

**REQUEST FOR PROPOSAL #11-3251BG
ENERGY PERFORMANCE CONTRACTING SERVICES**

Manatee County is soliciting Proposals from qualified and experienced consultants to provide investment grade energy performance audits and contracting services of County facilities and implement energy performance contracts. Pursuant to Guaranteed energy, water, and wastewater performance savings contracting in accordance with Florida Statutes Chapter 489, Section 145 and the Consultants Competitive Negotiation Act, Chapter 287, Section 055.

Non-Mandatory Site Visit and Information Conference: To insure that all prospective Proposers have sufficient information and understanding of the County's needs, will be held January 6, 2012 at 8:30A.M in the Manatee Room 4th floor at the County Administration Building 1112 Manatee Ave West, Bradenton, Florida 34205. Site visit to immediately follow the Information Conference. All proposers are encouraged to attend this information conference and site visit.

DEADLINE FOR CLARIFICATION REQUESTS: January 17, 2012 at 5:00 PM shall be the deadline to submit all inquiries, suggestions, or requests concerning interpretation, clarification or additional information pertaining to this Request For Proposals to the Manatee County Purchasing Office. This deadline has been established to maintain fair treatment for all potential bidders or proposers, while ensuring an expeditious transition to a final agreement.

TIME AND DATE DUE: Proposals will be received until January 27, 2012 at 1:00 P.M. at which time they will be publicly opened. All interested parties are invited to attend this opening.

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NOTE: A prohibition of Lobbying is in place. Please review Section A item A.16 carefully to avoid violation and possible sanctions.

FOR INFORMATION CONTACT:

Blair C. Getz, Purchasing Division Contracts Negotiator at (941) 749-3053, FAX (941)749-3034 Manatee County, Financial Management Department, Purchasing Division

AUTHORIZED FOR RELEASE: 

SECTION A: INFORMATION TO PROPOSERS

INTRODUCTION AND OVERVIEW

PROGRAM

Manatee County ("County") is soliciting qualifications and proposals from one or more qualified and experienced Energy Service Companies ("ESCOs" or "Proposers") capable of performing Investment Grade Energy Performance Audits and comprehensive energy management and energy-related capital improvement services for various County buildings, structures, and facilities for the County's Energy Performance Program, and on an as-needed basis, financed through guaranteed savings achieved from the improvements.

The selected ESCO(s) will enter into a contract(s) to provide investment-grade energy performance audit(s) for one or more of the facility/site listed below and provide comprehensive energy efficiency and guaranteed savings report(s). A detailed list of all facilities with their addresses and a facility profile(s) can be found in Attachment A and a location map Attachment B. The County reserves the right to expand this list to include additional buildings or to delete from the list shown in the Attachment A. The County may negotiate a Guaranteed Energy Performance contract with the ESCO(s) for the proposed energy-saving improvements of which the ESCO(s) may provide financing of the energy-saving capital improvements or the County may arrange other means of financing the project which could include the following:

- General Obligation (G.O.) Bonds
- Revenue Bonds
- Tax-exempt Lease Purchase
- Bank Financing

The ESCO(s) must provide a guarantee that annual energy cost savings will meet or exceed the amortized costs of the energy-saving capital improvements. Facilities being considered at this time are as follows:

GTE Building

Manatee County Administration Center

Merrill Lynch Building

Property Appraiser

Manatee County Central Library

Central Jail

Stockade

Desoto Center includes the following spaces listed below:

Manatee Sheriff Administration office

Crime Prevention (Sheriff)

Store Room

Employee Health Benefits

Vacant Space

Supervisor of Elections

SECTION A: Information to Proposers - continued

The ESCO(s) will be expected to structure one or more projects that will save the most energy and/or water consumption, upgrade energy-related capital equipment, improve building operation and maintenance, save costs, improve demand management, and aid in meeting the County's environmental management responsibilities.

The County does not guarantee a minimum number, size or scope of projects for any selected ESCO(s). The County reserves the right to not enter into any proposed Guaranteed Energy Performance contract or to reduce the scope of improvements under any such contract.

PROPOSERS MUST COMPLY WITH THE FOLLOWING INSTRUCTIONS TO BE CONSIDERED FOR SELECTION.

A.01 OPENING LOCATION

These proposals will be publicly opened at Manatee County Purchasing, 1112 Manatee Avenue West, 8th Floor, Suite 803, Bradenton, Florida 34205, in the presence of County officials at the time and date stated on the cover sheet. All proposers or their representatives are invited to attend.

A.02 PROPOSAL INFORMATION AND PROPOSAL DOCUMENTS

Bids and Proposals on <http://www.mymanatee.org>

Bid or Proposal documents and the Notices of Source Selection related to those Bids or Proposals are available for download in a portable document format (.PDF) file on the Manatee County web page on the Purchasing tab under "Bids and Proposals". You may view and print these files using Adobe Acrobat software. You may download a free copy of this software (Adobe) from the County's web page if you do not have it.

Manatee County collaborates with the Manatee Chamber of Commerce on distributing solicitations using the RFP Tool web page on the Chambers website: <http://www.Manateechamber.com> to post Bid and Proposal documents in a portable document format (.PDF) file. This step is in addition to the posting on Manatee County Government web pages.

Manatee County may also use an internet service provider to distribute Bids and Proposals. A link to that service <http://www.DemandStar.com> is provided on this website under the Tab "DemandStar". Participation in the DemandStar system is not a requirement for doing business with Manatee County.

Note: The County posts the **Notice of Source Selection** seven (7) calendar days prior to COMMENCING NEGOTIATIONS with the selected firms.

Section A: Information to Proposers - continued

IT IS THE RESPONSIBILITY OF EACH PROPOSER, PRIOR TO SUBMITTING THEIR PROPOSAL, TO CONTACT THE MANATEE COUNTY PURCHASING OFFICE (see contact information on page one of this document) TO DETERMINE IF ADDENDA WERE ISSUED AND TO MAKE SUCH ADDENDA A PART OF THEIR PROPOSAL.

A.03 PROPOSAL FORM DELIVERY REQUIREMENTS

Any proposals received after the stated time and date will not be considered. It shall be the sole responsibility of the proposer to have their proposal delivered to the Manatee County Purchasing office for receipt on or before the stated time and date. If a proposal is sent by U.S. Mail, the proposer shall be responsible for its timely delivery to the Purchasing Office. Proposals delayed by mail shall not be considered, shall not be opened at the public opening, and arrangements shall be made for their return at the proposer's request and expense.

Proposals must be submitted in the format specified in Section B hereof. The contents of each proposal shall be **separated and arranged with tabs in the same order as listed in the Subsections within Section B** identifying the response to each specific item thereby facilitating expedient review of all responses.

A.04 CLARIFICATION & ADDENDA

Each proposer shall examine all Request For Proposal documents and shall judge all matters relating to the adequacy and accuracy of such documents. Any inquiries, suggestions or requests concerning interpretation, clarification or additional information pertaining to the Request For Proposal shall be made in writing through the Manatee County Purchasing Office. The County shall not be responsible for oral interpretations given by any County employee, representative, or agent. The issuance of a written addendum by the Purchasing Official's Office is the only official method whereby interpretation, clarification or additional information can be given. Addenda shall be posted on <http://www.mymanatee.org> and <http://www.DemandStar.com>.

It shall be the responsibility of each proposer, prior to submitting their proposal, to contact the Manatee County Purchasing Office at (941)748-4501, ext. 3053 to determine if addenda were issued and to make such addenda a part of the proposal.

DEADLINE FOR CLARIFICATION REQUESTS January 17, 2012 at 5:00 PM shall be the deadline to submit all inquiries, suggestions, or requests concerning interpretation, clarification or additional information pertaining to this Request For Proposals to the Manatee County Purchasing Office.

Section A: Information to Proposers - continued

This deadline has been established to maintain fair treatment for all potential bidders or proposers, while ensuring an expeditious transition to a final agreement.

A.05 SEALED & MARKED

One (1) signed Original (marked Original) and FIVE (5) Copies (marked Copy) of your proposal shall be submitted in one sealed package, clearly marked on the outside "**Sealed Proposal #11-3251BG**" and addressed to:

Manatee County Purchasing
1112 Manatee Avenue West, Suite 803
Bradenton, FL 34205

A.06 LEGAL NAME

Proposals shall clearly indicate the legal name, address and telephone number of the proposer (company, firm, partnership, individual, joint venture). Proposals shall be signed above the typed or printed name and title of the signer. The signer shall have the authority to bind the proposer to the submitted proposal.

A.07 PROPOSAL EXPENSES

All expenses for making proposals to the County are to be borne by the proposer.

A.08 EXAMINATION OF OFFER

The examination of the proposal and the proposer generally requires a period of not less than ninety (90) calendar days from the date of the opening of the proposals.

A.09 DISCLOSURE

Proposals become "Public Records" thirty days (30) after the proposal opening or if an award decision is made earlier than this time as provided by Florida Statute 119.071 (1) (b). **No review of the proposal documents shall be conducted at the public opening of the proposals.**

Manatee County will make public at the opening the names of the business entities of all that submitted an offer and their location.

Section A: Information to Proposers - continued**A.10 ERRORS OR OMISSIONS**

Once a proposal is submitted, the County shall not accept any request by any proposer to correct errors or omissions in the proposal.

A.11 RESERVED RIGHTS

The County reserves the right to accept or reject any and/or all proposals, to waive irregularities and technicalities, and to request resubmission. Any sole response received by the first submission date may or may not be rejected by the County, depending on available competition and timely needs of the County. The County reserves the right to award the contract to a responsible proposer submitting a responsive proposal, with a resulting negotiated agreement which is most advantageous and in the best interests of the County. The County shall be the sole judge of the proposal, and the resulting negotiated agreement that is in its best interest and its decision shall be final. Also, the County reserves the right to make such investigation as it deems necessary to determine the ability of any proposer to perform the work or service requested. Information the County deems necessary to make this determination shall be provided by the proposer. Such information may include, but shall not be limited to: current financial statements prepared by an independent CPA; verification of availability of equipment and personnel; and past performance records.

A.12 APPLICABLE LAWS

Proposer must be authorized to transact business in the State of Florida. All applicable laws and regulations of the State of Florida and ordinances and regulations of Manatee County will apply to any resulting agreement. Any involvement with any Manatee County procurement shall be in accordance with Manatee County Code of Laws 2-26, as amended.

A.13 CODE OF ETHICS

With respect to this proposal, if any proposer violates or is a party to a violation of the Code of Ethics of Manatee County per Manatee County Code of Laws, Article III, Ethics in Public Contracting, and/or Florida criminal or civil laws related to public procurement including but not limited to Florida Statutes Chapter 112, Part II, Code of Ethics for Public Officers and Employees, such proposer may be disqualified from performing the work described in this proposal or from furnishing the goods or services for which the proposal is submitted and shall be further disqualified from submitting any future proposals for work or for goods or services for Manatee County.

Section A: Information to Proposers - continued

The County presumes that all statements made and materials submitted in a proposal will be truthful. If a proposer is determined to be untruthful in its proposal or any related presentation, such proposer may be disqualified from further consideration regarding this Request for Proposals.

A.14 COLLUSION

By offering a submission to this Request For Proposal the proposer certifies the proposer has not divulged to, discussed or compared his proposal with other proposers and has not colluded with any other proposer or parties to this proposal whatsoever. Also, the proposer certifies, and in the case of a joint proposal, each party thereto certifies, as to their own organization that in connection with this proposal:

- a. any prices and/or data submitted have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices and/or cost data, with any other proposer or with any competitor;
- b. any prices and/or cost data quoted for this proposal have not been knowingly disclosed by the proposer prior to the scheduled opening directly or indirectly to any competitor;
- c. no attempt has been made or will be made by the proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition;
- d. the only person or persons interested in this proposal as principal or principals is/are named therein and that no person other than therein mentioned has any interest in this proposal or in the contract to be entered into; and
- e. no person or agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees.

A.15 PUBLIC ENTITY CRIMES

In accordance with Chapter 287 Section 133, Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases or real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant

under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in

Section A: Information to Proposers - continued

Chapter 287, Section 017 Florida Statutes for Category Two for a period of 36 months from the date of being placed on the convicted vendor list.

In addition, Manatee Code of Laws Chapter 2-26 Article V prohibits the award of County contracts to any person or entity who/which has, within the past 5 years, been convicted of, or admitted to in court or sworn to under oath, a public entity crime or of any environmental law that, in the reasonable opinion of the purchasing official, establishes reasonable grounds to believe the person or business entity will not conduct business in a reasonable manner.

