBC, ITS OFFICERS, EMPLOYEES, OR AGENTS.
- The Participant acknowledges that FortisBC will share the Participant's consumption data and account details with the Consultant for the sole purpose of administering the Program and conducting Program activities.

### **Contact details**

If you have any questions regarding this Program, or you wish to submit an application, please contact us using the information below.

**Email:** [commercialrebates@fortisbc.com](mailto:commercialrebates@fortisbc.com)

**Toll-free call:** 1-866-884-8833

Note: If you cannot forward your application documents via email please contact your FortisBC account manager or energy solutions manager or phone the number above to arrange an alternate method of delivery