

INVITATION FOR TENDERS

“Residential and Commercial Energy Audit Services”

Nunatsiavut Energy Efficiency Retrofit Program

TENDERS MUST BE RECEIVED BY EMAIL **PRIOR TO 4:00 P.M. (ATLANTIC TIME)**
 (“THE CLOSING DATE”) ON **FRIDAY, NOVEMBER 14, 2025** TO THE FOLLOWING:

Jamie Hewlett, Regional Energy Manager

Email: Jamie.hewlett@nunatsiavut.com

Telephone: 709-699-0041

Fax: 709-947-3543

Mail: Nunatsiavut Government, P.O. Box 70, Nain, NL, A0P 1L0

THIS TENDER IS SUBMITTED BY:

NAME OF BIDDER: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

SIGNATURE: _____

DATE: _____

NAME OF AUTHORIZED REPRESENTATIVE (PLEASE PRINT):

Checklist for Bidders:

1. Read all the terms and conditions.
2. This Invitation for Tenders contains the following Schedules:
 - Schedule A: Services
 - Schedule B: Evaluation Criteria for Tenders
 - Schedule C: Fees and Expenses
 - Schedule D: Insurance
 - Schedule E: Inuit Content Factor Calculation
3. Complete the following pages that make up your tender (the “Tender”):
 - A signed front cover page of this Invitation for Tenders
 - A signed acknowledgement of review of Schedules A, B and D; and
 - A completed Schedule C.
 - A completed Schedule E.

Instructions for Bidders:

1. Submit the Tender before the closing date and time as described on the front cover page of this Invitation for Tender.
2. Send the Tender by **email** to Jamie Hewlett as provided above.
3. Late or incomplete Tenders will not be considered or evaluated.
4. Bidders must submit a Tender that complies with the instructions provided in the “Checklist for Bidders” found above.
5. Tenders will remain valid for 30 days from the closing date of this Invitation for Tenders, despite anything to the contrary on a Tender bid.
6. Tenders must be submitted in English or Inuktitut.
7. By submitting a Tender, the bidder is deemed to have agreed to the Terms and Conditions of this Invitation for Tenders, and if selected as the successful bidder, agrees to supply the services listed at the prices tendered in the submitted Tender and on the terms and conditions of a formal written contract that will be prepared between the parties.
8. Once an award is made, the successful bidder will be held to its Tender as of the Closing Date even if the bidder later alleges a mistake was made in the Tender.
9. If a bidder discovers that it has made an error in its Tender, the bidder may (1) forward a correction notice to the Nunatsiavut Government (NG) at the address identified on the front cover page of this document or (2) withdraw its Tender, but the correction or withdrawal must be received before the closing date and time.

10. Before an award is made, if it appears that an error has been made in a Tender, the NG may, in its sole discretion, communicate with the bidder to ascertain if the bidder wishes to honour the Tender or withdraw the Tender. If the bidder withdraws its Tender, the Tender will not be considered further.
11. All inquiries related to this Invitation are to be directed to the NG no later than **November 7, 2025**, to the contact person noted on the front cover page of this document. Information obtained from any other source is not official and may be inaccurate.
12. If deemed necessary by the NG, responses to any questions and/or any additional information will be issued by the NG in the form of an addendum, which shall form part of this Invitation for Tenders. Any addenda issued to this Invitation for Tenders will be posted on the NG website at www.nunatsiavut.com. It is the responsibility of the bidders to ensure that it has received any addenda issued prior to the Closing Date. Upon submitting a Tender, a bidder will be deemed to have received notice of all addenda that have been issued.
13. Tenders will be opened at the NG office in Nain.