To ensure compliance with the foregoing, the Code requires all persons or entities desiring to contract with the County to execute and file with the purchasing official an affidavit, executed under the pain and penalties of perjury, confirming that person, entity, and any person(s) affiliated with the entity, does not have such a record and is therefore eligible to seek and be awarded business with the County.

Proposer is to complete Attachment "C"

A.16 LOBBYING

After the issuance of any Request For Proposals, prospective proposers or any agent, representative or person acting at the request of such proposer shall not contact, communicate with or discuss any matter relating in any way to the Request For Proposals with any officer, agent or employee of Manatee County other than the Purchasing Official or as directed in the Request For Proposals. This prohibition begins with the issuance of any Request For Proposals and ends upon an award of the final contract, when all solicitations have been rejected, or when the request has been canceled. Violators of this prohibition shall be subject to sanctions as provided in the Manatee County Code of Law Chapter 2-26.

A.17 EQUAL EMPLOYMENT OPPORTUNITY

Manatee County, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 and the Regulations of the Department of Commerce (15 CFR, Part 8) issued pursuant to such Act, hereby notifies all prospective proposers that they will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to participate in response to this advertisement and will not be discriminated against on the grounds of race, color, creed, sex, age or national origin in consideration for an award.

A.18 AMERICANS WITH DISABILITIES ACT

The Board of County Commissioners of Manatee County, Florida, does not discriminate upon the basis of any individual's disability status. This non-discrimination policy involves every aspect of the County's functions including

one's access to, participation, employment, or treatment in its programs or activities.

Section A: Information to Proposers - continued

Anyone requiring reasonable accommodation for the public meetings specified herein (i.e. Information Conference or Proposal Opening), should contact the person named on the first page of this document at least twenty four (24) hours in advance of the activity to request accommodations.

END SECTION A

SECTION B: FORM OF PROPOSAL

This section identifies specific information which must be contained within each proposal. The contents of each proposal shall be **separated** and **arranged with tabs** in the same order as listed in **Sections B.01, through B.06**, identifying the response to each specific item.

The information that you provide shall be used to determine those Proposers with perceived ability to perform the Scope of Services as stated in this Request for Proposal which may overall best meet the needs of Manatee County. A review with those Proposers reasonably susceptible of being selected for award may be conducted for the purposes of clarification of both ability and benefit to Manatee County. See Section C Selection.

B.01 MINIMUM QUALIFICATIONS (Licensing) TO BE CONSIDERED:

To qualify for any consideration, the Proposer must:

- A. Present proof of certification and any current valid licensing that may be required in and by the State of Florida to provide the services required by this document.
- B. Submit certification and current valid licensing by the State of Florida under §471.023 to practice, or to offer to practice engineering or under §481.219 to practice, however the Proposer whose name appears on the PROPOSAL SIGNATURE FORM must present copies of their active certification and current valid licensing in the State of Florida as a General Contractor or registered building contractor which also includes the name of their qualifying agent.

Proposals may be submitted by one (1) or more sole proprietorship, corporation, partnership or a joint venture. The entity(ies) submitting the proposal shall be properly registered, certified, and licensed as required by the State of Florida .

Proposers intending to submit a proposal as a Joint Venture are required to have filed proper documents with the Florida Department of State, the Division of Professions, Construction Industry licensing Board and any other state or local licensing Agency prior to submitting the proposal (see section 489.119 Florida Statutes).

Joint Venture Firms must provide an affidavit attesting to the formulation of a joint venture and provide either proof of incorporation as a joint venture or a copy of the formal Joint Venture agreement between all joint venture parties, indicating their respective roles, responsibilities and levels of participation for the project.

After Manatee County validates the Minimum Qualifications have been met, those Proposals found to be in compliance will be considered.

Section B: Form of Proposal - continued

B.01 MINIMUM EXPERIENCE TO BE CONSIDERED:

Prior to any consideration of the responses to the criteria in this Request For Proposals, Proposers are to document in their Proposals they have the following minimum experience:

If subcontractors are included in your proposal to meet the minimum experience detail the business entities, description of the service provided, and responses in the same level of detail and tabbed order as instructed in this Request For Proposal for the proposer.

Proposers shall have proven experience in providing projects that are the same as or closely related to in the requirements of this RFP and currently hold the required licenses under appropriate State and local laws related to this activity.

Statement on surety company letterhead of the **unencumbered bonding capacity** for your business entity and a statement that a 100% Performance and Payment Bond for this project will be issued to Manatee County upon request.

To validate experience, expertise and capabilities, Proposers shall provide the following:

For each qualifying projects, provide the following details:

- a. Name and location of the Client and the project, the year of performance and the date the project was fully operational and accepted. The specific details of the project including the components and sub-contractors utilized.

Specify the name, title and telephone number for the Clients contract manager for the project; and
- b. Provide the names of your firm's staff and their direct involvement in the project.
- c. The name and telephone numbers of the persons representing the individual agencies with which the identified key staff directly worked; and
- d. State agency, if any, which verified compliance with its requirements or standards, and the names and telephone numbers of the key persons with direct knowledge of this process to achieve compliance.

Section B: Form of Proposal - continued

- e. Name and contact information of the Electric Company involved in the project.

B.02 ADMINISTRATIVE SUBMITTAL

- a. Proposal Signature Form.
- b. Public Contracting and Environmental Crimes Cert. (Attachment A).
- c. Proposer shall submit their firm's policy or program as it relates to maintaining a zero tolerance drug free workplace. This response will be considered with the other criteria described herein.

B.03 INFORMATION TO BE SUBMITTED REGARDING PROPOSER(S)

Proposals shall be tabbed to identify each item defined in this Section

B.03.1. BACKGROUND AND SIZE

Provide a description of the proposer's **background and size**. Provide a general statement of qualifications that includes your firm's professional credentials, the legal status of your organization, and experience in providing the service enumerated in this Request For Proposal.

B.03.1.1 DIRECT ECONOMIC BENEFIT

Submit a narrative **explaining the direct economic benefit to Manatee County to be realized by selecting your firm**. During the term of this engagement detail the employment, subcontracting, and support services contracting as economic stimulus that your entity may generate that would directly benefit Manatee County.

B.03.2. EXPLANATION OF ENTITY

Provide an **explanation of the business entity which you represent**. Specify the business entity which would be bound by a contract, should your firm be selected: company or corporation; subcontractor roles; and if a joint venture, include the specific experience that the joint venture partners have working together on similar projects. If the proposer is a joint venture, or partnership, the details of the responsibilities for provision of the required services must be clearly disclosed. Provide a narrative on how you anticipate the partnerships to manage the work and any prior experience that the individual entities may have had in working together on other projects. Disclose the lead firm of a joint venture.

Section B: Form of Proposal - continued**B.03.2.1 OFFICE LOCATION**

Specify the office location of the business entity explained in response to this section which is to be the primary location of the principal and key personnel. Provide in response to B.03.4 a list the key personnel at that location. For the remaining key personnel detail at what location(s) they will work from and how they will provide management or service or supply support from the locations that they will work from.

B.03.3. REFERENCES

Provide a list, with **references, of your business entity's Construction experience.** Specify which key personnel were responsible for the contracted services. References given must specify employees in senior level management positions with knowledge of the operations to confirm the claimed details. Include the name of the entity the work was completed for, a description of the services provided, the dates of service and the name(s) and telephone number(s) of the contact persons. This list shall be for both Governmental and Private clients for the past five (5) years.

B.03.4. KEY PERSONNEL

Identify each **principal of the firm and other "key personnel"** who will be professionally associated with the County. Do not include personnel that will not have a key role in providing services. Describe their respective areas of expertise. Include which office location each person will work from if your firm has multiple locations.

For each identified person, list:

- Full Name
- Professional credentials; Title;
- Area of expertise, individual's roles and duties in providing services
- Office address
- Email address
- Telephone number
- Personalized resumes which identify the qualifications, training and experience of each key personnel
- Telephone number Personalized resumes which identify the qualifications, training and experience of each key personnel.

Section B: Form of Proposal - continued**B.03.5 Provide Technical Capacity**

- Submit a copy of any licenses, professional certificates and memberships that Proposer possesses as part of doing business as it relates to this RFP. State any industry organizations, such as the National Association of Energy Service Companies (NAESCO), or pre-qualification for work through the U.S. Department of Energy for federal facilities or the U.S. Department of Defense.
- Indicate if pre-qualified by the State of Florida or any other State government and provide relevant verification information.
- Relate technical qualifications that are relevant to this RFP, particularly with investment grade energy audits and providing services addressing energy systems in buildings, facilities, and infrastructure similar to the buildings and facilities listed in this RFP.
- Identify any special expertise and indicate those systems Proposer has the technical capability to analyze and provide energy performance services, including, but not limited to the following:
 1. Mechanical Systems. Heating, ventilating and air conditioning (HVAC) systems, energy management and control systems, domestic hot water systems, distribution systems, etc.
 2. Plants. Distribution systems, cogeneration systems, etc.
 3. Lighting systems. Indoor and outdoor lighting systems, lighting controls, day lighting strategies.
 4. Building envelope systems. Windows, insulation, weatherization, etc. (It is recognized that window replacements are rarely cost-effective, but could be considered as part of a comprehensive plan.)
 5. Specialty Systems: laundry equipment, kitchen equipment, pool systems, renewable energy systems.
 6. LEED-EB: LEED-EB strategies to improve operations and maintenance practices.
 7. Water and Sewage Systems: automatic controls, low-flow faucet aerators, low-flow toilets, cooling tower modifications, pool covers, and irrigation system controls or modifications.

Section B: Form of Proposal - continued

8. Describe qualifications and experience with systems using renewable and alternative energy.

B.03.5.1 PROJECT APPROACH

Summarize the general project approach and scope of services that would be offered by the Proposer for this program. The County recognizes that the specific approach will depend on the facility. The Proposer shall evidence its understanding of the program and shall describe in narrative format its proposed means and methods for completing the project. Proposals should clearly identify opportunities for: energy conservation, operating cost savings, infrastructure improvements and financing sources, including grant opportunities for implementation of recommended strategies.

The Proposal should generally describe how a project will be commenced, initial procedures, the collection of data, methodology, scheduling, time frames, coordination and administration of the project. Describe Proposer's approach to project management. Describe the involvement of County staff.

B.03.5.2 Investment Grade Technical Energy Audit – Generally

Give a general description of Proposer's technical auditing and analysis procedures and any anticipated involvement of County staff in the provision of technical data and/or other support required for the audit.

Estimate and provide the cost of the audit(s) to the County, based on the various possible facilities, for purposes of project financing and energy savings guaranty.

B.03.6 Energy Baseline Calculation Methodology and Verification

Describe the methods used to compute baseline energy use. Describe any computerized modeling programs used by Proposer to establish baseline consumption. Summarize procedures, formulas and methodologies, including any special metering or equipment the Proposer will use to measure and calculate energy savings under this program. Describe the methods used to adjust the guaranteed level of savings from any material changes that occur due to factors such as weather, occupancy, facility use changes, etc. Indicate how cost savings opportunities are to be identified, documented and measured. Describe Proposer's approach to treatment of savings achieved during construction and how those savings will be documented and verified.

Section B: Form of Proposal - continued**B.03.7 ESCO Fee Calculation**

Describe the methods for calculating Proposer's fees as a function of a project's energy savings performance. Describe the services the Proposer will seek to be paid for over the term of a guaranteed energy performance contract. Describe the method by which the Proposer will be paid for such services and the Proposer's billing procedures.

Describe the Proposer's overhead, profit and pricing policies for these types of projects. Should the proposer not achieve the minimum guaranteed savings for any 12 month period the proposer shall have their payment reduced as discussed in E0.2.2.

B.03.8 Savings Guarantee Calculations

Provide a copy of Proposer's savings guarantee language and describe in great detail your approach and commitment to the annual reconciliation of savings and how these savings will be achieved. Describe Proposer's procedures and schedule for measuring the project's financial performance and how the guarantee provisions work in the event that project results vary from projections. Describe Proposer's methodology for establishing the guarantee of the project's financial performance.

B.03.9 Customer Savings Report Sample

Submit a sample *Customer Savings Report*.

B.03.10 Financing

Briefly describe the types of financing arrangements used by Proposer for past guaranteed energy performance contracts. Describe Proposer's preferred approach to providing or arranging financing, including a description of the source of funds and the potential dollar amounts currently available to Proposer to finance these types of projects. Please indicate what representative interest rates may be available, financing terms and other variable factors associated with each method that you are aware of at the time of submittal.

B.03.11 Training

Describe Proposer's capabilities and proposed approach to provide technical training for County staff in the present and continuous ongoing training thru the life of the Contract. Describe Proposer's involvement in developing training manuals for facility staff. Describe Proposer's approach to implementing and measuring the savings associated with

behavior modification strategies.

