

Statement of Requirement for non-Domestic EPC's – Lot 1

The service provider requires to provide energy efficiency services across the customers commercial properties as follows;

- Produce and lodge non-domestic Energy Performance Certificates (NDEPCs). If they are in Energy Band E or above, they are to be lodged with no further action
- Identify non-compliant buildings under the Minimum Energy Efficiency Standards (MEES) legislation and produce (unlodged) Energy Performance Reports (EPRs) (Those buildings in Band F or G).
- Compile a report on each F or G building detailing the rating and the effect recommended improvements have on the rating if they were installed (remodelling the data accordingly).
- Schedule out all energy improvement works feasible to ensure compliance and advise on future proofing all buildings from future legislation increases (e.g. Minimum Energy Rating of Band D or C in the future)
- Deliver all improvement works under appropriate warranties (7 year on lighting) and guarantees.
- Participate in bi-annual Project Board Meetings to agree Energy Efficiency Measures and advise on their effect on the Energy Rating.

Core requirements;

- Assessors will be expected to carry out EPC assessments on all properties detailed in the organisations/end user's property list through a detailed examination of the property and the Mechanical & Electrical (M&E) technologies used in the building. As a minimum, a high quality, detailed EPC and associated recommendations report must be provided for each property avoiding the use of default assumptions where at all possible.
- Assessors are expected to make contact and arrange access with the leaseholders of the property, from contact details provided by the organisation/end user by writing to the leaseholders in advance.
- Visits will need to be arranged ahead of time to ensure appropriate access and liaison with suitable individuals on site.
- Provide EPC lodgement fees for NDEPCs for all in a Band E or above along with the associated Recommendation Reports.
- Where an EPC is found to be an F or G, recommendations reports need to be supplemented with appropriate detail to bring the energy rating to a minimum of E or higher with the indicative paybacks. Some modelling will be required for each measure and the NDEPCs are not to be lodged at this time
- Provide the NDEPCs when requested along with Recommendation Reports and data extracts (in .csv format)
- Production of a High-Level Appraisal/ Recommendations Report for each building (*layout and content subject to agreement with organisation/end user*).

- A Project Manager will be required to attend scheduled board meetings to determine which measures are appropriate to each property. The intention is that the exact rating can be determined prior to install so that the resultant energy rating is firmly predetermined.

Volume of services required

Working Days

Services are to be provided as follows (excluding bank and public holidays):

- Monday to Friday **08.00 to 17.00**.
- Saturday **08.00 to 16.00** (only in exceptional circumstances)

Service provider' communication systems

The service provider must provide an e-mail address, freephone or low-cost telephone number and a facility for reporting requesting services via the internet.

Identification of Assessors

The service provider assessors must always display identity cards and be prepared to show these at the request of residents.

Health and Safety

Safe working is a fundamental requirement of this contract.

The service provider must always comply with the Health and Safety at Work Act 1972 and all other relevant regulations. The use of unsafe means of access will not be permitted in any situation.

Disclosure and Barring Service (DBS) Checks

Due to the possible presence of unsupervised children or vulnerable adults with support needs in the housing properties being assessed, all Energy Assessors and all data gatherers involved in providing these services must have passed a Disclosure and Barring Service (DBS) check.