



DEPARTMENT OF THE ARMY
DIRECTORATE OF PUBLIC WORKS
1733 PLEASANTON RD, BLDG 777
EL PASO TX 79916-6816

IMSW-BLS- PWF

May 8, 2008

MEMORANDUM FOR Business Operation Integration Division, Directorate of Public Works,
Ft. Bliss Texas, 79916

SUBJECT: Standard Operating Procedures (SOP) for Sale of Utilities Services to Reimbursable
Customers

1. References.

- a. Army Regulation 420-41, 15 September 1990, Acquisition and Sale of Utilities Services.
- b. Army Regulation 420-1, 12 February 2008, Army Facilities Management.

2. Purpose. This SOP establishes policies, responsibilities, and procedures to delineate the sale of utilities services to Ft. Bliss Reimbursable customers.

3. Applicability. This SOP applies to all purchases of Utility Services from Fort Bliss within the installation boundaries or in the immediate vicinity of the installation.

4. Objective. To ensure all Recipients of Purchased Utilities at Ft. Bliss are charged the cost of the service provided to including the cost of the commodity itself, transmission losses, operation and maintenance costs, capital charges, and administrative overhead.

5. Procedures.

IAW the above references, sales of utilities services may be made to purchasers under the condition that:

- a. No utilities services will be sold at less than the cost to the Government. The sale will not disrupt present or planned services to the Army.
- b. The Utilities Sales Technician will prepare contracts approved by the Utilities Sales Officer for the sale of utilities and related services to the Purchaser. The Utilities Sales Technician will send out a Notice of Annual Review to the Purchaser. The Contract for Sale of Utilities Services will be reviewed and adjusted annually by the Utilities Sales Technician and the changes must be approved by the Utilities Sales Officer.
- c. It is the responsibility of the Purchaser to pay for installation of New and Approved Utility Meter at the point of delivery, when the Utilities Sales Officer determines that a meter is required. It is the responsibility of the Energy Office to bill purchasers correctly for utilities. The Energy Office will ONLY establish an agreement with the Prime Contractors (ALL utilities services used by sub-contractors will be the Prime contractor's responsibilities).

d. Utilities rates will be adjusted during the annual review of the Contract for Sale of Utilities Services or whenever rate changes occur to guarantee that, the services sold are not less than the cost to the Government.

e. If the accuracy of the meter is in dispute; the Utilities Sales Officer will decide what course of action should be to resolve the problem. Based on the decision of the Utilities Sales Officer, the Purchaser may have to pay for the installation of a new meter. Until such a time, the Utilities Sales Officer will provide estimated utilities consumption to the Purchaser who will continue to pay their bills at the contract rate.

f. Purchaser will have twenty-one (21) days to pay their bills for the utilities services provided. If payment is not received by the Energy Office within the 21 days period, a notice will be sent to the Purchaser requesting payment. Fourteen (14) additional days will be permitted before utilities services are cutoff.

g. If cutoff is enforced, the purchaser may reconnect utilities services after utilities payment and incur other costs for the disconnection is reimbursed the Government.

6. Points of contact for this SOP are Mr. Anthony Nitkowski, DSN 979-5470, email anthony.nitkowski@conus.army.mil. and Ms. Luisa Lopez, DSN 978-3107, email luisa.l.lopez@us.army.mil.

2 Encls

1. Notice of Nonpayment
2. Notice for Annual Review

David Shaffi
Director, Public Works

FINAL NOTICE OF NONPAYMENT

Payment for utilities services for the month of _____ provided to (Name of Company) was not received.

Utility services provided will be terminated on (14 days from date) if payment is not received by the Energy Office located in Bldg 777.

Point of Contact for this notice is Ms. Luisa Lopez, DSN 978-3107, email luisa.l.lopez@us.army.mil.

Anthony Nitkowski
Utilities Sales Officer
(915) 569-5470

ANNUAL REVIEW NOTICE

This is a notice for the annual review of the Sale for Utilities Services Contract established on (Date of Contract) for utilities services provided to (Company Name) .

Please come by the Energy Office located in Bldg 777 to complete the Utilities Services Contract Review on (7 days from date) .

Point of Contact for this notice is Ms. Luisa Lopez, DSN 978-3107, email luisa.l.lopez@us.army.mil.

Anthony Nitkowski
Utilities Sales Officer
(915) 569-5470