



ISSUE DATE: FRIDAY, JANUARY 10, 2025

TO: ALL POTENTIAL RESPONDENTS

**SUBJECT: ADDENDUM NUMBER 2
REQUEST FOR PROPOSALS - 2025-0041
FACILITIES MANAGEMENT AND RELATED SERVICES**

This Addendum, including all articles and corrections listed below, shall become a part of the original Request for Proposals ("RFP") package and shall be taken into account in preparing your Proposal response. Please note that the **deadline for receipt of Proposals has been changed to January 30, 2025, at 3:00 P.M., EST (Local Time)**. The proposed Due Date and time for **Questions has been changed to Tuesday, January 14, 2025, by 3:00 P.M. EST (Local Time)**.

The above numbered solicitation is amended as set forth below. Respondents must acknowledge receipt of this addendum by signing and completing the ***Addenda Acknowledgement Form***, under *Event Attachments page of the solicitation*. The Addenda Acknowledgement Form must be submitted with the Firm's response to this RFP. *Failure to include the Form in the Proposal response may subject your firm to disqualification.*

In order to ensure that all firms are given an equal opportunity to submit a competitive Proposal, the following are responses to questions and/or requests for clarification concerning **RFP #2025-0041**.

TO ALL PROSPECTIVE RESPONDENTS, PLEASE NOTE THE FOLLOWING CHANGES AND CLARIFICATIONS:

The above-numbered solicitation is amended as set forth below:

- a. Revisions to existing text are identified by a vertical line in the right margin of the line in which a revision occurs.
- b. The page replaced by this Addendum are identified by a number "A2" in the top right corner of the replaced pages.

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2025-0041 – Facilities Management and Related Services
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Please utilize the Addenda Acknowledgement Form attached to the Event Attachments to acknowledge receipt of this Addendum #1. Please upload the form from the Event Attachments page in Jaggaer acknowledging Addendum #1. The Form must be included in the Firm’s response to the RFP.

Addenda to this RFP will only be issued and posted on AH’s website at <https://www.atlantahousing.org/doing-business-with-ah/>. Addenda **will not** be mailed to potential Vendors. It is the responsibility of the Vendor to monitor AH’s website and Business Management Portal for any addenda issued. Each Respondent must acknowledge all addenda issued by completing and signing the Addenda Acknowledge Form. The Form must be included in the Firm’s response to the RFP.

THE HOUSING AUTHORITY OF THE CITY OF ATLANTA, GEORGIA

DocuSigned by:
Albert Murillo
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Albert Murillo
Senior Vice President, Contracts & Procurement

Attachments

cc: File

PART 1 – GENERAL INFORMATION

1.1 The Housing Authority of the City of Atlanta, Georgia

The Housing Authority of the City of Atlanta, Georgia (“Atlanta Housing” or “AH”) is the largest housing authority in Georgia and one of the largest in the nation. AH provides and facilitates affordable housing resources for over 26,000 low-income households. These affordable housing resources include AH-owned residential communities, AH-sponsored mixed-income, mixed-finance residential communities, tenant-based vouchers, HomeFlex Program (formerly Project Based Rental Assistance Program), supportive housing arrangements, and homeownership opportunities.

Atlanta Housing has broad corporate powers including, but not limited to, the power to acquire, manage, own, operate, develop and revitalize affordable housing. AH’s programs are funded and regulated by the U.S. Department of Housing and Urban Development (“HUD”). Using its Moving to Work flexibility, AH has implemented a variety of innovations that benefit low-income families and expand housing choice. AH’s approach to providing quality affordable housing and human development services is based on the belief that people can do better when given access to quality living environments and the tools they need to become self-sufficient. To learn more about AH and its history, mission and business plan, Respondents are encouraged to visit AH’s website www.atlantahousing.org.

1.2 Solicitation Purpose

The Housing Authority of the City of Atlanta, Georgia (Atlanta Housing or AH) is requesting proposals from qualified facilities management or full service corporate real estate firms (“Respondents”) to provide comprehensive facilities management services, including property management, facilities maintenance, capital improvements and building security, and, potentially, additional related services such as space planning and administration, workplace strategy and brokerage services for the it’s corporate headquarters and associated grounds.

