Procurement Guide for Public Utility Services

A Practical Guide to Procuring Utility Services for Federal Agencies

General Services Administration
Public Buildings Service
Energy Division

The purpose of this guidebook is to assist federal Agency personnel in understanding the regulations applicable to utility service acquisitions for federal facilities and to outline the steps necessary to obtain the best value for the government when procuring utility services.

General Services Administration
Public Buildings Service - Energy Division

1800 F Street, NW
Washington DC 20405

www.gsa.gov/energy

Enviro-Management & Research (EMR) Inc

5415-B Backlick Road
Springfield, VA 22151

www.emrinc.com

Acknowledgements

Mark Ewing, Linda Koman, Linda Collins, Kenneth Shutika, Jerard Butler, Franz Stuppard

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List of Acronyms

AWC	Areawide Contract
CFR	Code of Federal Regulations
DOE	Department of Energy
DOD	Department of Defense
DSM	Demand Side Management
ECM	Energy Conservation Measure
EERE	DOE Energy Efficiency & Renewable Energy Office
EIA	Energy Information Administration
EISA	Energy Independence and Security Act of 2007
EMSA	Energy Management Services Authorization
EO	Executive Order
EPAct	Energy Policy Act
ESPC	Energy Savings Performance Contract
FAR	Federal Acquisition Regulation
FEMP	DOE Federal Energy Management Program
GHG	Greenhouse Gas
GPN	Green Power Network
GSA	General Services Administration
HVAC	Heating, Ventilating, and Air Conditioning
LCCA	Life Cycle Cost Analysis
OMB	Office of Management and Budget
PO	Purchase Order
POC	Point of Contact
PUC	Public Utilities Commission
PSC	Public Services Commission
PUHCA	Public Utility Holding Company Act of 1935
PURPA	Public Utility Regulatory Policies Act of 1978
REC	Renewable Energy Credit
SBA	Small Business Administration
UESC	Utility Energy Service Contracts
URC	Utilities Regulatory Commission
U.S.C.	United States Code
VA	Veterans Affairs

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General Overview

There are more than 3,200 electricity, 1,500 natural gas, and 54,000 water service providers in the United States. The Federal Government purchases well over $14.5 billion in utility services from over a thousand of these utility service providers.

Due to the large volume of utility services acquired by the Federal Government, the U.S. General Services Administration (GSA) through the Federal Property and Administrative Services Act of 1949, as amended, was given the authority to procure utility services and represent the Government in proceedings before State and Federal regulatory bodies. GSA is authorized by statute to prescribe policies and methods governing the acquisition and supply of utility services for federal agencies.

Within that authority, the Energy Division, part of GSA's Public Building Service Branch, assists Federal agencies in promoting optimal energy use and reducing energy-related utility costs through the following services:

- Enter into areawide contracts for the procurement of utilities and value-added services such as utility financing of energy conservation projects;
- Aggregate purchasing of natural gas and electricity in deregulated markets;
- Compile of energy consumption and cost analysis data;
- Intervene to support Federal consumer interests in Federal policy and State regulations; and
- Advocate on a national level with OMB, Congress, and other federal agencies.

The GSA Energy Division website provides a plethora of important and relevant information from policy guidance to reference material to energy-related government links and more.

The purpose of this *Procurement Guide for Public Utility Services* is to provide easy-to-understand guidance, explanations, and examples to the Federal contracting personnel, managers, and specialists most likely to be involved with public utilities service procurement. The User will be introduced in the *Federal Acquisition Regulations* section to the statute authority that each entity has in procuring utility services. This provides some insight into "why" GSA has been given the authority to represent the US Government in procuring utility services.

Next, the various contract methods for the acquisition of utility services and utility energy services are presented in the *Available Contract Methods* section, along with the benefits and drawbacks of each. Several alternatives are presented, and the User will be able to understand and select

the one that best fits his or her specific Agency requirements or situation.

Once the "when" is understood, the "how to" is then addressed in the *Selection Considerations* section. In this section, the User is familiarized with the main parameters that need to be investigated when analyzing the options for utility service acquisition. These parameters include competition requirements, available contract methods, rate schedule and tariffs, demand response, renewable energy, and life cycle cost analysis (LCCA).

After the "why", "when" and "how-to" aspects of utility service contract selection are outlined, the User is then familiarized with the contract process in the Pre-*Acquisition of Utility Services* section. During the pre-acquisition phase, the Contracting Officer has very specific responsibilities and levels of authority. In this section, the Contracting Officer and his or her representatives are provided guidance on how to define the facility needs, review the available options, and identify the best overall value for the Government. The availability of GSA to help the Agency in making these decisions is also addressed in this section.

Next, the *Using the GSA Areawide Contract* and the *Using Separate Contracts* sections discuss the "how-to" – details of using the GSA areawide contract and separate contracts, respectively. The general process, responsibilities, and documentation requirements are outlined in these sections for both contract methods. After the acquisition process is outlined, guidance is provided in the *Post-Award Administration* section regarding all monthly and annual responsibilities of Federal agencies and contracting personnel during the contract period.

Objectives

The purpose of this *Procurement Guide for Public Utility Services* is to assist applicable Federal Agency personnel in procuring utility services for federal facilities. The definition for a utility service, as it pertains to this guidebook, is outlined in FAR Subpart 41.101:

"A service such as furnishing electricity, natural or manufactured gas, water, sewage, thermal energy, chilled water, steam, hot water, or high temperature hot water." (FAR Subpart 41.101)

Applicable personnel are defined as those who acquire, contract, or manage accounts and invoices for utility services. These typically include, but are not limited to the following:

- Contracting Officers;
- Contracting Specialists;
- Facility Managers; and
- Energy Managers.

Authority

As detailed in FAR Subpart 41.103, GSA is authorized by 40 U.S.C 501 to prescribe policies and methods governing the acquisition and supply of utility services for Federal agencies. This authority includes, but is not limited to, managing public utility services and representing Federal agencies in proceedings before Federal and state regulatory bodies. As detailed in Figure 1, this authority has also been delegated by the U.S.C. and GSA to the Department of Defense (DOD), Department of Energy (DOE), and Department of Veterans Affairs (VA). In addition, all Federal Agencies may request delegated authority from GSA for the acquisition of utility services, granted the Agency meets certain requirements, such as having an established acquisition program. The requirements for delegation are detailed further in the *Available Contract Methods* and the *Using Separate Contracts* sections.

U.S.C Delegated Authority to GSA

40 U.S. Code 501 - Services for Executive Agencies

(b) Procurement and Supply. —
(1) Functions. —
(A) In general. — The Administrator of General Services shall procure and supply personal property and nonpersonal services for executive agencies to use in the proper discharge of their responsibilities, and perform functions related to procurement and supply including contracting, inspection, storage, issue, property identification and classification, transportation and traffic management, management of public utility services, and repairing and converting.

(B) Public utility contracts. — A contract for public utility services may be made for a period of not more than 10 years.

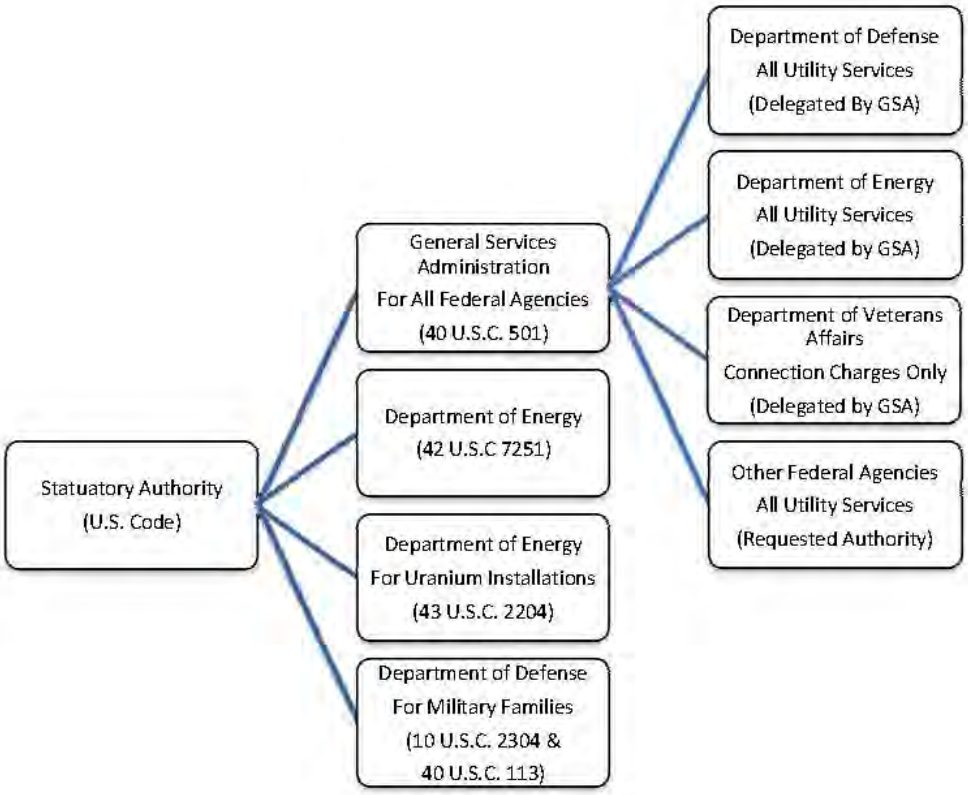

Figure 1: Utility Service Acquisition Authority

Federal Acquisition Regulations

Introduction

The Federal Acquisition Regulations System, codified by 48 U.S.C. 1, was established for the publication of uniform policies and procedures for acquisition by all executive agencies. It consists of the Federal Acquisition Regulation (FAR) and specific Agency acquisition regulations that implement or supplement the FAR. The FAR most recently underwent complete reissue in March 2005 and is the primary document governing the purchasing process by which the United States Federal Government acquires goods and services. As outlined in FAR Subpart 1.1 - Purpose, Authority, and Issuance, the objectives of the FAR are as follows:

- Satisfy the customer in terms of cost, quality, and timeliness of the delivered product or service;
- Minimize administrative operating costs;
- Conduct business with integrity, fairness , and openness; and
- Fulfill public policy objectives.

The FAR in its entirety is available on the GSA Acquisition Website:

<http://www.acquisition.gov/far/index.html>

Federal Acquisition Regulations-

"The primary regulation for use by all Federal Executive agencies in their acquisition of supplies and services with appropriated funds. It became effective on April 1, 1984, and is issued within applicable laws under the joint authorities of the Administrator of General Services, the Secretary of Defense, and the Administrator for the National Aeronautics and Space Administration, under the broad policy guidelines of the Administrator, Office of Federal Procurement Policy, Office of Management and Budget."

FAR Subpart 41: Acquisition of Utility Services

Contracting personnel are required to follow FAR Subpart 41: *Acquisition of Utility Services* when acquiring utility services for the Government, including connection charges and termination liabilities. Utility Service is defined as service such as furnishing electricity, natural or manufactured gas, water, sewerage, thermal energy, chilled water, steam, hot water, or high temperature hot water. FAR Subpart 41 does not apply to the items listed in Table 1.

Code of Regulations

The entire Code of Regulations can be accessed on the US Government Publishing Office website.

Available<http://www.ecfr.gov/>

Utility Service Exceptions of FAR Subpart 41
➢ Utility services produced, distributed, or sold by another Federal Agency (See Interagency Agreements);
➢ Utility services obtained by purchase, exchange, or otherwise by a Federal power or water marketing Agency incident to that Agency's marketing or distribution program;
➢ Cable television (CATV) and telecommunications services;
➢ Acquisition of natural or manufactured gas when purchased as a commodity;
➢ Acquisition of utilities services in foreign countries;
➢ Acquisition of rights in real property , acquisition of public utility facilities, and on-site equipment needed for the facility's own distribution system, or construction/maintenance of Government-owned equipment and real property; or
➢ Third party financed shared-savings projects authorized by 42 U.S.C. 8287. However, agencies may utilize Part 41 for any energy savings or purchased utility service directly resulting from implementation of a third party financed shared-savings project under 42 U.S.C. 8287 for periods not to exceed 25 years.

Table 1: Utility Service Exceptions as Defined by FAR 41.102: *Applicability*

Available Contract Methods

This chapter outlines the contract methods available to agencies when acquiring utility services for Federal facilities. These methods are derived from FAR Section 41.202: *Procedures,* which describes the procedures for acquiring utility services. In addition, this chapter briefly outlines GSA areawide contracts for Utility Energy Service Contracts (UESCs), as GSA assistance and contracting support are available for these tools.

Utility Services

A Utility is defined by Executive Order (EO) 13123 as "p*ublic agencies and privately-owned companies that market, generate, and/or distribute energy or water as commodities for public use and that provide the service under federal, state, or local regulated authority for all authorized customers.*" Due to the regulated nature of utilities, it is the responsibility of the contracting officer to ensure the appropriate contracting method is used during the procurement process. The contracting process needs to promote full and open competition to obtain the best value product for the government, while not conflicting with state laws governing the procurement of utility services. The process for promoting competition and following state laws will be discussed further in the *Selection Considerations* section. There are four (4) primary contract methods available to contracting personnel when procuring utility services:

- GSA Areawide Contracts;
- Separate Contracts;
- Interagency Agreements; and
- Procurement w/o Formal Contract.

GSA Areawide Contracts

GSA enters into areawide contracts with various public utility companies for the delivery of utility services to government facilities and installations located within the individual company's service area. These contracts have 10-year terms and provide Federal agencies a simple procedure for procuring utility services under standardized contract language. As outlined in Table 2, the services provided under the areawide contracts must be provided by the Utility acting in its capacity as a public Utility (i.e., generating, distributing, and/or transmitting utilities), subject to the local regulatory authority such as a public utility commission.

Overall Utility Services Available	Sub-Utility Services Available	Individual Services Available
➢ Electric Service	➢ All Electric Services	➢ Connection/Change/Disconnection
	➢ Only Generation Service	➢ Continuing Service
	➢ Only Transmission Service	➢ Line Extension
➢ Natural Gas Service	➢ All Natural Gas Services	➢ Alteration/Relocation/Reinforcement
	➢ Only Generation Service	➢ Renewable Interconnection
	➢ Only Transmission Service	➢ Demand Side Management (See UESC Description Below)
➢ Steam Service	➢ All Steam Service	➢ Special Facilities
➢ Water / Sewer Service	➢ All Water / Sewer Service	

Table 2: Utility Services Available under GSA Areawide Contracts

The areawide contract provides that the contractor will deliver the necessary utility services to the ordering Agency without further negotiations as to the general terms, conditions, mandatory clauses, or format. Using the areawide contract provides many benefits to the ordering Agency including, but not limited to, ease of use, flexibility, established track record, financing, and available assistance.

- Ease of Use - The contract language, provisions, and terms and conditions are already in place, leaving just a one-page Authorization for the ordering Agency to complete. This simple form makes the GSA areawide contract one of the easiest and quickest ways to procure energy, water, and demand-side management services.

- Flexibility - Nearly every type of energy and energy management service is available through the GSA areawide contract. An ordering Agency can use as many Authorizations as it needs to take advantage of the myriad of services its Utility might offer. In addition, because the ordering Agency can specify special requirements and additional instructions, renewable power and other unique approaches to energy supply and management can be provided by the Utility.

- Established Track Record - The GSA Energy Division currently has over 100 areawide contracts with utilities across the nation, and many Agencies already have a history of working with this procurement tool. The GSA areawide contract has a proven track record, having facilitated successful partnerships between Agencies and Utilities for years.

- Financing - As discussed in the UESC section below, the areawide contracts provide an alternative method for financing energy management projects, similar to an ESPC.

- Assistance - The GSA Energy Division is available to provide technical and contract management and administration information and assistance whenever it is required.

Service under an areawide contract is initiated by the ordering Agency with a written authorization form prescribed by the contract (i.e., Exhibit A, B, and/or C). It is the responsibility of the ordering Agency to select the contractor's most appropriate rate schedule for the service to be supplied. The ordering Agency is billed directly, pays for the utility services received, and is responsible to monitor and administer the contract services being provided to them under the areawide contract. GSA performs the actual negotiation of the areawide contract, but does not administer the individual authorizations, purchase orders, or requests for service. Appendix A displays the areawide contracts entered into by GSA as of the date of this *Procurement Guide for Public Utility Services*, while the updated list and downloadable copies of the contracts can be found on the GSA website as follows:

GSA Areawide Contracts List:
Available <http://gsa.gov/energy>

Separate Contracts

While the GSA areawide contract is available in many areas within the United States, it may not apply or be available in all instances. Separate contracts, also known as single-point contracts, should be used instead when one of the following circumstances exists:

- An areawide contract is not available in the service area;
- An areawide contract is available; however, more than (1) Utility is available in the service area; or
- An areawide contract is available; however, the head of the Agency contracting activity determines it not advantageous to the government.

No matter the circumstance, GSA has been given authority by the FAR to manage public utility services and represent Federal agencies in proceedings before Federal and state regulatory bodies. Therefore, federal agencies should contact GSA to initiate a separate contract for a specific facility. Also as described in FAR Section 41.103(b): *Delegated Authority*, agencies may request delegated authority from GSA to enter into utility contracts greater than one (1) year, but not exceeding ten (10) years. To request delegation from GSA, the Agency's Senior Procurement Executive needs to document in writing that their Agency is equipped with the following expertise.

FAR Section 41.103(b): Delegated Authority

"Other agencies requiring utility service contracts for periods over one year, but not exceeding ten years, may request delegation of authority from GSA at the address specified in 41.301(a).

- An established acquisition program;
- Personnel technically qualified to deal with specialized utility problems; and
- The ability to accomplish its own pre-award contract review.

If the requesting Agency is confident that these requirements are met, then a formal request for delegation should be sent to the GSA Energy Division. This request shall include certification that the above three (3) requirements are met by the Agency, along with the facility-specific information outlined in Table 3. GSA will review all applicable information and will issue a decision letter based on the findings of the investigation.

Requested Information for Delegated Authority	
➢ Name / Location of Facilities where Utilities will be Used	➢ Primary POC and Contracting Officer
➢ Type of Service(s) to be Procured	➢ Name(s) of the Utility Company
➢ Estimated Annual Cost of Service	➢ Verification that a GSA Areawide Contract is not available
➢ Duration of Service (yrs)	➢ Certification that the Agency has the Necessary Expertise

Table 3: Delegated Authority Request for Information

Interagency Agreements

As described in FAR 41.206: *Interagency Agreements*, agencies may enter into interagency agreements when acquiring utility services as long as the agreements comply with FAR 17.502-2, *The Economy Act*. The use of interagency agreements can be entered into without GSA assistance; however, this does not preclude the ordering Agency from investigating the use of GSA areawide contracts and competitive sources of services prior to entering into the agreement. Full and open competition, along with the best overall value, is the ultimate goal for the government when acquiring utility services; therefore, all options need to be considered prior to entering into an agreement. In addition, agencies shall only enter into these agreements, without GSA assistance, if the Agency is equipped with the necessary expertise to handle utility service acquisition, as outlined above under *Separate Contracts*.

FAR Section 41.206: Interagency Agreements

"Agencies shall use interagency agreements (e.g., consolidated purchase, joint use, or cross-service agreements) when acquiring utility service or facilities from other Government agencies and shall comply with the policies and procedures at 17.502-2, The Economy Act."

Procurement without a Formal Written Contract

Agencies may acquire utility services without a formal contract if the total annual value of the service is at, or below, the simplified acquisition threshold. When purchasing utility service using these means, Agencies need to follow all procedures and requirements as outlined in FAR Part 13 - *Simplified Acquisition Procedures.*

Utility Energy Service Contracts

Utility Energy Service Contracts (UESCs) allow agencies to implement energy efficiency, water conservation, and electricity demand measures through their utility service company. In a UESC, the utility company provides the analysis, design, installation, and financing to implement these projects. During the contract period, the Agency pays for the cost of the UESC from the "avoided-costs-savings" resulting from the energy and water conservation improvements. GSA areawide contracts can be used by federal agencies to procure energy management services from the local Utility. Therefore, the availability and options for UESC contracts are discussed briefly in this section. However, the primary purpose of this manual is to outline contracting for utility services; therefore, additional information about the purpose, scope, and process for UESC contracting can be obtained from visiting the DOE Federal Energy Management Program (FEMP) website for UESCs or by contacting the regional GSA representative for assistance. The FEMP website includes a DOE document titled *Utility Energy Service Contracts: Enabling Documents* that describes in great detail the history, purpose, process, and methods for Agencies to use when acquiring services through a UESC.

Department of Energy, Federal Energy Management Program,
Utility Energy Service Contracts:
Available <http://energy.gov/eere/femp>

GSA Areawide

Similar to the procurement of utility services, GSA has entered into UESC areawide contracts for the installation of demand side management (DSM) services. Administered by the GSA Energy Division, the areawide contract is pre-negotiated with the Utility and only requires the ordering Agency to complete an Energy Management Services Authorization (EMSA). The EMSA is an exhibit in the areawide contract and details the specifics of the service to be provided by the Utility, such as energy audits, feasibility studies, engineering studies, and energy conservation measure (ECM) installation, among others.

To use the areawide contract for the purchasing of UESC services, federal agencies need to ensure the targeted facility is located in the service area of the areawide contract and determine that the measure meets all of the following DSM criteria:

1. The measure must produce measureable energy or water reductions or measurable amounts of demand reduction;

2. The measure must be directly related to the use of energy or water, or demand reduction;

3. The preponderance of work covered by the measure (measured in dollars) must be for items 1 and 2 above; and

4. The measure must be an improvement to real property.

If the desired facility and project meets these criteria, it is recommended that the ordering Agency contact the GSA Energy Division. The knowledge and expertise, combined with the flexibility and track record of the areawide contract program, provide the tools necessary to implement a variety of energy, water, and demand-side projects. More information regarding the use of the areawide contract for UESC services can be obtained from the GSA manual for *Procuring Energy Management Services with the GSA Utility Areawide Contract:*

General Services Administration, Energy Division Library, *Procuring Energy Management Services with the GSA Utility Areawide Contract:*

Available <http://gsa.gov/energy>

Selection Considerations

Decision Making Process

An integral step to acquiring utility services for Federal facilities is to define the needs of the facility and understand the characteristics that will drive the selection of the contract method and utility provider. The important factors driving utility service contract selection are outlined in Figure 2. The purpose of this process is to ensure the contract is in good standing with all applicable laws and regulations, all competition requirements have been investigated, and the best value for the government over the entire life of the utility contract is ultimately selected.

