

**RESPONSE TO**

*THE CITY OF FORT LAUDERDALE*

*RFP #12061-385*

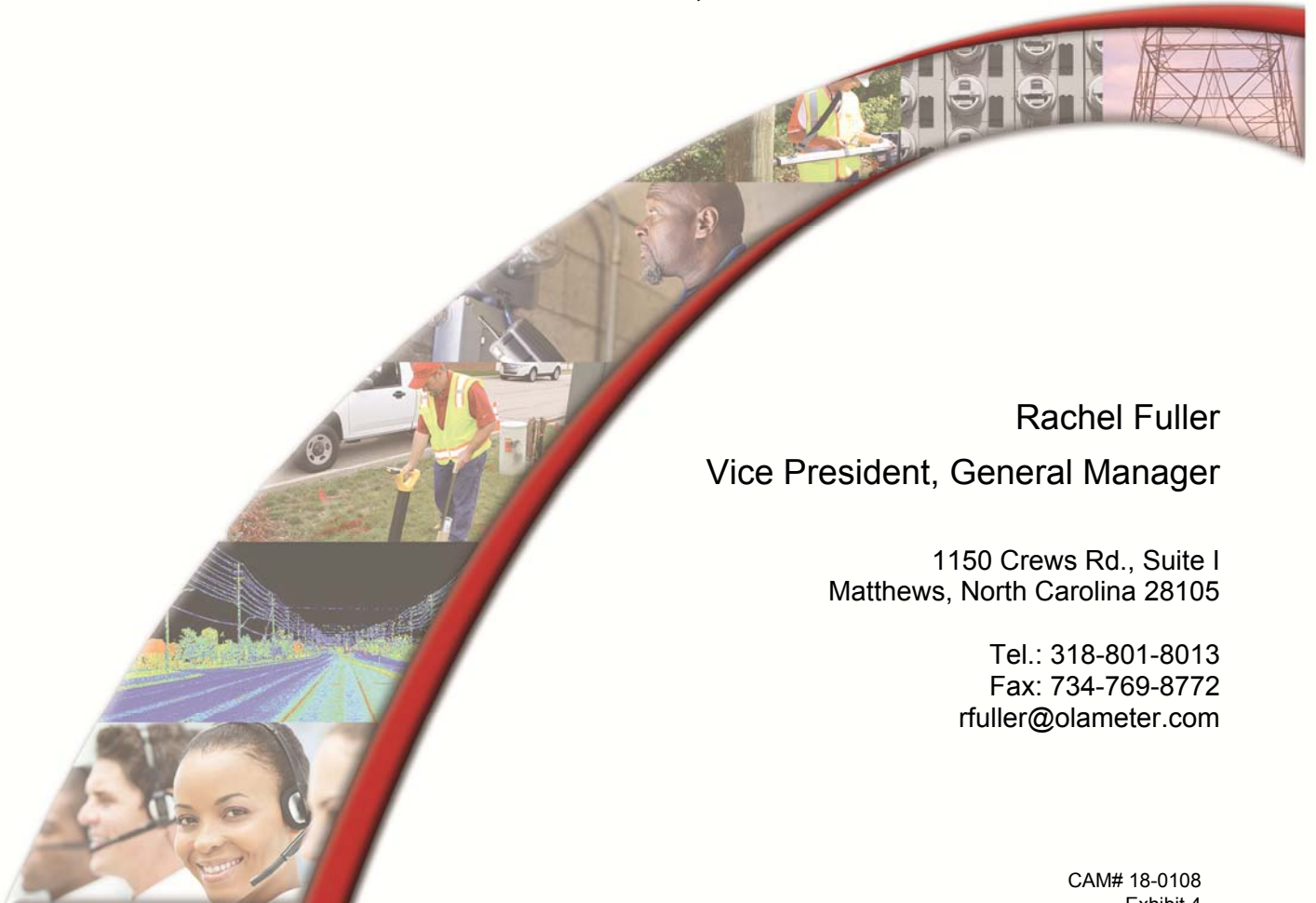
*WATER METER READING AND RELATED SERVICES*

**NOVEMBER 21, 2017**

Rachel Fuller  
Vice President, General Manager

1150 Crews Rd., Suite I  
Matthews, North Carolina 28105

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**1. EXECUTIVE SUMMARY**

The Olameter management team is comprised of industry professionals with a collective 100+ years of experience in the utility industry. Led by Jan Peeters, the Olameter executive team provides the ideal balance of industry and corporate experience to lead the Olameter vision and growth strategy.

**A. Officers and Principals***Jan Peeters – President and CEO*

Jan founded Olameter in 1998 to seek out investments in the area of site services, particularly in areas undergoing deregulation. An accomplished business leader, Jan was also the founder of fONOROLA Inc., a highly successful long distance telephone company, and the main developer of inter-city fiber-optic-based networks in the northern United States and Canada. Jan is a Governor at McGill University, the Chairman of the Boards of Cogeco Inc. and Cogeco Cable Inc., a member of the board and Chairman of the Audit Committee of Intersil Corporation (a NASDAQ-100 semiconductor company), and iNOVIA Capital (a university-based venture seed capital company). Jan is a graduate of McGill University with degrees in Engineering and Accounting.

*Jean-Pierre Carette – CFO and Vice President, Finance*

Jean-Pierre Carette has overseen all aspects of finance, administration and personnel departments at Olameter, since its inception. JP is responsible for the negotiation of all credit facilities, working with the CEO on strategic and financial analysis of potential acquisitions, direct communications with investors, including making financial presentations at each Board of Directors meetings and at the corporate AGM, all financial reporting, budgets and controls, actively participating in operational issues.

