

Customer's Guide to Additional Utility Services

GSA provides conditioned space for a 10-hour day for typical office space as part of your rent. Any space conditioning beyond that 10-hour period is provided on a reimbursable basis. In addition, for space with electrical loads greater than typical office space such as computer rooms, utilities consumed by this agency program equipment is reimbursable for all hours of operation up to 24 hours a day.

This document explains the rationale of how GSA will calculate the cost of your additional utilities using our new standardized tool. This is not intended to be a line by line explanation of the calculation; rather it highlights the major cost drivers as they are aggregated at the beginning of the form.

General Factors

Square Footage - One of the first items that can significantly impact agency cost is the definition of the overtime square footage used. The square footage refers to the amount of area that needs to be cooled or heated for the overtime utility request. This may be more than the actual square footage you request. It is determined by the space you are working in, how the building is zoned and the degree to which other areas in the zone are isolated after hours. This figure is used to prorate the non-electrical costs in the estimate; therefore changes to this number have a great impact on the overall estimated costs.

Calculation Of Hours - If the estimate is for a computer room or other location where a package unit is being used on a daily basis throughout the year, all of the hours are recorded in the cooling.

Energy Rates & Fuel Costs

Projected KW Cost/Hr - Electrical Demand – The components of an electric rate are normally comprised of numerous component costs. In many locations, the rate includes a demand component. In other locations, the electric rates are blended. Under a blended rate, there are no separate energy and demand components.

The way different utility companies define the demand component varies, but typically it represents the maximum amount of electricity used during any 15-minute interval during the month. When an agency is working overtime only in a period where their utility usage will have no impact on the demand cost, we will exclude the demand component from the estimate. However, when the overtime utility period extends into the daytime, such as would be the case with agency computer rooms, the demand charge will be included for all hours of additional utility usage.

Chilled Water Costs – A portion of the cost of chilled water is in the form of a fixed capacity charge. Like the electric demand, the capacity charge is included in estimates that include the base 10-hour period and are removed from the total chilled water for estimates that only involve after-hour usage.

Fuel Costs — For building-wide utility services such as heating and district cooling, the program calculates the per hour cost based on the building's sf, the sf for the overtime utility request, the previous year's fuel cost, the escalation and the hours requested. The average fuel cost is based on GSA's cost for the number of months applicable to the fuel use of that fuel. For example, the cost of natural gas to provide heating during the winter will be based on the buildings natural gas cost during the winter months.

Energy Cost Escalations – Each of the energy rates is based on escalated historical energy rates. Since energy rates escalate differently depending on the area (and even within the same area, depending on the rate structure and the details of our utility contracts), we are unable to have a universal escalation rate.

Sub-Metered Utilities – Some agencies have their additional equipment sub-metered. In these instances we will use the historic metered data as the basis for the estimate.

Condenser Water Consumption – While we do not charge for incidental water usage, we do charge for the water evaporated in the cooling towers based on the unit cost for water and uses estimated using industry standards of 1.6 gallons per ton-hour for electric chillers and 3.0 gallons per ton-hour for natural gas fired absorption chillers.

HVAC Equipment Costs – The estimate form has three areas where we calculate the electricity for HVAC equipment. These are electric chillers and the aggregate electric load for the heating and cooling seasons. There are separate calculations for cooling equipment and heating equipment to ensure that the agency is only charged for the equipment operating during each respective season. When multiple pieces of HVAC equipment must be operated to meet your space conditioning needs, GSA will create a separate worksheet that aggregate the energy usage of this equipment. A copy of this worksheet will be provided to you along with your completed estimate.

Additional Program Equipment – When the electric usage of agency program equipment exceeds that of a standard office space, GSA needs to recover the cost of both the additional equipment and any additional cooling needed to offset the heat generated by this equipment. For example, servers, UPS systems, video monitoring and radio transmitters, laboratory equipment etc.

Lighting, Outlets - The energy consumption from the lights and from the outlets in the affected area is generally estimated at 2.5 or 3.5 watts per sf, depending on the energy efficiency of the lighting system and the amount of electrical equipment used in the space.

Non Utility Costs

Mechanic & Janitorial Labor - If additional cleaning is required in an office area due to additional after hours work, or a mechanic is required to operate some equipment, the

cost of this labor is calculated based on the actual cost to GSA based on our established contract prices.

Equipment Maintenance For Building Equipment - When equipment is operated over and above normal hours, it results in excess wear and tear that requires additional maintenance. The increased costs associated with the extra usage are calculated based on GSA standards and the existing maintenance mechanic hourly rate from the current contract. The calculation for the cost of additional maintenance on building equipment takes into account the number of hours requested and the number of hours that piece of equipment was meant to operate. It also subtracts the maintenance associated with the 10-hour day which GSA provides.

Equipment Maintenance For Agency Equipment – When GSA provides maintenance on agency equipment such as the package air conditioning equipment serving computers rooms, the agency is responsible for the full cost of this maintenance. Often we do not have a separate bill for this maintenance, because the equipment has been included in the building's maintenance contract. In this instance, your cost will be calculated based on the GSA labor standard time for this type of work and the contract's per-hour labor rate. When the exact cost of the maintenance is known, we will include this cost in the miscellaneous cost field on the form.

Miscellaneous Cost – The standard form has a provision for miscellaneous cost to provide for costs that are not otherwise addressed in the format. Some of the instances where this cost would be used include charging for process water in laboratories and the canisters used in the humidification.

Overhead Fee – GSA includes an overhead charge of \$100.00 on each RWA..

Mechanical and Custodial Supplies – The estimate will include a charge for additional supplies if these are needed to provide the services you desire.

Special Cases

Complex Estimates – The estimate may include multiple worksheets for complex estimates that cannot be accommodated by a single worksheet, such as when an estimate involves both working overtime and air conditioning for computer equipment, when the time frames for these services differ.

Border Station Costs - Since the janitorial, mechanical contract and utility costs as well as the number of overtime utility hours requested for border stations and other 24-hour facilities are known, we can provide an exact amount for the agency's portion of these costs.