**Date last modified/updated:** Click here to enter a date. **Internal audit:** Click here to enter a date.

**Who last modified/updated:** Click here to enter text. **Management review:** Click here to enter a date.

**This part of the Navigator Playbook is completed when you have:**

1. **For purchases related to SEUs, clearly identified any energy performance-related requirements. Communicated these requirements to suppliers and/or service providers, and informed them that energy performance is part of the evaluation criteria.**
2. **Evaluated your organization’s current procurement processes for items that can significantly impact energy performance.**
3. **Determined and taken any needed actions to adjust existing procurement processes to meet EnMS requirements.**
4. **Developed life-cycle criteria for specific types of procurement activities if you do not have them already.**
5. **Developed and communicated specifications for the purchase of energy supply and ensuring the energy performance of procured equipment and services.**
6. **Determined if any specifications for the purchase of energy supplies are applicable to ensure the energy performance of equipment and services purchased.**
7. For purchases related to SEUs, clearly identify any energy performance-related requirements. Communicate these requirements to suppliers and/or service providers, and inform them that energy performance is part of the evaluation criteria:

For purchases related to SEUs, we:

|  |  |  |
| --- | --- | --- |
| ☒ | Identified energy performance-related requirements. | Included in design and procurement documentation. |
| ☒ | Communicated requirements to suppliers and service providers. | Included in design and procurement documentation, as well as communications with suppliers and service providers. |
| ☒ | Informed suppliers that energy performance is part of the evaluation criteria. | Included in design and procurement documentation, as well as communications with suppliers and service providers |

1. Evaluate your organization’s current procurement processes for items that can significantly impact energy performance:

We evaluated the following factors relating to service providers’ impact on energy performance:

☒ Training

All suppliers and contractors are informed of our updated energy policy, energy considerations in design and procurement, and EnMS system.

☒ Certifications

No certifications related to EnMS are required of our existing suppliers or contractors, but will be a consideration when choosing new suppliers.

☒ Experience with similar energy uses

New contractors and suppliers are evaluated based on their past work and familiarity with commercial HVAC, lighting, kitchen equipment, and other SEU-related equipment and processes.

☒ Skilled trades availability

New contractors and suppliers are evaluated based on their past work and experience.

☒ Procurement practices for parts or materials

We have communicated our energy performance priorities to our procurement staff, as well as relevant service providers, regarding procurement related to our SEUs and established best practices.

☒ Client recommendations or reviews

☐ Other Click here to enter text.

1. Determine and take any needed actions to adjust existing procurement processes to meet EnMS requirements:

*The following worksheet can be useful to assist in identifying any needed actions.*

Procurement Policy Checklist

Use this checklist to review your organization’s current purchasing policy for products, equipment and energy services that can significantly impact energy performance. Note any needed modifications to the existing system under Actions Needed.

|  |  |  |
| --- | --- | --- |
| Our procurement policy: |  | Actions Needed: |
| 1. ensures energy performance is considered (especially of SEUs).
 | ☒ | Model energy performance of baseline versus high-performance lighting, equipment, appliances |
| 1. has criteria for evaluating energy use, consumption and efficiency over the lifetime of products, equipment or services.
 | ☒ | Conduct lifecycle cost analysis |
| 1. includes evaluation of energy use, energy consumption, and energy efficiency over the planned or expected operating lifetime for purchases that significantly affect energy performance.
 | ☒ | Evaluate using Dept. of Energy’s Energy Footprint Tool |
| 1. includes evaluation and selection criteria for products, equipment, or services to be purchased (especially for SEUs).
 | ☒ | Develop performance specifications to be managed by procurement team |
| 1. includes procurement criteria that ensures energy performance and life cycle assessment/costing are prioritized.
 | ☒ | Ensure all members of procurement team are following consistent policy |

Our procurement policy, as related to energy performance and our EnMS, is:

Our Hotel will evaluate high-performance, energy-efficient options for all planned purchases of lighting, energy-using equipment, and appliances, and will select products with the lowest lifecycle cost based on the estimated useful life of the product. We will work in partnership with utility energy-efficiency programs to conduct this analysis and take into consideration available incentives to reduce lifecycle costs incurred by the Hotel.

|  |  |  |
| --- | --- | --- |
| The following been communicated to suppliers and/or service providers: |  | Actions Needed: |
| 1. Energy performance-related requirements is part of evaluation criteria.
 | ☒ | Share procurement policy statement with suppliers, contractors, and design professionals |
| 1. this evaluation criteria is a necessary factor in procurement.
 | ☒ | Share procurement policy statement with suppliers, contractors, and design professionals |

We have defined, developed, documented, and implemented specifications for energy supply purchases.

Our energy purchasing policy/specification is:

All purchased lighting will be light-emitting diode technology, with controls evaluated for each application.

Energy Star-rated appliances are the brand standard.

NEMA-premium motors are the brand standard, with variable frequency drives evaluated for each application.

