

Ramaker & Associates, Inc.

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Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch. Docs	
12344-805-C19--01-01	Refer to Cost Proposal Page in Bid Packet	Supplier Product Code: Supplier Notes: Thank you for this opportunity.	First Offer -	1 / n/a	Y	Y
Supplier Total					\$0.00	

Ramaker & Associates, Inc.Item: **Refer to Cost Proposal Page in Bid Packet****Attachments**

Fort Lauderdale RFP 12344-805-C19 Ramaker 051420.pdf



PROPOSAL FOR CEMETERY MANAGEMENT SOFTWARE

RESPONSE FOR RFP # 12344-805-C19

PREPARED FOR

CITY OF FORT LAUDERDALE
FORT LAUDERDALE, FLORIDA

CAM #20-0702
Exhibit 4
Page 3 of 59



May 14, 2020

Laurie Platkin, CPPB
City of Fort Lauderdale, Procurement Services Division
100 N. Andrews Avenue
Fort Lauderdale, FL 33301

SUBJECT: CEMETERY MANAGEMENT SOFTWARE

Dear Laurie,

Ramaker is happy to present our qualifications for CIMS Cloud as Fort Lauderdale's cemetery management software. We are confident that you will be pleased with this decision throughout this project and for years to come. We respect that this is a large investment and adjustment for you and your cemetery and our goal is to make it a smooth transition.

CIMS Cloud, our newest product for the cemetery industry excels over the competition in many areas. Its database is comprehensive, yet flexible, and very simple to learn. Our mapping technique is also the best in the industry. All your information will be in the database and linked to a space on your cemetery map. In addition, with CIMS Cloud, all of your data will be stored securely in the cloud with Amazon Web Services. You won't have to worry about backing up your data or software upgrades. Best of all, your cemetery data will be accessible to you from your work computer, your home computer, or even your iPad or Android tablet.

As evidenced in our SunBiz status (section 06), the undersigned have the authority to submit this proposal (including this cover letter) on behalf of Ramaker in response to the City of Fort Lauderdale's Request for Proposals. Unless otherwise clearly stated in this response to the RFP, our proposal accepts the terms and conditions stated in the RFP, including the description of services to be performed and the provisions of the contract to be signed.

Ramaker's CIMS Cloud solution possesses the organizational, functional and technical capabilities to provide a cemetery management solution that meets the City's needs. We welcome any questions that may arise during the proposal review process and look forward to hearing from you.

Thank you for your consideration.

Sincerely,

RAMAKER & ASSOCIATES, INC.

A handwritten signature in black ink, appearing to read "Michael Pinske".

Michael Pinske, PE
Chief Operating Officer

A handwritten signature in black ink, appearing to read "Brandon Finley".

Brandon Finley
CIMS Service Group Leader

Table of Contents

01. EXECUTIVE SUMMARY.....	1
02. EXPERIENCE & QUALIFICATIONS.....	3
03. APPROACH TO SCOPE OF WORK.....	14
04. REFERENCES.....	27
05. OTHER INFORMATION	28
06. REQUIRED FORMS	30

01

EXECUTIVE SUMMARY

EXECUTIVE SUMMARY

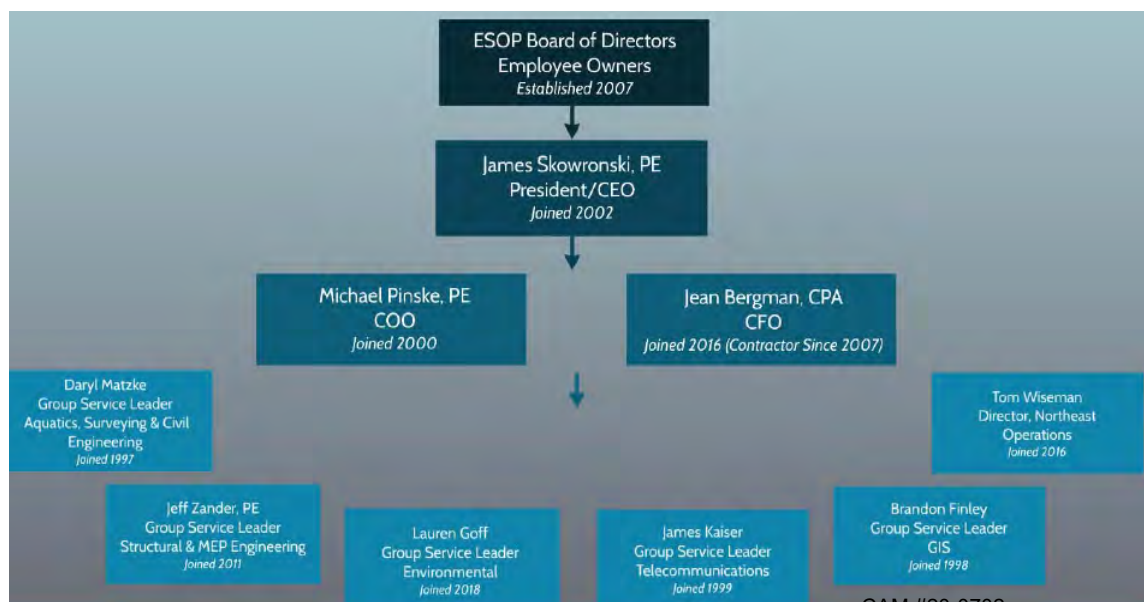
The City of Fort Lauderdale is looking for an integrated off-the-shelf packaged solution that will meet its core requirements out of the box with minimal modifications. Ramaker's CIMS Cemetery Software is just that. With CIMS cemetery software, you can rest assured that you have the most powerful cemetery management system available and that all of your data is accurate and up-to-date. Along with an increase in confidence, you will experience significant time savings when retrieving and analyzing data. This cemetery software program is an economical tool to effectively manage all of your records.

CIMS has distinct versions to accommodate any cemetery's needs. Currently, our CIMS programs are managing over 1,000 cemeteries throughout the United States and internationally! CIMS is user-friendly and budget-friendly. From municipal cemeteries to those run through religious organizations, to independents and corporations, all have found CIMS and integrated it into their cemeteries.

CIMS excels over the competition in many areas. Its database is comprehensive, yet flexible, and very simple to learn. Our cemetery mapping technique is also the best in the industry. All your information is in the database and is linked to a space in your cemetery. When you click on a space, the corresponding information appears. And when a burial is added, it is automatically placed on your map, so your cemetery maps will never be outdated again.

RAMAKER LEADERSHIP

Our leadership team has years of combined industry experience, with an average longevity at Ramaker of over 15 years.



About Ramaker

Since 1992, Ramaker has provided innovative engineering and technology solutions to clients in the public and private sector. We have an extensive background in GIS (Geographic Information Systems), which includes mapping and custom software solutions for clients including cemeteries, private businesses, school districts and municipalities. We also have a strong resume of projects pertaining to land surveying and engineering. This combination of expertise has made our firm a trusted partner to cemeteries all over the United States.

We first began our focus on cemeteries in 1998. At that time, a municipal cemetery in Wisconsin was looking for GIS maps for their cemetery. Our staff proposed a solution that included GIS mapping and developed a stand-alone software that would help them manage the cemetery for years to come. This project was the beginning of the CIMS family of software products.

In addition to our CIMS cemetery software, Ramaker is a full service architectural and engineering firm. We have assisted a variety of cemeteries with projects including land surveys, storm water management, road design, foundation design, and construction management. We provide all of these services in-house and can serve as a one-stop-shop for cemetery needs. Through these services, Ramaker has a better understanding of the design needs of a cemetery, and is able to utilize this knowledge in our approach to working with cemeteries.



115 total employees at Ramaker

49 states our staff is licensed in

29 professionally licensed staff

4 office locations nationwide

Locations

The majority of the work for this project will be completed out of our headquarters in Sauk City, WI.

CORPORATE HEADQUARTERS

855 Community Drive
Sauk City, WI 53583
Phone // (608) 643-4100
Fax // (608) 643-7999

ADDITIONAL OFFICES

Brighton, Michigan
Bayamon, Puerto Rico
Nashville, Tennessee
Denver, Colorado
Willmar, Minnesota
Woodcliff Lake, New Jersey
Madison, Wisconsin

architecture • aquatic engineering • civil engineering •
environmental consulting + compliance • geotechnical
engineering • GIS + software • interior design • land surveying
• master planning • MEP engineering • structural engineering •
telecommunications

02

EXPERIENCE & QUALIFICATIONS

Our Expertise

For the last 20 years, Ramaker's Technology Services team has been providing custom and out-of-the-box software and mapping solutions for cemeterians across the country. Over the years, our team has listened to the suggestions of our clients to improve functionality and provide our clients with additional record-keeping abilities. Using the latest GIS software, Ramaker has been able to make the mapping process a smooth transition for cemetery owners.

Ramaker's team members have been carefully selected to ensure their availability to fully commit to your project's success. Many of our staff are cross trained, giving us flexibility to allocate talent where needed. This allows us to keep your project moving forward regardless of our current or future work load. As committed members to cemetery communities across the country, our team has a special desire to provide the City of Fort Lauderdale with innovative solutions that will simplify their day-to-day tasks. We love what we do and we want to do it for the Fort Lauderdale community.



GO-TO CONTACT BRANDON FINLEY



email // bfinley@ramaker.com

direct // (608) 644-2235

cell // (608) 370-1309



Business Org // S-Corporation

Established // 1992

Web // ramaker.com

OUR TEAM

Our staff of more than 100 highly diversified individuals includes civil engineers, land surveyors, geotechnical engineers, geologists, mechanical engineers, structural engineers, water resource specialists, GIS analysts, construction managers, wetland scientists, database administrators, CAD drafters, computer programmers, and architects. Our staff includes registered engineers in 49 states, the District of Columbia, Puerto Rico, and the US Virgin Islands. Profiles of key personnel who will be working on your project are shown on the following page.

/ Ramaker Team /



BRANDON FINLEY

CIMS/GIS SERVICE GROUP LEADER

Brandon's expertise is in information system design, mapping, and software development with a strong background in several programming languages. Brandon has been instrumental in the development of CIMS, a GIS-based cemetery application that has been implemented in more than 1000 cemeteries in the United States and internationally. He provides project management and oversight for all GIS and CIMS projects.

Location // Sauk City

Years Experience // 21

Education // B.S., Natural Resources, including a major in Landscape Architecture with an emphasis on GIS: University of Wisconsin — Madison

Relevant Projects //

- Air Force Academy Cemetery, Air Force Academy, CO
- City of Apopka Cemeteries, Apopka, FL
- City of Brooksville Cemetery, Brooksville, FL
- City of Davenport, Davenport, FL
- City of Lake Alfred, Lake Alfred FL
- City of Sanford, Sanford FL
- Haines City Cemeteries, Haines, FL
- Hallandale Beach Cemetery, Hallandale FL
- Oakhill Cemetery, Clermont, FL
- Roselawn Cemetery, Roseville, MN
- St. Joseph Cemetery, Inc. / Appleton, WI
- St. Joseph's / Waconia, MN
- Town of Mooresville Cemeteries, Mooresville, NC



REBECCA MORRIS

PROJECT MANAGER

Rebecca's creative design skills and knowledge of CAD and GIS techniques have made her a valuable asset at Ramaker & Associates. Her experience in a variety of disciplines brings a valuable perspective to each project she works on. She assists in mapping, data clean up and data migration services, including converting map data into GIS format.