***Patrick Burk – Executive Vice President (US)***

Patrick Burk has worked in the utility service and damage prevention industry for over 34 years. Prior to joining Olameter, Patrick was the owner of American Utility Services and BDHWA which provided locating, leak detection and claims services for multiple major utilities within the US. Patrick originally started his career with Central Locating Service (CLS) in 1984 after spending 10 years serving in the US Marine Corps communication and electronics field.

*Mae Reliszko – Vice President, Administration*

Olameter's Back Office Solutions department is led by Ms. Mae Reliszko who, over the past 16 years, has gained experience developing and providing technology solutions within the telecommunications and utility markets. Mae is responsible for all aspects of Olameter's Billing Services for LDCs, Municipalities, and Energy Retailers.

*Mike Polson – Vice President, IT*

Mike Polson has completed a number of IT and system certificate programs, including the Microsoft Certified System Engineer + Internet certificate with IIS and MSSQL elective exams. Prior to joining the Olameter team, Mike had been performing small and medium sized IT consulting until becoming a full-time contractor at Olameter in the summer of 2002. Mike leverages his experience with utility systems and infrastructure in overseeing solution development, system maintenance and operations, and corporate IT requirements.

*Rusty McCloud – Vice President, Meter Data Management*

Rusty's career began in the electric utility industry after completing his Bachelor of Science degree in Civil Engineering at Texas A&M University. Rusty is a registered Professional Engineer in the state of Texas. Having worked in the areas of power generation, generation performance testing and reporting and rates, he settled into the area of meter data management where he has spent the last 22 years of his career. Rusty has extensive experience in interval data collection, C&I billing and project management on the installation of MDM systems. He is also a capable programmer in the C++, C#, and Java languages.

*Rachel Fuller, Vice President – General Manager*

Rachel has worked in the utility industry for over 25 years and is responsible for overseeing all in-field operations including meter reading, collections, meter exchanges, smart meter projects and general field services for her service territory. Rachel has completed Safety Orientation Management training as well as various Leadership and Motivation programs.

## **B. Supervisory Staff and Key Individuals**

*Rachel Fuller, Vice President, General Manager*, is responsible for the City of Fort Lauderdale project service territory and will leverage her experience with past deployments to implement start-up using proven best practices.

*Division Manager, Laird France*, will be assigned to this contract and will be responsible for all operations activities within the City of Fort Lauderdale service area. Laird will maintain appropriate staffing levels and coordinate recruiting, hiring and training for this project. Laird will also maintain regular contact with the City of Fort Lauderdale and provide all appropriate documentation in a timely fashion.

Laird has worked in the utility industry for over 18 years and has 15 years' experience managing field service crews. He has completed OSHA training and ensures our services are carried out in compliance with the latest OSHA rules and regulations. He currently oversees the work we do for the City of Tampa.

*Stephen Huber, Contract Manager*, over ten years' experience in the field, and will meet with the City of Fort Lauderdale project staff on a regular basis to ensure good will and satisfaction with Olameter performance levels. He will provide timely submissions of a variety of reports such as weekly operations status reports, incident reports or other special reports, as required. Stephen will also take immediate action on customer complaints and perform on-the-job accident investigations when required. He will ensure appropriate staffing levels are maintained and in the unlikely event that a schedule falls behind (e.g. due to illnesses, weather delays, etc.), supplementary FSRs from his service territory can be temporarily reallocated for support until service schedules return to normal.

## **C. Office Locations**

Olameter's head office is located at: 1150 Crews Road, Suite I & G  
Matthews, NC 28105

Stephen Huber, Contract Manager, utilizes his home office located in Tampa, FL.

It is Olameter's intention to recruit locally, a dedicated onsite supervisor for this contract, and utilize a local home office to service this contract. It is also Olameter's intention to hire locally, nine meter readers to service this contract.

Please note that if any of the utility's existing Field Service Representatives (FSRs) (or FSRs of a prior contractor) apply and meet the utility's criteria, Olameter will give preference to these individuals prior to evaluating potential new hires. Typically, if a competitor is displaced due to the RFP selection process, Olameter would seek offer employment to the existing high-performing FSRs to further expedite the transition and continue employment of the existing Meter Reading personnel.



## 2. EXPERIENCE AND QUALIFICATIONS

Olameter Corporation was incorporated in Michigan: on Mar.28, 1985, originally as UNIBAR Services, Inc. On September 1, 2011, Olameter Corporation purchased 100% of the shares of UNIBAR Services Inc. and its fully owned subsidiary, UNIBAR Damage Prevention Group, LLC.

Olameter's role is to facilitate the offering of new services and the application of new technologies by simplifying the issues surrounding deployment and capital investment. Olameter possesses a strong knowledge base in the vast array of technologies, both deployed and in development, and continues to invest in the development of improved applications and new technologies.

Olameter Corporation currently employs more than 1,100 Field Service Representatives (FSRs) who deliver utility field services to clients across the United States. As a result, Olameter is highly experienced in recruiting (locally) and developing staff for field service projects of all types, and have developed a proven implementation process when transitioning into new territories.

Olameter currently provides meter reading services to 21 organizations across the U.S., reading approximately 8.5 million meters per month, and guarantees that all meter reading services will meet or exceed the industry standard accuracy rate of 1 error per 1,000 reads or 99% accuracy.

As a leading supplier of outsourced meter reading services, Olameter draws on our extensive experience in meter reading system design, route optimization and the management of all aspects of field operations, to help utilities of all sizes enhance efficiencies, reduce unsuccessful read percentages, improve data integrity and increase revenue.

