

# Commercial Walk-Through Assessment

# APPLICATION FORM

## APPLICATION PROCESS

- Step 1 Print this Application Form, read the attached Terms and Conditions and complete the Application Form.
- Step 2 Submit completed Application Form and 14 months of your most recent natural gas bills to SaskPower electronically, by fax, or mail.
- Step 3 SaskPower will contact you to confirm receipt of the Application Form, confirm eligibility and to provide details on next steps, including submitting your Application Fee.
- Step 4 The application process is considered complete when:
- you provide your completed application, SaskPower Account number and authorization to access it;
  - your natural gas bills are received by SaskPower; and
  - the Application Fee has been received by SaskPower.

## PARTICIPANT INFORMATION

Company Name:

Contact Person's Name:

Contact Person Position:

Contact Person's Email Address:

Phone:

Street Address:

Alternate contact number:

City:

Province:

Postal Code:

## BUILDING INFORMATION

Site/Building Name:

Street Address:

Site Contact Name and Position (if different):

Site Contact Phone and Email (if different):

Electricity Account Number(s):

14 Months of Gas Bills Included:  
 Yes  No

Total Floor Area:  
 \_\_\_\_\_ ft<sup>2</sup> or \_\_\_\_\_ m<sup>2</sup>

City:

Province:

Postal Code:

Site Age (Years):

Please check which sector your site falls under:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Condominium and Apartments | <input type="checkbox"/> Schools            | <input type="checkbox"/> Warehouses                     |
| <input type="checkbox"/> Manufacturing              | <input type="checkbox"/> Restaurants        | <input type="checkbox"/> Hotels                         |
| <input type="checkbox"/> Food Processors            | <input type="checkbox"/> Offices            | <input type="checkbox"/> Other (please describe): _____ |
| <input type="checkbox"/> Care Facilities            | <input type="checkbox"/> Recreation Centers |   |

Please check the size of the building and note the Application Fee. (see Terms and Conditions for eligibility criteria)

Building Size	Application Fee
<input type="checkbox"/> 15,000-30,000 ft <sup>2</sup>	\$287
<input type="checkbox"/> 30,000-60,000 ft <sup>2</sup>	\$425
<input type="checkbox"/> 60,000-85,000 ft <sup>2</sup>	\$495
<input type="checkbox"/> >85,000 ft <sup>2</sup> -	\$495+ (\$0.005/ft <sup>2</sup> >85,000 ft <sup>2</sup> )

How were you made aware of this program?

Please check all that apply:

- |  |   |
|--|---|
| <input type="checkbox"/> SaskPower rep/presentation    | <input type="checkbox"/> Magazine. Specify: _____               |
| <input type="checkbox"/> SaskPower booth at trade show | <input type="checkbox"/> Association newsletter. Specify: _____ |
| <input type="checkbox"/> Efficiency Partners' Meeting  | <input type="checkbox"/> Association website. Specify: _____    |
| <input type="checkbox"/> SaskPower website             | <input type="checkbox"/> Word of mouth in general               |
| <input type="checkbox"/> SaskPower survey              | <input type="checkbox"/> Electrical contractor                  |
| <input type="checkbox"/> Google search                 | <input type="checkbox"/> Other. Specify: _____                  |

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## TERMS AND CONDITIONS

### Overview

SaskPower's Commercial Walk-Through Assessment Program (the "Program") 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 identify energy efficiency incentive programs that may be available. The Program is offered for a fee to commercial customers in SaskPower's 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 in the Program:

- The Participant must:
  - 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) on which the Assessment will be performed;
  - be a customer of SaskPower in good standing and not in arrears at the time of application to the Program; and
  - have a North American Industry Classification System ("NAICS") Code other than 21, 22, 31-33 or 486 and have an aggregate energy load of less than 1MVA (If you fall under these codes and have an aggregate energy load of 1MVA or more, please see SaskPower's Industrial Energy Optimization Program).
- The building(s) or facility(ies) the Assessment will be performed on must:
  - be located within SaskPower's service territory;
  - fall into rate classes E05, E06, E75, E76 or E34 as indicated on the Participant's SaskPower bill;
  - have been occupied by the Participant for at least one year prior to the Participant's Application; and
  - be over 15,000 ft<sup>2</sup> and/or have an annual energy consumption >300,000kWh.