Location // Sauk City

Years Experience // 14

Education // A.A., Interior Design: Madison Area Technical College, Wisconsin; B.A., Behavioral Science/Psychology: Mount Mary College - Milwaukee, Wisconsin

Relevant Projects //

- Air Force Academy Cemetery, Air Force Academy, CO
- Calvary Cemetery, Dayton, OH
- City of Apopka Cemeteries, Apopka, FL
- City of Brooksville Cemetery, Brooksville, FL
- City of Davenport, Davenport, FL
- City of Lake Alfred, Lake Alfred FL
- City of Sanford, Sanford, FL
- Haines City Cemeteries, Haines City, FL
- Hallandale Beach Cemetery, Hallandale FL
- Tavares Cemetery, Tavares, FL
- Sunset Memorial Gardens, Fargo, ND

/ Ramaker Team /



CURTIS PAUL

TECHNOLOGY SERVICE GROUP LEADER

Curtis has worked with both clients and Ramaker & Associate employees to meet their information services demands. He has assisted both by assessing their needs, implementing timeframes and strategies, providing training, and following up to make sure everyone's needs are met. Curtis has extensive computer language knowledge which allows him to assist with implementing improvements to the CIMS software. He is the lead programmer for CIMS updates.

Location // Sauk City

Years Experience // 15

Education // Cisco Networking Academy: Madison Area Technical College, Wisconsin; Computer Science classes: University of Wisconsin – Milwaukee

Relevant Projects //

- Air Force Academy Cemetery, Air Force Academy, CO
- City of Brooksville Cemetery, Brooksville, FL
- City of Key West Cemetery, Key West, FL
- City of Kissimmee, Cemetery, Kissimmee, FL
- City of Lake Alfred Cemetery, Lake Alfred, FL
- City of Lake Mary, Lake Mary, FL
- City of Ocoee Cemetery, Ocoee, FL
- City of Sanford, Sanford, IL
- City of Zephyrhills Cemetery, Zephyrhills, FL
- Hallandale Beach Cemetery, Hallandale FL
- Our Lady of My Carmel, El Paso, TX
- Parkview Memorial Cemetery, Livonia, MI
- Roselawn Cemetery, Roseville, MN



NATHAN CAVANAGH

WEB DEVELOPER

Nathan has over fifteen years working with software development and technology in general. His true expertise is in cloud-based software and applying those technologies to cemetery management. He uses this expertise to develop easy-to-use interfaces and processes in CIMS Cloud and its related modules.

Location // Sauk City

Years Experience // 4

Education // Certificate in Bioinformatics: Madison Area Technical College, Wisconsin; B.A., Philosophy: St. Norbert College, DePere, Wisconsin

Relevant Projects //

- Tavares Cemetery, Tavares, FL
- Air Force Academy Cemetery, Air Force Academy, CO
- Bellefontaine Cemetery, St Louis, MO
- City of Apopka Cemeteries, Apopka, FL
- City of Brooksville Cemetery, Brooksville, FL
- City of Key West Cemetery, Key West, FL
- City of Kissimmee, Cemetery, Kissimmee, FL
- City of Lake Alfred Cemetery, Lake Alfred, FL
- Crescent Cemetery, Philadelphia, PA
- Green Cemetery, Glastonbury, CT
- Our Lady of My Carmel, El Paso, TX
- Roselawn Cemetery, Roseville, MN

/ Ramaker Team /



TIM ANNEAR

GIS ANALYST

Tim brings a wealth of GIS and Programming knowledge to the CIMS Team. He has worked in the GIS industry for over 7 years, and his programming knowledge provides quick solutions to complicated problems. Tim performs map updates for existing clients and is the first responder to technical support questions. He also has his Remote Pilot License and uses drones to take aeriels for cemeteries.

Location // Sauk City

Years Experience // 7

Education // B.S. GIS & Human Environmental Geography: UW-Madison; FAA Certified Part 107 Remote Pilot

Relevant Projects //

- Bellefontaine Cemtery, St. Louis, MO
- Bethel Cemetery, Sewell, NJ
- Calvary Hill Cemetery, Caldwell, ID
- City of Sanford, Sanford, FL
- Congregation Mishkan Israel, Hamden, CT
- Elmwood Cemetery Company, Sycamore IL
- Green Cemetery, Glastonbury, CT
- Haines City Cemeteries, Haines City, FL
- Roselawn Cemetery, Roseville, MN
- St. Mary Catholic Church/Galena, IL
- Washougal Memorial Cemetery/Washougal, WA



KIMBERLY GALSTON

MAPPING SPECIALIST

Kim has over 20 years of experience with drafting in AutoCAD. She is responsible for the initial CAD mapping of cemeteries to scale based on information from digital or scanned maps. Kim's attention to detail results in accurate projects completed in a timely manner.

Location // Sauk City

Years Experience // 21

Education // Certificate in Architectural Technician: Madison Area Technical College

Relevant Projects //

- Austin Cemteries, Austin, TX
- Bellefontaine Cemtery, St. Louis, MO
- Bethel Cemetery, Sewell, NJ
- Calvary Monument Cemetery, Paradise, PA
- Canyon Hill Cemetery, Caldwell, ID
- City of Sanford, Sanford, FL
- Hallandale Beach Cemetery, Hallandale, FL
- Franklin Township Cemeteries, Franklin, IL
- Lopez Union Cemetery, Lopez Island, WA
- Racine Cemeteries, Racine, WI
- Roselawn Cemetery, Roseville, MN
- St. John's Cemetery, Frederick, MD
- St. Lawrence Cemetery, Faribault, MN
- St. Mary Catholic Church, Galena, IL
- St. Paul Parish Cemetery, Combined Locks, WI
- Westwood Cemetery, Oberlin, OH



ROSELAWN CEMETERY

Roseville, Minnesota

LOCATION OF PROJECT // Roseville, Minnesota

CLIENT SINCE // 2003

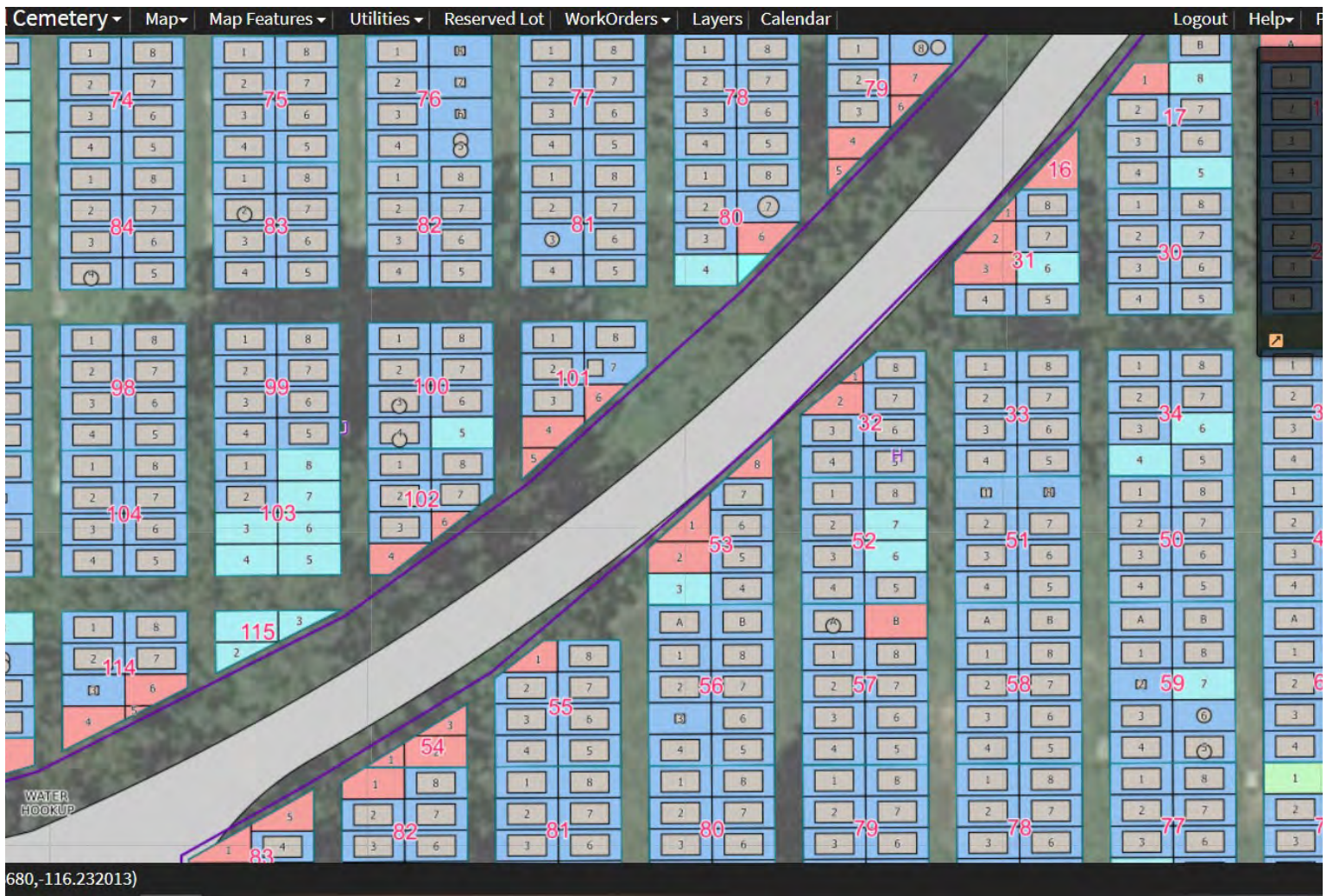
SIZE // 110 acres

NUMBER OF BURIALS // 54,000+

SOFTWARE USED // CIMS Cloud and Burial Search

HISTORY // Implemented CIMS Desktop in 2004 and Upgraded to CIMS Cloud in March of 2017

DESCRIPTION OF WORK PERFORMED // Roselawn Cemetery has 110 acres and their records consisted of a variety of paper documents and maps. Ramaker & Associates converted all their maps to a GIS data format and matched the data from their lot cards to the map. The scanned records were entered into a database and linked to the image files through CIMS. This created a completely usable system with all cemetery information beginning on the day it was installed. Ramaker & Associates provided implementation and training services as well.



