



REQUEST FOR PROPOSAL
RFP 2024-03
HEAT PUMP INSTALLATIONS

ISSUE DATE: April 15, 2024.

CLOSING DATE: May 17, 2024, at 4:00 p.m.

LOCATION: 52 Abbott Street North, Unit 4, Smiths Falls, ON, K7A 1W3.

BY EMAIL: David Dicaire, Housing Operations Supervisor

ddicaire@lanarkcounty.ca



TABLE OF CONTENTS

PART 1 – INVITATION AND SUBMISSION INSTRUCTIONS	3-5
PART 2 – EVALUTION, NEGOTIATION AND AWARD	6-7
PART 3 – TERMS AND CONDITIONS OF THE RFP PROCESS	8-14
APPENDIX A- SUBMISSION FORM	15-17
APPENDIX B- PRICING	18-20
APPENDIX C- RFP PARTICULARS	21-23
APPENDIX D- ADDRESSES	24-27
APPENDIX E- 112 CALDWELL ST (3 BEDROOM UNIT), AUDIT REPORT	12 PAGES



PART 1 – INVITATION AND SUBMISSION INSTRUCTIONS

1.1 Invitation to Proponents

This Request for Proposals (the “RFP”) is an invitation by the Corporation of the County of Lanark (the “County”) to prospective proponents to submit proposals for heat pump installations, as further described in Appendix C..

1.2 RFP Contact and Site Visits

For the purposes of this procurement process, the “RFP Contact” will be:

- David Dicaire, Housing Operations Supervisor, ddicaire@lanarkcounty.ca
- **Site Visits** must be pre-arranged with the RFP Contact.

Proponents and their representatives are not permitted to contact any employees, officers, agents, elected or appointed officials, or other representatives of the County, other than the RFP Contact, concerning matters regarding this RFP. Failure to adhere to this rule may result in the disqualification of the proponent and the rejection of the proponent’s proposal.

1.3 Contract for Deliverables

1.3.1 Type of Contract

The selected proponent will be requested to enter into direct contract negotiations to finalize an agreement with the County for the provision of the Deliverables. It is the County’s intention to enter into an agreement with only one (1) legal entity.

1.3.2 Term of Contract

The term of the agreement will be established under the awarded contract to encompass the duration of the contemplated work.



1.4 RFP Timetable

1.4.1 Key Dates

Issue Date of RFP	April 15, 2024
Deadline for Questions	May 8, 2024 @ 4:00 p.m.
Deadline for Issuing Addenda	May 13, 2024
Submission Deadline	May 17, 2024 4:00 p.m.
Required Project Completion Date	December 31, 2025

The RFP timetable is tentative only and may be changed by the County at any time. For greater clarity, business days means all days that the County is open for business.

1.5 Submission of Proposals

1.5.1 Proposals to be Submitted at Prescribed Location

Proposals must be submitted via email to David Dicaire at:

ddicaire@lanarkcounty.ca

Submissions by other methods will not be accepted.

1.5.2 Proposals to be Submitted on Time

Proposals must be emailed before the Submission Deadline set out in the RFP Timetable.

1.5.3 Proposals to be Submitted in Prescribed Format

Submission materials should be prepared in the file formats listed under Requested Information for this opportunity.

Documents should not be embedded within uploaded files, as the embedded files will not be accessible or evaluated.

1.5.4 Amendment of Proposals

Proponents may amend their proposals prior to the Submission Deadline by submitting a revised proposal via email.



1.5.5 Withdrawal of Proposals

At any time throughout the RFP process until the execution of a written agreement for provision of the Deliverables, a proponent may withdraw a submitted proposal. To withdraw a proposal prior to the Submission Deadline, a proponent should request via email to un-submit the proposal. Following the Submission Deadline, a notice of withdrawal must be sent to the RFP Contact and must be signed by an authorized representative of the proponent.

[End of Part 1]



PART 2 – EVALUATION, NEGOTIATION AND AWARD

2.1 Stages of Evaluation and Negotiation

The County will conduct the evaluation of proposals and negotiations in the following stages:

2.2 Stage I – Mandatory Submission Requirements

Stage I will consist of a review to determine which proposals comply with all the mandatory submission requirements. If a proposal fails to satisfy all of the mandatory submission requirements, the proposal will be returned to the Proponent. The mandatory submission requirements are set out in Appendix C.

2.3. Rated Criteria

The County will evaluate each qualified proposal on the basis of the non-price rated criteria as set out in Appendix B.

2.4 Stage III – Pricing

Stage III will consist of a scoring of the submitted pricing of each qualified proposal in accordance with the price evaluation method set out in Pricing (Appendix C). The evaluation of price will be undertaken after the evaluation of mandatory requirements and rated criteria has been completed.

2.5 Stage IV – Ranking and Contract Negotiations

2.5.1 Ranking of Proponents

After the completion of Stage III, all scores from Stage II and Stage III will be added together and the proponents will be ranked based on their total scores. The top-ranked proponent will receive a written invitation to enter into direct contract negotiations to finalize the agreement with the County. In the event of a tie, the selected proponent will be the proponent selected by way of coin toss.

2.5.2 Contract Negotiation Process

Any negotiations will be subject to the process rules contained in the Terms and Conditions of the RFP Process (Part 3) and will not constitute a legally binding offer to enter into a contract on the part of the County or the proponent, and there will be no legally binding relationship created with any proponent prior to the execution of a written agreement. The terms and conditions found in the Form of Agreement (Appendix A) are to form the basis for commencing negotiations between the County and the selected proponent. Negotiations may include requests by the County for supplementary information from the proponent to verify, clarify, or supplement the information provided in its



proposal or to confirm the conclusions reached in the evaluation, and may include requests by the County for improved pricing or performance terms from the proponent.

2.5.3 Time Period for Negotiations

The County intends to conclude negotiations and finalize the agreement with the top-ranked proponent during the Contract Negotiation Period, commencing from the date the County invites the top-ranked proponent to enter negotiations. A proponent invited to enter into direct contract negotiations should therefore be prepared to satisfy the pre-conditions of award listed in Section E of the RFP Particulars (Appendix C), provide requested information in a timely fashion and conduct its negotiations expeditiously.

2.5.4 Failure to Enter into Agreement

If the pre-conditions of award listed in the RFP Particulars (Appendix C) are not satisfied or if the parties cannot conclude negotiations and finalize the agreement for the Deliverables within the Contract Negotiation Period, the County may discontinue negotiations with the top-ranked proponent and may invite the next-best-ranked proponent to enter into negotiations. This process will continue until an agreement is finalized, until there are no more proponents remaining that are eligible for negotiations, or until the County elects to cancel the RFP process.

2.5.5 Notification of Negotiation Status

Other proponents that may become eligible for contract negotiations may be notified at the commencement of the negotiation process with the top-ranked proponent.

[End of Part 2]



PART 3 – TERMS AND CONDITIONS OF THE RFP PROCESS

3.1 General Information and Instructions

3.1.1 Proponents to Follow Instructions

Proponents should structure their proposals in accordance with the instructions in this RFP. Where information is requested in this RFP, any response made in a proposal should reference the applicable section numbers of this RFP.

3.1.2 Proposals in English

All proposals are to be in English only.

3.1.3 No Incorporation by Reference

The entire content of the proponent's proposal should be submitted in a fixed format, and the content of websites or other external documents referred to in the proponent's proposal but not attached will not be considered to form part of its proposal.

3.1.4 Past Performance

In the evaluation process, the County may consider the proponent's past performance or conduct on previous contracts with the County or other institutions.

