



Preliminary Energy Assessment Service Agreement



Investing in our communities through improved energy efficiency in public buildings is a win-win opportunity for our communities and the State. Energy-efficient buildings reduce energy costs, increase available capital, spur economic growth, and improve working and living environments. The Preliminary Energy Assessment Service provides a viable strategy to achieve these goals.

Description of the Service

The State Energy Conservation Office (SECO) will analyze electric, gas and other utility data and work with _____, hereinafter referred to as Partner, to identify energy cost-savings potential. To achieve this potential, SECO and Partner have agreed to work together to complete an energy assessment of mutually selected facilities.

SECO agrees to provide this service at no cost to the Partner with the understanding that the Partner is ready and willing to consider implementing the energy savings recommendations.

Principles of the Agreement

Specific responsibilities of the Partner and SECO in this agreement are listed below.

- Partner will select a contact person to work with SECO and its contractor to establish an Energy Policy and set realistic energy efficiency goals.
- SECO's contractor will go on site to provide walk through assessments of selected facilities.
- SECO will provide a report, which will identify no cost/low cost recommendations, Capital Retrofit Projects, and potential sources of funding.
- Partner will schedule a time for SECO's contractor to make a presentation of the assessment findings and recommendations to key decision makers.

Acceptance of Agreement

This agreement should be signed by your organization's chief executive officer or other upper management staff.

Signature: _____

Date: _____

Name (Mr./Ms./Dr.): _____

Title: _____

Entity: _____

Phone: _____

Street Address: _____

Fax: _____

Mailing Address: _____

E-Mail: _____

CONTACT INFORMATION:

Name (Mr./Ms./Dr.): _____

Title: _____

Phone: _____

Fax: _____

E-Mail: _____

Please sign and mail or fax to:

Theresa Sifuentes State Energy Conservation Office Program Manager
Comptroller of Public Accounts, State Energy Conservation Office, 111 E. 17th Street, Austin, Texas 78774.
FAX: 512-475-2569 PHONE: 512-463-1896

After receiving your signed agreement, SECO will assign one of the selected contractors to perform your preliminary energy assessment and they will contact you shortly.