CITY OF BOISE CEMETERIES

Boise, Idaho

LOCATION OF PROJECT // Boise, Idaho

CLIENT SINCE // 2008

SIZE // 73 acres

NUMBER OF BURIALS // 44,500+

SOFTWARE USED // CIMS Cloud and Burial Search

DESCRIPTION OF WORK PERFORMED // The City of Boise has three cemeteries totaling 73 acres, and was maintaining records for each cemetery on paper and in Excel files. Ramaker & Associates worked with the City to develop more standardized Excel files, and helped them to incorporate their paper records into these Excel files. Based on Ramaker & Associates' suggestions, the City was able to get all of their burial and owner information down to one manageable file which included customized fields specific to each cemetery. This file was then migrated into a custom CIMS system for the City, which now has a complete usable system. Along with data migration services, Ramaker also converted all of the cemetery's paper maps into the GIS format used by CIMS, taking into account the special needs of many burials with unknown locations. Ramaker & Associates also completed on-site installation and training services for the City.

CAM #20-0702

Exhibit 4

Page 15 of 59



OUR LADY OF MT CARMEL CEMETERY

El Paso, Texas

LOCATION OF PROJECT // El Paso, Texas

CLIENT SINCE // 2016

SIZE // 100 developed acres

NUMBER OF BURIALS // 57,000+

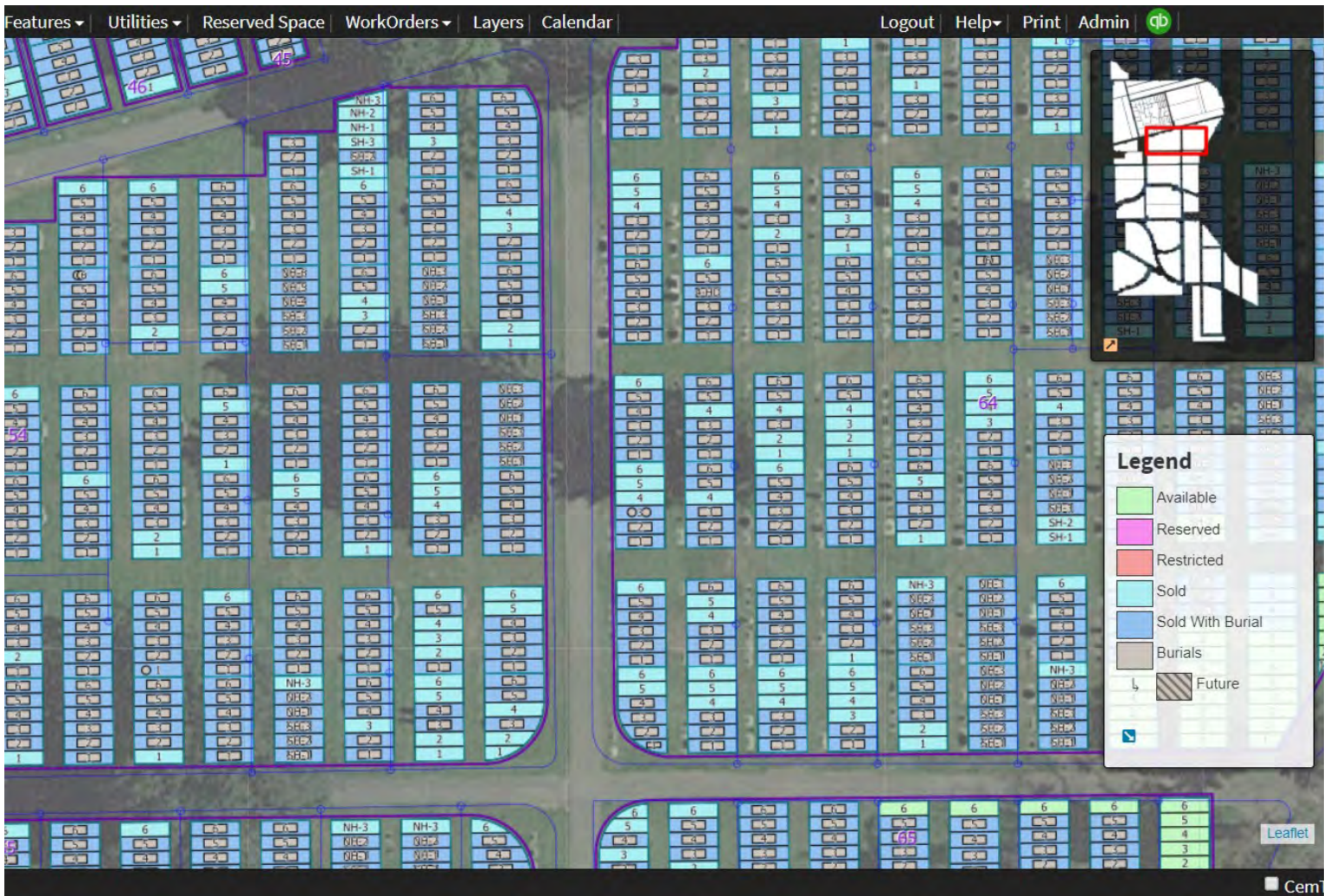
SOFTWARE USED // CIMS Cloud

DESCRIPTION OF WORK PERFORMED // Our Lady of Mt. Carmel Cemetery has over 100 acres, and they were using Sterling Software to maintain their burial, ownership and financial records. Ramaker worked with the cemetery to convert their paper maps to a GIS data format and migrate their Sterling data into CIMS Cloud. Ramaker completed online installation and training for 10 users.

CAM #20-0702

Exhibit 4

Page 16 of 59



CANYON HILL CEMETERY

Caldwell, Idaho

LOCATION OF PROJECT // Caldwell, Idaho

CLIENT SINCE // 2019

SIZE // 53 developed acres

NUMBER OF BURIALS // 24,000+

SOFTWARE USED // CIMS Cloud

DESCRIPTION OF WORK PERFORMED // The City of Caldwell, ID was using paper maps, outdated Casselle software, LF and Excel spreadsheets to manage their 53 acre cemetery. Ramaker helped the cemetery standardize their records into CSV files, which were then migrated into a custom CIMS system for the City. As well as completing online installation and training services, Ramaker also created a Burial Search site for the cemetery, which allows the city to share their data and maps with the public on the Internet.

CAM #20-0702

Exhibit 4

Page 17 of 59



ROSE HILL CEMETERY

Kissimmee, Florida

LOCATION OF PROJECT // Kissimmee, Florida

CLIENT SINCE // 2006

SIZE // 32 developed acres

NUMBER OF BURIALS // 19,500+

SOFTWARE USED // CIMS Cloud and Burial Search

HISTORY // Implemented CIMS Desktop in 2006, Upgraded to Burial Search in 2007 and CIMS Cloud in 2019

DESCRIPTION OF WORK PERFORMED // Prior to working with Ramaker, the City of Kissimmee, FL was using Crypt Analyst in order to maintain their cemetery records. Ramaker was able to work with the city's existing shapefiles and databases in order to create a completely usable system with all cemetery information beginning on the day it was installed.



OAK HILL CEMETERY

Clermont, Florida

LOCATION OF PROJECT // Clermont, Florida

CLIENT SINCE // 2005

SIZE // 16 developed acres

NUMBER OF BURIALS // 7,500+

SOFTWARE USED // CIMS Cloud and Burial Search

HISTORY // Implemented CIMS Desktop in 2005, Upgraded to Burial Search in 2012, and CIMS Cloud in 2018

DESCRIPTION OF WORK PERFORMED // The City of Clermont had been using a paper-based system for managing their cemetery records, but knew there had to be a better way to manage their operations. After researching their software options, the City discovered that CIMS was the right choice for their cemetery. After Ramaker created a new digital map of every space in the cemetery and completed online installation and training, the City began entering their data into the software.

CAM #20-0702

Exhibit 4

Page 19 of 59



OAKLAND & FOREST HILL CEMETERIES

Haines City, Florida

LOCATION OF PROJECT // Haines City, Florida

CLIENT SINCE // 2015

SIZE // 26.75 developed acres

NUMBER OF BURIALS // 13,800+ between the two cemeteries

SOFTWARE USED // CIMS Cloud and Burial Search

HISTORY // Implemented CIMS Desktop in 2004, Upgraded to Burial Search in 2016, and CIMS Cloud in 2020

DESCRIPTION OF WORK PERFORMED // The City of Haines City has two cemeteries totaling 26.75 acres, and was maintaining records for the cemetery on paper. Ramaker worked with the cemetery to develop an accurate GIS map. After mapping was complete, Ramaker provided the city with implementation and training services. For this project, the city chose to “re-enter” the burial and owner information into CIMS.

CAM #20-0702

Exhibit 4

Page 20 of 59

03

APPROACH TO SCOPE OF WORK



SCOPE OF SERVICES FORT LAUDERDALE CEMETERIES

Ramaker has a dedicated team of professionals who have worked with cemeteries of all sizes, across the nation, and who have been involved with the product from its inception. With the integration of our IT department, we continue to keep up with modern conveniences and seamlessly upgrade our clients with minimal impact.

Ramaker's process is fluid and we have dealt with a variety of data sources including faded paper maps, excel spreadsheets, bursting-at-the-seams databases, and handwritten accounting ledgers. Ramaker will create digital maps in conformance with industry standard format for the City of Fort Lauderdale from the files provided.

Rebecca will lead the entire process and ensure that everything stays on schedule. Brandon will provide oversight and coordination with the City. Each cemetery will be mapped to the grave level with section, blocks, lots and graves residing on distinct layers. Often this starts with Kim taking maps and creating a CAD file of all the spaces in the cemetery. When she is done with that, it moves on to Tim to convert the CAD file to shapefiles, make sure it is aligned to earth, and check to see if there are any issues with the naming of the spaces, lots, blocks, and sections.

After Tim ensures it is going to work in CIMS, it is uploaded to the cloud, labels are added, and the map is cleaned up a bit. If there is data migration as part of the project, Tim will get the files and clean up the data to a point where they will match the map we have created for them and hands it off to Nathan. Nathan will then migrate the data to the cloud. A sampling of records will be checked to ensure the data migrated correctly and nothing was missed. After that point, we will let the City know their CIMS Cloud site is up and running and coordinate schedules to provide training.



CAM #20-0702
Exhibit 4
Page 22 of 59

Timeline

Since CIMS is a GIS-based program, 17 weeks would be needed to prepare the completed software package and perform training. A preliminary project timeline is outlined below. The start date is contingent upon Ramaker being provided the maps and data to get started. The completion date will remain fixed only if all tasks outside the control of Ramaker are met by the identified timeline. If tasks are not completed before or at these times, the completion date may need to be modified.