The properties covered by this RFP include:

- (i) a seven-story building located at 230 John Wesley Dobbs Avenue, N.E., Atlanta, Georgia 30303-2421 (“Building”), which contains approximately 74,237 rentable square feet, as its corporate headquarters for approximately 274 employees and independent contractors and for the administration of certain AHA programs;”) and the four-story deck and two surface lots (one owned and one leased by AH) that provide parking for the Building
- (ii) a one-story facility known as Zell Miller Center for Excellence, which contains approximately 8,600 usable square feet, located at 189 Merritts Avenue, N.W., Atlanta, Georgia 30313 (“ZM Center includes the Building, the ZM Center,
- (iii) the Atlanta Civic Center located at 395 Piedmont Avenue, Atlanta, Georgia - this building is being maintained until redevelopment begins. The site contains a theater, plaza, fountain, exhibition hall, and ample parking across two lots. The building is unoccupied, and AH allows usage of the parking lots via license agreements which consists of an approval process for short-term usage and
- (iv) Roosevelt Hall located at 660 Student Movement Blvd, Atlanta, GA 30314.

This RFP covers the foregoing parking lots and any additional buildings and structures acquired by or on behalf of AH during the Contract Period (as hereinafter defined). ***AH reserves the right to remove any parking lots, buildings, and/or structures.***

The successful Respondent (also referred to herein as “Facilities Manager”) shall provide all required services and supplies, including all personnel, labor, material, equipment, freight and transportation in accordance with the requirements stated herein under a facilities management agreement. The initial term of the facilities management agreement shall be three (3) years, with seven (7) consecutive, twelve (12) month option terms.

Please Note: *Respondents are responsible for reading this RFP in its entirety, as updates and revisions have been added. By submitting a response to this solicitation, Respondent acknowledges that it has read the entire document and is responding with full knowledge of all terms, conditions and requirements set forth herein. If Respondent is awarded a contract pursuant to this RFP, such award is subject to agreement of contractual terms by AH and Respondent.*

1.3 Schedule of Events

The following Schedule of Events represents AH's estimate of the timetable that will be followed in connection with this solicitation:

EVENTS	DATE AND/OR TIME
RFP Released	Tuesday, December 17, 2024
Pre-Proposal Conference Date and Time *Virtual Zoom Meeting Details	<p>Monday, January 6, 2025, at 11:00 A.M., EDT (Local Time). All firms and interested parties are required to register in advance for this meeting through this link:</p> <p>https://atlantahousing.zoom.us/meeting/register/tZwtd--sqD0uGdX4J-7y_f3CKbPDL_J1tuWL</p> <p>After registering, you will receive a confirmation email containing information about joining the meeting. While this meeting is not mandatory, attendance is strongly encouraged.</p>
Deadline for Questions and/or Comments	<p>Thursday, January 9, 2025, by 3:00 P.M., EDT (Local Time) Tuesday, January 14, 2025, by 3:00 P.M., EST (Local Time)</p>
Proposal Due Date and Time	<p>Wednesday, January 22, 2025, by 3:00 P.M., EDT (Local Time) Thursday, January 30, 2025, by 3:00 P.M., EST (Local Time)</p>

1.4 Communications

In order to maintain a fair and impartial competitive process, AH and any outside consultants assisting AH with this solicitation, shall avoid private communication concerning this procurement with prospective Respondents during the entire procurement process. From the issue date of this RFP until the final award is announced, Respondents are not allowed to communicate about this RFP for any reason with any AH staff and/or outside consultants assisting AH with this solicitation except:

- through the RFP Point of Contact named below;
- as otherwise specified in this RFP; and / or
- as provided by existing work agreement(s) (if any)

Prohibited communication includes all contact, including but not limited to, telephonic communications, emails, faxes, letters, or personal meetings, such as lunch, entertainment, or otherwise. AH reserves the right to reject the quote of any Respondent violating this provision.

- Questions must be submitted via the Q&A Board on AH's Business Management Portal. **AH will receive requests for additional information and/or clarification relative to this solicitation between Tuesday, December 17, 2024, and 3:00 P.M., ~~Thursday, January 9, 2025~~ Tuesday, January 14, 2025.**
- Responses to these questions will be addressed in writing via the AH's electronic procurement system. AH **will not** respond to requests for information after the date stated above. **It is the responsibility of the Respondent to monitor AH's website for any addenda issued.** All Respondents are encouraged to frequently check AH's website/portal for additional information.