Invitation for Tender Terms and Conditions:

1. The NG reserves the right to award this order, in part or in full, based on the Tenders received unless a bidder specifies that its Tender is valid only for the complete order.
2. The NG reserves the right to accept or reject any or all Tenders received in response to this Invitation for Tenders, regardless of cost. NG is not obligated to accept the lowest-priced submission. NG also reserves the right to conduct personal interviews with selected bidders and to contact the references provided.
3. The NG will evaluate Tenders on the principle of value for money, which includes an evaluation of Inuit content and application of the Inuit content factor.
4. Bidders must comply with all applicable laws.
5. In submitting a Tender, bidders represent and warrant to the NG that they are licensed by Natural Resources Canada (NRCan) as an EnerGuide Service Organization, are qualified to work in the Province of Newfoundland and Labrador, and are able to complete the services required in a professional and compliant manner.
6. The laws of the Province of Newfoundland & Labrador as well as Nunatsiavut govern this Invitation for Tenders and any subsequent contract that may arise as a result of this Invitation for Tenders.
7. Bidders are solely responsible for their own expenses, if any, in preparing and submitting a Tender and, if successful, in finalizing a contract. In submitting a Tender, bidders agree that they have no claim of any sort for any expense occurred in preparing a Tender in the event the Nunatsiavut Government does not accept the Tender or does not accept any Tender.

8. The NG will not be liable to any bidders for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the bidders in preparing and submitting a Tender, or participating in negotiations for a contract, or other activity related to or arising out of this Invitation for Tenders. Except as expressly and specifically permitted in this Invitation for Tenders, no bidders shall have any claim for any compensation of any kind whatsoever as a result of participating in this Invitation for Tenders and by submitting a Tender each bidder shall be deemed to have agreed that it has no claim.
9. The NG may, after reviewing the Tenders received, enter into discussions with one or more of the bidders, without such discussion in any way creating a binding contract between the NG and any bidder. There will be no binding agreement between any bidder and the NG until a formal contract with negotiated terms has been signed by both the NG and a bidder.
10. Prior to the closing date, bidders should not establish contact with employees or agents of the NG (including the Nunatsiavut Assembly) regarding this Invitation for Tenders, other than the representative(s) identified, without that representative's permission. Failure to abide by this requirement could be grounds for rejection of the bidder's Tender.
11. Any information acquired about the NG by a bidder during this process must not be disclosed unless authorized by the NG, and this obligation survives the termination of the Invitation for Tenders process.
12. By submitting a Tender, the bidder declares that it has no pecuniary interest in the business of any third party that would cause a conflict of interest or be seen to cause a conflict of interest in carrying out the services.
13. NG reserves the right to modify the terms of this Invitation for Tenders at any time in its sole discretion. This includes the right to cancel this Invitation for Tenders at any time prior to entering into a contract with the successful bidder.
14. All documents submitted to the NG will become the property of the NG. They will be received and held in confidence by the NG.
15. While Invitation for Tender is open, the names of individuals or companies who have picked up the Tender will not be released. At the Tender opening, only the names of the bidders will be released. After the Tender opening, no further information will be released until after the contract is awarded. After contract is awarded, all bidders will be advised of the NG's final decision regarding its Tender. On request, the NG will provide an unsuccessful bidder with the reasons that its Tender was not successful. No other information will be released.

Schedule A – Services

PART 1 TERM:

The term for the provision of work spans from the date of contract signature until **December 31, 2026**.

PART 2 PROJECT OVERVIEW:

The Nunatsiavut Government has developed the Nunatsiavut Energy Efficiency Retrofit (NEER) Program. The intention is to provide energy efficiency initiatives within Nunatsiavut with the goal to reduce energy consumption, lower utility bills, and improve comfort. As Nunatsiavut community energy consumption is linked to energy consumption from Newfoundland and Labrador Hydro's diesel generation, energy efficiency programs have been aimed to reduce the demand on the overarching electrical system. Although previous programs have been aimed at only the electrically heated homes, the NEER Program strives to be an inclusive program that allows all homes and businesses in the Nunatsiavut Communities to benefit from energy efficient improvements.

The NEER Program is offered to Beneficiaries of the *Labrador Inuit Land Claims Agreement* and Inuit owned businesses within the five Nunatsiavut communities of Rigolet, Makkovik, Nain, Hopedale and Postville, regardless of the primary heating types within the building. To qualify for retrofit funding within the program, applicants must undergo an energy assessment by a Registered Energy Advisor (REA) for residential homes and a Certified Energy Auditor (CEA) for commercial buildings. These energy assessments are used to create individualized reports to determine the most appropriate energy efficient upgrades for each of the buildings.