RECEIVE MAP DATA FROM CEMETERY OFFICIAL AND PROJECT KICK-OFF MEETING	Week 1
BEGIN BASEMAPPING	Week 2
PRELIMINARY BASE MAP DELIVERY - Send to cemetery for verification.....	Week 4
RECEIVE MAPS AND ALTERATIONS FROM CEMETERY OFFICIALS	Week 5
LOT-GRAVE LEVEL MAP DELIVERY - Send to cemetery for verification	Week 7
RECEIVE MAPS AND ALTERATIONS FROM CEMETERY OFFICIALS	Week 8
FINAL BASEMAP COMPLETION - Send to cemetery for final verification	Week 10
RAMAKER RECEIVES OFFICIAL CONFIRMATION OF ACCURACY OF MAP LAYOUT AND A FINAL COPY OF DATABASE TO BE IMPORTED. DATA CLEANUP BEGINS	Week 11
RAMAKER & CEMETERY ENSURE DATA TO BE IMPORTED MATCHES THE MAP	Weeks 12-14
DATA MIGRATION COMPLETION	Week 15
SYSTEM IMPLEMENTATION AND TRAINING	Week 17

NOTE: This schedule should be considered general in nature. In order to comply with this aggressive schedule, all of Ramaker's questions and requests to the cemetery staff must be addressed within three (3) business days. If questions are not addressed in this time period, the schedule may need to be adjusted. If any data migration options are chosen, the schedule will need to allow for additional time, and a separate data migration timeline can be provided upon request. If it has been longer than 1 year since any progress has been made on the project due to delays by the cemetery staff, prices on the proposal will be adjusted based on the current Ramaker fee schedule.



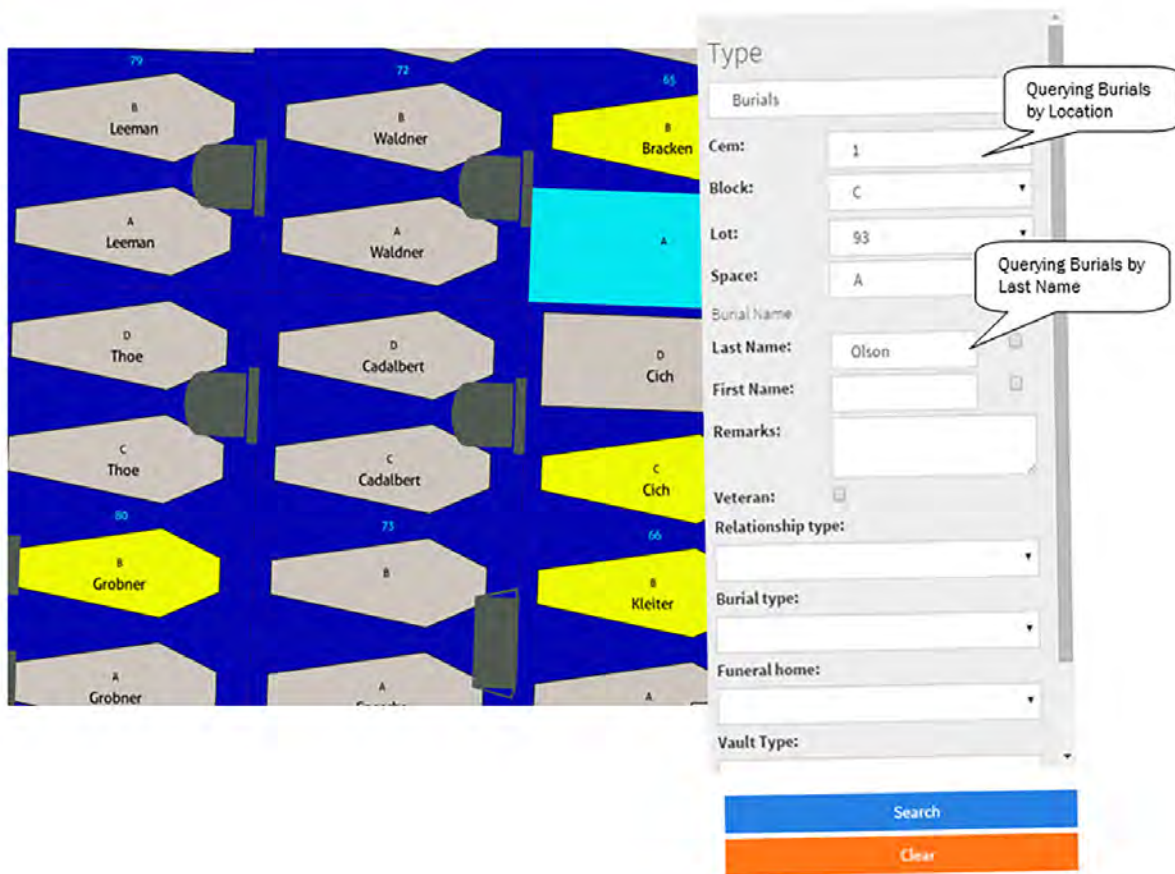
CAM #20-0702

Exhibit 4

CIMS Cloud

Ramaker & Associates cemetery management and mapping software, CIMS Cloud is designed so that all cemetery information is linked to a digital map. A user can simply click on the map and determine who owns that space, when it was purchased, and if there are any interments on it. Additionally, a user can query the database for a particular burial or owner and see the results of that search on the map. These basic functionalities are outlined in the following screen shots.

1) CIMS Cloud has rapid querying of burial locations by name and/or location. The results will display the database records and highlighted graphical features. This information can be viewed and printed in report form or map form.



2) CIMS Cloud has rapid querying of available, reserved, restricted, and sold spaces by name and/or location. With CIMS Cloud you can also query sold dates, space types, and purchase costs. The results will display the database records and highlighted graphical features. This information can be viewed and printed in report form or map form.

Type

Spaces ▼

Cent: ▼

Block: ▼

Lot: ▼

Space: ▼

Status:

☒ Available ☒ Reserved

☒ Sold ☒ Restricted

☒ Sold With Burial

Owner / Co-Owner / Reserved By:

First Name:

Last Name:

Remarks:

Spaces with a Marker: ☐

Space type:

Sold Date:

Search

Clear

Querying "available, reserved, restricted, and sold" Spaces by Location

Querying Spaces by Owner's Name

Search Results: 2780 found

Space	Status	Space Type	Cost	Sold Date	Owner	Co-Customer	Sales Counselor	Restricted Agent
L-3-A-2	Restricted	Ground Space	\$ 0					
L-3-B-2-A	Sold	Niche	\$ 1600	12/15/2015	Questionnaire, Beta	Questionnaire, Alpha	Farrell, Dennis John	
L-3-B-2-A	Sold	Niche	\$ 1600	12/15/2015	Questionnaire, Beta	Questionnaire, Alpha	Farrell, Dennis John	
L-3-A	Sold	Ground Space	\$ 900	12/14/2015	Questionnaire, Beta		Farrell, Dennis John	
L-3-A	Sold	Ground Space	\$ 900	12/14/2015	Questionnaire, Beta		Farrell, Dennis John	
L-3-A	Sold With Burial	Ground Space	\$ 900	12/14/2015	Questionnaire, Beta		Farrell, Dennis John	
L-3-A	Sold With Burial	Ground Space	\$ 300	07/16/1996	Garther, Albert R.		Vaught, Mae	
L-3-A	Sold With Burial	Ground Space	\$ 700	03/09/2010	Jacobs, Louise M.	Jacobs, James H.	Farrell, Dennis John	
L-3-A	Sold With Burial	Ground Space	\$ 400	03/16/1998	Graham, Teresa S.		Vaught, Mae	
L-3-A	Sold With Burial	Ground Space	\$ 75	05/16/1968	Ebel, Anna D.	Ebel, Leo A.		
L-3-A	Sold With Burial	Ground Space	\$ 0		Payton,			

3) CIMS Cloud is designed to easily create reports depicting information about your cemetery. With more than 20 prepackaged reports, CIMS Cloud can generate reports for ownership data, burial history, work orders, care funds, available graves and so much more.

CAM #20-0702
Exhibit 4
Page 26 of 59

CIMS Cloud

4) CIMS Cloud can track all your customer data, with quick query and filter capabilities

The screenshot displays the 'Customer Management' interface in CIMS Cloud. On the left, there are 'Filter Conditions' for First Name, Last Name (set to 'smith'), City, Maiden Name, State, Birth Date, and Death Date, each with a 'Match Exactly' checkbox. A 'Search' button is at the bottom of the filters. The main area shows '10 results found' in a table with columns: Last Name, First Name, City, ST, Maiden Name, Birth, and Death. The table lists several records, including 'Sample-Smith-Puh', 'Smith George H.', 'Smith Mary T.', 'Smith Unknown', 'Smith Austin C. D.', 'Smith Renee Jean', 'Smith Mr. Gene W.', 'Smith Mrs. Gene W.', 'Smith Unknown 1', and 'Smith Edward'. At the bottom, there is a 'Jump to page' field and a 'Go' button.

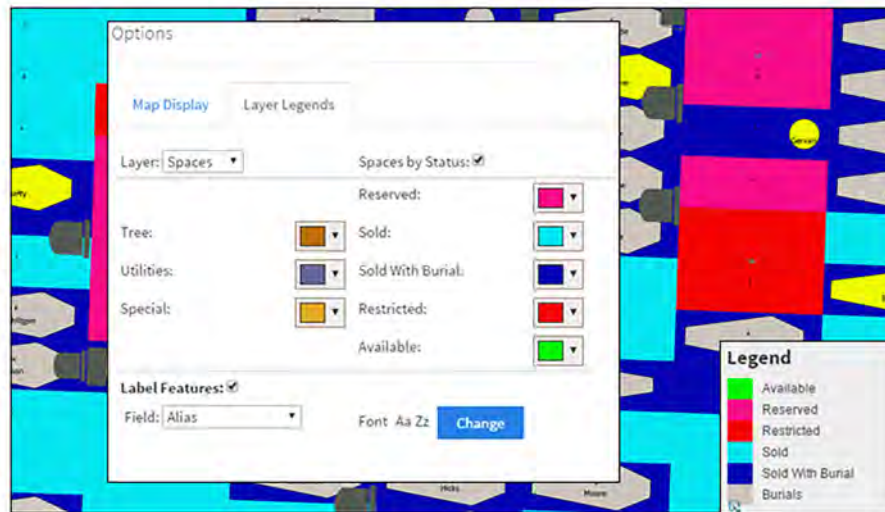
Last Name	First Name	City	ST	Maiden Name	Birth	Death
Sample-Smith-Puh	Janique		MN		01/15/2009	01/16/2009
Smith	George H.	St. Paul	MN	MALETESTA	10/25/1994	04/02/1969
Smith	Mary T.	Springfield	IL		09/03/1998	04/01/1998
Smith	Unknown					
Smith	Austin C. D.	Lake Elmo	MN	KEEFE	03/27/1960	10/30/1967
Smith	Renee Jean		MN		01/26/1964	02/11/1964
Smith	Mr. Gene W.		MN			
Smith	Mrs. Gene W.		MN			
Smith	Unknown 1					
Smith	Edward					

5) CIMS Cloud has the ability to populate drop downs with user-specified information and create custom data fields to track information unique to the cemetery.