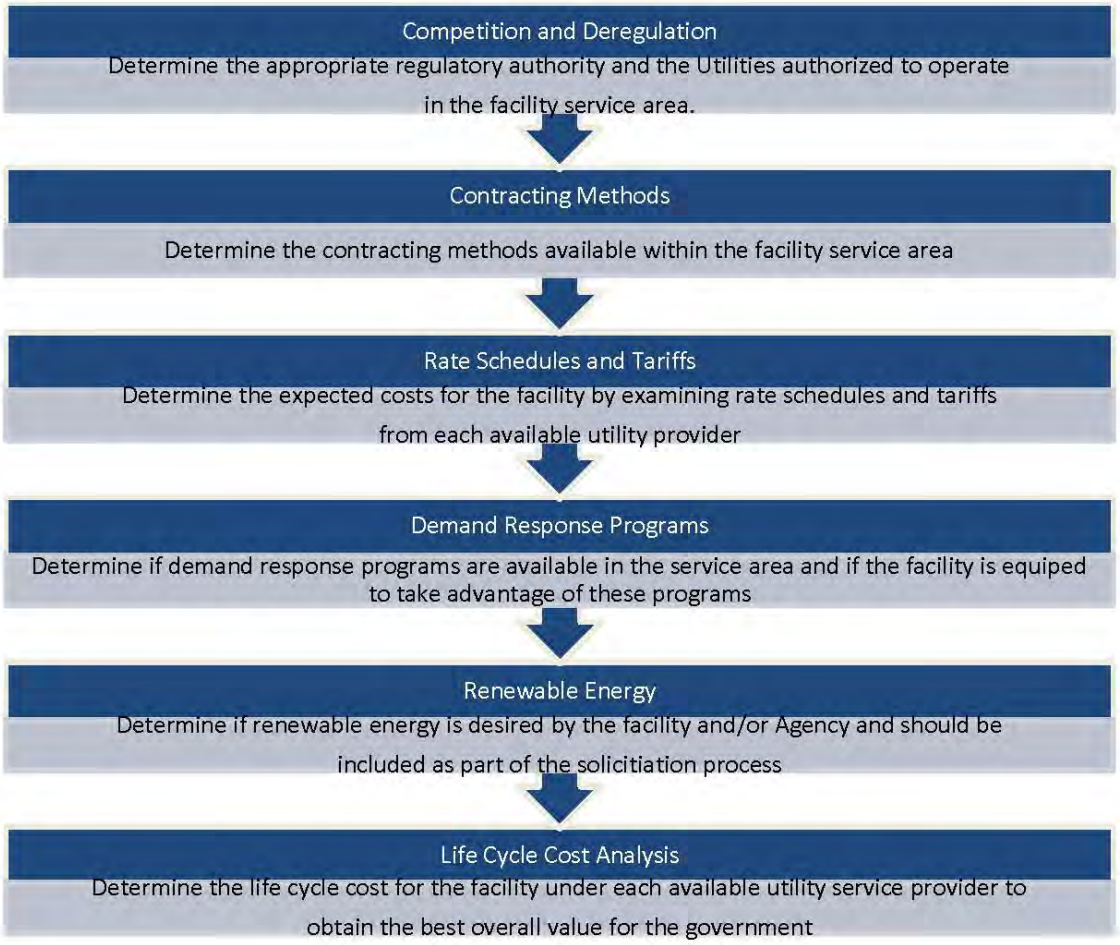

Figure 2: Utility Service Selection Criteria Process

Competition and Deregulation

The rates and services of utility companies are governed by Federal, state, and/or local regulation authorities. Some names given to these authorities include, but are not limited to:

- *Utilities Board;*
- *Commerce Commission;*
- *Utilities Commission;*
- *Utility Regulatory Commission (URC);*
- *Public Utilities Commission (PUC); or*
- *Public Service Commission (PSC).*

A vital component of the utility service contract selection process is to understand the rules and regulations of the regulatory authorities governing the service area. Utilities or public utilities, by definition, market, generate, and/or distribute energy or water commodities under the jurisdiction of a governing regulation authority. This authority began with the passing of the Public Utility Holding Company Act (PUHCA) of 1935, which forced utilities to operate in a limited area and to become more subject to regulation on rates schedules and service characteristics. In short, this "energy regulation" allows the Utility to operate as the sole provider of the services in a given service area as a legal monopoly.

In 1978, the Public Utility Regulatory Policies Act (PURPA) started the road to energy deregulation, or competition among utility providers, by obligating utilities to buy energy from more efficient and less costly producers and promoting large-scale renewable energy generation projects. The Energy Policy Act (EPAct) of 1992 reinforced the deregulation of energy by allowing alternative energy suppliers to use the national transmission system, which opened deregulation on the federal scale. However, implementation of deregulation is still left to each individual state and the governing regulation authority. When investigating the available contracting methods for utility services, it the responsibility of the contracting officer to understand the governing regulations affecting the service area and to understand if deregulated energy is available for the site. This information can be obtained by talking with the appropriate governing authority. Online databases, such as the Energy Information Administration (EIA) *Status of Electricity Restructuring by State* map display the states and areas that allow deregulation, and the degree of allowance.

However, due to the ever changing nature of the utility landscape, it is important for the contracting officer to contact the governing authority directly to determine the current availability of utility providers in the facility service area. Not only will the governing authority provide the level of regulation in the area, they will also provide the name(s) and the contact information of the Utilities authorized to provide service to the facility area. Some important questions to consider during this process include:

Electricity Restructuring

The Status of Electricity Restructuring by State map can be accessed on the EIA website.

Available <http://www.eia.gov/electricity>

- Who is the governing authority (i.e., utilities commission) for my service area?
- Is deregulation of energy (i.e., electricity, natural gas) allowed in the state?
- Will a single Utility provide all generation, distribution, and transmission services to my facility?

- Are multiple Utilities allowed to provide distribution versus transmission and generation services?
- Who are the points of contact (POCs) at each of the Utilities operating in my service area?

Available Contract Methods

Once the state laws have been evaluated and the applicable utility companies are identified for the facility, the next step is to determine the contracting method(s) available for use. FAR section 41.202: *Procedures* documents the decision process for selecting the appropriate contract method and this section addresses the key questions and requirements to consider when selecting the appropriate method.

The first item to consider is the availability of a GSA areawide contract in the facility service area. As documented in FAR 41.204, if a GSA areawide contract is available in the service area, the facility is required to use that areawide contract unless one of two exceptions, as outlined below, is met.

1. Service is available from more than one supplier, or
2. The head of the contracting activity or designee otherwise determines that use of the areawide contract is not advantageous to the Government. If service is available from more than one supplier, service shall be acquired using competitive acquisition procedures (see 41.202(a)). The determination required by paragraph (c)(1)(ii) of this section shall be documented in the contract file with an information copy furnished to GSA at the address in 41.301(a).

If an areawide contract is available in the service area, then the contracting officer needs to document the conditions surrounding the exceptions above prior to entering into the areawide contract. If more than one (1) Utility is available in the service area or if the areawide is determined to be non-advantageous, then the facility is required by the FAR to acquire service via competitive acquisition procedures (i.e., separate contract), allowing all Utilities the opportunity to bid for service.

If an areawide contract is not available in the service area, then the facility will need to default to a separate contract with a Utility that is legally allowed to operate in the service area. As mentioned in the *Competition and Deregulation* sub-section above, the contracting officer should contact the local regulatory authority to determine the utilities available for service. Figure 3 outlines the simplified process for selecting the correct contracting method and this process will be discussed in its entirety in the *Pre-Acquisition of Utility Services* section.

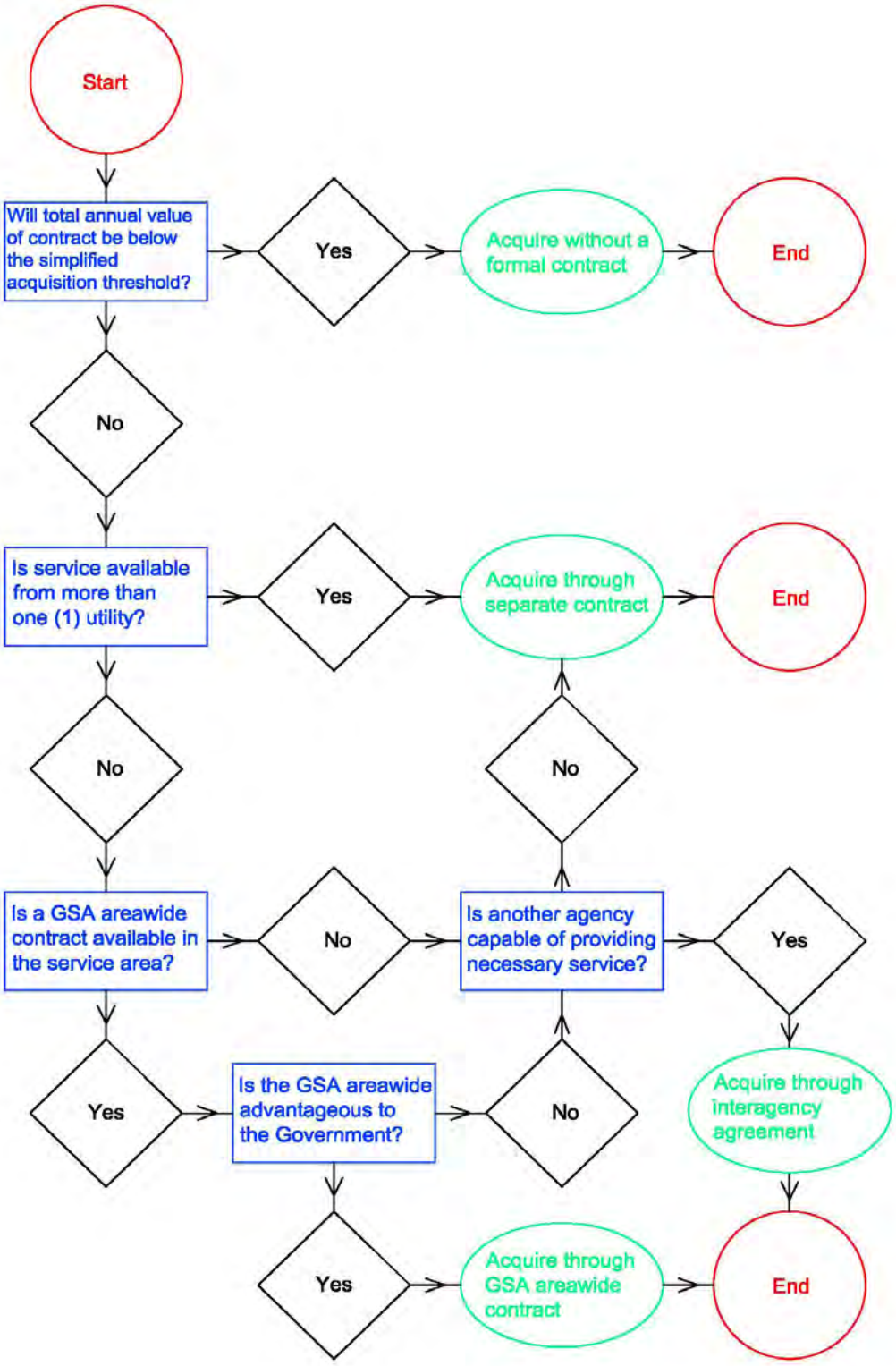

Figure 3: Contract Selection Flow Chart

Rate Schedule Analysis

An essential element to the selection process is the analysis of rate schedules and tariffs offered by each of the available utilities to determine the best value to the government for the services desired. The first step is to contact each utility to determine the applicable rate schedule(s) based on the operating parameters of the facility, as outlined in Table 4. The Utility will typically analyze the given information, provide guidance on the applicable rate schedule(s), and supply copies of the rate schedule for reference and analysis. Most rate schedules contain the same general components such as base charges, distribution charges, transmission charges, supply charges, demand charges, and general fees, as discussed below. GSA has the expertise and authority to answer, assist, and intervene in all rate schedule analysis and inquiry activities. Therefore, agency personnel are encouraged to contact the GSA Energy Division with all rate schedule questions and concerns to ensure the best overall value is obtained.

Electricity	Natural Gas
➢ Annual Peak Demand (kW)	➢ Annual Peak Demand (CCF/hr or Therms/hr)
➢ Annual Consumption (kWh)	➢ Annual Consumption (CCF or Therms)
➢ Demand Profile (kW / Month)	➢ Peak Consumption (CCF/day or Therms/Day)
➢ Consumption Profile (kWh / Month)	➢ Consumption Profile (CCF/Month or Therms/Month)
Water / Sewer / Stormwater	**Steam**
➢ Peak Daily Volume (gal/day or CCF/day)	➢ Annual Consumption (Mlbs)
➢ Annual Volume (gal or CCF)	➢ Consumption Profile (Mlbs / month)
➢ Impervious Area (sq. ft.)	

Table 4: Facility Operating Parameters Needed for Rate Schedule Analysis

- *Base Charges* - Also called "customer charges" or "meter charges", are fixed monthly fees for the utility service. They do not fluctuate with usage and are intended to cover the Utility's administrative and maintenance costs (i.e., data processing, meter reading, billing, and record keeping).

- *Distribution Charges* - Typically variable and based on the amount of energy consumed (kWh, therms, gallons, Mlbs, etc) during the billing period, these charges cover the cost of operating and maintaining the infrastructure between the transmission system and the end users.

- *Transmission Charges* - Typically variable and based on the amount of energy consumed (kWh, therms, gallons, Mlbs, etc) during the billing period, these cover the ancillary and market-based charges associated with delivering the energy from the generation source to the Utility.

- *Supply Charges* - Also called "generation charges", these charges cover the production of the energy (i.e., fuel, generation equipment,

maintenance, etc). These are variable with the amount of energy consumed (kWh, therms, gallons, Mlbs, etc) during the billing period.

- *Demand Charges* - Also called "peak / maximum demand charges", these charges can be variable or fixed and are based on the highest capacity (kW, therms, gallons, Mlbs, etc) required at the facility during a given time period. The time period could be daily, monthly, quarterly, seasonally, or annually based on the parameters of the rate schedule. These charges cover the cost of infrastructure capacity the Utility is required to have to meet the customers demand.

- *General Fees* - Also called "surcharges", "taxes", and "trust fund charges", these charges are typically variable based on the amount of energy consumed (kWh, therms, gallons, Mlbs, etc) during the billing period. These charges cover the costs imposed on the Utility by federal, state, and local regulations and programs (i.e., environmental, infrastructure, business, and social assistance, among others).

  Per FAR Part 29: *Taxes*, Federal customers are typically exempt from state sales tax. It is important to note that this exemption includes sales tax only, as Federal customers are required to pay other surcharges and fees associated with the rate schedule.

FAR 29.302: Application of State and Local Taxes to the Government

"Generally, purchases and leases made by the federal government are immune from State and local taxation."

"Whether any specific purchase or lease is immune, however, is a legal question requiring advice and assistance of the agency-designated counsel."

This section outlines the process for analyzing and comparing the expected annual costs for electricity, natural gas, water/sewer/stormwater, and steam. These are based on generic rate schedules and a set of typical charges included for each of the utility types. Actual rates and charge types will vary per Utility; therefore, it is important for the contracting officer to download copies of the rate schedules, determine all components and charges, and discuss with Agency subject matter experts (i.e., energy managers, utility specialists, etc), and representatives of the Utility when questions and comments arise.

Electricity

Federal facilities will typically fall under commercial or industrial rate schedules, which are typically classified by the size of the facility (i.e., small or large). Table 5 provides an overview of the rate schedules typically available to commercial customers, including general service (GS) and time-metered schedules, among others.

Small Commercial	Large Commercial
➢ GS Low-Voltage Non-Demand Service	➢ GS Low-Voltage Service
➢ GS Low-Voltage Demand Service	➢ GS Primary Service
➢ Temporary Service	➢ GS Secondary Service
➢ Traffic Signal Service	➢ Time Metered GS Low-Voltage Service
➢ Exterior Lighting Service (i.e., parking lots, street lights)	➢ Time Metered GS Primary Service
➢ Telecommunications Network Service	➢ Time Metered GS High-Voltage Service

Table 5: Typical Electricity Rate Schedules

General rate schedules bill the customer based on the total electricity (kWh) consumed during the billing period, while time-metered schedules bill the customer based on the electricity consumed during multiple segments in the billing period (on-peak, intermediate-peak, and off-peak). It should be noted that this is not a comprehensive list as rate schedules vary per Utility and regulatory jurisdiction. In addition, Utilities will usually offer special rate schedules for services such as standby generators, connected renewable energy, and electric heating. A quick search of the desired Utility website will typically yield the rate schedules available to each customer. The basic algebraic equations needed to complete an analysis of an electricity rate schedule are provided below.

Key Algebraic Equations for Electricity

Type of Charge	Rate	Operation	Parameter	Operation	Total
Base Charge	$ / Month	Multiply by (X)	# of Months	=	$
Distribution; Transmission; Generation; and General Fees.	$ / kWh	Multiply by (X)	kWh	=	$
Demand Charge	$ / kW	Multiply by (X)	kW	=	$

An example rate schedule analysis is provided in the following tables and text for three (3) electricity scenarios - (1) GS Low-Voltage Non-Demand Service; (2) GS Low Voltage Demand Service; and (3) Time-Metered GS Low-Voltage Service. Table 6 defines the basic operating parameters of a facility for this example over the course of a single year.

Description	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Monthly Consumption (kWh)	200,000	203,000	206,000	209,000	212,000	215,000	218,000	215,000	212,000	209,000	206,000	203,000	2,508,000
Monthly On-Peak Consumption (kWh)	80,000	81,000	82,000	83,000	84,000	85,000	86,000	85,000	84,000	83,000	82,000	81,000	996,000
Monthly Inter-Peak Consumption (kWh)	60,000	61,000	62,000	63,000	64,000	65,000	66,000	65,000	64,000	63,000	62,000	61,000	756,000
Monthly Off-Peak Consumption (kWh)	60,000	61,000	62,000	63,000	64,000	65,000	66,000	65,000	64,000	63,000	62,000	61,000	756,000
Monthly Peak Demand (kW)	400	450	500	550	600	650	700	650	600	550	500	450	700 (max)

Table 6: Example Facility Operating Parameters for a Single Year - Electricity

Now that the basic algebraic equations for electricity are understood and the example facility operating parameters defined, Table 7 uses these equations and parameters to determine the total costs for the facility over one (1) month of service (January) for each rate schedule. The example single month analysis in this table is designed to detail to the User the charges typically applicable to each rate schedule, the operating parameter (total kWh, on-peak kWh, intermediate-peak kWh, off-peak kWh, and Demand kW) affecting each charge, and the calculations necessary to determine the monthly total. The monthly analysis is then extrapolated in Table 8 to outline the entire analysis over the course of a single year to project the total annual cost of service under each of the three (3) rate schedule scenarios.

GS Low-Voltage Non-Demand Service - Example 1 (January)								
Type of Charge	Basis	Rate		Operation	Parameter		Total	
Customer Charge	Fixed - Monthly	$100	$/ Month	Multiplied By (x)	1	Month	Equals (=)	$100
Distribution Charge	Based on Monthly kWh	$0.025	$/kWh	Multiplied By (x)	200,000	Monthly kWh	Equals (=)	$5,000
Transmission Charge	Based on Monthly kWh	$0.010	$/kWh	Multiplied By (x)	200,000	Monthly kWh	Equals (=)	$2,000
Generation Charge	Based on Monthly kWh	$0.080	$/kWh	Multiplied By (x)	200,000	Monthly kWh	Equals (=)	$16,000
Generation Fuel Adjustment Charge	Based on Monthly kWh	$0.003	$/kWh	Multiplied By (x)	200,000	Monthly kWh	Equals (=)	$600
Miscellany Fees	Based on Monthly kWh	$0.010	$/kWh	Multiplied By (x)	200,000	Monthly kWh	Equals (=)	$2,000
				Total Monthly Charges (Sum of All Charges)			**Equals (=)**	**$25,700**

GS Low-Voltage Demand Service - Example 2 (January)								
Type of Charge	Basis	Rate		Operation	Parameter		Total	
Customer Charge	Fixed - Monthly	$100	$/ Month	Multiplied By (x)	1	Month	Equals (=)	$100
Distribution Charge	Based on Monthly kWh	$0.025	$/kWh	Multiplied By (x)	200,000	Monthly kWh	Equals (=)	$5,000
Transmission Charge	Based on Monthly kWh	$0.010	$/kWh	Multiplied By (x)	200,000	Monthly kWh	Equals (=)	$2,000
Generation Charge	Based on Monthly kWh	$0.080	$/kWh	Multiplied By (x)	200,000	Monthly kWh	Equals (=)	$16,000
Generation Fuel Adjustment Charge	Based on Monthly kWh	$0.003	$/kWh	Multiplied By (x)	200,000	Monthly kWh	Equals (=)	$600
Demand Charge	Based on Monthly kW	$3.000	$/kW	Multiplied By (x)	400	Monthly kW	Equals (=)	$1,200
Miscellany Fees	Based on Monthly kWh	$0.010	$/kWh	Multiplied By (x)	200,000	Monthly kWh	Equals (=)	$2,000
				Total Monthly Charges (Sum of All Charges)			**Equals (=)**	**$26,900**

Time-Metered GS Low-Voltage Service - Example 3 (January)								
Type of Charge	Basis	Rate		Operation	Parameter		Total	
Customer Charge	Fixed - Monthly	$100	$/ Month	Multiplied By (x)	1	Month	Equals (=)	$100
On-Peak Distribution	Based on Monthly On-Peak kWh	$0.010	$/kWh	Multiplied By (x)	80,000	Monthly On-Peak kWh	Equals (=)	$800
Intermediate-Peak Distribution	Based on Monthly Inter-Peak kWh	$0.008	$/kWh	Multiplied By (x)	60,000	Monthly Int-Peak kWh	Equals (=)	$480
Off-Peak Distribution	Based on Monthly Off-Peak kWh	$0.008	$/kWh	Multiplied By (x)	60,000	Monthly Off-Peak kWh	Equals (=)	$480
Transmission Charge	Based on Monthly kWh	$0.010	$/kWh	Multiplied By (x)	200,000	Monthly kWh	Equals (=)	$2,000
Generation Charge	Based on Monthly kWh	$0.080	$/kWh	Multiplied By (x)	200,000	Monthly kWh	Equals (=)	$16,000
Generation Fuel Adjustment Charge	Based on Monthly kWh	$0.003	$/kWh	Multiplied By (x)	200,000	Monthly kWh	Equals (=)	$600
Demand Charge	Based on Monthly kW	$3.000	$/kW	Multiplied By (x)	400	Monthly kW	Equals (=)	$1,200
Miscellany Fees	Based on Monthly kWh	$0.010	$/kWh	Multiplied By (x)	200,000	Monthly kWh	Equals (=)	$2,000
				Total Monthly Charges (Sum of All Charges)			**Equals (=)**	**$23,660**

Table 7: Example Analysis of Electricity Charges for a Single Month - January

Charge Description	Rate	Units	GS Low-Voltage Non-Demand Service - Example 1 (All Months)												Total
			Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	
Customer Charge	$100	$/ month	$100	$100	$100	$100	$100	$100	$100	$100	$100	$100	$100	$100	$1,200
Dist.Charge	$0.025	$/kWh	$5,000	$5,075	$5,150	$5,225	$5,300	$5,375	$5,450	$5,375	$5,300	$5,225	$5,150	$5,075	$62,700
Trans. Charge	$0.010	$/kWh	$2,000	$2,030	$2,060	$2,090	$2,120	$2,150	$2,180	$2,150	$2,120	$2,090	$2,060	$2,030	$25,080
Generation Charge	$0.080	$/kWh	$16,000	$16,240	$16,480	$16,720	$16,960	$17,200	$17,440	$17,200	$16,960	$16,720	$16,480	$16,240	$200,640
Generation Fuel Adjustment Charge	$0.003	$/kWh	$600	$609	$618	$627	$636	$645	$654	$645	$636	$627	$618	$609	$7,524
Miscellany Fees	$0.010	$/kWh	$2,000	$2,030	$2,060	$2,090	$2,120	$2,150	$2,180	$2,150	$2,120	$2,090	$2,060	$2,030	$25,080
		Total	**$25,700**	**$26,084**	**$26,468**	**$26,852**	**$27,236**	**$27,620**	**$28,004**	**$27,620**	**$27,236**	**$26,852**	**$26,468**	**$26,084**	**$322,224**

