

CGT Specific Order Close Out Form

Order: _____ PSRS: _____
 Title: _____ Date: _____
 Project Manager: _____ PM Dept: _____

Type of Job: Pipeline Station

Please indicate Yes, No or N/A for each item. 1. If As-Builts are not required, please submit a copy of the authorizing job estimate, sign off the foreman's page with the start and complete dates, and forward it to the Close Out desk for processing. This signed-off authorizing estimate or email will be treated as your As-Built.

Project Manager Approves This Project to Begin Close Out Process. Please complete check list and forward to the Close Out Desk.

1. Is there a formal job estimate for this order number?	
2. Is Mapping (As-Builts) required for this project?	
3. If Mapping is required, has it been completed?	
4. Is Design Drafting work required for this project?	
5. If Design Drafting work is required, has it been completed and the date updated in PSRS's As-built column?	
6. Has the responsible Engineer reviewed and approved the As-builts	
7. Has the responsible Engineer reviewed and approved the STPR(s)?	
8. Are all Requisitions or Purchasing Transactions (including goods receipts, goods returns, materials overdraw transactions, salvage, invoice adjustments and Reprographics work) complete?	
9. Are all labor charges complete and no new ones expected (please allow a minimum of two weeks for payroll transactions to post to SAP)? Note: All labor charges should be processed before changing status to Technically Complete or Pre-close.	
10. If order is billable, has the order been processed in NEBS?	
11. Are the following documents completed and included in the job file? A. Foreman's Copy _____ C. STPRs _____ B. As-Builts _____ D. X-Ray Report _____	
12. Has Plant been installed and made operative. (For 7000000 series only) Operative Date: _____	

Submit this completed form to GSM&TS, Close Out Desk, for processing.
(Attention: _____)

Note: If no problem exists (e.g. Open items, AUC balance, SMUD billing, etc.) order status will be advanced to "PRE-CLOSE" by Sr. Financial Analyst. After the SAP month-end processing has been completed, SAP's batch processing will automatically change the order status to "CLOSE".

<i>Office Use Only</i>	
To: _____	
PSRS Number: _____	Date: _____
Open Items Exist: _____	No Open Items Exist: _____
Released Status: _____	Tech Complete Status: _____
Filed In Records Date: _____	

Last Updated: 11/15/2004
 Form.rtf

File: T:\Web_Gsm\PMguidelines\CGT Order Close Out

JOB ESTIMATE

Date: 07/25/2003
 Department: GSM & TS Region: CALIFORNIA GAS TRANSMISSION Division: CENTRAL GAS OPERATIONS Job Coordinator's RC No.: 10-258
 Applicant(s): P.G. & E. County: CONTRA COSTA No.: 11
 Location: BRENTWOOD TERMINAL Project Identification Number (PIN): 550 | 16 | 97 | Source Document or Estimate No.: 13256
 Job Title Code: V0 Job Title: CHROMATOGRAPH CONTROL UPGRADE, BRENTWOOD TERMINAL Budget: 30,000 func | dv | yr | seq | phase
 Project Coordinator: [REDACTED] Phone: [REDACTED]

<p>Necessity for Proposed Work and Description Thereof:</p> <p>IT IS PROPOSED TO UPGRADE THE GAS CHROMATOGRAPH CONTROLLER AT BRENTWOOD STATION.</p> <p style="text-align: center;">(FOR ATTACHED SHEET FOR COMPLETE STORY OF NECESSITY)</p> <p>THIS PROJECT IS IN THE 2003 OPERATING AND APPROVED BY IPP 9/11/02</p>	<p style="text-align: center;">New Business / Applicant Billing Data</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Line Ext</td> <td style="width: 50%;">Reinforcement</td> </tr> <tr> <td>Non-residential Est Ann Revenue</td> <td>\$ 0.00</td> </tr> <tr> <td>Res. Elec/Gas</td> <td>0 ft No. Units 0</td> </tr> <tr> <td>Excess Service Charge</td> <td>\$ 0.00</td> </tr> <tr> <td></td> <td>Other \$ 0.00</td> </tr> <tr> <td>Refundable Advance</td> <td>\$ 0.00</td> </tr> </table> <p style="text-align: center;">Other Related Job Authorizations (incl. D&Cs)</p> <p>D & C Numbers</p> <p>Other Job Nos.</p> <p>FERC PROJECT NUMBER 1002</p> <p>CGC Location</p> <p>Estimator [REDACTED]</p> <p>Date Required 07/11/2003</p>	Line Ext	Reinforcement	Non-residential Est Ann Revenue	\$ 0.00	Res. Elec/Gas	0 ft No. Units 0	Excess Service Charge	\$ 0.00		Other \$ 0.00	Refundable Advance	\$ 0.00
Line Ext	Reinforcement												
Non-residential Est Ann Revenue	\$ 0.00												
Res. Elec/Gas	0 ft No. Units 0												
Excess Service Charge	\$ 0.00												
	Other \$ 0.00												
Refundable Advance	\$ 0.00												