Olameter's long standing partnerships with many of our current meter reading clients is testament to the quality and reliability of our services. Our current U.S. meter reading client list is provided below.

|                                                                                                                                                                                             |                                                                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>City of Bedford</b><br>Location: Bedford, TX<br>Size: 15,177 meters<br>Utility Type: Water<br>Contract Acquired: 2012<br>Services: Meter Reading                                         | <b>Knoxville Utility Board (KUB)</b><br>Location: Knoxville, TN<br>Size: 380,000 meters<br>Utility Type: Electric, Water, Gas<br>Contract Acquired: 2013<br>Services: Meter Reading, Field Services |
| <b>Duke Energy</b><br>Location: NC, SC, IN<br>Size: 2,000,000 meters<br>Utility Type: Electric<br>Contract Acquired 2006<br>Services: Meter Reading, Field Collections (Dis/Re-connections) | <b>City of Lake Charles Water Department</b><br>Location: Lake Charles, LA<br>Size: 29,000 meters<br>Utility Type: Water<br>Contract Acquired: 2008<br>Services: Meter Reading                      |

|                                                                                                                                                                                                               |                                                                                                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>City of East Grand Rapids</b><br>Location: East Grand Rapids, MI<br>Size: 4,000 meters<br>Utility Type: Electric<br>Contract Acquired: 2014<br>Services: Meter Reading                                     | <b>City of Lewisville</b><br>Location: Lewisville, TX<br>Size: 15,000 meters<br>Utility Type: Water<br>Contract Acquired: 2003<br>Services: Meter Reading, Meter Services |
| <b>Entergy</b><br>Location: LA, TX, AR<br>Size: 1,313,000 meters<br>Utility Type: Electric<br>Contract Acquired 2002<br>Services: Meter Reading, AMI Installations, Underground Locating & Mapping (Electric) | <b>LG&amp;E KU Energy</b><br>Location: KY<br>Size: 675,000 meters<br>Utility Type: Electric<br>Contract Acquired 2004<br>Services: Manual Meter Reading                   |
| <b>City of Gonzales</b><br>Location: Gonzales, LA<br>Size: 6,537 meters<br>Utility Type: Water and Gas<br>Contract Acquired: 2015<br>Services: Meter Reading                                                  | <b>City of Malvern</b><br>Location: Malvern, AR<br>Size: 7,900 meters<br>Utility Type: Water<br>Contract Acquired: 2011<br>Services: Meter Reading                        |
| <b>Houston Housing Authority</b><br>Location: Houston, TX<br>Size: 2,866 meters<br>Utility Type: Gas, Electric<br>Contract Acquired: 2010<br>Services: Meter Reading                                          | <b>City of Oak Ridge</b><br>Location: Oak Ridge, TN<br>Size: 30,000 meters<br>Utility Type: Water, Electric<br>Contract Acquired: 2014<br>Services: Meter Reading         |
| <b>Jefferson Davis Electric</b><br>Location: Jennings, LA<br>Size: 8,933 meters<br>Utility Type: Electric<br>Contract Acquired 2009<br>Services: Meter Reading                                                | <b>City of Punta Gorda</b><br>Location: Punta Gorda, FL<br>Size: 12,000 meters<br>Utility Type: Water<br>Services: Manual Meter Reading<br>Contract Acquired 2015         |
| <b>City of Kalamazoo</b><br>Location: Kalamazoo, MI<br>Size: 58,000 meters<br>Utility Type: Water<br>Services: Meter Reading<br>Contract Acquired: 2015                                                       | <b>PEPCO</b><br>Location: Arlington, VA<br>Size: 200,000 meters<br>Utility Type: Electric<br>Contract Acquired 2004<br>Services: Manual Meter Reading                     |

|                                                                                                                                                       |                                                                                                                                                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Kansas Gas Service</b><br>Location: OK<br>Size: 31,800 meters<br>Utility Type: Gas<br>Contract Acquired: 2014<br>Services: Meter Reading           | <b>City of Tampa</b><br>Location: Tampa, FL<br>Size: 80,000 meters<br>Utility Type: Water<br>Contract Acquired: 2011<br>Services: Meter Reading      |
| <b>City of Kentwood</b><br>Location: Kentwood, MI<br>Size: 32,000 meters<br>Utility Type: Water<br>Contract Acquired: 2014<br>Services: Meter Reading | <b>City of Thibodaux</b><br>Location: Thibodaux, LA<br>Size: 12,000 meters<br>Type: Water, Gas<br>Contract Acquired: 2010<br>Services: Meter Reading |
| <b>Vectren</b><br>Location: IN<br>Size: 208,000 meters<br>Utility Type: Gas<br>Contract Acquired: 2013<br>Services: Meter Reading                     |                                                                                                                                                      |

Olameter is properly licensed to do business in the State of Florida. Olameter's authorization document is included on the following page.

#### **A. Address and Contact Information**

Olameter Corporation  
1150 Crews Road  
Matthews, NC 28105  
Tel.: 704-321-3760    Toll Free: 855-286-4227  
Fax: 704-846-9133  
Website: [www.olameter.com](http://www.olameter.com)

Contact Person: Rachel Fuller, Vice President and General Manager  
Tel.: 318-801-8013  
Email Address: [rfuller@olameter.com](mailto:rfuller@olameter.com)

#### **B. Company Size**

Olameter Corporation currently employs over 1,288 people across the United States supporting a revenue of over \$65 million in 2016. The breakdown of management, technical and support staff is provided below.

|                 |       |
|-----------------|-------|
| Management      | 54    |
| Technical Staff | 1,189 |
| Support Staff   | 45    |

# *State of Florida*

## *Department of State*

I certify from the records of this office that OLAMETER CORPORATION is a Michigan corporation authorized to transact business in the State of Florida, qualified on June 28, 2013.

The document number of this corporation is F13000002855.

I further certify that said corporation has paid all fees due this office through December 31, 2017, that its most recent annual report/uniform business report was filed on April 17, 2017, and that its status is active.