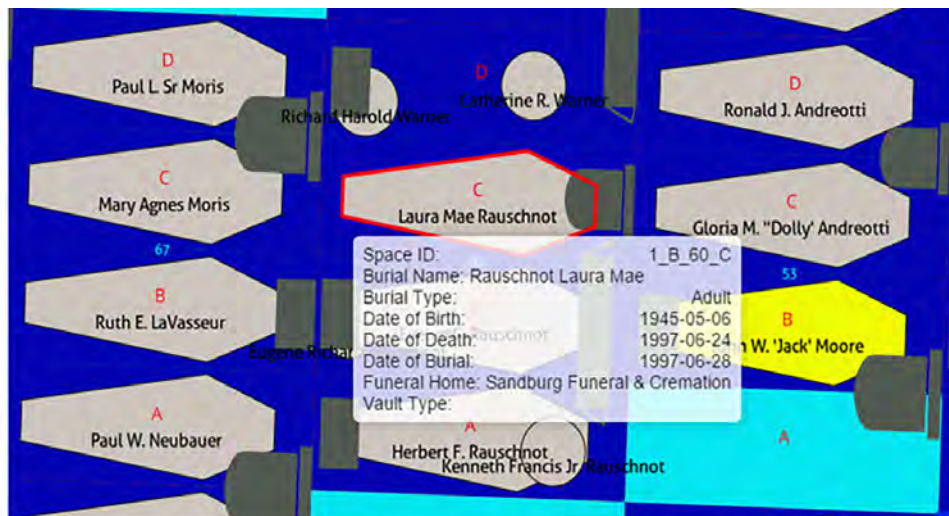
The screenshot shows the 'Add Burial' form in CIMS Cloud. The form includes fields for Burial Type (dropdown), Burial Date, Interred (dropdown), Relationship (dropdown), Authorized By (text), Funeral Home (dropdown), Vault Type (dropdown), Vault Vendor (dropdown), and Remarks (text area). A green 'Add Burial' button is at the top. An 'Edit Cemetery' modal is open, showing tabs for Basic, Advanced, and Configuration. The 'Configuration' tab is active, displaying 'User-Defined Tracking Fields' with checkboxes for Tracking 1, 2, and 3, and input fields for Amount Pd and Balance Due. The modal also has 'Disinter' and 'Update' buttons at the bottom.

CIMS Cloud

6) CIMS Cloud gives you the ability to view Space Status on cemetery maps. This information can also be generated in report form.



7) CIMS Cloud has direct updating capabilities for all database tables and graphical features. As the database is updated, maps are updated, so your maps always contain the latest ownership, interment, and marker information.



CIMS Cloud

8) CIMS Cloud allows users to upload images to every grave space, burial, marker, deed, and customer. This image can be viewed on any device that accesses CIMS Cloud.

Marker ID: 601

Marker Type: Double Upright ☒ Foundation

Placement Date: 05/01/1980 Payment Date:

Cost:

Inscription:

Marker Vendor:

Legal:

Size:

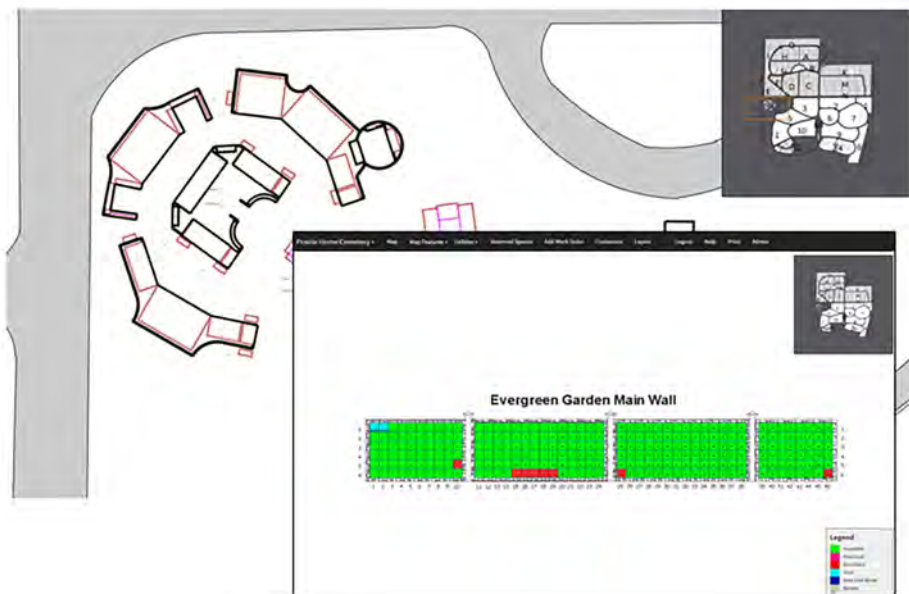
Remarks:

Choose File No file chosen

MORIS

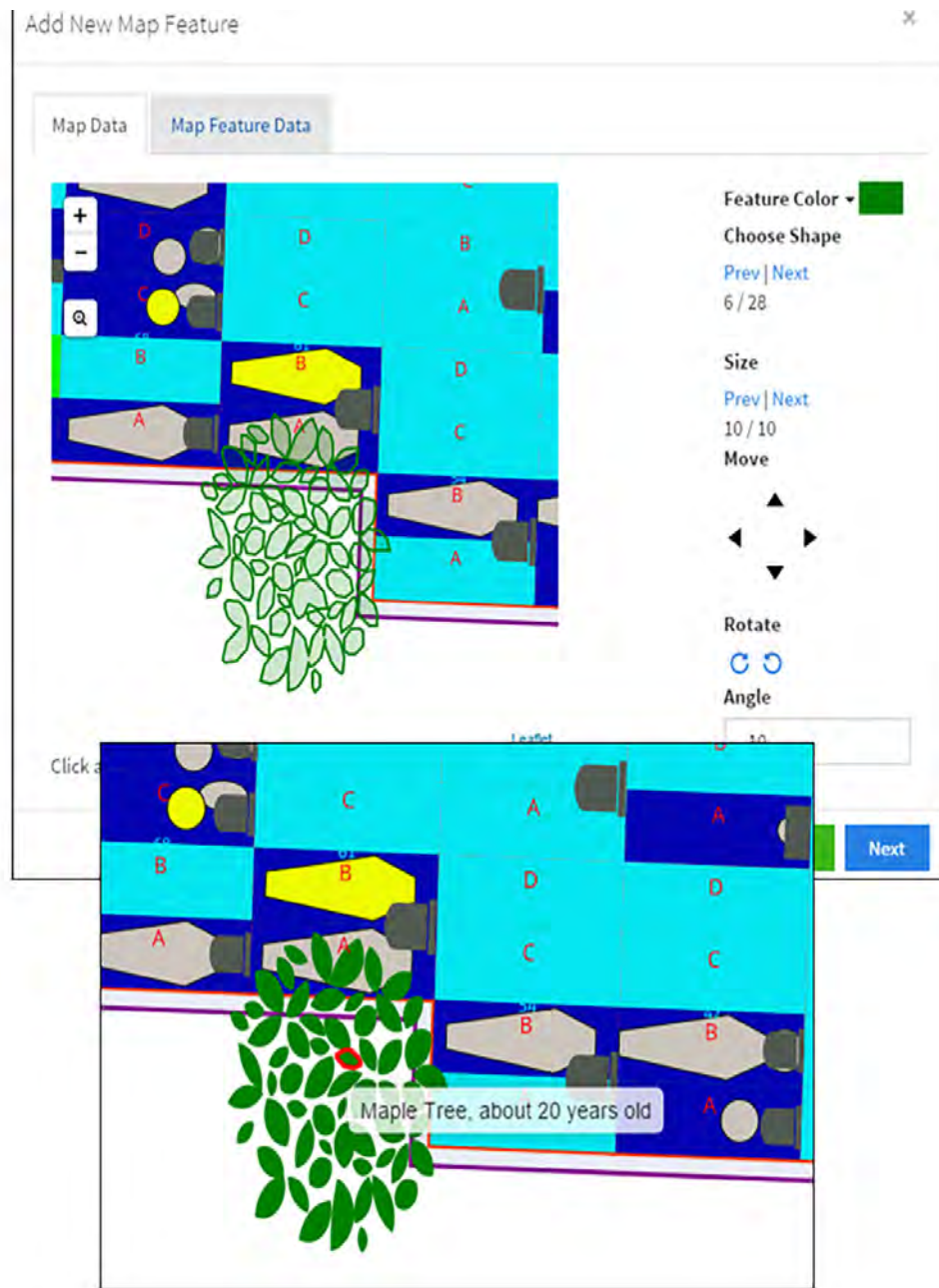
MORIS

9) CIMS Cloud allows for the mapping of columbaria and mausoleums. Clicking on the outline of the columbarium or mausoleum on the cemetery map will take you to the wall view, just as if you were standing in front of the wall yourself. This allows for a unique, accurate representation of your burial and owner data in columbaria and mausoleums



CIMS Cloud

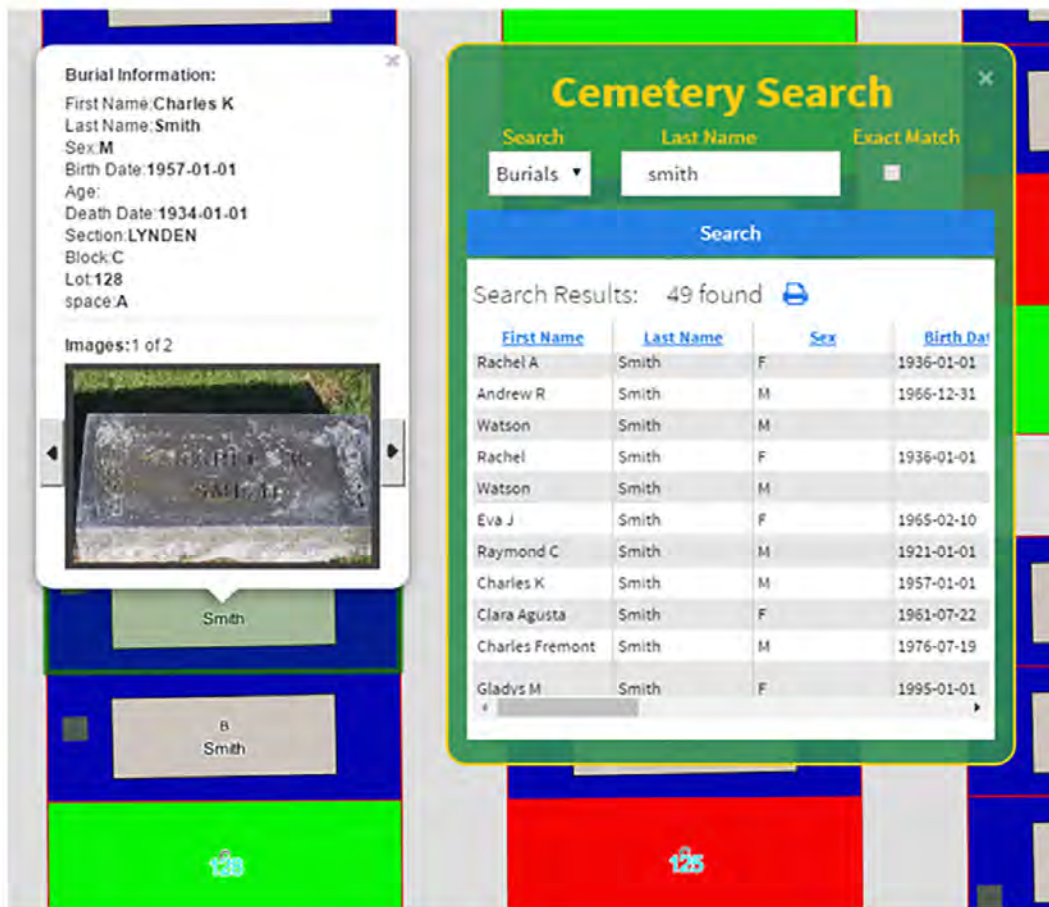
10) CIMS Cloud allows for tracking of various features in your cemetery such as trees, rocks and fire hydrants. The shape, size, and color of the feature can be chosen and then placed on the map, and notes regarding the feature can be saved.