Charge Description	Rate	Units	GS Low-Voltage Demand Service - Example 2 (All Months)												Total
			Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	
Customer Charge	$100	$/ month	$100	$100	$100	$100	$100	$100	$100	$100	$100	$100	$100	$100	$1,200
Dist. Charge	$0.025	$/kWh	$5,000	$5,075	$5,150	$5,225	$5,300	$5,375	$5,450	$5,375	$5,300	$5,225	$5,150	$5,075	$62,700
Trans. Charge	$0.010	$/kWh	$2,000	$2,030	$2,060	$2,090	$2,120	$2,150	$2,180	$2,150	$2,120	$2,090	$2,060	$2,030	$25,080
Generation Charge	$0.080	$/kWh	$16,000	$16,240	$16,480	$16,720	$16,960	$17,200	$17,440	$17,200	$16,960	$16,720	$16,480	$16,240	$200,640
Generation Fuel Adjustment Charge	$0.003	$/kWh	$600	$609	$618	$627	$636	$645	$654	$645	$636	$627	$618	$609	$7,524
Demand Charge	$3.000	$ / kW	$1,200	$1,350	$1,500	$1,650	$1,800	$1,950	$2,100	$1,950	$1,800	$1,650	$1,500	$1,350	$19,800
Miscellany Fees	$0.010	$/kWh	$2,000	$2,030	$2,060	$2,090	$2,120	$2,150	$2,180	$2,150	$2,120	$2,090	$2,060	$2,030	$25,080
		Total	**$26,900**	**$27,434**	**$27,968**	**$28,502**	**$29,036**	**$29,570**	**$30,104**	**$29,570**	**$29,036**	**$28,502**	**$27,968**	**$27,434**	**$342,024**

Charge Description	Rate	Units	Time-Metered GS Low-Voltage Service - Example 3 (All Months)												Total
			Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	
Customer Charge	$100	$/ month	$100	$100	$100	$100	$100	$100	$100	$100	$100	$100	$100	$100	$1,200
On-Peak Dist. Charge	$0.010	$/kWh	$800	$810	$820	$830	$840	$850	$860	$850	$840	$830	$820	$810	$9,960
Int-Peak Dist. Charge	$0.008	$/kWh	$450	$458	$465	$473	$480	$488	$495	$488	$480	$473	$465	$458	$5,670
Off-Peak Dist. Charge	$0.008	$/kWh	$450	$458	$465	$473	$480	$488	$495	$488	$480	$473	$465	$458	$5,670
Trans. Charge	$0.010	$/kWh	$2,000	$2,030	$2,060	$2,090	$2,120	$2,150	$2,180	$2,150	$2,120	$2,090	$2,060	$2,030	$25,080
Generation Energy Charge	$0.080	$/kWh	$16,000	$16,240	$16,480	$16,720	$16,960	$17,200	$17,440	$17,200	$16,960	$16,720	$16,480	$16,240	$200,640
Generation Fuel Adjust Charge	$0.003	$/kWh	$600	$609	$618	$627	$636	$645	$654	$645	$636	$627	$618	$609	$7,524
Demand Charge	$3.00	$ / kW	$1,200	$1,350	$1,500	$1,650	$1,800	$1,950	$2,100	$1,950	$1,800	$1,650	$1,500	$1,350	$19,800
Miscellany Fees	$0.010	$/kWh	$2,000	$2,030	$2,060	$2,090	$2,120	$2,150	$2,180	$2,150	$2,120	$2,090	$2,060	$2,030	$25,080
		Total	**$23,600**	**$24,084**	**$24,568**	**$25,052**	**$25,536**	**$26,020**	**$26,504**	**$26,020**	**$25,536**	**$25,052**	**$24,568**	**$24,084**	**$300,624**

Table 8: Electricity Annual Rate Schedule Analysis

Natural Gas

Federal facilities will typically fall under commercial or industrial rate schedules, which are typically classified based on application (heating, non-heating) and reliability requirements (firm-fixed, interruptible). Heating rate schedules shall be used when at least a portion of the gas being supplied is consumed in the HVAC system for heating of the facility, while non-heating rate schedules shall be used in non-heating applications such as domestic water heating and standby generators.

Interruptions or curtailments typically occur during the cold winter months when demand for natural gas is extremely high and the Utility needs to control the reserve available. The customers that can qualify for interruptible service are those that have the ability to switch to an alternate fuel source (i.e., fuel oil) when curtailments are in effect. These are typically large facilities, such as hospitals, universities, schools, hotels, and campuses that consume a large amount of natural gas. Utilities typically require that facilities use a minimum amount of natural gas annually (i.e., between 25,000 -75,000 therms/year) to qualify for this service. The basic algebraic equations needed to complete an analysis of an electricity rate schedule are provided below.

Key Algebraic Equations for Natural Gas

Type of Charge	Rate	Operation	Parameter	Operation	Total
Base Charge	$ / Month	Multiply by (X)	# of Months	=	$
Distribution; Generation; and General Fees.	$ / Therm	Multiply by (X)	Therms	=	$

The types of charges on a natural gas invoice vary only slightly depending on the rate schedule; therefore, an example is outlined below for a general natural gas rate schedule analysis for a single commercial facility. Table 9 defines the basic operating parameters of a facility for this example over the course of a single year.

Description	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Monthly Consumption (th)	20,000	15,000	10,000	8,000	1,000	1,000	1,000	1,000	8,000	10,000	15,000	20,000	110,000
First 10,000 Th	10,000	10,000	10,000	8,000	1,000	1,000	1,000	1,000	8,000	10,000	10,000	10,000	80,000
Remaining Th	10,000	5,000	0	0	0	0	0	0	0	0	5,000	10,000	30,000

Table 9: Example Facility Operating Parameters for a Single Year - Natural Gas

Now that the basic algebraic equations for natural gas are understood and the example facility operating parameters defined, Table 10 uses these equations and example parameters to determine the total costs for the facility over one (1) month of service (January) for a general natural gas rate schedule. The single month analysis in this table is designed to detail to the User the charges typically applicable to a natural gas rate schedule, the operating parameter (total therms, tiered therms) affecting each charge, and the calculations necessary to determine the monthly total. The monthly analysis is then extrapolated in Table 11 to outline the entire analysis over the course of a single year to project the total annual cost of service under the general rate schedule.

General Commercial Service								
Type of Charge	Basis	Rate		Operation	Parameter		Total	
Customer Charge	Fixed - Monthly	$100	$/Month	Multiplied By (x)	1	Month	Equals (=)	$100
Dist - First 10,000 Th	Based on First 10,000 Therms Consumed	$0.170	$/Th	Multiplied By (x)	10,000	First 10,000 Therms	Equals (=)	$1,700
Dist - Remaining Th	Based on All Therms Consumed After First 10,000	$0.150	$/Th	Multiplied By (x)	10,000	Remaining Therms	Equals (=)	$1,500
Purchased Gas Charge	Based on Monthly Therms	$0.650	$/Th	Multiplied By (x)	20,000	Monthly Therms	Equals (=)	$13,000
Peak Energy Charge	Based on Peak Therms During Defined Period	$0.025	$/Th	Multiplied By (x)	20,000	Monthly Therms	Equals (=)	$500
Miscellany Fees	Based on Monthly Therms	$0.100	$/Th	Multiplied By (x)	20,000	Monthly Therms	Equals (=)	$2,000
				Total Monthly Charges (Sum of All Charges)			**Equals (=)**	**$18,800**

Table 10: Example Analysis of Natural Gas Charges for a Single Month - January

Example Facility Operating Parameters														
Description	Units	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Monthly Consumption	Th	20,000	15,000	10,000	8,000	1,000	1,000	1,000	1,000	8,000	10,000	15,000	20,000	110,000
First 10,000 Th	Th	10,000	10,000	10,000	8,000	1,000	1,000	1,000	1,000	8,000	10,000	10,000	10,000	80,000
Remaining Th	Th	10,000	5,000	0	0	0	0	0	0	0	0	5,000	10,000	30,000
General Commercial Service														
Charge Description	Rate	Units	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Customer Charge	$100	$ / Month	$100	$100	$100	$100	$100	$100	$100	$100	$100	$100	$100	$100	$1,200
Distribution - First 10,000 Th	$0.170	$ / Th	$1,700	$1,700	$1,700	$1,360	$170	$170	$170	$170	$1,360	$1,700	$1,700	$1,700	$13,600
Distribution - Remaining Th	$0.150	$ / Th	$1,500	$750	$0	$0	$0	$0	$0	$0	$0	$0	$750	$1,500	$4,500
Purchased Gas Charge	$0.650	$ / Th	$13,000	$9,750	$6,500	$5,200	$650	$650	$650	$650	$5,200	$6,500	$9,750	$13,000	$71,500
Peak Energy Charge	$0.025	$ / Th	$500	$500	$500	$0	$0	$0	$0	$0	$0	$0	$500	$500	$2,500
Miscellany Fees	$0.100	$ / Th	$2,000	$1,500	$1,000	$800	$100	$100	$100	$100	$800	$1,000	$1,500	$2,000	$11,000
		Total	**$18,800**	**$14,300**	**$9,800**	**$7,460**	**$1,020**	**$1,020**	**$1,020**	**$1,020**	**$7,460**	**$9,300**	**$14,300**	**$18,800**	**$104,300**

Table 11: Example Natural Gas Annual Rate Schedule Analysis

Water / Sewer / Stormwater

Federal facilities will typically fall under commercial or industrial water/sewer/stormwater rate schedules. As applicable to the facility, the parameters affecting the total cost include the amount of water consumed (gal), the amount of sewage discharged to the utility system (gal), and the amount of impervious area (sq. ft.) affecting the stormwater discharge at the facility. It is important to note that the amount of sewage discharged to the system is typically assumed by the utility to equal the water consumption unless submeters are available on the water systems that do not discharge to the sewer system (i.e., irrigation systems, chilled water systems, process water systems). Impervious area typically includes the artificial, hardscape surfaces on the property, such as parking lots, sidewalks, and roads. The basic algebraic equations needed to complete an analysis of a water/sewer/stormwater rate schedule are provided below.

It is important to note that billing periods are not always monthly depending on the Utility. It is the responsibility of contracting and facility personnel to understand the frequency of invoices and the number of months / days typically covered by each invoice. For example water/sewer/stormwater Utilities sometimes invoice the customer quarterly and not monthly. This frequency will change the calculation of the estimated base charge in the invoice.

Key Algebraic Equations for Water / Sewer / Stormwater

Type of Charge	Rate	Operation	Parameter	Operation	Total
Base Charge	$ / Month	Multiply by (X)	# of Months	=	$
Water Charge; Sewer Charge; and General Fees.	$ / Thous. Gal	Multiply by (X)	Thous. Gal	=	$
Stormwater Charges	$ / Thous. Sq. Ft.	Multiply by (X)	Thous. Sq Ft.	=	$

The types of charges on a water/sewer/stormwater invoice vary only slightly depending on the rate schedule; therefore, an example is outlined below for a general water/sewer/stormwater rate schedule analysis for a single commercial facility. Table 12 defines the basic operating parameters of a facility for this example over the course of a single year.

Description	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Monthly Water Consumption (Thous Gal)	1	1	1	1	8	15	20	15	8	1	1	1	73
Impervious Area Thous. Sq. Ft.)	100	100	100	100	100	100	100	100	100	100	100	100	1,200

Table 12: Example Facility Operating Parameters for a Single Year - Water/Sewer/Stormwater

Sewer consumption is typically assumed equal to water consumption by the Utility, unless submeters are installed on the facility systems that do not discharge to the sewer system (i.e., irrigation, chilled water loops, process water).

Now that the basic algebraic equations for water/sewer/stormwater are understood and the example facility operating parameters defined, Table 13 uses these equations and parameters to determine the total costs for the facility over one (1) month of service (January) for a general rate schedule. The single month analysis in this table is designed to detail to the User the charges typically applicable to a water/sewer/stormwater rate schedule, the operating parameter (total gallons, total sq. ft.) affecting each charge, and the calculations necessary to determine the monthly total. The monthly analysis is then extrapolated in Table 14 to outline the entire analysis over the course of a single year to project the total annual cost of service under the general rate schedule.

General Commercial Service								
Type of Charge	Basis	Rate		Operation	Parameter		Total	
Customer Charge	Fixed - Monthly	$100	$/Month	Multiplied By (x)	1	Month	Equals (=)	$100
Water Charge	Based on Water Consumption	$4.00	$/ Thous. Gal	Multiplied By (x)	1	Thous. Gal	Equals (=)	$4
Sewer Charge	Based on Water Consumption	$6.00	$/ Thous. Gal	Multiplied By (x)	1	Thous. Gal	Equals (=)	$6
Stormwater Charge	Based on Impervious Area	$3.00	$/ Thous. Sq. Ft.	Multiplied By (x)	100	Thous. Sq. Ft.	Equals (=)	$300
Miscellany Fees	Based on Water Consumption	$2.00	$/ Thous. Gal	Multiplied By (x)	1	Thous. Gal	Equals (=)	$2
				Total Monthly Charges (Sum of All Charges)			**Equals (=)**	**$412**

Table 13: Example Analysis of Water/Sewer/Stormwater Charges for a Single Month - January

Example Facility Operating Parameters														
Description	Units	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Monthly Water Consumption	Gal	1,000	1,000	1,000	1,000	8,000	15,000	20,000	15,000	8,000	1,000	1,000	1,000	73,000
Impervious Area	Thous. sq. ft.	100	100	100	100	100	100	100	100	100	100	100	100	1,200

General Commercial Service														
Charge Description	Rate	Units	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Customer Charge	$100	$ / Month	$100	$100	$100	$100	$100	$100	$100	$100	$100	$100	$100	$100	$1,200
Water Charge	$4.00	$ / Thous. Gal	$4	$4	$4	$4	$32	$60	$80	$60	$32	$4	$4	$4	$292
Sewer Charge	$6.00	$ / Thous. Gal	$6	$6	$6	$6	$48	$90	$120	$90	$48	$6	$6	$6	$438
Stormwater Charges	$3.00	$/ Thous. sq. ft.	$300	$300	$300	$300	$300	$300	$300	$300	$300	$300	$300	$300	$3,600
Miscellany Fees	$2.00	$/ Thous. Gal	$2	$2	$2	$2	$16	$30	$40	$30	$16	$2	$2	$2	$146
		Total	**$412**	**$412**	**$412**	**$412**	**$496**	**$580**	**$640**	**$580**	**$496**	**$412**	**$412**	**$412**	**$5,676**

Table 14: Example Water / Sewer / Stormwater Annual Rate Schedule Analysis

Steam

Federal facilities requiring steam service typically will fall under a general rate schedule for commercial and industrial customers. Steam service typically is limited to large customers, such as hospitals, universities, schools, hotels, and campuses; therefore, there are usually only basic rate schedules that encompass all users. Steam, by its nature, must be generated relatively close in proximity to the end user to maintain its characteristics (i.e., pressure and temperature). Therefore, facilities requiring steam will usually be able to acquire it from a single utility. The basic algebraic equations needed to complete an analysis of a steam rate schedule are provided below.

Key Algebraic Equations for Steam

Type of Charge	Rate	Operation	Parameter	Operation	Total
Base Charge	$ / Month	Multiply by (X)	# of Months	=	$
Steam Charge	$ / Mlbs	Multiply by (X)	Mlbs	=	$

The types of charges on a steam invoice vary only slightly depending on the rate schedule; therefore, an example is outlined below for a steam rate schedule analysis for a single commercial facility. Table 15 defines the basic operating parameters of a facility for this example over the course of a single year.

Description	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Monthly Steam Consumption (Mlbs)	2,000	1,500	1,000	500	50	50	50	50	500	1,000	1,500	2,000	10,200

Table 15: Example Facility Operating Parameters for a Single Year - Steam

Now that the basic algebraic equations for steam are understood and the example facility operating parameters are defined, Table 16 uses these equations and example parameters to determine the total costs for the facility over one (1) month of service (January) for a general rate schedule. The single month analysis in this table is designed to detail to the User the charges typically applicable to a steam rate schedule, the operating parameter (total Mlbs) affecting each charge, and the calculations necessary to determine the monthly total. The monthly analysis is then extrapolated in Table 17 to outline the entire analysis over the course of a single year to project the total annual cost of service under the general rate schedule.

General Commercial Service								
Type of Charge	Basis	Rate		Operation	Parameter		Total	
Customer Charge	Fixed - Monthly	$100	$/Month	Multiplied By (x)	1	Month	Equals (=)	$100
Energy Charge	Based on Steam Consumption	$40.00	$/Mlbs	Multiplied By (x)	2,000	Mlbs	Equals (=)	$80,000
Miscellany Fees	Based on Steam Consumption	$2.00	$/Mlbs	Multiplied By (x)	2,000	Mlbs	Equals (=)	$4,000
				Total Monthly Charges (Sum of All Charges)			**Equals (=)**	**$84,100**

Table 16: Example Analysis of Steam Charges for a Single Month - January

Example Facility Operating Parameters														
Description	Units	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Monthly Energy Consumption	Mlbs	2,000	1,500	1,000	500	50	50	50	50	500	1,000	1,500	2,000	10,200
General Commercial Service														
Charge Description	Rate	Units	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Customer Charge	$100	$/ Month	$100	$100	$100	$100	$100	$100	$100	$100	$100	$100	$100	$100	$1,200
Energy Charge	$40.00	$/Mlb	$80,000	$60,000	$40,000	$20,000	$2,000	$2,000	$2,000	$2,000	$20,000	$40,000	$60,000	$80,000	$408,000
Miscellany Fees	$2.00	$/Mlb	$4,000	$3,000	$2,000	$1,000	$100	$100	$100	$100	$1,000	$2,000	$3,000	$4,000	$20,400
		Total	**$84,100**	**$63,100**	**$42,100**	**$21,100**	**$2,200**	**$2,200**	**$2,200**	**$2,200**	**$21,100**	**$42,100**	**$63,100**	**$84,100**	**$429,600**

Table 17: Example Steam Annual Rate Schedule Analysis

Demand Response Programs

Demand response programs are offered by utility companies, state agencies, and 3rd party providers to compensate customers for reducing their energy use during periods of high prices or threatened grid reliability. During these periods, customers reduce or shift their energy use from the grid by either turning off equipment or transitioning to an alternate power supply (i.e., generators). In return, customers are rewarded with financial incentives and lower time-based rates, such as time-of-use pricing, critical peak pricing, variable peak pricing, real time pricing, and critical peak rebates, among others.

Federal agency facilities should consider the following questions when deciding if demand response programs and time-based rates are right for the situation.

1. Does a utility, state-agency, or 3rd party proider offer demand response program in the facility service area?
2. Does the facility have the metering equipment installed to accurately measure peak demand during regular intervals (i.e., every 15-minutes)?
3. How does the facility's periods of high demand compare to the Utility's definition of peak demand periods?
4. What facility equipment contributes to a majority of the facility demand and is it critical or non-critical to the mission of the facility?
5. Is the facility able to turn off non-critical equipment to meet the needs of the demand response program?
6. Does the facility have alternative power supplies (i.e., generators) to supplement critical power during on-peak periods?
7. What are the financial incentives being offered?
8. Has a rate schedule analysis been conducted of regular rate schedules versus demand response rate schedules, to determine if the savings are acceptable?

The Department of Energy (DOE) Office of Efficiency & Renewable Energy (EERE) provides resources on it's website to assist Federal agency personnel in understanding the benefits and requirements of demand response programs, while also locating funding opportunties available within their state and service area.

Energy Incentive Programs
Available< http://energy.gov/eere/femp/energy-incentive-programs>

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Renewable Energy

Laws and Requirements

Renewable Energy is defined by EPAct 2005 Section 203 as *"electric energy generated from solar, wind, biomass, landfill gas, ocean, geothermal, municipal solid waste, or new hydroelectric generation."* Agencies are encouraged by EO 13423 and EPAct 2005 to implement and acquire renewable energy for Agency facilities.

Agencies can purchase renewable power or renewable energy certificates from a Utility or other organization to supplement the statutory renewable energy requirement. These can be acquired through the GSA areawide contract, if allowed by the specific contract, or included in a separate contract for utility services. Agencies should consult the *Guide to Purchasing Green Power*, developed by DOE and EPA, which provides an overview of green power markets and describes the necessary steps to buy green power. Three options for acquiring green power are briefly discussed in this section: (1) Green Pricing; (2) Competitive Renewable Power; and (3) Renewable Energy Credits (RECs). The DOE Energy Efficiency and Renewable Energy (EERE) group manages the Green Power Network (GPN), which provides news and information on green power markets and activities. More information regarding the specific renewable energy providers and options available, by state, can be found on the GPN website.

"Agencies are to ensure that at least half of the statutorily required renewable energy consumed by the agency in a fiscal year comes from new renewable sources and, to the extent feasible, the agency implements renewable energy generation projects on agency property for agency use."

-EO 13423: Strengthening Federal Environmental, Energy, and Transportation Management

"The President, acting through the Secretary, shall seek to ensure that, to the extent economically feasible and technically practicable, of the total amount of electric energy that the Federal Government consumes during and fiscal year, the following amounts shall be renewable energy:

(1) Not less than 3 percent in fiscal years 2007 through 2009.

(2) Not less than 5 percent in fiscal years 2010 through 2012.

(3) Not less than 7.5 percent in fiscal years 2013 and each fiscal year thereafter."

-EPAct 2005 Section 203: Federal Purchase Requirement

Information Regarding renewable energy providers and options in a specific region can be accessed on the DOE Green Power Network website.

Available <http://apps3.eere.energy.gov/greenpower>

Regulated Utility Green Pricing Programs

To date, over 800 Utilities have voluntary programs that allow customers to sign up for green pricing, which is an optional utility service that allows customers the opportunity to support a greater level of utility company investment in renewable energy technologies. Federal agencies pay a premium on their electric bills to cover the incremental cost of the additional renewable energy. These programs do not require competition and are available to Federal agencies. To find out if a Utility has a green pricing program, consult the Green Pricing map and the Green Pricing spreadsheet on the Green Power Network website or inquire with the Utility directly.

Competitive Renewable Power

In states with deregulated and competitive electricity markets, Federal agencies can purchase renewable power through competitive electricity procurements. The Green Marketing map on the Green Power Network website shows states that have competitive renewable power product offerings. Both GSA and the Defense Energy Support Center can assist Federal agencies with electricity procurements that specify a percentage of renewable power.