C. 189 Merritts Avenue, N.W., Atlanta, Georgia 30313 (“Zell Miller Center”)

The Zell Miller Center space is used for programming, technology workforce center, events, and/or office rentals. The ZM Center contains approximately 8,600 useable square feet, and parking for AH’s employees, contractors, clients, and invitees is provided by an adjacent surface lot containing 17 spaces and available off-street parking.

Summary floor plans for Roosevelt Hall are attached as Exhibit “J”.

D. 395 Piedmont Avenue, N.E., Atlanta, Georgia 30308 (“Atlanta Civic Center”)

The Atlanta Civic Center sits on a 19-acre property, known in its glory years for the theater that seated 4,600 and hosted a wide array of events from musicals, concerts, and comedy shows to graduation ceremonies. The building closed in 2014 and is currently scheduled for redevelopment which will include affordable senior residential buildings, multi-family residential high-rises, office space, and more. The building is being maintained until redevelopment begins. The site contains a theater, plaza, fountain, exhibition hall, and ample parking across two lots. The building is unoccupied, and AH allows usage of the parking lots via license agreements which consists of an approval process for short-term usage. Fees are associated with usage and proper insurance requirements must be satisfied before a licensee can proceed. Janitorial, security, emergencies, capital improvements, and grounds maintenance services are currently managed by the AH Facilities and Operations Management team.

Summary floor plans for Atlanta Civic Center are attached as Exhibit “K”.

Also attached are the Energy Consumption Sheet and Equipment Lists for JWD, Roosevelt Hall and Zell Miller Buildings as Exhibit III.

2.2 Scope of Work

The Selected Respondent (herein also known as “The Awarded Facilities Manager” or “Facilities Manager”) shall exercise operational day-to-day management of the AH Properties while maintaining excellent collaboration and verbal and written communication with Atlanta Housing. AH is seeking an eager, dynamic, proficient, creative, and adaptable firm that performs above standard bringing A-class management service to AH Properties. We are seeking a qualified facilities management or full service corporate real estate firm with a diverse palette to provide high-quality full-service facility management services with the depth and breadth of resources, proven experience, and recognized professional capacity needed to provide comprehensive services, including property management, facilities maintenance, capital improvements and building security, and, potentially, additional related services such as space planning and administration, workplace strategy and real estate brokerage services. In consideration for the Facilities Manager’s Management Fee, and consistent with an approved Annual Operating Budget, the Facilities Manager will provide all supervision, labor, materials, services, spare parts, supplies, vehicles, and tools and equipment, whether or not specifically mentioned, to operate, maintain and preserve the AH Properties at all times.

AH has various operational and financial objectives for the AH Properties that should be addressed in the Respondent’s Management Plan. Objectives include, but are not limited to:

- Providing all property management services in compliance with all applicable federal, state, and local laws, codes, ordinances, and regulations.
- Developing and executing prudent risk management strategies.
- Providing quality tenant and meeting services.
- Providing effective and efficient management of day-to-day building operations to reduce occupancy expenses.
- Planning and implementing an effective maintenance program, including routine and preventive maintenance to preserve and protect the AH Properties.
- Planning, managing, and executing capital improvements for the AH Properties to preserve and protect such real estate assets and support the long-term minimization of occupancy expenses.
- Implementing programs/enhancements to reduce building energy consumption; and
- Providing a safe and secure work environment.

