

Memorandum

REPORT TO: City Commission

FROM: Kesslie Carlson-Ham, Sustainability Program Analyst
Natalie Meyer, Sustainability Program Manager
Jon Henderson, Assistant City Manager

SUBJECT: Authorize the City Manager to sign Amendment No. 1 to the Software as a Service Agreement with THG Energy Solutions for City facility utility tracking software services

MEETING DATE: February 25, 2025

AGENDA ITEM TYPE: Agreement - Vendor/Contract

RECOMMENDATION: Authorize the City Manager to sign Amendment No. 1 to the Software as a Service Agreement with THG Energy Solutions for City facility utility tracking software services.

STRATEGIC PLAN: 6.3 Climate Action: Reduce community and municipal Greenhouse Gas (GHG) emissions, increase the supply of clean and renewable energy; foster related businesses.

BACKGROUND:

To enhance energy management and increase operational transparency within the City of Bozeman facilities, the City of Bozeman is upgrading its municipal utility tracking and carbon accounting services. On [November 19, 2024](#), the City Commission authorized the City Manager to sign a Software as a Service Agreement with THG Energy Solutions to integrate all natural gas and electric City utility accounts into one online platform, providing the most up-to-date utility usage and cost data, reporting and visualization, facility benchmarking, and comparison grouping. Access to utility data will be streamlined for selected user groups for department-focused access allowing for ease of communication, reporting, and delivery of usage and billing anomaly alerts.

THG Energy Solutions enables custom carbon emission factors to accurately report carbon emissions at a facility level and allow for integration with Energy Star Portfolio Manager to benchmark major City buildings. Fifteen-minute interval electricity usage data will be made more readily available through the platform for the five highest usage facilities, allowing for a level of data granularity that can be used to improve operational processes and monitor the outcomes of facility improvements and retrofits. THG Energy Solutions will enable future integration of City facility water and waste utility

accounts, utility sub-metering, on-site solar production data, and energy demand response management.

With over three hundred utility accounts, utility tracking software will improve the City of Bozeman's ability to more efficiently measure, monitor, and verify utility usage in one platform. Implementing utility tracking supports the goals of the 2020 Bozeman Climate Plan by increasing energy efficiency at City facilities (Action 1.A.3) and by using data and price signals to advance energy efficiency (Action 1.A.2).

Amendment No. 1 to the Software as a Service Agreement clarifies insurance coverage provisions to satisfy adequate notice of cancellation on behalf of the Provider's insurance broker and clarifies the circumstances applicable to the Provider's limitation of liability and additional context concerning the virus warranty.

UNRESOLVED ISSUES: None.

ALTERNATIVES: As suggested by the City Commission.

FISCAL EFFECTS: Authorization of Amendment No. 1 will not affect the approved Software as a Service Agreement contract fees.

Attachments:

[SaaS Agreement_THG Utility Tracking Software Services.pdf](#)

[SaaS Agreement Amendment 1_THG Utility Tracking Software.pdf](#)

Report compiled on: February 13, 2025