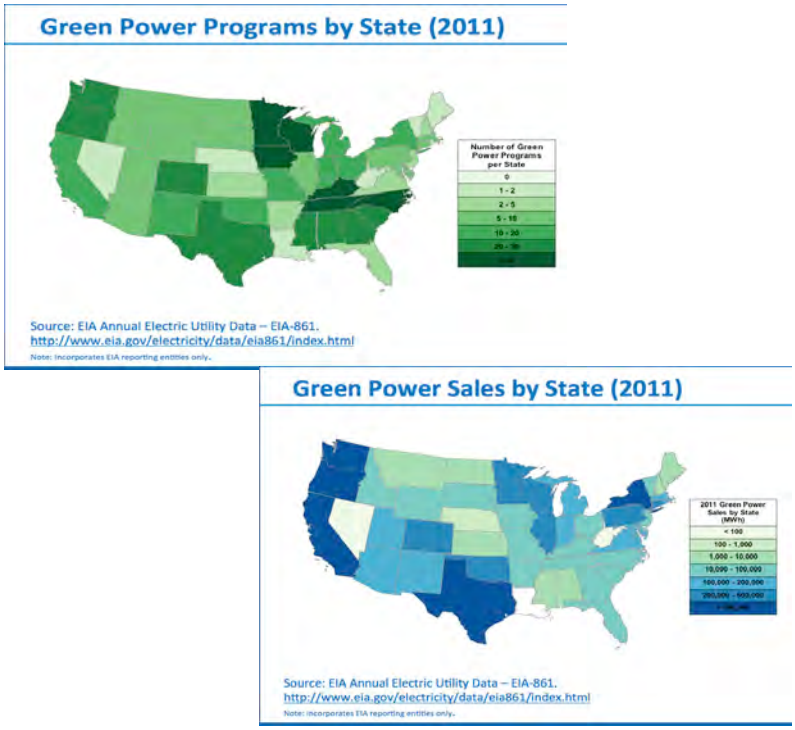
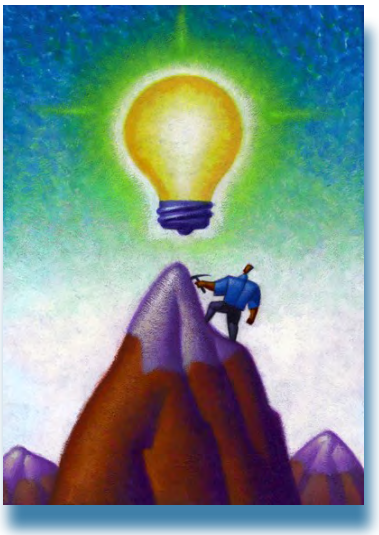


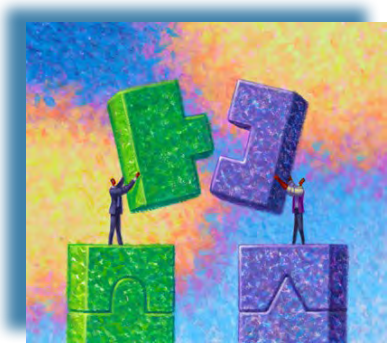
Figure 4: Green Power Maps (Source: www.eia.gov)

Renewable Energy Certificates (RECs)

Agencies can purchase renewable energy certificates (RECs), also known as “tradable renewable certificates”, “renewable energy credits,” “green energy certificates,” or “green tags”. These are purchased from commercial and wholesale marketers and represent the environmental attributes of the power produced from renewable energy projects and are sold separate from commodity electricity. In accordance with Federal requirements regarding greenhouse gases (GHGs), Federal agencies are able to contribute the environmental attributes of the RECs towards the GHG database and reduction strategies required annually. In addition, Federal agencies can acquire RECs through the GSA areawide contract or separate contract without switching electricity providers, which make them an attractive option in locations where renewable power is not readily available.

Since RECs represent the environmental attributes of renewable energy, not the generated power, and can be sold on the open market, it is important to ensure that each REC is only counted once. There are currently nine (9) regional REC tracking systems, which provide the basis for creating, managing, and retiring RECs, while also providing a vehicle for REC providers to demonstrate compliance with state renewable energy and environmental policies. Prior to acquiring RECs, Federal contracting personnel should familiarize themselves with the REC tracking system in their geographic location, determine the wholesale marketers available, and understand the costs and benefits of this type of green power acquisition. The GPN provides the one-stop shop for all information regarding the purpose, applicability, and acquisition of RECs.





Life Cycle Cost Analysis

If state regulations allow deregulation and competition, there is more than one (1) Utility allowed to operate in the service area, and/or there is more than one (1) rate schedule available to the facility, then the contracting officer is responsible to complete a life cycle cost analysis (LCCA) of all available options. This analysis investigates the first costs of the utility hook-up, the annual operating costs associated with utility consumption, and the charges associated with contract termination. This section details the applicable charges that need to be investigated as part of the LCCA and provides an example comparing the life cycle costs of a single-source contract versus multiple contracts for natural gas in a deregulated market.

Types of Life Cycle Costs

Life cycle costs associated with utility contracts can be divided into three (3) categories - upfront hook-up costs, operating costs, and termination costs. The types of charges associated with each of these categories are included in Table 18, while definitions and examples are outlined below.

Upfront Costs	Operating Costs	Termination Costs
➢ Connection Charges ➢ Deposit Charges ➢ Application Charges ➢ Initial Interconnection Charges	➢ Annual Consumption and Demand Costs ➢ Renewable Energy Purchase Costs ➢ Ongoing Interconnection Charges / Credits	➢ Termination Liabilities ➢ Infrastructure Removal Fees ➢ Disconnect Charges

Table 18: Typical Life Cycle Costs

Common Connection Charges

- *Engineering / Design Fees;*
- *Meter Installation;*
- *On-Site Distribution System Extension;*
- *Off-Site Distribution System Extension;*
- *Overhead Service Extension; and*
- *Underground Service Extension.*

Connection Charges - A connection charge is an initial payment that is made to a utility contractor as a condition to the furnishing of service. Connection charges are related to the investment in specific facilities that must be installed by the contractor for the extension of service to the government.

Deposit Charge - Deposits are initial, one-time payments that ensure the customer will pay all utility expenses in full and in a timely manner. These charges will appear on the first invoice and are reimbursed after payments have been made on-time for a consecutive time period. Typically, Utilities will waive these charges for Federal customers due to the credit weight of the Federal Government. Contracting personnel are encouraged to inquire with the utilities about the waiving of these charges.

Application Charge - Application charges are initial, one-time payments for the administrative costs associated with the setup of the utility account. These charges will appear on the first monthly invoice and typically cover the manpower hours required to coordinate utility connection and account setup. These charges are not usually waived by the Utility and Federal customers are required to pay them in full as applicable.

Interconnection Charge - Interconnection charges apply to Federal facilities desiring to connect on-site systems (i.e., standby generators, renewable energy systems, etc) to Utility-supplied infrastructure. To connect customer systems to the Utility grid, customers typically will need to complete an interconnection application and provide detailed documentation (i.e., drawings and specifications) of the systems to be connected. The Utility will review all documentation to ensure the safety and reliability of the connection and will issue a determination of approval or rejection. If approved for interconnection, the Utility typically will require that all systems be inspected by the Utility prior to startup. The charges associated with interconnection typically include, but are not limited to, application charges, engineering fees, inspection fees, additional infrastructure (e.g., disconnect switches, meters) installation charges, and net-metering connection charges.

T*ermination Liability - A t*ermination liability is a contingent Government obligation to pay a utility supplier the unamortized portion of a connection charge and any other applicable nonrefundable service charge as defined in the contract in the event the Government terminates the contract before the cost of connection has been recovered by the utility supplier. To avoid such charges, contracting personnel need to understand the payment schedule for liable connection charges and ensure the facilities will be in operation and the contract not terminated prior to these charges being completely paid.

LCCA Process and Example

The LCCA process for comparing multiple utility offerings is essential to determining the contract that provides the best value to the Government over the life of the contract. All initial, upfront costs, ongoing operating costs, and termination costs need to be analyzed for each available scenario to determine this overall cost.

This section displays, through an example, the analysis process for a natural gas situation in a deregulated service area and the choice between a single-source contract (i.e., one Utility for distribution and commodity) and separate contracts (i.e., one Utility for distribution and another Utility for commodity). Since the passing of PURPA and EPAct, this situation has become more common due to the increased awareness for competition and market fluctuation.

As detailed in the *Rate Schedule Analysis* section, the first step is to understand the facility operating parameters throughout the duration of the contract. The *Service Specification* listing in the subsequent *Pre-Acquisition of Utility Services* section provides these parameters for all utility types. For this example, the parameters essential to the natural gas analysis is the monthly consumption (therms) projected profile for each year under the contract, as displayed in Table 19. Contracting personnel should collaborate with facility subject matter experts (i.e., facility managers and energy managers) to determine the projected consumption over the duration of the contract. Typical parameters affecting the consumption typically include, but are not limited to, facility area (sq. ft.), implemented energy conservation measures, changes to operating or mission requirements, and occupant changes. For this example, it is estimated that facility natural gas consumption decreases by one (1) percent annually to account for energy conservation measures, and changes in occupancy and mission requirements.

Yr	Natural Gas Consumption Profile (Therms) Annual 1% Decrease Over Life of Contract												
	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
1	20,000	15,000	10,000	8,000	1,000	1,000	1,000	1,000	8,000	10,000	15,000	20,000	110,000
2	19,800	14,850	9,900	7,920	990	990	990	990	7,920	9,900	14,850	19,800	108,900
3	19,602	14,702	9,801	7,841	980	980	980	980	7,841	9,801	14,702	19,602	107,811
4	19,406	14,554	9,703	7,762	970	970	970	970	7,762	9,703	14,554	19,406	106,733
5	19,212	14,409	9,606	7,685	961	961	961	961	7,685	9,606	14,409	19,212	105,666
6	19,020	14,265	9,510	7,608	951	951	951	951	7,608	9,510	14,265	19,020	104,609
7	18,830	14,122	9,415	7,532	941	941	941	941	7,532	9,415	14,122	18,830	103,563
8	18,641	13,981	9,321	7,457	932	932	932	932	7,457	9,321	13,981	18,641	102,527
9	18,455	13,841	9,227	7,382	923	923	923	923	7,382	9,227	13,841	18,455	101,502
10	18,270	13,703	9,135	7,308	914	914	914	914	7,308	9,135	13,703	18,270	100,487

Table 19: Example Facility Operating Parameters

Once the facility operating parameters have been determined, the next step is to gather information for each considered situation. This information typically includes, but is not limited to, copies of the applicable rate schedules and tariffs, applicable upfront costs, and estimated market forecasts for future contract years. As discussed in the *Rate Schedule Analysis* section, the applicable rates and charges for the first year of the contract can be derived by contacting the Utility and requesting a copy of the rate schedule for analysis. Rates for future years in the contract can be determined by analyzing price projections by the Energy Information Administration (EIA) for the facility service area. EIA constantly develops updated energy price projections for the United States, which can be found on their website available at <www.eia.gov>.

This example examines two (2) pricing scenarios for natural gas rate schedules. The first scenario assumes a single source contract for all utility services, distribution and commodity. This scenario assumes, based on EIA price projections, that distribution costs (i.e., "customer charge", "distribution charges", and "miscellaneous fees") will increase by two (2) percent annually, while commodity costs (i.e., "purchased gas charge" and "peak energy charge") will decrease by three (3) percent annually from the first year baseline determined in the utility rate schedule. This scenario also assumes, based on discussions with the Utility, that connection charges will cost $1,000 and application charges will cost $100 in the first year of service. Also from discussions with the Utility, it is assumed that there will be a charge of $500 at the end of the contract to turn-off service and remove Utility-owned infrastructure.

The second scenario examines the use of separate contracts for natural gas distribution and commodity acquisition. Similar to the first scenario, this assumes that distribution costs (i.e., "customer charge", "distribution charges", and "miscellaneous fees") will increase by two (2) percent annually, based on EIA projections. However, this scenario assumes the commodity Utility has offered a fixed price throughout the duration of the contract. This fixed price is common among auctioned commodity-only contracts. In this example, the fixed commodity price ($0.60 / therm) is less than the combined first-year commodity price ($0.675) for the single-source contract. Tables 20 and 21 display the annual calculated rate analysis for the single-source contract and the multiple contract scenarios, respectively.

Charge Description	Rate Units	Annual Rate Increase (%)	Annual Rate									
			1	2	3	4	5	6	7	8	9	10
Customer Charge	$ / Month	2%	$100	$102	$104	$106	$108	$110	$113	$115	$117	$120
Dist. - First 10,000 Th	$ / Th	2%	$0.170	$0.173	$0.177	$0.180	$0.184	$0.188	$0.191	$0.195	$0.199	$0.203
Dist. - Remaining Th	$ / Th	2%	$0.150	$0.153	$0.156	$0.159	$0.162	$0.166	$0.169	$0.172	$0.176	$0.179
Purchased Gas Charge	$ / Th	-3%	$0.650	$0.631	$0.612	$0.593	$0.575	$0.558	$0.541	$0.525	$0.509	$0.494
Peak Energy Charge	$ / Th	-3%	$0.025	$0.024	$0.024	$0.023	$0.022	$0.021	$0.021	$0.020	$0.020	$0.019
Miscellany Fees	$ / Th	2%	$0.100	$0.102	$0.104	$0.106	$0.108	$0.110	$0.113	$0.115	$0.117	$0.120

Table 20: Example Single-Source Contract Annual Rate Analysis

Charge Description	Rate Units	Annual Rate Increase (%)	Annual Rate									
			1	2	3	4	5	6	7	8	9	10
Distribution Utility Company												
Customer Charge	$ / Month	2%	$100	$103	$106	$109	$113	$116	$119	$123	$127	$130
Dist. - First 10,000 Th	$ / Th	2%	$0.170	$0.173	$0.177	$0.180	$0.184	$0.188	$0.191	$0.195	$0.199	$0.203
Dist. - Remaining Th	$ / Th	2%	$0.150	$0.153	$0.156	$0.159	$0.162	$0.166	$0.169	$0.172	$0.176	$0.179
Miscellany Fees	$ / Th	2%	$0.100	$0.102	$0.104	$0.106	$0.108	$0.110	$0.113	$0.115	$0.117	$0.120
Commodity Utility Company												
Purchased Gas Charge	$ / Th	0%	$0.600	$0.600	$0.600	$0.600	$0.600	$0.600	$0.600	$0.600	$0.600	$0.600

Table 21: Example Separate Contract Annual Rate Analysis

As outlined in Tables 22 and 23 and Figure 5, the first scenario has higher costs in the first year due to higher initial commodity rates, as compared to the second scenario. However, the projection for market conditions forecasted decreasing commodity prices over the life of the contract; therefore, the total contract value for the first scenario ($940,179) is actually less than the overall contract value for the second scenario ($950,390). As displayed, even though the first scenario had higher costs at the beginning of the contract, it is actually more advantageous for the government to pursue that scenario due to the lower overall contract value. This example highlights the importance of the life cycle cost analysis in order to avoid the "sticker" shock impression gained from analysis of only first year costs. As a reference, Appendix C displays the annual breakdown for each individual charge in this example.

Charge Description	Contract Year									
	1	2	3	4	5	6	7	8	9	10
Connection Charge	$1,000	$0	$0	$0	$0	$0	$0	$0	$0	$0
Application Charge	$100	$0	$0	$0	$0	$0	$0	$0	$0	$0
Annual Consumption Charges	$104,300	$101,680	$99,179	$96,794	$94,521	$92,354	$90,290	$88,326	$86,456	$84,678
Disconnect Charges	$0	$0	$0	$0	$0	$0	$0	$0	$0	$500
Total Charges	**$105,400**	**$101,680**	**$99,179**	**$96,794**	**$94,521**	**$92,354**	**$90,290**	**$88,326**	**$86,456**	**$85,178**
	$940,179									

Table 22: Example Life Cycle Cost Analysis Results for Single-Source Natural Gas Contract

Charge Description	Contract Year									
	1	2	3	4	5	6	7	8	9	10
Distribution Utility Company										
Connection Charge	$1,000	$0	$0	$0	$0	$0	$0	$0	$0	$0
Application Charge	$100	$0	$0	$0	$0	$0	$0	$0	$0	$0
Annual Consumption Charges	$30,300	$30,617	$30,938	$31,263	$31,591	$31,922	$32,258	$32,597	$32,940	$33,286
Disconnect Charges	$0	$0	$0	$0	$0	$0	$0	$0	$0	$500
Commodity Utility Company										
Annual Consumption Charges	$66,000	$65,340	$64,687	$64,040	$63,399	$62,765	$62,138	$61,516	$60,901	$60,292
Total Charges	**$97,400**	**$95,957**	**$95,625**	**$95,302**	**$94,990**	**$94,688**	**$94,395**	**$94,113**	**$93,841**	**$94,078**
	$950,390									

Table 23: Example Life Cycle Cost Analysis Results for Separate Distribution and Commodity Natural Gas Contracts

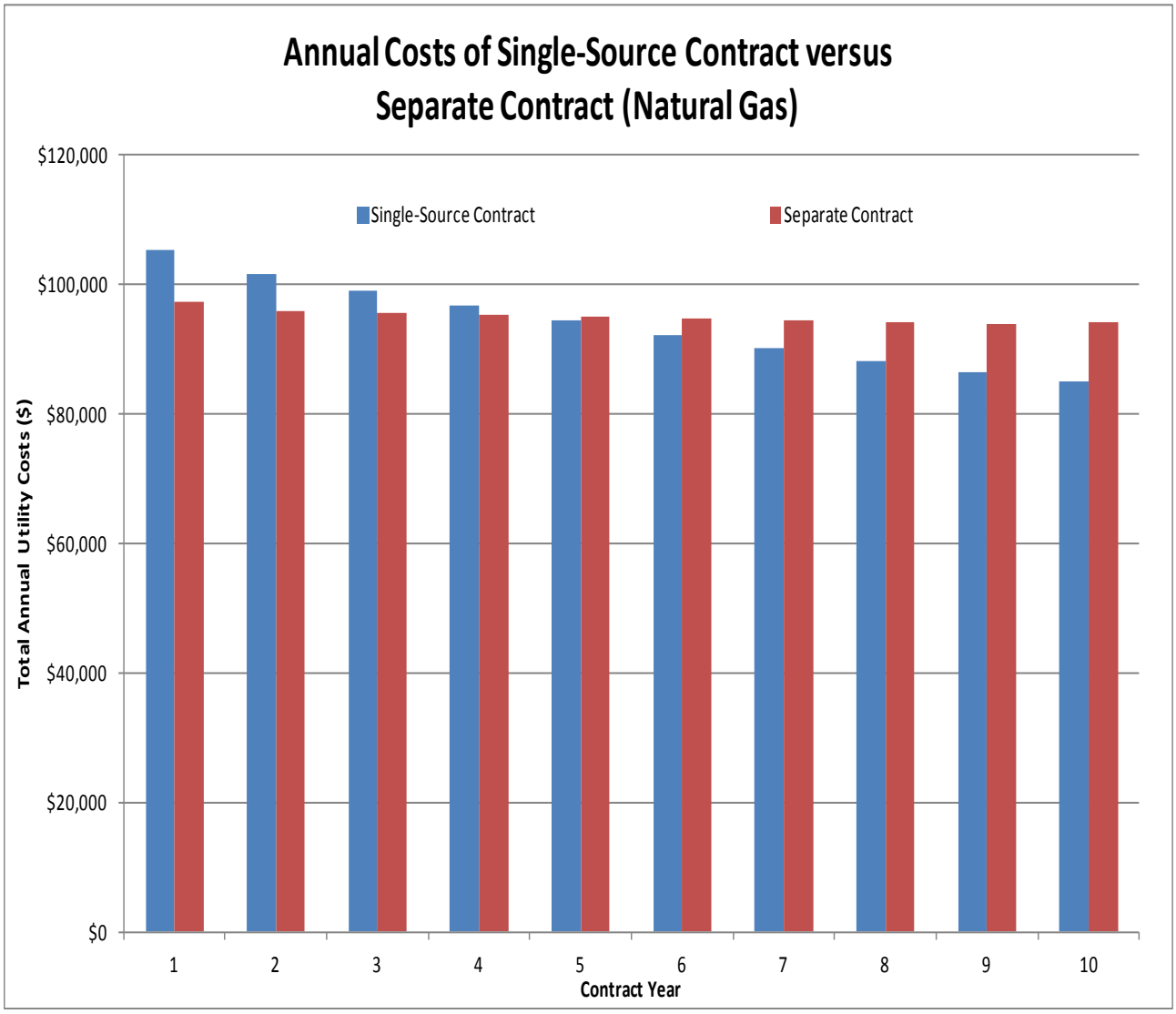
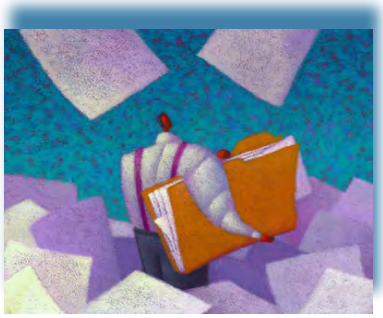


Figure 5: Annual Costs of Single-Source Contract versus Separate Contract for Natural Gas

Pre-Acquisition of Utility Services

Responsibilities of Contracting Personnel

Contracting personnel are responsible for performing all administrative actions necessary for effective public utility service procurement. Before selecting the appropriate contracting vehicle, it is important to define the needs of the facility, review the possible options, and identify the best value.



Define Facility Needs

The first step in procuring utility services is to identify the objectives, barriers, and opportunities related to the selected facility. All aspects of the desired utility service procurement should be discussed with facility personnel (i.e., facility manager, energy manager, etc) to ensure that all questions have been addressed prior to contracting. Factors to address include, but are not limited to, mission support concerns, infrastructure needs, core capabilities, energy cost saving objectives, contract length, occupant needs, and environmental issues. Some important questions to consider include the following:

1. Is the facility leased or rented? If so, will service be included as part of the lease or rental agreement?
2. What type of service is needed for the facility (i.e., electricity, natural gas, etc)?
3. What are the actual facility requirements (see specifications list in Table 24)?
4. How long will the facility be in service? Will facility operation dates affect contract lengths?
5. Are there reliability concerns affecting the facility?
6. Does the Agency / facility desire to procure renewable energy under the utility contract?

An essential aspect of this step is to complete the service specifications form, which is available on the GSA Energy Division website for electricity, natural gas, sewer, water, and steam. These specifications are required to be included as part of the procurement request as they sufficiently outline all applicable aspects of the facility and the service desired from the Utility. The principle characteristics of the specifications are outlined in Table 24, while copies can be found on the GSA Energy Division website.