### Program Offer

In exchange for the applicable Application Fee, the Program provides an approved Participant with an Assessment performed by an authorized SaskPower contractor (the "Consultant"), an energy efficiency presentation from the Consultant, and an opportunity to pose questions to the Consultant. The Assessment consists of the following:

- a pre visit compilation of energy use and trends assessment;
- a walk-through energy assessment to count, document and assess energy consuming devices; and
- an accompanying report to establish the general energy savings potential of the Participant's building(s) and/or facility(ies) as well as the applicable SaskPower and other available incentives.

### Program Fees

- The Participant agrees to contribute a portion of the cost of the Assessment in the form of a non-refundable application fee (the "Application Fee") for each building/facility applied for, which fee represents approximately 10% of the actual cost of the Assessment. The Application Fees for building(s)/facility(ies) of various sizes are set out below. An Application Fee is required for each building/facility for which an Assessment is requested.

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

<sup>2</sup> **Long-Term Lease Holder** means the legal person who: a) occupies the building or facility that is the subject of an application to the Program; b) is under a commercial lease for such building or facility with a remaining term of at least 60 months, including any options to extend; and c) has the right to make improvements to such building or facility.

<sup>3</sup> **Property Manager** means the legal person who manages the building or facility that are the subject of an application to the Program on behalf of a Property Owner or Long-Term Lease Holder.

# Commercial Walk-Through Assessment APPLICATION FORM

## **Program Process**

- The Participant must complete and submit a signed copy of the Application Form via mail, fax, email or a combination thereof to SaskPower. SaskPower will review the Application Form and, if approved, the Consultant will contact the Participant to schedule an Assessment. If the Application Form is rejected, a formal letter will be sent to notify the Participant. Please allow a minimum of 30 days for the processing of submitted Application Forms.
- A processing period will occur over the 2-5 days following the Assessment in order for SaskPower to perform the following tasks:
  - completion of energy to use reconciliation;
  - comparison of building(s)/facility(ies) to benchmarks where possible;
  - determination of opportunities for improvement;
  - identification of potential incentive programs where financial assistance may be obtained; and
  - writing of final report and preparation for presentation to the Participant.
- Following the Assessment, preferably within a week of the site visit, the Consultant and/or SaskPower representative will meet with the Participant along with any owners, financial administrators and/or key facility maintenance staff (who are encouraged to attend) to:
  - review the findings of the Assessment;
  - provide an orientation on the Energy Star portfolio manager and its benefits; and
  - participate in a Q&A session.
- A SaskPower representative may contact the Participant to obtain feedback, assess the Participant's level of satisfaction with the Program, and to discuss further energy efficiency opportunities.

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

- By applying to the Program, the Participant acknowledges and agrees as follows:
  - The Participant will allow the Consultant hosted access to all parts of the Participant's building(s)/facility(ies) that are the subject of an application to the Program and all relevant equipment within. The Participant must ensure the building(s)/facility(ies) are made safe for the Consultant to conduct the Assessment.
  - Following application approval the Participant will be contacted to make arrangements for a date to conduct the Assessment. An assessment date must be agreed to within 30 days of the Consultant first contacting the approved Participant.
  - The Participant must: a) set aside one full working day for the Assessment; 2) provide a host that will escort the Consultant or SaskPower representatives through the building(s)/facility(ies); and 3) participate in the Consultant assessment of the building(s)/facility(ies) by answering questions and providing information to the Consultant. The time required to conduct the Assessment will vary. The Consultant will inform the Participant of the approximate Assessment duration.
  - The Participant must cooperate with the Consultant and take all reasonable steps to provide relevant information as requested by the Consultant.
  - The Participant commits to fully participating in the Assessment report presentation including ensuring the attendance by key decision making officers and staff of the Participant.
  - While SaskPower 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 SaskPower 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 energy efficiency projects.
  - The Participant acknowledges and agrees that any recommendations implemented or incentives or opportunities pursued by the Participant in relation to this Program or the Assessment are at the sole discretion and risk of the Participant and SaskPower is not responsible for any damages arising therefrom.

