

Solicitation Amendment No. 001

3 Pages

To: Prospective Offeror:		Date:	
		June 18, 2007	
Project Title:		Project No.:	
Utilities Audit and Conservation Management Services.		07-40	
<p>Description of Solicitation Amendment:</p> <p>The solicitation for Utilities Audit and Conservation Management Services is hereby amended as set forth herein.</p> <ol style="list-style-type: none"> I. Project Title: The project title is hereby changed to read as follows: "Utilities Audit, Conservation Management and Brokerage Services." II. Schedule of Items and Prices: The schedule of Items and Prices is hereby deleted in its entirety and is replaced by the attached revised Schedule of Items and Prices dated June 18, 2007. III. Instructions to Proposers (Paragraph 4 – Tab C): By adding the following requirement as part of the Tab C submission: Brokerage Services: <ul style="list-style-type: none"> • Describe your firm's experience and satisfactory past performance in providing consulting brokerage services as it relates to utilities. • Describe your firm's ability to calculate savings with new electricity and/or natural gas rates long term to ensure accountability and projected savings. • Describe your firm's ability to analyze the electricity and natural gas markets for the best values and availabilities of energy supplies. 			
Acknowledgement of Amendment No. _____ by:		Date:	
Company Name (Bidder/Offerer):			
Signed by:			
Name (Type or Print):		Title:	

IV. **Scope of Services (Attachment No. 3):** By adding the following requirement as Paragraph II(C) to read as follows:

“Brokerage Services

- Consult with the Board of Trustees, the administrative staff of HCC, and exclusively undertake consultations as directed or requested by HCC in the areas of energy supply, energy cost, energy conservation, as well as all matters directly or indirectly related to the acquisition and use of energy.
- Consult with Board of Trustees, the heads of the administrative staff of HCC, at reasonable times, and in various locations, concerning the electrical power needs, retail natural gas needs, costs and related activities of HCC. The specific services to be performed by the consultant are:
 - 1) **Electricity and Natural Gas supply** – Analyze the electricity and natural gas markets for the best values and availabilities of energy supplies.
 - 2) **Bill Verification for the term of the Agreement** – Study each bill for accuracy and completeness per the agreement.
 - 3) **Transition Management of All Meters** – Manage the transition of each meter or location to a new provider, if needed.
 - 4) **Quantify Savings** – Calculate the savings with the new electricity and/or natural gas rates over a period of time to ensure accountability and projected savings.
 - 5) **Customize Electricity and Natural Gas Agreements** – Negotiate terms and conditions that are more favorable to HCC.
 - 6) **Historical Energy Bill Review** – After the initial audit as it relates to this RFP, periodically audit the history of bills to find errors and recovery of dollars paid.
 - 7) **Energy Provider Comparison** – Illustrate a bundled rate comparison among all retail electric providers for budget purposes.
 - 8) **Maximize Savings by Eliminating All Billing Challenges** – Assist in resolving billing challenges by HCC with respect to energy bills submitted by a retail provider.

ATTACHMENT NO. 2

SCHEDULE OF ITEMS AND PRICES

For

Utilities Audit, Conservation Management and Brokerage Services

Revised: June 18, 2007

The Proposer/Consultant shall furnish all resources and services necessary and required to provide Utilities Audit and Management Services, in accordance with the **scope of services**, and the general terms and conditions of the sample contract documents for the price(s) listed below.

Line	Utilities Audit Description of Work/Item(s)	Proposed Percentage to HCC
001	Audit five (5) previous years electric bills from TXU and Reliant GLO, including all miscellaneous charges.	
002	Audit five (5) previous years Center Point Energy utility bills, including all miscellaneous charges.	
003	Audit five (5) years City of Houston Water utility bills, including all miscellaneous charges.	
004	Audit five (5) years of miscellaneous utility bills, i.e. (steam/chilled water), including all miscellaneous charges.	
005	Utility Cost Recovery	
006	Conservation Management Services	
007	Brokerage Services	

Note: If fees are not recovered, HCC shall not be responsible for payment of services rendered.