MEETING AGENDA – NOVEMBER 28, 2017

RPU SERVICE CENTER
4000 EAST RIVER ROAD NE
BOARD ROOM
ROCHESTER, MN  55906

4:00 PM

Call to Order
1. Approval of Agenda
2. Approval of Minutes
   1. Public Utility Board - Special Meeting - Nov 14, 2017 4:00 PM
3. Approval of Accounts Payable
   1. a/p board listing

NEW BUSINESS

Open Comment Period
(This agenda section is for the purpose of allowing citizens to address the Utility Board. Comments are limited to 4 minutes, total comment period limited to 15 minutes. Any speakers not having the opportunity to be heard will be the first to present at the next Board meeting.)

4. Consideration Of Bids
   1. CSC Expansion Low Voltage - Bid Award
      Resolution: CSC Expansion Low Voltage Bid Award

5. Regular Agenda
   1. Annual SAP Enterprise Support
      Resolution: Annual SAP Enterprise Support
   2. ePlus Enhanced Maintenance Services
      Resolution: ePlus Enhanced Maintenance Services
   3. Outage Notification, Customer Portal and Mobile Communications Platform
      Resolution: Outage Notification, Customer Portal and Mobile Communications Platform

6. Informational
   1. Westside Energy Station Project Status Report

7. Board Liaison Reports
   1. Acquisition and Disposal of Interest in Real Property
   2. Index of Board Policies

8. General Managers Report

9. Division Reports & Metrics

10. Other Business

11. Adjourn
MEETING MINUTES – NOVEMBER 14, 2017

COMMUNITY ROOM
4000 EAST RIVER ROAD NE
ROCHESTER, MN  55906

4:00 PM

Call to Order

<table>
<thead>
<tr>
<th>Attendee Name</th>
<th>Title</th>
<th>Status</th>
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<tbody>
<tr>
<td>Mark Browning</td>
<td>Board President</td>
<td>Present</td>
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<tr>
<td>Tim Haskin</td>
<td>Board Member</td>
<td>Present</td>
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<tr>
<td>Melissa Graner Johnson</td>
<td>Board Member</td>
<td>Present</td>
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<tr>
<td>Brian Morgan</td>
<td>Board Member</td>
<td>Present</td>
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</tr>
<tr>
<td>Michael Wojcik</td>
<td>Board Member</td>
<td>Absent</td>
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1. Approval of Minutes

1. Public Utility Board - Regular Meeting - Oct 24, 2017 4:00 PM

Board Member Brian Morgan moved to accept the Minutes of October 24, 2017, but amend them to include public comments received via emails, letters and staff responses. The comments have been added to the official record of the minutes. Included in the public comments is a letter to the Board from RPU Board Member Michael Wojcik, who was absent from this meeting. Board members were given a hard copy of the public comments and staff responses at the Board meeting.

RESULT: ACCEPTED [UNANIMOUS]
MOVER: Melissa Graner Johnson, Board Member
SECONDER: Tim Haskin, Board Member
AYES: Mark Browning, Tim Haskin, Melissa Graner Johnson, Brian Morgan
ABSENT: Michael Wojcik

NEW BUSINESS

Open Comment Period

(This agenda section is for the purpose of allowing citizens to address the Utility Board. Comments are limited to 4 minutes, total comment period limited to 15 minutes. Any speakers not having the opportunity to be heard will be the first to present at the next Board meeting.)

*Total comment period has been extended to 30 minutes for this meeting.

President Browning opened the meeting for public comment. Five people came forward to speak.

Tom Williamson, of Rochester, spoke in favor of solar energy. He asked the Board to include the letters and emails received by local groups and individuals outside of the meetings as part of the meeting minutes. He said he still does not see a strong environmental message coming through about the SOLARCHOICE program, and stated that RPU's rates do not encourage energy conservation. He asked that in future policies, the utility take a deeper look at rates and at policies that help people instead of rate control.
Ray Schmitz, of Rochester, said that the utility needs a viable procedure on including public comments that are submitted outside of the meetings. He said he hopes RPU will seriously consider reducing the customer charge.

Henry Homburger, of Rochester, stated that Rochester has a shortage of affordable housing and it’s a significant struggle for many. He opposed the deposit policy for individuals with poor credit, and asked the utility to reconsider the policy.

James Rentz, of Rochester, referenced an email he had sent to the Board and stated that the customer charge is a tax, and the proposed rate increase is not large in an absolute sense, but by 2019 it will rise to $234/year, which will create an impact on residents of low income housing. About 20 percent of Rochester residents have incomes below $28,000 per year, he said. He recommended dual rates for above ground utilities as well as buried utilities. Mr. Rentz suggested that rates be set based on property tax valuations. About 60 percent of his bill is comprised of taxes, he said. He encouraged the Board to reduce this trend of regressive taxation.

President Browning responded by saying that the RPU bill is one of the lowest bills he pays in his household on a monthly basis.

Rick Morris, of Rochester, thanked the Board and community members for attending Rochester's Energy Future: A Community Forum, held on November 2, 2017. He also gave his personal endorsement to a letter submitted by Board Member Michael Wojcik.

2. **Consideration Of Bids**

1. **Customer Service Center Building Expansion Project - Bid Award**

   Facilities Project Manager Patricia Bremer presented bids to the Board for construction of the RPU Customer Service Center building expansion project, and requested approval of two contracts, one for construction labor, and another for materials. Sealed bids were received on November 2, 2017 from eight general contractors. Knutson Construction Services Rochester, Inc., was the combined low bidder for both portions of work, with a total bid of $8,836,000 for labor and materials.

   The project was previously approved with a budget of $15.3 million for consultants, construction, builder's risk insurance, furniture, equipment and a 10% construction contingency. The project scope consists of additional garage space and office space to meet current needs.

   President Browning noted that the project includes several alternates, and asked if these would be deducts to the total cost. Ms. Bremer confirmed that due to the project coming in under budget, the alternates will be included.

   Construction will begin in December 2017 and continue through December 2018, with final close out and occupancy in February 2019.
 Resolution: CSC Building Expansion Project - Bid Award

BE IT RESOLVED by the Public Utility Board of the City of Rochester, Minnesota, to approve two agreements with Knutson Construction Services Rochester, Inc, following final review by the General Manager and City Attorney, and authorize the Mayor and the City Clerk to execute the agreements, following final review as follows:

Owner-Contractor Agreement (labor) $5,009,000

Purchasing Agent Agreement (materials) $3,827,000

In addition approve a contingency fund in the amount of $963,000 including granting authorization for the RPU Project Manager to perform the acts to execute the project.

Passed by the Public Utility Board of the City of Rochester, Minnesota, this 14th day of November, 2017.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Brian Morgan, Board Member
SECONDER: Tim Haskin, Board Member
AYES: Mark Browning, Tim Haskin, Melissa Graner Johnson, Brian Morgan
ABSENT: Michael Wojcik

3. Regular Agenda

1. 2018 Water Utility Budget Approval

Peter Hogan, Director of Corporate Services, presented the proposed 2018 utility water budget to the Board for approval. The rate increase of 6 percent is part of a three-year rate track that was approved by the Board in 2015, for the years 2016, 2017 and 2018. The impact to the average customer bill will be 84 cents per month, said Mr. Hogan. The rate structure is based on a water cost of service study that was conducted for the utility in 2015. RPU has adopted the utility method of rate setting, which is the industry standard.