Burial Search

Burial Search (formerly known as eCIMS) is an Internet-based program that allows cemeteries to share their data and maps through interactive kiosks and on the Internet. Once a cemetery enters data into CIMS Cloud, the data will immediately be accessible on your Burial Search site. If you would like to proceed with Burial Search, check the box in the fee section. People interested in your cemetery will be able to look up information about the burials in your cemetery and print a map showing the location of the burials. They can do this from your kiosks, or from the Internet, 24 hours a day from the comfort of their own home. Following are basic descriptions of the functionalities of Burial Search.

- 1) Search Burials. Users can search all burials in the cemetery by first or last name.



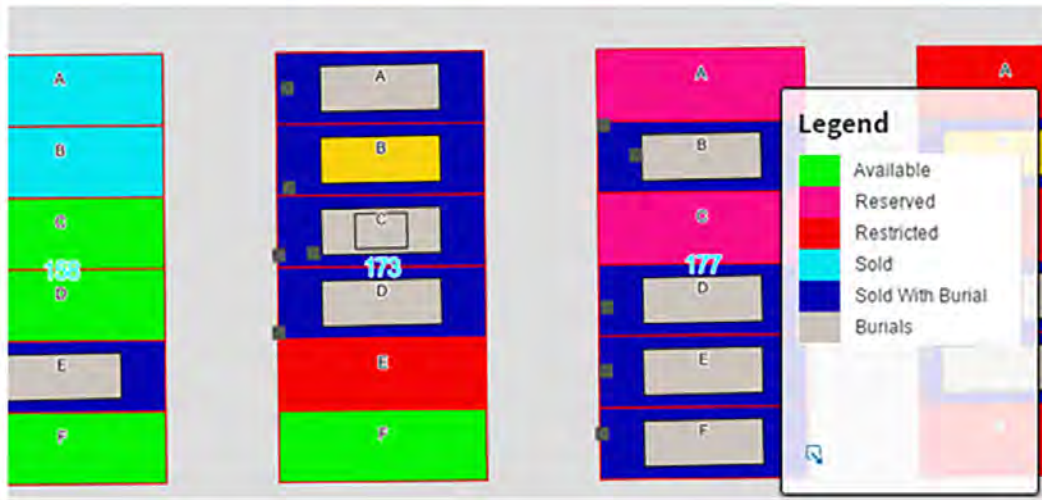
Burial Search

2) Identify. Users can click on any burial space for further information on the burial. Information provided to the user is determined by the cemetery, but can include items such as burial location, birth date, death date, funeral home, church, Veteran status and more.



Burial Search

3) Map Legend. This legend gives users an easy visual guide to determining which spaces are sold or available.

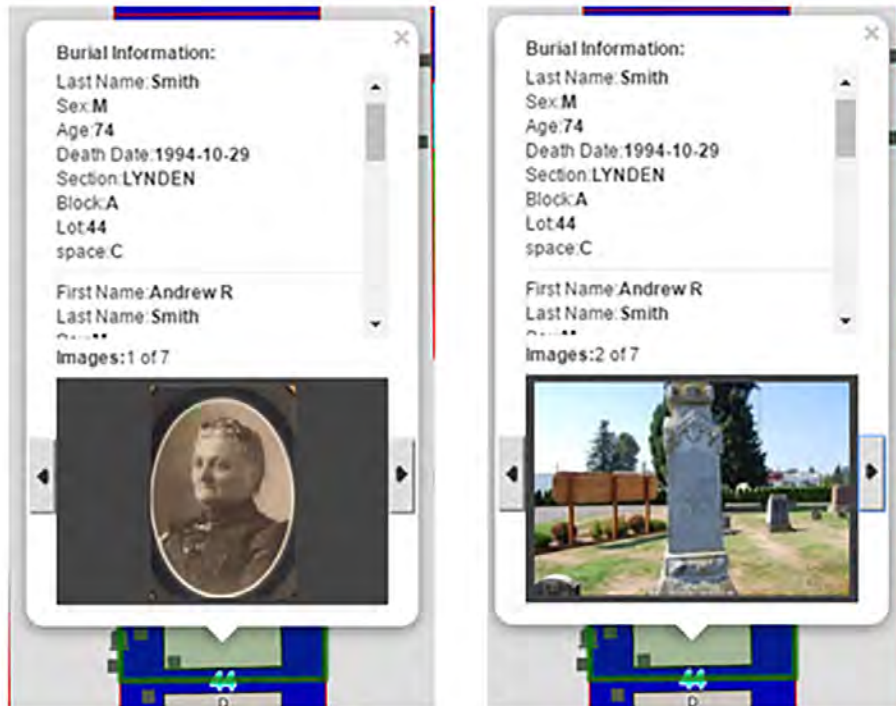


4) Print. The print function allows you to print a map of the information on your screen at that moment.



Burial Search

5) Imaging Module. Multiple images can be pulled from the tabs in CIMS, such as the marker tab, the owner tab, or the burial tab.



6) We are using the latest in internet technology, including HTML5, CSS3 and JavaScript, to bring Burial Search to any internet capable device. This includes iPads, iPhones, Android tablets, traditional desktop computers, laptops and smartphones among many others.

04

REFERENCES

References

EL PASO

CLIENT // Our Lady of Mount Carmel Cemetery

ADDRESS // 401 S Zaragoza Rd, El Paso, TX 79907

CONTACT // Esteban Gonzalez

PHONE // (915) 860-0606

EMAIL // egonzalez@mtcarmelep.org

WORK // CIMS Cloud

YEAR // 2016

COST // \$113,150

KISSIMMEE

CLIENT // City of Kissimmee

ADDRESS // 101 Church St, 4th Floor, IT Dept., Kissimmee, FL 34741

CONTACT // Jim West

PHONE // (407) 518-2196

EMAIL // jwest@kissimmee.org

WORK // CIMS Cloud and Burial Search

YEAR // 2019

COST // \$12,879

CLERMONT

CLIENT // City of Clermont - Oakhill Cemetery

ADDRESS // 685 W Montrose Street, Clermont, FL 34711

CONTACT // Tom Philbrick

PHONE // (352) 241-7374

EMAIL // tphilbrick@clermontfl.org

WORK // CIMS Cloud and Burial Search

YEAR // 2018

COST // \$7,300

ROSELAWN

CLIENT // Roselawn Cemetery Association

ADDRESS // 803 West Larpentour Avenue, Roseville, MN 55113

CONTACT // Amanda Thoreson

PHONE // (651) 489-1720

EMAIL // athoreson@roselawncemetery.com

WORK // CIMS Cloud and Burial Search

YEAR // 2013

COST // \$78,785



05

OTHER INFORMATION



M/WBE PARTICIPATION CREATING OPPORTUNITY

Ramaker is an employee stock ownership plan (ESOP) company. While we are not a Woman- or Minority-owned firm, we feel that our ESOP status offers the benefit that all employees in our firm own stock in the company where we work. By design, ESOPs provide an employee benefit in the form of company stock and do not limit economic value to any specific groups of employees. In practice, ESOPs benefit the same groups protected and supported by preference programs, according to recent research from the National Center for Employee Ownership. An analysis of working Americans ages 28 to 34 found that employee-owners in the same groups often targeted by preference programs earned higher wages and had greater net household wealth than those categories of workers in non-employee-owned companies. Employee-owners of color in the data set, for example, have 79% greater median household net worth and 30% greater median income from wages, relative to non-employee-owners of color.

We feel that our ESOP status fulfills the purpose and intent of Florida Statutes 287.09451. to increase participation by women and minorities. Additionally, Ramaker has been and will continue to be an equal opportunity employer. To assure full implementation of this equal employment policy, we take steps to make sure that:

- Persons are recruited, hired, assigned and promoted without regard to race, religion, color,

national origin, citizenship, sex, sexual orientation, gender identity, veteran status, veteran status, uniform servicemember status, age, disability or any other legally recognized protected personal characteristics.

- Similarly, all other personnel actions, such as compensation, benefits, transfers, layoffs and recall from layoffs, access to training, education, tuition assistance and social recreation programs are administered without regard to race, religion, color, veteran status, uniform servicemember status, national origin, citizenship, sex, sexual orientation, gender identity, age, disability or any other legally recognized protected personal characteristics.

We have appointed Human Resources to take on the responsibility of Ramaker EEO coordinator. The EEO coordinator will be responsible for the day-to-day implementation and monitoring of our Affirmative Action Plan. As part of that responsibility, the EEO coordinator will periodically analyze Ramaker's personnel actions and their effects to ensure compliance with our equal employment policy.

In addition to Human Resources, all of our Senior Management fully endorse our Affirmative Action and Equal Employment Opportunity program and assist and support all of Ramaker's personnel to attain our objective of equal employment opportunity for all.