Section B: Form of Proposal - continued

B.03.12 Energy Project Commissioning (EPC)

Describe Proposer's approach to equipment commissioning.

Provide a sample *Commissioning Plan* from a guaranteed energy performance contract implemented by Proposer.

Proposer is to include a description of its use of the International Performance Measurement and Verification Protocol (IPMVP).

B.03.13 Equipment Maintenance Services

Describe your responsibilities in performing maintenance on existing and new equipment. Discuss the relationship of maintenance services to the savings guarantee. Discuss any required length of any maintenance services agreement and what impact termination of maintenance services, prior to the end of the contract term, would have on the savings guarantee. Describe the role, if any, the County staff would have in performing maintenance on existing and new equipment.

Submit a sample *Maintenance Plan* from a completed project. Use a project similar to one of the County's proposed facilities, if applicable.

B.03.14 Recommended Program Areas

Identify and prioritize those County buildings and facilities which, in Proposer's opinion, are capable of achieving the greatest overall energy cost savings, considering projected energy savings and the costs of potential improvements. The Proposer may make any other recommendations regarding the County's program it believes will benefit the County.

B.03.15 Other Considerations

Describe any factors that Proposer views as a concern that may need to be addressed prior to any contract.

Include any other information you wish the County to consider.

Section B: Form of Proposal - continued**B.03.16 Representations and Disclosures**

By submitting its Proposal, Proposer acknowledges that its Proposal may become part of any contract entered into between the County and Proposer.

By submitting its Proposal, Proposer shall make the following representations and disclosures.

1. Conflict of Interest. Proposer has disclosed any actual, apparent or potential conflicts of interest that are present or could develop with respect to the scope of services for the Project and any parties to this solicitation or any third parties. Proposer has identified the name of any officer, director, or agent who is also an employee or official of the County of Manatee. The existence of any such conflicts of interest will not automatically disqualify any proposing team from consideration. The County will evaluate such disclosures and determine whether they are disqualifying or subject to possible mitigation measures.

2. Good Faith. Proposer represents that the Proposal is made without connection with any persons, company or party submitting another proposal, and that it is in all respects fair and in good faith without collusion or fraud.

3. Financial Strength. Proposer certifies that Proposer has not filed for bankruptcy in the past five (5) years. Proposer to provide financial statements for the past three (3) years.

4. Criminal. Proposer certifies that neither Proposer nor any of Proposer's principals have been convicted of a felony or fraud. Indicate if any principals have been indicted for a felony or fraud.

5. Debarment. Proposer certifies that Proposer and any parent corporations, affiliates, subsidiaries, members, shareholders, partners, officers, directors or executives thereof are not presently debarred, proposed for debarment or declared ineligible to proposal or participate in any federal, state or local government agency projects and are not listed on the Florida convicted vendor list. Pursuant to F.S. 287.133, a person or affiliate who has been placed on the convicted vendor list maintained by the State of Florida may not submit a proposal to the County of Manatee for 36 months following the date of being placed on the convicted vendor list.

Section B: Form of Proposal - continued

6. No Collusion. Proposer warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for Proposer, to solicit or secure an award under this RFP and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for Proposer, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from an award.

7. Truth in Negotiation. Proposer certifies the compensation and hourly rates and other expenses or costs to be compensated under the contract are accurate, complete and current and the time of contracting and no higher than those charged to the Proposer's other customers for the same or substantially similar service in the Southeast Region of the United States during the preceding twelve (12) month period. The fees and expenses payable under the contract shall be adjusted to exclude any significant sums should the County determine that the fees and costs were increased due to inaccurate, incomplete or non-current wage rates or due to inaccurate representations of fees paid to sub-consultants or sub-contractors.

8. Use of Funds. Proposer certifies to the best of its knowledge and belief that no funds or other resources received in connection with an award of a contract from this RFP will be used directly or indirectly to influence legislation or any other official action by the Florida Legislature or any state agency.

9. Proposer recognizes and agrees that the County will not be responsible or liable in any way for any losses that the Proposer may suffer from the disclosure of Proposal information to third parties.

B.03.17 Measurement and Verification Plan

Proposer to provide details on how energy will be measured (pre and post-project), how it will be valued (calculations and rates), and who will be involved in the process.

B.04 FINANCIAL RECORDS

Provide authorization for a Manatee County auditor and/or its representative to have access to your financial records at the primary location of the business entity or such other location as may be agreed, for the purposes of verifying your financial representations, review and assessment of the historical and current financial capacity of your business entity and its expected ability to meet ongoing financial obligations to the County as proposed to Manatee County.

Section B: Form of Proposal - continued

The County's audit agents or representatives will report their findings in a summary report to the Manatee County Purchasing Official, which will be placed in the proposal files for subsequent use and review.

B.05 PROPOSED AUDIT AND CONSTRUCTION SCHEDULE

Submit a Sample of your firm's detailed Energy Audit Report and Construction Schedule. See Section "E" Scope of Services.

B.06 PROPOSED TEN AND TWENTY YEAR OPERATIONS AND MAINTENANCE PLAN

Submit a Sample of your firm's detailed Ten (10) and Twenty (20) Year Operations and Maintenance Plan. See Section "E" Scope of Services.

NOTE: The County reserves the right to make such investigation and solicit additional information or submittals as it deems necessary to determine the ability of any proposer to perform the Scope of Services stated in this Request For Proposal.

END SECTION B

SECTION C: SELECTION

C.01 EVALUATION FACTORS

Evaluation factors are (1) the perceived ability of the Proposer to perform the Scope of Services as stated in this Request for Proposal in the timeliest and efficient manner, (2) the estimated cost proposed and (3) the savings to be achieved. These evaluation factors shall determine the proposal which will overall best meet the needs of Manatee County as determined from the responses to this Request for Proposal and subsequent investigation by the County.

C.02 RELATIVE IMPORTANCE OF EVALUATION FACTORS

No weight has been assigned to the Evaluation Factors stated above.

C.03 PRELIMINARY RANKING

A Selection Committee shall determine from the responses to this Request For Proposal and subsequent investigation as necessary, the proposer(s) most susceptible of being selected for award.

C.04 REVIEW OF PROPOSERS AND PROPOSALS

In-person reviews may be conducted with responsible proposers who are deemed reasonably susceptible of being selected for award, for the purposes of assuring full understanding of (a) conformance to the solicitation requirements, (b) the abilities of the proposer, and (c) the proposal submitted.

Proposers shall be available for presentations to and interviews with the Selection Committee, upon notification from the Purchasing Office. The date(s) and time(s) of any such presentations / interviews shall be determined solely by the County.

C.05 SELECTION FOR NEGOTIATION

The Proposer whose ability and proposal is determined to be the most advantageous to the County, taking into consideration the evaluation factors set forth in this Request for Proposal, shall be selected to negotiate an agreement for the stated Scope of Services.

C.06 AWARD

Award of an agreement is subject to the successful negotiations and the vote of the Board of County Commissioners to authorize execution of the agreement.

END SECTION C

SECTION D: NEGOTIATION OF THE AGREEMENT

D.01 GENERAL

The following general terms and conditions apply to the proposal submitted for consideration and the subsequent negotiations:

- a. The proposal will serve as a basis for negotiating an agreement.
- b. Upon submission, all proposals become the property of the County which has the right to use any or all ideas presented in any proposal submitted in response to this Request for Proposal whether or not the proposal is accepted.
- c. All products and papers produced in the course of this engagement become the property of the County upon termination or completion of the engagement.

D.02 AGREEMENT

The selected proposer shall be required to negotiate an agreement, in a form and with provisions acceptable to Manatee County. See Section E.02.1 and E02.2 for further clarification.

Negotiated Agreements may or may not include all elements of this RFP or the resulting successful proposal where alternative terms or conditions become more desirable to the County, and the parties agree to such terms.

The Manatee County Board of County Commissioners will be presented the negotiated agreement(s) as the best and final offer for consideration of award and execution. The Board of County Commissioners shall determine if award of the agreement is to be: considered; rejected and direct further negotiations; rejected and terminate negotiations; or accepted, authorizing the County Administrator or his designee to execute the agreement.

END SECTION D

SECTION E: SCOPE OF SERVICES

E.01 Background Information:

Manatee County ("County") is soliciting proposals from qualified and experienced Energy Service Companies ("ESCOs" or "Proposers") capable of performing Investment Grade Energy Performance Audits and comprehensive energy management and energy-related capital improvement services for various County buildings, structures, and facilities for the County's Energy Performance Program, and on an as-needed basis, financed through guaranteed costs savings achieved from the improvements.

The selected ESCO will enter into a contract(s) to provide investment-grade energy performance audit(s) for one or more of the facilities/sites listed below and provide a comprehensive energy efficiency and guaranteed savings report(s). A detailed list of all facilities with their addresses can be found in Attachment A and a location map in Attachment B. Upon review and acceptance by the County, the County may negotiate a Guaranteed Energy Performance contract for an initial period of up to twenty (20) years with the ESCO for the proposed energy-saving improvements, and which may provide financing of the energy-saving capital improvements. The ESCO must provide a guarantee that annual energy cost savings will meet or exceed the amortized costs of the energy-saving capital improvements. Improvements must result in a guaranteed minimum energy savings with payment to the ESCO for services linked to the verified achievement of project savings.

E0.2 SCOPE OF SERVICES:

E0.2.1 ENERGY AUDIT CONTRACT:

The selected ESCO will contract for the performance of investment-grade technical energy audits of one or more County buildings or facilities and provide a proposed savings report which meets the requirements of Sec. 489.145, F.S. Energy conservation measures may reduce energy consumption associated with heating, ventilation and air conditioning systems, lighting systems, building envelope, water usage and other energy using devices, as well as cost saving related to energy use such as sewage, solid waste collection, fuel switching or demand reductions.

The scope of the energy audit shall include, but not be limited to:

Performance of technical analysis of the each facility and energy audit to evaluate costs and savings of a variety of energy and water-saving measures.

Section E: Scope of Services – continued

Preparation of an Energy Audit Savings Report including:

- Detailed descriptions of significant long-term energy savings and operational changes recommended to be installed or implemented and prioritized as to greatest potential savings.
- Projections of energy and cost savings to be obtained as a result of the installation of the recommended energy conservation measures and appropriate criteria to be used to determine measurable savings and the method for verification. The savings calculations must utilize assumptions, projections, and baselines which best represent the true value of future energy or operational savings for the facility, including accurate marginal cost for each unit of saving at the time the audit is performed; documented material and costs actually avoided; adjustments to the baseline to reflect current conditions at the facility compared to the historic base period; and calculations which account for the interactive effects of the energy conservation measures. A description of how utility tariffs were used to calculate savings for all energy conservation measures is to be included.
- Proposed plan for installing or implementing the recommended energy conservation measures, including all anticipated costs and estimated time frames associated with the installation and implementation.
- Detailed timetable for completing engineering and construction work for the recommended energy conservation measures.
- Specific financing arrangements and terms for the energy conservation measures project. There should be no upfront capital costs to the County and all audit costs should be included in the financing.

Proposed energy conservation measures must obtain annual savings which will be greater than the total annual project costs and ESCO must be willing to guarantee such savings.

Proposed energy conservation measures must deliver consistent and acceptable levels of occupant comfort and system functionality, including climate and lighting systems.

Section E: Scope of Services – continued

Proposed energy conservation measures must place importance on cost reduction and cost avoidance based on energy usage reductions, ability to incorporate renewable energy technologies into the package, create jobs, reduce carbon and other Green House Gas (GHG) emissions, along with the capture of environmental benefits.

The ESCO shall make a presentation to the Board of County Commissioners providing key findings of the energy audit and recommendations. The Energy Audits at a minimum shall include:

- A summary table that defines the cost of each measure, the annual maintenance costs, simple payback, and expected life of the measure.
- A full analysis and definition of base year energy for each fuel and utility type.
- A full description of the analysis methods, calculations, data input, and all technical and economic assumptions.

The technical investment grade energy audit results shall be to provide an engineering and economic basis for negotiation of a Guaranteed Energy Performance Contract between the ESCO and the County for the energy conservation measures discussed in the audit.

The County will independently evaluate the audit once it is complete. However, the County shall be under no obligation to negotiate a contract, and if it does negotiate, may contract for all or only some of the recommended energy conservation measures. No implementation of any recommended energy conservation measures shall commence prior to full execution of a contract between the County and the ESCO.

The County does not guarantee a minimum number, size or scope of projects for any selected ESCO. The County reserves the right to not enter into any proposed Guaranteed Energy Performance contract or to reduce the scope of facilities under any such contract.