Atlanta Housing Equipment & Life Expectancy List - 230 John Wesley Dobbs

Mechanical Equipment	Manufacturer	Installation Date	Status	Life Expectancy	Inspection	Replacement
Roof stack for Boilers	McKenney's	2022	Replaced	30 years	Year: 2050	Year: 2051
Boilers	Harsco	2018	Upgraded	20 years	Year: 2036	Year: 2037
Hot Water Heater	Reco	2018	Replacement	10 years	Year: 2026	Year: 2027
Data Center Units	Libert	1999	End of Life	20 years	Year: 2024	Year: 2025
Condenser Pump	TACO	2018	Upgrade	10 years	Year: 2026	Year: 2027
Cooling Tower	BAC	1999	End of Life	20 years	Year: 2024	Year: 2025
Air Handler 1-7	McQuay	2000	End of Life	20 years	Year: 2024	Year: 2025
AC Drives 1-7	ABB	2020	Replacement	10 years	Year: 2028	Year: 2029
Chiller valves 1-7	Belimo	1999	End of Life	20 years	Year: 2024	Year: 2025
BMS Controls	BackTalk	1999	End of Life	20 years	Year: 2024	Year: 2025
Chiller	Trane	2020	Replacement	20 years	Year: 2038	Year: 2039
Exhaust Fan (Toilet)	Penn Berry	2022	Upgraded	20 years	Year: 2040	Year: 2041
Stairwell Pressurization Fans (2)	GreenHeck	2000	Upgraded	50 years	Year: 2048	Year: 2049

HVAC Equipment	Manufacturer	Installation Date	Status	Life Expectancy	Inspection	Replacement
Direct Exchange Unit	CARRIER	2005	Upgraded	20 years	Year: 2023	Year: 2024
Direct Exchange Unit	Liebert	2005	Upgraded	20 years	Year: 2023	Year: 2024
Direct Exchange Units (2)	Trane	2005	Upgraded	20 years	Year: 2023	Year: 2024
Direct Exchange Unit	Lennox	2005	Upgraded	20 years	Year: 2023	Year: 2024

Direct Exchange Unit

Electrical Equipment	Manufacturer	Installation Date	Status	Life Expectancy	Inspection	Replacement
Main Switchgear	Square D	Original to building - 1965	End of Life	20 years	Year: 2024	Year: 2025
Main Generator	Onan	1999	Replacement	20 years	Year: 2024	Year: 2025
Main Generator	Magnetek	1999	Replacement	20 years	Year: 2024	Year: 2025

Building Structural Equipment	Manufacturer	Installation Date	Status	Life Expectancy	Inspection	Replacement
Roof - Sarnafil TPO	Roof Management	1999	End of Life	20 years	Year: 2024	Year: 2025
Rollup Gate - Parking Deck	Overhead Door	2019	Replacement	5 years	2023	2024

Elevator Equipment	Manufacturer	Installation Date	Status	Life Expectancy	Inspection	Replacement
Elevators	Otis	2005	Partial Upgrade	20 years	2023	2024

Fire Life Safety Equipment	Manufacturer	Installation Date	Status	Life Expectancy	Schedule	Replacement
Fire Panel	Gamewell	2017	Replacement	10 years	Year: 2025	2026
Fire Pump	Patterson	2022	Rebuilt	20 years	Year: 2040	2041
Jockey Pump	Grundfos	2000	Rebuilt	30 years	Year: 2028	2029