Sample Utility Service Specifications: Available <http://gsa.gov/energy>

Electricity Service Specifications	Natural Gas Specifications
➢ Location of Service (Address)	➢ Location of Service (Address)
➢ Type of Service (i.e., Overhead, Underground)	➢ Type of Service (i.e., Firm, Interruptible)
➢ Annual Peak Demand (kW)	➢ Annual Peak Demand (CCF/hr)
➢ Annual Consumption (kWh)	➢ Annual Consumption (CCF)
➢ Demand Profile (kW / Month)	➢ Peak Consumption (CCF/day)
➢ Consumption Profile (kWh / Month)	➢ Consumption Profile (CCF/Month)
➢ Average Power Factor	➢ Required Maintained Pressure (kPa)
➢ Delivery Voltage (V) and Allowable Tolerance (%)	➢ Allowable Pressure Tolerance (%)
➢ Number of Phases and Frequency	➢ Average Atmospheric Pressure at Facility (kPa)
➢ Anticipated Load Factor	➢ Minimum Heating Value (Btu/cf)
➢ Government Furnished Equipment (i.e., Transformers)	
➢ Location of Metering (Primary / Secondary Side)	➢ Quantity and Type of Meters
➢ Quantity and Type of Meters	
➢ Acceptable Outage Duration and Frequency	➢ Acceptable Quality Standards (i.e., vapor, water, sulfur, oxygen, etc)
➢ Point of Connection Between Government and Contractor Equipment	➢ Point of Connection Between Government and Contractor Equipment
Water Specifications	**Sewer Specifications**
➢ Location of Service (Address)	➢ Location of Service (Address)
➢ Purpose (potable, irrigation, industrial, etc)	➢ Type of Service (Gravity, Force)
➢ Peak Daily Volume (gal / day)	➢ Type of Metering (Metered, Unmetered)
➢ Annual Volume (gal)	➢ Peak Daily Volume (gal / day)
➢ Minimum Flow (gal/min) and Pressure (psig)	
➢ Fire Protection Flow (gal / min)	➢ Annual Volume (gal)
➢ Fire Protection Pressure (psig)	
➢ Quantity and Type of Meters	➢ Sewage Contaminates (if Required by Contractor)
➢ Extra Filtration / Treatment Requirements (if needed)	
➢ Diameter of Government Owned Pipe (inches)	➢ Diameter of Government Owned Pipe (inches)
➢ Point of Connection Between Government and Contractor Equipment	➢ Point of Connection Between Government and Contractor Equipment
Steam Specifications	
➢ Location of Service (Address)	➢ Minimum Flow (lbs / hour)
➢ Type of Service (Supply, Condensate)	➢ Minimum & Maximum Pressure (psig)
➢ Peak Hourly Demand (lbs)	➢ Quantity and Type of Meters (supply & condensate)
➢ Annual Consumption (Mlbs)	➢ Diameter of Government Owned Pipe (inches)
➢ Consumption Profile (Mlbs / month)	➢ Point of Connection Between Government and Contractor Equipment

Table 24: Utility Service Specifications

Review the Options

Contracting personnel need to review and understand legal, regulatory, and contractual requirements and alternatives. FAR Part 41: A*cquisition of Utility Services* is the main regulation that needs to be followed when entering into all utility services contracts. FAR Part 41 promotes full and open competition, while delegating authority to GSA to manage utility services and represent Federal agencies in such matters. As described in *Chapter 3: Available Contract Methods*, the options for utility services above the simplified acquisition threshold include GSA areawide contracts, separate contracts, and interagency agreements. It is the responsibility of the contracting officer to understand the instances when each of these methods may be used, and the requirements surrounding them. Subsequent chapters will describe the process for using the GSA areawide contract and separate contracts, respectively.

It is the responsibility of the designated contracting officer to understand the circumstances surrounding Simplified Thresehold Contracts, GSA Areawide Contracts, Separate Contracts, and Interagency Agreements, and to determine when each may be appropriately used.

When reviewing the options, contracting personnel need to first identify the possible sources of service and the availability of competition. As outlined in FAR 41.201, this identification should be conducted by market survey and acquisition planning to promote competition and determine the applicable state laws regarding the acquisition of utility services. The following questions should be considered during this phase and discussed with facility subject matter experts to ensure all areas of concern have been addressed and to avoid future confusion.

1. Is the total estimated value of service greater than the simplified acquisition threshold?
2. Who is the governing authority (i.e., utilities commission) for the service area and what laws affect the service procurement?
3. Is competition and deregulation of utilities (i.e., electricity, natural gas) allowed by state laws?
4. What utility companies supply the service area (i.e., public, private, government, cooperatives)?
5. Is there more than one (1) utility company serving the area that can satisfy facility service needs?
6. Has GSA entered into an areawide contract with any utilities in the area?
7. If an areawide contract is available, is it advantageous to the government?
8. Do other Federal agencies in the service area generate and sell utilities?

Identify the Best Value

Once all sources of service have been identified, it is time to review the options and identify the best value for the government. It is important that contracting personnel conduct a thorough analysis of all criteria listed above to ensure compliance with all state laws and Federal regulations regarding competition and the use of the GSA areawide contract. As discussed in the *Selection Considerations* section, the main items to be considered when selecting the appropriate contract method include, but are not limited to:

- Facility Service Needs;
- Competition and Deregulation;
- Available Contract Methods;
- Rate Schedules and Tariffs;
- Demand Response Programs;
- Renewable Energy Requirements; and
- Life Cycle Costs.

Most Federal agency utility service acquisitions are dictated by the availability of a GSA areawide contract and the State laws governing competition and deregulation. Due to its many benefits (i.e., ease of use, flexibility, track record, financing options), the GSA areawide contract is the most readily available contracting method and often the best value choice for the ordering Agency.

FAR Section 41.203: GSA Assistance

"(a) GSA will, upon request, provide technical and acquisition assistance, or will delegate its contracting authority for the furnishing of the services described in this part for any Federal agency, mixed-ownership Government corporation, the District of Columbia, the Senate, the House of Representatives, or the Architect of the Capitol and any activity under the Architect's direction.

(b) Agencies, seeking assistance shall provide upon request by GSA the information listed in 41.301."

Request for GSA Assistance

No matter the contracting method used for utility service acquisition, GSA is available to Federal agencies and contracting personnel for technical and acquisition assistance. The process of defining the facility needs, reviewing the contracting options, and identifying the best value can be a complicated process, especially when it comes to following the requirements of the FAR, and state and utility commission rules and regulations. In accordance with FAR 41.3: *Requests for Assistance*, all requests shall be submitted to GSA not later than 120 days prior to the date new service is required or the existing contract is set to expire. These requests should be submitted to the regional GSA representative for which the facility is located, as provided on the Energy Division webpage, and should contain the following in Table 25, as applicable, so GSA may provide a timely and accurate review and response:

<table>
<tr><th colspan="2">All Utility Services</th></tr>
<tr><td colspan="2">➢ Technical description of the type, quantity, and quality of service required and deliver schedule;</td></tr>
<tr><td colspan="2">➢ A copy of a service proposal or proposed contract;</td></tr>
<tr><td colspan="2">➢ Copies of all current published or unpublished rates of the utility supplier;</td></tr>
<tr><td colspan="2">➢ Identification of any unusual factors affecting the acquisition; and</td></tr>
<tr><td colspan="2">➢ Identification of all available sources and cost-analysis of each source.</td></tr>
<tr><th>New Utility Services</th><th>Existing Utility Services</th></tr>
<tr><td>➢ Date initial service is required;</td><td>➢ Copy of most recent 12-months' service invoices;</td></tr>
<tr><td>➢ Annual consumption and cost estimates for 1st year;</td><td>➢ Monthly consumption and cost tabulation;</td></tr>
<tr><td>➢ Known or estimated time schedule for growth;</td><td rowspan="2">➢ Estimated consumption and cost of next 12 months;</td></tr>
<tr><td>➢ Estimated ultimate maximum demand & consumption;</td></tr>
<tr><td>➢ Schematic drawing showing proposed utility locations;</td><td rowspan="2">➢ Accounting data to cover continued service; and</td></tr>
<tr><td>➢ Appropriation data covering required services; and</td></tr>
<tr><td>➢ Appropriation data coving installed system and equipment.</td><td>➢ Statement of equipment to be owned by Utility and government.</td></tr>
</table>

Table 25: Information Request for GSA Assistance

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Using the GSA Areawide Contract

GSA areawide contracts are master contracts between the Government and the utility service supplier to cover the utility service acquisitions of all Federal agencies in the franchised certified service territory from the particular utility service provider for a period not to exceed 10 years. If pre-acquisition phase activities determine the GSA areawide contract is the best value option for acquiring utility services, the administrative steps listed below need to be completed by the contracting officer to complete the authorization process. The post-award contracting activities are discussed in the *Post-Award Administration* section.

Due to the pre-established nature of areawide contracts, the entire process is short and simple, which typically makes it the best overall value for utility service acquisition. Additional information regarding areawide contract use and administration can be found in the GSA *Utility Areawide Guide*, provided on the Energy Division website.

Step 1: Obtain a Copy of the Areawide Contract

The first step in acquiring utility services with an areawide contract is to obtain a copy of the areawide contract. These are readily available on the GSA Energy Division website. If problems arise using the website or locating the appropriate contract, the Energy Division can be contacted using the information provided in the *Acknowledgements* section of this manual.

Step 2: Obtain and Complete the Authorization Form

The second step is to obtain and complete the ordering authorization form, which can be found in the appendix section of the specified areawide contract. The information needed to complete this form typically includes the facility address, point of delivery, terms of service, estimated energy usage, and estimated annual energy demand, among others. This information can be found in the service specifications, completed as part of the pre-acquisition phase activities (Table 24). The contracting Utility will typically provide assistance with regard to the information required and the necessary terms and conditions.

Step 3: Complete Necessary Standard Forms (SF)

Specific Agency regulations may require the completion of procurement standard forms (SF), such as *SF 33: Solicitation Offer and Award, SF 26: Award/Contract, SF 1447: Solicitation / Contract, or SF 1449: Solicitation / Contract / Order for Commercial Items*. These forms can be found in the online GSA Forms Library website:

GSA Forms Library, Available <http://www.gsa.gov/portal/forms/>

Step 4: Sign the Authorization Form

Once the authorization form and all other standard forms have been completed and all necessary questions discussed with the Utility, the forms must be signed by the ordering Agency and sent to the Utility for signature. It is important to remember that once both parties have signed these forms, the areawide contract has been activated and a formal, binding agreement has been made. The ordering Agency should coordinate all terms and conditions of the contract with the Utility and schedule the start of service and the billing / payment methods.

Once both parties have signed all necessary forms, the areawide contract has been activated and a formal, binding agreement has been made.

Step 5: Send the Signed Authorization Form to GSA

After completion, a copy of the signed authorization form is required to be sent to GSA for record keeping and auditing requirements. This should be submitted within 30 days after execution as outlined in FAR 41.204(e). This completes the authorization process and the post-award responsibilities are discussed in the *Post-Award Administration* section.

Using Separate Contracts

As mentioned in the *Available Contract Methods* section, GSA areawide contracts are not the only contracting method available to federal agencies when procuring utility services. Depending on the situation, agencies may also request and enter into separate contracts, interagency agreements, and when less than the simplified acquisition threshold, may also procure utility services without a formal contract. This section outlines the process for requesting delegated authority and acquiring utility services via a separate contract. As discussed in the *Available Contracts Methods* section, separate contracts should be used in the following situations:

- An areawide contract is not available in the service area;
- An areawide contract is available; however, more than (1) Utility is available in the service area; or
- An areawide contract is available; however, the head of the Agency contracting office deems it not advantageous to the government.

GSA Assistance

As detailed in the *General Overview* section of this report, GSA has been granted authority by the FAR to prescribe policies and methods governing the acquisition and supply of utility services for Federal agencies. Therefore, contracting personnel shall contact GSA to initiate the acquisition process using a separate contract. If requesting GSA assistance with a separate contract, contracting personnel are required to furnish all technical and acquisition data specified in Table 24 in the *Pre-Acquisition of Utility Services* section and other data determined necessary by GSA. This information is derived from FAR 41.301 and shall be sent to GSA no later than 120 days prior to the date services are required. GSA will complete all documentation and execute the contract with the Utility, while the Agency will be responsible for entering into and maintaining all purchase orders under the developed contract. Also, all responsibilities outlined in the *Post-Award Administration* section will also apply to the ordering Agency (i.e., monthly invoice review and annual account review).

Delegation Process

In contrast, if the Senior Procurement Executive for the Agency determines that the following items are applicable, the Agency may request delegated authority from GSA to enter into utility service contracts:

- An established acquisition program;
- Personnel technically qualified to deal with specialized utilities problems; and
- The ability to accomplish its own pre-award contract review.

This formal request shall include certification that the above three (3) requirements are met by the Agency, along with the facility specific information outlined in Table 26. GSA will review all applicable information and will issue a decision letter based on the findings of the investigation. If GSA determines that the Agency is suitable to handle the acquisition, then the contracting officer will need to follow the steps listed in the *Authorization Process* sub-section below. If GSA declines the request, then the requesting Agency will need to coordinate the acquisition and send all necessary information to their regional GSA representative to execute the contract.

Requested Information for Delegated Authority	
➢ Name / Location of Facilities were Utilities will be Used;	➢ Primary POC and Contracting Officer;
➢ Type of Service(s) to be Procured;	➢ Name(s) of the Utility Company;
➢ Estimated Annual Cost of Service;	➢ Verification that a GSA Areawide Contract is not Available;
➢ Duration of Service (yrs);	➢ Certification that the Agency as the Necessary Expertise.

Table 26: Delegated Authority Request for Information

Authorization Process

In accordance with FAR 41.202: *Procedures*, the ordering Agency is required to promote full and open competition, granted that all applicable laws governing regulation allow for such competition. This may be done via acquisition planning techniques (i.e., market surveys). Acquisition planning may be used to determine the availability of competitive sources for the entirety or certain portions of the utility service (i.e., generation only). Following the conclusion of the market surveys and other acquisition planning activities, contracting personnel shall continue the solicitation process for a full and open competitive bid contract. The complete solicitation process is outside the scope of this manual; however, contracting personnel shall ensure all rules and requirements of the FAR and other Agency specific contracting regulations are followed during this process.

Following the solicitation process and the award of the utility contract, contracting personnel need to ensure the contracting file includes all information outlined in FAR 41.205 and Table 27. This information is necessary to ensure all state laws have been followed, competition was promoted to the greatest extent possible, the best value for the government was ultimately obtained, and future auditing activities will be mitigated.

An example separate contract using SF 1449 forms is provided in Appendix B as a reference.

Contract File Documentation	
➢ Number of Available Suppliers;	➢ Total Estimated Contract Value;
➢ Special Equipment Service Reliability, or Facility Requirements and Costs;	➢ Technical or Special Contract Terms Required;
	➢ Unusual Characteristics of Services Required; and
➢ Utility Supplier's Rates, Connection Charges, and Termination Liability;	➢ Utility's Wheeling or Transportation Policy for Utility Service.

Table 27: Required Documentation for the Contract File

FAR 41.202: Procedures

"In accordance with Parts 6 and 7, agencies shall conduct market surveys and perform aqcuisition planning in order to promote and provide for full and open competition provided that the contracting officer determines that the resultant contract would not be inconsistent with applicable state law governing the provision of electricity utility services."

Separate Contracts with Regulated Utilities

If the facility is in a regulated area, there is only one (1) Utility available, and a GSA Areawide contract has not be negotiated with that Utility, then the Ordering Agency should negotiate a separate contract with the Utility following the procedures of FAR Part 15: *Contracting by Negotiation* for a Sole Source supplier. This is completed after the proper pre-acquisition actions referenced in this Guide have been performed.

Small Business Subcontracting Plan

All separate contracts need to follow the requirements of the Small Business Administration (SBA) including, but not limited to, the requirement for a Small Business Subcontracting Plan. All small business language and activities need to follow the requirements outlined in FAR Part 19: *Small Business Programs* as well as the *Small Business Liason Officer's Handbook*, which can be located on the SBA website as follows.

Small Business Liason Officer's Handbook
Available <www.sba.gov>

Utility Refuses to Sign Contract

As discussed in the *Selection Considerations* section, utility companies operate as legal monopolies in many state jurisdictions and will in many instances refuse to sign a contract for utility services. Since the Utility is a legal monopoly and there are no other options available to the facility, Federal agencies need to still procure services from the Utility and document in the contract file that the utility supplier refused to execute the tendered contract. The contracting file should include all items expressed in FAR 41.202: *Procedures,* as outlined in Table 28.

Contract File Documentation	
➢ Signed Letter Refusing Signed Contract;	➢ Historical Record of any Applicable Connection Charges;
➢ Utility Reasons for Refusing to Sign Contract;	➢ Copy of the Applicable Rate Schedule; and
	➢ Services to be Furnished and the Estimated Annual Cost.

Table 28: Required Documentation when Utility Refuses to Sign a Contract

If the utility does not provide a signed refusal letter, then contracting personnel need to outline this inaction in the contract file and document all correspondence (i.e., emails, phone calls) between the Agency and Utility requesting this letter. When services are procured without a signed contract, contracting personnel need to ensure the acquisition adheres to all agency contracting requirements for commercial items and all applicable forms, such as purchase orders and SFs are completed. In addition, all applicable provisions of 31 U.S.C 1501: *Documentary Evidence Requirement for Government Obligations* need to be met and documented in the contract file.

Post-Award Administration

The acquisition of utility services process does not end with the award of the contract; Instead, contracting personnel are responsible to provide the Utility with all applicable documentation, ensure monthly invoices are accurate prior to payment, and review each account on an annual basis to determine if the contractual terms and cost are still advantageous to the government. FAR Section 41.401 outlines this requirement of contracting personnel. No matter the contracting means (i.e., areawide contracts, separate contracts, etc), contracting personnel are responsible for these post-award activities.

FAR Section 41.401: Monthly and Annual Review

"Agencies shall review utility service invoices on a monthly basis and all utility accounts with annual values exceeding the simplified acquisition threshold on an annual basis."

Post-Award Documentation

After award of the contract, contracting personnel are responsible for ensuring that the necessary funds have been obligated to the utility contract and all necessary documentation has been completed. Depending on the Agency, this typically includes the development and issuance of purchase orders and budget requests. This responsibility is not dependent on whether GSA or the Agency executed the contract, as agencies are responsible for their own allocation activities and documentation. The following documentation and forms may be requested by the Utility to ensure invoices are issued in a timely manner and all appropriate charges are included on the invoices. Agencies shall contact the Utility to determine specifically what is needed and/or required.

- Copies of purchase orders and/or funding documents;
- Point of Contact (POC) information for the person responsible for approving and paying the invoices;
- Information on how invoices will be issued;
- Information on how invoices will be paid;
- Credentials to setup login information for invoice retrieval on the Utility's website; and
- State and local sales tax exempt forms.

Monthly Invoice Review

The purpose of the monthly review is to ensure accuracy of utility service invoices and to provide the associated reasoning for paying the invoice. To determine if the Utility has accurately measured the correct usage and billed the correct charges, it is imperative that contracting and accounting personnel responsible for payment collaborate with facility operations

experts (e.g., facility managers and energy managers) to review and verify the information in the invoices. The following bullet points outline the typical information that needs to be checked prior to approving a utility invoice for payment:

- Billing Dates
  - How many days and months are included in the current service period? Is this expected?
  - Does the "Service From" date align with the "Service To" date on the previous invoice?
  - Was the invoice received in a timely manner as compared to the bill date on the invoice?
  - Does the due date on the invoice provide a reasonable time period to pay the invoice?
- Metered Usage and Demand
  - Does the meter information (i.e., name and number) match the actual meters at the facility?
  - Are the meter conversion factors and/or multipliers accurate?
  - Is the meter reading an actual or estimated reading?
  - How does the metered usage / demand compare with previous year's same month invoice?
  - How does the metered usage / demand compare with the current year-to-date trend?
  - How does the metered usage / demand compare with the facility's internal sub-meters?
- Billed Charges
  - Is the contractually agreed upon rate schedule being used correctly to bill the charges?
  - Are all contractually agreed upon rate schedule charges included in the invoice?
  - Are there any inappropriate charges included that are not part of the rate schedule?
  - Are any exempted state / local taxes included in the invoice?
  - Are all applicable charges being calculated correctly (e.g., consumption x rate = charges)?

- Is the total billed amount consistent with prior estimates and budgets?

➢ Miscellaneous Charges and Fees

- Are late fees being charged even though the previous invoice was paid on-time?
- Are there any unexpected charges included in the invoice?
- If applicable, does the invoice contain expected credits to be applied to the account?

5 CFR 1315.1(b) - Application

"All utility payment, including payment for telephone service, are subject to the Act except those under paragraph (b)(2) of this section. Where state, local, or foreign authorities impose generally-applicable late payment rates for utility payments, those rates shall take precedence. In the absence of such rates, this part will apply."

Prompt Invoice Payment

Prior to payment of utility invoices, it is the responsibility of contracting and facility personnel to ensure that the items listed above, along with any other applicable items, are addressed and the invoice is confirmed to be accurate. All erroneous and incorrect items should be brought to the attention and disputed with the Utility, and all payments , related to the dispute, should be withheld until the matter is resolved and a new invoice is issued, if applicable.

Once the invoice has been determined to be accurate, it is the responsibility of the Agency to pay the invoice in a timely manner, as outlined by the "Due Date" on the invoice or as agreed upon in writing with the Utility. Public law 5 CFR Part 1315 - *Prompt Payment* requires all Federal Agencies to pay utility service invoices within the agreed upon time period and to pay interest penalties when late:

Public Law 5 CFR part 1315 - Prompt Payment:
Available <http://www.fms.treas.gov/prompt/regulations.html>

Annual Account Review

Agencies are required to perform a review of all utility accounts annually to determine if the government is still receiving the best value for utility services. Contracting personnel should use the Standard Format for Annual Utility Service Review, which was developed by GSA and is located on the GSA Energy Division website. This form outlines the review process and addresses the key actions regarding utility service account reviews. Per FAR 41.402: *Rate Changes and Regulatory Intervention*, when a change is proposed to rates or terms of the contract, contracting personnel need to promptly determine whether the proposed change is reasonable, justified, and not discriminatory. Agency contracting personnel are encouraged to contact GSA for intervention with unjustified changes and other account issues.

FAR41.401: Monthly and Annual Review

"The purpose of the annual review is to ensure that the utility supplier is furnishing the services to each facility under the utility's most economical, applicable rate and to examine competitive markets for more advantageous service offerings. The annual review shall be based upon the facility's usage conditions and characteristics of service at each individual delivery point for the most recent 12 months. If a more advantageous rate is appropriate, the Federal agency shall request the supplier to make such rate change immediately."

The following key actions are strongly recommended during the annual review process:

- Analyzing Rate Schedules Under the Current Supplier

    1. Determine the date on which the previous analysis was conducted of the supplier's rate schedules;

    2. Determine if changes have been made to the rate schedules since the previous review that would be applicable to the delivery facility. If not, then no more action is required;

    3. If so, obtain a copy of the applicable rate schedule, including all applicable riders and charges;

    4. Obtain data regarding the previous 12-months' usage at the facility and adjust these determinants, as necessary, to reflect the billing determinants expected during the next 12-months under the current rate schedule and the proposed new rate schedule;

    5. Using the billing determinants described in (4), calculate the net annual cost of service under each rate schedule for which the delivery point can qualify. If a lower cost is determined for the new rate schedule, the ordering Agency should approach the Utility about switching rate schedules.