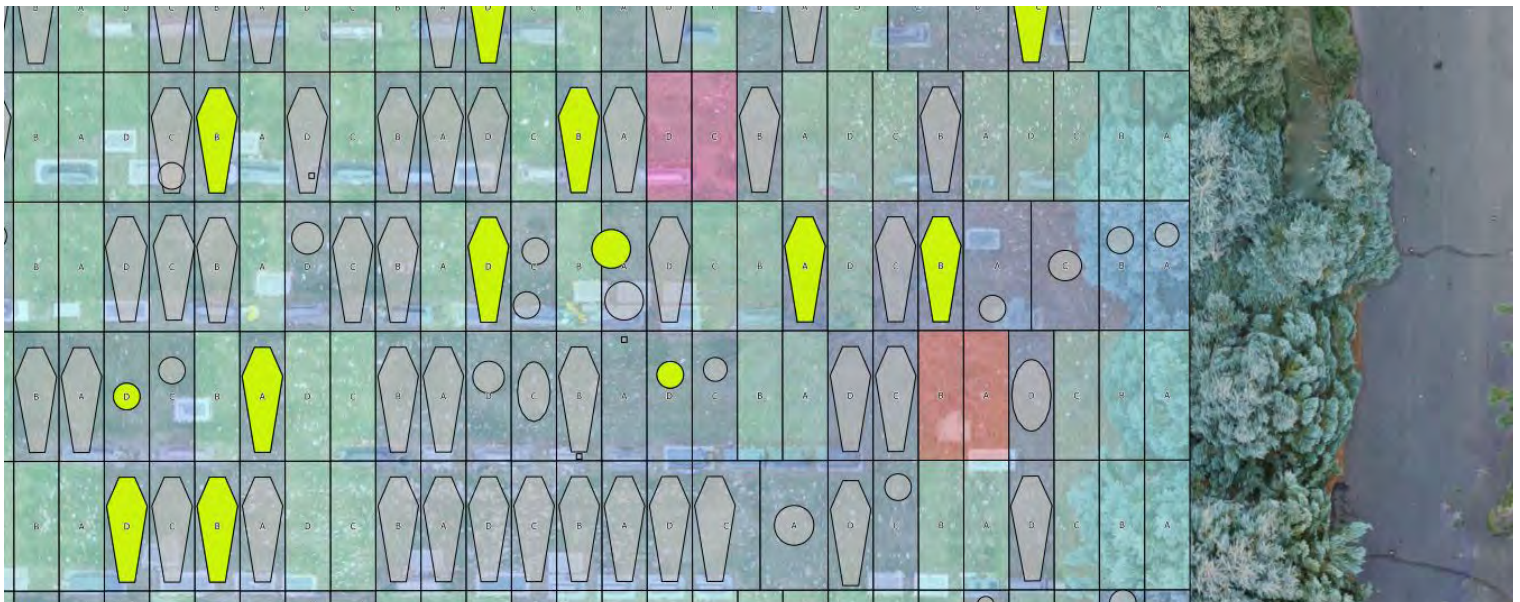
SUBCONTRACTOR & OUR TECHNICAL SUPPORT

Subcontractor

If there will be archiving of digital records or storing scanned paper images, Ramaker will utilize Scanman America as a subcontractor. Scanman provides the highest quality electronic document and data entry services, and will go to Fort Lauderdale to perform the work onsite. Ramaker will still be the City's single point of contact and will coordinate any work done by Scanman.

Technical Support

Ramaker is committed to providing your cemetery with quality technical support and a timely response. Our first line of technical support is via telephone or email. This is available Monday-Thursday from 7:30 a.m. – 5:00 p.m. CST and Friday from 7:30 a.m. – 11:30 a.m. Our support team will work closely with you to generate a solution to your problem. If there is a problem that cannot be handled over the phone, we will use our remote access software to help. This software is included with CIMS Cloud and allows us to access your computer if you have access to the Internet. This allows us to see the problem first-hand, and gives us very effective way of solving problems without coming onsite.



06

REQUIRED FORMS

Supplier Response Form

BID/PROPOSAL CERTIFICATION

Please Note: It is the sole responsibility of the bidder to ensure that his bid is submitted electronically through www.BidSync.com prior to the bid opening date and time listed. Paper bid submittals will not be accepted. 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) EIN (Optional):

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):

Check box if your firm qualifies for MBE / SBE / WBE (section 1.09 of General Conditions): ☐

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

<u>Addendum No.</u>	<u>Date Issued</u>	<u>Addendum No.</u>	<u>Date Issued</u>	<u>Addendum No.</u>	<u>Date Issued</u>
<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. **You must also click the "Take Exception" button.**

N/A

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:

Brandon Finley

Name (printed)

5/13/2020

Date



Signature

CIMS Group Service Leader

Title

Revised 4/28/2020

Please enter your password below and click Save to save your response.

Please be aware that typing in your password acts as your electronic signature, which is just as legal and binding as an original signature. (See [Electronic Signatures in Global and National Commerce Act](#) for more information.)

To take exception:

- 1) Click Take Exception.
- 2) Create a Word document detailing your exceptions.
- 3) Upload exceptions as an attachment to your offer on BidSync's system.

By completing this form, your bid has not yet been submitted. Please click on the place offer button to finish filling out your bid.

Username **ramakerwi**

Password *

[Save](#) [Take Exception](#) [Close](#)

* Required fields

SECTION VI - COST PROPOSAL PAGE**Proposer Name:** Ramaker & Associates, Inc.

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:

Attach a breakdown of costs including but not limited to labor, equipment, materials and parts.

Software Solution:

- | | |
|--|---------------------|
| 1. Annual Software License Cost (up to 10 users) | \$ <u>0.00</u> |
| 2. One-time Implementation Fee (including Training, Travel etc.) | \$ <u>93,735.00</u> |
| 3. Annual Software Maintenance Cost (fixed price for term) | \$ <u>3,750.00</u> |

Data Conversion and Migration (see sections 3.2.1, 3.2.2, 3.4.7 and 4.2.4 for details):

- | | |
|--|---------------------|
| 4. Data Conversion/Migration from previous software solution | \$ <u>12,025.00</u> |
| 5. Data Conversion/Migration from manual tracking system | \$ <u>48,050.00</u> |

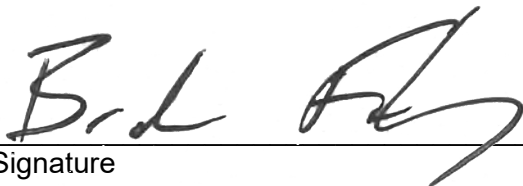
Total Project Cost	\$ <u>157,560.00</u>
---------------------------	-----------------------------

Submitted by:Brandon Finley

Name (printed)

May 14, 2020

Date



Signature

CIMS Service Group Leader

Title

CIMS Cloud Implementation (Without QuickBooks Integration)

SOFTWARE SOLUTION:

10 CIMS Cloud licenses	\$11,950
Creation of interactive "smart" map, 97.8 total developed acres @ \$675/acre	\$66,015
Lauderdale Memorial Park Cemetery – 55.5 acres	
Sunset Memorial Gardens Cemetery – 26.1 acres	
Historic Evergreen Cemetery – 12.9 acres	
North Woodlawn Cemetery – 3.8 acres	
Additional cemetery fee, \$250 per cemetery	\$750
Mausoleum and columbaria mapping, 1,424 spaces @ \$5/space	\$7,120
Incorporating aerial photo layer	\$2,400
Configure PostGIS Database so it can be accessed online by the City of Fort Lauderdale (includes 2 hours of training)	\$4,000
*Any support or assistance with this GIS data falls outside the scope of CIMS maintenance and will be charged at an hourly basis	
Online training – 8 Hours	\$1,500
Total One-time Implementation Fee	\$93,735
CIMS Cloud Annual Hosting & System Support Fee	\$3,750/year
This will allow ten users to be in CIMS Cloud at a time and provides unlimited technical support	

DATA CONVERSION AND MIGRATION:

Data Migration from 4/14/2020 CFS Database	\$12,025
Any alterations made to the file after the above date may increase the data migration cost. Please check with Ramaker & Associates before making any major alterations. One round of matching to the map and data migration will be performed. Any records from the database that do not match to the map will be provided to the cemetery in an Excel file, or can be matched to the map on an hourly basis at \$185/hour.	
Data Migration from 96,099 hard copy records, \$.50 - \$10 per page	\$48,049.50 - \$960,099
Lauderdale Memorial Park Cemetery – 60,660 records	
Sunset Memorial Gardens Cemetery – 25,657 records	
Historic Evergreen Cemetery – 9,782 records	
The cost listed above includes scanning, data entry and data migration from 96,099 paper records. If the number of pages varies greatly from that listed above, the price will be adjusted accordingly. All information from the paper records will be migrated into CIMS. One round of matching to the map and data migration will be performed. Any records from the database that do not match to the map will be provided to the cemetery in an Excel file, or can be matched to the map on an hourly basis at \$185/hour.	

Please check the box if
you would like to
proceed with the option

Additional Options Not Included in Section VI – Cost Proposal Page

On-site Training

\$6,500

☐

This typically requires 2 days. Travel costs are included. If more than one Ramaker staff member travels on-site for this project, additional fees may be assessed.

Additional Map Layers (e.g., sprinklers, utilities) [] How Many

\$800/each

☐

Customize CIMS Cloud Deed to match the language and look of the City of Fort Lauderdale Cemetery Deed

\$600-\$1,200 each

☐

Additional CIMS Cloud Licenses [] How Many

\$1,245/each

☐

This fee includes a one-time fee of \$995 per license and an annual hosting fee of \$250 per license per year.

Burial Search Internet Mapping Module –

\$1,000 Set Up Fee
and \$1,200**/year
hosting fee

☐

A website hosted by Ramaker & Associates that will allow your customers to look up information about their loved ones on our website. When you add a record to Cloud CIMS, the Burial Search site will be updated instantaneously.

\$1,000 set up fee covers the first cemetery. Additional cemeteries can be added for \$500 each.

Burial Search Imaging Module

\$500/year

☐

Images can be pulled from the tabs in CIMS, such as the marker tab, the owner tab, or the burial tab. These images will be available in Burial Search when you are viewing the information for that space.

CIMS & Burial Search must be implemented first

It is hereby understood and agreed that:

- The City of Fort Lauderdale, hereinafter referred to as the "City", is providing the cemetery data in the form of an MSSQL database, hereinafter respectively referred to as "data" and "database", to the bidder specified below and subject to the terms of this Non-Disclosure and Confidentiality Agreement.
- All data contained in the database is confidential in nature and is intended only for the use of the below signed bidder. All data is and will remain the property of the City.
- The data contained in the database must only be used in the development of bidder proposal for the City's cemetery software solution solicitation, RFP # 12344-805-C19. Any misuse or divulging of the data beyond its intended use may be subject to penalties under applicable laws.
- None of the data may be copied in part or in whole without the prior written agreement of the City of Fort Lauderdale.
- All bidder employees or associates using this data in part or in whole have a responsibility to ensure that none of the data, in part or in whole, is disclosed, duplicated, or transcribed in any way in contravention of this Non-Disclosure and Confidentiality Agreement.
- Bidder agrees to indemnify and hold the City harmless from and against any and all damages the City may suffer as a result of the disclosure or use of any Confidential Information in violation of this Agreement, or other violation hereof, including consequential damages, costs of litigation and collection, and attorneys' fees.
- The data shall remain the property of the City and shall be certified in writing by the bidder that it has been destroyed, after it was used for the development of the bidder proposal.
- The Bidder acknowledges that any violation or threatened violation of this Agreement may cause irreparable injury to the City, for which monetary damages may not be a sufficient remedy; and that the City will be entitled, without waiving any other rights or remedies to such injunctive or equitable relief as deemed appropriate by a court of competent jurisdiction.
- Venue shall lie in the 17th Judicial Circuit, Broward County, Florida, in the appropriate court or before the appropriate administrative body, or in the event of federal jurisdiction, in the Southern District of Florida.

Proposer:

Company or Organization: Ramaker & Associates, Inc.

Contact Name: Jean Bergman

Contact Signature: _____

Contact Title: CFO

Mailing Address: 855 Community Drive, Sauk City, WI 53583

Phone: (608) 643-4100

Fax: (608) 643-7999

E-mail Address of Contact Person: jbergman@ramaker.com

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.

<u>NAME</u>	<u>RELATIONSHIPS</u>
None	

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.