The Review Committee (the "Committee") and the Nunatsiavut Government's retained consultant, CLEAResult, will review the results of these evaluations and energy audits and determine which of the applicants meet the criteria to receive a grant for upgrades. Once selected, the Committee and CLEAResult will discuss with the representative or homeowner to determine which upgrades are to be pursued. After the completion of upgrades on the residential buildings, the energy advisors will be required to return to the communities to complete a post-retrofit energy audit to confirm the energy savings.

PART 2 SERVICES:

The Nunatsiavut Government (NG) is seeking service providers that are licensed as Service Organizations with Natural Resources Canada (NRCAN) and capable of issuing EnerGuide for Existing Homes labels under Version 15 of NRCAN's EnerGuide Rating System.

The selected organization will be responsible for completing between 20 and 25 EnerGuide home evaluations (Pre-retrofit "D" and Post Retrofit "E" files) across the five Nunatsiavut communities. In addition, NG requires a service provider with the capacity to complete up to 5 commercial energy audits following ASHRAE Level 1 standards within the same communities.

Bidders may submit proposals for residential services ("Component 1") and/or commercial services ("Component 2"), as well as for additional services as listed below ("Component 3"). **Please clearly indicate in your submission which component(s) of the program you are bidding on:**

Component 1: Residential EnerGuide Evaluations

The successful proponent shall provide Registered Energy Advisors (REAs) to conduct Pre-Retrofit (D files) on approximately 20-25 homes. All evaluations must comply with NRCan's EnerGuide Rating System (Version 15) for Existing Homes. This includes:

- On-site data collection for EnerGuide D audits to be completed no later than March 31, 2026 with a strong preference for completion of this work prior to January 1, 2026;
- Conducting a walk-through of each home with the homeowner to assess all relevant systems;
- Discussing potential energy efficiency upgrades with each homeowner;
- Reviewing a sample Renovation Upgrade Report (RUR) with each homeowner;
- Submit both the Homeowner Information Sheet (HOIS) and the RUR to the Nunatsiavut Government within 30 days of the initial assessment date;
- After retrofits have been completed (+/- Summer 2026) conduct EnerGuide E audits;
- For both D and E audits, all photos collected from each home shall be shared with the Nunatsiavut Government in the form of one PDF file for each audit containing 4 photos per page;
- For D audits only: all sketches & measurements shall be shared with the Nunatsiavut Government for the purpose of improving accuracy in retrofit planning & price estimates;
- During data collection for both D and E audits, complete the Indoor Moisture Assessment, Photo Checklist, and Nunatsiavut Audit Checklist in each home; these can be found in Appendix A.

Component 2: Commercial Energy Audits

The successful proponent shall provide Certified Energy Auditors (CEAs) or other qualified personnel to conduct energy audits on up to 5 commercial buildings or businesses across the five Nunatsiavut communities. This includes:

- A Level 1 Energy Audit which must be completed in accordance with ASHRAE standards. The audit will include an on-site walkthrough and data collection to assess building systems and identify Energy Conservation Measures (ECMs);
- Following the audit, a detailed report must be provided that includes a list of recommended ECMs, a cost-benefit analysis for each measure, and estimated energy (GJ/y) & greenhouse gas (CO₂e/y) emissions reductions for each ECM.

Component 3: Additional Services

This section describes "value-add" services that may be included with separate pricing at the discretion of the bidder. The bidder may elect to offer pricing for any, all, or none of these services. Any offerings shall be itemized by deliverable and priced on a per-building basis. For each item priced, please include a proposal which includes a methodology & delivery schedule:

- Occupant Interviews – NG is interested in learning more about the history and operations of buildings in their jurisdiction. This may include topics such as the history of a building's upgrades, the maintenance schedule of the building & its mechanical systems, history of overall occupancy levels & seasonal occupancy, occupant behaviour regarding the use of heating systems & other appliances, anecdotal evidence for annual consumption of non-electric fuels, and information about the occupants' comfort and general satisfaction with their building.