<p>Recommendation, Rule No. and Rate Schedule</p> <p>COMPANY EXPENSE MWC 76</p> <p>ASSET # 10022617 REMOVAL ORDER # 4000274</p>	
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SIR	Facility		Sub Acct	Spec Code	Description of Direct Cost Items	Man-Days	Dollar Amount				
	Div	ID					Acct	Labor \$	Material	Vehicles	Contract
9	11		1125		UPGRADE CONTROLLER	20	12,564	16,375	0	0	0
	11		1125		EQUIPMENT REMOVAL	2	1,450	0	0	0	0
	11		1365		ENGINEERING	29	20,437	0	0	5,120	0
	11		1125		CONTINGENCY (10%)	0	0	0	0	0	5,595

AUTHORIZED
AUG 08 2003

Total Capital Direct Costs				Total M&O Direct Costs		Total Capital Direct Costs		\$ 61,541
Inst. Direct	Remv. Direct	Travel Labor	Escal 0.00%	M&O Direct	Escal 0.00%	Total M&O Direct Costs	\$ 0	
60,091	1,450	0	0	0	0	Authorized Direct Costs	\$ 61,541	
						Capital Indirects	\$ 3,439	
						M&O Indirects	\$ 0	
						Overheads	\$ 5,608	
						Gross Financial Costs	\$ 70,588	
						Install/Remove Stock	\$ 0	
						Install/Remove Service	\$ 0	
						Deduct Salvage	(\$ 0)	
						Deduct Other Credits	(\$ 0)	
						Net Amount	\$ 70,588	

Job Expenditure by Year					
	1st Year 2003	2nd Year 2004	3rd Year 2005	4th Year 2006	Remaining
Direct Costs	61,541	0	0	0	0
Gross Costs	70,588	0	0	0	0

FOR ACCOUNTING USE ONLY

Rule Code	% Underground	Func. Group	MLX Dep. No.	Contributions	Category
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JOB AUTHORIZATION									
Division					General Office				
[REDACTED]					Recommend				
					Concur				
SUSAN CHWISTEK					Job Order Number				
 8/8/03					7047715				

Checklist	reqd	secd	Checklist	reqd	secd	Progress		Party	MV
						Dept	Dist		
JP/JT Intention			Right Of Way						
JP/JT Appl. No.			Over 20% Yield						
Tree Trimming			Strength Test						
City/Co. Permit			Pavement Sq Ft		0	Bldg	Lot	Multi	Number
Highway Permit			Machine Trench			Code	Sale	Singl	Of Units
R.R. X-ing			TOT MAN-DAYS		51				
Other Permits			Proj RC No		10200				



JOB ESTIMATE

Work Started _____ Date Completed _____ Foreman's Signature _____ () () ()

MATERIAL REQUISITIONS USED

Debit		Debit		Debit		Credit Req.		Credit Req.		Other Reference No's	
PLASTIC PIPE DATA						TEST AT 100-110 PSI FOR A MINIMUM OF 5 MIN.					
Size	Manufacturer		Date of Manufacture			Pressure	Duration		Initials		

Correct sketch to show as-built information. Use Form 62-4921 for strength test information.