The proposed budget supports the need for the utility’s continued investment in infrastructure, maintenance and replacement reserves to avoid large unfunded outlays of capital in the future, Mr. Hogan said.

Board Member Brian Morgan asked if the utility will conduct another water cost of service study next year; Mr. Hogan replied that it will.

Mr. Morgan also questioned the amounts in the budget for the major maintenance plan, which are shown as dropping each year. Will these figures ever go up? Mr. Hogan stated that some movement in those numbers is possible. General Manager Mark Kotschevar pointed out that a large part of that maintenance consists of water tower painting.
Resolution: 2018 Water Utility Capital and Operating Budget

BE IT RESOLVED by the Public Utility Board of the City of Rochester, Minnesota, that the Common Council of the said City is requested to approve the

2018 Water Utility Capital and Operating Budgets

Passed by the Public Utility Board of the City of Rochester, Minnesota, this 14th day of November, 2017.

RESULT: ADOPTED [UNANIMOUS]

MOVER: Melissa Graner Johnson, Board Member
SECONDER: Tim Haskin, Board Member
AYES: Mark Browning, Tim Haskin, Melissa Graner Johnson, Brian Morgan
ABSENT: Michael Wojcik

2. 2018 Electric Utility Rate Adjustment

Director of Corporate Services Peter Hogan presented to the Board a proposed overall general rate increase to the 2018 electric utility budget of 1.5 percent, based on the electric utility cost of service study conducted in 2017 and on the utility basis of rate structure. The increase will equate to about $1.13 per month for the average customer using 300 kWh per month; about $1.51 for a customer using 600 kWh per month; and about $1.90 for a customer using 900 kWh per month, he said. The rates will become effective on January 1, 2018.

The rate increase was previously presented to the Board at its October 24, 2017, meeting, and reviewed by the Board's finance and audit committees on October 17, 2017.

General Manager Mark Kotschevar stated that right now the utility is only approving a one-year rate change for 2018, and staff will return to the Board next year to look at rates for 2019. Public notice of the proposed rates was published in the newspaper of record on September 8, 2017 and on the RPU website. Public responses have been added to the minutes of the October 24, 2017 RPU Board meeting.

President Browning called attention to a letter submitted by Board Member Michael Wojcik, who was absent from this meeting, asking the utility to establish a goal of reducing the customer charge for electric service by $100 per year starting in 2019, to include it as part of this discussion.

Board Member Brian Morgan referenced Mr. Wojcik’s letter, stating that he agrees with the points of the letter, and asked the Board to take a fresh look at electric rates in 2018.

President Browning asked the question -- if the lower-income rate payers don’t pay for their cost of service, who does? Do the other customers pay more? This needs to be part of next year’s discussion, he said.
Resolution: 2018 Electric Utility Rate Adjustment

BE IT RESOLVED by the Public Utility Board of the City of Rochester, Minnesota, to approve the following rate schedules and attached tariff effective on or about January 1, 2018.

Residential Service (RES)
Residential Service-Dual Fuel (RES-DF)
Residential-High Efficiency HVAC (RESELGEO)
General Service (GS)
General Service-High Efficiency (GS-HEF)
General Service Time-Of-Use (GS-TOU)
Medium General Service (MGS)
Medium General Service-High Efficiency (MGS-HEF)
Medium General Service Time-Of-Use (MGS-TOU)
Unmetered Device (UMDR)
Public Car Charging (PCCR)
Large General Service (LGS)
Large Industrial Service (LIS)
Interruptible Service (INTR)
City Street Lighting (CSL)
Traffic Signals (TS)
Highway Lighting (HL)
Security Lighting (SL)
Civil Defense Sirens (CDS)
Clean Air Rider (CAR)
Power Cost Adjustment (PCA)
Load Management Credits (LMC)

BE IT FURTHER RESOLVED by the Public Utility Board of the City of Rochester, Minnesota, that the Common Council of the said City is requested to approve an overall 1.5% electric revenue increase with changes to all customer classes and an annual update to the Clean Air Rider Rate effective on or about January 1, 2018.

Passed by the Public Utility Board of the City of Rochester, Minnesota, this 14th day of November, 2017.
RESULT: ADOPTED [UNANIMOUS]
MOVER: Tim Haskin, Board Member
SECONDER: Melissa Graner Johnson, Board Member
AYES: Mark Browning, Tim Haskin, Melissa Graner Johnson, Brian Morgan
ABSENT: Michael Wojcik

3. 2018 Electric Utility Budget Approval

Peter Hogan, Director of Corporate Services, presented the proposed 2018 electric utility budget to the Board for approval. The budget was previously presented to the Board at its October 24, 2017 meeting, and to the Board's finance and audit committees on October 17, 2017.

The proposed budget represents a reduction of approximately $4.1 million in operating and capital expenses from the original budget submitted, in order to meet the 2017 cost of service study recommendations, Mr. Hogan said.

General Manager Mark Kotschevar thanked the Board for their input and efforts in studying and approving the budgets and rates. He added that the budgets and rate increase will appear on the November 20, 2017 Rochester City Council agenda for approval, providing another chance for public input.

Resolution: 2018 Electric Utility Capital and Operating Budgets

BE IT RESOLVED by the Public Utility Board of the City of Rochester, Minnesota, that the Common Council of the said City is requested to approve the 2018 Electric Utility Capital and Operating Budgets

Passed by the Public Utility Board of the City of Rochester, Minnesota, this 14th day of November, 2017.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Melissa Graner Johnson, Board Member
SECONDER: Brian Morgan, Board Member
AYES: Mark Browning, Tim Haskin, Melissa Graner Johnson, Brian Morgan
ABSENT: Michael Wojcik

4. Adjourn


Submitted by:

__________________________________
Secretary

Approved by the Board

__________________________________
Board President
SUBJECT: a/p board listing

PREPARED BY: Terri Engle

Please approve
## Greater than 50,000:

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<td>Constellation NewEnergy-Gas D September Gas SLP</td>
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<td>The Energy Authority Inc September TEE MISO Transmission</td>
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<td>A &amp; A Elect &amp; Underground Con Directional Boring and Related Services</td>
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<td>Constellation NewEnergy-Gas D August Gas-CC</td>
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<td>Eplus Technology Inc 5-Catalyst 3850 48 Port Date IP Base</td>
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<td>Schweitzer Engineering Lab in Generator protection relay</td>
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<td>Mcwane Inc 22-Pole, ductile iron, 50’ class H1</td>
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<td>Polar Chevrolet Pickup 2015 Silverado</td>
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<td>S L Contracting Inc Customer parking lot repair</td>
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<td>Vision Companies LLC (P) Leadership Journey</td>
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<td>All Systems Installation dba Service Center expansion wiring</td>
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<td>Elcor Construction Inc Douglas Trail Site Improvement</td>
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<td>Elcor Construction Inc AP Contract Retenm-Douglas Trail Substation</td>
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<td>City of Rochester Various Street Opening Repairs</td>
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<td>South Central Erectors Fall Protection Support Structure Fleet</td>
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<td>Sparta Consulting Inc 2017-18 SAP Application Support~</td>
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<td>N Harris Computer Corp Cayenta Implementation Services</td>
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<td>Resco 2-Switch, PM, Air, 3PH, 2-600SW/2-200F PSE</td>
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<td>S L Contracting Inc Grading Sidewalk Drive Tower #97 NW High</td>
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<td>City of Rochester Asbestos Costs removal</td>
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<td>The Energy Authority Inc October TEE Resource Fee</td>
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<td>Hunt Electric Corp Project Electrician</td>
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<td>Ulteig Engineers Inc Transmission Relay Coordination Study</td>
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<td>Crenlo Inc WES Control Desk</td>
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<td>Border States Electric Supply 360-Meter, FM2S CL200 240V AMR</td>
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<td>Wright Tree Service Inc 2017 Hourly Tree Trimming~</td>
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<td>Morris Memorial Llc Oversized Water Main Reimbursement</td>
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<td>Express Services Inc 2017 Seasonal Staff grounds</td>
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<td>City of Rochester Asbestos Costs for removal from 1st Ave</td>
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<td>Stuart C Irby Co Inc 3-Trans, PM, 3ph, 45kVA, 13.8/8,208/120 Std</td>
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### ROCHESTER PUBLIC UTILITIES

**A/P Board Listing By Dollar Range**

For 10/10/2017 To 11/10/2017

Consolidated & Summarized Below 1,000

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<td>TRIPWIRE INC</td>
<td>NERC CIP Consultant Services</td>
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<td>WORTHINGTON PRODUCTS INC</td>
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<td>DELL MARKETING LP</td>
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<td>FORBROOK LANDSCAPING SERVICES</td>
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<td>DELTA STAR INC</td>
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<td>WELLS FARGO BANK ACCT ANALYSIS</td>
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<td>CENTRAL MINNESOTA MUNICIPAL P</td>
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<td>WORTHINGTON PRODUCTS INC</td>
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<td>INSTITUTE FOR ENVIRONMENTAL</td>
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<td>FORBROOK LANDSCAPING SERVICES</td>
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<td>Settlement for disturbance for watermain installation</td>
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<td>WELLS FARGO BANK ACCT ANALYSIS</td>
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**Price Range Total:** 1,357,735.37

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<td>WELLS FARGO BANK ACCT ANALYSIS</td>
<td>2017 Banking Services</td>
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<td>WELLS FARGO BANK ACCT ANALYSIS</td>
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<td>102</td>
<td>FORBROOK LANDSCAPING SERVICES</td>
<td>2017 Landscaping services (Water)</td>
<td>4,945.68</td>
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**1,000 to 5,000:**

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<th>#</th>
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<td>104</td>
<td>CHS ROCHESTER</td>
<td>1-Primary metering cabinet</td>
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<td>AMER WATER WORKS ASSN</td>
<td>Membership renewal 1/01 - 12/31 2018 Dou</td>
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<td>106</td>
<td>FAMOUS FOOTWEAR</td>
<td>CIP Conserve &amp; Save Rebates-lighting</td>
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<td>AMERICAN PRESSURE INC</td>
<td>Pressure washer and install</td>
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<td>108</td>
<td>MN UNCLAIMED PROPERTY DIVISIO</td>
<td>Unclaimed Property - 2017 CRA/Rebates</td>
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<td>MINNESOTA ENERGY RESOURCES CO</td>
<td>September Gas-SLP</td>
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<td>STEVE BENNING ELECTRIC</td>
<td>VFD Dr at Wellhouse#39</td>
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<td>ALL SYSTEMS INSTALLATION dba</td>
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<td>112</td>
<td>STEWART IRBY CO INC</td>
<td>40-Ct, Trans, 1/0-1000, 6-Tap, Bare</td>
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<td>113</td>
<td>WESCO DISTRIBUTION INC</td>
<td>3-CT, Primary, 15kv 200/5, High Accuracy</td>
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<td>BARR ENGINEERING COMPANY (P)</td>
<td>General groundwater services provided by</td>
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## ROCHESTER PUBLIC UTILITIES
### A/P Board Listing By Dollar Range
#### For 10/10/2017 To 11/10/2017
##### Consolidated & Summarized Below 1,000