3.1.5 Information in RFP Only an Estimate

The County and its advisers make no representation, warranty, or guarantee as to the accuracy of the information contained in this RFP or issued by way of addenda. Any quantities shown or data contained in this RFP or provided by way of addenda are estimates only and are for the sole purpose of indicating to proponents the general scale and scope of the Deliverables. It is the proponent's responsibility to obtain all the information necessary to prepare a proposal in response to this RFP.

3.1.6 Proponents to Bear Their Own Costs

The proponent will bear all costs associated with or incurred in the preparation and presentation of its proposal, including, if applicable, costs incurred for interviews or demonstrations.

3.1.7 Proposal to be Retained by the County

The County will not return the proposal, or any accompanying documentation submitted by a proponent.



3.1.8 No Guarantee of Volume of Work or Exclusivity of Contract

The County makes no guarantee of the value or volume of work to be assigned to the successful proponent. The agreement to be negotiated with the selected proponent will not be an exclusive contract for the provision of the described Deliverables. The County may contract with others for goods and services the same as or similar to the Deliverables or may obtain such goods and services internally. The resulting contracts from this RFP, if any, could also result in a standing offer negotiation.

3.2 Communication after Issuance of RFP

3.2.1 Proponents to Review RFP

Proponents should promptly examine all the documents comprising this RFP and may direct questions or seek additional information in writing by email to the RFP Contact on or before the Deadline for Questions. No such communications are to be directed to anyone other than the RFP Contact. The County is under no obligation to provide additional information, and the County is not responsible for any information provided by or obtained from any source other than the RFP Contact. It is the responsibility of the proponent to seek clarification from the RFP Contact on any matter it considers to be unclear. The County is not responsible for any misunderstanding on the part of the proponent concerning this RFP or its process.

3.2.2 All New Information to Proponents by Way of Addenda

This RFP may be amended only by addendum in accordance with this section. If the County, for any reason, determines that it is necessary to provide additional information relating to this RFP, such information will be communicated to all proponents by addendum. Each addendum forms an integral part of this RFP and may contain important information, including significant changes to this RFP. Proponents are responsible for obtaining all addenda issued by the County.

3.2.3 Post-Deadline Addenda and Extension of Submission Deadline

If the County determines that it is necessary to issue an addendum after the Deadline for Issuing Addenda, the County may extend the Submission Deadline for a reasonable period.

3.2.4 Verify, Clarify, and Supplement

When evaluating proposals, the County may request further information from the proponent or third parties in order to verify, clarify, or supplement the information provided in the proponent's proposal, including but not limited to clarification with respect to whether a proposal meets the mandatory technical requirements set out in Section D of the RFP Particulars (Appendix D). The County may revisit, re-evaluate, and rescore the proponent's response or ranking based on any such information.



3.3 Notification and Debriefing

3.3.1 Notification to Other Proponents

Once an agreement is executed by the County and a proponent, the other proponents may be notified directly in writing and will be notified by public posting of the outcome of the procurement process.

3.3.2 Debriefing

Proponents may request a debriefing after receipt of a notification of the outcome of the procurement process. All requests must be in writing to the RFP Contact and must be made within sixty (60) days of such notification.

3.3.3 Procurement Protest Procedure

If a proponent wishes to challenge the RFP process, it should provide written notice to the RFP Contact in accordance with applicable procurement protest procedures.

3.4 Conflict of Interest and Prohibited Conduct

3.4.1 Conflict of Interest

For the purposes of this RFP, the term "Conflict of Interest" includes, but is not limited to, any situation or circumstance where:

- (a) in relation to the RFP process, the proponent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to (i) having, or having access to, confidential information of the County in the preparation of its proposal that is not available to other proponents; (ii) having been involved in the development of the RFP, including having provided advice or assistance in the development of the RFP; (iii) receiving advice or assistance in the preparation of its response from any individual or entity that was involved in the development of the RFP; (iv) communicating with any person with a view to influencing preferred treatment in the RFP process (including but not limited to the lobbying of decision makers involved in the RFP process); or (v) engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive RFP process or render that process non-competitive or unfair; or
- (b) in relation to the performance of its contractual obligations under a contract for the Deliverables, the proponent's other commitments, relationships, or financial interests (i) could, or could be seen to, exercise an improper influence over the objective, unbiased, and impartial exercise of its independent judgement; or (ii) could, or could be seen to,



compromise, impair or be incompatible with the effective performance of its contractual obligations.

3.4.2 Disqualification for Conflict of Interest

The County may disqualify a proponent for any conduct, situation, or circumstances, determined by the County, in its sole and absolute discretion, to constitute a Conflict of Interest as defined above.

3.4.3 Disqualification for Prohibited Conduct

The County may disqualify a proponent, rescind an invitation to negotiate or terminate a contract subsequently entered if the County determines that the proponent has engaged in any conduct prohibited by this RFP.

3.4.4 Prohibited Proponent Communications

Proponents must not engage in any communications that could constitute a Conflict of Interest and should take note of the Conflict-of-Interest declaration set out in the Submission Form (Appendix B).

3.4.5 Proponent Not to Communicate with Media

Proponents must not at any time directly or indirectly communicate with the media in relation to this RFP or any agreement entered pursuant to this RFP without first obtaining the written permission of the RFP Contact.

3.4.6 No Lobbying

Proponents must not, in relation to this RFP or the evaluation and selection process, engage directly or indirectly in any form of political or other lobbying whatsoever to influence the selection of the successful proponent(s).

3.4.7 Illegal or Unethical Conduct

Proponents must not engage in any illegal business practices, including activities such as bid-rigging, price-fixing, bribery, fraud, coercion, or collusion. Proponents must not engage in any unethical conduct, including lobbying, as described above, or other inappropriate communications; offering gifts to any employees, officers, agents, elected or appointed officials, or other representatives of the County; deceitfulness; submitting proposals containing misrepresentations or other misleading or inaccurate information; or any other conduct that compromises or may be seen to compromise the competitive process provided for in this RFP.



3.4.8 Past Performance or Past Conduct

The County may prohibit a supplier from participating in a procurement process based on past performance or based on inappropriate conduct in a prior procurement process, including but not limited to the following:

- (a) illegal or unethical conduct as described above.
- (b) the refusal of the supplier to honour its submitted pricing or other commitments; or
- (c) any conduct, situation or circumstance determined by the County, in its sole and absolute discretion, to have constituted an undisclosed Conflict of Interest.

3.5 Confidential Information

3.5.1 Confidential Information of the County

All information provided by or obtained from the County in any form in connection with this RFP either before or after the issuance of this RFP.

- (a) is the sole property of the County and must be treated as confidential.
- (b) is not to be used for any purpose other than replying to this RFP and the performance of any subsequent contract for the Deliverables.
- (c) must not be disclosed without prior written authorization from the County; and
- (d) must be returned by the proponent to the County immediately upon the request of the County.

3.5.2 Confidential Information of Proponent

A proponent should identify any information in its proposal, or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the County. The confidentiality of such information will be maintained by the County, except as otherwise required by law or by order of a court or tribunal. Proponents are advised that their proposals will, as necessary, be disclosed, on a confidential basis, to advisers retained by the County to advise or assist with the RFP process, including the evaluation of proposals. If a proponent has any questions about the collection and use of personal information pursuant to this RFP, questions are to be submitted to the RFP Contact.



3.6 Procurement Process Non-Binding

3.6.1 No Contract A and No Claims

This procurement process is not intended to create and will not create a formal, legally binding bidding process and will instead be governed by the law applicable to direct commercial negotiations. For greater certainty and without limitation:

- (a) this RFP will not give rise to any Contract A-based tendering law duties or any other legal obligations arising out of any process contract or collateral contract; and
- (b) neither the proponent nor the County will have the right to make any claims (in contract, tort, or otherwise) against the other with respect to the award of a contract, failure to award a contract, or failure to honour a proposal submitted in response to this RFP.

