

**I. PURPOSE AND INTENT:**

- A. THIS SPECIFICATION PROVIDES THE CONTRACTOR THE PROCESS OF ESTABLISHING POWER SERVICE FOR CITY OF COLUMBUS OWNED STREET LIGHTING CIRCUITS THAT ARE POWERED BY AMERICAN ELECTRIC POWER.
- B. THIS SPECIFICATION IS TO BE USED FOR ALL SERVICE VOLTAGES BETWEEN 120 AND 480 VOLT.
- C. IN CASES WHERE 480 VOLT POWER IS BEING PROVIDED BY AEP FOR A CITY OF COLUMBUS OWNED STREET LIGHTING CIRCUIT, THIS SPECIFICATION MUST BE USED IN CONJUNCTION WITH "MIS-59: CT METER CABINET, 480 VOLT AEP POWERED STREET LIGHTING CIRCUITS."

**II. CONTRACTOR RESPONSIBILITIES**

- A. THE CONTRACTOR IS RESPONSIBLE FOR CONTACTING AEP TO ESTABLISH SERVICE THAT WILL PROVIDE POWER TO A CITY OF COLUMBUS OWNED STREET LIGHTING CIRCUIT. CONTACT DETAILS CAN BE FOUND IN THE PROJECT PLANS AND SPECIFICATIONS. IN THE EVENT THAT THE PLANS DO NOT PROVIDE CONTACT INFORMATION FOR THE SPECIFIC AEP TECHNICIAN ASSIGNED TO THE PROJECT, PLEASE CONTACT THE AEP CUSTOMER SOLUTION CENTER AT 1-888-710-4237.
- B. THE CONTRACTOR WILL BE RESPONSIBLE FOR PAYING THE CUSTOMER AID IN CONSTRUCTION (CAIC) FEE THAT AEP WILL CHARGE TO ESTABLISH A NEW POWER SERVICE FOR A STREET LIGHTING CIRCUIT. THIS CHARGE WILL INCLUDE ALL MATERIAL & LABOR REQUIRED TO ESTABLISH AND INSTALL THE NEW POWER SERVICE. THIS FEE WILL BE REQUIRED TO BE PAID BY THE CONTRACTOR TO AEP PRIOR TO ANY NEW WORK BEING COMPLETED, AND THE NEW SERVICE BEING ESTABLISHED.
- C. THE CONTRACTOR WILL BE REQUIRED TO ESTABLISH / OPEN A NEW ACCOUNT FOR THE NEW SERVICE. THIS ACCOUNT WILL BE ESTABLISHED IN THE NAME THE CONTRACTOR. IT WILL **NOT** BE ESTABLISHED ON BEHALF OF THE CITY. THE CONTRACTOR SHOULD USE THE "CERTIFIED ADDRESS" OF THE POWER SERVICE PROVIDED IN THE PLANS TO ESTABLISH THE NEW ACCOUNT.
- D. THE NEW ACCOUNT WILL TRACK THE ENERGY USED TO PROVIDE POWER TO THE NEW STREET LIGHTING CIRCUIT AND THE ASSOCIATED CHARGES. THOSE CHARGES ARE TO BE PAID BY THE CONTRACTOR, AND THE ACCOUNT IS TO BE KEPT CURRENT WITH NO LAPSE IN PAYMENT TO AEP FOR THE DURATION OF THE PROJECT. FAILURE TO MAKE PAYMENT ON THE ACCOUNT WILL RESULT IN AEP TERMINATING THE SERVICE.

- E. IF THE SERVICE IS TERMINATED BY AEP, THE CONTRACTOR IS RESPONSIBLE FOR ANY AND ALL RE-CONNECTION CHARGES AND COORDINATION THAT MAY RESULT.
- F. UPON COMPLETION OF THE PROJECT, THE CONTRACTOR WILL FOLLOW THE INCLUDED INSTRUCTIONS DETAILING THE PROCESS OF HOW TO TRANSFER THE NEW ACCOUNT FROM THE RESPONSIBILITY OF THE CONTRACTOR TO THAT OF THE CITY. THIS TRANSFER IS NOT TO BE COMPLETED UNTIL THE CONTRACTOR HAS BEEN DIRECTED IN WRITING TO DO SO BY THE DIVISION OF POWER PROJECT MANAGER.

**III. BASIS OF PAYMENT**

ITEM	UNIT	DESCRIPTION
MIS-60	EACH	AEP POWER SERVICE FOR STREET LIGHTING

<b>MIS-60</b>	DEPARTMENT OF PUBLIC UTILITIES - DIVISION OF POWER CITY OF COLUMBUS, OHIO		
	<b>AEP POWER SERVICE FOR STREET LIGHTING</b>		
	DRAWN BY: SAW	DATE: 4/1/24	
	APPROVED:		
SCALE: NONE	SHEET: 1 OF 2	60	

**CONTRACTOR PROCESS FOR NEW AEP POWERED STREET LIGHTING CIRCUIT ACCOUNT SET-UP**

**Following is the CONTRACTOR process to create a new AEP account for service to a new City of Columbus owned Street Lighting circuit and controller. This process also includes transferring the account from contractor responsibility to the City of Columbus Division of Power at the end of the project.**

1. The Contractor is required to contact AEP to set up a new account in order to provide service to the new street lighting controller while that circuit is under construction. The contact information is as follows.  
(AEP Customer Solutions at 1-888-710-4237, prompt #2, prompt #3).
  - a. AEP will provide the contractor with an Account Number.
  - b. Contractor to request the following be included on the invoice.
    - i. "Street Lighting Circuit- CKTXXX" (xxx denotes the circuit number identified on the approved plans, or from the Division of Power Project Manager.)
    - ii. Service location and CERTIFIED address of the AEP meter
  
2. When AEP installs the meter, they will provide the Contractor with a meter number.
  - a. Meter numbers are to be included on the invoice.
  
3. The Contractor is required to pay all invoices and associated charges until final acceptance of the project by the Division of Power Project Manager.
  
4. When the final acceptance is requested to be scheduled, the contractor is to provide the Division of Power Project Manager the following information:
  - a. AEP Account Number
  - b. AEP Meter Number
  - c. Service Location Address
  
5. After the final acceptance has been completed, the contractor is to call AEP to cancel the service out of their name. The contractor is responsible for paying any and all charges to the account until the account is cancelled.
  
6. The contractor will then notify the Division of Power Project Manager in writing via email that the account cancellation from the contractor's name has been completed.
  
7. Upon notification that the service is canceled by the contractor, the Division of Power Project Manager will contact AEP immediately to create a new account for the City of Columbus Division of Power.

**MIS-60**

DEPARTMENT OF PUBLIC UTILITIES - DIVISION OF POWER  
CITY OF COLUMBUS, OHIO

**AEP POWER SERVICE  
FOR  
STREET LIGHTING**

DRAWN BY: SAW	DATE: 4/1/24	
APPROVED:		
SCALE: NONE	SHEET: 2 OF 2	60