Lifecycle cost analysis will be conducted for the purchase of boilers, chillers, pumps, fans, air-handling units, PTACs, and other HVAC equipment.

|  |  |  |
| --- | --- | --- |
| ☒ | Procurement lead name: | Manager of Purchasing |

1. Develop life-cycle criteria for specific types of procurement activities if you do not have them already.

*The worksheet below can assist in establishing life-cycle criteria for procurement activities:*

Procurement Checklist

Use this checklist to review your organization’s current purchasing process for products, equipment and energy services that can significantly impact energy performance. Note any needed modifications to the existing system under Actions Needed.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** | **No** | **Actions Needed** |
| 1. Do personnel who affect purchasing consider the following?
 |  |  |  |
| * 1. Significant energy uses and their related controls?
 | ☒ | ☐ | List of SEUs documented & communicated |
| * 1. Energy objectives, targets, and related action plans?
 | ☒ | ☐ | Objectives, targets & action plans documented & communicated |
| * 1. Energy performance as indicated by your EnPIs?
 | ☒ | ☐ | EnPIs documented & communicated |
| * 1. Sustaining the improvements of past energy projects?
 | ☒ | ☐ | Operational controls & action plans documented & communicated |
| * 1. Maintenance of energy systems (e.g., lighting, compressed air, steam, etc.)?
 | ☒ | ☐ | Operational controls documented & communicated |
| * 1. Life cycle costs?
 | ☒ | ☐ | Lifecycle cost worksheet developed |
| 1. Have criteria for assessing energy use, consumption and efficiency over the lifetime of the product, equipment or service been established and implemented?
 | ☒ | ☐ | Yes, procurement policy developed and includes lifecycle costs |
| 1. Have the following been communicated to personnel who affect procurement?
 |  |  |  |
| * 1. The outputs of energy planning such as the significant energy uses and related controls; energy objectives, targets, and related action plans; EnPIs
 | ☒ | ☐ | Communicated to procurement personnel 7/17/2021 |
| * 1. Operational controls to sustain the improvement results of past energy projects?
 | ☒ | ☐ | Communicated to all personnel involved with operational controls 7/17/2021 |
| * 1. Key maintenance items related to the organization’s energy systems (e.g., lighting, compressed air, steam, etc.)?
 | ☒ | ☐ | Communicated to all personnel involved with operational controls 7/17/2021 |
| 1. Do specifications for items being purchased clearly identify any energy performance related requirements?
 | ☒ | ☐ | Yes, as part of performance related requirements developed 7/13/2021 |
| 1. Have energy performance-related requirements been communicated to suppliers?
 | ☒ | ☐ | Communicated to suppliers 7/23/2021 |
| 1. Have suppliers been made aware that energy performance is part of the evaluation criteria?
 | ☒ | ☐ | Communicated to suppliers 7/23/2021 |

Life Cycle Cost Assessment Worksheet

|  |  |
| --- | --- |
| Energy Use: Click here to enter text.  | 5Financial Discount Rate: Click here to enter text. |
| Energy Cost: Click here to enter text.  | Maintenance Labor Cost: Click here to enter text. | Unit Replacement Time: Click here to enter text. |
| **Options** | **Energy****Consumption (Annual)** | **Initial Purchase Cost** | **Number of Units Needed Per Year** | **1Annualized Maintenance and Repair Cost** | **2Annual Energy Cost** | **Expected Operating Life** | **Disposal Cost** | **3Annualized Replacement Cost** | **Salvage Value** | **4Life Cycle Cost** |
| A) | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| B) | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| C) | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| D) | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| E) | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

1 Annualized Maintenance and Repair Cost = (Labor cost)(# hrs)(# units)

2 Annual Energy Cost = (Annual Energy Consumption)(Energy cost/kwh)

3 Annualized Replacement Cost = Initial Purchase Cost/Operating Life (yrs)

4 Life-Cycle Cost = Annualized Maintenance and Repair Cost + Annual Energy Cost + Annualized Replacement Cost - Salvage Value

5 Note: To account for time value of money, annualized costs may be discounted to present value.

|  |  |
| --- | --- |
| **Prepared by:***[enter name here]* | **Date Prepared:** *[enter date here]* |

1. Develop and communicate specifications for the purchase of energy supply and ensuring energy performance of procured equipment and services.

*The following worksheet can assist in developing and communicating your procurement specifications.*