E0.2.2 GUARANTEED ENERGY PERFORMANCE CONTRACT

The County may, in its sole discretion, based on the energy audit report, negotiate and enter into a Guaranteed Energy Performance contract with the ESCO to design, acquire, fabricate and install the agreed energy conservation measures and provide training, commissioning, maintenance and monitoring, and all other specified services at the audited facility(ies).

Section E: Scope of Services – continued

Services shall include the training of the County's facility staff with respect to routine maintenance and operation of all improvements. Such contracts shall include an energy savings guaranty and comply with the requirements of Sec. 489.145, F.S.

Energy savings guaranty: The ESCO shall guaranty that the County's annual debt service obligations, resulting from the financing the costs of the energy conservation measures, will be covered by the savings achieved, regardless of the financing method chosen. The guaranteed energy savings must meet or exceed the amortized cost of the energy conservation measures, including maintenance and monitoring fees during the contract term. If the project does not generate the guaranteed level of savings in any given year, the Energy Services Company will be responsible for reimbursing the County the amount of any shortfall. The energy savings shall be reported, verified and reconciled annually, and the ESCO shall make any payments due under the guaranty on such annual basis. No credit for the achievement of saving above and beyond the annual guarantee will be credited toward the guaranty of future years' savings. Excess savings will not be used to reimburse the Energy Services Company for any payments made due to shortfalls in other years and the excess revenue shall remain with the County.

The ESCO shall define measures and metrics necessary to track the success of the energy savings and shall measure the County's Return on Investment (ROI) in a manner that enables the County to track and report progress. This includes cost benefit analysis and energy and carbon reduction.

The ESCO shall, should it be required, provide all mandatory reporting for the Department of Energy, Energy Efficiency and Conservation Block Grant (EECBG).

A registered professional engineer shall review and approve all design work done under the Guaranteed Energy Performance Contract.

No equipment or energy conservation measure will be installed or implemented that will require the hiring of additional personnel by the County.

The ESCO shall warrant that none of the energy conservation measures it implements will cause the deterioration of indoor air quality in any County facility.

The ESCO shall be required to carry an appropriate level of insurance for both the construction and operation phases of the Contract. The terms, type and limits of coverage shall be negotiated with the selected proposer.

All drawings, reports and materials prepared in performance of the contract shall become the property of the County.

The ESCO shall be required to obtain all necessary licenses and permits and shall comply with all applicable Federal, State and local laws. All work performed under the Guaranteed Energy Performance Contract must be in compliance with all building codes and appropriate licensing standards.

Section E: Scope of Services – continued

The term of the Guaranteed Energy Performance Contract will be based on the specific project requirements and subject to negotiation.

The County does not guarantee a minimum number, size or scope of projects for any selected ESCO. The County reserves the right to not enter into any proposed Guaranteed Energy Performance contract or to reduce the scope of improvements under any such contract.

E0.2.2.1 GUARANTEED ENERGY PERFORMANCE CONTRACT/DESIGN BUILD PHASE

Proposal shall be all inclusive beginning with the assembly of a professional design team & support staff to work closely with the owners representatives on an as needed basis to insure the final design will function as desired.

Proposal shall provide all personnel, services, plans, & documents necessary during the pre-construction phase & as required to bring the agreed upon design to a permitted status. Upon the Design/Build team's receipt of all permits, it shall cause the Construction Phase to commence.

The Construction Phase shall be manned by a pre-selected team which prior to construction has attended, if not all, some of the later pre-construction meetings to familiarize themselves not only the project but the owner's representatives they will be closely working with to bring the project to a successful conclusion.

The Construction Phase shall be properly manned to insure that the construction schedule is maintained at all times and any potential delays shall be conveyed to the owner's representatives as soon as they are discovered.

During construction weekly on site project meetings will be conducted by the Design/ Build provider. These meetings shall have representatives from all entities involved in the Construction Phase and may including the owner's representatives, when required. The meetings shall be mandatory.

The Design/ Build team shall at the end of the Construction Phase bring to the project all the required resources to quickly & efficiently complete all punch list items, provide to the owner instruction as required for all supplied equipment & devices & submit all typical close out documents &/or those the owner may request.

Quality Assurance: All activities, actions, and procedures performed before and during execution of the Work shall guard against defects, deficiencies, and substantiate that proposed construction will comply with requirements.

Section E: Scope of Services – continued

Applicability of Standards: Unless the Contract Documents include more stringent requirements, applicable construction industry standards have the same force and effect as if bound or copied directly into the contract Documents to the extent referenced. Such standards are made a part of the Contract Documents by reference.

EO.3 OWNERSHIP AND USE OF DOCUMENTS:

It is understood and agreed that the documents or reproducible copies, including reports, designs, specifications, other documents and data developed by the Proposer, the County, or the County Consultants in connection with this RFP and the Project shall be delivered to and shall become the property of the County as they are received by the County. The Proposer hereby assigns all its copyright and other proprietary interests in the products of the agreement to the County. Specific written authority is required by the County's Administrative Agent for the Proposer to use any of the work products of this REQUEST FOR PROPOSAL or any future agreement on any non-County project.

E.04 MEETING REQUIREMENTS

Proposer shall conduct and chair weekly project design meetings and during construction on-site, project meetings with all subcontractors, and provide the County a written summary of each weekly meeting. These reports shall be submitted to the County Project Manager within three calendar day of the occurrence of the latest meeting.

E0.5 GRANT

The County, should it become the recipient of a grant and would receive such funds by the time any facilities are constructed, the grants may be used for this project. Should a grant become available then the grant requirements, including all reporting requirements, will apply to and be negotiated as part of the contract(s) through Addendum if necessary.

E0.6 INSURANCE

The selected Proposer shall be required to purchase and maintain from a company or companies lawfully authorized to do business in Florida, insurance coverages including but not limited to General Liability, Property Damage, Auto Liability, Professional Liability and Workers' Compensation the minimum amounts shall be addressed at the time of negotiations of the Agreement.

Certificates of Insurance shall be delivered to County prior to execution of a contract. All certificates for general liability coverage shall name the County as an Additional Insured. The contract may contain additional insurance requirements.

END OF SECTION E

**PROPOSAL SIGNATURE FORM
RFP #11-3251BG**

Firm Name

Mailing Address:

() _____
Telephone Number

City, State, Zip Code

The undersigned attests to his (her, their) authority to submit this and to bind the firm herein named to perform as per the Agreement. If the firm is selected by the County the undersigned certifies that he/she will negotiate in good faith to establish an agreement to provide **Energy Performance Contracting Services** for Manatee County, according to the requirements of this **RFP #11-3251BG**.

Signature

Witness Signature

Name and Title of Above Signer

Name and Title of Above Signer

Date: _____

Date: _____

Telephone Number

Email Address

ATTACHMENT A

Building List and Site Information

All ancillary facilities and lighting to be included.

See ATTACHMENT B for map locations

Manatee County Government - Administration

Section 1: General Facility Data

1. Name of Institution: **Manatee County Government-Administration**
2. Address of Building: **1112 Manatee Ave West, Bradenton, FL 34205**
3. Primary Use: **Office space**
4. Building Operator: **Tim Funk Phone: 748-4501 Ext 3068**
5. Building Manager: **David Thompson Phone:748-4501 Ext 3016**
6. Year Constructed: **1989**
7. Briefly describe any major changes to building operation or structure during the last four years that significantly affected annual building energy use. What was done? What were the effects on energy use?

Lighting retrofit to T-8 bulbs in approximately 2004

Film applied to windows for storm protection approximately 2004

8. Describe any major change planned for the next five years that could significantly affect annual energy use. What change? Anticipated effects?

New data room UPS and DX additions for technology equipment located on the 7th floor for backup purposes. This is scheduled for 2012.

Section 2: Operating Data

1. Please describe the typical hours of operation for your facility. Include the general summer and winter temperature set points for your facility, and if night setback is used, what is your target temperature?

County Government Administrative office space. The typical operation is 5 days-9.5 hours a day operation or 6:30-5.

2. Please describe the manufacturer(s), age, type, and condition of the HVAC control system(s) used in the building(s).

Trane 320 tons-24 years of age. Cooling towers and Trane in poor condition.

3. If you have an operating EMS controlling your building, please list the manufacturer, year installed, and operating conditions.

Automated Logic installed in 2007

Section 3: Physical Data

1. Give the total square footage of conditioned space. If the total heated and cooled areas differ in size, please describe their respective sizes.

147,473

2. Briefly describe the predominant wall and roof construction. Also describe the type and condition of existing windows.

Roof is less than 2 years of age and is white membrane.

The walls are approximately 50/50 glass and cement components.

It is a 9 story structure.

The windows are insulated and tinted with retrofit films for storm resistance.

Section 4: Energy and Water Consumption Data

Summary of Utility Consumption and Costs over the last year

Electric Consumption

Name of Facility: **Administration Building**

Location: **1112 Manatee Ave West, Bradenton, FL 34205**

Type of Fuel: **Electric Grid**

Name of Utility: **Florida Power and Light**

Billing Month/Yr.	# Days	Demand KW	# of KWH	Total Cost
January 2011	33	655	288720	24294
February	29	622	248400	21586
March	28	611	238560	21374
April	33	611	288240	24285
May	29	698	264480	23938
June	30	611	289680	24305
July	33	734	334320	24408
August	28	633	293760	24816
September	34	741	345360	29114
October	29	696	291120	25455
November 2010	31	709	307887	30707
December 2010	31	598	281520	27817
TOTALS				With taxes

Natural Gas Consumption

Name of Facility: **N/A** Natural Gas is unavailable.

Water Consumption

Name of Facility: **Manatee County Government Administration**

Location: **1112 Manatee Ave West, Bradenton FL**

Type of Fuel: **N/A**

Name of Utility: **City of Bradenton**

Billing Month/Yr.	# Days	# Gallons	Sewage Charges	Water Cost
		Per 1000 gallons		
January 2011		208	1084	865
February		187	1156	798
March		249	1240	997
April		243	1217	978
May		293	1408	1138
June		301	1438	1164
July		406	1838	1401
August		354	1640	1334
September		481	2124	1741
October2011		232	1210	972
November 2010		342	1595	1296
December2010		260	1282	1032
		4" water meter		\$2.07 first 3000/\$3.31 over
TOTALS				

Section 5: Energy Systems Data

- Briefly describe the major type(s) of HVAC system(s) serving your building (i.e., terminal reheat, multi-zone, variable air volume, etc.) Indicate the main fuels used to operate the heating and cooling systems.

VAV with 320 tons of water cooled for main operating hours.

Each of the 9 floors has 2 air handlers undersized to remodeling configurations through the years.

- Estimate the percentage of total area lighted by fluorescent ballasts and bulbs, and incandescent bulbs. Estimate the approximate annual hours of operation for each type of lighting. If you have a significant amount of HID lighting, please describe it in similar terms.

The bulbs are T-8 fluorescent bulbs and 100%.

3. Briefly describe any laundry or food facility which you operate.

N/A

4. Briefly describe any major labs or medical equipment you operate.

N/A

5. Describe your domestic water heating, distribution, and control system(s).

The building automation is controlled by Automated Logic.

6. Please describe any other energy consuming equipment or facilities that contribute significantly to your annual energy consumption (e.g. incinerator, pool, etc.)

Data Room 24/7

Section 6: Improvement Opportunities

1. Briefly describe any serious equipment, operating, or comfort problems in your building(s). Identify any major mechanical, control, or electrical systems scheduled for replacement during the next five years.

Funds have been identified to replace the chillers, cooling towers and misc upgrades in HVAC.

2. Briefly list any major energy conservation options identified by a previous analysis of your building.

NA

3. Please describe any building improvements that you would like to investigate during this project.

Conversion to Central Energy Plant and the plant operate with natural gas.



ATTACHMENT A

Building List and Site Information

All ancillary facilities and lighting to be included

See ATTACHMENT B for map locations

Manatee County Government - Central Library

Section 1: General Facility Data

1. Name of Institution: **Manatee County Government-Central Library**
2. Address of Building: **1301 Barcarrota Blvd**
3. Primary Use: **Library**
4. Building Operator: **Tim Funk Phone: 748-4501 Ext 3068**
5. Building Manager: **David Thompson Phone: 748-4501 Ext 3016**
6. Year Constructed: **1973**
7. Briefly describe any major changes to building operation or structure during the last four years that significantly affected annual building energy use. What was done? What were the effects on energy use.

None

8. Describe any major change planned for the next five years that could significantly affect annual energy use. What change? Anticipated effects?