3.6.2 No Contract until Execution of Written Agreement

This RFP process is intended to identify prospective suppliers for the purposes of negotiating potential agreements. No legal relationship or obligation regarding the procurement of any good or service will be created between the proponent and the County by this RFP process until the successful negotiation and execution of a written agreement for the acquisition of such goods and/or services.

3.6.3 Non-Binding Price Estimates

While the pricing information provided in proposals will be non-binding prior to the execution of a written agreement, such information will be assessed during the evaluation of the proposals and the ranking of the proponents. Any inaccurate, misleading, or incomplete information, including withdrawn or altered pricing, could adversely impact any such evaluation or ranking or the decision of the County to enter into an agreement for the Deliverables.

3.6.4 Cancellation

The County may cancel or amend the RFP process without liability at any time.

3.7 Governing Law and Interpretation

These Terms and Conditions of the RFP Process (Part 3):

- (a) are intended to be interpreted broadly and independently (with no particular provision intended to limit the scope of any other provision).



- (b) are non-exhaustive and will not be construed as intending to limit the pre-existing rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations; and
- (c) are to be governed by and construed in accordance with the laws of the province of Ontario and the federal laws of Canada applicable therein.

[End of Part 3]



APPENDIX A – SUBMISSION FORM

1. Proponent Information

Please fill out the following form, naming one person to be the proponent's contact for the RFP process and for any clarifications or communication that might be necessary.	
Full Legal Name of Proponent:	
Any Other Relevant Name under which Proponent Carries on Business:	
Street Address:	
City, Province/State:	
Postal Code:	
Phone Number:	
Company Website (if any):	
Proponent Contact Name and Title:	
Proponent Contact Phone:	
Proponent Contact Email:	

2. Acknowledgment of Non-Binding Procurement Process

The proponent acknowledges that the RFP process will be governed by the terms and conditions of the RFP, and that, among other things, such terms and conditions confirm that this procurement process does not constitute a formal, legally binding bidding process (and for greater certainty, does not give rise to a Contract-A bidding process contract), and that no legal relationship or obligation regarding the procurement of any good or service will be created between the County and the proponent unless and until the County and the proponent execute a written agreement for the Deliverables.

3. Ability to Provide Deliverables

The proponent has carefully examined the RFP documents and has a clear and comprehensive knowledge of the Deliverables required. The proponent represents and warrants its ability to provide the Deliverables in accordance with the requirements of the RFP for the rates set out in its proposal.



4. Non-Binding Pricing

The proponent has submitted its pricing in accordance with the instructions in the RFP and in Pricing (Appendix C) in particular. The proponent confirms that the pricing information provided is accurate. The proponent acknowledges that any inaccurate, misleading, or incomplete information, including withdrawn or altered pricing, could adversely impact the acceptance of its proposal or its eligibility for future work.

5. Addenda

The proponent is deemed to have read and considered all addenda issued by the County prior to the Deadline for Issuing Addenda.

6. No Prohibited Conduct

The proponent declares that it has not engaged in any conduct prohibited by this RFP.

7. Conflict of Interest

The proponent must declare all potential Conflicts of Interest, as defined in section 3.4.1 of the RFP. This includes disclosing the names and all pertinent details of all individuals (employees, advisers, or individuals acting in any other capacity) who (a) participated in the preparation of the proposal; **AND** (b) were employees of the County within twelve (12) months prior to the Submission Deadline.

If the box below is left blank, the proponent will be deemed to declare that (a) there was no Conflict of Interest in preparing its proposal; and (b) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFP.

Otherwise, if the statement below applies, check the box.

- The proponent declares that there is an actual or potential Conflict of Interest relating to the preparation of its proposal, and/or the proponent foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFP.

If the proponent declares an actual or potential Conflict of Interest by marking the box above, the proponent must set out below details of the actual or potential Conflict of Interest:



8. Disclosure of Information

The proponent hereby agrees that any information provided in this proposal, even if it is identified as being supplied in confidence, may be disclosed where required by law or by order of a court or tribunal. The proponent hereby consents to the disclosure, on a confidential basis, of this proposal by the County to the advisers retained by the County to advise or assist with the RFP process, including with respect to the evaluation of this proposal.

Signature of Proponent Representative

Name of Proponent Representative

Title of Proponent Representative

Date

I have the authority to bind the proponent.



APPENDIX B – PRICING

1. Instructions on How to Provide Pricing

- (a) Proponents should provide the information requested under section 3 below (“Required Pricing Information”) by reproducing and completing the table below in their proposals, or, if there is no table below, by completing the attached form and including it in their proposals.
- (b) Rates must be provided in Canadian funds, inclusive of all applicable duties and taxes except for HST, which should be itemized separately.
- (c) Rates quoted by the proponent must be all-inclusive and must include all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery, all costs of installation and set-up, including any pre-delivery inspection charges, and all other overhead, including any fees or other charges required by law.

2. Evaluation of Pricing

Pricing is worth thirty (30) points of the total score.

Pricing will be scored based on a relative pricing formula using the rates set out in the pricing form. Each proponent will receive a percentage of the total possible points allocated to price for the category it has submitted a proposal for, which will be calculated in accordance with the following formula:

$$\text{lowest price} \div \text{proponent's price} \times \text{weighting} = \text{proponent's pricing points}$$

LANARK COUNTY

3. Required Pricing Information

TABLE A

Full addresses in Appendix D

ALMONTE	
Address	# of Units
36-46 St. James Street	6
294-304 Victoria Street	6
Total	12
CARLETON PLACE	
404-406 Pattie Street	2
Caldwell / MCV	38
Total	40
Perth	
4 Railway St / 10 Welland St	2
Beckwith / Robinson Streets	14
Total	16
Smiths Falls	
43 Sussex Street	4
45 Sussex Street	7
47 Sussex Street	5
42 Empress Ave	8
1 – 17 Parkland Court	9
Jasper/Beech/Carss/Broadview	24
Total	57
Grand Total	125



COMPANY NAME:	Cost in Canadian Dollars (\$)
Pricing list for heat pump sizing and locations (Provide separate quotes for each location on a spreadsheet): -2 bedroom at 900 sq/ft, 2.5 tons -3 bedroom at 1000 sq/ft, 2.5 tons -4 bedroom at 1100 sq/ft, 3 tons -5 bedroom at 1200 sq/ft, 3 tons	
Total before HST	
HST	
Total Cost including HST	

4. Payment Schedule

Payment terms are 30 days from receipt of invoice.



APPENDIX C – RFP PARTICULARS

(AUDIT ATTACHED- 112 CALDWELL ST, 3 BEDROOM UNIT)

A. SCOPE OF WORK:

- Cut into existing plenum ductwork to remove section for coil to fit new cased coil
- Mount coil and reconnect to ductwork and furnace
- Build level base at rear of home and install premium heat pump stand
- Install heat pump on stand and secure
- Run new refrigerant lines from outdoor unit to indoor coil and connect approx 15-25ft
- Electrician to run breaker and wire to exterior for heat pump
- Connect, start up and test system operation.

Example of acceptable materials:

Brand MITSUBISHI electric

Outside model PUZ-HA30NKA

Inside model PAA-A30BA1

Design and Installation as proposed in the energy auditing documents attached here. The proponent is responsible for confirming that service drops are adequate at each location and providing quotes if upgrades are required. The contractor is responsible for all permits and fees required from start to completion. A licensed Electrician is required to complete the wiring as per manufacturer's requirements and the connection fee is to be included in the quoted price for each location.

The proponent should make all efforts to provide a high-quality cold climate heat pump system such as or better than the example provided above. Priority will be given to quality, warranties, and ease of service.