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<td>D P C INDUSTRIES INC</td>
<td>2017 Chlorine, 150 lb Cyl</td>
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<td>BORDER STATES ELECTRIC SUPPLY</td>
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<td>UNITED RENTALS INC</td>
<td>Boom, 60'-64', telescopic</td>
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<td>123</td>
<td>DEWITT DYLAN</td>
<td>CIP Conserve &amp; Save Rebates-renewables</td>
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<td>WIDMAN ERIN</td>
<td>CIP Conserve &amp; Save Rebates-renewables</td>
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<td>125</td>
<td>SHERMAN &amp; REILLY INC</td>
<td>P615 - 2017 Underground Wire Puller</td>
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<td>126</td>
<td>MIKE MEYER SIGN PAINTER</td>
<td>Custom sign for hydro plant</td>
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<td>127</td>
<td>EPLUS TECHNOLOGY INC</td>
<td>1-ASA 5525-X Interface card, 6-port</td>
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<td>128</td>
<td>HELP SYSTEMS LLC</td>
<td>GoAnywhere software - 3 yr subscription</td>
<td>3,208.66</td>
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<td>129</td>
<td>QUANTITATIVE MARKET INTELLIGE</td>
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<td>STUART C IRBY CO INC</td>
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<td>MIKE MEYER SIGN PAINTER</td>
<td>Custom sign for hydro plant</td>
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<td>132</td>
<td>BADGER METER INC (P)</td>
<td>1-Meter, Bare 8&quot; Badger T-3500 Round Flg</td>
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<td>133</td>
<td>WESCO DISTRIBUTION INC</td>
<td>3-Switch, Air, In-Line, 15kV,Brndy,336,NLB</td>
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<td>134</td>
<td>CRW ARCHITECTURE + DESIGN GRO</td>
<td>Structural Analysis Hydro Dam</td>
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<td>LEWIS BRAD</td>
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<td>ALTERNATIVE TECHNOLOGIES INC</td>
<td>Oil tests</td>
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<td>AMERICAN FENCE COMPANY</td>
<td>Warehouse fence removal</td>
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<td>138</td>
<td>CHILD CARE RESOURCE AND REFER</td>
<td>CIP Conserve &amp; Save Rebates-Cooling</td>
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<td>139</td>
<td>ULTEIG ENGINEERS INC</td>
<td>Rev Signal Light at Superior Dr &amp; Valley</td>
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<td>CONSOLIDATED COMMUNICATIONS d</td>
<td>17-19 Network and Collocation Services</td>
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<td>141</td>
<td>PAYMENT REMITTANCE CENTER</td>
<td>Travel, Wartsilla, Lodging-JP,TS,AM,CQ</td>
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<td>BADGER METER INC (P)</td>
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<td>143</td>
<td>BOB THE BUG MAN LLC</td>
<td>Bug spraying at water sites</td>
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<td>144</td>
<td>VIKING ELECTRIC SUPPLY INC</td>
<td>1,760 ft Conduit, PVC Sch 40, 3.00</td>
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<td>145</td>
<td>NORTHERN / BLUETARP FINANCIAL</td>
<td>Two-way universal roof clamp</td>
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<td>146</td>
<td>IHEART MEDIA dba</td>
<td>Community Solar Ads</td>
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<td>147</td>
<td>EPLUS TECHNOLOGY INC</td>
<td>KVM path dual AC power supply, 8-port</td>
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<td>IHEART MEDIA dba</td>
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<td>OUTBACK STEAKHOUSE #2414</td>
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<td>RESCO</td>
<td>6-Pole Wrap, Animal Guard, 30&quot; x 100'</td>
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<td>151</td>
<td>STUART C IRBY CO INC</td>
<td>50-SL Hand Hole Cover, 25' FG Pole (18876)</td>
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<td>152</td>
<td>D P C INDUSTRIES INC</td>
<td>2017 Hydrofluorosilicic Acid - Delivered</td>
<td>2,284.90</td>
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<td>153</td>
<td>POLAR CHEVROLET</td>
<td>License, Tax &amp; Registration</td>
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<td>SENeca FOODS</td>
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<td>RESCO</td>
<td>18-Junction, LB, 200A, 4 Pos, w/Strap</td>
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<td>JOHNSON PRINTING CO INC</td>
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<td>MITSUBISHI ELECTRIC POWER PRO</td>
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<td>NALCO COMPANY</td>
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<td>CENTURY LINK</td>
<td>CIP Conserve &amp; Save Rebates-Lighting</td>
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<td>Release Retainage Crown Douglas 45-51975</td>
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<td>Haz Mat Survey Service Center T&amp;M</td>
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<td>CITY OF ROCHESTER</td>
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<td>WORTHINGTON PRODUCTS INC</td>
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<td>WORTHINGTON PRODUCTS INC</td>
<td>Debris Boom / Warning Buoy</td>
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<td>BAIER GERALD 2017 Sweeping Services Jan-December</td>
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<td>GRAHAM PROPERTIES LIMITED PAR Settlement for disturbance for watermain installation</td>
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<td>JOHN HENRY FOSTER MN INC Oil, QuinSyn, 5 Gal. Container</td>
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<td>RESCO 600-Lock, Trans. Security</td>
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<td>PAYMENT REMITTANCE CENTER C3 Cloud Silber Mobile Software</td>
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<td>EXPRESS SERVICES INC Seasonal warehouse temp</td>
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<td>STUART C IRBY CO INC 24-Pedestal Cover, Box Style, FG</td>
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<td>TRIPWIRE INC Consultant Travel Expenses</td>
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<td>STUART C IRBY CO INC 32-Conn, Fire-On Stirrup, 336.4, ACSR</td>
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<td>ANCOM COMMUNICATIONS INC Radio Install Chester Substation</td>
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<td>ANCOM COMMUNICATIONS INC Radio Install Silver Lake Substation</td>
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<td>ANCOM COMMUNICATIONS INC Radio Install IBM Substation</td>
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<td>WORTHINGTON PRODUCTS INC Tether rope and connectors</td>
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<td>KIMLEY HORN AND ASSOCIATES IN Service Center SE driveway modifications</td>
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<td>WSB &amp; ASSOCIATES DT Watermain Insp Services</td>
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<td>POWER SYSTEMS ENGINEERING INC Apache mall solar extra services</td>
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<td>DOYLE CONNOR CO CIP Conserve &amp; Save Rebates-Lighting</td>
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<td>CENTRAL STATES GROUP Filter, After filter Element, #3032550</td>
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<td>MIDCONTINENT ISO QC October MISO Billing</td>
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<td>INNER TITE CORP Meter, Jiffy Lock Side Mount</td>
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<td>204</td>
<td>NARDINI FIRE EQUIPMENT CO INC Semi-annual halon systems inspections at</td>
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<td>205</td>
<td>DELL MARKETING LP Computer, Dell 22 Inch Monitor</td>
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<td>WORTHINGTON PRODUCTS INC Anchor chain</td>
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<td>207</td>
<td>RESCO 6-Crossarm, Deadend, 8&quot;</td>
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<td>WIESER PRECAST STEPS INC (P) Grd Sleeve, Switch Basement, PME</td>
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<td>SHORT ELLIOTT HENDRICKSON INC Transformer pad design</td>
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<td>TITAN CORPORATION CIP Conserve &amp; Save Rebates-lighting</td>
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<td>NARDINI FIRE EQUIPMENT CO INC Inspection C02 and FM200 Systems</td>
<td>1,238.68</td>
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<td>212</td>
<td>MISSISSIPPI WELDERS SUPPLY CO Salalift Rebuild</td>
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<td>213</td>
<td>USA BLUE BOOK DBA Hydrant pressure release valve</td>
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<td>CLEAN HARBORS ENVIRONMENTAL S Task 1: Sale and delivery of drums</td>
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<td>PAYMENT REMITTANCE CENTER Registration J Bohm Itron Wk</td>
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<td>216</td>
<td>PAYMENT REMITTANCE CENTER Registration GSanders Itron Wk</td>
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<td>217</td>
<td>CENTRAL STATES GROUP Filter, Prefilter Element, #3032566</td>
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<td>BORDER STATES ELECTRIC SUPPLY Label, Trans. Safety, Outside</td>
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<td>WILDE MIKE Travel, ICUE Expo,Kentucky, Lodging</td>
<td>1,145.64</td>
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<td>FLOETER CHARLES Travel, ICUEE Expo, Kentucky, Lodging</td>
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<td>221</td>
<td>EPLUS TECHNOLOGY INC 2014-2017 Total Care Support</td>
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<td>222</td>
<td>SCHMITZ WILLIAM Travel,Doble Seminar,Pittsburgh, Lodging</td>
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<td>MINOGUE PETER Travel,Doble Seminar,Pittsburgh, Lodging</td>
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<td>224</td>
<td>OPTIV SECURITY INC 2017-2018 Juniper Care NextDay Renewal</td>
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<td>225</td>
<td>REINDERS INC 2017 Landscaping Supplies</td>
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<td>226</td>
<td>DAVEY TREE EXPERT CO Stump Grinding</td>
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<td>227</td>
<td>ROCHESTER ARMORED CAR CO INC 2017 Pick Up Services</td>
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## ROCHESTER PUBLIC UTILITIES
### A/P Board Listing By Dollar Range
**For 10/10/2017 To 11/10/2017**

**Consolidated & Summarized Below 1,000**

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ROCHESTER PUBLIC UTILITIES
A/P Board Listing By Dollar Range
For 10/10/2017 To 11/10/2017
Consolidated & Summarized Below 1,000

