



# Site Services Agreement



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## SITE SERVICES AGREEMENT

This Site Services Agreement is made as of [March/07/2024 ]. Between: Township of Georgian Bluffs ( "the Client") and "SustainErgy Group" (the "Contractor")

Accordingly, the Client and the Contractor agree as follows:

1. **Work:** The Contractor shall perform the Work described in the attached Schedule 1 - Scope of Work in accordance with this Contract.
2. **Payment:** [Client] agrees to pay the Contractor for the Work performed, the amounts set forth in the attached Schedule 2 - Contract Price, at the times and in the manner prescribed by this contract.
3. **Contract Documents:** The rights and obligations of the Client and the Contractor are set forth in this Contract, and the following attached Schedule:
  - o **Schedule 1 - Scope of Work - Appendix A - Specifications**
  - o **Schedule 2 - Contract Price**
  - o **Appendix B - Rate Schedule**
  - o **Appendix C - Estimate**

**4. Counterparts:** This Contract may be executed in one or more counterparts and may be executed and delivered by facsimile or electronic mail, and all the counterparts taken together constitute one and the same instrument.

**5. Notices:** All notices or other communications between the parties under this Contract shall be in email

### **Township of Georgian Bluffs**

177964 Grey County Rd 18  
Owen Sound, ON  
N4K 5N5  
Email: nlobley@georgianbluffs.ca

### **Contractor:**

#### **SustainErgy Group**

206 Pembina Rd,  
Sherwood Park, T8H OL8  
Email: phart@sustainergy.ca

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**6. Binding Agreement:** The Client and the Contractor, intending to be legally bound, have signed this Contract.

"The Client"

**Township of Georgian Bluffs**

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**Name:**

**Title:**

"The Contractor"

**SUSTAINERGY GROUP**



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**Name: Peter Hart**

**Title: Business Development Manager**

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## **Schedule 1 - Scope of Work Scope of the Work**

The Contractor shall be responsible for the installation, commissioning, monitoring, and analysis of a building electrical monitoring system at the Multipurpose Facility and Arena. This includes installation of hardware, access to software to monitor the energy usage on a circuit-by-circuit level, training on the software platform, and reporting on the data collected. Individual descriptions of each stage are outlined below;

### **Milestone 1 May 2024**

- Supply and installation of building monitoring system:
  - Installation of monitoring equipment
  - Hardware connected to the software dashboard and commissioned Installation and access to software
  - Ensuring proper operation of all equipment as necessary
  - All necessary permitting as per safety code requirements
- Commissioning report submission of all equipment datasheets and manuals

### **Milestone 2 May 2024**

Installation completion and introduction and explanation of building monitoring system and benchmarking reports:  
Mount meter and connect all sensors commission and verify meter operation  
Commissioning report submission of all equipment datasheets and manuals 3 hours of training on software usage and report analysis with required staff

### **Milestone 3 June 2025**

Access to Energy management software and regular analysis with monthly reports: 24/7 access to the monitoring software on, at minimum, the computers of the Recreation Manager, Recreation Maintenance Supervisor, and Energy Project Lead  
Monthly reports and analysis of the data collected by the monitoring system  
Explanations of the trends that are shown  
Recommendations for energy conservation measures  
Support with reporting as per the FCM grant requirements

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## **Term**

This Contract will commence on the date first written on the previous page and will continue 12 months after Milestone 3

## **Related Deliverables and Work Product**

The deliverables for this project are as follows:

The contractor shall provide full installation and commissioning .

The contractor will provide the software and basic training.

The contractor shall provide a monthly energy analysis report inclusive of energy conservation measure recommendations and explanations of trends displayed.

Final closeout of the FCM grant

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**Appendix A - Specifications**

**NOT APPLICABLE**

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## **Schedule 2 - Contract Price**

### **1. Contract Price**

**1.1.** The Contract Price to be paid by the client for the complete performance of the Work is: fixed sum of \$29,000+ GST

**1.2** Ongoing software subscription costs are \$1,500/ annually and will begin in 12 months. Starting July 2025 after the third milestone.

### **2. Invoicing**

**2.1.** The Contractor may invoice the client upon the complete work performance for each stage outlined in Schedule 1

**2.2.** Invoices will be submitted to the client through email.

The Contractor acknowledges that the client is relying on this estimate as a good faith of the total cost required to perform the Work.

The Contractor shall act diligently in performing the Work so as to minimize the total costs payable by the client to complete the Work

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### **Appendix C - Estimate 1.**

The Contractor's estimate for the total cost payable by the client for the complete performance of the Work is set out below based on the application submitted to the Federation of Canadian Municipalities that was developed with the support of Sustainergy:

The contract is valid under the terms that the municipality is approved for grant funding for the project

Advance for installation: \$20,300+ GST

Upon Completion of Installation & Comissioning: \$8,700+ GST