- Analyzing Potential New Sources of Service

    1. Discuss with the local governing body the availability of additional suppliers authorized in the service area to provide the required utilities;

    2. Contact the identified suppliers to determine if they're interested in providing service;

    3. Determine whether the potential for more advantageous service from the additional suppliers is sufficient to justify termination of the existing arrangement (i.e., savings from competition versus government administrative cost and termination cost);

    4. If likely net savings are sufficient justification, then the service should be competed.

Appendix A: GSA Areawide Contracts List

Available <GSA Energy Division Library>

Energy & Water Conservation
Overview
Areawide Public Utility Contracts
Download Contracts/ Modifications
For Federal Agency Customers
For Vendors
Small Business Subcontracting Plan Announcements
View Contact Details
Emergency Electricity Reduction Measures
Energy Division Library
Green Power
News & Updates

Download Contracts/ Modifications

Utility Company	Contract No.	Mod.	Utility Service(s)	Contract Coverage	Expira Date
AGL Resources, Inc.	GS-00P-15-BSD-1161		G, DSM	FL, GA, IL, MD, NJ, TN, VA	07/11/
Alabama Gas	GS-00P-08-BSD-0586		G GT DSM	Franchised service areas in Alabama	09/21/
Alameda Municipal Power	GS-00P-13-BSD-0995		E DSM	Franchised Service Areas in Alameda, CA	08/05/
Aliant Energy (Wisconsin Power & Light Co.)	GS-00P-06-BSD-0448		E ET G GT W DSM	Southwestern Wisconsin area	03/02/
Ameren Services Company	GS-00P-08-BSD-0570		E G DSM	Missouri & Illinois	08/18/
American Electric Power Service Corp.	GS-00P-12-BSD-0845		E DSM	VA, WV, IN, MI, KY, TN, OH, LA, AR, TX	02/23/
Arizona Public Service Co.	GS-00P-14-BSD-1052		E DSM	Franchised Service Areas in Central Arizona	12/12/
Atlantic City Electric Company	GS-00P-08-BSD-0625		E ET DSM	Franchised Area in New Jersey	09/22/
Atmos Energy Corporation	GS-00P-08-BSD-0544		G DSM	CO, GA, IL, IA, KS, KY, LA, MS, MI, TN, TX, VA	09/09/
Baltimore Gas and Electric Co.	GS-00P-13-BSD-1004		E G DSM	Baltimore/Central MD	08/12/
Black Hills Utility Holdings, Inc.	GS-00P-09-BSD-0626		E G DSM	Franchised Area in CO, IA, KS, NE	03/02/
Canoochee EMC	GS-00P-11-BSD-0834		E DSM	Franchised Area in the State of Georgia	07/14/
Cascade Natural Gas Corporation	GS-00P-15-BSD-1139		G DSM	Washington & Oregon	06/12/
CenterPoint Energy Resources	GS-00P-13-BSD-0947		G DSM	AR, , LA, MS, OK & TX	05/22/
CenterPoint Energy – Midwest	GS-00P-07-BSD-0509		G DSM	Minnesota	07/01/
Central Maine Power Company	GS-00P-06-BSD-0466		E DSM	Southern and Central Maine	07/18/
Cheyenne Light, Fuel & Power Company	GS-00P-06-BSD-0480		E G GT DSM	Franchised Area in Wyoming	10/26/
Choctawhatchee Electric Cooperative, Inc.	GS-00P-11-BSD-0833		E DSM	Franchised Area in the State of Florida	06/23/
City of Oakdale, Louisiana	GS-00P-07-BSD-0482		W S	Oakdale Louisiana area	12/05/
CLECO Power LLC	GS-00P-14-BSD-1053		E, DSM	Louisiana	12/18/
Cleveland Electric Illuminating Company	GS-00P-09-BSD-0693		E DSM	Ohio	09/10/
Colorado Springs Utilities	GS-00P-06-BSD-0399		E G W S DSM	Colorado Springs CO area	05/29/
Commonwealth Edison Company	GS-00P-05-BSD-0361		E DSM	Chicago & Northern Illinois	01/15/
Consolidated Edison Co. of New York, Inc.	GS-00P-14-BSD-1058		E G STM DSM	New York City area	03/23/
Continental Divide Electric Cooperative, Inc.	GS-00P-13-BSD-0959		E	Franchised Areas Mexico & Arizona	07/19/
CPS Energy	GS-00P-08-BSD-0552		E G DSM	Incorporated City of San Antonio	09/28/
Dayton Power and Light Company	GS-00P-06-BSD-0467		E G GT STM DSM	Dayton Ohio area	08/07/
Delmarva Power & Light	GS-00P-08-BSD-0616		E ET G GT DSM	Delaware and Maryland	09/22/
Detroit Edison	GS-00P-06-BSD-0445		E	Michigan	01/09/
Dominion Hope	GS-00P-08-BSD-0567		G DSM	Franchised Service Areas of N Central West VA	01/14/
Duke Energy Indiana, Inc.	GS-00P-07-BSD-0520		E DSM	No new authorizations will be executed under this contract -use Duke Energy for new service(s)	04/26/
Duke Energy Kentucky, Inc.	GS-00P-07-BSD-0521		E G DSM	No new authorizations will be executed under this contract -use Duke Energy for new service(s)	04/26/
Duke Energy Ohio, Inc.	GS-00P-07-BSD-0522		E G DSM	No new authorizations will be executed under this contract -use Duke Energy for new service(s)	04/26/
Duke Energy Carolinas LLC	GS-00P-14-BSD-1055		E G DSM	North Carolina, South Carolina,Indiana, Kentucky, Ohio and Florida	06/15/
East Ohio Gas Company	GS-00P-08-BSD-0569		G GT DSM	Ohio	09/21/
El Paso Electric	GS-00P-09-BSD-0677		E DSM	El Paso TX & Southern NM areas	08/25/
Entergy Corporation	GS-00P-07-BSD-0499		E G GT DSM	AR, LA, MS, TX	10/31/
Florida Power & Light Company	GS-00P-15-BSD-1124		E DSM	Franchised Service Areas in Florida	12/02/

Golden Valley Electric Assoc., Inc.	GS-00P-06-BSD-0372	E DSM	Fairbanks Alaska area	03/31/
Hawaiian Electric Company, Inc.	GS-00P-13-BSD-0941	E DSM	Franchised Service Areas of the Island of Oahu, Island of Hawaii, Island of Maui, Island of Molokai, and the Island of Lanai (Note to COs - In negotiating any authorization under this areawide contract, regarding Article 4.6, COs should also review Article 14.1 and include any of the clauses in 14.1 that you believe to be relevant to the work being done pursuant to the Authorization)	01/02/
Idaho Power Company	GS-00P-09-BSD-0651	E DSM	Southern Idaho, Eastern OR & Northern NV	10/12/
Intermountain Gas Company	GS-00P-06-BSD-0381	G DSM	Southern Idaho	02/28/
Jemez Mountains Electric Cooperative, Inc.	GS-00P-14-BSD-1101	E	Hernadez, New Mexico area	08/25/
Jersey Central Power & Light Company	GS-00P-06-BSD-0479	E	Central New Jersey	09/21/
Kansas City Power & Light Co.	GS-00P-07-BSD-0526	E DSM	Kansas & Missouri	08/02/
Kentucky Utilities Company	GS-00P-11-BSD-0821	E DSM	Kentucky	05/17/
Louisville Gas & Electric Company	GS-00P-11-BSD-0820	E G GT DSM	Kentucky	05/17/
Maine Natural Gas Corp.	GS-00P-10-BSD-0717	G DSM	Franchised Service Area in Maine	03/08/
Metropolitan Edison Company	GS-00P-09-BSD-0705	E DSM	Ohio	09/10/
Michigan Consolidated Gas Company	GS-00P-06-BSD-0446	G	Various Michigan Communities	12/20/
Monongahela Power, DBA Allegheny Power	GS-00P-07-BSD-0527	E DSM	Northern West Virginia & East Ohio	07/14/
Montana -Dakota Utilities Co.	GS-00P-06-BSD-0371	E G DSM	Service Areas of Montana, N & S Dakota and WY	02/16/
National Grid USA Service Company, Inc.	GS-00P-12-BSD-0879	E ET G GT DSM	Franchised service areas of Southwest NY, Northwest NY, Long Island, NY…	02/05/
Navajo Tribal Utility Authority	GS-00P-14-BSD-1060	E G W S DSM	Navajo Tribal areas of Arizona & New Mexico	10/19/
New Mexico Gas Company, Inc.	GS-00P-15-BSD-1140	G GT DSM	Franchised service areas of New Mexico	03/18/
Northern States Power Co. DBA Xcel Energy Minneapolis, MN	GS-00P-13-BSD-0996	E G GT	Minnesota, Southern South Dakota and Eastern North Dakota	01/13/
Northern States Power Co. Wisconsin	GS-00P-12-BSD-0882	E G GT	Northwest Wisconsin	06/26/
Northern Virginia Electric Cooperative	GS-00P-13-BSD-1003	E DSM	Northwestern section of the Commonwealth of Virginia	09/08/
Northwest Natural Gas Company	GS-00P-05-BSD-0365	G	Washington & Oregon	10/22/
NStar Electric Company	GS-00P-11-BSD-0829	E ET DSM	Franchised Service area in Massachusetts	07/18/
NStar Gas Company	GS-00P-12-BSD-0847	G DSM	Franchised Service area in Massachusetts	10/13/
OGE Energy Corp.	GS-00P-07-BSD-0525	E DSM	Oklahoma & Arkansas	08/03/
Ohio Edison Company	GS-00P-09-BSD-0701	E DSM	Ohio	09/10/
Okaloosa County Gas District	GS-00P-15-BSD-1116	G DSM	Franchised Service area in Okaloosa, Walton, Santa Rosa and Escambia Counties, Florida	01/27/
Omaha Public Power District	GS-00P-09-BSD-0643	E DSM	Nebraska	11/03/
One Gas, Inc. dba Kansas Gas Service, Oklahoma Natural Gas and Texas Gas Service	GS-00P-15-BSD-1138	G DSM	Franchised Service Areas in Kansas, Oklahoma and Texas	03/30/
Pacific Gas & Electric Co.	GS-00P-14-BSD-1137	E G DSM	Franchised Service Area in California	12/09/
Peoples Energy (North Shore Gas)	GS-00P-07-BSD-0500	G DSM	Franchised area in Northern Illinois	10/30/
PECO Energy	GS-00P-06-BSD-0447	E G DSM	Philadelphia, Pennsylvania Metropolitan Area	06/29/
Philadelphia Gas Works, Inc.	GS-00P-08-BSD-0546	G DSM	City of Philadelphia, Pennsylvania	06/15/
Pennsylvania Electric Company	GS-00P-09-BSD-0703	E DSM	Northern and Central Pennsylvania	09/10/
Pennsylvania Power Company	GS-00P-09-BSD-0704	E DSM	Western Pennsylvania	09/10/
Peoples Gas System (Florida)	GS-00P-08-BSD-0653	G DSM	Various Florida Communities	02/17/
Potomac Electric Power Co.	GS-00P-10-BSD-0725	E DSM	Washington DC & Maryland suburbs	04/06/
Potomac Edison, Dba Allegheny Power	GS-00P-08-BSD-0539	E DSM	Central Maryland, Virginia and West Virginia	04/27/
PPL Electric Utilities Corporation	GS-00P-08-BSD-0565	E ET DSM	Central & Eastern Pennsylvania	02/28/
Public Service Company of Colorado	GS-00P-06-BSD-0385	E G GT STM DSM	Colorado	01/21/
Public Service Company of New Mexico	GS-00P-05-BSD-0355	E G DSM	Franchised areas of Central NM, city of Albuquerque	08/16/
San Diego Gas & Electric	GS-00P-10-BSD-0801	E G DSM	Franchised Territories of	11/08/

				California	
South Carolina Electric & Gas Co.	GS-00P-06-BSD-0379		E ET G GT STM DSM	Southern South Carolina	04/19/
Southern California Edison	GS-00P-09-BSD-0666		E ET DSM	Franchised Service Area in CA	11/26/
Southern California Gas Co.	GS-00P-14-BSD-1054		G GT DSM	Los Angeles & Southern CA	02/29/
Southern Co. Services – Alabama Power Co.	GS-00P-15-BSD-1133		E DSM	Franchised Area in Alabama	12/15/
Southern Co. Services – Georgia Power Co.	GS-00P-15-BSD-1134		E DSM	Franchised Area in Georgia	12/15/
Southern Co. Services – Gulf Power Co.	GS-00P-15-BSD-1135		E DSM	Franchised Area in Florida	12/15/
Southern Co. Services – Mississippi Power Co.	GS-00P-15-BSD-1136		E DSM	Franchised Area in Mississippi	12/15/
Southwestern Public Service Company	GS-00P-06-BSD-0481		E DSM	Franchised Areas of Texas	03/05/
Southwest Gas Corporation	GS-00P-13-BSD-1002	1	G DSM	Franchised Areas in Arizona, Nevada and CA	12/02/
Tampa Electric Company (TECO Energy)	GS-00P-09-BSD-0652		E DSM	Tampa, Florida Vicinity	02/17/
The Peoples Gas Light & Company	GS-00P-06-BSD-0476		G DSM	Chicago, Illinois area	10/30/
Toledo Edison Company	GS-00P-09-BSD-0702		E DSM	Ohio	09/10/
Tucson Electric Power Co.	GS-00P-13-BSD-0965		E DSM	Franchised Areas in Tucson Arizona	06/03/
Vectren Utility Holdings, Inc.	GS-00P-14-BSD-1078		G GT DSM	Franchised Areas in Ohio and Indiana (Please contact the GSA Energy Division for required Attachments to Exhibits, as referenced in Article 19.7)	10/09/
Veolio Energy Baltimore Corporation	GS-00P-08-BSD-0585		STM	Baltimore, Maryland	10/28/
Virginia Electric and Power Company	GS-00P-08-BSD-0560		E DSM	Franchised Areas of Virginia and North Carolina	08/21/
Washington Gas Light Co.	GS-00P-06-BSD-0393		G GT DSM	Washington DC, Maryland & Virginia	03/19/
West Penn Power, Dba Allegheny Power	GS-00P-08-BSD-0540		E DSM	Western Pennsylvania	04/27/

Services

E- Electricity

G- Natural Gas

W- Water

S- Sewage

ET- Electric Transmission

GT- Gas Transportation

STM- Steam

SLWS- Solid Waste

EM- Electrical Maintenance

DSM- Demandside/ Energy Management

WRM- Water Resource Management

Last Reviewed 2015-07-15

Appendix B: Separate Contract Case Study

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS
OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30

1. REQUISITION NUMBER	PAGE 1 OF 3
7PQ-12-0013	

2. CONTRACT NO.	3. AWARD/EFFECTIVE DATE	4. ORDER NUMBER	5. SOLICITATION NUMBER	6. SOLICITATION ISSUE DATE
GS-07P-12-JU-C-0018	APR 01, 2012			

7. FOR SOLICITATION INFORMATION CALL:	a. NAME	b. TELEPHONE NUMBER *(No collect calls)*	8. OFFER DUE DATE/ LOCAL TIME
	Natalie D. Holmes natalie.holmes@gsa.gov	817-978-0351	

9. ISSUED BY CODE 7PQB

GSA PBS 7PQB
ACQUISITION MANAGEMENT DIV - SERVICES BRANCH
819 TAYLOR ST 12B01
FORT WORTH TX 76102

10. THIS ACQUISITON IS

☐ UNRESTRICTED OR ☐ SET ASIDE: % FOR:
☐ SMALL BUSINESS ☐ EMERGING SMALL BUSINESS
☐ HUBZONE SMALL BUSINESS
NAICS:
SIZE STANDARD:
☐ SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS ☐ 8(A)

11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED	12. DISCOUNT TERMS	13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)	13b. RATING / 14. METHOD OF SOLICITATION
☐ SEE SCHEDULE	0 Days 0% Net 30	☐	☐ RFQ ☐ IFB ☐ RFP

15. DELIVER TO CODE
See Schedule

16. ADMINISTERED BY CODE 7PQB

GSA PBS 7PQB
ACQUISITION MANAGEMENT DIV - SERVICES BRANCH
819 TAYLOR ST 12B01
FORT WORTH TX 76102

17a CONTRACTOR/ OFFEROR. CODE 00003537 FACILITY CODE

MAGIC VALLEY ELECTRIC COOPERATIVE, INC.
P.O. BOX 267
MERCEDES TX 785700267

CAGE: 310W8
TIN: 740758801 DUNS: 008951501
TELEPHONE NO. 956-574-7150

18a. PAYMENT WILL BE MADE BY CODE BCFA7

GSA, PBS
Accounts Payable - Utilites, W,3 and 7
PO Box 17128
Fort Worth TX 76102

☐ 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER

18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED ☐ SEE ADDENDUM

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
Please	see continuation page for line item details. *(Use Reverse and/or Attach Additional Sheets as Necessary)*				

25. ACCOUNTING AND APPROPRIATION DATA
See Schedule

26. TOTAL AWARD AMOUNT *(For Govt. Use Only)*
$86,373.00

☐ 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA ☐ ARE ☐ ARE NOT ATTACHED

☐ 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA ☐ ARE ☒ ARE NOT ATTACHED

☒ 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 3 COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED

☐ 29. AWARD OF CONTRACT: REF. _____ OFFER DATED _____ . YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:

30a. SIGNATURE OF OFFEROR/CONTRACTOR

31a. UNITED STATES OF AMERICA *(SIGNATURE OF CONTRACTING OFFICER)*

30b. NAME AND TITLE OF SIGNER *(Type or print)*	30c. DATE SIGNED	31b. NAME OF CONTRACTING OFFICER *(Type or print)*	31c. DATE SIGNED
John S Cizler Division Mgr	11/30/11	Natalie D. Holmes 817-978-0351 natalie.holmes@gsa.gov	3/26/2012

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION IS NOT USABLE

STANDARD FORM 1449 (REV. 3/2005)
Prescribed by GSA - FAR (48 CFR) 53.212

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT

32a. QUANTITY IN COLUMN 21 HAS BEEN

☐ RECEIVED ☐ INSPECTED ☐ ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _____

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE		32f. TELPHONE NUMBER OF AUTHORZED GOVERNMENT REPRESENTATIVE 32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE

33. SHIP NUMBER ☐ PARTIAL ☐ FINAL	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT ☐ COMPLETE ☐ PARTIAL ☐ FINAL	37. CHECK NUMBER
38. S/R ACCOUNT NO.	39. S/R VOUCHER NUMBER	40. PAID BY		

41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT	42a. RECEIVED BY *(Print)*	
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	41c. DATE	42b. RECEIVED AT *(Location)*
		42c. DATE REC'D *(YY/MM/DD)* / 42d. TOTAL CONTAINERS

SCHEDULE Continued

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE $	AMOUNT $
	Provide Electric services for USBS Customs Cargo X-Ray, 11000 S. Cage St., Pharr, TX.				
0001	The Magic Valley Electric Co-Op Utilities Account No. is 116113005. This is a GSA owned building No. TX0362PH. The estimated yearly amount for this contract is $8,637.00, with a total estimated amount for the ten year period of $86,373.00. The new ACT No. is: 1B2G00183 And it replaces P04488000 which is being closed out 03/31/2012 by modification. Period of Performance is 04/01/2012 to 03/31/2022. Profiles are as follows: October - $578.00 November - $659.00 December - $802.00 January - $929.00 February - $659.00 March - $699.00 April - $715.00 May - $713.00 June - $744.00 July - $700.00 August - $842.00 September - $599.00 The above costs are for GSA Budgetary and Accrual Obligation Purposes only. FAR Clause 52.249-2 (Termination for Convenience of the Government) is hereby incorporated by reference. GSAR 552.241-70 Availability of Funds for the Next Fiscal Year or Quarter. In accordance with the above clause if funds should not be made available for basic operating expenses in accordance with a continuing resolution or the next fiscal year budget, you will be notified by the contracting officer in writing. Incorporate into and make a part of the subject contract, the attached Clauses. Accounting and Appropriation Data: 1B2G00183.2012.192X.07.PG61.P07250B1.F24.PGA33. TX0362PH. . $86,373.00 DELIVERY DATE: 03/31/2022 SHIP TO: 11000 S CAGE ST PHARR TX 78577-0000 FOB : Destination	1.00	LS	86,373.00	86,373.00

ATTACHMENT 1 - SUPPLEMENTAL CLAUSES.

1. Solicitation Provisions Incorporated by Reference (FAR 52.252-1) (FEB 1998). This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Clauses Incorporated by Reference (FAR 52.252-2) (FEB 1998).
This contract incorporates the following clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available.

2

No.	FAR REF	Federal Acquisition Regulation Clause
(1)	52.202-1	Definitions (JUL 2004)
(2)	52.203-3	Gratuities (APR 1984)
(3)	52.203-5	Covenant Against Contingent Fees (APR 1984)
(4)	52.203-6	Restrictions on Subcontractor Sales to the Government (SEP 2006)
(5)	52.203-7	Anti-Kickback Procedures (JUL 1995)
(6)	52.203-8	Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity (JAN 1997)
(7)	52.204-4	Printing/Copying Double-Sided on Recycled Paper (AUG 2000)
(8)	52.204-7	Central Contractor Registration (APR 2008)
(9)	52.204-10	Reporting Executive Compensation and First-Tier Subcontract Awards (JUL 2010) (Note: Required in solicitations over $25,000)
(10)	52.209-6	Protecting the Government's Interest When Subcontracting With Contractors Debarred, Suspended, or Proposed for Debarment (SEP 2006)
(11)	52.215-19	Notification of Ownership Changes (OCT 1997)
(12)	52.216-24	Limitation of Government Liability (APR 1984)
(13)	52.216-25	Contract Definitization (OCT 2010)
(14)	52.219-8	Utilization of Small Business Concerns (MAY 2004)
(15)	52.219-9	Small Business Subcontracting Plan (APR 2008)
(16)	52.219-16	Liquidated Damages-Subcontracting Plan (JAN 1999)
(17)	52.222-26	Equal Opportunity (MAR 2007)
(18)	52.222-40	Notification of Employee Rights under the National Labor Relations Act (JUN 2010 Deviation) Note: Not required in acquisitions under the simplified threshold, or contracts for work performed exclusively outside the United States or contracts covered by an exemption granted by the Secretary)
(19)	52.223-13	Certification of Toxic Chemical Release Reporting (AUG 2003)
(20)	52.223-14	Toxic Chemical Release Reporting (AUG 2003)
(21)	52.223-18	Contractor Policy to Ban Text Messaging While Driving (AUG 2011)
(22)	52.225-13	Restrictions on Certain Foreign Purchases (JUN 2008)
(23)	52.225-25	Prohibition on Engaging in Sanctioned Activities Relating to Iran – Certification (SEP 2010)
(24)	52.229-1	State and Local Taxes (APR 1984)
(25)	52.232-17	Interest (OCT 2008)
(26)	52.232-23	Assignment of Claims (JAN 1986)
(27)	52.232-25	Prompt Payment (OCT 2008)
(28)	52.232-33	Payment by Electronic Funds Transfer-Central Contractor Registration

		(OCT 2003)
(29)	52.232-34	Payment by Electronic Funds Transfer – Other than Central Contractor Registration (MAY 1999)
(30)	52.233-1	Disputes (JUL 2002) (Alternate I)(DEC 1991)
(31)	52.233-3	Protest after Award (AUG 1996)
(32)	52.233-4	Applicable Law for Breach of Contract Claim (OCT 2004)
(33)	52.236-9	Protection of Existing Vegetation, Structures, Equipment, Utilities, and Improvements (APR 1984)
(34)	52.237-2	Protection of Government Buildings, Equipment, and Vegetation (APR 1984)
(35)	52.241-2	Order of Precedence – Utilities (FEB 1995)
(36)	52.241-4	Change in Class of Service (FEB 1995)
(37)	52.241-5	Contractor's Facilities (FEB 1995)
(38)	52.241-11	Multiple Service Locations (FEB 1995)
(39)	52.242-13	Bankruptcy (JUL 1995)
(40)	52.243-1	Changes-Fixed Price (AUG 1987) (Alt.I) (APR 1984)
(41)	52.244-5	Competition in Subcontracting (Dec 1996)
(42)	52.244-6	Subcontracts for Commercial Items (DEC 2010)
(43)	52.249-1	Termination for Convenience of the Government (Services) (Fixed Price) (Short Form)(APR 1984)
(44)	52.249-2	Termination for Convenience of the Government (Services) (Fixed Price) (May 2004) Alternate I (SEP 1996) Alternate II (SEP 1996) Alternate III (SEP 1996)
(45)	52.253-1	Computer Generated Forms (JAN 1991)

FAR/GSAR CLAUSES IN FULL TEXT:

FAR 52.233-2 Service of Protest. (SEPT 2006)

(a) Protests, as defined in section 31.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the Government Accountability Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from Natalie D. Holmes, Contracting Officer, General Services Administration, 819 Taylor Street, Room 12B1, Fort Worth, TX 76102.