ENGINEERING												
Wall Map		Plat Sht. No.		Block No.			CPA No.		Loc. Class			
MAPPING						DATE POSTED						
WM Index	Wall Map	Plat Sht	PPS	PPS Index	Pipeline Surv Sht	Feeder	Planning	O.M.&D	Design	Aerial PAT	TPL-F&S	GSD/D

Estimate prepared on 07/11/03

GasCEP 3.40

**Necessity for Proposed Work
Upgrade the Gas Chromatograph Controller
At Brentwood Terminal**

Action Recommended

It is recommended that GSM&TS management approve a capital expenditure of \$70,588 financial to fund upgrades to the gas chromatograph system at the Brentwood Terminal.

Background

The Brentwood Terminal chromatograph is a Daniels, with an older controller that is no longer supported by the manufacturer. It is experiencing high maintenance and is approaching the end of its useful life. Maintenance costs are excessive when problems occur and costs are higher because the unit cannot be accessed remotely.

The chromatograph is used to measure the Btu of L-114 N and S, L-303 and L-2 for therm billing as well as various sample bottles.

Description of Recommendation

The following scope is recommended:

- Purchase and install a new Daniel 2350 Controller
- Update associated SCADA connection and prints

Consequences

If the project is not done, the controller will continue to experience maintenance problems not supported by the manufacturer. If a Therm Billing chromatograph is down longer than 3 days it has to be reported to the CPU and if it's down longer than 7 days arrangements need to be made to take spot samples and run the samples at a different chromatograph location so that therm billing information can be reported accurately.

Alternatives Considered

Alternative 1 – Status Quo (Not Recommended)

Status Quo is not viable. The current controller is no longer being supported Daniel. Any failures will make it more difficult to take and report Therm Billing information.

Alternative 2 – Replace the controller with a new Daniel 2350 controller (Recommended)

Replace the existing controller with a new Daniel 2350 controller. The new controller will be more reliable, have more readily available support, and be easier to use.

Project Management

Project Sponsor:



Project Authorizer: Susan Chwistek
Manager, Station Engineering, GMS&TS
583-4193

Project Manager:



Station Engineer, GMS&TS



Project Schedule

Job Estimate Authorized: July 2003
Start Construction August 2003
Release to Operations: Aug. 2003
Project Completion: December 2003



JOB ESTIMATE
Summary and Calculation Sheet
For Indirects and Overheads

TYPE OF COSTS	%	SUB-TOTAL AMOUNT (Dollars Only)					TOTAL (\$ Only)
		PG&E LABOR	MATERIAL	VEHICLE & EQUIP	CONTRACT SERVICES	OTHER	
DIRECT COSTS							
1. Capital Installation/Purchase (Including G.O. Labor)		33,001	16,375	0	5,120	5,595	60,091
2. Capital Removal		1,450	0	0	0	0	1,450
3. Capital Travel Labor		0					0
4. Capital Escalation (0 mos. x 0.00%)	0.0	0	0	0	0	0	0
5. Total Capital Direct Costs		34,451	16,375	0	5,120	5,595	61,541
6. Maint. and Oper. (M and O) incl. Travel Labor		0	0	0	0	0	0
7. M and O Escalation (0 mos. x 0.00%)	0.0	0	0	0	0	0	0
8. Total M and O Direct Costs		0	0	0	0	0	0
9. Total Authorized Direct Costs		34,451	16,375	0	5,120	5,595	61,541
INDIRECT COSTS							
10. Installation		0	3,439				3,439
11. Removal		0	0				0
12. Total Capital Indirects		0	3,439				3,439
13. Total M and O Indirects		0	0				0
14. Total Indirect Costs		0	3,439				3,439
OVERHEADS							
15a. Install Gen. Engr. and Admin. Costs	7.8						4,955
15b. Remove Gen. Engr. and Admin. Costs	7.8						113
16. Ad Valorem Taxes (0.0 yrs.)	0.0						0
17. AFUDC	0.8						539
18. Total Overheads	8.6						5,608
GROSS FINANCIAL COST							
19. Directs, Indirects and Overheads							70,588
Notes:							
PG&E Physical Labor =	\$0	Capital Indirects =	5.6%				
Capital Physical Labor =	\$34,451	M&O Indirects =	0.0%				
Capital Engineering =	\$0	Overheads =	8.6%				
M&O Total Labor =	\$0						