The building will be retrofitted with T-8 lamps in 2012

Section 2: Operating Data

1. Please describe the typical hours of operation for your facility. Include the general summer and winter temperature set points for your facility; and if night setback is used, what is your target temperature?

Each day has a different operating time. It can be 1-9, 1-5 OR 9-9.

2. Please describe the manufacturer(s), age, type, and condition of the HVAC control system(s) used in the building(s).

Carrier 75 tons chilled water air cooled, 1 Bohn 75 ton chilled water aircooled. Original equipment as old as the building.

3. If you have an operating EMS controlling your building, please list the manufacturer, year installed, and operating conditions.

None

Section 3: Physical Data

1. Give the total square footage of conditioned space. If the total heated and cooled areas differ in size, please describe their respective sizes.

This is a 2 story building with 53,372 square feet of conditioned space.

2. Briefly describe the predominant wall and roof construction. Also describe the type and condition of existing windows.

Roof is less than 4 years of age and is white membrane. The walls are CMU and with a brick finish. Windows are non insulated.

Section 4: Energy and Water Consumption Data

Summary of utility consumption and costs over the last year

Electric Consumption

Name of Facility: **Central Library**

Location: **1301 Barcarrota Blvd West, Bradenton, FL 34205**

Type of Fuel: **Electric Grid**

Name of Utility: **Florida Power and Light**

Billing Month/Yr.	# Days	Demand KW	# of KWH	Total Cost
January	33	292	139080	11474
February	29	307	147720	12471
March	28	328	127440	11245
April	33	294	174240	14206
May	29	292	150480	12667
June	30	302	156280	12965
July	33	304	162120	13225
August	28	307	149280	12785
September	34	320	176280	14239
October	29	274	109200	9903
November 2010	31	266	139800	14502
December 2010	29	271	133560	11128

Natural Gas Consumption

Name of Facility: N/A

Water Consumption

Name of Facility: Central Library

Location: 1301 Barcarrota Blvd

Type of Fuel: N/A

Name of Utility: City of Bradenton

Billing Month/Yr.	# Days	# Gallons	Sewage Charges	Total Cost
		X1000		
January		104	564	448
February		75	454	355
March		45	340	259
April		41	324	246
May		39	317	239
June		32	290	217
July		36	305	230
August		40	321	243
September		37	309	233
October		48	361	276
November		127	522	652
December		101	553	438
TOTALS				

Section 5: Energy Systems Data

- Briefly describe the major type(s) of HVAC system(s) serving your building (i.e., terminal reheat, multi-zone, variable air volume, etc.) Indicate the main fuels used to operate the heating and cooling systems.

Multi zone varies with electric heat

- Estimate the percentage of total area lighted by fluorescent ballasts and bulbs, and incandescent bulbs. Estimate the approximate annual hours of operation for each type of lighting. If you have a significant amount of HID lighting, please describe it in similar terms.

T-12 Lamps scheduled for replacement @ 100%. Parking is HP5 lamps.

3. Briefly describe any laundry or food facility which you operate.

N/A

4. Briefly describe any major labs or medical equipment you operate.

N/A

5. Please describe any other energy consuming equipment or facilities that contribute significantly to your annual energy consumption (e.g. incinerator, pool, etc.)

**Compressor for pneumatics system on A/C
Computer for public use
Chilled water supply and return pumps**

Section 6: Improvement Opportunities

1. Briefly describe any serious equipment, operating, or comfort problems in your building(s). Identify any major mechanical, control, or electrical systems scheduled for replacement during the next five years.

The age of the HVAC system presents controlling problems.

2. Please describe any building improvements that you would like to investigate during this project.

Conversion over to a Central Energy Plant.

ATTACHMENT A

Building List and Site Information

All ancillary facilities and lighting to be included

See ATTACHMENT B for map locations

Manatee County Government - DeSoto Center

Section 1: General Facility Data

1. Name of Institution: **Manatee County Government - DeSoto Center**

This space is a former retail strip center, where the following Government agencies reside: Manatee County Sheriff's Office 79,611 sq ft.; Crime Prevention 10,200 sq ft.; Storage 10,600 sq ft.; Employee Health Benefits 5,200 sq ft.; Vacant space 5,950 sq ft.; Supervisor of Elections 20,098 sq ft.

2. Address of Building: **600 301 Blvd West (Suites 104, 108, 111, 112, 176 180A, 202)**

3. Primary Use: **Office space/former retail strip center**

4. Building Operator: **Randy Siebert Phone: 748-4501 Ext 6486**

5. Building Manager: **David Thompson Phone: 748-4501 Ext 3016**

6. Year constructed: **1981**

7. Briefly describe any major changes to building operation or structure during the last four years that significantly affected annual building energy use. What was done? What were the effects on energy use?

New roof was installed on single story in 2006.

Many units were vacant with A/C not operational. New rooftop units were installed as suites became occupied.

2010 new chiller coils were installed on (2) 125 ton Trane Chillers.

2009-10 Air Quality Project in MSO (3) new air handlers and (4) new fresh air machines.

MSO Property area insulated and made into a warehouse for evidence.

MSO Property - 6 commercial refrigerators and 2 freezers running at all times.

Air handler was added in dock area of MSO due to humidity problems.

Parking lot lights replaced in 2010.

8. Describe any major change planned for the next five years that could significantly affect annual energy use. What change? Anticipated effects?

MSO Property will be expanding; EHB will be moving out.

44 T-12 fixtures in Crime Prevention left to change to T-8

Non-operational rooftop A/C units to be changed out in Suite 124.

Section 2: Operating Data

1. Please describe the typical hours of operation for your facility. Include the general summer and winter temperature set points for your facility; and if night setback is used, what is your target temperature?

**The operation is 24 hours for the Sheriff's Operations Center. The remainder of the space is typical 9 hours-5 days a week.
Set-points in MSO at 72-74 at their request
EHB and SOE not controlled presently.
Night set-back not used due to old EMS System and Non-Programmable T-Stats
Many areas are being kept much to cold.**

2. Please describe the manufacturer(s), age, type, and condition of the HVAC control system(s) used in the building(s).

Most of the roof top units are less than 4 years old.

3. If you have an operating EMS controlling your building, please list the manufacturer, year installed, and operating conditions.

**Automated Logic building automation to be added to the Sheriff's space in 2012 and controllable thermostats (28) to the remainder of the space in the center.
Balance of facility has non-programmable T-Stats.
Trane Tracer last updated in 1995.**

Section 3: Physical Data

1. Give the total square footage of conditioned space. If the total heated and cooled areas differ in size, please describe their respective sizes.

The space square footages are listed in 1:1 and this is listed is how each space is conditioned:

The Sheriff's Operations is the only 2 story building at the Desoto Center. It is also the only part of the Center that has chilled water. The rest of the spaces are cooled with roof top units.

MSO- 2 125 tons chillers

Crime Prevention 2 RTU for 25 tons

Store Room 5 RTU for 25 tons and one split system for the freezer room

EHB 4 RTU for 18 tons

Vacant 3 RTU for 18 tons

SOE 6 RTU for approximately 50 tons

2. Briefly describe the predominant wall and roof construction. Also describe the type and condition of existing windows.

Roof is 5 years of age and is white membrane. The walls are CMU with a stucco finish. Film was added to windows for storm protection.

Section 4: Energy and Water Consumption Data

Summary of utility consumption and costs over the last year

Name of Facility: **DeSoto Center**

Location: **600 301 Blvd West, Suite 104, Bradenton, FL 34205**

Type of Fuel: **Electric Grid**

Name of Utility: **Florida Power and Light**

Billing Month/Yr.	# Days	Demand KW	# of KWH	Total Cost
January			119	19
February			96	17
March			123	19
April			107	18
May			33	10
June			55	13
July			21	9
August			16	9
September			11	8
October			29	10
November 2010			266	33
December 2010			166	24
TOTALS				

Electric Consumption

Name of Facility: **DeSoto Center**

Location: **600 301 Blvd West, Suite 108, Bradenton, FL 34205**

Type of Fuel: **Electric Grid**

Name of Utility: **Florida Power and Light**

Billing Month/Yr.	# Days	Demand KW	# of KWH	Total Cost
January	34	46	10920	1073
February	32	53	11400	1156
March	29	52	11880	1188
April	29	41	7440	836
May	29	34	8760	849
June	32	40	11640	1074
July	30	40	12480	1124
August	29	41	13200	1182
September	29	42	13680	1220
October	32	38	12840	1133
November 2010	29	41	11880	1279
December 2010	31	36	9120	1026
TOTALS				

Electric Consumption

Name of Facility: **DeSoto Center**
Location: **600 301 Blvd West, Suite 111 Bradenton, FL 34205**
Type of Fuel: **Electric Grid**
Name of Utility: **Florida Power and Light**

Billing Month/Yr.	# Days	Demand KW	# of KWH	Total Cost
January	31	32	13248	1101
February	29	32	12098	1032
March	28	31	11082	978
April	33	31	12073	1038
May	29	30	9486	872
June	32	30	9859	895
July	31	29	8557	808
August	28	26	7544	719
September	34	30	10223	916
October	29	28	9265	840
November 2010	29	33	11843	1026
December 2010	33	32	13909	1140
TOTALS				

Electric Consumption

Name of Facility: **DeSoto Center**

Location: **600 301 Blvd West, Suite 112, Bradenton, FL 34205**

Type of Fuel: **Electric Grid**

Name of Utility: **Florida Power and Light**

Billing Month/Yr.	# Days	Demand KW	# of KWH	Total Cost
January	31	84	19920	1980
February	29	62	16200	1647
March	29	72	16320	1588
April	33	73	20280	1930
May	29	79	26700	2374
June	32	80	31140	2644
July	31	88	32160	2784
August	28	81	27840	2460
September	34	83	33600	2818
October	29	80	25920	2337
November 2010	29	86	2480	28020
December 2010	33	74	20640	1930
TOTALS				

Electric Consumption

Name of Facility: **DeSoto Center**

Location: **600 301 Blvd West, Suite 176, Bradenton, FL 34205**

Type of Fuel: **Electric Grid**

Name of Utility: **Florida Power and Light**

Billing Month/Yr.	# Days	Demand KW	# of KWH	Total Cost
January	31	32	7440	756
February	29	29	6480	671
March	28	22	6000	586
April	33	22	7680	688
May	29	30	8520	814
June	32	26	10080	868
July	31	35	10800	1000
August	28	36	10440	989
September	34	28	11880	993
October	29	28	9120	831
November 2010	29	26	8280	750
December 2010	33	22	6480	606
TOTALS				

Electric Consumption

Name of Facility: **DeSoto Center**

Location: **600 301 Blvd West, Suite 180A, Bradenton, FL 34205**

Type of Fuel: **Electric Grid**

Name of Utility: **Florida Power and Light**

Billing Month/Yr.	# Days	Demand KW	# of KWH	Total Cost
January	31	12	2863	291
February	29	9	2250	230
March	28	9	1930	201
April	33	11	2456	254
May	29	13	3540	363
June	32	13	3765	386
July	31	15	4758	487
August	28	14	4533	464
September	34	14	5105	521
October	29	13	3802	390
November 2010	29	15	3672	371
December 2010	33	12	2888	294
TOTALS				

Electric Consumption

Name of Facility: **DeSoto Center**
 Location: **600 301 Blvd West, Suite 202 MSO Operations, Bradenton, FL 34205**
 Type of Fuel: **Electric Grid**
 Name of Utility: **Florida Power and Light**

Billing Month/Yr.	# Days	Demand KW	# of KWH	Total Cost
January	31	374	189480	14748
February	29	399	176680	14338
March	28	386	183240	14721
April	33	384	221040	16982
May	29	411	208200	16463
June	32	408	231840	17711
July	31	427	232560	17943
August	28	445	218040	17269
September	34	456	261240	19910
October	32	495	238200	18776
November 2010	29	447	204840	16338
December 2010	33	414	215400	16659
TOTALS				

Section 5: Energy Systems Data

Briefly describe the major type(s) of HVAC system(s) serving your building (i.e., terminal reheat, multi-zone, variable air volume, etc.) Indicate the main fuels used to operate the heating and cooling systems.