(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

FAR 52.241-3 Scope and Duration of Contract. (FEB 1995)

(a) For the period 04/01/2012 to 03/31/2022, the Contractor agrees to furnish and the Government agrees to purchase Electric utility service in accordance with the applicable tariff(s), rules, and regulations as approved by the applicable governing regulatory body and as set forth in the contract.

(b) It is expressly understood that neither the Contractor nor the Government is under any obligation to continue any service under the terms and conditions of this contract beyond the expiration date.

(c) The Contractor shall provide the Government with one complete set of rates, terms, and conditions of service which are in effect as of the date of this contract and any subsequently approved rates.

(d) The Contractor shall be paid at the applicable rate(s) under the tariff and the Government shall be liable for the minimum monthly charge, if any, specified in this contract commencing with the period in which service is initially furnished and continuing for the term of this contract. Any minimum monthly charge specified in this contract

shall be equitably prorated for the periods in which commencement and termination of this contract become effective.

FAR 52.241-6 Service Provisions. (FEB 1995)

(a) Measurement of service.

(1) All service furnished by the Contractor shall be measured by suitable metering equipment of standard manufacture, to be furnished, installed, maintained, repaired, calibrated, and read by the Contractor at its expense. When more than a single meter is installed at a service location, the readings thereof may be billed conjunctively, if appropriate. In the event any meter fails to register (or registers incorrectly) the service furnished, the parties shall agree upon the length of time of meter malfunction and the quantity of service delivered during such period of time. An appropriate adjustment shall be made to the next invoice for the purpose of correcting such errors. However, any meter which registers not more than __15__ percent slow or fast shall be deemed correct.

(2) The Contractor shall read all meters at periodic intervals of approximately 30 days or in accordance with the policy of the cognizant regulatory body or applicable bylaws. All billings based on meter readings of less than __30__ days shall be prorated accordingly.

(b) Meter test.

(1) The Contractor, at its expense, shall periodically inspect and test Contractor-installed meters at intervals not exceeding __10__ year(s). The Government has the right to have representation during the inspection and test.

(2) At the written request of the Contracting Officer, the Contractor shall make additional tests of any or all such meters in the presence of Government representatives. The cost of such additional tests shall be borne by the Government if the percentage of errors is found to be not more than __15__ percent slow or fast.

(3) No meter shall be placed in service or allowed to remain in service which has an error in registration in excess of __15__ percent under normal operating conditions.

(c) *Change in volume or character.* Reasonable notice shall be given by the Contracting Officer to the Contractor regarding any material changes anticipated in the volume or characteristics of the utility service required at each location.

(d) *Continuity of service and consumption.* The Contractor shall use reasonable diligence to provide a regular and uninterrupted supply of service at each service location, but shall not be liable for damages, breach of contract or otherwise, to the Government for failure, suspension, diminution, or other variations of service occasioned by or in consequence of any cause beyond the control of the Contractor, including but not limited to acts of God or of the public enemy, fires, floods, earthquakes, or other catastrophe, strikes, or failure or breakdown of transmission or other facilities. If any such failure, suspension, diminution, or other variation of service shall aggregate more than __72_____ hour(s) during any billing period hereunder, an equitable adjustment shall be made in the monthly billing specified in this contract (including the minimum monthly charge).

FAR 52.241-9 Connection Charge. (FEB 1995)

(a) *Charge*. In consideration of the Contractor furnishing and installing at its expense the new connection facilities described herein, the Government shall pay the Contractor a connection charge. The payment shall be in the form of progress payments, advance payments or as a lump sum, as agreed to by the parties and as permitted by applicable law. The total amount payable shall be either the estimated cost of $__connection charge____ less the agreed to salvage value of $_the meter_____, or the actual cost less the salvage value, whichever is less. As a condition precedent to final payment, the Contractor shall execute a release of any claims against the Government arising under or by the virtue of such installation.

(b) *Ownership, operation, maintenance and repair of new facilities to be provided.* The facilities to be supplied by the Contractor under this clause, notwithstanding the payment by the Government of a connection charge, shall be and remain the property of the Contractor and shall, at all times during the life of this contract or any renewals thereof, be operated, maintained, and repaired by the Contractor at its expense. All taxes and other charges in connection therewith, together with all liability arising out of the construction, operations, maintenance, or repair of such facilities, shall be the obligation of the Contractor.

(c) Credits.

(1) The Contractor agrees to allow the Government, on each monthly bill for service furnished under this contract to the service location, a credit of _0_____ percent of the amount of each such bill as rendered until the accumulation of credits shall equal the amount of such connection charge, provided that the Contractor may at any time allow a credit up to 100 percent of the amount of each such bill.

(2) In the event the Contractor, before any termination of this contract but after completion of the facilities provided for in this clause, serves any customer other than the Government (regardless of whether the Government is being served simultaneously, intermittently, or not at all) by means of these facilities, the Contractor shall promptly notify the Government in writing. Unless otherwise agreed by the parties in writing at that time, the Contractor shall promptly accelerate the credits provided for under paragraph (c)(1) of this clause, up to 100 percent of each monthly bill until there is refunded the amount that reflects the Government's connection costs for that portion of the facilities used in serving others.

(3) In the event the Contractor terminates this contract, or defaults in performance, prior to full credit of any connection charge paid by the Government, the Contractor shall pay to the Government an amount equal to the uncredited balance of the connection charge as of the date of the termination or default.

(d) *Termination before completion of facilities.* The Government reserves the right to terminate this contract at any time before completion of the facilities with respect to which the Government is to pay a connection charge. In the event the Government exercises this right, the Contractor shall be paid the cost of any work accomplished, including direct and indirect costs reasonably allocable to the completed work prior to the time of termination by the Government, plus the cost of removal, less the salvage value.

(e) *Termination after completion of facilities.* In the event the Government terminates this contract after completion of the facilities with respect to which the Government has paid a connection charge, but before the crediting in full by the Contractor of any connection charge in accordance with the terms of this contract, the Contractor shall have the following options:

(1) To retain in place for ____1_____ months after the notice of termination by the Government such facilities on condition that—

(i) If, during such ___1____ month period, the Contractor serves any other customer by means of such facilities, the Contractor, shall, in lieu of allowing credits, pay the Government during such period installments in like amount, manner, and extent as the credit provided for under paragraph (c) of this clause before such termination; and

(ii) Immediately after such ____1____ month period the Contractor shall promptly pay in full to the Government the uncredited balance of the connection charge.

(2) To remove such facilities at the Contractor's own expense within ___1____ months after the effective date of the termination by the Government. If the Contractor elects to remove such facilities, the Government shall then have the option of purchasing such facilities at the agreed salvage value set forth herein; and provided further, that the Contractor shall, at the direction of the Government, leave in place such facilities located on Government property which the Government elects to purchase at the agreed salvage value.

Alternate I (Feb 1995). If the Contracting Officer determines that a nonrefundable charge is to be paid and no credits are due the Government, delete paragraphs (c) and (e), renumber paragraph (d) as (c) and add the following as paragraph (d):

(d) *Termination after completion of facilities.* In the event the Government terminates this contract after completion of the facilities with respect to which the Government is to pay a connection charge, the Contractor shall have the following options:

(1) To retain in place for ____1____ months after the notice of termination by the Government. If the Contractor and the Government have not agreed on terms for retention in place beyond ____1____ months, then the Contractor must remove the facilities pursuant to the terms of paragraph (d)(2) of this clause.

(2) To remove such facilities at the Contractor's own expense within ___1____ months after the effective date of the termination by the Government. If the Contractor elects to remove such facilities, the Government

shall then have the option of purchasing such facilities at the agreed salvage value set forth herein; and provided further, that the Contractor shall, at the direction of the Government, leave in place such facilities located on Government property which the Government elects to purchase at the agreed salvage value.

FAR 52.241-12 Nonrefundable, Nonrecurring Service Charge. (FEB 1995)

As provided herein, the Government will pay a nonrefundable, nonrecurring charge when the rules and regulations of a Contractor require that a customer pay (1) a charge for the initiation of service, (2) a contribution in aid of construction, or (3) a nonrefundable membership fee. This charge may be in addition to or in lieu of a connection charge. Therefore, there is hereby added to the Contractor's schedule a nonrefundable, nonrecurring charge for __service__ in the amount of $__0.00_____ dollars payable [*specify dates or schedules*].

GSAR 552.241-70 Availability of Funds for the Next Fiscal Year or Quarter (SEP 2010)

Funds are not presently available for performance under this contract beyond __September 30 of the current fiscal year__. The Government's obligation for performance of this contract beyond that date is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise for performance under this contract beyond September 30 of the current fiscal year, until funds are made available to the Contracting Officer for performance and until the Contractor receives notice of availability, to be confirmed in writing by the Contracting Officer. (End of clause)

GSAR 552.241–71 Disputes (Utility Contracts). (SEP 2010)

The requirements of the Disputes clause at FAR 52.233–1 are supplemented to provide that matters involving the interpretation of tariffed retail rates, tariff rate schedules, and tariffed terms provided under this contract are subject to the jurisdiction and regulation of the utility rate commission having jurisdiction. (End of clause)

Appendix C: LCCA Analysis Calculations

Example Facility Operating Parameters

Example Facility Operating Parameters

Year	Description	Month												Total
		Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	
1	Total Consumption (Th)	20,000	15,000	10,000	8,000	1,000	1,000	1,000	1,000	8,000	10,000	15,000	20,000	110,000
	1st 10,000 therms	10,000	10,000	10,000	8,000	1,000	1,000	1,000	1,000	8,000	10,000	10,000	10,000	80,000
	Remaining therms	10,000	5,000	0	0	0	0	0	0	0	0	5,000	10,000	30,000
2	Total Consumption (Th)	19,800	14,850	9,900	7,920	990	990	990	990	7,920	9,900	14,850	19,800	108,900
	1st 10,000 therms	10,000	10,000	9,900	7,920	990	990	990	990	7,920	9,900	10,000	10,000	79,600
	Remaining therms	9,800	4,850	0	0	0	0	0	0	0	0	4,850	9,800	29,300
3	Total Consumption (Th)	19,602	14,702	9,801	7,841	980	980	980	980	7,841	9,801	14,702	19,602	107,811
	1st 10,000 therms	10,000	10,000	9,801	7,841	980	980	980	980	7,841	9,801	10,000	10,000	79,204
	Remaining therms	9,602	4,702	0	0	0	0	0	0	0	0	4,702	9,602	28,607
4	Total Consumption (Th)	19,406	14,554	9,703	7,762	970	970	970	970	7,762	9,703	14,554	19,406	106,733
	1st 10,000 therms	10,000	10,000	9,703	7,762	970	970	970	970	7,762	9,703	10,000	10,000	78,812
	Remaining therms	9,406	4,554	0	0	0	0	0	0	0	0	4,554	9,406	27,921
5	Total Consumption (Th)	19,212	14,409	9,606	7,685	961	961	961	961	7,685	9,606	14,409	19,212	105,666
	1st 10,000 therms	10,000	10,000	9,606	7,685	961	961	961	961	7,685	9,606	10,000	10,000	78,424
	Remaining therms	9,212	4,409	0	0	0	0	0	0	0	0	4,409	9,212	27,242
6	Total Consumption (Th)	19,020	14,265	9,510	7,608	951	951	951	951	7,608	9,510	14,265	19,020	104,609
	1st 10,000 therms	10,000	10,000	9,510	7,608	951	951	951	951	7,608	9,510	10,000	10,000	78,040
	Remaining therms	9,020	4,265	0	0	0	0	0	0	0	0	4,265	9,020	26,569
7	Total Consumption (Th)	18,830	14,122	9,415	7,532	941	941	941	941	7,532	9,415	14,122	18,830	103,563
	1st 10,000 therms	10,000	10,000	9,415	7,532	941	941	941	941	7,532	9,415	10,000	10,000	77,659
	Remaining therms	8,830	4,122	0	0	0	0	0	0	0	0	4,122	8,830	25,904
8	Total Consumption (Th)	18,641	13,981	9,321	7,457	932	932	932	932	7,457	9,321	13,981	18,641	102,527
	1st 10,000 therms	10,000	10,000	9,321	7,457	932	932	932	932	7,457	9,321	10,000	10,000	77,283
	Remaining therms	8,641	3,981	0	0	0	0	0	0	0	0	3,981	8,641	25,245
9	Total Consumption (Th)	18,455	13,841	9,227	7,382	923	923	923	923	7,382	9,227	13,841	18,455	101,502
	1st 10,000 therms	10,000	10,000	9,227	7,382	923	923	923	923	7,382	9,227	10,000	10,000	76,910
	Remaining therms	8,455	3,841	0	0	0	0	0	0	0	0	3,841	8,455	24,592
10	Total Consumption (Th)	18,270	13,703	9,135	7,308	914	914	914	914	7,308	9,135	13,703	18,270	100,487
	1st 10,000 therms	10,000	10,000	9,135	7,308	914	914	914	914	7,308	9,135	10,000	10,000	76,541
	Remaining therms	8,270	3,703	0	0	0	0	0	0	0	0	3,703	8,270	23,946

Single-Source Contract Analysis

Single - Source Contract Analysis

Charge Description	Rate Increase (%)	Rate ($/Unit)	Units	Year 1												
				Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total
Customer Charge	N/A	$100	$ / Month	$100	$100	$100	$100	$100	$100	$100	$100	$100	$100	$100	$100	$1,200
Distribution - First 10,000 Th	N/A	$0.170	$ / therm	$1,700	$1,700	$1,700	$1,360	$170	$170	$170	$170	$1,360	$1,700	$1,700	$1,700	$13,600
Distribution - Remaining Th	N/A	$0.150	$ / therm	$1,500	$750	$0	$0	$0	$0	$0	$0	$0	$0	$750	$1,500	$4,500
Purchased Gas Charge	N/A	$0.650	$ / Therm	$13,000	$9,750	$6,500	$5,200	$650	$650	$650	$650	$5,200	$6,500	$9,750	$13,000	$71,500
Peak Energy Charge	N/A	$0.025	$ / Therm	$500	$500	$500	$0	$0	$0	$0	$0	$0	$0	$500	$500	$2,500
Miscellany Fees	N/A	$0.100	$ / Therm	$2,000	$1,500	$1,000	$800	$100	$100	$100	$100	$800	$1,000	$1,500	$2,000	$11,000
			Total	**$18,800**	**$14,300**	**$9,800**	**$7,460**	**$1,020**	**$1,020**	**$1,020**	**$1,020**	**$7,460**	**$9,300**	**$14,300**	**$18,800**	**$104,300**

Charge Description	Rate Increase (%)	Rate ($/Unit)	Units	Year 2												
				Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total
Customer Charge	2%	$102	$ / Month	$102	$102	$102	$102	$102	$102	$102	$102	$102	$102	$102	$102	$1,224
Distribution - First 10,000 Th	2%	$0.173	$ / therm	$1,734	$1,734	$1,717	$1,373	$172	$172	$172	$172	$1,373	$1,717	$1,734	$1,734	$13,803
Distribution - Remaining Th	2%	$0.153	$ / therm	$1,499	$742	$0	$0	$0	$0	$0	$0	$0	$0	$742	$1,499	$4,483
Purchased Gas Charge	-3%	$0.631	$ / Therm	$12,484	$9,363	$6,242	$4,994	$624	$624	$624	$624	$4,994	$6,242	$9,363	$12,484	$68,661
Peak Energy Charge	-3%	$0.024	$ / Therm	$480	$480	$480	$0	$0	$0	$0	$0	$0	$0	$480	$480	$2,401
Miscellany Fees	2%	$0.102	$ / Therm	$2,020	$1,515	$1,010	$808	$101	$101	$101	$101	$808	$1,010	$1,515	$2,020	$11,108
			Total	**$18,319**	**$13,936**	**$9,551**	**$7,277**	**$999**	**$999**	**$999**	**$999**	**$7,277**	**$9,070**	**$13,936**	**$18,319**	**$101,680**

Charge Description	Rate Increase (%)	Rate ($/Unit)	Units	Year 3												
				Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total
Customer Charge	2%	$104	$ / Month	$104	$104	$104	$104	$104	$104	$104	$104	$104	$104	$104	$104	$1,248
Distribution - First 10,000 Th	2%	$0.177	$ / therm	$1,769	$1,769	$1,733	$1,387	$173	$173	$173	$173	$1,387	$1,733	$1,769	$1,769	$14,009
Distribution - Remaining Th	2%	$0.156	$ / therm	$1,498	$734	$0	$0	$0	$0	$0	$0	$0	$0	$734	$1,498	$4,464
Purchased Gas Charge	-3%	$0.612	$ / Therm	$11,988	$8,991	$5,994	$4,795	$599	$599	$599	$599	$4,795	$5,994	$8,991	$11,988	$65,936
Peak Energy Charge	-3%	$0.024	$ / Therm	$461	$461	$461	$0	$0	$0	$0	$0	$0	$0	$461	$461	$2,305
Miscellany Fees	2%	$0.104	$ / Therm	$2,039	$1,530	$1,020	$816	$102	$102	$102	$102	$816	$1,020	$1,530	$2,039	$11,217
			Total	**$17,860**	**$13,588**	**$9,312**	**$7,102**	**$979**	**$979**	**$979**	**$979**	**$7,102**	**$8,851**	**$13,588**	**$17,860**	**$99,179**

Charge Description	Rate Increase (%)	Rate ($/Unit)	Units	Year 4												
				Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total
Customer Charge	2%	$106	$ / Month	$106	$106	$106	$106	$106	$106	$106	$106	$106	$106	$106	$106	$1,273
Distribution - First 10,000 Therm	2%	$0.180	$ / therm	$1,804	$1,804	$1,750	$1,400	$175	$175	$175	$175	$1,400	$1,750	$1,804	$1,804	$14,218
Distribution - Remaining Therms	2%	$0.159	$ / therm	$1,497	$725	$0	$0	$0	$0	$0	$0	$0	$0	$725	$1,497	$4,444
Purchased Gas Charge	-3%	$0.593	$ / Therm	$11,512	$8,634	$5,756	$4,605	$576	$576	$576	$576	$4,605	$5,756	$8,634	$11,512	$63,318
Peak Energy Charge	-3%	$0.023	$ / Therm	$443	$443	$443	$0	$0	$0	$0	$0	$0	$0	$443	$443	$2,214
Miscellany Fees	2%	$0.106	$ / Therm	$2,059	$1,545	$1,030	$824	$103	$103	$103	$103	$824	$1,030	$1,545	$2,059	$11,327
			Total	**$17,422**	**$13,257**	**$9,085**	**$6,935**	**$960**	**$960**	**$960**	**$960**	**$6,935**	**$8,642**	**$13,257**	**$17,422**	**$96,794**

Charge Description	Rate Increase (%)	Rate ($/Unit)	Units	Year 5												
				Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total
Customer Charge	2%	$108	$ / Month	$108	$108	$108	$108	$108	$108	$108	$108	$108	$108	$108	$108	$1,299
Distribution - First 10,000 Th	2%	$0.184	$ / therm	$1,840	$1,840	$1,768	$1,414	$177	$177	$177	$177	$1,414	$1,768	$1,840	$1,840	$14,431
Distribution - Remaining Th	2%	$0.162	$ / therm	$1,496	$716	$0	$0	$0	$0	$0	$0	$0	$0	$716	$1,496	$4,423
Purchased Gas Charge	-3%	$0.575	$ / Therm	$11,055	$8,291	$5,528	$4,422	$553	$553	$553	$553	$4,422	$5,528	$8,291	$11,055	$60,804
Peak Energy Charge	-3%	$0.022	$ / Therm	$425	$425	$425	$0	$0	$0	$0	$0	$0	$0	$425	$425	$2,126
Miscellany Fees	2%	$0.108	$ / Therm	$2,080	$1,560	$1,040	$832	$104	$104	$104	$104	$832	$1,040	$1,560	$2,080	$11,438
			Total	**$17,004**	**$12,941**	**$8,869**	**$6,776**	**$942**	**$942**	**$942**	**$942**	**$6,776**	**$8,443**	**$12,941**	**$17,004**	**$94,521**

Charge Description	Rate Increase (%)	Rate ($/Unit)	Units	Year 6												
				Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total
Customer Charge	2%	$110	$ / Month	$110	$110	$110	$110	$110	$110	$110	$110	$110	$110	$110	$110	$1,325
Distribution - First 10,000 Th	2%	$0.188	$ / therm	$1,877	$1,877	$1,785	$1,428	$178	$178	$178	$178	$1,428	$1,785	$1,877	$1,877	$14,648
Distribution - Remaining Th	2%	$0.166	$ / therm	$1,494	$706	$0	$0	$0	$0	$0	$0	$0	$0	$706	$1,494	$4,400
Purchased Gas Charge	-3%	$0.558	$ / Therm	$10,616	$7,962	$5,308	$4,247	$531	$531	$531	$531	$4,247	$5,308	$7,962	$10,616	$58,390
Peak Energy Charge	-3%	$0.021	$ / Therm	$408	$408	$408	$0	$0	$0	$0	$0	$0	$0	$408	$408	$2,042
Miscellany Fees	2%	$0.110	$ / Therm	$2,100	$1,575	$1,050	$840	$105	$105	$105	$105	$840	$1,050	$1,575	$2,100	$11,550
			Total	**$16,606**	**$12,639**	**$8,662**	**$6,625**	**$925**	**$925**	**$925**	**$925**	**$6,625**	**$8,254**	**$12,639**	**$16,606**	**$92,354**