360 SHERWIN WILLIAMS CO Summarized transactions: 6 375.70
361 KELLY BRIAN Summarized transactions: 1 375.00
362 SCHWEITZER ENGINEERING LAB IN Summarized transactions: 2 363.14
363 NORTHERN / BLUETARP FINANCIAL Summarized transactions: 3 355.63
364 COMMUNITY EDUCATION Summarized transactions: 1 350.00
365 MUELLER MATTHEW Summarized transactions: 2 347.04
366 FLOETER CHARLES Summarized transactions: 4 346.50
367 McGrann SHEA CARNIVAL STRAUGH Summarized transactions: 1 345.00
368 LEKATZ CARTER Summarized transactions: 3 338.66
369 CENTURYLINK Summarized transactions: 1 325.95
370 CDW GOVERNMENT INC Summarized transactions: 2 324.39
371 WILDE MIKE Summarized transactions: 3 320.05
372 SAUNDERS TRACY Summarized transactions: 1 313.50
373 MCGRANN SHEA CARNIVAL STRAUGH Summarized transactions: 1 313.50
374 LEKATZ CARTER Summarized transactions: 1 313.50
375 UNITED RENTALS INC Summarized transactions: 2 310.87
376 NAPA AUTO PARTS (P) Summarized transactions: 3 308.88
377 PHENOVA INC Summarized transactions: 2 305.40
378 KOBLARCSIK JOSEPH Summarized transactions: 2 301.97
379 AMERICAN PRESSURE INC Summarized transactions: 1 297.79
380 FASTENAL COMPANY Summarized transactions: 6 293.62
381 ALL SYSTEMS INSTALLATION dba Summarized transactions: 1 292.84
382 CULLIGAN OF ROCHESTER INC Summarized transactions: 2 273.40
383 CORPORATE WEB SERVICES INC Summarized transactions: 1 270.00
384 NALCO COMPANY Summarized transactions: 3 268.36
385 RONCO ENGINEERING SALES INC Summarized transactions: 1 267.32
386 CULLIGAN OF ROCHESTER INC Summarized transactions: 1 267.19
387 KOTSchevar MARK Summarized transactions: 3 266.91
388 NELSON TODD J Summarized transactions: 2 266.62
389 THOMPSON GARAGE DOOR CO INC Summarized transactions: 2 262.68
390 NYHUS STEVE Summarized transactions: 1 256.88
391 PETERSON CHAD Summarized transactions: 1 256.50
392 ST JOSEPH EQUIPMENT INC Summarized transactions: 1 256.50
393 SUPERIOR COMPANIES OF MINNESO Summarized transactions: 1 252.00
394 PROSTAPLER LLC Summarized transactions: 1 243.59
395 MIKE MEYER SIGN PAINTER Summarized transactions: 1 240.63
396 A & A ELECT & UNDERGROUND CON Summarized transactions: 1 240.00
397 PAULS LOCK & KEY SHOP INC Summarized transactions: 1 233.00
398 ITRON INC Summarized transactions: 1 229.50
399 SAFELITE FULFILLMENT INC Summarized transactions: 2 227.61
400 OSWEILER TODD Summarized transactions: 3 223.81
401 MCNEILUS STEEL INC Summarized transactions: 2 222.30
402 CRENLO INC Summarized transactions: 1 221.35
403 MENARDS ROCHESTER SOUTH Summarized transactions: 2 220.73
404 GLOBAL EQUIPMENT COMPANY Summarized transactions: 2 215.88
405 CONNEY SAFETY PRODUCTS LLC Summarized transactions: 4 213.58
406 NEW PIG CORPORATION Summarized transactions: 3 213.12
407 CLAREY'S SAFETY EQUIPMENT dba Summarized transactions: 2 212.50
408 QUALITROL CORPORATION LLC (P) Summarized transactions: 3 212.18
409 MSC INDUSTRIAL SUPPLY CO INC Summarized transactions: 6 208.90
410 STURM DANNY K Summarized transactions: 1 201.00
411 BAIER GERALD Summarized transactions: 1 200.39
412 SOLAR CONNECTION INC Summarized transactions: 1 200.00
413 NICKELS SCOTT Summarized transactions: 2 199.76
414 HANSON PATRICIA S Summarized transactions: 1 199.50
415 FEDEX SHIPPING Summarized transactions: 10 197.58
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<td>ALTERNATIVE TECHNOLOGIES INC</td>
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<td>461</td>
<td>FLAGSOURCE dba</td>
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<td>BARRY SCREEN PRINT CO dba</td>
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<td>FASTENAL COMPANY</td>
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<td>476</td>
<td>LARSON GUSTAVE A COMPANY INC</td>
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<td>477</td>
<td>TOTAL RESTAURANT SUPPLY</td>
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<td>CENTRAL STATES GROUP</td>
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<td>BATTERIES PLUS</td>
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<td>11.53</td>
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### A/P Board Listing By Dollar Range

**For 10/10/2017 To 11/10/2017**

**Consolidated & Summarized Below 1,000**

<table>
<thead>
<tr>
<th>Company</th>
<th>Summarized transactions:</th>
<th>Price</th>
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</thead>
<tbody>
<tr>
<td>ARROW ACE HARDWARE-ST PETER</td>
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<td>MISTER CARWASH</td>
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<tr>
<td>SWAGELOK MN INC (P)</td>
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<tr>
<td>A T &amp; T MOBILITY</td>
<td>1</td>
<td>4.02</td>
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</table>

**Price Range Total:**

239,934.09

**Grand Total:**

15,552,573.81
SUBJECT: CSC Expansion Low Voltage - Bid Award

PREPARED BY: Patricia Bremer

ITEM DESCRIPTION:
Sealed bids were opened on November 16, 2017 for low voltage work which includes communication, access control cabling, and video surveillance related to the Customer Service Center Expansion and Renovation Project.

A breakdown of the bids is as follows:

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Bid Amount</th>
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</thead>
<tbody>
<tr>
<td>Parsons Electric dba All Systems</td>
<td>$101,845.00</td>
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<tr>
<td>Installation</td>
<td></td>
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<tr>
<td>Kendell Doors, Inc.</td>
<td>$115,140.00</td>
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<tr>
<td>Parallel Technologies</td>
<td>$164,784.98</td>
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<tr>
<td>Premier Electric</td>
<td>$123,620.00</td>
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</tbody>
</table>

Parsons Electric submitted a responsive and responsible bid and they have performed well on past projects.

The Customer Service Center Expansion and Renovation budget includes these costs.

UTILITY BOARD ACTION REQUESTED:

Approve a contract with Parsons Electric dba All Systems Communications in the amount of $101,845 and authorize the Mayor and City Clerk to execute the agreement, following final review from the General Manager and City Attorney.
BE IT RESOLVED by the Public Utility Board of the City of Rochester, Minnesota, to approve an agreement with Parsons Electric dba All Systems Communications, and authorize the Mayor and the City Clerk to execute the agreement, following final review by the General Manager and City Attorney, for

CSC EXPANSION LOW VOLTAGE BID AWARD

The amount of the agreement to be ONE HUNDRED ONE THOUSAND EIGHT HUNDRED FORTY-FIVE AND 00/100 DOLLARS ($101,845.00).

Passed by the Public Utility Board of the City of Rochester, Minnesota, this 28th day of November, 2017.