- Utility Bill Analysis – NG wishes to investigate the difference between modeled & actual annual fuel usage. Collect and analyze billing information for all fuels utilized in each building's operation. If gaps are identified in the billing history then produce an estimate of fuel usage to fill these gaps; identify the method of inference for these estimates (eg: regression analysis, representative sample, anecdote, etc.); energy models shall not be used to fill gaps in billing data. Highlight any influence from changes in overall/seasonal occupancy. Produce a report detailing, at minimum, the following information for each building:
 - Annual usage, by fuel type, based on analysis of usage info provided by building owners
 - Annual usage, by fuel type, based on EnerGuide modeling
 - % difference, by fuel type, between energy bill analysis and EnerGuide modeling.
 - For each building's retrofit recommendations as per the EnerGuide Renovation Upgrades Report (RUR), estimate the real-world fuel savings by fuel type. Calculate the deviation in GJ/y and CO₂e/y savings based on EnerGuide vs. billing data.
- Building Equipment Assessment – NG is seeking additional information on energy upgrade opportunities that fall outside of the EnerGuide framework including: lighting & fixtures, plug loads, domestic water fixtures, and other energy-using items. Create a report regarding these items that details their type, quantity, usage by occupants, and potential upgrade pathways.
- Retrofit Cost Estimates – NG intends to act on many of the upgrade recommendations; a detailed price estimate would help to inform their decisions. Based on information from real-world projects in the Labrador region, develop a price estimate for each item in the EnerGuide RUR; use price ranges wherever appropriate. Include, at minimum, simple financial payback calculations as well as all assumptions regarding material & equipment selections.

Additional Info:

- NG will review and select the residential homes and commercial buildings for participation; the selected participants will be shared with the proponent prior to scheduling. For the purpose of quotations, please assume the following number of assessments, by community:
 - Residential (22): 4 Nain, 11 Hopedale, 1 Makkovik, 1 Postville, 4 Rigolet
 - Commercial (2): 1 Hopedale, 1 Rigolet
- Service Organization to bring/arrange all necessary tools and equipment to complete the work in each community. In-community provision of common bulky items that cannot be easily transported by plane (eg: ladders) may be arranged with the assistance of NG in each community.
- NG can assist with arrangements for storage of tools & equipment in each community as required.
- Service Organization to arrange transportation for its personnel to and within each community. NG can assist with sourcing transportation services within each community.
- NG to work with Service Organization to build a delivery schedule for each community.

Acknowledgement

In submitting this Tender I, _____ (please print) acknowledge review of this Schedule A – Services.

_____ Signature

Schedule B- Evaluation Criteria for Tenders

The NG will evaluate each Tender received in response to this Invitation for Tenders using the following criteria, which is not intended to be exhaustive and is not ranked in order of preference or priority:

- a) completeness, thoroughness and relevance of the Tender submitted in response to this Invitation for Tenders.
- b) relevant experience of the firm.
- c) relevant experience and knowledge of key personnel.
- d) references, including the contact information of former clients.
- e) schedule of rates and fees.
- f) Inuit Content as outlined in the Nunatsiavut Government's *Procurement Act*; and
- g) other criteria as may be applicable.

The NG reserves the right to discuss any and/or all Tenders, and to request additional information from the bidder(s).

It is the responsibility of all bidders to provide information as to whether the bidder has Labrador Inuit Content as defined in section 17 of the Nunatsiavut's *Procurement Act*. The *Procurement Act* will be used to determine the Inuit Content Factor of the submissions and the weighting of the points assigned in this category. An evaluation rubric determining the Inuit Content Factor is provided for hereto in Schedule E. Bidders are required to complete and submit Schedule E, even if their Inuit Content score is '0'. Failure to provide a completed Schedule E will result in an Inuit Content score of '0' being applied to the bid.

Please be advised that the NG is not obliged to accept the lowest-cost tender and reserves the right to terminate this invitation for tender at any time. Further, this tender shall be evaluation on the principle of value for money, which includes an evaluation of Inuit content and application of the Inuit Content Factor.

Tender Content

Table of Contents

Tenders should include a table of contents properly indicating the section and page numbers of the information included.

Executive Summary

Tenders shall include an abstract of no more than one (1) page on the information presented in the Tenders and the bidder's unique qualifications and services.