- 2 - Trane 125 ton chillers from 1993
- 2 - Liebert A/C systems in Data Room 1993 (DX & chilled water)
- 4- Trane fresh air machines 2010
- 4 - Ceiling air handlers replaced in 2010
- 11 - Trane air handlers in MSO dated 1993
- 26 - Rooftop units on the single story structure as follows:
 - Unit A - 2006 Carrier in good condition
 - Unit B - 2005 York in good condition
 - Unit C - 2007 York in good condition
 - Unit D - N/A Rheem 10-ton in fair condition
 - Unit E - old split unit in phone room in fair condition
 - Unit F - 1998 Rheem split unit in fair condition
 - Unit G - 2007 Rheem in good condition
 - Unit H - 2007 Carrier in good condition

Units I, J, K - To be replaced, not working
Unit L - 2005 Rheem in good condition
Unit M - 2005 Rheem in good condition
Unit N - 2009 York in good condition
Unit O - 2008 Eveen in good condition
Unit P - 2000 Goodman in fair condition
Units Q, R, S, U - 2009 Carriers in good condition
Units - V, W, X - 2000 or older ceiling split units in fair condition
Unit Y - 2005 Carrier in good condition
Unit Z - 2005 Voyager- in good condition
(2) package units American Standard added in 2009 and 2010 for MSO's
Freezer Room and Maintenance Shop

Estimate the percentage of total area lighted by fluorescent ballasts and bulbs, and incandescent bulbs. Estimate the approximate annual hours of operation for each type of lighting. If you have a significant amount of HID lighting, please describe it in similar terms.

- * **100% Fluorescent lights inside structure**
- * **Parking area has 24 - 1000 watt MH pole lights**
- * **Irrigation System on 8.25 acres parcel**

1. Briefly describe any laundry or food facility which you operate.

N/A

2. Briefly describe any major labs or medical equipment you operate.

N/A

3. Please describe any other energy consuming equipment or facilities that contribute significantly to your annual energy consumption (e.g. incinerator, pool, etc.)

Freezers for Sheriffs evidence storage

Section 6: Improvement Opportunities

1. Please describe any building improvements that you would like to investigate during this project.

Conversion to Central Energy Plant

ATTACHMENT A

Building List and Site Information

All ancillary facilities and lighting to be included

See ATTACHMENT B for map locations

Manatee County Government - GTE Building

Section 1: General Facility Data

Name of Institution: **Manatee County Government - GTE Building**

1. Address of Building: **1009 4th Ave West, Bradenton, FL 34205**
2. Primary Use: **Record File Storage and Critical Radio Operations**
3. Building Operator: **Tim Funk Phone: 748-4501 Ext 3068**
4. Building Manager: **David Thompson Phone: 748-4501 Ext 3016**
5. Year Constructed: **1925**
6. Briefly describe any major changes to building operation or structure during the last four years that significantly affected annual building energy use. What was done? What were the effects on energy use?

N/A

7. Describe any major change planned for the next five years that could significantly affect annual energy use. What change? Anticipated effects?

The record storage in this building could be relocated in the Future.

Section 2: Operating Data

1. Please describe the typical hours of operation for your facility. Include the general summer and winter temperature set points for your facility, and if night setback is used, what is your target temperature?

It is a 24 hour facility for critical radio operations. Storage management is typical of 5 days-9 hours a day operation or 8 AM – 5 PM. Please describe the manufacturer(s), age, type, and condition of the HVAC control system(s) used in the building(s). Carrier split units (3) 15 tons. Evaporators and condensers are 1963. Radio equipment room York split units 2- 5 tons installed in 2005.

Section 3: Physical Data

1. Give the total square footage of conditioned space. If the total heated and cooled areas differ in size, please describe their respective sizes.

13,473 square feet

2. Briefly describe the predominant wall and roof construction. Also describe the type and condition of existing windows.

Brick and mortar possibly 3 widths thick. Roof is an asphalt composition flat and 18 years old.

Section 4: Energy and Water Consumption Data

Summary of utility consumption and costs over the last year

Electric Consumption

Name of Facility: **GTE Building**

Location: **1009 4th Ave West, Bradenton, FL 34205**

Type of Fuel: **Electric Grid**

Name of Utility: **Florida Power and Light**

Billing Month/Yr.	# Days	Demand KW	# of KWH	Total Cost
January	33	30	14331	1215
February	29	32	13569	1187
March	28	42	14338	1355
April	33	42	19469	1683
May	29	46	20287	1776
June	30	47	22591	1922
July	33	48	27278	2224
August	28	47	23906	2004
September	34	47	28872	2312
October	29	48	22779	1943
November 2010	29	45	19530	1690
December 2010	31	43	16784	1498
TOTALS				

Section 5: Energy Systems Data

1. Briefly describe the major type(s) of HVAC system(s) serving your building (i.e., terminal reheat, multi-zone, variable air volume, etc.) Indicate the main fuels used to operate the heating and cooling systems.

Carrier split units (3) 15 tons. Evaporators and condensers are 1963. Radio equipment room York split units 2- 5 tons installed in 2005.

2. Estimate the percentage of total area lighted by fluorescent ballasts and bulbs, and incandescent bulbs. Estimate the approximate annual hours of operation for each type of lighting. If you have a significant amount of HID lighting, please describe it in similar terms.

F96T12 flourescents @ 100%

3. Briefly describe any laundry or food facility which you operate.

N/A

4. Briefly describe any major labs or medical equipment you operate.

N/A

5. Describe your domestic water heating, distribution, and control system(s).

N/A

6. Please describe any other energy consuming equipment or facilities that contribute significantly to your annual energy consumption (e.g. incinerator, pool, etc.)

Section 6: Improvement Opportunities

1. Briefly list any major energy conservation options identified by a previous analysis of your building.

None

2. Please describe any building improvements that you would like to investigate during this project.

Conversion over to a Central Energy Plant

ATTACHMENT A

Building List and Site Information

All ancillary facilities and lighting to be included

See ATTACHMENT B for map locations

Manatee County Government - Jail

Section 1: General Facility Data

1. Name of Institution: **Manatee County Government - Jail**
2. Address of Building: **14470 Harlee Road, Palmetto, FL 34221**
3. Primary Use: **Corrections lockup**
4. Building Operator: **Jeff Wilson** Phone: **748-4501 Ext 2685**
5. Building Manager: **David Thompson** Phone: **748-4501 Ext 3016**
6. Briefly describe any major changes to building operation or structure during the last four years that significantly affected annual building energy use. What was done? What were the effects on energy use?
Complete lighting retrofit to T-8 bulbs in 2011. Occupancy sensors are in the common areas.
7. Describe any major change planned for the next five years that could significantly affect annual energy use. What change? Anticipated effects?
The HVAC systems have been identified for replacement since the condition is poor. Low consumption toilets are considered.
8. Year Constructed. **1981**

Section 2: Operating Data

1. Please describe the typical hours of operation for your facility. Include the general summer and winter temperature set points for your facility, and if night setback is used, what is your target temperature?
The typical operation is 24 hours. Set points are 74 summer and 71 winter. Some parts of the facility have a deeper setback in the evening hours.
2. Please describe the manufacturer(s), age, type, and condition of the HVAC control system(s) used in the building(s).
Original equipment and it is not in good condition. The proximity to Tampa Bay salt water has corroded most of the equipment.
3. List any EMS systems.
Automated Logic installed in 2010. Primary water cooled Trane Centravacs (2) 450 tons and (1) 150 ton unit.

Section 3: Physical Data

1. Give the total square footage of conditioned space. If the total heated and cooled areas differ in size, please describe their respective sizes.

285,000 square feet for Central Jail Facility-Meat Processing is a separate building and is 3846 square feet.

2. Briefly describe the predominant wall and roof construction. Also describe the type and condition of existing windows.

Roof is less than 2 years of age and is white membrane. The walls are CMU with a stucco finish. The windows are insulated and in good condition.

Section 4: Energy and Water Consumption Data

Summary of utility consumption and costs over the last year

Electric Consumption

Name of Facility: **Jail**

Location: **14470 Harlee Road, Palmetto, FL 34221**

Type of Fuel: **Electric Grid**

Name of Utility: **Florida Power and Light**

Billing Month/Yr.	# Days	Demand KW	# of KWH	Total Cost
January	33	920	492480	36217
February	30	964	446640	34117
March	29	928	477120	35433
April	30	1111	586320	44706
May	29	1161	581760	45342
June	33	1275	733440	53742
July	29	1223	648720	49282
August	32	1318	790080	57717
September	31	1262	756240	55452
October 2010	29	1294	634080	48752
November 2010	29	1173	543360	42034
December 2010	32	1013	513840	38108
TOTALS				

Natural Gas Consumption

Name of Facility: **Jail Facility**

Location: **14470 Harlee Road, Palmetto, FL 34221**

Type of Fuel: **Natural Gas**

Name of Utility: **Teco**

Billing Month/Yr.	# Days	# of Therms	# of CCF	Total Cost
January	33	9799	4084	\$8832
February	33	12832	5353	\$14170
March	29	10518	4392	\$12613
April	29	12683	5291	\$13273
May	30	10686	4458	\$11526
June	31	10487	4458	\$11526
July	30	11272	4707	\$11739
August	33	10532	4398	\$10747
September	29	10142	4235	\$9466
October	31	10221	4268	\$9502
November 2010	29	8385	3488	\$6155
December 2010	28	8626	3595	\$6533
				No taxes
TOTALS				

All of the kitchen appliances in the facility have been converted over to natural gas as well as the dryers for laundry. Boilers at the Central Jail are powered by steam and natural gas, and demand water heaters at the Central jail are natural gas.

Water Consumption

Name of Facility: **Jail**
 Location: **14470 Harlee Road, Palmetto, FL 34221**
 Type of Fuel: **N/A**
 Name of Utility: **Manatee County Utilities**

Billing Month/Yr.	# Days	# Gallons	Sewage Charges	Total Cost
		X100 gal.	Dollar cost \$	Cost of water only \$
January	31	44890+16100	\$21151	\$10,307
February	33	29870+11880	6487+8614	\$1896 +\$5586
March	32	30650+12704	\$17341	\$7847
April	28	2976-11859	\$16647	\$7533
May	31	34640+13908	\$19419	\$8787
June	31	30810+12405	\$17286	\$7821
July	28	28730+11424	\$16061	\$7267
August	36	38530+15600	\$21562+4652	\$9797
September	29	31520+12246	\$17506	\$7921
October	33	36120+12216	\$16762	\$8169
November 2010	29	35360+12249	\$16510	\$8046
December 2010	31	44890+16100	\$21151	\$10307
		Split meters		
TOTALS				

Section 5: Energy Systems Data

- Briefly describe the major type(s) of HVAC system(s) serving your building (i.e., terminal reheat, multi-zone, variable air volume, etc.) Indicate the main fuels used to operate the heating and cooling systems.

Primary water cooled Trane Centra-vaces (2) 450 tons and (1) 150 ton unit.

- Estimate the percentage of total area lighted by fluorescent ballasts and bulbs, and incandescent bulbs. Estimate the approximate annual hours of operation for each type of lighting. If you have a significant amount of HID lighting, please describe it in similar terms.

Converted all to T-8 lamps.

3. Briefly describe any laundry or food facility which you operate.

Laundry services are provided.

4. Briefly describe any major labs or medical equipment you operate.

A clinic is on the premises.

5. Describe your domestic water heating, distribution, and control system(s).

Gas Demand type units for the prisoners showers, gas hot water for kitchen.

Section 6: Improvement Opportunities

1. Briefly describe any serious equipment, operating, or comfort problems in your building(s). Identify any major mechanical, control, or electrical systems scheduled for replacement during the next five years.

Roof top units are rusted from nearby salt water effects, shower and water usage by the Sheriff is not monitored and some abuses of use happen. The facility in the past had low HVAC set points. The meat processing building is not insulated properly.

2. Briefly list any major energy conservation options identified by a previous analysis of your building.
3. Please describe any building improvements that you would like to investigate during this project.

Conversion to Central Heat and Power or at minimum Central Energy Plant.

ATTACHMENT A

Building List and Site Information

All ancillary facilities and lighting to be included

See ATTACHMENT B for map locations

Manatee County Government - Stockade

Section 1: General Facility Data

1. Name of Institution: **Manatee County Government - Stockade**
2. Address of Building: **14490 Harlee Road, Palmetto, FL 34221**
3. Primary Use: **Corrections Lockup**
4. Building Operator: **Mark Petrilla** Phone: **748-4501 ext. 2684**
5. Building Manager: **David Thompson** Phone: **748-4501 ext. 3016**
6. Year Constructed: **1980's**
7. Briefly describe any major changes to building operation or structure during the last four years that significantly affected annual building energy use. What was done? What were the effects on energy use?

Retrofit of T-8 lamps in 2011.

8. Describe any major change planned for the next five years that could significantly affect annual energy use. What change? Anticipated effects?

It is anticipated that the rooftops units will need to be replaced.

Section 2: Operating Data

1. Please describe the typical hours of operation for your facility. Include the general summer and winter temperature set points for your facility, and if night setback is used, what is your target temperature?

