ORDER

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
SOUTHERN REGION

SO 4440.3

12/19/80

SUBJ: ACQUISITION OF PUBLIC UTILITY SERVICES

1. PURPOSE. This Order prescribes procedures and instructions relative to acquisition and management of public utilities within the Southern Region.

2. DISTRIBUTION. This Order is distributed to branch level in the Regional Office, and all field offices and facilities.

3. DEFINITION.

a. Utility Service. Public utility services include, without limitation, all utility services such as electricity, gas, steam, water and sewerage and facilities for the supply of such services, procured from a public utility supplier, and applies to all connections, disconnections, changes and modifications.

4. PROCUREMENT PRACTICES. All procurement and contract administration activities relating to the acquisition of public utilities services will be conducted in accordance with Federal Property Management Regulation 101-33, Federal Aviation Administration Procurement Regulation 12A-4.4, and Order No. 4402.1B.

5. POLICY. It is a matter of Government policy that only minimum essential requirements of utilities services be purchased; accordingly, managers at all levels must carefully evaluate stated requirements before processing procurement requests.

6. RESPONSIBILITIES. The Real Estate and Utilities Branch, ASO-56, Logistics Division, is responsible for procurement of utility service. Only designated contracting officers of this branch are authorized to obligate the Government in the procurement of these services. Under no circumstances is the requesting office to locally order or authorize any public utility service on their own authority, as this service is managed through contracts with the commercial suppliers and the contract and billing activities are interrelated, directly affecting the Accounting Division's payment process.

7. PROCEDURES.

a. Subsequent to review, accomplishment of any alterations, if required, and approval of the Procurement Request, the parent division will forward two copies of the DOT F 4200.1 to ASO-56 for procurement action. Upon receipt of the forms, ASO-56 will enter appropriate information in the upper right corner and return a

copy to the requesting office, which will serve as notification that the request has been processed. Subsequent inquiries concerning the status of the request should reference the Procurement Request number assigned by ASO-56.

b. ASO-56 places the order with the utility company utilizing information received on the Procurement Request, which emphasizes the necessity for adherence to the action specified in paragraph 7.

c. Application for acquisition or alteration of utility service is normally conducted by the Airway Facilities Division, ASO-400; however, on occasion activity concerning utility services originates through necessity at a field office of which an example would be establishment of water service for sanitary facilities at an Airway Facilities Sector Field Office or requesting cancellation of a contract for utility service to a decommissioned facility.

(1) Initial acquisitions of utility services are initiated by ASO-400. Changes and cancellation of utility service may be initiated by Airway Facilities Sectors with coordination and approval of ASO-400, by submitting Form DOT F 4200.1 in duplicate to ASO-56, accompanied by a SO Form 6950-5 (Electric Power Request), when the procurement applies to electric service.

(2) Applications originating at field offices will be submitted initially in triplicate to ASO-400 for review and approval, after which they will be forwarded in duplicate to ASO-56 for procurement action. If the field office application involves electric service, a completed SO Form 6950-5 will be required from ASO-400 to accompany the Procurement Request.

(3) Drawings determined to be appropriate to the utility service application procedure described under (1) and (2) above, are to be furnished by ASO-400.

d. ASO-56 will process the utility service procurement requests, application is accomplished by formal letter with information copies to the requesting office. As the negotiation proceedings progress with the utility company, several items of correspondence are generated terminating in a completed contract for provision of the requested service. As copies of all correspondence and the completed contract are furnished to the requesting office, a file should be established at the location for each utilities contract involved, to be retained in an active status for the duration of the service.

e. UPON ELIMINATING AN EXISTING SERVICE LOCATION THAT INVOLVES TERMINATING THE UTILITIES, PROMPT NOTIFICATION SHALL BE MADE TO ASO-56 BY THE APPROPRIATE FIELD OFFICE TO ACCOMPLISH CANCELLATION OF THE CONTRACT AND TERMINATE BILLING FOR THE SERVICE. Utility companies will continue to assess a monthly minimum billing charge, indefinitely, for service to a decommissioned facility, which billing is discontinued only upon accomplishment of formal cancellation of the contract.

f. Establishment of initial utilities service frequently involves agency payment of a small nonrecurring charge assessed by the utlities company as a connection or service charge, membership fees applicable to Electric Membership Co-op's, etc.

g. Payment of these one-time fees can be authorized only if they are a provision of the contract, consequently, payment of these charges will not be made from personal funds of agency employees to expedite installation of the service, with subsequent request for reimbursement.

8. BILLING PROCEDURE. Billing procedure for utilities service does not involve the supervisor at the service location, as the utility suppliers forward their monthly billing directly to ASO-22B for payment. Charges are based upon metered service in accordance with rate schedules approved by official regulatory bodies, such as Public Service Commissions.

for Curtis P. Hathaway
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