______________________________
President

______________________________
Secretary
SUBJECT: Annual SAP Enterprise Support

PREPARED BY: Phil Teng

ITEM DESCRIPTION:
RPU uses enterprise business software from SAP Public Services for financial and management reporting, front-office customer support services, and back-office business processes. SAP Public Services provides regular maintenance updates and access to support experts to resolve system problems. This annual renewal is effective January 1, 2018 with a cost of $125,573.11, plus applicable tax.

This cost is within the amount approved in the 2018 budget.

UTILITY BOARD ACTION REQUESTED:
Staff recommends the Utility Board approve an agreement with SAP Public Services Inc. in the amount of $125,573.11, plus applicable tax, for annual maintenance and support.
RESOLUTION

BE IT RESOLVED by the Public Utility Board of the City of Rochester, Minnesota, to approve a purchase order with SAP Public Services Inc. for

ANNUAL SAP ENTERPRISE SUPPORT

The amount of the invoice to be ONE HUNDRED TWENTY-FIVE THOUSAND FIVE HUNDRED SEVENTY-THREE AND 11/100 DOLLARS ($125,573.11) plus applicable tax.

Passed by the Public Utility Board of the City of Rochester, Minnesota, this 28th day of November, 2017.

________________________________________
President

________________________________________
Secretary
SUBJECT: ePlus Enhanced Maintenance Services

PREPARED BY: Phil Teng

ITEM DESCRIPTION:

ePlus Technology, Inc. has provided support services for RPU's Cisco phone system, firewalls, switches, routers and servers under a plan, called Smartnet, which was no longer available as of November 30, 2017. Staff seeks approval to move to a new plan called Enhanced Maintenance Support. ePlus provided an extension until staff and the Board has a chance to consider the new plan and subsequent agreement. This new support platform includes enhanced services that leverage ePlus support centers and diagnostic tools to offer faster problem resolution, greater visibility and improved operational efficiency.

Staff has negotiated a three-year agreement at a cost of $118,215.29 each year, for a total of $354,646. This expense is included in the 2018 budget and will continue to be funded through the annual approval of the budget.

The City Attorney has reviewed the agreement.

UTILITY BOARD ACTION REQUESTED:

Staff recommends the Board approve the multi-year agreement with ePlus Technology, Inc. in the amount of $354,646 and authorize the Mayor and City Clerk to execute the Agreement with future funding subject to Board and Common Council approval of the annual budget.
SUBSCRIPTION SERVICES AMENDMENT

This Subscription Services Amendment (this “Amendment”) is made this __________, between City of Rochester, Minnesota (“City”) and ePlus Technology, inc. (“Consultant”). This is an Amendment to the Master Professional Services Agreement (#17-31-E), dated July 26, 2017, between the parties (the “Agreement”). This Amendment applies only to the Subscription Services and no other Services furnished under the Agreement. Except as expressly provided herein with regard to the Subscription Services, all terms and conditions of the Agreement shall apply to the Subscription Services as if part of and included in the definition of the Services under the Agreement. Any references to the Master Managed Services Agreement in the Service Description (defined below) shall mean this Amendment.

1.0 SERVICES.

1.1 Ordering. Consultant provides managed services and related subscription service offerings (“Subscription Services”). City may purchase Subscription Services through an order form as set forth at Exhibit A (“Order Form”) or a statement of work (“SOW”) for customized Subscription Services.

1.2 Service Descriptions. Subscription Services identified on an Order Form are provided in accordance with the applicable service description document as updated from time to time by Consultant (the “Service Description”). Subscription Service levels described in the Service Description are contingent on coverage. Consultant will make updated Service Descriptions available to City electronically. Subscription Service levels will not materially diminish without a mutually agreed change order.

1.3 Affiliate Services. City may purchase Subscription Services from a Consultant affiliate by executing an Order Form or SOW between City and the affiliate (an “Affiliate Order”). For purposes of an Affiliate Order, references in this Amendment and the Agreement to “Consultant” shall mean the applicable affiliate. ePlus Technology, Inc. may invoice on such affiliate’s behalf, but the affiliate shall be solely responsible for the content and performance of the Subscription Services under the Affiliate Order.

1.4 Initial Assessment. Consultant intends to conduct an assessment of City’s IT environment in connection with the Subscription Services, and City agrees to cooperate in such assessment.

1.5 ePlus System Maintenance. Consultant at times will perform routine or emergency system maintenance, which may impact monitoring and other Subscription Services. Consultant will provide as much advance notice as practical to City, including estimated impact and duration of Subscription Service outage.

2.0 ONBOARDING AND COOPERATION.

2.1 City Resources and Information. City acknowledges that for Consultant to perform the Subscription Services, City must make certain personnel or other requested resources available to Consultant in a timely manner. Failure to do so may prevent Consultant from onboarding or providing the full benefits of the Subscription Services. City must furnish the required information for onboarding within thirty (30) days of the Order Form date to ensure timely commencement of Subscription Services. If such required information and cooperation is not provided within sixty (60) days after execution of the applicable Order Form or SOW, Consultant may begin monthly billing under this Amendment, and City agrees to pay the invoiced amounts. However, Consultant will use all commercially reasonable efforts to provide such support as practical until onboarding is complete.

2.2 VPN Access and Monitoring Devices. City agrees that Consultant may install a VPN router and/or hardware necessary for the performance of monitoring responsibilities as outlined in an applicable Service Description. City must provide network connectivity for such devices. The benefits of certain Subscription Service offerings are dependent on data collection devices or programs deployed in City’s environment. City acknowledges that failure to enable such deployment will result in forgoing the related value added deliverables.

2.3 Compliance and Back Ups. City is responsible for its content, material and data made available or transmitted in connection with the Subscription Services and for its compliance with federal, state and local laws and acceptable use policies of any third-party vendors. Additional City responsibilities are listed in the Service Descriptions. City must back-up and protect all data against loss, damage, or destruction.

2.4 City Hardware Maintenance. Unless covered by Consultant’ Enhanced Maintenance Support (“EMS”), City is responsible for support and maintenance of devices in its environment. Consultant may adjust or discontinue Subscription Services with thirty (30) day notice on devices not under maintenance.

3.0 CHANGES/RECONCILIATIONS.

3.1 Quarterly True-Ups. Contractual true-up meetings will be held quarterly to account for device-count fluctuations (adds/removes/changes). Based on the true-up, a new bill of materials will be created for the updated device count and
associated pricing. Periodic recurring charges will be adjusted in accordance with the true-up and reflected in subsequent invoices, provided that such recurring charges shall not decrease by more than fifteen percent (15%) total in a Service Term Year. A Service Term Year is a consecutive twelve (12) month period from the first date of the Service Term.

3.2 Additional Services. City may add Subscription Services or adjust Service levels through a new Order Form, notification or change order, and billing will be adjusted accordingly. Hardware, software, and manufacturer maintenance and support may be purchased under a separate written agreement.