The proponent is responsible for confirming all site conditions themselves and should not rely upon the information provided as part of this RFP.



Required project completion date is December 31, 2025.

B. MATERIAL DISCLOSURES

- 1. **No material disclosures exist for this RFP.**

C. MANDATORY SUBMISSION REQUIREMENTS

- 1. **Submission Form (Appendix A)**

Each proposal must include a Submission Form (Appendix B) completed and signed by an authorized representative of the proponent.

- 2. **Pricing (Appendix B)**

Each proposal must include pricing information that complies with the instructions contained in Pricing (Appendix B).

D. PRE-CONDITIONS OF AWARD

- 1. **Confirmation of Workplace Safety and Insurance Board Coverage**

The selected proponent must provide confirmation of Workplace Safety and Insurance Board (“WSIB”) coverage prior to the award of the contract. Failure to provide confirmation will result in the disqualification of the proponent from the RFP process.

- 2. **Confirmation of Commercial Liability Insurance**

The selected proponent must provide confirmation of commercial liability insurance in amount of no less than two million dollars (\$2,000,000) per occurrence prior to the award of the contract. Failure to provide confirmation will result in the disqualification of the proponent from the RFP process.

E. RATED CRITERIA

The following sets out the categories, weightings, and descriptions of the rated criteria of the RFP. Proponents who do not meet a minimum threshold score for a category will not proceed to the next stage of the evaluation process.

Rated Criteria Category	Weighting (Points)	Minimum Threshold
i. Company Profile	10 points	N/A
ii. Project Experience	20 points	N/A
iii. System Features, Approach, Methodology & Project Schedule	30 points	N/A
iv. Project Management Team	10 points	N/A
v. Pricing (See Appendix B for details)	30 points	N/A
Total Points	100 points	N/A



i. Company Profile (10 points)

Proponents are to provide information on their company such as, but not limited to, the following:

- a) Provide a general company profile including the ownership and affiliations of the firm and number of years the firm has been in business.
- b) Address, and contact information for the proposing entity;
- c) Size of company, number for employees both locally and other.
- d) Has Proponent received a fine or an order for any health and safety issues from any municipal / provincial / federal regulatory bodies in the past five (5) years.

ii. Project Experience (20 points)

Brief documentation on significant similar projects, with client references (minimum of 3). The County reserves the right to contact references, which may affect a Proponent's evaluation score.

-Provide 3 examples of previous heat pump installations between 2 tons and 3 tons

References associated with Lanark County are not an acceptable reference.

iii. System Features, Approach, Methodology & Project Schedule (30 points)

Describe system features of the proposed system. This should include:

- Make and model
- Site hardware locations
- Sizing and upgrades required
- Warranties

In this part of the proposal please also submit a project schedule. Clearly identify key milestone dates.

iv. Project Management Team (10 points)

Provide a description of the team expected to serve the County. How will the team be organized?

Please provide your proposed project management team including their capabilities and experience, including a discussion of any special skills.

v. Pricing (30 points)

Proponents should refer to Appendix B - Pricing for details.

APPENDIX D – ADDRESSES

Almonte – 12 Units

- 36 St. James Street
- 38 St. James Street
- 40 St. James Street
- 42 St. James Street
- 44 St. James Street
- 46 St. James Street
- 294 Victoria Street
- 296 Victoria Street
- 298 Victoria Street
- 300 Victoria Street
- 302 Victoria Street
- 304 Victoria Street

Carleton Place – 40 Units

- 112 Caldwell Street
- 115 Caldwell Street
- 116 Caldwell Street
- 119 Caldwell Street
- 120 Caldwell Street
- 123 Caldwell Street
- 124 Caldwell Street
- 127 Caldwell Street
- 128 Caldwell Street
- 131 Caldwell Street
- 132 Caldwell Street
- 135 Caldwell Street
- 136 Caldwell Street
- 139 Caldwell Street
- 140 Caldwell Street
- 143 Caldwell Street
- 144 Caldwell Street
- 147 Caldwell Street
- 148 Caldwell Street
- 151 Caldwell Street
- 152 Caldwell Street
- 155 Caldwell Street
- 156 Caldwell Street

Carleton Place Continued

- 159 Caldwell Street
- 160 Caldwell Street
- 163 Caldwell Street
- 164 Caldwell Street
- 167 Caldwell Street
- 168 Caldwell Street
- 171 Caldwell Street
- 172 Caldwell Street
- 175 Caldwell Street
- 176 Caldwell Street
- 179 Caldwell Street
- 180 Caldwell Street
- 101 Arthur Street
- 105 Arthur Street
- 109 Arthur Street
- 404 Pattie Drive
- 406 Pattie Drive

Perth – 16 Units

- 20A Robinson Street
- 20B Robinson Street
- 20C Robinson Street
- 20D Robinson Street
- 20E Robinson Street
- 20F Robinson Street
- 20G Robinson Street
- 20H Robinson Street
- 117A Beckwith Street
- 117B Beckwith Street
- 117C Beckwith Street
- 117D Beckwith Street
- 117E Beckwith Street
- 117F Beckwith Street
- 4 Railway Street
- 10 Welland Street

Smiths Falls – 57 Units

- 42A Empress Ave
- 42B Empress Ave
- 42C Empress Ave
- 42D Empress Ave
- 42E Empress Ave
- 42F Empress Ave

Smiths Falls Continued

- 42G Empress Ave
- 42H Empress Ave

- 43A Sussex Street
- 43B Sussex Street
- 43C Sussex Street
- 43D Sussex Street

- 45A Sussex Street
- 45B Sussex Street
- 45C Sussex Street
- 45D Sussex Street
- 45E Sussex Street
- 45F Sussex Street
- 45G Sussex Street

- 47A Sussex Street
- 47B Sussex Street
- 47C Sussex Street
- 47D Sussex Street
- 47E Sussex Street

- 1 Parkland Court
- 3 Parkland Court
- 5 Parkland Court
- 7 Parkland Court
- 9 Parkland Court
- 11 Parkland Court
- 13 Parkland Court
- 15 Parkland Court
- 17 Parkland Court

- 34 Jasper Avenue
- 36 Jasper Avenue
- 38 Jasper Avenue
- 40 Jasper Avenue
- 42 Jasper Avenue
- 44 Jasper Avenue
- 46 Jasper Avenue
- 48 Jasper Avenue
- 50 Jasper Avenue
- 52 Jasper Avenue
- 54 Jasper Avenue
- 60 Jasper Avenue

Smiths Falls Continued

- 62 Jasper Avenue
- 64 Jasper Avenue
- 66 Jasper Avenue
- 68 Jasper Avenue
- 70 Jasper Avenue

- 22 Beech Street
- 23 Beech Street
- 24 Beech Street
- 25 Beech Street

- 68 Broadview Avenue
- 179 Carss Avenue
- 185 Carss Avenue

Appendix E

File Number: 4C94D00003

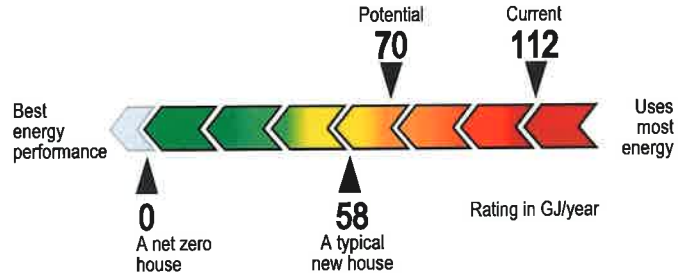
RENOVATION UPGRADE REPORT



112 Caldwell Street
Carleton Place, ON K7C 3A4



Year built: 1972



Assessment date:
February 05, 2024

Evaluated by:
Josh Del-ben
519 791-4994

Quality assured by:
EnviroCentre
613-656-0100

This report identifies your home's energy savings opportunities by providing you with recommended renovation upgrades. It complements your EnerGuide label and your homeowner information sheet.

