



### **Topic: Introduction to Overtime Utilities**

**Date of Presentation: December 19, 2013**

**Link to Series Information: [CES Historical Topics](#)**

1. Please give guidance regarding OTU (overtime utilities) submittals while under C.R. (Continuing Resolution).

All OTU RWAs (Reimbursable Work Authorizations) should be funded for the length of the CR, if they aren't funded for the full year or length of the RWA.

2. The O&M (operations and maintenance) vendors have difficulty with this tool - is there training available?

Yes, we provide training to the regions on how to use the tool to create estimates. We are also revamping our external training as well, for those that want a more in depth view of creating an estimate.

3. Please explain how hours of service are calculated. Why are LAN rooms charged on a 24/7 basis + the 50 hours/week already included in the rent?

For LAN (Local Area Network) rooms, Labs, Server Rooms, Computer Rooms, we charge the full 24x7 for all agency equipment as it is not normal office space, per the National Pricing Guide.

4. Please explain the Maintenance Feeder variables (i.e. how is chiller load determined).

The loads and run times are based on the prior 12 month period, so we can see how the equipment was running to gauge how it will be running for the next twelve months. Other factors that can change the loads include other estimates that may be using that same piece of equipment.

5. In older leases, can GSA require replacing the cost-per-hour negotiated in the lease to metering for a computer room, or do you have to wait to the lease termination date?

We have a contract - so we don't have a unilateral right to renegotiate/change the terms. If the LL (Lessor) agrees, we can negotiate a change. If he won't negotiate - or we can't come to a mutually agreeable change, the next time we can EXPECT (have a right) to change is at termination date.

6. Is there a significant difference between paying via RWA (Reimbursable Work Authorization) vs OA (Occupancy Agreement)?

The only difference is that the overhead is \$100 per service verse \$100 per RWA. A service would be utilities, cleaning, and mechanical services. Also, the agency would have to move the

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funds from the operating account to the rent account, so that the billing process could pull the funds. The process can be covered in more depth, if you wish to pursue this avenue.

7. Could we just sub-meter our space and pay actual cost?

Not in all cases, if you are tied to the building chilled water loop, there is still a need to estimate how much of the chilled water loop costs you are responsible for. Sub-meters work best when the computer rooms have their own independent HVAC system and we can meter all the HVAC equipment and the server room equipment.

8. For Short Term needs, is there such thing as a "Blanket RWA" for As Needed Services?

This sounds like an F Type RWA (Reimbursable Work Authorization), but there are specific rules that go with the F Type RWA, i.e. each use can only be a specific dollar amount, the total can only be up to a certain dollar threshold, the scope of work needs to be laid out when the RWA is created, and this is usually only used for leased spaces.

9. Does Short Term require an RWA for each occurrence?

If you want to create an RWA (Reimbursable Work Authorization) that has 400 hours on it you can, and then as you use them someone can monitor it. When you get closer to the end of the year, we can adjust the RWA amount down if needed, or if you run out of hours, then we can increase the RWA amount.

10. How does GSA rectify the estimates with the real costs at the end of the fiscal year?

Please see #9 above – same answer applies

11. Who provides you this information?

Not sure which information?? Cost per hour for mechanic is in the O&M Contract, Cost per KWh is out of Energy Usage and Analysis System (EUAS)

12. Could he repeat the website?

[euas.gsa.gov](http://euas.gsa.gov) (Not sure that this is available outside the firewall).

13. You said "every year you have to change your OA". ..will GSA send modified OA totals or does the agency have to request one?

GSA will verify that the agency still wants the Overtime Utilities on the OA (Occupancy Agreement), and then send over the modified OA for signature.

14. Can the agency agree to take care of the maintenance for any special equipment instead of paying GSA to maintain?

Yes, they can for agency equipment. Currently, in some cases, the agencies pay someone else to maintain their equipment.

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15. We have server rooms on different floors of same building. Why can't we put all under one estimate and on one RWA instead of paying 6 different overhead fees?

This will be changing to read, \$100 per estimate verse \$100 per RWA. If you link multiple estimates to one RWA, then you would still be paying the \$100 per estimate that is attached to that RWA.

16. What reasoning is used when the overhead fee of \$100 is more than the actual estimate for OTU?

That is the current flat fee that was established way back.

17. My RA went to a NO Conference and someone from GSA had stated GSA is not charging the correct OT charges in some building in some cases.

