

UTILITIES PROCUREMENT PROCEDURES

It is the intent of these procedures to provide a consistent, methodical path of communications for organizations to obtain utilities for either temporary or permanent use.

Temporary use generally addresses utilities, i.e. electricity, water, etc., used during construction, including such utilities to the job site trailer. Permanent is for an in-place structure or device requiring utilities for an extended period of time.

There are predominantly two scenarios: (1) Temporary or Permanent Utilities from a Campus System (electric); (2) Temporary or Permanent Utilities from the COT or other utility provider. Each scenario would first require an approved street address from the City of Tallahassee's (COT) Growth Management Department (Ph: 891-7110). ***Utility service will not be provided without an approved City of Tallahassee street address.*** To avoid potential utility service delays, please plan ahead and resolve address issues well in advance of project begin date.

Temporary or Permanent need for Electric Service from the Campus System:

- 1) As part of the Design Development phase, through the FSU Project Manager (FPM), contact must be made to FSU Utilities Representative (FUR) with the plans, intentions, and estimated utilities needed. Address issues should be resolved at this stage.
- 2) As coordinated through the FPM, prior to utilities being connected, the area to be serviced must be reviewed and approved by the FSU Building Code Administration Office (BCA).
- 3) Copy of the approved inspection report provided directly from BCA to the FSU Utilities Section.
- 4) As coordinated through the FPM, the contractor must provide FUR with the appropriate contact name and billing information for applicable utilities. At this point, contact will be made through FUR to the Facilities Central Utilities Plant (CUP) for the connection of the electric service.

Temporary or Permanent need for Utilities from the City of Tallahassee:

- 1) A predevelopment meeting inclusive of representatives from the COT, FUR, the Design Professionals, the FPM, and anyone else deemed necessary, will be scheduled as soon as practical after the start of the design phase and the utility demands are fairly well defined. This meeting will cover such things as type of service, estimated time required to be available, length of service (if temporary), etc. It must also include items such as meter size, water line size, gas line size, required BTU's, etc. Address issues should be resolved through the COT.
- 2) The results of the meeting must be clearly documented on the construction documents so that accommodations for connections and metering are made at the onset.
- 3) The contractor must provide FUR documentation containing the contact name and billing information for the applicable utilities. The COT will invoice the contractor directly for the utility charges until the building is turned over to FSU. Any correspondence to the COT concerning utility issues must be done through the FUR and the FSU Utilities Accounting Section.
- 4) After all documentation and financial commitments are in order, the FSU Utilities Accounting section will make the request to the COT, or in some cases, other utility providers such as Talquin Electric, Gulf Power, etc., for the connection of the requested utilities.

University departments who need utilities for an off-campus location will receive them through "commercial" meters, i.e. they will be conventional metered services that are read and invoiced monthly to the FUA by the Utility Provider. The requesting department will need to include the delivery address and the account number for billing. If the utilities are through the COT, the delivery address must agree with the listing used at the COT zoning department.

Any questions regarding the preceding procedures should be directed to, the FSU Utilities Representative (FUR) at 644-4878. Accounting questions should be directed to the FUA office, 645-8707.