

AMENDMENT FORM

COMMITTEE: FINANCE/EXECUTIVE

PAGE NUMBER(S): _____

ORDINANCE I.D. # (S): _____

SECTION #: _____

RESOLUTION I.D. #: 08-R-0251

PARAGRAPH: _____

DATE: 2/13/8

INITIAL: JA

one year term,
At the end of ~~the~~ ^{one year term,} the audit findings shall
be distributed to the Finance/Executive Committee
members and Chair

**A RESOLUTION
BY FINANCE/ EXECUTIVE COMMITTEE**

08- *R* -0251

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AN APPROPRIATE CONTRACTUAL AGREEMENT WITH UTILITIES ANALYSES, INC., FOR FC-6006007949, UTILITY BILLS AUDIT, ON BEHALF OF THE DEPARTMENT OF FINANCE, AT A COMPENSATION RATE OF 20%-45% OF ANNUAL SAVINGS REALIZED BY THE CITY, TO BE CHARGED TO AND PAID FROM FUND ACCOUNT AND CENTER NUMBERS 1A01 (GENERAL FUND) 524001 (CONSULTANT/PROFESSIONAL SERVICES) T31001 (UNALLOCATED FUND-WIDE EXPENSES); AND FOR OTHER PURPOSES.

WHEREAS, the City of Atlanta (“City”) solicited Requests for Proposals for qualified firms for FC-6006007949, to audit utility files to identify over-billing by Georgia Natural Gas and Georgia Power to the City; and

WHEREAS, the Agreement is for a period of one (1) year with one (1) one-year renewal option at the City’s sole discretion; and

WHEREAS, Utilities Analyses, Inc., was determined to be the most responsive and responsible proponent; and

WHEREAS, the Chief Financial Officer and the Chief Procurement Officer have recommended that the contract for FC-6006007949, Utility Bills Audit, be awarded to Utilities Analyses, Inc., at a compensation rate of 20%-45% of annual savings realized by the City.

THE CITY COUNCIL OF THE CITY OF ATLANTA, GEORGIA, HEREBY RESOLVES, that the Mayor be and is hereby authorized to enter into an appropriate contractual agreement with Utilities Analyses, Inc., for FC-6006007949, Utility Bills Audit, on behalf of the Department of Finance, at a compensation rate of 20%-45% of annual savings realized by the City, to be charged to and paid from Fund Account and Center number 1A01 (General Fund) 524001 (Consultant/ Professional Services) T31001 (Unallocated Fund-Wide Expenses).

BE IT FURTHER RESOLVED, that said Agreement shall be for a period of one (1) year with one (1) one-year renewal option at the City’s sole discretion.

BE IT FURTHER RESOLVED, that the Chief Procurement Officer be and is hereby directed to prepare the appropriate contractual agreements for execution by the Mayor.

BE IT FINALLY RESOLVED, that said contractual Agreement shall not become binding upon the City, and the City shall incur no liability upon the same until such contract is approved by the City Attorney as to form, executed by the Mayor, attested to by the Municipal Clerk, and delivered to the contracting parties.

Part II: Legislative White Paper: (This portion of the Legislative Request Form will be shared with City Council members and staff)

A. To be completed by Legislative Counsel:

Committee of Purview: Finance/ Executive Committee

Caption: A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AN APPROPRIATE CONTRACTUAL AGREEMENT WITH UTILITIES ANALYSES, INC., FOR FC-6006007949, UTILITY BILLS AUDIT, ON BEHALF OF THE DEPARTMENT OF FINANCE, AT A COMPENSATION RATE OF 20%-45% OF ANNUAL SAVINGS REALIZED BY THE CITY, TO BE CHARGED TO AND PAID FROM FUND ACCOUNT AND CENTER NUMBERS 1A01 (GENERAL FUND) 524001 (CONSULTANT/PROFESSIONAL SERVICES) T31001 (UNALLOCATED FUND-WIDE EXPENSES); AND FOR OTHER PURPOSES.

Council Meeting Date: February 18, 2008

Requesting Dept.: Department of Finance

B. To be completed by the department :

1. Please provide a summary of the purpose of this legislation (Justification Statement).

The purpose of this legislation is to authorize a new contract with Utilities Analyses, Inc. to audit utility bill files to identify overbillings.

2. Please provide background information regarding this legislation.

In 2002 the City created The Energy Conservation Program to develop savings initiatives and energy conservations projects that rely heavily on accurate and complete cost and usage data. This audit will identify past billing errors and opportunities for future cost savings

3. If Applicable/Known:

- (a) **Contract Type (e.g. Professional Services, Construction Agreement, etc):** Professional Services
- (b) **Source Selection:** RFP
- (c) **Bids/Proposals Due:** 9/26/06

- (d) **Invitations Issued:** 86
- (e) **Number of Bids:** NA
- (f) **Proposals Received:** 4
- (g) **Bidders/Proponents:** Utilities Analyses, Inc.; Tri-Stem; Cost Control Associates, Inc.
- (h) **Term of Contract:** One (1) year with one (1) year renewal option

4. Fund Account Center: 1001.200301.5212001.1540000.000000.000000.0000.0000.00000000.00000000

GENERAL FUND.NDP UNALLOCATED CITYWIDE EMPLOYEE EXPENSES.CONSULTING /
PROFESSIONAL SERVICES.HUMAN RESOURCES.DEFAULT.DEFAULT.DEFAULT.F1.F2

