



## 2024 ENERGY STAR CERTIFICATION

### ENERGY STAR Certification and Virtual Site Visit Includes:

- Client confirms that the average occupancy for the previous 12 months is greater than 50%. This is required to achieve ENERGY STAR Certification.
- Client to provide Contractor with the last 13 months of utility bills (PDF) via provided link, for all meters (gas, electric, etc.). Client to provide Contractor with the last 13 months of Data Center IT Energy usage, if applicable. Data needed for Certification must be provided within 6 months of the virtual site visit. If not, then additional fees apply.
- Client to share the portfolio manager profile with Contractor. Client to update the utility meters in portfolio manager. If Contractor is requested to update the utility meter information, there is an additional fee of \$600 per building.
- Client to provide Contractor with the contact information (email and phone number) of a person knowledgeable with building information (i.e. chief engineer and/or property manager)
- Contractor will certify that the information contained within the Statement of Energy Performance (SEP) is accurate and in accordance with the current version of "The Licensed Professional's Guide: Applications for ENERGY STAR Certification."
- If a passing score of 75 or higher is achieved the Contractor and/or designated resource will provide a professional observation (virtual site visit) at each facility referenced in "Building List."
- Contractor will make every effort to comply with the EPA's requirements to achieve Certification. Contractor makes no guarantee that the building will achieve ENERGY STAR Certification.
- The Contractor will validate, stamp and sign the SEP and submit the application to the EPA for ENERGY STAR Certification.
- This agreement continues annually and is cancelable by either party at any time with a 30-day written notice via email.

## ENERGY STAR CERTIFICATION OF EXISTING OR NEW CONTRACTS

- 1 If a portfolio manager profile does not exist, Client will submit a PO to complete the Benchmarking process prior to Certification.
- 2 If a portfolio manager profile does exist, Client to share access of Existing EPA's portfolio manager profile(s) with Contractor with Full access. This is required in order to submit the ENERGY STAR application.
- 3 Client is responsible for inputting/updating meter information to the most recent month available. If Client requests Contractor to perform Update Utility Meter information (including buildings where Automated Benchmarking is not working) in portfolio manager an additional fee of \$600 per building will be billed prior to virtual site visit. Note: Prior to this service occurring, Contractor will receive a PO from the Client for approval of this service.
- 4 Client to provide Contractor with the last 13 months of utility bills (PDF) via provided upload link, for all meters (gas, electric, etc.). Client to provide Contractor with the last 13 months of Data Center IT Energy usage, if applicable. Data needed for Certification must be provided/completed within 6 months of the virtual site visit. If not, then additional fees may apply.
- 5 Client to provide Contractor with the contact information (email and phone number) of a person knowledgeable with building information (i.e., chief engineer and/or property manager with information such as: address, sq. ft., year built, hours of operation, number of employees, etc.).
- 6 If it is determined that a building does meet the minimum requirements to achieve ENERGY STAR Certification, then Contractor will conduct the virtual site visit per the most recent Licensed Professional Guide.
- 7 Service Level Agreements: If applicable, Contractor to submit the application for ENERGY STAR Certification within 10 business days of completing the virtual site visit or the applicable weather data is valid.
- 8 If a Solar Array exists or is added to a property, additional fees may apply.

## ENERGY STAR CERTIFICATION NOTES

- Client acknowledges a minimum of average occupancy of 50% over the past 12 months. This is required to achieve ENERGY STAR Certification.
- Client acknowledges that a minimum ENERGY STAR score of 75 is required to achieve ENERGY STAR Certification (EPA guidelines subject to change).
- Contractor will comply with the EPA's guidelines to achieve ENERGY STAR Certification for each building.
- Contractor makes no guarantee that the building will achieve ENERGY STAR Certification once the virtual site visit has been completed; therefore, virtual site visit for certification fees still apply.
- Contractor will coordinate with Client to coordinate the Virtual Site Visit

## CALENDAR 2023 UTILITY COMPLIANCE/METER VERIFICATION

### Portfolio Manager Meter Verification/Calendar 2023 Utility compliance Includes:

- Contractor will verify the meter information in the building profile in the EPA's ENERGY STAR portfolio manager for each facility referenced in "Building List."
- In order to complete Utility Compliance, calendar 2023 utility data must be complete in portfolio manager.  
If contractor is requested to perform meter update in portfolio manager, there will be an additional \$600 per building.
- Contractor to submit applicable documentation for 2023 utility compliance.
- Environmental SAVE is not liable for fees or penalties incurred due to late submissions or failure to submit for any utility ordinance reporting.
- This agreement continues annually and is cancelable by either party at any time with a 30 day written notice via email

### Client to provide at each Building:

- Owner of the facility - Name, Address, Phone
- Property Manager - Name, Address, Phone, Email
- Utility billing information for the calendar year 2023 to present (December 2022 to most recent 2024), 16 months (electric, gas and water, all pages) in a pdf format uploaded to a provided link.

## FEE SCHEDULE

Payment Timeframe	0 to 30 Calendar days **	31+ Calendar Days **
	Applicable Fee	Applicable Fee + 10%

Charges are billable at completion of services - Net 30 days from notification

Late fee assessment (\*\*From notification of completion of service)