**Attachment C:**

Insert user logo

 **Technical Facility Profile**

**Technical Facility Profile**

The energy service companies (ESCOs will need a description of the facilities in order to decide whether to respond to the RFP. Use any format you wish. Only include information that is readily available in order to expedite the RFP process. At the minimum, include “Building List” and the minimum recommended portions of the “Energy and Water Consumption and Cost Information” section.

The information in this technical facility profile is provided to inform the ESCO about the condition of the facilities. The information was prepared with diligence. The ESCO is responsible for verifying the accuracy, as necessary.

Provide as a separate file to avoid word-processing errors. Include this page as a cover sheet.

**Building List**

List of Buildings (include **all** buildings that could be potential candidates either now or in the future; you can always scale-back the project scope during contract negotiations if desired). List only those buildings where you pay the utility bills and have responsibility for upgrades. Include:

1. Name of building
2. Total square footage of conditioned space.
3. Primary use of building (school, office, etc.)
4. Year constructed
5. Year of any major modifications, additions or renovations (briefly describe)
6. General location of buildings if not all are in one city or one “campus”

**Energy and Water Cost & Consumption Information**

Only provide information that is readily available.

1. List the present utility companies that provide electricity, gas, water, etc.
2. Is natural gas or propane used? If propane, is natural gas available in the area?
3. Provide energy use information as available: At a minimum, include annual costs for each of the main buildings (preferably itemized by electricity, natural gas, water, etc.). If available, include monthly consumption and cost information for electricity (kW, kWh, $), gas (ccf/therms/gal, $), water (gal, $), etc. for the past one-year period for each of the major buildings. If monthly information is not readily available, attach copies of utility rate schedules that apply to the facilities or include a sample utility bill for electricity, gas, etc. for each facility or meter from a winter month and summer month. If under contract for natural gas, provide the fuel purchase agreement and a monthly price history, if available.

**Past Energy Improvement Efforts**

Only provide information that is readily available.

1. Describe any major energy-related changes made during the past ten years (boiler/chiller replacements, other heating/cooling modifications, cooling additions, energy management control installation/upgrade, T8/electronic ballast lighting upgrades, ventilation improvements, etc.).
2. State if any energy audits were conducted in the past 5 years and if the information is available.

**Future Plans**

Only provide information that is readily available. If not readily available, the ESCO can work with you to collect needed information during the audit phase.

1. Describe any major change planned to occur (additions or renovations; lighting upgrade, major equipment replacement; decommissioning, demolition or sale; significant change in function or hours of operation in the next 10 years; change in function of building such as from classrooms to offices, change in hours of use such as year-round to seasonal operation).
2. Describe funding available, planned or anticipated for these improvements.
3. Describe any building improvements that you would like to investigate during this project.

**Energy-Using Systems Description**

Only provide information that is readily available. If not available, the ESCO can work with you to collect needed information during the audit phases.

1. Heating System: Briefly describe the types of heating systems serving your buildings (boiler, furnace, rooftop unit, etc.). Also describe the distribution system that delivers heated/cooled air to the rooms (forced air, water, etc.) Describe the age and condition.
2. Cooling System: Briefly describe the type of cooling system serving your building (chiller, roof-tops, etc.). Describe the age and condition.
3. Controls System: If you have a controls system to control space temperatures and heating and cooling equipment, please describe its capability (what is controlled), type (pneumatic compressed air system, direct digital control system), condition, manufacturer name and model, and approximate year installed.
4. Lighting System, Interior: Describe extent of replacement of fluorescent systems to T8 lamps and electronic ballasts.
5. Water Heating System: Describe your domestic water heating system. Is it part of the space heating system?
6. Other Energy-Using Systems (laundry, kitchen, laboratory, solar system, swimming pool, spa, ice rink, etc.)
7. List any added water use such as showers, laundry, irrigation, etc.

**Operating Information**

Only provide information that is readily available. If not available, the ESCO can work with you to collect needed information during the audit phases.

1. Describe the typical hours of operation for each facility (weekday, weekend, seasonal). In other words, when are the lights on and when is the heating/cooling system operated?
2. Describe the janitorial hours (during occupied hours or after hours?)
3. Describe when cooling systems are used and in which buildings

**Maintenance Practices**

Only provide information that is readily available.

1. Describe the general maintenance practices (preventive maintenance tplan used, skilled or low-skilled maintenance staff, good or poor funding for maintenance, much or little deferred maintenance, etc.)
2. Describe any known maintenance problems and/or needs associated with deferred maintenance. Include comfort problems.

**Request for Additional Information**

In addition to the information provided in the submittal to become eligible for the As-Needed List for Performance Contracting Services, a Institution may want the following information specific to the proposed project.