

Request for applications — pipes, valves and tank lagging

Issue date:	20 January, 2017
Application closing date and time:	5pm, 7 April 2017 (check website for updates)
Application lodgement:	gas.efficiency@environment.nsw.gov.au

Introduction

The Office of Environment and Heritage (OEH) is providing up to \$10,000 of matched funding to organisations to insulate steam and hot water pipes, valves and tanks with new lagging. The purpose of the funding is to assist organisations to save gas and promote regular maintenance of steam distribution systems.

Eligibility

To be eligible to apply for this funding, your organisation must have an Australian Business Number (ABN), be located within NSW and use natural gas, LPG or biogas. Projects cannot be implemented in residential buildings and cannot be implemented to meet obligations under the Building Code of Australia.

How to apply

The application must be prepared by, or on behalf of, the organisation where the projects is to be implemented. The funding will be offered to you, the organisation, not a third-party contractor.

To apply for the funding, please submit the following:

- an OEH Lagging Application Form
- thermal images of all equipment to be insulated, clearly showing surface temperatures
- a copy of the most recent gas bill from the site where the project will be implemented
- a quotation for the full cost of the project.

The Funding is limited and may be fully allocated before the application closing date (5pm, 07 April, 2017). Please contact OEH before preparing an application to make sure that funds are still available.

If for any reason OEH, at its sole discretion, amends the conditions or Closing Date and Time, an addendum will be issued on the Gas Efficiency website:

<http://www.environment.nsw.gov.au/business/gas-efficiency-funding.htm>

Assessment criteria

Applications will be processed as soon as they are received and assessed against the following criteria:

- the proposed works must meet the requirements set out in this document
- the gas bill savings must be cost effective. Activities that require more than \$20 of OEH funding per GJ of gas saved will be assessed on a case-by-case basis¹
- the quality of the proposal and steam trap survey will also be assessed.

If proposals are lacking in any of the above three areas, OEH may provide you with the opportunity to make revisions. The organisation will be advised within three weeks as to the result of the assessment.

Project delivery

If the proposal is approved, the organisation where the project is to be implemented will receive a Letter of Agreement to sign. Once the signed agreement has been returned to OEH, the organisation will receive confirmation that the project can proceed. An example of the agreement can be found on the OEH Gas Efficiency Maintenance Funding webpage.

The organisation will be responsible for selecting suitably qualified contractors to install the lagging specified in the Letter of Agreement. Upon completion, geotagged photos of all lagging need to be taken to prove that the lagging has been installed. Post-implementation thermal images or surface temperature measurements are NOT required.

Note that OEH takes no responsibility for any aspect of the project or project delivery in particular the selection of a contractor, managing project implementation, managing safety or verifying the quality of the work carried out and you will indemnify OEH from any loss to it arising from your implementation of the project howsoever caused.

All projects must be completed by 2 June, 2017.

Claiming funding

To claim funding, you will need to submit the following:

- geo-tagged photographs of all insulated equipment
- revised savings calculator if any changes occurred to the scope of the project
- a copy of the invoice from the contractor to the organisation for the full amount of the service
- an invoice from the organisation to OEH for the matched funding subject to the terms of the letter of agreement.

Note that funding will be paid to the organisation directly, not the contractor. OEH will only pay up to the amount specified in the Letter of Agreement, or 50% of the total costs, whichever is lower.

¹ The \$/GJ assessment will be made using OEH calculations of the savings, not the savings stated in the application.

General application conditions

- a) Only one application per site will be assessed. Organisations with multiple sites within NSW can submit an application for each site.
- b) The Funding is managed by The Crown in right of the State of New South Wales, acting through OEH.
- c) You, the organisation, acknowledge that you are submitting an application at your sole risk and cost and that OEH will not be liable to it for any expenses or costs incurred by you as a result of your participation in the application process, including where the process has been discontinued.
- d) Non-conforming applications may be excluded from the assessment process without further consideration at OEHs absolute discretion.
- e) You must comply with the requirements of the OEH Statement of Business Ethics, which is available at the link below and you must disclose any conflicts of interests in your application.
- f) You must provide information in the application concerning any findings of dishonest, unfair, unconscionable, corrupt or illegal conduct against you or your management.
- g) The application maybe discontinued if you or any of your employees, agents or subcontractors are found to have:
 - 1. offered any inducement or reward to any public servant or employee, agent or subcontractor of OEH or the NSW Government in connection with this process or the submitted application;
 - 2. committed corrupt conduct in the meaning of the Independent Commission Against Corruption Act 1988;
 - 3. committed dishonest, unfair, unconscionable, corrupt or illegal conduct; or
 - 4. a record or alleged record of unethical behaviour; or not complied with the requirements of OEHs Statement of Business Ethics available at:
<http://www.environment.nsw.gov.au/commercial/businessethics.htm>
- h) An Application received after the Closing Time and Date will not be considered by OEH unless OEH is satisfied that the integrity and competitiveness of the process has not been compromised.
- i) OEH reserves the right to discontinue the Application Process at any point, without making a determination regarding acceptance or rejection of Applications.
- j) Details of this assessment process and the outcome will be disclosed in accordance with the Government Information (Public Access) Act (NSW) and the Premier's Memorandum 2007-01.
- k) It is the NSW Government's objective to ensure that industry is given every opportunity to win Government contracts. Should any entity feel that it has been unfairly excluded or disadvantaged by the assessment process, it is invited to write to:

Chief Procurement Officer
Office of Environment and Heritage
PO Box A290 Sydney South NSW 1232