Background Information

Provide general information on the bidder, including a brief history of the firm and the number of years in business. The Tender should include resumes, relevant project experience, availability, current workload and office location of all key personnel.

Project Experience

Project experience should include a comprehensive list of relevant Project of key personnel, including links to any publicly available examples where possible.

Organizational Chart

The chart should indicate the names of the individuals to be involved in the major tasks of the project and the lines of responsibility. The organizational chart should also include the specific responsibilities of the key personnel and their role on the project team.

References

The bidder should include references related to relevant work experience.

Fees and Expenses

The bidder shall describe how professional fees will be calculated, based on level of effort, for each of the tasks as seen in Schedule C. This summary should include any services not itemized but deemed necessary by the bidder.

All prices quoted in the Tenders are to be in Canadian funds and are to show applicable taxes.

Other Benefits

The bidder should describe any other services or benefits the NG may realize through these services.

Acknowledgement

In submitting this Tender I, _____ (please print) acknowledge review of this Schedule B- Evaluation Criteria for Invitation for Tenders.

_____ Signature

Schedule C – Fees and Expenses

Complete and submit this Schedule C, clearly identifying the price(s) proposed for the Services in Schedule A.

Hourly Rates for Key Employee Roles

Please provide Hourly rates for Key Employee Roles who will be involved in the work.

Line Item	Title/Role	Hourly Rate
1		
2		
3		

Service Rates

For evaluation purposes, assume 21 residential assessments and 2 commercial audits, distributed across five communities as outlined in the Tender.

Line Item	Description	Rate
1	Residential EnerGuide Evaluation (D+E Files); price per building (Including site visits, modeling, HOIS, RUR, equipment, software, reporting, admin and associated costs)	
2	Commercial Energy Audit (ASHRAE L1); price per building (Including site visit, data collection, ECM Analysis, reporting, equipment, and associated costs)	
3	Additional Services (optional)	
4	Other Costs (please specify): e.g., setup fee, contingency, standby/down days	
5	Travel & Accommodation Costs	
6	Total Bid Price	

Acknowledgement

In submitting this Tender I, _____ (please print) acknowledge review of this Schedule C- Fees and Expenses

_____ Signature

Schedule D – Insurance

1. The successful bidder must, without limiting the bidder's obligations or liabilities and at the bidder's own expense, purchase and maintain throughout the term of the contract the following insurances with insurers licensed in Canada in forms and amounts acceptable to the Nunatsiavut Government:
 - (a) Commercial General Liability in an amount not less than \$1,000,000.00 inclusive per occurrence against bodily injury, personal injury and property damage and including liability assumed under this Agreement and this insurance must
 - (i) include the NG as an additional insured,
 - (ii) be endorsed to provide the NG with 30 days advance written notice of cancellation or material change, and
 - (iii) include a cross-liability clause.
2. All insurance described in section 1 of this Schedule must:
 - (a) be primary; and
 - (b) not require the sharing of any loss by any insurer of the Nunatsiavut Government.
3.
 - (a) The successful bidder must provide the Nunatsiavut Government with evidence of all required insurance within 10 Business Days of the commencement of the Services;
 - (b) if any required insurance policy expires before the end of the Term, the bidder must provide to the Nunatsiavut Government within 10 Business Days of the policy's expiration, evidence of a new or renewal policy meeting the requirements of the expired insurance.; and
 - (c) despite paragraph (a) or (b) above, if requested by the NG at any time, the bidder must provide to the Nunatsiavut Government certified copies of the required insurance policies.
4. The successful bidder must obtain, maintain and pay for any additional insurance which the bidder is required by law to carry, or which the bidder considers necessary to cover risks not otherwise covered by insurance specified in this Schedule in the bidder's sole discretion. The successful bidder must also provide proof of coverage for its full liability under the worker's compensation laws of the Province of Newfoundland and Labrador.

Acknowledgement

In submitting this Tender I, _____ (please print) acknowledge review of this Schedule D – Insurance.

_____ Signature

Schedule E - Inuit Content Factor Calculation
Excerpted from the *Procurement Act*, CIL P-1 31-12-2012:
Determination of Inuit Content Factor 17

Scoresheet

Using the scoring formula under the Procurement Act, provide the following information (use additional pages if more space is required.)