5. Source of Funds: General Fund

6. Fiscal Impact: 20%- 45% of annual savings retained by the City

7. Method of Cost Recovery: All monies recovered due to over billings

This Legislative Request Form Was Prepared By: Leslie Epps, Submitted by LaShawn Gardiner



CITY OF ATLANTA
DEPT. OF PROCUREMENT
2007 MAR 21 PM 4:20

CITY OF ATLANTA

Shirley Franklin
Mayor

SUITE 1700
55 TRINITY AVENUE, SW
ATLANTA, GA 30303
(404) 330-6010 Fax: (404) 658-7359
Internet Home Page: www.atlantaga.gov

OFFICE OF CONTRACT COMPLIANCE
Hubert Owens
Director
howens@atlantaga.gov

MEMORANDUM

TO: Adam L. Smith Esq.
Chief Procurement Officer

FROM: Hubert Owens
Director – Office of Contract Compliance

RE: FC# 6006007949, Utility Bill Audit (RFP)

DATE: March 19, 2007

The Office of Contract Compliance has evaluated three (3) Proposals for minority and female business enterprise participation. All proponents are eligible under Section 2-1449(a) (2) (C) but only two (2) of them has been deemed responsive by the Office of Contract Compliance. For your information, the proponent has committed to utilizing AABE's, FBE's, HBE's, and ABE's as indicated below:

TriStem, Ltd.		(15 pts)
MTG Consultants, Inc.	FBE	6%
The Wilkins Group, Inc.	AABE	28%
Total Participation		34%

Utilities Analyses, Inc.		(15 pts)
Greenlight Advisors, LLC	FBE	6%
Trinity Consulting Group, LLC	AABE	16%
Diversified Technologies	AABE	12%
Total Participation		34%

Page 2
Adam L. Smith
March 19, 2007

Cost Control Associates	(0 pts)
Total Participation	0%
Non-Responsive	

If you have questions, please contact me at (404) 330-6010 or Tracy Reed at (404) 330-6011.

cc: File
Elsa D. Castro, DOP

MEMORANDUM

TO: Elsa Castro, Procurement Officer

FROM: Leslie Epps, Project Manager

RE: FC-6006007949, Utility Bills Audit Vendor
Recommendation

DATE: May 29, 2007

Per the attached score matrix, the recommended vendor is Utilities Analyses, Inc. Evaluation forms for each evaluator were previously submitted to Procurement.

cc: Ray Zies

**Department of Procurement
Legislative White Paper**

Committee of Purview:
Finance/Executive

Caption:

Council Meeting Date:

Legislation Title: Contract Agreement between Utilities Analyses, Inc. and the City FC-6006007949

Requesting Dept.: Finance

Contract Type: Utility Bills Audit

Source Selection: RFP

Bids/Proposals Due: February 21, 2007

**Number of Bids/
Proposals Received:** Three (3)

Bidders/Proponents:

- 1) **Utilities Analyses, Inc.**
- 2) Tristem, LTD
- 3) Cost Control Associates, Inc.

Justification Statement: Based on the information submitted and the evaluation criteria established for this project, the most responsible and responsive proponent is Utilities Analyses, Inc.

Background: Contractor will aid the City to compare applicable tariffs, service agreements and actual billing to determine if the three are reconciled. Determine if the City is receiving the best rate available.

Fund Account Center: 1001.200301.5212001.1540000.000000.000000.0000.00000000.00000000
GENERAL FUND.NDP UNALLOCATED CITYWIDE EMPLOYEE
EXPENSES.CONSULTING / PROFESSIONAL SERVICES.HUMAN
RESOURCES.DEFAULT.DEFAULT.DEFAULT.F1.F2

Source of Funds: N/A

Fiscal Impact: 20%-45% of annual savings retained by the City.

Term of Contract: One (1) year with one (1) year renewal option at the City's sole discretion.

Approvals:

DOF: YES DOL: YES

TRANSMITTAL FORM FOR LEGISLATION

TO: MAYOR'S OFFICE

ATTN: GREG PRIDGEON

Dept.'s Legislative Liaison: LaShawn Gardiner

Contact Number: 404-330-6449

Originating Department: Department of Finance

Committee(s) of Purview: Finance/ Executive Committee

Chief of Staff Deadline: January 30, 2008

Anticipated Committee Meeting Date(s): February 12-13, 2008

Anticipated Full Council Date: February 18, 2008

Legislative Counsel's Signature: [Signature]

Commissioner Signature: [Signature]

Chief Procurement Officer Signature: [Signature]

CAPTION

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AN APPROPRIATE CONTRACTUAL AGREEMENT WITH UTILITIES ANALYSES, INC., FOR FC-6006007949, UTILITY BILLS AUDIT, ON BEHALF OF THE DEPARTMENT OF FINANCE, AT A COMPENSATION RATE OF 20%-45% OF ANNUAL SAVINGS REALIZED BY THE CITY, TO BE CHARGED TO AND PAID FROM FUND ACCOUNT AND CENTER NUMBERS 1A01 (GENERAL FUND) 524001 (CONSULTANT/PROFESSIONAL SERVICES) T31001 (UNALLOCATED FUND-WIDE EXPENSES); AND FOR OTHER PURPOSES.

FINANCIAL IMPACT (if any): compensation at a rate of 20%-45% of annual savings realized by the City.

Mayor's Staff Only

Received by CPO: _____ Received by LC from CPO: _____

(date) _____ (date) _____
Received by Mayor's Office: 1/30/08 [Signature] Reviewed by: [Signature]
(date) _____ (date) _____

Submitted to Council: _____
(date) _____