4.0 TERMINATION.

4.0 Non-Termination. The term of each Subscription Service ordered under this Amendment (the “Service Term”) shall be indicated in the Order Form or SOW. The parties agree that Consultant will be substantially damaged in amounts that will be difficult or impossible to determine if City terminates a Subscription Service early. Therefore, unless otherwise stated in the applicable Order Form or SOW, notwithstanding anything to the contrary in the Agreement, the Service Term may not be terminated without cause prior to the end of the Service Term.

4.1 Termination for Default. Either party may terminate a SOW or Order Form in the event of the other party’s material breach which is not cured after written notice of forty-five (45) days, or fifteen (15) days in the case of nonpayment. If the breach is of such a nature that a reasonable person could not cure it within such period, the breaching party shall commence to cure within such period, then diligently prosecute such cure to completion.

5.0 WARRANTY AND DISCLAIMERS. During the Service Term Consultant will provide the Subscription Services using reasonable care and skill in accordance with the Service Description or SOW. Consultant does not warrant that Subscription Services will be uninterrupted or error-free. Consultant makes no warranties with respect to hardware, software or maintenance, support or services created or licensed by third parties except that if applicable Consultant will pass through all third party warranties to City. To the extent Subscription Services include managed security services or assessments, no guaranty is made by Consultant or its third party providers that such Subscription Services will detect all security weaknesses, potential security problems, vulnerabilities or potential breaches. Consultant does not guarantee that recommendations or actions undertaken during the Amendment will completely address all issues identified or not identified. CONSULTANT DISCLAIMS ALL OTHER WARRANTIES RELATING TO THIS AMENDMENT OR THE SUBSCRIPTION SERVICES INCLUDING WITHOUT LIMITATION IMPLIED WARRANTIES OF FITNESS FOR PARTICULAR PURPOSE, MERCHANTABILITY, TITLE, NON-INFRINGEMENT, OR OTHERWISE.

6.0 GENERAL.

6.1 Force Majeure. A party shall not be liable for any failure of or delay in the performance of this Agreement for the period that such failure or delay is: a) beyond the reasonable control of a party b) materially affects the performance of any of its obligations under this Agreement and c) could not reasonably have been foreseen or prevented. General economic or market conditions will not constitute a Force Majeure.

6.2 Entire Agreement. This Amendment to the Agreement, together with properly executed Order Forms and SOWs, is the entire agreement between the parties and supersedes all representations, oral or written, made by either party prior to, or contemporaneous with, the date of execution. Terms in or referenced by City’s purchase orders shall have no effect, nor shall course of dealing or custom. If a provision of this Amendment is held unenforceable under applicable law, the remaining provisions shall not be affected. The relationship created between the parties shall be of independent contractors entering into an agreement.

6.3 Survival. Sections 4, 5, and 6 shall survive any expiration or termination of this Amendment.

EACH PARTY has caused this Amendment to be signed by its authorized representative.

CITY OF ROCHESTER

By: ____________________________
Ardell Brede, Mayor

Attest: __________________________
Anissa Hollingshead, City Clerk

Approved as to Form: __________________________
Terry Adkins, City Attorney

ROCHESTER PUBLIC UTILITIES

By: ____________________________
Matt Kotschevar, General Manager

Date: ____________________________
Address: ____________________________

ePlus Technology, inc.

By: ____________________________
Print: ____________________________
Title: ____________________________

Date: ____________________________
13595 Dulles Technology Drive
Herndon, VA 20171
RESOLUTION

BE IT RESOLVED by the Public Utility Board of the City of Rochester, Minnesota, to approve an agreement with ePlus Technology Inc., and authorize the Mayor and the City Clerk to execute the agreement for

ENHANCED MAINTENANCE SERVICES

The amount of the contract agreement to be THREE HUNDRED FIFTY-FOUR THOUSAND SIX HUNDRED FORTY-SIX AND 00/100 DOLLARS ($354,646.00) with future funding subject to Board and Common Council approval of the annual budget.

Passed by the Public Utility Board of the City of Rochester, Minnesota, this 28th day of November, 2017.

______________________________
President

______________________________
Secretary
SUBJECT: Outage Notification, Customer Portal and Mobile Communications Platform

PREPARED BY: Peter Hogan

ITEM DESCRIPTION:

There is a business need to proactively communicate outage information with our customers and automate callbacks to increase outage management efficiencies. Therefore, we are looking to implement a technology by Smart Energy Systems, LLC (SEW) that complements our existing outage management system, and our new customer information (Cayenta) system, that allows our customers to connect with us anywhere, anytime, and on any device.

The SEW communications platform allows for real-time two way communications for proactive, planned and unplanned outage notifications, and the ability for customers to sign up for the notifications and submit outages via text messaging. In addition, customers have the ability to choose how they would like to receive notifications (text, IVR, and e-mail), as well as the ability to choose “quiet hour” preferences.

The SEW platform will also become the tool used by Cayenta to push out various notifications, such as expired credit cards, high usage warnings, as well as the gateway for customers to make credit card payments.

Modules included in this request:

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<thead>
<tr>
<th>My Account</th>
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<tr>
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<td>Compare</td>
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<tr>
<td>Smart Home</td>
<td>Electric Vehicles</td>
<td>Green Footprint</td>
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Due to integration and coordination with the Cayenta project, the final pricing is still being negotiated. We request that the Board delegate final approval of the contract terms, which includes pricing, to the General Manager and City Attorney. Initial project cost estimates are as follows:
FOR BOARD ACTION

Agenda Item # (ID # 8190) Meeting Date: 11/28/2017

- Annual cloud subscription fee of $110,360
- Annual short code fee in upwards of $17,500
- Unit pricing for text messaging $0.003 (inbound) and $0.008 (outbound) per message (volume based)
- Unit IVR pricing toll free $2.15/mo. $0.030/$0.020 per minute; local $1.05/mo. $0.0085/$0.0200 per minute (volume based)
- A one-time implementation fee of $75,000
- Discounts provided for multi-year commitments

This project was included in the 2018 budget.

UTILITY BOARD ACTION REQUESTED:

Staff requests approval to spend up to $460,000 for a three year contract, including implementation costs, with Smart Energy Systems, LLC dba Smart Energy Water, with future funding subject to Board and Common Council approval of the annual budget, and authorize the Mayor and City Clerk to execute the agreement following final pricing negotiations and review from the General Manager and City Attorney.
RESOLUTION

BE IT RESOLVED by the Public Utility Board of the City of Rochester, Minnesota, to approve a contract agreement with Smart Energy Systems LLC dba Smart Energy Water, with future funding subject to Board and Common Council approval of the annual budget, and authorize the Mayor and the City Clerk to execute the agreement following pricing negotiations and review from the General Manager and City Attorney for

OUTAGE NOTIFICATION, CUSTOMER PORTAL AND MOBILE COMMUNICATIONS PLATFORM

The amount of the contract agreement to be up to FOUR HUNDRED SIXTY THOUSAND AND 00/100 DOLLARS ($460,000.00).

Passed by the Public Utility Board of the City of Rochester, Minnesota, this 28th day of November, 2017.

______________________________  
President

______________________________  
Secretary
FOR BOARD ACTION

Agenda Item # (ID # 8188) Meeting Date: 11/28/2017

SUBJECT: Westside Energy Station Project Status Report

PREPARED BY: Wally Schlink

ITEM DESCRIPTION:
Update on the status of the Westside Energy Station project.