Charge Description	Rate Increase (%)	Rate ($/Unit)	Units	Year 7												
				Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total
Customer Charge	2%	$113	$ / Month	$113	$113	$113	$113	$113	$113	$113	$113	$113	$113	$113	$113	$1,351
Distribution - First 10,000 Th	2%	$0.191	$ / therm	$1,914	$1,914	$1,802	$1,442	$180	$180	$180	$180	$1,442	$1,802	$1,914	$1,914	$14,868
Distribution - Remaining Th	2%	$0.169	$ / therm	$1,492	$696	$0	$0	$0	$0	$0	$0	$0	$0	$696	$1,492	$4,376
Purchased Gas Charge	-3%	$0.541	$ / Therm	$10,195	$7,646	$5,097	$4,078	$510	$510	$510	$510	$4,078	$5,097	$7,646	$10,195	$56,072
Peak Energy Charge	-3%	$0.021	$ / Therm	$392	$392	$392	$0	$0	$0	$0	$0	$0	$0	$392	$392	$1,961
Miscellany Fees	2%	$0.113	$ / Therm	$2,121	$1,590	$1,060	$848	$106	$106	$106	$106	$848	$1,060	$1,590	$2,121	$11,663
			Total	**$16,226**	**$12,352**	**$8,465**	**$6,481**	**$909**	**$909**	**$909**	**$909**	**$6,481**	**$8,073**	**$12,352**	**$16,226**	**$90,290**

Charge Description	Rate Increase (%)	Rate ($/Unit)	Units	Year 8												
				Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total
Customer Charge	2%	$115	$ / Month	$115	$115	$115	$115	$115	$115	$115	$115	$115	$115	$115	$115	$1,378
Distribution - First 10,000 Th	2%	$0.195	$ / therm	$1,953	$1,953	$1,820	$1,456	$182	$182	$182	$182	$1,456	$1,820	$1,953	$1,953	$15,091
Distribution - Remaining Th	2%	$0.172	$ / therm	$1,489	$686	$0	$0	$0	$0	$0	$0	$0	$0	$686	$1,489	$4,350
Purchased Gas Charge	-3%	$0.525	$ / Therm	$9,790	$7,343	$4,895	$3,916	$490	$490	$490	$490	$3,916	$4,895	$7,343	$9,790	$53,846
Peak Energy Charge	-3%	$0.020	$ / Therm	$377	$377	$377	$0	$0	$0	$0	$0	$0	$0	$377	$377	$1,883
Miscellany Fees	2%	$0.115	$ / Therm	$2,141	$1,606	$1,071	$857	$107	$107	$107	$107	$857	$1,071	$1,606	$2,141	$11,777
			Total	**$15,865**	**$12,079**	**$8,277**	**$6,344**	**$893**	**$893**	**$893**	**$893**	**$6,344**	**$7,901**	**$12,079**	**$15,865**	**$88,326**

Charge Description	Rate Increase (%)	Rate ($/Unit)	Units	Year 9												
				Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total
Customer Charge	2%	$117	$ / Month	$117	$117	$117	$117	$117	$117	$117	$117	$117	$117	$117	$117	$1,406
Distribution - First 10,000 Th	2%	$0.199	$ / therm	$1,992	$1,992	$1,838	$1,470	$184	$184	$184	$184	$1,470	$1,838	$1,992	$1,992	$15,319
Distribution - Remaining Th	2%	$0.176	$ / therm	$1,486	$675	$0	$0	$0	$0	$0	$0	$0	$0	$675	$1,486	$4,322
Purchased Gas Charge	-3%	$0.509	$ / Therm	$9,402	$7,051	$4,701	$3,761	$470	$470	$470	$470	$3,761	$4,701	$7,051	$9,402	$51,708
Peak Energy Charge	-3%	$0.020	$ / Therm	$362	$362	$362	$0	$0	$0	$0	$0	$0	$0	$362	$362	$1,808
Miscellany Fees	2%	$0.117	$ / Therm	$2,162	$1,622	$1,081	$865	$108	$108	$108	$108	$865	$1,081	$1,622	$2,162	$11,893
			Total	**$15,520**	**$11,819**	**$8,099**	**$6,213**	**$879**	**$879**	**$879**	**$879**	**$6,213**	**$7,737**	**$11,819**	**$15,520**	**$86,456**

Charge Description	Rate Increase (%)	Rate ($/Unit)	Units	Year 10												
				Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total
Customer Charge	2%	$120	$ / Month	$120	$120	$120	$120	$120	$120	$120	$120	$120	$120	$120	$120	$1,434
Distribution - First 10,000 Th	2%	$0.203	$ / therm	$2,032	$2,032	$1,856	$1,485	$186	$186	$186	$186	$1,485	$1,856	$2,032	$2,032	$15,550
Distribution - Remaining Th	2%	$0.179	$ / therm	$1,483	$664	$0	$0	$0	$0	$0	$0	$0	$0	$664	$1,483	$4,293
Purchased Gas Charge	-3%	$0.494	$ / Therm	$9,028	$6,771	$4,514	$3,611	$451	$451	$451	$451	$3,611	$4,514	$6,771	$9,028	$49,656
Peak Energy Charge	-3%	$0.019	$ / Therm	$347	$347	$347	$0	$0	$0	$0	$0	$0	$0	$347	$347	$1,736
Miscellany Fees	2%	$0.120	$ / Therm	$2,183	$1,638	$1,092	$873	$109	$109	$109	$109	$873	$1,092	$1,638	$2,183	$12,009
			Total	**$15,193**	**$11,571**	**$7,929**	**$6,089**	**$866**	**$866**	**$866**	**$866**	**$6,089**	**$7,581**	**$11,571**	**$15,193**	**$84,678**

Separate Contract Analysis

Separate Contract Analysis

Charge Description	Rate Increase (%)	Rate ($/Unit)	Units	Year 1												
				Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total
Distribution Utility Company																
Customer Charge	N/A	$100	$ / Month	$100	$100	$100	$100	$100	$100	$100	$100	$100	$100	$100	$100	$1,200
Distribution - First 10,000 Th	N/A	$0.170	$ / therm	$1,700	$1,700	$1,700	$1,360	$170	$170	$170	$170	$1,360	$1,700	$1,700	$1,700	$13,600
Distribution - Remaining Th	N/A	$0.150	$ / therm	$1,500	$750	$0	$0	$0	$0	$0	$0	$0	$0	$750	$1,500	$4,500
Miscellany Fees	N/A	$0.100	$ / Therm	$2,000	$1,500	$1,000	$800	$100	$100	$100	$100	$800	$1,000	$1,500	$2,000	$11,000
			Sub-Total	**$5,300**	**$4,050**	**$2,800**	**$2,260**	**$370**	**$370**	**$370**	**$370**	**$2,260**	**$2,800**	**$4,050**	**$5,300**	**$30,300**
Commodity Utility Company																
Purchased Gas Charge	N/A	$0.600	$ / Therm	$12,000	$9,000	$6,000	$4,800	$600	$600	$600	$600	$4,800	$6,000	$9,000	$12,000	$66,000
			Sub-Total	**$12,000**	**$9,000**	**$6,000**	**$4,800**	**$600**	**$600**	**$600**	**$600**	**$4,800**	**$6,000**	**$9,000**	**$12,000**	**$66,000**
			Total	**$17,300**	**$13,050**	**$8,800**	**$7,060**	**$970**	**$970**	**$970**	**$970**	**$7,060**	**$8,800**	**$13,050**	**$17,300**	**$96,300**

Charge Description	Rate Increase (%)	Rate ($/Unit)	Units	Year 2												
				Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total
Distribution Utility Company																
Customer Charge	2%	$102	$ / Month	$102	$102	$102	$102	$102	$102	$102	$102	$102	$102	$102	$102	$1,224
Distribution - First 10,000 Th	2%	$0.173	$ / therm	$1,734	$1,734	$1,717	$1,373	$172	$172	$172	$172	$1,373	$1,717	$1,734	$1,734	$13,803
Distribution - Remaining Th	2%	$0.153	$ / therm	$1,499	$742	$0	$0	$0	$0	$0	$0	$0	$0	$742	$1,499	$4,483
Miscellany Fees	2%	$0.102	$ / Therm	$2,020	$1,515	$1,010	$808	$101	$101	$101	$101	$808	$1,010	$1,515	$2,020	$11,108
			Sub-Total	**$5,355**	**$4,093**	**$2,828**	**$2,283**	**$375**	**$375**	**$375**	**$375**	**$2,283**	**$2,828**	**$4,093**	**$5,355**	**$30,617**
Commodity Utility Company																
Purchased Gas Charge	0%	$0.600	$ / Therm	$11,880	$8,910	$5,940	$4,752	$594	$594	$594	$594	$4,752	$5,940	$8,910	$11,880	$65,340
			Sub-Total	**$11,880**	**$8,910**	**$5,940**	**$4,752**	**$594**	**$594**	**$594**	**$594**	**$4,752**	**$5,940**	**$8,910**	**$11,880**	**$65,340**
			Total	**$17,235**	**$13,003**	**$8,768**	**$7,035**	**$969**	**$969**	**$969**	**$969**	**$7,035**	**$8,768**	**$13,003**	**$17,235**	**$95,957**

Charge Description	Rate Increase (%)	Rate ($/Unit)	Units	Year 3												
				Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total
Distribution Utility Company																
Customer Charge	2%	$104	$ / Month	$104	$104	$104	$104	$104	$104	$104	$104	$104	$104	$104	$104	$1,248
Distribution - First 10,000 Th	2%	$0.177	$ / therm	$1,769	$1,769	$1,733	$1,387	$173	$173	$173	$173	$1,387	$1,733	$1,769	$1,769	$14,009
Distribution - Remaining Th	2%	$0.156	$ / therm	$1,498	$734	$0	$0	$0	$0	$0	$0	$0	$0	$734	$1,498	$4,464
Miscellany Fees	2%	$0.104	$ / Therm	$2,039	$1,530	$1,020	$816	$102	$102	$102	$102	$816	$1,020	$1,530	$2,039	$11,217
			Sub-Total	**$5,411**	**$4,136**	**$2,857**	**$2,307**	**$379**	**$379**	**$379**	**$379**	**$2,307**	**$2,857**	**$4,136**	**$5,411**	**$30,938**
Commodity Utility Company																
Purchased Gas Charge	0%	$0.600	$ / Therm	$11,761	$8,821	$5,881	$4,704	$588	$588	$588	$588	$4,704	$5,881	$8,821	$11,761	$64,687
			Sub-Total	**$11,761**	**$8,821**	**$5,881**	**$4,704**	**$588**	**$588**	**$588**	**$588**	**$4,704**	**$5,881**	**$8,821**	**$11,761**	**$64,687**
			Total	**$17,172**	**$12,957**	**$8,738**	**$7,011**	**$967**	**$967**	**$967**	**$967**	**$7,011**	**$8,738**	**$12,957**	**$17,172**	**$95,625**

Charge Description	Rate Increase (%)	Rate ($/Unit)	Units	Year 4												
				Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total
Distribution Utility Company																
Customer Charge	2%	$106	$ / Month	$106	$106	$106	$106	$106	$106	$106	$106	$106	$106	$106	$106	$1,273
Distribution - First 10,000 Th	2%	$0.180	$ / therm	$1,804	$1,804	$1,750	$1,400	$175	$175	$175	$175	$1,400	$1,750	$1,804	$1,804	$14,218
Distribution - Remaining Th	2%	$0.159	$ / therm	$1,497	$725	$0	$0	$0	$0	$0	$0	$0	$0	$725	$1,497	$4,444
Miscellany Fees	2%	$0.106	$ / Therm	$2,059	$1,545	$1,030	$824	$103	$103	$103	$103	$824	$1,030	$1,545	$2,059	$11,327
			Sub-Total	**$5,467**	**$4,180**	**$2,886**	**$2,330**	**$384**	**$384**	**$384**	**$384**	**$2,330**	**$2,886**	**$4,180**	**$5,467**	**$31,263**
Commodity Utility Company																
Purchased Gas Charge	0%	$0.600	$ / Therm	$11,644	$8,733	$5,822	$4,657	$582	$582	$582	$582	$4,657	$5,822	$8,733	$11,644	$64,040
			Sub-Total	**$11,644**	**$8,733**	**$5,822**	**$4,657**	**$582**	**$582**	**$582**	**$582**	**$4,657**	**$5,822**	**$8,733**	**$11,644**	**$64,040**
			Total	**$17,110**	**$12,912**	**$8,708**	**$6,988**	**$966**	**$966**	**$966**	**$966**	**$6,988**	**$8,708**	**$12,912**	**$17,110**	**$95,302**

Charge Description	Rate Increase (%)	Rate ($/Unit)	Units	Year 5												
				Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total
Distribution Utility Company																
Customer Charge	2%	$108	$ / Month	$108	$108	$108	$108	$108	$108	$108	$108	$108	$108	$108	$108	$1,299
Distribution - First 10,000 Th	2%	$0.184	$ / therm	$1,840	$1,840	$1,768	$1,414	$177	$177	$177	$177	$1,414	$1,768	$1,840	$1,840	$14,431
Distribution - Remaining Th	2%	$0.162	$ / therm	$1,496	$716	$0	$0	$0	$0	$0	$0	$0	$0	$716	$1,496	$4,423
Miscellany Fees	2%	$0.108	$ / Therm	$2,080	$1,560	$1,040	$832	$104	$104	$104	$104	$832	$1,040	$1,560	$2,080	$11,438
			Sub-Total	**$5,524**	**$4,224**	**$2,916**	**$2,354**	**$389**	**$389**	**$389**	**$389**	**$2,354**	**$2,916**	**$4,224**	**$5,524**	**$31,591**
Commodity Utility Company																
Purchased Gas Charge	0%	$0.600	$ / Therm	$11,527	$8,645	$5,764	$4,611	$576	$576	$576	$576	$4,611	$5,764	$8,645	$11,527	$63,399
			Sub-Total	**$11,527**	**$8,645**	**$5,764**	**$4,611**	**$576**	**$576**	**$576**	**$576**	**$4,611**	**$5,764**	**$8,645**	**$11,527**	**$63,399**
			Total	**$17,051**	**$12,869**	**$8,679**	**$6,965**	**$965**	**$965**	**$965**	**$965**	**$6,965**	**$8,679**	**$12,869**	**$17,051**	**$94,990**

Charge Description	Rate Increase (%)	Rate ($/Unit)	Units	Year 6												
				Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total
Distribution Utility Company																
Customer Charge	2%	$110	$ / Month	$110	$110	$110	$110	$110	$110	$110	$110	$110	$110	$110	$110	$1,325
Distribution - First 10,000 Th	2%	$0.188	$ / therm	$1,877	$1,877	$1,785	$1,428	$178	$178	$178	$178	$1,428	$1,785	$1,877	$1,877	$14,648
Distribution - Remaining Th	2%	$0.166	$ / therm	$1,494	$706	$0	$0	$0	$0	$0	$0	$0	$0	$706	$1,494	$4,400
Miscellany Fees	2%	$0.110	$ / Therm	$2,100	$1,575	$1,050	$840	$105	$105	$105	$105	$840	$1,050	$1,575	$2,100	$11,550
			Sub-Total	**$5,581**	**$4,269**	**$2,945**	**$2,378**	**$394**	**$394**	**$394**	**$394**	**$2,378**	**$2,945**	**$4,269**	**$5,581**	**$31,922**
Commodity Utility Company																
Purchased Gas Charge	0%	$0.600	$ / Therm	$11,412	$8,559	$5,706	$4,565	$571	$571	$571	$571	$4,565	$5,706	$8,559	$11,412	$62,765
			Sub-Total	**$11,412**	**$8,559**	**$5,706**	**$4,565**	**$571**	**$571**	**$571**	**$571**	**$4,565**	**$5,706**	**$8,559**	**$11,412**	**$62,765**
			Total	**$16,993**	**$12,828**	**$8,651**	**$6,943**	**$964**	**$964**	**$964**	**$964**	**$6,943**	**$8,651**	**$12,828**	**$16,993**	**$94,688**

Charge Description	Rate Increase (%)	Rate ($/Unit)	Units	Year 7												
				Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total
Distribution Utility Company																
Customer Charge	2%	$113	$ / Month	$113	$113	$113	$113	$113	$113	$113	$113	$113	$113	$113	$113	$1,351
Distribution - First 10,000 Th	2%	$0.191	$ / therm	$1,914	$1,914	$1,802	$1,442	$180	$180	$180	$180	$1,442	$1,802	$1,914	$1,914	$14,868
Distribution - Remaining Th	2%	$0.169	$ / therm	$1,492	$696	$0	$0	$0	$0	$0	$0	$0	$0	$696	$1,492	$4,376
Miscellany Fees	2%	$0.113	$ / Therm	$2,121	$1,590	$1,060	$848	$106	$106	$106	$106	$848	$1,060	$1,590	$2,121	$11,663
			Sub-Total	**$5,639**	**$4,314**	**$2,975**	**$2,403**	**$399**	**$399**	**$399**	**$399**	**$2,403**	**$2,975**	**$4,314**	**$5,639**	**$32,258**
Commodity Utility Company																
Purchased Gas Charge	0%	$0.600	$ / Therm	$11,298	$8,473	$5,649	$4,519	$565	$565	$565	$565	$4,519	$5,649	$8,473	$11,298	$62,138
			Sub-Total	**$11,298**	**$8,473**	**$5,649**	**$4,519**	**$565**	**$565**	**$565**	**$565**	**$4,519**	**$5,649**	**$8,473**	**$11,298**	**$62,138**
			Total	**$16,937**	**$12,787**	**$8,624**	**$6,922**	**$964**	**$964**	**$964**	**$964**	**$6,922**	**$8,624**	**$12,787**	**$16,937**	**$94,395**

Charge Description	Rate Increase (%)	Rate ($/Unit)	Units	Year 8												
				Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total
Distribution Utility Company																
Customer Charge	2%	$115	$ / Month	$115	$115	$115	$115	$115	$115	$115	$115	$115	$115	$115	$115	$1,378
Distribution - First 10,000 Th	2%	$0.195	$ / therm	$1,953	$1,953	$1,820	$1,456	$182	$182	$182	$182	$1,456	$1,820	$1,953	$1,953	$15,091
Distribution - Remaining Th	2%	$0.172	$ / therm	$1,489	$686	$0	$0	$0	$0	$0	$0	$0	$0	$686	$1,489	$4,350
Miscellany Fees	2%	$0.115	$ / Therm	$2,141	$1,606	$1,071	$857	$107	$107	$107	$107	$857	$1,071	$1,606	$2,141	$11,777
			Sub-Total	**$5,698**	**$4,360**	**$3,006**	**$2,427**	**$404**	**$404**	**$404**	**$404**	**$2,427**	**$3,006**	**$4,360**	**$5,698**	**$32,597**
Commodity Utility Company																
Purchased Gas Charge	0%	$0.600	$ / Therm	$11,185	$8,389	$5,592	$4,474	$559	$559	$559	$559	$4,474	$5,592	$8,389	$11,185	$61,516
			Sub-Total	**$11,185**	**$8,389**	**$5,592**	**$4,474**	**$559**	**$559**	**$559**	**$559**	**$4,474**	**$5,592**	**$8,389**	**$11,185**	**$61,516**
			Total	**$16,883**	**$12,748**	**$8,598**	**$6,901**	**$963**	**$963**	**$963**	**$963**	**$6,901**	**$8,598**	**$12,748**	**$16,883**	**$94,113**

Charge Description	Rate Increase (%)	Rate ($/Unit)	Units	Year 9												
				Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total
Distribution Utility Company																
Customer Charge	2%	$117	$ / Month	$117	$117	$117	$117	$117	$117	$117	$117	$117	$117	$117	$117	$1,406
Distribution - First 10,000 Th	2%	$0.199	$ / therm	$1,992	$1,992	$1,838	$1,470	$184	$184	$184	$184	$1,470	$1,838	$1,992	$1,992	$15,319
Distribution - Remaining Th	2%	$0.176	$ / therm	$1,486	$675	$0	$0	$0	$0	$0	$0	$0	$0	$675	$1,486	$4,322
Miscellany Fees	2%	$0.117	$ / Therm	$2,162	$1,622	$1,081	$865	$108	$108	$108	$108	$865	$1,081	$1,622	$2,162	$11,893
			Sub-Total	**$5,757**	**$4,406**	**$3,036**	**$2,452**	**$409**	**$409**	**$409**	**$409**	**$2,452**	**$3,036**	**$4,406**	**$5,757**	**$32,940**
Commodity Utility Company																
Purchased Gas Charge	0%	$0.600	$ / Therm	$11,073	$8,305	$5,536	$4,429	$554	$554	$554	$554	$4,429	$5,536	$8,305	$11,073	$60,901
			Sub-Total	**$11,073**	**$8,305**	**$5,536**	**$4,429**	**$554**	**$554**	**$554**	**$554**	**$4,429**	**$5,536**	**$8,305**	**$11,073**	**$60,901**
			Total	**$16,830**	**$12,710**	**$8,573**	**$6,882**	**$963**	**$963**	**$963**	**$963**	**$6,882**	**$8,573**	**$12,710**	**$16,830**	**$93,841**

Charge Description	Rate Increase (%)	Rate ($/Unit)	Units	Year 10												
				Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total
Distribution Utility Company																
Customer Charge	2%	$120	$ / Month	$120	$120	$120	$120	$120	$120	$120	$120	$120	$120	$120	$120	$1,434
Distribution - First 10,000 Th	2%	$0.203	$ / therm	$2,032	$2,032	$1,856	$1,485	$186	$186	$186	$186	$1,485	$1,856	$2,032	$2,032	$15,550
Distribution - Remaining Th	2%	$0.179	$ / therm	$1,483	$664	$0	$0	$0	$0	$0	$0	$0	$0	$664	$1,483	$4,293
Miscellany Fees	2%	$0.120	$ / Therm	$2,183	$1,638	$1,092	$873	$109	$109	$109	$109	$873	$1,092	$1,638	$2,183	$12,009
			Sub-Total	**$5,817**	**$4,453**	**$3,067**	**$2,478**	**$414**	**$414**	**$414**	**$414**	**$2,478**	**$3,067**	**$4,453**	**$5,817**	**$33,286**
Commodity Utility Company																
Purchased Gas Charge	0%	$0.600	$ / Therm	$10,962	$8,222	$5,481	$4,385	$548	$548	$548	$548	$4,385	$5,481	$8,222	$10,962	$60,292
			Sub-Total	**$10,962**	**$8,222**	**$5,481**	**$4,385**	**$548**	**$548**	**$548**	**$548**	**$4,385**	**$5,481**	**$8,222**	**$10,962**	**$60,292**
			Total	**$16,779**	**$12,674**	**$8,548**	**$6,863**	**$962**	**$962**	**$962**	**$962**	**$6,863**	**$8,548**	**$12,674**	**$16,779**	**$93,578**

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