I further certify that said corporation has not filed a Certificate of Withdrawal.

*Given under my hand and the  
Great Seal of the State of Florida  
at Tallahassee, the Capital, this  
the Second day of October, 2017*



*Ken Detjen*  
**Secretary of State**

Tracking Number: CU9709033934

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

### 3. APPROACH TO SCOPE OF WORK

Olameter has found that a key component to a successful meter reading services deployment is a comprehensive startup and implementation plan, coupled with a thorough training plan and curriculum. Olameter has a proven track record for deploying field services to meet clients' specific needs. To lay the groundwork for a successful project, and to ensure the quality of our meter reading services, Olameter will leverage from this experience to assist with startup planning coupled with our Field Service Representative (FSR) training program development.

Olameter will maintain staff levels adequate to completing the daily read requirements, as directed by the RFP document. We estimate this to be 1 Vice President – General Manager, 1 Regional Manager, 1 Contract Manager, 1 Supervisor, and approximately nine Field Service Representatives (FSRs). Olameter's Director of Safety and Loss Control, and Director of Quality Management Systems will also participate in the start-up to develop the specific safety and quality plans for this contract.

Olameter will complete certain tasks concurrently and also draw from other areas / contracts to meet turnaround requirements, while ensuring all Client and Olameter requirements are met. Personnel assigned to the contract will be fully prepared, trained, and equipped so that all work is completed as specified in terms of safety, quality, and efficiency. Olameter's standard implementation process includes the following stages / tasks:

#### A. Recruitment

Immediately upon receiving written confirmation from the utility of the acceptance of Olameter's meter reading and related services proposal, the following implementation schedule is initiated. Olameter's structured recruitment processes are results-oriented and produce qualified candidates in a timely fashion.

##### Phase 1:

- Attend initial meeting with the City of Fort Lauderdale to introduce all key personnel (i.e. Contract Manager, Regional Manager, Executive Vice President, VP - General Manager, Director of Health & Safety, etc.), review proposal submission, initiate contract terms and conditions, establish required "live date" for services)
- Place ads for FSRs in the classified section of the local newspapers, web posting services, etc., and internally
- Prepare Project Specific Employment Packages, Health and Safety Manual and Quality Plan

##### Phase 2:

- HR collects resumes and sorts to "short list" pre-screen candidates. Telephone interviews are conducted and a short list of promising applicants are contacted for a second interview. Finally top draw candidates are interviewed by the Division Managers and Contract Manager and selection is made.

- Each new employee goes through a rigorous screening process, which includes the submission of a driver's abstract (a minimum of once every six (6) months, as well as a mandatory criminal background check and any client specific requirements, as required. Olameter also implements a Drug-Free Work Place Policy that is in compliance with Federal Government Mandated Drug Testing titled CRF Part 40.
- Final selection with offer of employment (ref: required field personnel and management).

Please note that if any of the utility's existing Field Service Representatives (FSRs) (or FSRs of a prior contractor) apply and meet the utility's criteria, Olameter will give preference to these individuals prior to evaluating potential new hires. Typically, if a competitor is displaced due to the RFP selection process, Olameter would seek offer employment to the existing high-performing FSRs to further expedite the transition and continue employment of the existing Meter Reading personnel.

**Phase 3:**

- Bulk Order Uniforms; all Olameter FSRs are supplied with full uniforms along with company-issued photo identification. Olameter will seek the City's approval of the design of the uniform for this contract. We ensure that our field personnel are both presentable and recognizable to all of our clients and their customers. We expect our FSRs to be neat and clean at all times, without exception. Anyone who does not comply with our uniform or personal appearance policies will not be issued their daily work until they have rectified the situation.
- Establish and configure work stations at home office and order office supplies (i.e. printer paper, pens, etc.)"
- Payroll/Invoicing system modifications are completed

**B. Training**

- All Olameter field staff are required to complete mandatory online safety training before working in the field. As part of the training process, Olameter issues an employee handbook and safety guide detailing the policies, procedures and safety requirements all employees are required to follow. Both documents are read by every Field Service Representative (FSR) as part of their training, and employees must sign off before they are eligible to be assigned any work. These documents are a user-friendly reference manuals, which are to be carried at all times and referred to when issues arise. The policies, procedures and safety requirements outlined in the handbook and guide are to be adhered to at all times without exception.
- New FSRs are given a one-day in-house orientation where they are provided with an overview of our company, the utility industry, Olameter policies and procedures and the requirements of the position they have been hired for.
- Trainees then complete two weeks of meter reading specific training. The first five days are classroom instruction utilizing some computer based interactive training techniques and the second five days are in the field instruction

utilizing actual procedures and tools of meter reading under the direction of an experienced mentor with management direction.

- Testing is performed on read accuracy and FSRs scoring less than 99% accuracy will receive additional training until their test results exceed our pass point.
- New FSRs then move to the field for two weeks where their compliance with mandatory procedures and read accuracy is closely monitored by their Manager.
- FSRs who fail to follow policies and procedures or meet read accuracy requirements are once again provided with additional training. FSRs that are unable to demonstrate improvement and meet our stringent standards, are replaced.

For the implementation portion, Division Manager, Laird France and Contract Manager, Stephen Huber, will be onsite along with our HR recruiting team, to recruit meter readers locally and provide our extensive orientation and safety training specific to meter reading. These Managers will stay on site for 30 to 60 days and be available afterwards as needed.

The key to the success of this contract is communication and collaboration between the City of Fort Lauderdale and Olameter. Olameter is committed to a close working relationship with the City of Fort Lauderdale.

Olameter will provide all required PPE to allow our field staff to carry out the work safely and efficiently.

All meter readers will utilize well maintained, mechanically sound, well signed personal vehicles for the purposes of this contract.