Next steps:

- 🏠 Review your customized action plan below to improve the energy efficiency of your home;
- 🏠 You may be eligible for **financial incentives** to support your energy-efficient upgrades. Please visit www.canada.ca/greener-homes-grant to view the financial incentives available.
- 🏠 Need help getting started? Go to our **resources** www.nrcan.gc.ca/kthi.

YOUR ENERGY EFFICIENCY ROADMAP

Your energy advisor has prioritized your recommended upgrades based on the potential energy savings, the life expectancy of your home components, the interactions between systems, your potential renovation plans and the costs to perform the upgrades.



1. Perform air sealing

[Save 5 GJ/year]

2. Insulate foundation

[Save 14 GJ/year]

3. Upgrade heating system

[Save 19 GJ/year]

4. Upgrade cooling system

[Save -5 GJ/year]

Additional recommendations on next pages



By implementing all upgrades, you are helping to fight climate change and could **reduce GHG emissions by up to 2.6 tonnes per year.**

RECOMMENDED ENERGY EFFICIENCY UPGRADES

A customized plan to improve the energy efficiency of your home is found below:



1. Perform air sealing

- ❑ Improve the airtightness of your house by 19% to achieve 8.44 air change(s) per hour at 50 pascals.

This upgrade could reduce the energy consumption of your house by 5 gigajoules per year.

Did you know?

Air leakage accounts for 32 percent of the estimated annual heat loss of your house.

Useful tips

Air sealing is one of the most cost-effective energy-saving measures you can undertake. It is typically performed before and during other upgrades to ensure optimal benefit. Air sealing can help to minimize potential moisture damage and improve comfort by reducing drafts, heat loss, dust and outdoor noise in your home.

Consult our **resources** www.nrcan.gc.ca/energy-efficiency/homes/make-your-home-more-energy-efficient/keeping-the-heat/15768 to learn more and take action.

Air leakage locations identified by your energy advisor are listed below:



- ❑ improving the airtightness of your home based on the level achieved. This is one of the most cost-effective energy-savings Through the Home Efficiency Rebate Plus Program, a rebate between \$725 and \$1,300 is available for measures you can undertake.
- ❑ An air-sealing rebate is available if the airtightness of your home is improved to achieve or exceed the air change rate target proposed above. Achieving the target defined for your home typically requires that the work be performed by an air-sealing professional.
- ❑ In some instances, performing air sealing may result in inadequate ventilation or increase radon levels, which may be detrimental to the house and its occupants. A balanced mechanical ventilation system such as a heat recovery ventilator (HRV) or energy recovery ventilator (ERV) may help to address these concerns. Please seek additional information from your energy advisor and a qualified ventilation contractor.
- ❑ Your air sealing target is 8.44



2. Insulate foundation

- ❑ Increase the insulation value of 100% of your basement walls (Foundation - 1) from the interior by RSI 3.87 (R-22.0).
- ❑ Increase the insulation value of 100% of your crawl space walls (Crawlspace - 1) by RSI 3.87 (R-22.0).
- ❑ Increase the insulation value of your foundation headers (BW hdr-01) by RSI 3.87 (R-22.0).
- ❑ Increase the insulation value of your foundation headers (Floor Header - 1) by RSI 3.87 (R-22.0).

This upgrade could reduce the energy consumption of your house by 14 gigajoules per year.

Did you know?

Your foundation accounts for 28 percent of the estimated annual heat loss of your house.

Useful tips

RECOMMENDED ENERGY EFFICIENCY UPGRADES - CONTINUED

Assess the status of your foundation for water leaks, cracks and flooding and remediate these issues before beginning any insulation job. Foundations can be insulated from the interior, exterior or a combination of both depending on accessibility and the complexity of the building. Refer to your energy advisor's comments to determine which would be best suited for your foundation.

Consult our **resources** www.nrcan.gc.ca/energy-efficiency/homes/make-your-home-more-energy-efficient/keeping-the-heat/15768 to learn more and take action.

Your energy advisor's comments



Basement Insulation - Wall

Package C: EGD Non-Owner Occupied

The Home Efficiency Rebate Plus program offers rebates of up to \$2,000 for adding insulation to basement walls (including crawlspace, slab, and header). Insulating basement walls can reduce energy costs and improve comfort. Rebates are based on the RSI/R-value of the added insulation and the percentage of wall area insulated. The current amount of insulation does not affect the rebate amounts. A minimum of 20% of the exterior foundation wall area must be insulated. It is recommended that you take work-in-progress photos to document retrofits that cannot be visually verified by the energy advisor, such as insulation installed from the outside.

Basement Insulation - Header

Package C: EGD Non-Owner Occupied

Through the Home Efficiency Rebate Plus program, a rebate of \$325 is available for air sealing and adding insulation to basement headers. In an unfinished basement, air sealing and insulating headers can be a relatively simple task. The rebate of \$325 is available when RSI 3.52 (R-20) or more is added to a minimum of 80% of your entire basement header area, along with air sealing. It is recommended that you take work-in-progress photos to document retrofits that cannot be visually verified by the energy advisor, such as insulation covered by drywall.

Crawl Space Insulation – Walls and Headers

Package C: EGD Non-Owner Occupied

Through the Home Efficiency Rebate Plus program, a rebate of up to \$1,700 is available for adding insulation to crawl space exterior walls and headers. Insulating crawl space walls and headers can reduce energy costs, improve comfort in the occupied space above the crawl space and provide additional protection for plumbing piping and equipment exposed to the crawl space. The rebate is available if a minimum of RSI 1.76 (R-10) insulation is added to all exterior crawl space walls and headers. It is recommended that you take work-in-progress photos to document retrofits that cannot be visually verified by the energy advisor, such as insulation installed from the outside.



3. Upgrade heating system

- ❑ Install a new ENERGY STAR certified air-source heat pump that has a heating seasonal performance factor (HSPF) region V of 8.7.

This upgrade could reduce the energy consumption of your house by 19 gigajoules per year.

Did you know?

Space heating accounts for 56 percent of the estimated annual energy use of your house.

Useful tips

Perform any planned building envelope upgrades before your heating contractor begins work since a more energy efficient building envelope may mean that a smaller heating system could be installed. The contractor should first conduct a heat loss calculation before deciding on the capacity and model of your heating system.

RECOMMENDED ENERGY EFFICIENCY UPGRADES - CONTINUED

Your *Homeowner Information Sheet* provides important details and a reference for this calculation. Inform your heating contractor of any building envelope upgrades performed since your evaluation, or that will be undertaken since these may render certain details in your *Homeowner Information Sheet* inaccurate.

Consider purchasing a system that is ENERGY STAR certified when available. Consult Natural Resources Canada's website at www.nrcan.gc.ca/energy/products/categories/heating/13740 for information on choosing a heating system.

Your energy advisor's comments



Through the Home Efficiency Rebate Plus program, a rebate between \$3,250 and \$6,500 is available for installing a new ENERGY STAR certified air source heat pump or cold climate air source heat pump system. The rebate amount is based on the type and configuration of the heat pump system: \$3,250 is available for mini- or multi-split systems with two indoor heads, \$5,250 is available for ENERGY STAR certified air source heat pump central systems or mini- or multi-split systems with a minimum of three indoor heads, and \$6,500 is available for cold climate air source heat pump central systems or mini- or multi-split systems with a minimum of three indoor heads.