Equipment	Location	Manufacturer	Model #	Serial #	Vendor	Current PM Date	Frequency of PM's	Most Recent Extraordinary Visit
Mechanical VRV's								
VRV 1-1	3rd Floor Rooftop	Daikin	REYQ120XATJA		McKenney's		Semi-Annually	
VRV 2-1	3rd Floor Rooftop	Daikin	REYQ120XATJA		McKenney's		Semi-Annually	
VRV C-1	3rd Floor Rooftop	Daikin	REYQ120XATJA		McKenney's		Semi-Annually	
VRV 2-2	3rd Floor Rooftop	Daikin	REYQ120XATJA		McKenney's		Semi-Annually	
Mechanical Make-Up Air Unit								
OAU-1	3rd Floor Rooftop	Daikin	DPS020A		In-House			
Mechanical Fan Coil Units								
FCU-2-11	Conference North	Daikin	FXSQ12TAVJU		McKenney's	7/30/2024	Annually	7/30/2024
FCU-2-12	Conference Interior	Daikin	FXSQ09TAVJU		McKenney's	7/30/2024	Annually	7/30/2024
FCU-2-13	Private Office South	Daikin	FXSQ30TAVJU		McKenney's	7/30/2024	Annually	7/30/2024
FCU-2-14	ACCU Suite	Daikin	FXTQ18TAVJUA		McKenney's	7/30/2024	Annually	7/30/2024
FCU-2-15	ACCU Suite	Daikin	FXTQ18TAVJUA		McKenney's	7/30/2024	Annually	7/30/2024
FCU-1-2	Tenant #2	Daikin	FXTQ36TAVJUA		McKenney's	7/30/2024	Annually	7/30/2024
FCU-1-3	Tenant #2	Daikin	FXTQ36TAVJUA		McKenney's	7/30/2024	Annually	7/30/2024
FCU-1-4	Tenant #2	Daikin	FXTQ36TAVJUA		McKenney's	7/30/2024	Annually	7/30/2024
FCU-1-5	Tenant #2	Daikin	FXTQ36TAVJUA		McKenney's	7/30/2024	Annually	7/30/2024
FCU-1-6	Tenant #2	Daikin	FXTQ36TAVJUA		McKenney's	7/30/2024	Annually	7/30/2024
FCU-1-7	Tenant #2	Daikin	FXTQ36TAVJUA		McKenney's	7/30/2024	Annually	7/30/2024
FCU-1-10	Operator Office	Daikin	FXTQ09TAVJUA		McKenney's	7/30/2024	Annually	7/30/2024
FCU-1-1	Corridor	Daikin	FXSQ54TAVJU		McKenney's	7/30/2024	Annually	7/30/2024
FCU-1-8	Library	Daikin	FXTQ24TAVJUA		McKenney's	7/30/2024	Annually	7/30/2024
FCU-1-9	Computer Lab	Daikin	FXSQ09TAVJU		McKenney's	7/30/2024	Annually	7/30/2024
FCU-5-2	Stair 2A	Daikin	FXSQ072MVJU		McKenney's	7/30/2024	Annually	7/30/2024
FCU-5-1	Stair 1	Daikin	FXSQ072MVJU		McKenney's	7/30/2024	Annually	7/30/2024
FCU-2-1	Corridor	Daikin	FXSQ48TAVJU		McKenney's	7/30/2024	Annually	7/30/2024
FCU-2-10	Break Room	Daikin	FXSQ15TAVJU		McKenney's	7/30/2024	Annually	7/30/2024
FCU-5-4	Stair 4	Daikin	FXA009PVJU		McKenney's	7/30/2024	Annually	7/30/2024
FCU-2-2	Small Conference	Daikin	FXSQ09TAVJU		McKenney's	7/30/2024	Annually	7/30/2024
FCU-2-3	Huddle North	Daikin	FXSQ05TAVJU		McKenney's	7/30/2024	Annually	7/30/2024
FCU-2-4	Private Offices N	Daikin	FXSQ07TAVJU		McKenney's	7/30/2024	Annually	7/30/2024
FCU-2-5	Private Offices W	Daikin	FXSQ15TAVJU		McKenney's	7/30/2024	Annually	7/30/2024
FCU-2-6	Huddle South	Daikin	FXSQ09TAVJU		McKenney's	7/30/2024	Annually	7/30/2024
FCU-2-7	Large Conference	Daikin	FXSQ30TAVJU		McKenney's	7/30/2024	Annually	7/30/2024
FCU-2-8	CNI Suite	Daikin	FXSQ24TAVJU		McKenney's	7/30/2024	Annually	7/30/2024
FCU-2-9	CNI Suite	Daikin	FXSQ24TAVJU		McKenney's	7/30/2024	Annually	7/30/2024
Split System Heat Pumps/AC								
AH-1-1/HP-1-1	1st Floor Tenant	Daikin	ASPT49D14A (inside)/DZ14SA0491 (outside)		McKenney's	7/30/2024	Annually	7/30/2024
AH-1-2/HP-1-2	1st Floor Tenant	Daikin	ASPT49D14A (inside)/DZ14SA0491 (outside)		McKenney's	7/30/2024	Annually	7/30/2024
AH-1-3/HP-1-3	1st Floor Tenant	Daikin	ASPT49D14A (inside)/DZ14SA0491 (outside)		McKenney's	7/30/2024	Annually	7/30/2024
Split System AC Unit								
DFH 2-1/DHP 2-1	AUCC IT Closet	Daikin	FTK18AXVJU/RK18AXVJU		McKenney's	7/30/2024	Annually	7/30/2024
DFC 2-1/DCU 2-1	CNI IT Closet	Daikin	FTK18AXVJU/RK18AXVJU		McKenney's	7/30/2024	Annually	7/30/2024
DFC B-1/DCU B-1	Basement	Daikin	FTX36NVJU/RK36NMVJUA		McKenney's	7/30/2024	Annually	7/30/2024
DFC 1-1/DCU 1-1	1st Floor IT Closet	Daikin	FTK18AXVJU/RK18AXVJU		McKenney's	7/30/2024	Annually	7/30/2024
Electric Unit Heaters								
EUH B1	Basement	Redd-i	F15105N		In-House			
EUH B2	Crawl Space	Redd-i	F15105N		In-House			
EUH B3	Crawl Space	Redd-i	F15105N		In-House			
Water Heater								
WHE-1	2nd Floor Janitor's Closet	State	EN6 40 DOLBS		In-House			
Sump Pumps								
Pump #1	Basement	Liberty			In-House			
Pump #2	Basement	Liberty			In-House			
Emergency Generator								
Generator Unit	South Exterior Lawn	Generac	C50 N6		Prime Power		Annually	8/5/2024
Transfer Switch #1	Basement	Generac	40 -4000 AMP		Prime Power		Annually	8/5/2024
Transfer Switch #2	Basement	Generac	41 -4000 AMP		Prime Power		Annually	8/5/2024
Electrical Panel Boards								
Switchboard	Basement	Eaton			Pirkle Electric			
Panel B	Basement	Eaton	P1A600LT42CH01		Pirkle Electric			
Panel S	Basement	Eaton			Pirkle Electric			
Panel E	Basement	Eaton	P1A100LT18AH01		Pirkle Electric			
Panel 1	1st Floor Electrical Room	Eaton	P1A600LT42CH01		Pirkle Electric			
Panel 1A	1st Floor Electrical Room	Eaton	W1:P1A225BT42AH01		Pirkle Electric			
Panel 1B	1st Floor Tenant	Eaton	W1:P1A225BT42AH01		Pirkle Electric			
Panel 2	AUCC Suite Electrical Room	Eaton	P1A600LT42CH01		Pirkle Electric			
Panel R	AUCC Suite Electrical Room	Eaton	P1A600LT42CH01		Pirkle Electric			
Panel 2A	CNI Suite Electrical Room	Eaton	W1:P1A225BT42AH01		Pirkle Electric			
Panel 2B	AUCC Suite IT Closet	Eaton	W1:P1A100LT42AH01		Pirkle Electric			
Elevators	1st floor				Schindler		Quarterly	
Fire Alarm Panel	1st floor				ADT		Annually	