It is a 24/7 facility.

2. Please describe the manufacturer(s), age, type, and condition of the HVAC control system(s) used in the building(s).

This is original equipment.

Section 3: Physical Data

1. Give the total square footage of conditioned space. If the total heated and cooled area differ in size, please describe their respective sizes.

120,808 square foot includes the Stockade building (A, B, C) and nearby buildings such as the officer training facilities, a farm building and a couple of portables. The Stockade building itself is 63,537 square feet.

2. Briefly describe the predominant wall and roof construction. Also describe the type and condition of existing windows.

CMU walls and windows are in good shape.

Section 4: Energy and Water Consumption Data

Summary of utility consumption and costs over the last year

Electric Consumption

Name of Facility: **Stockade Campus**

Location: **14490 Harlee Road, Palmetto, FL 34221**

Type of Fuel: **N/A**

Name of Utility: **Manatee County Utilities**

Billing Month/Yr.	# Days	Demand KW	# of KWH	Total Cost
January	33	256	114240	9181
February	30	211	89520	7995
March	29	138	63120	5129
April	30	175	77760	6030
May	29	182	80880	6285
June	33	190	104400	7715
July	29	196	89280	6886
August	32	195	107520	7948
September	31	217	109983	8309
October	29	301	132480	10356
November	29	287	120480	9840
December	32	247	120000	9440
				With taxes
TOTALS				

Natural Gas Consumption

Name of Facility: **Stockade**
 Location: **14490 Harlee Road, Palmetto FL 34221**
 Type of Fuel: **Natural Gas**
 Name of Utility: **Teco**

Billing Month/Yr.	# Days	# of Therms	# of CCF	Total Cost
January	33	629	178+367	628
February	33	841	250+479	996
March	29	653	208+358	844
April	29	281	99+145	350
May	30	33	29+2	88
June	31	25	22+0	62
July	30	31	26+1	83
August	33	25	22+0	62
September	29	178	22+133	212
October	31	281	46+198	314
November	29	546	212+260	459
December	28	537	18+285	483
Notes			2 meters	No taxes
TOTALS				

Section 5: Energy Systems Data

- Briefly describe the major type(s) of HVAC system(s) serving your building (i.e., terminal reheat, multi-zone, variable air volume, etc.) Indicate the main fuels used to operate the heating and cooling systems.

The Stockade has primarily 20 plus fan cooled units on the rooftops. All other buildings nearby the stockade are either package units or minisplits.

- Estimate the percentage of total area lighted by fluorescent ballasts and bulbs, and incandescent bulbs. Estimate the approximate annual hours of operation for each type of lighting. If you have a significant amount of HID lighting, please describe it in similar terms.
In 2011 T-12 bulbs were replaced with T-8 bulbs with some occupancy sensors
- Briefly describe any laundry or food facility which you operate.

Laundry dryers have been converted to gas.

4. Please describe any other energy consuming equipment or facilities that contribute significantly to your annual energy consumption (e.g. incinerator, pool, etc.)

Food services.

Section 6: Improvement Opportunities

1. Please describe any building improvements that you would like to investigate during this project.

Conversion to a Combined Heat and Power or a Central Energy Plant.

ATTACHMENT A

Building List and Site Information

All ancillary facilities and lighting to be included

See ATTACHMENT B for map locations

Manatee County Government-Property Appraiser

Section 1: General Facility Data

1. Name of Institution: **Manatee County Government – Property Appraiser**
2. Address of Building: **915 4th Ave West, Bradenton, FL 34205**
3. Primary Use: **Office Space**
4. Building Operator: **Tim Funk** Phone: **748-4501 Ext 3068**
5. Building Manager: **David Thompson** Phone: **748-4501 Ext 3016**
6. Year Constructed: **1956**
7. Describe any major change planned for the next five years that could significantly affect annual energy use. What change? Anticipated effects?

The building's HVAC equipment is located next door at 920 Manatee Ave West and this building is to be a demo sometime in the future. Space for retrofitting this HVAC equipment is limited.

Section 2: Operating Data

1. Please describe the typical hours of operation for your facility. Include the general summer and winter temperature set points for your facility, and if night setback is used, what is your target temperature?
The typical operation is 5 days - 9 hours per day operation or 8-5.
2. Please describe the manufacturer(s), age, type, and condition of the HVAC control system(s) used in the building(s).
Mcquay 125 tons- 2 air handlers with electric heat.
3. If you have an operating EMS controlling your building, please list the manufacturer.
Older version of Automated Logic and is not efficient.

Section 3: Physical Data

1. Give the total square footage of conditioned space. If the total heated and cooled areas differ in size, please describe their respective sizes.

This is a 2 story building with 22,249 square feet of conditioned space.

2. Briefly describe the predominant wall and roof construction. Also describe the type and condition of existing windows.

Roof is less than 2 years of age and is white membrane. The walls are CMU with a stucco finish.

Section 4: Energy and Water Consumption Data

Summary of utility consumption and costs over the last year

Electric Consumption

Name of Facility: **Property Appraiser**

Location: **915 4th Ave West, Bradenton, FL 34205**

Type of Fuel: **Electric Grid**

Name of Utility: **Florida Power and Light**

Billing Month/Yr.	# Days	Demand KW	# of KWH	Total Cost
January2011	33	137	30240	3270
February	29	125	28080	3016
March	28	120	26880	2940
April	33	103	36720	3398
May	29	113	32400	3222
June	30	103	34080	3229
July	33	125	38640	3746
August	28	108	32160	3162
September	34	120	40080	3781
October	29	108	33840	3266
November 2010	29	113	35280	3352
December 2010	31	101	30960	2961
TOTALS				

Natural Gas Consumption

Name of Facility: N/A unavailable in downtown area.

Section 5: Energy Systems Data

1. Briefly describe the major type(s) of HVAC system(s) serving your building (i.e., terminal reheat, multi-zone, variable air volume, etc.) Indicate the main fuels used to operate the heating and cooling systems.

VAV

2. Estimate the percentage of total area lighted by fluorescent ballasts and bulbs, and incandescent bulbs. Estimate the approximate annual hours of operation for each type of lighting. If you have a significant amount of HID lighting, please describe it in similar terms.

T-8 lamps replaced in the last few years.

3. Briefly describe any laundry or food facility which you operate.

N/A

4. Briefly describe any major labs or medical equipment you operate

N/A

5. Describe your domestic water heating, distribution, and control system(s).

6. Please describe any other energy consuming equipment or facilities that contribute significantly to your annual energy consumption (e.g. incinerator, pool, etc.)

**Cooling Tower Evapco
Chilled water supply & return pumps - 2
Cooling tower pumps - 1 pump 2 fans**

Section 6: Improvement Opportunities

1. Briefly describe any serious equipment, operating, or comfort problems in your building(s). Identify any major mechanical, control, or electrical systems scheduled for replacement during the next five years. .

The older equipment makes it very unpractical for good operations.

2. Please describe any building improvements that you would like to investigate during this project.

Conversion to a Central Energy Plant and plant to operate on natural gas.

ATTACHMENT A

Building List and Site Information

All ancillary facilities and lighting to be included

See ATTACHMENT B for map locations

Manatee County Government - Merrill Lynch

Section 1: General Facility Data

1. Name of Institution: **Manatee County Government - Merrill Lynch**
2. Address of Building: **1002-1012 Suites, Manatee Ave West, Bradenton, FL 34205**
3. Primary Use: **Office space, former commercial property for offices.**
4. Building Operator: **Tim Funk Phone: 748-4501 ext 3068**
5. Building Manager: **David Thompson Phone:748-4501 Ext 3016**
6. Briefly describe any major changes to building operation or structure during the last four years that significantly affected annual building energy use. What was done? What were the effects on energy use?

The building is a former commercial mix of office and retail space. Presently the 2nd floor of the 2 story building is in a demo stage and ready to be built out for future office space. The first floor is conditioned with individual DX units for each of the office spaces. Each space has separate meters for electric.

7. Describe any major change planned for the next five years that could significantly affect annual energy use. What change? Anticipated effects?

When the space is on the 1st floor is vacated it is anticipated that lighting retrofits will be done. Also programmable thermostats will be added to control each space.

8. Year Built. **1941**

Section 2: Operating Data

1. Please describe the typical hours of operation for your facility. Include the general summer and winter temperature set points for your facility, and if night setback is used, what is your target temperature?

County Government Administrative office space and the typical operation is 5 days - 9 hours a day operation. However, the mixture of the occupants range from Animal boarding to a Fitness Center. Target temperature is 74-76.

2. Please describe the manufacturer(s), age, type, and condition of the HVAC control system(s) used in the building(s).

(3) 10 tons 5 years. (2) 5 tons 7 years, (1) 7.5 tons 5 years electric heat strips.

3. If you have an operating EMS controlling your building, please list the manufacturer,

The County is expected to install programmable thermostats in 2012.

Section 3: Physical Data

1. Give the total square footage of conditioned space. If the total heated and cooled areas differ in size, please describe their respective sizes.

Approximately 8,500 for the 2nd floor only.

2. Briefly describe the predominant wall and roof construction. Also describe the type and condition of existing windows.

Roof is less than 2 years of age and is white membrane. The walls are brick and 3 widths thick with a stucco finish.

Section 4: Energy and Water Consumption Data

Summary of utility consumption and costs over the last year

Electric Consumption

Name of Facility: **Merrill Lynch**

Location: **1002 Manatee Ave West, Bradenton, FL 34205**

Type of Fuel: **Electric Grid**

Name of Utility: **Florida Power and Light**

Billing Month/Yr.	# Days	Demand KW	# of KWH	Total Cost
January	33	13	2529	273
February	29	17	2632	284
March	28	14	2493	273
April	33	16	3160	345
May	29	18	3152	344
June	30	16	3429	374
July	33	18	3713	404
August	28	18	3363	367
September	34	19	2526	277
October	29	17	1036	*118
November 2010	29	17	3812	409
December 2010	31	16	3236	343
TOTALS				

Electric Consumption

Name of Facility: **Merrill Lynch**

Location: **1002 A Manatee Ave West, Bradenton, FL 34205**

Type of Fuel: **Electric Grid**

Name of Utility: **Florida Power and Light**

Billing Month/Yr.	# Days	Demand KW	# of KWH	Total Cost
January	33	10	828	95
February	29	9	1166	130
March	28	9	1547	172
April	33	8	1832	203
May	29	9	2088	230
June	30	9	2331	256
July	33	10	2815	308
August	28	10	2546	279
September	34	10	2891	316
October	29	10	2270	250
November 2010	29	12	1318	146
December 2010	31	12	2777	300
TOTALS				

Electric Consumption

Name of Facility: **Merrill Lynch**

Location: **1002 B Manatee Ave West, Bradenton, FL 34205**

Type of Fuel: **Electric Grid**

Name of Utility: **Florida Power and Light**

Billing Month/Yr.	# Days	Demand KW	# of KWH	Total Cost
January			0	
February			0	
March			0	
April			0	
May	29		123	21
June	30		118	20
July	33		173	26
August	28		112	19
September			0	
October			0	
November 2010			0	
December 2010			0	
TOTALS				

Electric Consumption

Name of Facility: **Merrill Lynch**

Location: **1010 Manatee Ave West, Bradenton, FL 34205**

Type of Fuel: **Electric Grid**

Name of Utility: **Florida Power and Light**

Billing Month/Yr.	# Days	Demand KW	# of KWH	Total Cost
January	33		3242	349
February	29		3123	336
March	28		3289	358
April	33		4464	484
May	29		4276	464
June	30		4480	486
July	33		5375	582
August	28		4856	526
September	34		5719	618
October	29		4018	436
November 2010	29		4697	502
December 2010	31		3987	427
TOTALS				

Electric Consumption

Name of Facility: **Merrill Lynch**

Location: **1012 Manatee Ave West, Bradenton, FL 34205 (Fitness Center)**

Type of Fuel: **Electric Grid**

Name of Utility: **Florida Power and Light**

Billing Month/Yr.	# Days	Demand KW	# of KWH	Total Cost
January	33	26	3141	471
February	29	15	1041	231
March	28	12	1161	212
April	33	20	1555	318
May	29	17	3172	391
June	30	20	4931	536
July	33	21	5166	562
August	28	25	4726	576
September	34	15	5146	15
October	29	14	3375	376
November 2010	29	14	2825	333
December 2010	31	11	1495	220
TOTALS				

Section 5: Energy Systems Data

1. Briefly describe the major type(s) of HVAC system(s) serving your building (i.e., terminal reheat, multi-zone, variable air volume, etc.) Indicate the main fuels used to operate the heating and cooling systems.

Described in Section 2.2.