The Home Efficiency Rebate Plus program requires that the heat pump system is capable of distributing heat throughout the entire conditioned space in the home, including the basement (where the distance from the top of the floor slab to the bottom of the ceiling joist is 1.8 m or higher). A minimum of one warm air supply outlet or indoor head is required on every floor, including each level of a split-level, mezzanine level, etc., of each dwelling unit in the building. More than one warm air supply outlet and/or indoor head per floor may be required to ensure heat distribution throughout the entire building.

Although significant energy savings can be achieved by installing a heat pump, this may not translate into lower utility costs, depending upon the relative prices of utilities in your region.

A mechanical system contractor can advise on whether a heat pump is the right choice for your circumstances, and is responsible for specifying (including load calculations, sizing and selection) and installing the new system to meet all requirements.

To determine the eligibility of the product, use the AHRI number and make and model of the indoor and outdoor units provided by the mechanical system contractor to confirm that it is included on the Searchable product list of eligible heat pumps for the Canada Greener Homes Initiative.



4. Upgrade cooling system

- ❑ Install a new ENERGY STAR certified air conditioner.

This upgrade could increase the energy consumption of your house by 5 gigajoules per year.

Did you know?

Space cooling accounts for 0 percent of the estimated annual energy use of your house.

Useful tips

Perform any planned building envelope upgrades before your contractor begins work since a more energy efficient building envelope may mean that a smaller cooling system could be installed. The contractor should first conduct a heat gain calculation before deciding on the capacity and model of your cooling system.

Your *Homeowner Information Sheet* provides important details and a reference for this calculation. Inform your contractor of any building envelope upgrades performed since your evaluation, or that will be undertaken, since these may render certain details in your *Homeowner Information Sheet* inaccurate.

Consider purchasing a system that is ENERGY STAR certified. Consult Natural Resources Canada's web site at www.nrcan.gc.ca/energy/products/categories/cooling-ventilating/13756 for more information.

Your energy advisor's comments

RECOMMENDED ENERGY EFFICIENCY UPGRADES - CONTINUED



5. Upgrade windows

- ❑ Replace 6 windows with ENERGY STAR certified models.

This upgrade could increase the energy consumption of your house by 0 gigajoules per year.

Did you know?

Windows account for 13 percent of the estimated annual heat loss of your house.

Useful tips

Replacing windows can improve aesthetics, reduce noise from outside, reduce maintenance, increase property resale value, improve comfort and reduce condensation during cold weather. ENERGY STAR certified windows, patio doors and skylights are among the most energy efficient in the marketplace.

Consult our **resources** www.nrcan.gc.ca/energy-efficiency/homes/make-your-home-more-energy-efficient/keeping-the-heat/15768 to learn more and take action.

Your energy advisor's comments



Through the Home Efficiency Rebate Plus Program, rebates of either \$175 or \$325 per window rough opening are available when an ENERGY STAR certified or ENERGY STAR certified Most Efficient window is installed to replace an existing window. Replacing old, damaged or leaky windows with new ENERGY STAR certified products can help you save energy, improve comfort and reduce noise. To determine eligibility of the product, confirm that it is included on the Searchable product list of eligible windows for the Canada Greener Homes Initiative.

ENERGY STAR labels must be affixed to windows at the time of installation and remain in place until the time of your post-retrofit evaluation. If ENERGY STAR labels are removed prior to the post-retrofit evaluation, the following photos are your responsibility to acquire, retain and provide to the energy advisor at the time of the post-retrofit evaluation:

A photo of each newly-installed window showing a portion of the surrounding wall assembly from the inside, outside or both, AND

A photo of each ENERGY STAR label affixed to the window that clearly shows the ENERGY STAR certification mark, Manufacturer model code/number, U-factor/Energy Rating (ER), NRCan reference number or a Certified Products Directory (CPD) number, and a Certified mark from one of the following:

- Canadian Standards Association (CSA)
- Intertek Canada
- Keystone Certifications
- Labtest Certification (LC)
- QAI Laboratories
- National Fenestration Council (NFRC)

Removed labels must be provided to the energy advisor.

Request your supplier/installer to include the following information on the invoice:

- Name of the homeowner and address of the house;
- Date of installation;

RECOMMENDED ENERGY EFFICIENCY UPGRADES - CONTINUED

- Window make and model numbers;
- NRCan Reference Number;
- Indication of whether windows are ENERGY STAR or ENERGY STAR Most Efficient certified;
- Number of windows and location of each installation;
- U-factor/Energy Rating (ER);
- Itemized cost of each window and total cost of installation; and
- Itemization of any other work done as part of the installation, such as air/gap sealing and associated costs.

Please note that a window schedule (quote) cannot be used as a substitute for the aforementioned acceptable window validations and cannot be submitted to the portal as a standalone document to validate window installation and eligibility. However, the window schedule may be attached to the invoice provided there is a reference on the invoice to a schedule reference number to link the two documents.



6. Upgrade doors

- Replace 2 doors with ENERGY STAR certified models.

This upgrade could increase the energy consumption of your house by 0 gigajoules per year.

Did you know?

Doors account for 1 percent of the estimated annual heat loss of your house.

Useful tips

ENERGY STAR certified doors are among the most energy efficient in the marketplace. If there is a window in the door, consider units with low-E coatings and inert gas fills.

Consult our **resources** www.nrcan.gc.ca/energy-efficiency/homes/make-your-home-more-energy-efficient/keeping-the-heat/15768 to learn more and take action.

Your energy advisor's comments



Through the Home Efficiency Rebate Plus Program, a rebate of \$175 per hinged door system is available when an eligible ENERGY STAR certified door or door system is installed. Replacing old, damaged or leaky hinged doors with new ENERGY STAR certified products can help you save energy and improve comfort. The door rebate applies to the entire door system installed in a rough opening. A door system installed in a rough opening may consist of one or more doors and may include side lights and transoms. Side lights and transoms installed in the rough opening are not eligible for individual rebates. To determine the eligibility of the product(s), confirm that each product is included on the Searchable product list of eligible doors for the Canada Greener Homes Initiative.

ENERGY STAR labels must be affixed to each component of the door system at the time of installation and remain in place until the time of your post-retrofit evaluation. If ENERGY STAR labels are removed prior to the post-retrofit evaluation, the following photos are your responsibility to acquire, retain and provide to the energy advisor at the time of the post-retrofit evaluation.

A photo of each newly-installed door system showing a portion of the surrounding wall assembly from the inside, outside or both, AND

A photo of each ENERGY STAR label affixed to each component of the door system that clearly shows the ENERGY STAR certification mark, Manufacturer model code/number, U-factor/Energy Rating (ER), NRCan reference number or a Certified Products Directory (CPD) number, and a Certified mark from one of the following:

- Canadian Standards Association (CSA)
- Intertek Canada

RECOMMENDED ENERGY EFFICIENCY UPGRADES - CONTINUED

- Keystone Certifications
- Labtest Certification (LC)
- QAI Laboratories
- National Fenestration Council (NFRC)

Removed labels must be provided to the energy advisor.

Request your supplier/installer to include the following information on the invoice:

- Name of the homeowner and address of the house;
- Date of installation;
- Make and model numbers of each door component (door leaf, side light, transom);
- NRCan Reference Number;
- Indication of whether door system components are ENERGY STAR certified;
- Number of door system components and location of each installation;
- U-factor/Energy Rating (ER);
- Itemized cost of each door system component and total cost of installation; and
- Itemization of any other work done as part of the installation, such as air/gap sealing and associated costs.

Please note that a door schedule (quote) cannot be used as a substitute for the aforementioned acceptable door systems validations and cannot be submitted to the portal as a standalone document to validate door systems installation and eligibility. However, as for windows, the door schedule may be attached to the invoice provided there is a reference on the invoice to a schedule reference number to link the two documents



Additional energy advisor comments

Through the Home Efficiency Rebate Plus program, homeowners are eligible for reimbursement of up to \$600 for the cost of pre- and post- retrofit EnerGuide evaluations and rebates of up to \$10,000 in total for the implementation of eligible retrofits completed on or after January 4, 2023.

