# Recreation Energy Conservation (REC) Program Ally

# Onboarding Application Form

Please complete each portion of this form and submit it by email to [contact@mccac.ca](mailto:contact@mccac.ca) along with all required attachments as indicated below.

**Program Ally/Contractor Contact Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Company Name:** | Click here to enter text. |  | **Main Contact Name:** | Click here to enter text. |
| **Office Address:** | Click here to enter text. |  | **Job Title:** | Click here to enter text. |
| **City/Province:** | Click here to enter text. |  | **Email:** | Click here to enter text. |
| **Postal Code:** | Click here to enter text. |  | **Contact Phone #:** | Click here to enter text. |
| **Company Website:** | Click here to enter text. |  |  |  |

**Program Ally Application Information**

Please indicate which of the following types of REC Program initiatives that your company can provide:

|  |  |  |
| --- | --- | --- |
| Scoping Audit | \*Engineering Study | \*\*Implementation Project |
| \*Note that companies licensed to complete engineering work in Alberta, including Engineering Studies through the REC program, must hold a Permit to Practice issued by the Association of Professional Engineers and Geoscientists of Alberta (APEGA), which can be verified by cross-referencing [APEGA’s Permit Holder Directory](https://www.apega.ca/members/permit-holder-directory/).  \*\*Please describe the types of services your company provides as it relates to REC Program Implementation Projects (see Section 2.3.4 of the [REC Program Guidebook](https://mccac.ca/app/uploads/REC-Guidebook.pdf) for examples of eligible energy conservation measures). | | |

|  |
| --- |
| **Description of Services as they pertain to the REC Program** |
| Enter text. |

Is your Worker’s Compensation Board of Alberta account in good standing? If yes, please attach proof of WCB insurance.

Yes  No  
  
Do you have $2 million commercial general liability insurance coverage per occurrence? If yes, please attach supporting documentation.

Yes  No  
  
Do you have automobile liability insurance with a minimum limit of $2,000,000 liability? If yes, please attach supporting documentation.

Yes  No  
  
Do you have errors and omissions insurance, in accordance with the Alberta Insurance Act, in an amount not less than $1,000,000 per claim? If yes, please attach supporting documentation.

Yes  No  
  
Please indicate the type(s) of business carried out by your company, as applicable:

Contractor & Installer  
 Design/Consulting/Engineering

Distributor

Full-Service Commercial

Full-Service Industrial

Retailer

The Candidate Program Ally represents and warrants that all information contained in this REC Program Ally Onboarding Application is true and correct.  
  
Dated this [ ] day of [ ], 20[ ].

I attached and completed Appendices A through D with this application  
  
 I agree with the [REC Program Terms and Conditions](https://mccac.ca/app/uploads/REC-Terms-and-Conditions.pdf) provided on the REC Program website.

|  |  |  |
| --- | --- | --- |
| Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
|  |  |

# APPENDIX A: Candidate Areas of Specialty and Expertise

Please use the boxes to indicate your firm’s *top five* areas of specialty or expertise in each section below. Feel free to describe rationale, but please limit yourself to no more than five selections in each section. Please return these two pages with your capabilities statement.

**Market Sector Experience (Top Five)**

|  |  |
| --- | --- |
| Mining, Quarrying and Oil & Gas Extraction  Utilities  Manufacturing  Petroleum and Petroleum Products  High Performance/Net-Zero Building Retrofits  Industrial Facilities  Building Material and Supplies Merchant Wholesalers  Recreation Facilities | Pipeline Transportation  Engineering, Design, and Construction  Waste Management and Remediation Services  Community Colleges & Universities  Energy Management and Building Science  Municipal Facilities  Hospitals |

**Energy System End Use (Top Five):**

|  |  |  |
| --- | --- | --- |
| Chillers  Chilled Water Systems  Pool heating  Refrigeration and ice plants  Boilers  Steam Systems  Hot Water Systems  Water Heating | HVAC  Fan & Blowers  Compressed air  Pumps  Heat Recovery Systems  Motors and Drives  Lighting  Energy Auditing | Cogeneration / Combined Heat  and Power (CHP) systems  Others (please explain)   Enter text. |

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**APPENDIX B: CAPABILITIES STATEMENT**

The Capabilities Statement should include the following and not exceed five pages:

1. Itemize the technical services and any areas of specialty your company provides.
2. Describe the experience of each person who will be providing the service and preparing the reports. Include licenses, registrations, or other certifications. Describe any subconsultant relationships if applicable.
3. Provide details on your organization’s capacity/availability to serve Alberta municipalities.

**APPENDIX C: RELEVANT PROJECT HISTORY**

Please provide three (3) examples of project history from the past five (5) years, including project details such as:

* Client details
* Location and site details
* Scope of work and services provided
* Outcome achieved
* Project staff, including experience and role in project

**APPENDIX D: PROJECT REFERENCES**

Please provide three (3) project references for the projects noted in Appendix C.

|  |  |  |  |
| --- | --- | --- | --- |
| **Reference Name** | **Company Name** | **Phone Number** | **Email Address** |
| 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. |
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