JOB ESTIMATE
Summary and Calculation Parameters
For Indirects and Overheads

FACTORS

Ad Valorem		Escalation		V&E	
AV Tax Years	0.0	Months	0.0	Capital	0.0
AV Tax %	0.40	Percentage	0.00	M&O	0.00

WARNING -- JOB EXCEEDS \$50,000 - AV TAX SHOULD BE APPLIED

GEAC--	Install	Remove	AFUDC
	7.80	7.80	0.77

LABOR

Apportioning

	Direct \$/MD	Install	Remove	Travel	- prorate? N
Division	\$0	\$0	\$0	\$0	
Distribution	\$0	\$0	\$0,	\$0	
Unknown		\$33,001	\$1,450	\$0	

Indirect Labor Factors

Install--	Div	Dstr	M&O--	Div	Dstr	Unkn	Land	Dsgn	Gas	Cont	Plan
	0	0		0	0	0	0	0	0	0	0
							In MD Totals?	Y	Y	Y	Y

MATERIALS

	Stores %	Minor Mat %	Applied Amt	Removed Amt
Capital Install	0.0	21.0	\$16,375.00	\$0
Capital Remove	0.0	21.0	\$0.00	
M&O	0.0	21.0	\$0.00	

Requisitions

	# Items	\$/Item	Total	Requisitioned Amt
Capital	0	\$0.00	\$0.00	\$0.00
M&O	0	\$0.00	\$0.00	\$0.00



**JOB ESTIMATE
DETAIL SHEET
FOR PLANT TO BE INSTALLED**

PAGE 7 OF 8
JOB ORDER #: 7047715
SOURCE DOC #: 13256

FACILITY		SUB SPEC		DESCRIPTION	MANDAYS	LABOR	MATERIAL	VEHICLES	CONTRACT	OTHER	TOTAL
SIR	DIV	ID	ACCT ACCT CODE								
	11		1125	UPGRADE CONTROLLER							
				GC M&C	16.00	9,664					9,664
				Tracy District	4.00	2,900					2,900
				Material			16,375				16,375
				SUBTOTAL	20.00	12,564	16,375				28,939
9	11		1125	EQUIPMENT REMOVAL							
				LABOR	2.00	1,450					1,450
				SUBTOTAL	2.00	1,450					1,450
	11		1365	ENGINEERING							
				Project Management	5.00	4,190					4,190
				Contract Engineering					5,120		5,120
				Station Engineering	8.00	6,112					6,112
				Design Drafting	10.00	6,380					6,380
				Estimating	2.00	1,316					1,316
				ADE Review	1.00	680					680
				Records	1.00	559					559
				Job Processing	2.00	1,200					1,200
				SUBTOTAL	29.00	20,437			5,120		25,557
	11		1125	CONTINGENCY (10%)							
				labor						3,445	3,445
				Material						1,638	1,638
				Contract						512	512
				SUBTOTAL						5,595	5,595
				— GRAND TOTAL —	51.00	34,451	16,375		5,120	5,595	61,541

Estimate prepared on 07/11/03

GasCEP 3.40



**JOB ESTIMATE
DETAIL SHEET
FOR PLANT TO BE RETIRED**

PAGE 2 OF 8
JOB ORDER #: 7047715
SOURCE DOC #: 13256

SIR CODE	FACILITY DIV	ID	ACCT	SUB ACCT	SPEC CODE	RETIRE CODE	QUANTITY	DESCRIPTION	INSTALLATION JOB NO.	PREDECESSOR COMPANY	YEAR INSTALLED
9	11		1125				1	Chromatograph TODAYS REPLACEMENT COST \$ 68,588 CHROMATOGRAPH 100% ASSET #10022617 \$68,588.	GM4742177		1990

Estimate prepared on 07/11/03

GasCEP 3.39