Hiring a contractor is required for several of the home retrofits and strongly recommended for the others. The contractor is responsible for complying with local bylaws and relevant provincial, territorial, and federal legislation and guidelines.

NRCan and Enbridge Gas Inc. do not endorse the services of any contractor, nor any specific product, and accept no liability in the selection of materials, products, contractors, or performance of workmanship. Before undertaking retrofits, find out about the appropriate products, safety and installation techniques, and ensure that all retrofits meet local building codes and by-laws.

For full details on eligibility requirements, eligible measures and rebates for the recommended measures, please consult the Home Efficiency Rebate Plus website at <https://enbridgegas.com/homerebateplus>.

Many eligible retrofit measures under the Home Efficiency Rebate Plus program have certain conditions for eligibility. These include:

- You must complete at least one retrofit that is both eligible and recommended by an energy advisor in this Renovation Upgrade Report
- If you wish to receive a rebate for undertaking resiliency measures or installing a thermostat, you must also undertake another eligible energy efficiency measure in order to qualify
- Purchased equipment such as heat pumps and windows must meet eligibility criteria and must be on the Searchable product list of eligible equipment for the Canada Greener Homes Initiative
- All mechanical systems (heat pumps, heat pump water heaters, furnaces and boilers) must be installed by a licensed and trained professional

RECOMMENDED ENERGY EFFICIENCY UPGRADES - CONTINUED

- It is highly recommended that you obtain attestations (if applicable for your retrofits) confirming that the installation of a mechanical system has been completed by a trained and licensed professional, the ground source heat pump system was installed in accordance with CSA standards, and/or the air source heat pump or cold climate air source heat pump system is capable of distributing heat throughout your entire home

- All products must be purchased in Canada. Online purchases are only eligible if they are ordered from an online distributor located in Canada. Used equipment and associated installation costs are not eligible for a rebate.

You may access and combine rebate funding from the Home Efficiency Rebate Plus program with funding from other retrofit grant programs in your region. The sum of the funding you receive from all sources must not exceed 100% of the total cost of the pre- and post-retrofit EnerGuide evaluations and of each eligible retrofit measure.

Participants will be required to declare funding or rebates received from other sources.

NOTES:

- 🏠 Energy use reductions are calculated with each upgrade taken on its own. Combinations of upgrades may produce slightly different results.
- 🏠 If negative savings are shown, please see your energy advisor's comments for an explanation.

ENERGY EFFICIENCY FORECAST

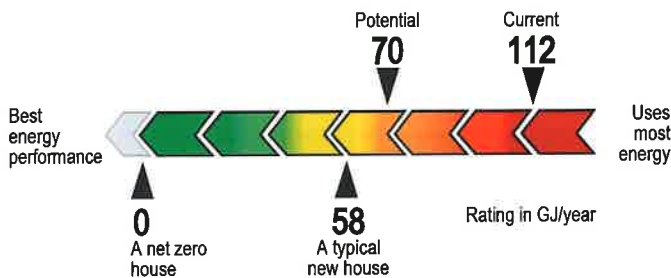
YOUR HOME'S ENERGY POTENTIAL



By implementing the recommended upgrades, you will not only see an improvement in your EnerGuide Rating but you might also reduce greenhouse gas (GHG) emissions.

Note that the energy consumption indicated on your utility bills may be higher or lower than your EnerGuide Rating. This is because the EnerGuide Rating is based on standard assumptions regarding how many people live in the home and how it is operated. Refer to your *Homeowner Information Sheet* for details on the EnerGuide Rating System standard operating conditions.

EnerGuide Rating



A **gigajoule (GJ)** is a unit of energy that can represent all energy sources found in Canadian homes such as electricity, fossil fuels and wood.

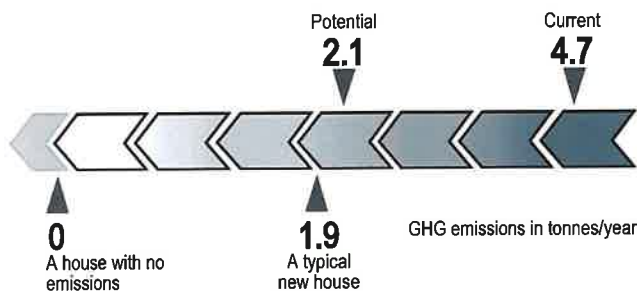
A **typical new house** is a reference point for comparing your rating to that of a similar house built to current energy efficiency requirements.

Rated energy intensity



The **Rated energy intensity** is an estimate of your home's annual energy use relative to its size. It allows you to compare the energy used by homes of different sizes on a "per square metre" basis.

Rated greenhouse gas (GHG) emissions

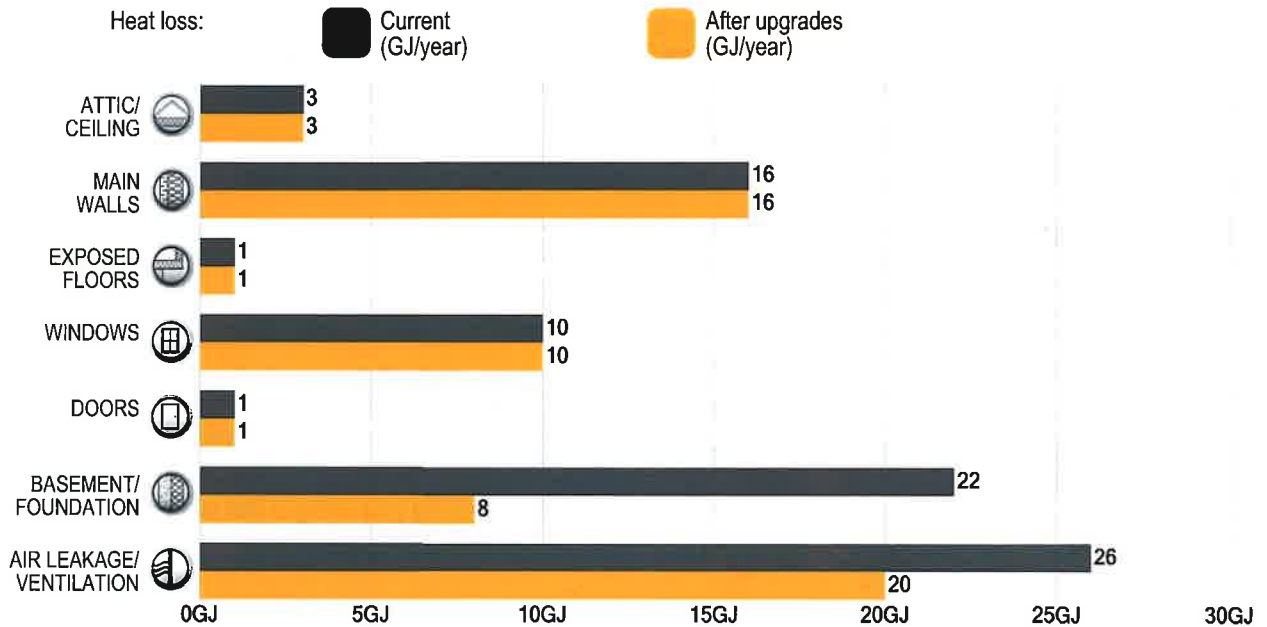


Every time we use energy from fossil fuels such as oil and gas, we produce **greenhouse gas (GHG) emissions** that contribute to climate change. We can reduce these emissions by making homes more energy efficient and lowering energy use.