Question Answer Score	Answer	Score
(a) What is the percentage of Inuit ownership and control of the company?		
(b) What is the location of the head office and any operating office(s) of the company?		
(c) Does the company plan to train Beneficiaries in/for this project and if so what is the monetary amount to be spent on training Beneficiaries?		
(d) What percentage of the supplier's employees are Beneficiaries?		
(e) What proportion of all wages paid by the company for this project will be paid to employees who are Beneficiaries?		
(f) What proportion of all goods and services purchased by the company for this project will be purchased from Inuit Businesses?		
(g) What is the value (in dollars) of the total amount of sub-contracts that will be awarded to Inuit Businesses?		
Total Score		

APPENDIX A

Indoor Moisture Assessment

	Basement / Crawlspace			Main Living Areas			Attic & Ceilings			NOTES
	None	Minor	Extensive	None	Minor	Extensive	None	Minor	Extensive	
Mold / Mildew	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Water Infiltration	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Rotting Wood	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Plumbing Leaks	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Condensation	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Indoor Firewood	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Open Dirt Floors	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Shower / Bathtub w. No Functional Bath Fan	☐	☐	☐	☐	☐	☐	☐	☐	☐	
#	#			#			#			

Photo Checklist

Outdoor Photos

- ☐ Front, left, back, & right sides
- ☐ Gutters & Downspouts
- ☐ Roof & Chimneys
- ☐ Basement / Crawlspace Entry Door
- ☐ All windows; exterior

Indoor Photos

- ☐ Full basement; wide or panoramic
 - ☐ Heating equipment, ducting, thermostats
 - ☐ Water equipment, pipes, & manifolds
 - ☐ Foundation; floor above & floor below
 - ☐ All windows; interior
 - ☐ Full attic; wide or panoramic
 - ☐ Attic hatch; show hatch construction
 - ☐ Ventilation & bathroom fans
 - ☐ Major appliances
- ☐ Take photos of all building components & equipment that will be recommended for upgrades
 - ☐ Include photos of equipment & appliance specification plates wherever applicable
 - ☐ Please take photos of all hazards & barriers to work completion that you encounter

NEER Program

a warmer home is NEER!

Nunatsiavut Audit Checklist

Component	Recommend for Upgrader?	Location in Home	Type / Brand / Model # (if available)	Checklist & Notes
Heating Systems	☐ Yes ☐ No			☐ Electric Baseboards ☐ Electric Forced-Air Furnace ☐ Electric Boiler ☐ Electric Heat Pump(s) ☐ Oil Forced-Air Furnace ☐ Oil Boiler ☐ Wood Stove ☐ Wood Forced-Air Furnace ☐ Other _____ Diameter of flue: _____ inches
Woodstove	☐ Yes ☐ No	☐ N/A		☐ Cracked ☐ Inefficient ☐ Other Concerns ☐ Manual ☐ Smart ☐ Programmable
Thermostats	☐ Yes ☐ No	☐ N/A		☐ Functioning ☐ Broken/Repairable ☐ Destroyed ☐ Turned Off / Unplugged
Central Ventilation	☐ Yes ☐ No	☐ N/A		☐ Functioning ☐ Broken/Repairable ☐ Destroyed ☐ Turned Off / Unplugged
Bathroom Ventilation (only rooms with shower/tub)	☐ Yes ☐ No	☐ N/A		Year of Installation (if known): _____ ☐ Functioning ☐ Broken/Repairable ☐ Destroyed ☐ Turned Off / Unplugged
Water Heating System	☐ Yes ☐ No			Max Amperage: _____ A Room for new breakers/fuses? ☐ Yes ☐ No ☐ Fuses ☐ Breakers Brand: _____
Electrical panel	☐ Yes ☐ No			Please estimate: LED _____ % CFL _____ % Incandescent _____ % Other _____ % D audit ACH50: _____ Nat. ACH: _____ Please note all significant air leakage locations:
Lighting	☐ Yes ☐ No			
Air Leakage	☐ Yes ☐ No			