GSA is in process of looking at how they charge for OTU (overtime utilities). Is this true or rumor? In some cases, we were under charging, ie. we didn't account for the computer equipment that was running in the server room, all the HVAC equipment that was being used to cool the space, etc..

18. Why are permanently installed extra equipment costs not rolled into the rent?

They are an above standard service, and can be added to the rent thru the OA (Occupancy Agreement) under the Reimbursable Section of the OA.

19. Do you really have to change the OA (Occupancy Agreement) every year for something like cooling a server room where the cost is constant from year to year?

Yes, it is written in the Pricing Policy that we have to get a new signature every year for the Reimbursables on the OA.

20. Does an IT closet incur a separate utility cost?

This would depend. If extra cooling added to the closet to move it from standard "office-like" space and now it has a requirement for 24x7 cooling, then yes it should have an estimate and RWA (Reimbursable Work Authorization) attached to it for above standard services.

21. And conversion rate???

For the conversion rates, we tried to take a national approach, but as the equipment in the buildings keep changing its hard to keep one rate. Some buildings are more efficient than others and vise versa. If you have a specific conversion rate and estimate that you have a question on, please feel free to contact me or your Regional Account Manager and have them contact me.

22. The FY2013 RWA amount was \$109 million? What were the previous years' amounts? Have they been increasing? Will FY 2014 be increasing?

Not sure what RWA (Reimbursable Work Authorization) you are referring to, so I can't respond. Generally speaking, there may be increases or decreases depending on the utility costs, the number of hours, and/or the amount of equipment running in a room.

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23. If we don't agree with the estimate, what is the process for contesting it?

If you have a specific estimate that you have a question on, please feel free to contact me or your Regional Account Manager and have them contact me. First, reach out to the Building Manager or person who sent the estimate to you.

24. How is Load and run time determined?

The loads and run times are based on the prior 12 month period, so we can see how the equipment was running to gauge how it will be running for the next twelve months. Other factors that can change the loads include other estimates that may be using that same piece of equipment.

25. Is supporting information like the actual previous 12 month usage provided with the estimate?

See previous response, question 24.

26. If we have a short term need for overtime utilities (off hours move), do we go through the same process?

Yes, we just set the hours to those that are needed.

27. Does an agency taking steps to save/reduce utilities, will that reduce the agency rent, i.e. operational costs in subsequent years?

Taking steps to reduce the utilities for server rooms will impact your OU (overtime utilities) numbers and not your rent, unless you are downsizing on the space. Any steps an agency takes to save or reduce utilities or operating costs, will most likely reduce the overall operating cost for that facility in subsequent years.

28. Why do we need to issue an RWA for OT utilities for computer rooms or other Overtime Needs for an ROI (Return On Investment) property?

The ROI policy requires the agency to pay actual utilities used, which are part of operations in the rent bill. These are normally estimated annually and adjusted in subsequent years. This is currently only done in the Land Port Of Entry (LPOE) facilities. For all other ROI properties, GSA calculates and provides rent estimates for standard operating hours only (pursuant to OMB requirements), overtime must be separately requested and paid via an OA (Occupancy Agreement) or RWA (Reimbursable Work Authorization) as a reimbursable service.

29. Do the RWA stats you cited for FY2013 include N-type, as well as, R-Type OTU RWAs?

No, the numbers I displayed were just for recurring usage. Non-Recurring usage was approx. \$35M in FY2013.

30. You spoke of an O and M vendor? What does O and M mean?

Operations and Maintenance

31. Explain load, run time please. See earlier response, #24.

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32. Why would load be 75?

For additional program equipment, this is used where we are estimating the amount of equipment in a server room and we can't get in to get the needed information on the equipment.

33. How do we dispute loads and usage on the estimate?

Same as disputing the estimate itself described above.

34. We finally had to get our A/E (Architect/Engineer) person to meet with GSA in order for a reduction in costs to occur. Do you suggest we have our A/E team meet with the GSA team annually to keep costs in check?

I'd have to see the specifics on this to know what was going on and why the numbers don't appear in check.

35. We were told we could not sub meter our space.

It depends on how the space is setup. In older buildings, it may be harder to get a sub meter for the space.

36. The presenter said he does not deal with leased spaced. How is that possible? We have several leased (non-GSA) buildings. We have reduced square footage in these buildings and GSA has provided reduced OTUs. Please explain this part of the discussion.

The tool only estimates for owned buildings, as the leased buildings have set rates per hour that are worked out when the lease is established.