2. Briefly describe any laundry or food facility which you operate.

N/A

3. Briefly describe any major labs or medical equipment you operate.

N/A

Section 6: Improvement Opportunities

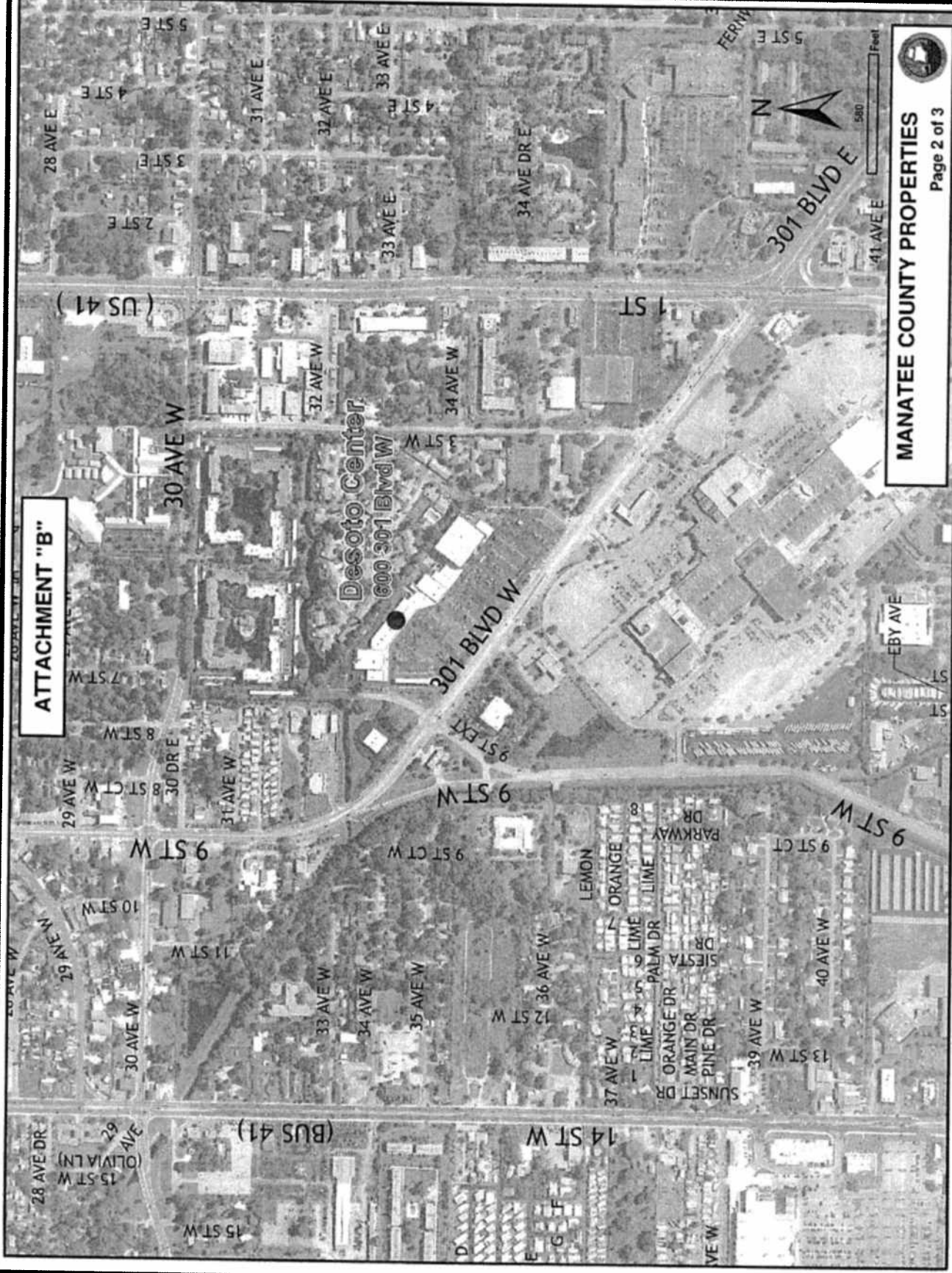
1. Please describe any building improvements that you would like to investigate during this project.

Conversion to a Central Energy Plant.

MANATEE COUNTY RESERVES THE RIGHT TO ADD TO OR DELETE FROM THE BUILDING LIST SHOWN IN THIS ATTACHMENT

END OF ATTACHMENT "A"

ATTACHMENT "B"



Desoto Center
600 301 Blvd W

ATTACHMENT "B"



Legend

- Manatee County Properties
- Other

ATTACHMENT "B"

**Manatee County
Central Library
1301 Barcarota Blvd**

**GTE Building
1009 4th Ave West**

**Manatee County
Administration
1112 Manatee Ave West**

**Property
Appraiser
415 10th Ave West**

**Merrill Lynch
Building
1002 Manatee Ave West**



ATTACHMENT "B"



Manatee County
Central Library
1301 Barcarrota Blvd

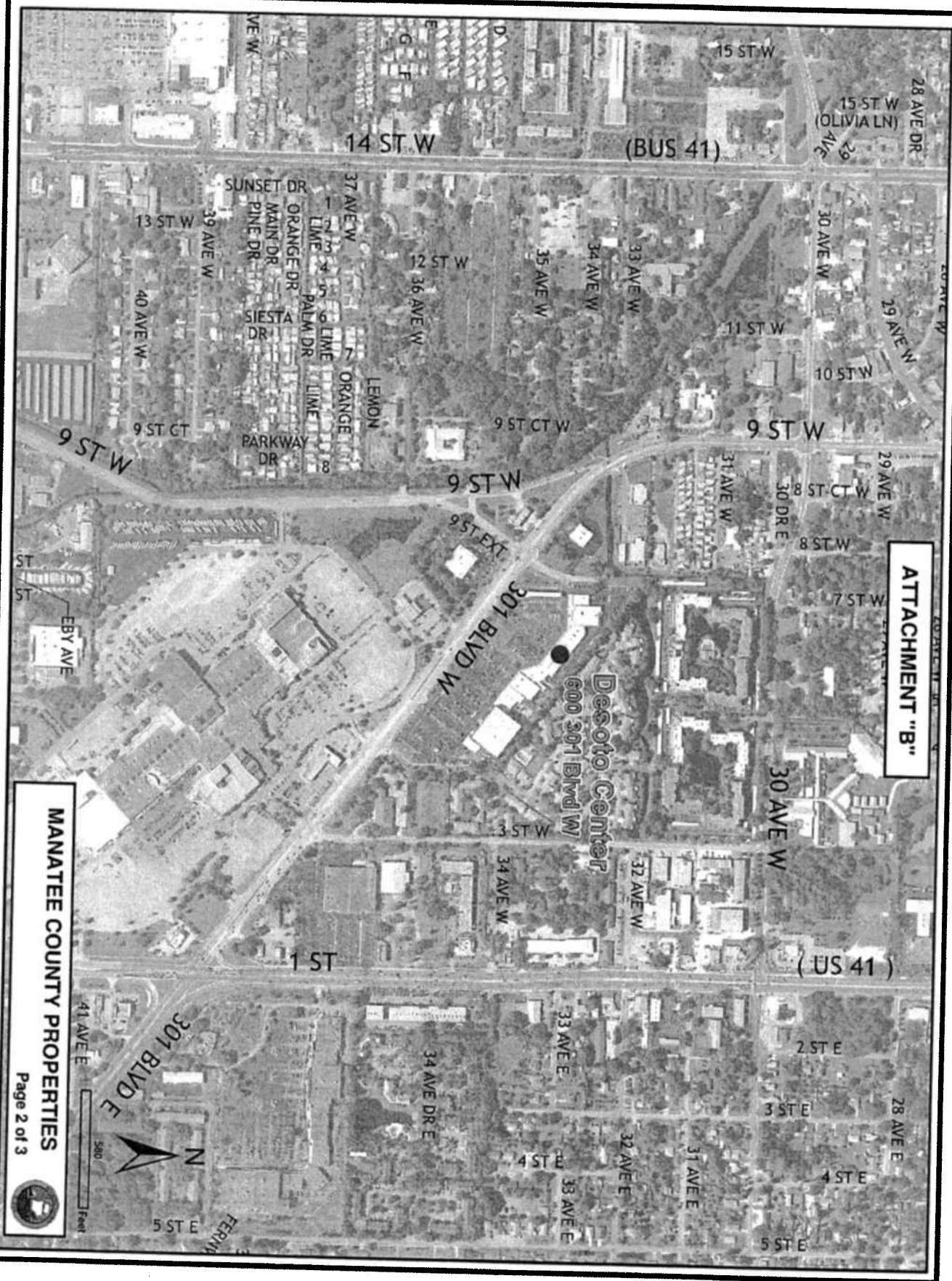
GITE Building
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MANATEE COUNTY PROPERTIES
Page 2 of 3



ATTACHMENT "B"

ATTACHMENT "B"

Legend

- Manatee County Properties
- Other



MANATEE COUNTY PROPERTIES
Page 3 of 3

Attachment "C"

PUBLIC CONTRACTING AND ENVIRONMENTAL CRIMES CERTIFICATION

SWORN STATEMENT PURSUANT TO ARTICLE 6, MANATEE COUNTY PURCHASING CODE

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

This sworn statement is submitted to the Manatee County Board of County Commissioners by _____
[print individual's name and title]

_____ for _____
[print name of entity submitting sworn statement]

whose business address is: _____

and (if applicable) its Federal Employer Identification Number (FEIN) is _____. If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____

I understand that no person or entity shall be awarded or receive a county contract for public improvements, procurement of goods or services (including professional services) or a county lease, franchise, concession or management agreement, or shall receive a grant of county monies unless such person or entity has submitted a written certification to the County that it has not:

(1) been convicted of bribery or attempting to bribe a public officer or employee of Manatee County, the State of Florida, or any other public entity, including, but not limited to the Government of the United States, any state, or any local government authority in the United States, in that officer's or employee's official capacity; or

(2) been convicted of an agreement or collusion among bidders or prospective bidders in restraint of freedom of competition, by agreement to bid a fixed price, or otherwise; or

(3) been convicted of a violation of an environmental law that, in the sole opinion of the County's Purchasing Director, reflects negatively upon the ability of the person or entity to conduct business in a responsible manner; or

(4) made an admission of guilt of such conduct described in items (1), (2) or (3) above, which is a matter of record, but has not been prosecuted for such conduct, or has made an admission of guilt of such conduct, which is a matter of record, pursuant to formal prosecution. An admission of guilt shall be construed to include a plea of nolo contendere; or

(5) where an officer, official, agent or employee of a business entity has been convicted of or has admitted guilt to any of the crimes set forth above on behalf of such and entity and pursuant to the direction or authorization of an official thereof (including the person committing the offense, if he is an official of the business entity), the business shall be chargeable with the conduct herein above set forth. A business entity shall be chargeable with the conduct of an affiliated entity, whether wholly owned, partially owned, or one which has common ownership or a common Board of Directors. For purposes of this Form, business entities are affiliated if, directly or indirectly, one business entity controls or has the power to control another business entity, or if an individual or group of individuals controls or has the power to control both entities. Indicia of control shall include, without limitation, interlocking management or ownership, identity of interests among family members, shared organization of a business entity following the ineligibility of a business entity under this Article, or using substantially the same management, ownership or principles as the ineligible entity.

Attachment "C" (Cont'd.)

Any person or entity who claims that this Article is inapplicable to him/her/it because a conviction or judgment has been reversed by a court of competent jurisdiction, shall prove the same with documentation satisfactory to the County's Purchasing Director. Upon presentation of such satisfactory proof, the person or entity shall be allowed to contract with the County.

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR MANATEE COUNTY IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT ANY CONTRACT OR BUSINESS TRANSACTION SHALL PROVIDE FOR SUSPENSION OF PAYMENTS, OR TERMINATION, OR BOTH, IF THE CONTRACTING OFFICER OR THE COUNTY ADMINISTRATOR DETERMINES THAT **SUCH PERSON OR ENTITY HAS MADE FALSE CERTIFICATION.**

[Signature]

STATE OF FLORIDA
COUNTY OF _____

Sworn to and subscribed before me this ____ day of _____, 20__ by _____

Personally known _____ OR Produced identification _____
[Type of identification]

Notary Public Signature My commission expires _____

[Print, type or stamp Commissioned name of Notary Public]

Signatory Requirement - In the case of a business entity other than a partnership or a corporation, this affidavit shall be executed by an authorized agent of the entity. In the case of a partnership, this affidavit shall be executed by the general partner(s). In the case of a corporation, this affidavit shall be executed by the corporate president.