First Second Name

COMPANY NAME

Address 1

Address 2

Post Code 07/01/2019

By email only: [first.last@companyname.com](mailto:first.last@companyname.com)

Dear Mr/Ms Last,

**ENERGY AUDIT SERVICE FOR COMPANY NAME**

Further to recent discussions, thank you for the opportunity to present COMPANY NAME with a proposal to deliver an Energy Efficiency Audit.

I am delighted to set out in our attached proposal how we would be able to provide:

1. Energy audits of areas of significant energy consumption
2. Lead Assessor services, including the production of a quality assured Evidence Pack
3. Identifying opportunities for energy efficiency improvements

I hope you find this proposal of interest and thank you again for the opportunity to be considered for this energy efficiency audit service.

Yours sincerely,

COMPANY NAME

ENERGY AUDIT SERVICE

SUBSIDARY COMPANY NAME IF RELEVANT

|  |  |
| --- | --- |
| **Reference:** | COMPANY NAME |
| **Version:** | v1.0 |
| **Date:** | 07 January 2018 |

ENERGY AUDIT SERVICE

Our proposal:

1. Understanding your company structure and energy using assets
2. Review existing energy policy, strategy and operational plan
3. Energy audits of areas of significant energy consumption
4. Fees

Appendix 1: Acceptance statement

Appendix 2: Terms and Conditions

1. **Understanding your company structure and energy using assets**

Figure 1 (over) represents the company structure for which COMPANY NAME is seeking an energy audit and to which this proposal relates. Please ensure that this accurately portrays your company’s structure.

INCLUDED WITHIN ESOS

* **FIGURE 1 : CORPORATE STRUCTURE**

In terms of energy using assets, COMPANY NAME has indicated the breakdown summarised in Table 1.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| COMPANY NAME | ANNUAL ENERGY CONSUMPTION [KWH] | ANNUAL ENERGY EXPENDITURE  [£] | NUMBER OF BUILDINGS / SITES WITHIN COMPANY | NUMBER OF VEHICLES WITHIN COMPANY FLEET |
| COMPANY NAME |  |  |  |  |
| Subsidiary #1 |  |  |  |  |
| Subsidiary #2 |  |  |  |  |
| Subsidiary #3 |  |  |  |  |
| Subsidiary #4 |  |  |  |  |
| TOTAL |  |  |  |  |

* **TABLE 1 : SUMMARY OF ANNUAL ENERGY USAGE AND ASSETS**

The Lead Assessor will develop a sampling approach and auditing strategy for your consideration and subsequent agreement following feedback. It is important that our Lead Assessor is able to work with you from the start of the project to agree the sampling approach, select audit sites and develop the justification for this. This is likely to include consideration of all or some of the following:

* Asset class / activity
* Asset size
* Operating hours
* Age / condition / when last refurbished
* Energy sources
* Energy performance
* Type / nature of key systems
* Geographic location

Using our current understanding of your assets, we have based this proposal on a need to undertake the energy audits summarised in Table 2.

|  |  |  |
| --- | --- | --- |
| COMPANY NAME | NUMBER OF BUILDINGS / SITES TO BE AUDITED | NUMBER OF VEHICLES FLEET AUDITS |
| COMPANY NAME |  |  |
| Subsidiary #1 |  |  |
| Subsidiary #2 |  |  |
| Subsidiary #3 |  |  |
| Subsidiary #4 |  |  |
| TOTAL |  |  |

* **TABLE 2 : BASIS OF PROPOSAL AND FEE**

Your appointed Lead Assessor will work closely with you to ascertain and justify the optimal number of audits needed.

1. **Review existing energy policy, strategy and operational plan**

This engagement shall commence with the consultant conducting a review of The Company’s policy, strategy and operational plans as they relate to the Site being surveyed. This will establish the:

* Culture of energy management at the site;
* Lines of reporting, accountability and responsibility;
* Energy reduction targets and performance measurement metrics; and
* Investment criteria against which prospective energy projects will be assessed.

Deficiencies from energy management best practice shall be noted and reported alongside recommendations for improvement.

1. **Energy audits of areas of significant energy consumption**

Building energy audits will be undertaken by experienced staff from our in-house team of Chartered Engineers and Chartered Energy Managers. Using the energy data supplied, the consultant will conduct an expert data analysis leading to an energy performance report for the site. This will include a comparison with published benchmarking metrics where appropriate alongside insightful commentary on the energy performance of the site.

* 1. **Site Visit**

Our Engineers we will visit each site to:

* Systematically review all major energy using systems including: process equipment, HVAC, domestic hot water (DHW), lighting, IT/small power loads, building fabric standards as well as the standard of staff awareness and engagement;
* Measure using appropriate instrumentation, energy usage and/or outputs from key systems and report on the analysis of the resultant data;
* Capture the data/information necessary to assess the energy performance of each system and provide insightful commentary on how deficient systems may be brought up to best practice standards or improved; and
* Assess the opportunities for on-site renewable energy generation/utilisation.

On the basis of the information provided, we envisage needing to spend between 0.5-1.0 day on each site to conduct the energy audit. As part of the audit our Engineer may make use of various surveying instrumentation (such as: thermal camera, single/three phase electrical data loggers, ultra-sonic compressed air leak detector, lux meter) however these are non-invasive instruments and there will be no disruption to the operation of the facility or building services systems.

* 1. **Expert Data Analysis and Commentary**

Using the data and information gathered during the site visits we will analyse, model and quantify the energy, cost and carbon impact of the major systems.

Subject to the availability of good quality data, we will provide a detailed breakdown of energy usage and develop an evidence-based energy requirement for each system.

When the optimised energy requirements of each system have been established we will detail our advice and guidance as to the most cost efficient solution(s) available to fulfil the site’s needs. This shall include a prioritised, costed action plan of recommendations.

The consultant shall present their findings in a written report and provide a full de-brief in a close-out meeting to the client. Key recommendations shall be detailed with estimated energy, cost and carbon savings and associated capital costs.

**Vehicle fleet energy audits** will be undertaken by experienced staff from our in-house team of fleet auditors and the audit and subsequent report will be conducted in accordance with the principles of…

1. **Fees**

Our proposed fee for this work is **£X,XXX** (exclusive of VAT) for a Audit Team composed by a Lead Auditor and an Engineer.

This project is subject to our standard services contract terms and conditions. This quote will remain valid for 90 days from the date of this proposal.

The fees include any travel and living expenses that will be incurred by the AUDITING COMPANY in execution of the project.

Contract: If you wish to proceed please date, sign and return the form at the end of this proposal.

**Appendix 1: Acceptance Statement**

If you wish to proceed with the project and accept the attached General Terms and Conditions, please sign and date two copies of this acceptance statement and return one copy to us at the address provided below.

This letter, when countersigned by both COMPANY NAME and the AUDITING COMPANY, together with the attached Terms and Conditions will form the Project Agreement between the AUDITING COMPANY and COMPANY NAME and will take effect when countersigned copies are exchanged between the two parties. The Project will commence immediately upon receipt of the signed Agreement.

We look forward very much to working with you.

Yours sincerely

………………………………………………… Dated …………………………………

for and on behalf of

AUDITING COMPANY

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**ACCEPTANCE STATEMENT**

We agree to the contents of this letter (including the Scope of Work described in the proposal) and the attached General Terms and Conditions (Appendix 2) and acknowledge that together they form the Project Agreement:

………………………………………………… Dated …………………………………………

Name ……….…………………………… Title …………………………………………

for and on behalf of COMPANY NAME

**Appendix 2: Terms and Conditions**