

Building Optimization Service Provider Application

This application is to be completed by **individuals and /or companies** that wish to be approved as a Building Optimization Service Provider with Efficiency Nova Scotia. Service providers require this designation in order to complete projects eligible for incentives through Efficiency Nova Scotia's Building Optimization Program. This type of service provider will oversee both the investigation study and implementation stages of projects within the Program. This is not a formal Request for Proposals (RFP) or Request for Qualifications (RFQ) to work for Efficiency Nova Scotia.

In order to be listed as a Building Optimization Service Provider, Efficiency Nova Scotia must approve this application, where you demonstrate how you meet the following minimum requirements **collectively through your own internal resources and /or partnering with external qualified consultants and /or contractors**. A qualified contractor or consultant is one that meets the compulsory certification and/or proper licensing for their designated trade or profession, according to their respective licensing and regulatory bodies.

You are responsible for the selection of all external consultants and /or contractor(s), their work and performance, as well as the assurance that they comply with the program requirements, as outlined below;

Summary of Requirements

- Professional Engineer or Certified Engineering Technologist that currently holds a valid license or certification.
- Minimum of 5 years of equivalent full time experience completing energy savings analyses and/or models.
- Minimum of 5 years of full time equivalent experience in managing existing building commissioning projects.
- Maintains general and automobile liability insurance, with no less than \$2 million coverage per occurrence.
- Maintains Nova Scotia Worker's Compensation Board (WCB) coverage (if out of province, equivalent coverage).
- Provides an HST registration number.
- Listed or registered on the registry of joint stocks.

Submit your completed application along with supporting documents to:

Email:

cicustom@efficiencyns.ca

(Please note that we cannot accept high risk attachments such as ZIP, EXE or files that exceed 10MB.)

Mail:

**Efficiency Nova Scotia
230 Brownlow Ave., Suite 300
Dartmouth, NS B3B 0G5**

Attention:
Building Optimization Program

Fax:

902 470 3599

Attention:
Building Optimization Program

Company Information

Company Name:	
Company Address:	
HST Registration Number:	Joint Stock Registry ID:
Form of Business: <input type="checkbox"/> Sole Owner <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation	

Insurance Carrier(s): Please provide proof of insurance with your submission, where Efficiency Nova Scotia is named as an additional insured.	
Name:	
Type of Coverage:	Phone Number:

<p>Do you have Nova Scotia Workers' Compensation Board (WCB) coverage (if out of province, equivalent coverage)?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If "Yes", please provide proof of coverage with your submission.</p>	<p>Do you accept responsibility for ensuring that all employees, sub-contractors, sub-suppliers, agents and representatives under your direction comply with all federal, provincial and municipal health, safety and environmental statutes, regulations, policies, and guidelines? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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Lead Company Representative

Contact Name:	Contact Title:
Telephone Number:	
Contact Email:	
<input type="checkbox"/> I would like to receive email communications (tips, promotions, etc) from Efficiency Nova Scotia. (You may withdraw your consent at any time)	

Qualifications and Experience

Please explain how **you and/or your internal or external partners** meet the following requirements. Please include a resume detailing the Lead Company Representative's work experience.

Please list the Professional Engineer(s) and / or Certified Technologist(s), who currently hold(s) a valid license or certification (i.e. Engineers Nova Scotia, TechNova, etc.). These individuals will oversee and be held responsible for the technical deliverables of the Program.

Please indicate how you and / or your internal or external partners have acquired 5 or more years of experience completing energy savings analyses and / or models. Provide a summary of personnel who will meet this requirement, and include a description of the projects they have completed and their role within each of these projects.

Please indicate how you and / or your internal or external partners have acquired 5 or more years of experience in managing existing building commissioning projects. This includes but is not limited to: estimating material, labour, and equipment costs; selecting sub-contractors to fulfill Program requirements; and coordinating and delivering project documents, including drawings, project manuals and addendum or modifications that may be issued while a project is being investigated or implemented. Describe the personnel who will meet this requirement and provide a summary of their qualifications. Include examples of relevant projects that they have completed, and descriptions of the role that they performed in completing these projects.

Efficiency Nova Scotia is a franchise operated by EfficiencyOne, official Licensee of the Province of Nova Scotia. By completing and submitting this form, I agree to release my personal information to the current and successive holders of the Efficiency Nova Scotia franchise.

By completing and submitting this form, I hereby consent to the purposes for which Efficiency Nova Scotia is collecting, using and disclosing personal information as set out in Efficiency Nova Scotia’s Privacy Policy. More information on Efficiency Nova Scotia’s Privacy Policy can be found online, efficiencyns.ca/privacy-policy or by email, privacy@efficiencyns.ca.

By signing below, I agree to the above terms and conditions and confirm the information provided is complete and accurate.

Name

Signature

Title (Please Print)

____/____/____
DD MM YYYY