## **Suggested Energy Efficiency Measures**

- SaskPower does not endorse any particular manufacturer, product, system, design, supplier, or installer of any energy efficiency measures selected by a Participant in connection with the Program.

# Commercial Walk-Through Assessment

# APPLICATION FORM

- SaskPower, not being the designer or manufacturer of energy efficiency measures suggested in connection with the Program, makes no representation or warranty, express or implied as to the fitness, design or capability of the material, equipment or workmanship of the installed measure(s) nor any warranty that such measure(s) will satisfy the requirements of the Participant or any law, specification, or contract.
- The Participant does hereby indemnify and save harmless SaskPower and its respective directors, officers, agents and employees from all liability, damages, claims, demands, expenses and costs, including 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 any suggested energy efficiency measures, except to the extent caused by the gross negligence or willful misconduct of SaskPower, its officers, employees, or agents.

## **Program Termination and Reserved Rights**

- SaskPower may amend, modify or terminate this Program at any time based on funding limitations or for any other reason, without notice to the Participant.
- SaskPower is not responsible for lost, delayed, damaged, illegible or incomplete applications.
- SaskPower reserves the right to refuse applications for any reason, including applications that SaskPower determines, in its sole discretion, are incomplete, inaccurate or otherwise do not meet the requirements of the Program.

## **Participant Information**

- "Participant Information" means all information disclosed by the Participant in any Program application materials, which includes such personal information as disclose by the Participant, as well as any data respecting billing, energy use, and consumption at the building(s)/facility(ies) that are the subject of the Assessment or otherwise referenced in an Application Form.
- By applying for this Program, the Participant acknowledges and agrees that:
  - SaskPower collects and uses the Participant Information for the purposes of processing, administering, and evaluating the Program and developing other SaskPower energy-efficiency programs;
  - SaskPower may contact the Participant in the future to review the effectiveness of the Program, which may include surveys;
  - SaskPower may retrieve the Participant's billing, energy use and consumption information from the SaskPower account database for the period set out above for the purposes of analyzing consumption behaviour and energy savings attributable to the Program;
  - the Participant agrees to the submission of Participant Information to Natural Resources Canada's, Energy Star Portfolio Manager Program by SaskPower; and
  - the Participant acknowledges that SaskPower will share the Participant's energy consumption data and account details with the Consultant for the sole purpose of administering the Program and conducting Program activities.

## **PARTICIPANT DECLARATION**

I, the Participant, declare that:

- All of the information provided in this Application Form is true and correct to the best of my knowledge.
- I have read, fully understand, and agree to be bound by the Terms and Conditions of the SaskPower Commercial Walk-Through Assessment Program as provided in this Application Form.
- Once eligibility is confirmed, I will provide payment for the applicable Application Fee(s) as invoiced or by sending a cheque to:

**SaskPower, Walk-Through Assessment, 2025 Victoria Avenue, Regina SK S4P 0S1 ATTN: Customer Programs**

Participant's Name (print)

Participant's Signature

Position

Date

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## SUBMISSION

Before submitting your Application Form:

1. Make sure you have read the Application Form and the Terms and Conditions of participation in the Application Form.
2. Review the Application Form to ensure all fields have been completed/considered.
3. Be aware that you are required to pay the Application Fee pertaining to the size of your building(s)/facility(ies) once you are deemed eligible.
4. Ensure that you have attached 14 months of natural gas bills or equivalent information in a spreadsheet.
5. Ensure that you have appropriately completed and signed the Participant Declaration.

Once completed submit your application via:

- Email- Scan your completed application and natural gas bills. Send them to: [DSMCommercialPrograms@saskpower.com](mailto:DSMCommercialPrograms@saskpower.com)
- Fax- Completed application and 14 of your most recent natural gas bills to 306-566-6122, or
- Mail- completed application and copies of 14 of your most recent natural gas bills to SaskPower, 2025 Victoria Ave., Regina, SK, S4P 0S1, Attention: Customer Programs, Walk-Through Assessment 8C

For assistance completing this form, email: [DSMCommercialPrograms@saskpower.com](mailto:DSMCommercialPrograms@saskpower.com)