For well over twenty years, the implementation and operation procedures Olameter uses today have been extensively tested and refined through in-field experience, technology updates, and client input.



#### 4. REFERENCES

| City of Thibodaux |                                     |        |                            |
|-------------------|-------------------------------------|--------|----------------------------|
| Contact:          | Deborah Daigle, Director of Finance |        |                            |
| Telephone #:      | 985-446-7204                        | Email: | ddaigle@ci.thibodaux.la.us |
| Contract Term:    | Feb. 2011 - Ongoing                 |        |                            |

Olameter originally performed water and gas meter reading for the City of Thibodaux with an approximate annual value of \$90,000.00. In February 2017, the City began installing Advanced Metering Infrastructure (AMI) water meters to allow for all residential and business water meters to be read remotely via a regular radio frequency transmission sent directly from each individual meter. Water meters were completely changed over to AMI in August 2017 and the City has begun implementing AMI gas meters which is expected to be complete by the end of the year.

| San Antonio Water System (SAWS) |                                          |        |                        |
|---------------------------------|------------------------------------------|--------|------------------------|
| Contact:                        | Timothy Davis, Director-Field Operations |        |                        |
| Telephone #:                    | 210-233-3910                             | Email: | Timothy.davis@saws.org |
| Contract Term:                  | Nov. 2015 – Jul. 2019                    |        |                        |

In November 2015, Olameter was awarded San Antonio Water System's RFP for Meter Reading Services Program and began reading approximately 61,400 residential water meters monthly. Since that time, our meter volumes have increased to 270,000 meters read monthly for an approximate annual value of \$667,000.

| Knoxville Utility Board (KUB) |                          |        |                         |
|-------------------------------|--------------------------|--------|-------------------------|
| Contact:                      | Dennis Newcombe, Manager |        |                         |
| Telephone #:                  | 865-558-2646             | Email: | Dennis.Newcombe@kub.org |
| Contract Term:                | Sept. 2013 – Aug. 2017   |        |                         |

In 2013, Olameter was awarded a contract to provide utility meter reading, contract meter services, and notice delivery for Knoxville Utility Board. Meter Reading services included reading of any of the three types of meters (electric, water, and gas) and collection of mobile reads as well as reporting of any inconsistencies with these meters and the performance of surveys at such sites. Olameter currently reads approximate 380,000 meters, and this contract has an approximate annual value of \$3,240,000.00.



**5. MINORITY/WOMEN (M/WBE) PARTICIPATION**

N/A Olameter is not certified M/WBE and does not utilize subcontractors for the provision of this work.



**6. SUBCONTRACTORS**

Olameter does not utilize subcontractors. All Field Service Representatives are hired by Olameter in the local service territory of the contract, and must be bondable. As employees, they receive a full benefit package, comprehensive Health and Safety, and Meter Reading training, uniforms, and any equipment that is required to fulfill the contract we have developed with our client.



## 7. REQUIRED FORMS

### A. Proposal Certification

City of Fort Lauderdale

Bid 12061-385

#### BID/PROPOSAL CERTIFICATION

**Please Note:** If responding to this solicitation through BidSync, the electronic version of the bid response will prevail, unless a paper version is clearly marked **by the bidder** in some manner to indicate that it will supplant the electronic version. All fields below must be completed. If the field does not apply to you, please note N/A in that field.

If you are a foreign corporation, you may be required to obtain a certificate of authority from the department of state, in accordance with Florida Statute §607.1501 (visit <http://www.dos.state.fl.us/>).

Company: (Legal Registration)

Address:

City:  State:  Zip:

Telephone No.  FAX No.  Email:

Delivery: Calendar days after receipt of Purchase Order (section 1.02 of General Conditions):

Total Bid Discount (section 1.05 of General Conditions):

Does your firm qualify for MBE or WBE status (section 1.09 of General Conditions)  MBE ☐ WBE ☐

**ADDENDUM ACKNOWLEDGEMENT** - Proposer acknowledges that the following addenda have been received and are included in the proposal:

| Addendum No.         | Date Issued          | Addendum No.         | Date Issued          | Addendum No.         | Date Issued          |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

**VARIANCES:** If you take exception or have variances to any term, condition, specification, scope of service, or requirement in this competitive solicitation you must specify such exception or variance in the space provided below or reference in the space provided below all variances contained on other pages within your response. Additional pages may be attached if necessary. No exceptions or variances will be deemed to be part of the response submitted unless such is listed and contained in the space provided below. The City does not, by virtue of submitting a variance, necessarily accept any variances. If no statement is contained in the below space, it is hereby implied that your response is in full compliance with this competitive solicitation. If you do not have variances, simply mark N/A. **If submitting your response electronically through BIDSINC you must also click the "Take Exception" button.**

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City of Fort Lauderdale

Bid 12061-385

The below signatory hereby agrees to furnish the following article(s) or services at the price(s) and terms stated subject to all instructions, conditions, specifications addenda, legal advertisement, and conditions contained in the bid/proposal. I have read all attachments including the specifications and fully understand what is required. By submitting this signed proposal I will accept a contract if approved by the City and such acceptance covers all terms, conditions, and specifications of this bid/proposal. The below signatory also hereby agrees, by virtue of submitting or attempting to submit a response, that in no event shall the City's liability for respondent's direct, indirect, incidental, consequential, special or exemplary damages, expenses, or lost profits arising out of this competitive solicitation process, including but not limited to public advertisement, bid conferences, site visits, evaluations, oral presentations, or award proceedings exceed the amount of Five Hundred Dollars (\$500.00). This limitation shall not apply to claims arising under any provision of indemnification or the City's protest ordinance contained in this competitive solicitation.

