



Board of County Commissioners - Staff Report

Meeting Date: February 6, 2024
Submitting Dept: Joint Affordable Housing

Presenter: Kristi Malone
Subject: Consideration of an Agreement with Lower Valley Energy for installation of electric service at the Parkside development

Statement / Purpose:

The Board of County Commissioners (“Board”) is requested to consider a sole source contract with Lower Valley Energy (LVE) for installation of electric service to Parkside at Benson-Brown Station, an Affordable Housing Public-Private Partnership with Habitat for Humanity of the Greater Teton Region (“Teton Habitat”).

Background / Description (Pros & Cons):

Teton County is partnering with Teton Habitat to develop 18 Affordable townhomes called Parkside at Benson-Brown Station. Teton County owns the land and is responsible for installation of necessary horizontal infrastructure, including electric service, to support the townhomes. Currently, Teton County is in contract with FC Excavation for site-wide utility installation and grading services. Main water, sewer and stormwater infrastructure has been installed on site with service lines to townhomes, ditch realignment, and finished grading of parking areas underway.

Teton County is also currently in contract with Jorgensen Associates as construction contract administrator/owner’s representative. Jorgensen submitted application for electric service to LVE in September 2023 and an Agreement including cost was received from LVE on January 11, 2024. The total cost due for LVE’s installation of electric service is \$39,132.33. Electric service installation is timely for coordination with all other service line installation and to meet Habitat’s certificate of occupancy deadline of April 30th.

Lower Valley Energy is the only service provider available for electric connection to this site. Following Teton County procurement policy, a sole source justification form was prepared by the Housing Department and is attached to this staff report.

Stakeholder Analysis & Involvement:

Stakeholders include all Teton County residents, but especially our development partner Teton Habitat, the future owners of these Affordable townhomes, and neighbors to the site directly impacted by construction operations. This contract promotes quality and timely completion of construction.

Fiscal Impact:

\$39,132.33

Staff Impact:

Staff coordinated with Jorgensen Associates and directly with LVE on preparation of this agreement for electric service installation.

Legal Review:

K. Gingery

Staff Input / Recommendation:

Staff recommends approval of this contract.



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Attachments:

1. Lower Valley Energy Agreement for Installation of Electric Service
2. Sole Source Justification form

Suggested Motion:

I move to approve the contract with Lower Valley Energy for installation of electric service to Parkside at Benson-Brown Station in the amount of \$39,132.33, as presented.



Sole Source Justification

According to Teton County Rules and Regulations 2-2-5 SOLE SOURCE PROCUREMENT, any purchase above \$7,500 without competition must have this form completed and submitted to the Board of County Commissioners with a staff report for final approval.

Department: Housing Dept.
Name: April Norton
Title: Housing Department Director
Phone: 307-732-0867
Email: ahnorton@tetoncountywy.gov

Purchase or contract description: Agreement with Lower Valley Energy for installation of electric service at the Parkside development

Estimated Expense: \$39,132.33

Explain why competitive bidding or RFP process is not feasible: Competitive bidding or an RFP process is not feasible because Lower Valley Energy is the only service provider available for electric connection to this site. A competitive bidding or RFP process would yield no respondents other than Lower Valley Energy.

Explain why the vendor has been chosen for procurement of goods, services, or construction item: No alternative options exist for installation of electric service to the Parkside site. Lower Valley Energy has existing electric infrastructure along the north property boundary at this site so connection will be cost efficient and prompt. No other commercially available electric providers currently offer service to this site and self-sustained collection on site via solar, wind, or other independent means is not included in the budget for this development.

Provide reasoning for Sole Source Request: Lower Valley Energy is the only electric provider currently available for installation service to the Parkside site.

Authorized Signature of Department Director or Elected Official: _____

Title: _____ Date: _____



AGREEMENT FOR INSTALLATION OF GAS & ELECTRIC SERVICE

Name TETON COUNTY HOUSING AUTHORITY Member # 1300866
Work Order # 77709, 77716, 77720
Service # and Address EB2A-1 - 445 E Kelly Lot # BENSON-BROWN LOTS 1-6

Agreement Conditions

- 1. The Customer, as owner or authorized agent for the owner, hereby requests Lower Valley Energy (LVE) to install its gas and/or electric facilities under, upon, and across the premises...
2. Customer receiving service shall be responsible for the following: to grant easements to LVE's requirements; to establish final grade...
3. Customers choosing to provide trenching shall furnish a 42" deep trench for LVE and bedding materials at LVE's request...
4. LVE will install the gas and electric meters where it will be reasonably safe from street traffic...
5. Member shall pay LVE for service at the rates and upon the terms and conditions, as approved by the Lower Valley Energy Board...
6. The line extension costs are current as of the date of this agreement and are valid for 180 days from the date.
7. The entire Gas and/or Electric System installed under this agreement shall be owned, maintained and operated by LVE, in its sole discretion.

ELECTRIC CHARGES

Table with 4 columns: Description, Amount, Description, Amount. Rows include TOTAL COST OF JOB (\$39,332.33), PAYMENT (\$200), ENGINEERING DEPOSIT, and OTHER ELECTRIC (\$39,132.33).

GAS CHARGES

Table with 2 columns: Description, Amount. Rows include LINE EXTENSION OVER 100 FT, PAYMENT, OTHER \$600 WINTER CONDITIONS, TOTAL DUE \$0, and TOTAL DUE \$39,132.33.

NOTE: If requesting gas installation from November 1st to April 15th, an additional fee of \$600 per occurrence will be charged.

I hereby authorize the installation of gas and/or electric facilities and agree to pay any cost of installation in excess of the allowable investment of Lower Valley Energy as defined in its Rules and Regulations.

Member

Lower Valley Energy, Inc.

Signature: _____ Date _____ By [Signature] Date 1/11/2024

Printed Name: _____