230 John Wesley Dobbs Ave (JWD Headquarters)					
	FY2022-23		FY2023-24		
	Cost	Consumption	Cost	Consumption	
Electricity	\$162,580	1,360,783	\$192,278	1,391,794	kWh
Natural Gas	\$16,454	9,668	\$12,283	10,367	Therms
Water & Sewer	\$16,857	1,166	\$23,660	1,789	CCF
Combined	\$195,891		\$228,221		

660 Student Movement Blvd (Roosevelt Hall)					
	FY2022-23		FY2023-24		
	Cost	Consumption	Cost	Consumption	
Electricity	\$35,312	298,720	\$48,157	362,640	kWh
Natural Gas	\$8,050	3,507	\$5,034	4,841	Therms
Water & Sewer	\$17,743	780	\$26,650	1,685	CCF
Combined	\$61,105		\$79,840		

189 Merritts Ave NW (Zell Miller)					
	FY2022-23		FY2023-24		
	Cost	Consumption	Cost	Consumption	
Electricity	\$13,582	71,680	\$14,800	68,000	kWh
Natural Gas	\$3,318	1,160	\$2,221	1,333	Therms
Water & Sewer	\$3,123	146	\$1,819	94	CCF
Combined	\$20,023		\$18,840		

395 Piedmont Ave NE (Atlanta Civic Center)					
	FY2022-23		FY2023-24		
	Cost	Consumption	Cost	Consumption	
Electricity	\$59,825	619,500	\$64,893	592,500	kWh
Natural Gas	\$1,532	110	\$1,212	25	Therms
Water & Sewer	\$19,998	785	\$25,760	2,452	CCF
Combined	\$81,355		\$91,865		