Submitted by:

Rachel Fuller  
Name (printed)

Nov. 20, 2017  
Date:

Rachel Fuller  
Signature

Vice President, General Manager  
Title

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**B. Evidence Authority to Contractually Bind**

***Olameter Inc.***

**MEETING OF THE BOARD OF DIRECTORS**

MINUTES of a Meeting of the Board of Directors of *Olameter Inc.* held at The Mount Royal Club, Montréal, Québec on Thursday, May 22<sup>nd</sup>, 2014 immediately following the Annual Meeting of Shareholders held the same day.

PRESENT: Michael Boyd  
Susan Burkman  
Robert de Fougerolles  
Byron Knief  
Jan Peeters

being all of the members of the Board of Directors of the Corporation.

**APPOINTMENT OF OFFICERS**

Upon motion duly made and seconded, it was unanimously RESOLVED:

THAT the following persons be and they are hereby appointed officers of the Corporation, effective immediately, to hold the offices set forth opposite their respective name, for the ensuing year or until a successor is duly appointed.

|                     |                                                              |
|---------------------|--------------------------------------------------------------|
| Jan Peeters         | Chairman, President and Chief Executive Officer              |
| Jean-Pierre Carette | VP Finance, Chief Financial Officer, Treasurer and Secretary |
| Michael Lunau       | Executive VP – Field Services                                |
| ✱ Patrick Burk      | VP DPG                                                       |
| Russell McCloud     | VP Meter Data Management                                     |
| Michael Polson      | VP Information Technology                                    |
| Mae Reliszko        | VP Administration                                            |

Additional appointments that will take place at the subsidiary level are:

|                     | <u>Olameter Corporation</u>                                  |
|---------------------|--------------------------------------------------------------|
| Jan Peeters         | Chairman and President                                       |
| Jean-Pierre Carette | VP Finance, Chief Financial Officer, Treasurer and Secretary |
| ✱ Patrick Burk      | Executive VP – Field Services                                |
| Michael Lunau       | VP AccuRead                                                  |
| Russell McCloud     | VP Meter Data Management                                     |
| Michael Polson      | VP Information Technology                                    |
| Mae Reliszko        | VP Administration                                            |
| Rachel Fuller       | VP – General Manager                                         |

|                     | <u>Olameter DPG, LLC</u>            |
|---------------------|-------------------------------------|
| Jan Peeters         | Chairman and CEO                    |
| Jean-Pierre Carette | VP Finance, Treasurer and Secretary |
| ✱ Patrick Burk      | VP and COO                          |

TERMINATION

There being no further business, the meeting was terminated.

Jan Peeters  
Chairman of the Board

Christine Jury  
Secretary of the Meeting

**C. Cost Proposal**

City of Fort Lauderdale

Bid 12061-385

**SECTION VI - COST PROPOSAL PAGE**

**Proposer Name:** Olameter Corporation

Proposer agrees to supply the products and services at the prices bid below in accordance with the terms, conditions and specifications contained in this RFP.

Cost to the City: Contractor shall quote firm, fixed, costs for all services/products identified in this request for proposal. These firm fixed costs for the project include any costs for travel and miscellaneous expenses. No other costs will be accepted.

**Notes:**

List and attach a breakdown of costs including but not limited to labor, equipment, materials and parts to fully implement, execute, and perform this contract.

| <u>Description</u>                            | <u>Quantity</u> | <u>Unit Cost</u> | <u>UOM</u> | <u>Total Cost</u>    |
|-----------------------------------------------|-----------------|------------------|------------|----------------------|
| 1. Meter Reading*<br>(Annual Estimate 758400) | 63200           | \$ <u>0.525</u>  | 12 Months  | \$ <u>398,160.00</u> |
| 2. Cost Per Meter Read                        | 1               | \$ <u>4.526</u>  | each       | \$ <u>4.526</u>      |
| 3. Disconnections<br>(Meter Shut offs)        | 800             | \$ <u>4.11</u>   | 12 Months  | \$ <u>39,456.00</u>  |

**Total Project Cost \$** 437,620.53

GPS Marks Per GPS Mark \$ 0.255

**Submitted by:**

Rachel Fuller  
Name (printed)

Rachel Fuller  
Signature

November 21, 2017  
Date

Vice President, General Manager  
Title

Please see pricing notes on the following page.

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Pricing Notes

- 1 For the purposes of this contract, cell phone communications are only to be provided to Olameter's local management personnel.
- 2 "Per Unit" rates as proposed are based on per meter.
- 3 Rates as proposed are based on the utilization of properly licensed / insured, presentable, mechanically sound, well signed personal vehicles for the purposes of this contract.
- 4 Rates as proposed are based on both residential and commercial metering applications being "blended" and read concurrently within the same routing / route sequencing format, as per the City.
- 5 Rates as proposed are based on the existing route sequencing format being efficient thus allowing for optimal in-field productivity (ref: contiguous, premise-to-premise with minimum "dead walks" / non-productive time), as per the City.
- 6 "Cost Per Meter Read" is based on and applicable to all secondary on-site meter reading service requests / requirements (ref: rereads).
- 7 Rates as proposed are based on the City providing the associated "door hangers", as per the City, as per RFP Q&A #15.
- 8 "GPS Marks" rate is based on said service being provided / performed in conjunction with the regular "monthly" meter reading schedule (as performed on a "City requested" basis).
- 9 Rates as proposed are based on the performance and payment bond requirement being equal to 100% of the annual related contractual service charges.
- 10 "The Total Project Cost" value listed on Olameter's Cost Proposal Page form above was calculated as follows: \$398,160.00 (Meter Reading) + \$4,526.(Cost Per Meter) + \$39,456.00 (Disconnections) = \$437,620.53 per year.
- 11 Applicable taxes not included.

**D. Non-Collusion Statement**

No such relationships exist.