5

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-

**CONTRACTOR'S CERTIFICATE OF COMPLIANCE WITH
NON-DISCRIMINATION PROVISIONS OF THE CONTRACT**

The completed and signed form should be returned with the Contractor's submittal. If not provided with submittal, the Contractor must submit within three business days of City's request. Contractor may be deemed non-responsive for failure to fully comply within stated timeframes.

Pursuant to City Ordinance Sec. 2-17(a)(i)(ii), bidders must certify compliance with the Non-Discrimination provision of the ordinance.

- (a) Contractors doing business with the City shall not discriminate against their employees based on the employee's race, color, religion, gender (including identity or expression), marital status, sexual orientation, national origin, age, disability or any other protected classification as defined by applicable law.

Contracts. Every Contract exceeding \$100,000, or otherwise exempt from this section shall contain language that obligates the Contractor to comply with the applicable provisions of this section.

The Contract shall include provisions for the following:

- (i) The Contractor certifies and represents that it will comply with this section during the entire term of the contract.
- (ii) The failure of the Contractor to comply with this section shall be deemed to be a material breach of the contract, entitling the City to pursue any remedy stated below or any remedy provided under applicable law.


Authorized Signature

Brandon Finley, CIMS Service Group Leader
Print Name and Title

May 5, 2020
Date

6

LOCAL BUSINESS PREFERENCE

Section 2-199.2, Code of Ordinances of the City of Fort Lauderdale, (Ordinance No. C-12-04), provides for a local business preference.

In order to be considered for a local business preference, a bidder must include the Local Business Preference Certification Statement of this ITB, as applicable to the local business preference class claimed **at the time of bid submittal**.

Upon formal request of the City, based on the application of a Local Business Preference the Bidder shall, within ten (10) calendar days, submit the following documentation to the Local Business Preference Class claimed:

A) Copy of City of Fort Lauderdale current year business tax receipt, **or** Broward County current year business tax receipt, **and**

B) List of the names of all employees of the bidder and evidence of employees' residence within the geographic bounds of the City of Fort Lauderdale or Broward County, as the case may be, such as current Florida driver license, residential utility bill (water, electric, telephone, cable television), or other type of similar documentation acceptable to the City.

Failure to comply at time of bid submittal shall result in the bidder being found ineligible for the local business preference.

THE COMPLETE LOCAL BUSINESS PREFERENCE ORDINANCE MAY BE FOUND ON THE CITY'S WEB SITE AT THE FOLLOWING LINK:

https://library.municode.com/fl/fort_lauderdale/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTVFI_DIV2PR_S2-186LOBUPRPR

Definitions: The term "Business" shall mean a person, firm, corporation or other business entity which is duly licensed and authorized to engage in a particular work in the State of Florida. Business shall be broken down into four (4) types of classes:

1. Class A Business – shall mean any Business that has established and agrees to maintain a permanent place of business located in a non-residential zone and staffed with full-time employees within the limits of the City **and** shall maintain a staffing level of the prime contractor for the proposed work of at least fifty percent (50%) who are residents of the City.
2. Class B Business - shall mean any Business that has established and agrees to maintain a permanent place of business located in a non-residential zone and staffed with full-time employees within the limits of the City **or** shall maintain a staffing level of the prime contractor for the proposed work of at least fifty percent (50%) who are residents of the City.
3. Class C Business - shall mean any Business that has established and agrees to maintain a permanent place of business located in a non-residential zone **and** staffed with full-time employees within the limits of Broward County.
4. Class D Business – shall mean any Business that does not qualify as either a Class A, Class B, or Class C business.

LOCAL BUSINESS 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:

NAME

SIGNATURE

DATE

CONTRACT PAYMENT METHOD

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 credit card payments via MasterCard or Visa as part of this program.

This allows you as a vendor of the City of Fort Lauderdale to receive your payments fast and safely. No more waiting for checks to be printed and mailed.

In accordance with the contract, payments on this contract will be made utilizing the City's P-Card (MasterCard or Visa). Accordingly, bidders must presently have the ability to accept the credit card or take whatever steps necessary to implement acceptance of a card before the start of the contract term, or contract award by the City.

All costs associated with the Contractor's participation in this purchasing program shall be borne by the Contractor. The City reserves the right to revise this program as necessary.

By signing below you agree with these terms.

Please indicate which credit card payment you prefer:

☐ MasterCard

☒ Visa

Ramaker & Associates, Inc.

Company Name

Brandon Finley

Name (Printed)

May 5, 2020

Date



Signature

CIMS Service Group Leader

Title

**CERTIFICATE OF LIABILITY INSURANCE**DATE (MM/DD/YYYY)
04/10/2020

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 have **ADDITIONAL INSURED** provisions or 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 1-800-527-9049 Holmes Murphy & Assoc - WI 1600 Aspen Commons Suite 990 Middleton, WI 53562 INSURED Ramaker & Associates, Inc. 855 Community Drive Sauk City, WI 53583		CONTACT NAME: Paula Dixon PHONE (A/C, No. Ext): 800-527-9049 FAX (A/C, No): E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: CONTINENTAL CAS CO INSURER B: CONTINENTAL INS CO INSURER C: TRAVELERS IND CO OF CT INSURER D: INSURER E: INSURER F:		NAIC # 20443 35289 25682
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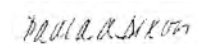
COVERAGES**CERTIFICATE NUMBER:** 59034349**REVISION NUMBER:**

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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			6057545905	04/16/20	04/16/21	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			6057545872	04/16/20	04/16/21	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			6057545886	04/16/20	04/16/21	EACH OCCURRENCE \$ 8,000,000 AGGREGATE \$ 8,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	UB3N669422	04/16/20	04/16/21	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Professional Liability Claims Made			AEH591908924	04/16/20	04/16/21	Each Claim 3,000,000 Aggregate 3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

For Proposal Purposes	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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ACORD 25 (2016/03)

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Exhibit 4

r 3/15/2020
59034349

BidSync

Page 52 of 59

p. 52

Form

W-9(Rev. December 2014)
Department of the Treasury
Internal Revenue Service**Request for Taxpayer
Identification Number and Certification****Give Form to the
requester. Do not
send to the IRS.**Print or type
See Specific Instructions on page 2.**1** Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

Ramaker & Associates, Inc.

2 Business name/disregarded entity name, if different from above**3** Check appropriate box for federal tax classification; check only **one** of the following seven boxes:

- ☐ Individual/sole proprietor or single-member LLC
- ☐ C Corporation ☒ S Corporation ☐ Partnership ☐ Trust/estate
- ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____
- Note.** For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
- ☐ Other (see instructions) ▶ _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting

code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)

855 Community Drive

Requester's name and address (optional)

6 City, state, and ZIP code

Sauk City, WI 53583

7 List account number(s) here (optional)**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number

				-				-				
--	--	--	--	---	--	--	--	---	--	--	--	--

or

Employer identification number

3	9		-	1	7	3	9	0	4	5
---	---	--	---	---	---	---	---	---	---	---

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

**Sign
Here**Signature of
U.S. person ▶

Date ▶

April 20, 2020

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Detail By Document Number](#) /

Detail by Entity Name

Foreign Profit Corporation

RAMAKER & ASSOCIATES, INC.

Filing Information

Document Number F06000006541

FEI/EIN Number 39-1739045

Date Filed 10/13/2006

State WI

Status ACTIVE

Principal Address

855 Community Drive
Sauk City, WI 53583

Changed: 04/23/2019

Mailing Address

855 Community Drive
Sauk City, WI 53583

Changed: 04/23/2019

Registered Agent Name & Address

Corporation Service Company
1201 HAYS STREET
TALLAHASSEE, FL 32301

Name Changed: 04/25/2018

Address Changed: 04/25/2018

Officer/Director Detail

Name & Address

Title President, Director

Skowronski, James R.
855 Community Drive
Sauk City, WI 53583

Title Secretary, VP

Pinske, Michael L.

CAM #20-0702
Exhibit 4

855 Community Drive
Sauk City, WI 53583

Title Treasurer, VP, CFO

Bergman, Jean
855 Community Drive
Sauk City, WI 53583

Title Director

Johnson, Norbert
855 Community Drive
Sauk City, WI 53583

Title Director

Crnokrak, John
855 Community Drive
Sauk City, WI 53583

Title Director

Ramaker, Terry J.
855 Community Drive
Sauk City, WI 53583

Annual Reports

Report Year	Filed Date
2018	04/25/2018
2019	04/23/2019
2020	02/28/2020

Document Images

02/28/2020 -- ANNUAL REPORT	View image in PDF format
04/23/2019 -- ANNUAL REPORT	View image in PDF format
04/25/2018 -- ANNUAL REPORT	View image in PDF format
03/22/2017 -- ANNUAL REPORT	View image in PDF format
03/16/2016 -- ANNUAL REPORT	View image in PDF format
04/22/2015 -- ANNUAL REPORT	View image in PDF format
04/29/2014 -- ANNUAL REPORT	View image in PDF format
04/12/2013 -- ANNUAL REPORT	View image in PDF format
03/26/2012 -- ANNUAL REPORT	View image in PDF format
06/20/2011 -- Reg. Agent Change	View image in PDF format
04/19/2011 -- ANNUAL REPORT	View image in PDF format
04/20/2010 -- ANNUAL REPORT	View image in PDF format
04/13/2009 -- ANNUAL REPORT	View image in PDF format
04/30/2008 -- ANNUAL REPORT	View image in PDF format
04/17/2007 -- ANNUAL REPORT	View image in PDF format
10/13/2006 -- Foreign Profit	View image in PDF format

CAM #20-0702
Exhibit 4

Florida Department of State, Division of Corporations



**THANK
YOU!**

FOR YOUR CONSIDERATION



855 Community Drive
Sauk City, WI 53583
(608) 643-4100
www.ramaker.com

BID/PROPOSAL CERTIFICATION

Please Note: It is the sole responsibility of the bidder to ensure that his bid is submitted electronically through www.BidSync.com prior to the bid opening date and time listed. Paper bid submittals will not be accepted. 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) **Ramaker & Associates, Inc.** EIN (Optional): **39-1739045**

Address: **855 Community Drive**

City: **Sauk City** State: **WI** Zip: **53583-1380**

Telephone No.: **6086434100** FAX No.: **6086437999** Email: **brandon@ramaker.com**

Delivery: Calendar days after receipt of Purchase Order (**section 1.02 of General Conditions**): **120 days**

Total Bid Discount (**section 1.05 of General Conditions**): **0.0%**

Check box if your firm qualifies for MBE / SBE / WBE (**section 1.09 of General Conditions**): ☐

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

<u>Addendum No.</u>	<u>Date Issued</u>	<u>Addendum No.</u>	<u>Date Issued</u>	<u>Addendum No.</u>	<u>Date Issued</u>
---------------------	--------------------	---------------------	--------------------	---------------------	--------------------

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. **You must also click the "Take Exception" button.**

N/A

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:

CAM #20-0702
Exhibit 4
Page 58 of 59

Brandon Finley
Name (printed)

5/14/2020
Date

Brandon Finley
Signature

CIMS Group Service Leader
Title

Revised 4/28/2020