ENERGY EFFICIENCY FORECAST - CONTINUED

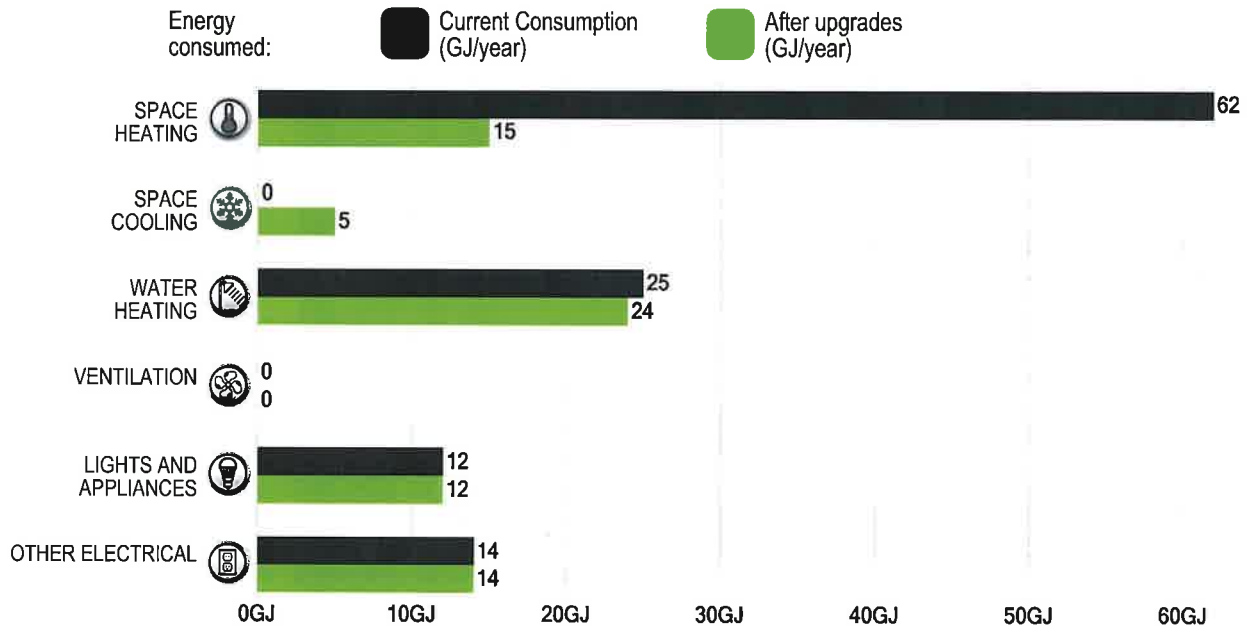
BEFORE AND AFTER: Estimated heat loss through the building envelope*

This bar chart shows where heat is lost from your house. The dark bars show the areas where you are currently losing heat. The longer the bar, the more heat you are losing. The light bars show the estimated heat loss if you were to complete all the recommended upgrades as outlined.



BEFORE AND AFTER: Estimated energy use*

This bar chart shows the potential for improving the energy performance of your house. The dark bars show your current rated consumption. The longer the bar, the more energy you are using. The light bars show the rated energy consumption if you were to complete all the recommended upgrades as outlined.



*Calculated using standard operating conditions. Refer to your *Homeowner Information Sheet* for more information.

ADDITIONAL INFORMATION

HEALTH AND SAFETY INFORMATION

If your energy advisor has identified a potential health or safety concern related to insufficient outdoor air, risk of combustion fumes being drawn into the home or the presence of vermiculite, a warning has been included in your *Homeowner Information Sheet*. However, energy advisors are not required to have expertise in health and safety matters, and it is the sole responsibility of the homeowner to consult a qualified professional to determine potential hazards before undertaking any upgrades or renovations. Visit Natural Resources Canada's webpage *Health and safety considerations for energy-efficient renovations*.

🏠 Humidity control

A relative humidity level of between 30 and 55 percent is recommended for optimal health and comfort. For more information on assessing moisture levels in your house, visit the Canada Mortgage and Housing Corporation's website.

🏠 Radon

Radon is a naturally occurring radioactive gas that is colourless, odourless and tasteless. It is formed from the radioactive decay of uranium, a natural material found in some soil, rock and groundwater. When radon is released into the outdoor air, it gets diluted to low concentrations and is not a concern. However, in enclosed spaces like houses, it can sometimes accumulate to high levels, which can pose a risk to both your or your family's health. For more information, visit Health Canada's website.

🏠 Asbestos and vermiculite insulation

Vermiculite insulation installed in homes may contain asbestos. This can cause health risks if inhaled. If you find vermiculite insulation during renovations, avoid disturbing it. If you suspect the presence of asbestos in your home and plan to undertake renovations (including insulation or air sealing work) that may cause the vermiculite insulation or asbestos to be disturbed, contact professionals who are qualified to handle asbestos before you proceed with the renovations.

🏠 Combustion gases

The use of fuel-burning heating equipment can inadvertently lead to hazardous combustion gases being drawn into your home. Always consult a qualified heating and ventilation contractor when servicing or replacing this type of equipment and ensure you have a functioning carbon monoxide detector. Refer to the publication entitled *Combustion gases in your home: What you should know about combustion spillage* on Natural Resources Canada's website to learn more about combustion spillage.

DISCLAIMERS

EnerGuide is an official mark of Natural Resources Canada.

The ENERGY STAR® mark is administered and promoted in Canada by Natural Resources Canada and used with permission.

While energy advisors and service organizations use Natural Resources Canada's official marks, trademarks and software under licensed agreement, they operate as independent businesses and are not agents, partners, or employees of Natural Resources Canada.

Natural Resources Canada does not endorse or make any representation of warranty as to the accuracy or applicability of the energy advisor's comments with respect to your particular home.

Natural Resources Canada does not endorse the services of any contractor, nor any specific product, and accepts no liability in the selection of materials, products, contractors nor the performance of workmanship.

The rating and potential savings in this report are based on the conditions of your home at the time of the evaluation and the use of EnerGuide standard operating conditions.

ADDITIONAL INFORMATION - CONTINUED

Along with the upgrade recommendations, here are some simple actions you can take to be more comfortable, save money and reduce GHG emissions:

ENERGY-SAVING TIPS

- Install and set-up programmable electronic thermostats to reduce the heating temperature at night and when you are away. For each degree of setback, you can save up to 2 percent on your heating bills.
- When replacing appliances, electronics and office equipment, look for ENERGY STAR® certified products. ENERGY STAR certified products are among the most efficient and use up to less than half as much energy in standby mode (i.e. when they are turned "off") than non-certified products. You can also look for the EnerGuide product label to help you select the most energy efficient model. For more information, go to energystar.gc.ca.
- Replace your light bulbs with ENERGY STAR certified ones, such as light emitting diodes (LEDs). They last longer and use less electricity.
- Insulate the first two metres of the hot and cold water pipes starting from the water heater with insulating foam sleeves or pipe wrap insulation. By doing so, you will save on your water heating costs and reduce your water consumption. For a fuel-fired water heater, maintain a 15 cm (6 in.) clearance between the water piping insulation and the vent pipe.
- If you use a block heater for your car, use a timer. Set the timer to turn on one to two hours before you plan to start your vehicle.
- Replace your kitchen and bathroom exhaust fans with ENERGY STAR certified exhaust fans vented to the outside.
- Install a timer on your bathroom exhaust fans so that the fans are not left running for extended periods of time.
- Install low-flow shower heads (rated at 7.6 litres per minute or less) and faucet aerators.
- Fix leaky faucets and outside hose bibs.
- Plug your entertainment systems and office equipment into power bars that can be easily turned off when equipment is not in use.

NOTES:

Questions about this report?

Please contact your energy advisor.