City of Fort Lauderdale

Bid 12061-385

**NON-COLLUSION STATEMENT:**

By signing this offer, the vendor/contractor certifies that this offer is made independently and *free* from collusion. Vendor shall disclose below any City of Fort Lauderdale, FL officer or employee, or any relative of any such officer or employee who is an officer or director of, or has a material interest in, the vendor's business, who is in a position to influence this procurement.

Any City of Fort Lauderdale, FL officer or employee who has any input into the writing of specifications or requirements, solicitation of offers, decision to award, evaluation of offers, or any other activity pertinent to this procurement is presumed, for purposes hereof, to be in a position to influence this procurement.

For purposes hereof, a person has a material interest if they directly or indirectly own more than 5 percent of the total assets or capital stock of any business entity, or if they otherwise stand to personally gain if the contract is awarded to this vendor.

In accordance with City of Fort Lauderdale, FL Policy and Standards Manual, 6.10.8.3,

3.3. City employees may not contract with the City through any corporation or business entity in which they or their immediate family members hold a controlling financial interest (e.g. ownership of five (5) percent or more).

3.4. Immediate family members (spouse, parents and children) are also prohibited from contracting with the City subject to the same general rules.

**Failure of a vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the City Procurement Code.**

**NAME**

**RELATIONSHIPS**







In the event the vendor does not indicate any names, the City shall interpret this to mean that the vendor has indicated that no such relationships exist.

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**E. Local Business Price Preference Certification Statement**

City of Fort Lauderdale

Bid 12061-385

**LOCAL BUSINESS PRICE PREFERENCE CERTIFICATION STATEMENT**

The Business identified below certifies that it qualifies for the local business price preference classification as indicated herein, and further certifies and agrees that it will re-affirm its local preference classification annually no later than thirty (30) calendar days prior to the anniversary of the date of a contract awarded pursuant to this ITB. Violation of the foregoing provision may result in contract termination.

- (1)   
Business Name  
is a **Class A** Business as defined in City of Fort Lauderdale Ordinance No. C-17-26, Sec.2-186. A copy of the City of Fort Lauderdale current year Business Tax Receipt and a complete list of full-time employees and evidence of their addresses shall be provided within 10 calendar days of a formal request by the City.
- (2)   
Business Name  
is a **Class B** Business as defined in the City of Fort Lauderdale Ordinance No. C-17-26, Sec.2-186. A copy of the Business Tax Receipt or a complete list of full-time employees and evidence of their addresses shall be provided within 10 calendar days of a formal request by the City.
- (3)   
Business Name  
is a **Class C** Business as defined in the City of Fort Lauderdale Ordinance No. C-17-26, Sec.2-186. A copy of the Broward County Business Tax Receipt shall be provided within 10 calendar days of a formal request by the City.
- (4)   
Business Name  
requests a **Conditional Class A** classification as defined in the City of Fort Lauderdale Ordinance No. C-17-26, Sec.2-186. Written certification of intent shall be provided within 10 calendar days of a formal request by the City.
- (5)   
Business Name  
requests a **Conditional Class B** classification as defined in the City of Fort Lauderdale Ordinance No. C-17-26, Sec.2-186. Written certification of intent shall be provided within 10 calendar days of a formal request by the City.
- (6)   
Business Name  
is considered a **Class D** Business as defined in the City of Fort Lauderdale Ordinance No. C-17-26, Sec.2-186 and does not qualify for Local Preference consideration.

BIDDER'S COMPANY:

AUTHORIZED COMPANY PERSON:  Vice President, General Manager

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**F. Contract Payment Method**

City of Fort Lauderdale

Bid 12061-385

**CONTRACT PAYMENT METHOD BY P-CARD**

THIS FORM MUST BY SUBMITTED WITH YOUR RESPONSE

The City of Fort Lauderdale has implemented a Procurement Card (P-Card) program which changes how payments are remitted to its vendors. The City has transitioned from traditional paper checks to payment by credit card via MasterCard or Visa. This allows you as a vendor of the City of Fort Lauderdale to receive your payment fast and safely. No more waiting for checks to be printed and mailed.

Payments will be made utilizing the City's P-Card (MasterCard or Visa). Accordingly, firms must presently have the ability to accept credit card payment or take whatever steps necessary to implement acceptance of a credit card before the commencement of a contract.

Please indicate which credit card payment you prefer:

☒ Master Card

☐ Visa Card

Company Name:

Name (Printed)

Signature

Date:

Title

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G. Sample Insurance Certificate