Working with Corporate to Establish Energy Related Procurement Processes

|  |  |  |  |
| --- | --- | --- | --- |
| **Consider the following:** | **Yes** | **No** | **Actions Needed** |
| * How does procurement information currently flow between your organization and corporate?
 | ☒ | ☐ | Corporate Engineering has provided procurement guidance and reviews performance specifications on larger purchases. |
| * How can I make corporate aware of purchases related to significant energy uses?
 | ☒ | ☐ | Corporate Engineering reviews and approves energy savings projects before purchases as part of annual planning process.  |
| * What is corporate’s role in developing energy performance specifications for energy related processes?
 | ☒ | ☐ | Corporate Engineering has developed guidance that we use to develop energy performance specifications. |
| * Is there a process for providing energy related specifications to the procurement function?
 | ☒ | ☐ | Procurement maintains purchasing policy, which was developed through collaboration between the Engineering and Procurement departments. |
| * Does the evaluation process include a consideration for energy performance?
 | ☒ | ☐ | Yes, as part of the criteria used to evaluate proposals. |
| * Who will have the responsibility for evaluating energy related purchases?
 | ☒ | ☐ | Procurement with support from Engineering, including the Energy Team. |
| * Who will notify suppliers that energy performance is part of the procurement evaluation process?
 | ☒ | ☐ | Procurement with support from Engineering, including the Energy Team. |
| * Does corporate have a life cycle assessment process?
 | ☒ | ☐ | Yes, and is currently being revised. |
| * How will significant impact on energy performance be determined and evaluated?
 | ☒ | ☐ | The Energy Team will use the Energy Footprint Tool and other tools to evaluate the impact of purchases on energy performance. |
| * Is there information your organization can provide to the corporate procurement function to make their procurement decisions more effective for your energy management system?
 | ☒ | ☐ | We will perform energy and lifecycle analyses; and communicate and changes to local laws and mandates related to energy. |
| * Is there energy supply price signal information that the procurement function can provide to your organization that might impact operational decisions?
 | ☒ | ☐ | Real-time demand for electricity to determine peak demand costs |
| * What connections or relationships need to be established between your organization and the procurement function?
 | ☒ | ☐ | We will seek to have routine communications with the Procurement department. |

1. Determine if any specifications for the purchase of energy supplies are applicable to ensure the energy performance of equipment and services purchased.

*The next worksheet can assist in identifying energy supply parameters and formulate suitable energy supply purchasing specifications.*

Energy Purchasing Specification Summary

|  |  |  |  |
| --- | --- | --- | --- |
| **Prepared by:** | Manager of Purchasing | **Date Prepared:**7/15/21 |  |
| **Approved by:** | VP, Corporate Engineering | **Date Approved:**7/15/21 |  |

**Energy Source**

This specification defines the requirements for (source):

☒ Electricity

☒ Natural Gas

☐ Fuel Oil

☐ Propane

☐ Coal

☐ Biomass

☐ Waste material: description

☐ Click here to enter text.

**Quantity**

Amount to be delivered: Varies

Delivery units: kWh for electricity, therms for natural gas

Delivery method:

☐ Above ground transmission line

☐ Pipeline

☐ Tanker truck

☐ Rail

☐ Trailer truck

☒ Other: Utility distribution

Delivery period: ☐ quarterly, ☒ monthly, ☐ weekly, ☐ daily, ☐ other-specify Click here to enter text.

**Quality**

Define expected characteristics of energy supply, including factors important to the proper operation of the facility and its energy consuming equipment. For electricity, consider voltage, amperage and power quality such as voltage sag, frequency of power interruptions and interruption length.

For fossil and renewable energy, quality may include energy content, ash content, amount of regulated constituents, guarantee less than: ☐ Sulfur Click here to enter text. %; ☐ heavy metals Click here to enter text. %

List energy quality requirements:

|  |
| --- |
| All electricity and natural gas provided to the hotel is delivered by local utilities based on tariff schedules that define rates, power quality, availability, and carbon impacts of various energy sources. |

**Price**

The energy price will be based on (select electricity or fuel):

**☒ Electricity** **☒ Fuels**

☒ published rate schedule ☒ market price plus

☒ time-of-use rate ☐ fixed price

☐ marginal rate (real-time pricing) ☐ well-head

☐ market price plus delivery ☒ delivery

☐ fixed rate per unit ☐ transportation

☐ interruptible rate ☐ other:

☐ other:

The total energy cost will be determined by:

☒ total energy consumption

☒ demand charges

☒ mass/volume consumed;

☐ delivery volume

☐ other method

**Miscellaneous Requirements**

Other requirements (including legal or regulatory), not specified elsewhere, that the energy source must satisfy include: (list)

|  |
| --- |
| Click here to enter text. |

**Contract Period/Renewal**

The effective dates during which the energy specifications described above apply.

From: 09/01/21

Until: 08/31/22

Prior to contract renewal, the energy specifications listed above will be reviewed and revised as required by on-going operations.

**Invoicing Method and Timing**

Invoices will be submitted by: Invoice submission location:

☐ Paper document ☐ Plant office

☒ Electronic ☒ Divisional office

☐ Other (specify): Click here to enter text. ☐ Corporate office

Invoice submission interval:

☐ Daily

☐ Weekly

☒ Monthly

☐ At delivery

☐ Other: Click here to enter text.

**Approval for Payment**

The following groups or individuals will review energy purchasing invoices and approve for payment (check all that apply):

☒ Purchasing

☐ Receiving

☐ Production

☐ Management

☐ Other (specify):

**Method of Payment**

☐ Check

☐ Bank draft

☒ Electronic funds transfer

☐ Credit

☐ Other

Top Management Approval

|  |  |  |
| --- | --- | --- |
| ☐ | Date approved: | Click here to enter a date. |
| ☐ | Who approved: | Click here to enter text. |

Comments

Click here to enter text.