UTILITY BOARD ACTION REQUESTED:
No action requested, for information only.
SUBJECT: Acquisition and Disposal of Interest in Real Property

PREPARED BY: Mark Kotschevar

ITEM DESCRIPTION:
Attached for your review and comment is a redline version of the Board policy on the acquisition and disposal of interest in real property. A copy of this was sent to the Operations and Administration committee previously for their comments. A copy was also sent to Terry Adkins for his review, given these type of transactions normally require assistance and review by the City Attorney's office. His comments are included in the redline. The most significant change is increasing the signing authority of the General Manager from $25,000 to $100,000. This is consistent with the existing signing authority delegated to the General Manager by the Board, under Board policy #6. This is being proposing as a matter of consistency, however the signing authority amount is subject to change, should the Board deem necessary. Otherwise, the new draft remains substantially the same as the existing policy.

UTILITY BOARD ACTION REQUESTED:
Informational only.
ROCHESTER PUBLIC UTILITIES
BOARD POLICY STATEMENT

POLICY SUBJECT: ACQUISITION AND DISPOSAL OF INTEREST IN REAL PROPERTY

POLICY OBJECTIVE:

The Board's objective is to acquire and retain interest in real property only when such interest is used or anticipated to be used in connection with the operation of the public utility enterprises under its jurisdiction. It is also the objective of the Board to pay no more than is necessary for the acquisition of real property or property rights and, thereafter, to preserve the value of these property assets for the benefit of the utility ratepayers.

POLICY STATEMENT:

1. The RPU will purchase or lease real property and property rights only when such property or property rights are to be used in connection with the operation of the public utility enterprises under its jurisdiction.

2. Real property or property rights held by the RPU will be sold or released when no longer used or anticipated to be used for utility purposes.

3. All fee purchases, sales, transfers, lease agreements, license agreements, and easement agreements requiring financial consideration less than $100,000 shall be approved by the General Manager consistent with the RPU Board Policy #6 section 6b.

3.4. All fee purchases, sales, transfers, lease agreements, license agreements, and easement agreements requiring financial consideration in excess of $100,000 shall be approved by resolution of the Board and Common Council. Advanced notification will be given to the City Administrator in accordance with Section 15.07 (Subdivision 1, D 2) of the Home Rule Charter of the City of Rochester. All purchase or lease agreements shall be executed in writing, in the name of the City of Rochester, and by signature of the Mayor and City Clerk.

4.5. All fee purchases, sales, transfers, or lease agreements, requiring financial consideration in excess of $25,000 shall be made only after having received at least one independent property appraisal. The Board, at its discretion, may request two or more independent appraisals. It is the intent of the Board to acquire property interests at a cost not to exceed fair market value and to dispose of property interests at a cost not less than fair market value.

5.6. The Board, in return for providing utility services on previously unplatted or undeveloped lands, requires the landowner or developer to grant the necessary perpetual utility easements for a nominal financial consideration ($1.00).
7. All interest in real property shall be obtained by the RPU in the name of the City of Rochester. Property obtained by the RPU shall be recorded as an asset in the continuing property records of the appropriate utility enterprise. Such property shall be removed as an asset when disposed of.

8. The cost of interest in real property shall be paid out of the utility enterprise fund(s) for which the property will be used. All cash derived from the sale of property interests acquired for or in connection with utility operations shall be returned to the utility enterprise fund(s) for which the property was used.

9. Proceedings for condemnation of property rights may be initiated only upon resolution of the Board and Common Council.

10. The purchase and sale of real property must satisfy the requirements of Minn. Stat. §462.356, subd. 2.

RELEVANT LEGAL AUTHORITY

Home Rule Charter SECTION 15.07 (Contracts). Subdivision 1. The public utility board, in its sole discretion and as it deems necessary, may perform the following actions: (A) subject to Subd. 2, acquire such real and personal property, or any interest therein; (B) enter into any contract, so long as the board's approved annual budget contains an appropriation to pay the contract amount; (C) enter into any contract when the board's approved annual budget does not contain an appropriation to pay the contract amount so long as the contract amount is less than $100,000.00; and (D) enter into a contract for the sale of real property, or any interest therein, if (1) the amount of the contract is $100,000.00 or less, and (2) the board provides advance notice to the city administrator of its intent to execute the contract.

EFFECTIVE DATE OF POLICY: October 14, 1988 TBD

DATE OF POLICY REVISION: March 26, 2002 TBD

POLICY APPROVAL:

[Signature]

Board President
3-24-02

Date
SUBJECT: Index of Board Policies

PREPARED BY: Christina Bailey

ITEM DESCRIPTION:
Adding Rochester Public Utilities Index of Board Policies for review.

UTILITY BOARD ACTION REQUESTED:
Informational only.
<table>
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<tr>
<th>BOARD</th>
<th>REVISION DATE</th>
<th>RESPONSIBLE BOARD COMMITTEE</th>
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</thead>
<tbody>
<tr>
<td>1. Mission Statement</td>
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<td>Policy</td>
</tr>
<tr>
<td>2. Responsibilities and Functions</td>
<td>3/27/2012</td>
<td>Policy</td>
</tr>
<tr>
<td>3. Relationship with the Common Council</td>
<td>2/28/2012</td>
<td>Policy</td>
</tr>
<tr>
<td>5. Board Procedures</td>
<td>3/27/2012</td>
<td>Policy</td>
</tr>
<tr>
<td>6. Delegation of Authority/Relationship with Management</td>
<td>2/28/2012</td>
<td>Policy</td>
</tr>
<tr>
<td>7. Member Attendance at Conferences and Meetings</td>
<td>6/10/1986</td>
<td>Policy</td>
</tr>
<tr>
<td>8. Member Expenses</td>
<td>6/10/1986</td>
<td>Combine with #7</td>
</tr>
<tr>
<td>10. Alcohol and Illegal Drugs</td>
<td>7/28/1988</td>
<td>Delete</td>
</tr>
</tbody>
</table>

| CUSTOMER | |
|----------||
| 13. Customer and Public Information | 4/10/1984 | Communications |
| 16. Billing, Credit and Collections Policy | 7/25/2017 | Finance |
| 18. Electric Metering | 4/10/1984 | Ops & Admin |
| 20. Rates | 7/25/2017 | Finance |
| 21. RPU Cold Weather Disconnect Policy | 9/28/2010 | Communications |

| ADMINISTRATIVE | |
|----------------||
| 22. Acquisition and Disposal of Interest in Real Property | 3/26/2002 | Ops & Admin |
| 23. Electric Utility Cash Reserve Policy | 1/13/2017 | Finance |
| 24. Water Utility Cash Reserve Policy | 1/13/2017 | Finance |
| 26. Compliance Policy | 10/24/2017 | Communications |
| 28. Debt Issuance (PENDING) | PENDING | Finance |
| 30. Customer Data Policy | 10/9/2014 | Communications |
| 31. Life Support | 10/9/2014 | Communications |

Red - Currently being worked on
Yellow - Will be scheduled for revision