| ACORD®                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                       | CERTIFICATE OF LIABILITY INSURANCE                                                |                                                                                                                                                                                                                                                                                                                           | DATE (MM/DD/YYYY)<br>11/14/2017                                                                                                                                                                                                           |                                  |                                                                                                                                                                                                                                           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                       |                                                                                   |                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                           |                                  |                                                                                                                                                                                                                                           |
| IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                       |                                                                                   |                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                           |                                  |                                                                                                                                                                                                                                           |
| PRODUCER<br>Assurance Agency, Ltd.<br>One Century Centre<br>1750 E. Golf Road<br>Schaumburg IL 60173-                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                       |                                                                                   | CONTACT<br>NAME: Chris Dalstrom<br>PHONE (A/C, No, Ext): (847) 463-7218 FAX (A/C, No): (847) 440-9126<br>E-MAIL: address:cdalstrom@assuranceagency.com                                                                                                                                                                    |                                                                                                                                                                                                                                           |                                  |                                                                                                                                                                                                                                           |
| INSURED<br>UNIBMAI-01<br>Olameter Corporation<br>Olameter DPG, LLC<br>1150 Crews Road., Suite "I"<br>Matthews NC 28105                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                       |                                                                                   | INSURER(S) AFFORDING COVERAGE<br>INSURER A: National Union Fire Ins. Co. 19445<br>INSURER B: Commerce & Industry Insurance 19410<br>INSURER C: Riverport Insurance Company<br>INSURER D: Travelers Property Casualty 25674<br>INSURER E: Chesapeake Employers Insurance Co.<br>INSURER F: Travelers Casualty & Surety Co. |                                                                                                                                                                                                                                           |                                  |                                                                                                                                                                                                                                           |
| COVERAGES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                       | CERTIFICATE NUMBER: 495183360                                                     |                                                                                                                                                                                                                                                                                                                           | REVISION NUMBER:                                                                                                                                                                                                                          |                                  |                                                                                                                                                                                                                                           |
| THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.                                                                                                                      |                                                                                                                                                                                                                                                                                                       |                                                                                   |                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                           |                                  |                                                                                                                                                                                                                                           |
| INSR LTR                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | TYPE OF INSURANCE                                                                                                                                                                                                                                                                                     | ADDL SUBR INSR WVD                                                                | POLICY NUMBER                                                                                                                                                                                                                                                                                                             | POLICY EFF (MM/DD/YYYY)                                                                                                                                                                                                                   | POLICY EXP (MM/DD/YYYY)          | LIMITS                                                                                                                                                                                                                                    |
| A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | GENERAL LIABILITY<br><input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br>POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC |                                                                                   | 3261547                                                                                                                                                                                                                                                                                                                   | 4/1/2017                                                                                                                                                                                                                                  | 4/1/2018                         | EACH OCCURRENCE \$1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000<br>MED EXP (Any one person) \$5,000<br>PERSONAL & ADV INJURY \$1,000,000<br>GENERAL AGGREGATE \$10,000,000<br>PRODUCTS - COMP/OP AGG \$2,000,000<br>\$ |
| D                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | AUTOMOBILE LIABILITY<br><input checked="" type="checkbox"/> ANY AUTO<br><input type="checkbox"/> ALL OWNED AUTOS<br><input checked="" type="checkbox"/> HIRED AUTOS<br><input type="checkbox"/> SCHEDULED AUTOS<br><input checked="" type="checkbox"/> NON-OWNED AUTOS                                |                                                                                   | 8101J617393                                                                                                                                                                                                                                                                                                               | 4/1/2017                                                                                                                                                                                                                                  | 4/1/2018                         | COMBINED SINGLE LIMIT (Ea accident) \$3,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$                                                                            |
| B                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/><br>DED <input checked="" type="checkbox"/> RETENTION \$10,000                                                                                                                                       | <input checked="" type="checkbox"/> OCCUR<br><input type="checkbox"/> CLAIMS-MADE | 037551436                                                                                                                                                                                                                                                                                                                 | 4/1/2017                                                                                                                                                                                                                                  | 4/1/2018                         | EACH OCCURRENCE \$10,000,000<br>AGGREGATE \$10,000,000<br>\$                                                                                                                                                                              |
| E C F                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/ MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                                                                               | Y/N<br><input checked="" type="checkbox"/> N/A                                    | 4602383<br>A0066383001<br>UB4J115221                                                                                                                                                                                                                                                                                      | 4/1/2017<br>4/1/2017<br>4/1/2017                                                                                                                                                                                                          | 4/1/2018<br>4/1/2018<br>4/1/2018 | <input checked="" type="checkbox"/> WC STATU-TORY LIMITS<br>OTH-ER<br>E L EACH ACCIDENT \$1,000,000<br>E L DISEASE - EA EMPLOYEE \$1,000,000<br>E L DISEASE - POLICY LIMIT \$1,000,000                                                    |
| DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)<br>Olameter DPG, LLC formerly known as UNIBAR Damage Prevention Group, LLC<br>Olameter Corporation formerly known as ACCU-READ Services, UNIBAR Services, Inc., AMS Utiliserv, Inc., and UNIBAR Maintenance Services, Inc.<br>Olameter Corporation and Olameter DPG, LLC formerly known as ACCU-READ Services, UNIBAR Services, Inc., UNIBAR Damage Prevention Group, LLC, and AMS Utiliserv, Inc.<br>\$1mm/\$1mm/\$1mm limits apply to the following policies:<br>See Attached... |                                                                                                                                                                                                                                                                                                       |                                                                                   |                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                           |                                  |                                                                                                                                                                                                                                           |
| CERTIFICATE HOLDER<br>City of Fort Lauderdale Procurement Services Division<br>100 N. Andrews Avenue, Room 619<br>Fort Lauderdale FL 33301                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                       |                                                                                   |                                                                                                                                                                                                                                                                                                                           | CANCELLATION<br>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.<br><br>AUTHORIZED REPRESENTATIVE<br><i>Daniel G. Garas</i> |                                  |                                                                                                                                                                                                                                           |

ACORD 25 (2010/05)

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## H. E-Verify Affirmation

Olameter affirms that we utilize the US Department of Homeland Security's E-Verify system to verify the employment eligibility of: (a) all persons employed during the contract term by the Olameter to perform employment duties within Florida. Verification is provided below.



Company ID Number: 264260

| Information Required for the E-Verify Program       |                                                |
|-----------------------------------------------------|------------------------------------------------|
| Information relating to your Company:               |                                                |
| Company Name                                        | Olameter                                       |
| Company Facility Address                            | 1150 Crews Road<br>Ste I<br>Matthews, NC 48105 |
| Company Alternate Address                           |                                                |
| County or Parish                                    | MECKLENBURG                                    |
| Employer Identification Number                      | 382611717                                      |
| North American Industry Classification Systems Code | 811                                            |
| Parent Company                                      |                                                |
| Number of Employees                                 | 1,000 to 2,499                                 |
| Number of Sites Verified for                        | 15                                             |