



Event # 617-2

Name: Water Meter Reading and Related Services

Description: The City of Fort Lauderdale, Florida (City) is seeking qualified, experienced and licensed firm(s) to provide Water Meter Reading and related services for the City, in accordance with the terms, conditions, and specifications contained in this Invitation for Bid (IFB).
The City is currently transitioning to an Automated Meter Infrastructure (AMI) system and as a result the manual reading will decrease during the term of the contract until all meters are fully transitioned to AMI.

Initial contract term- One year with 2 one-year renewals (if needed).

Buyer: MOHAMMED, STEFAN

Status: Pending Award

Event Type: IFB

Currency: USD

Sealed Bid: Yes

Respond To All Lines: Yes

Q & A Allowed: Yes

Number Of Amendments: 2

Display Bid Tabulation: Display When Event Closed For Bidding Or Canceled

Event Dates

Preview:

Q & A Open: 05/07/2026 08:00:00 AM

Open: 05/06/2026 02:00:00 PM

Q & A Close: 05/22/2026 05:00:00 PM

Close: 05/28/2026 02:00:00 PM

Dispute Close:

Questions

Question	Response Type	Attachment
Did you complete the attached required forms?	Yes No Text	Event 617-Water meter Reading and Related Services mandatory questions.pdf

Event # 617-2: Water Meter Reading and Related Services

Question	Response Type	Attachment
In order to be considered for award on this bid, you must meet the criteria required within the following (3) questions:	Yes No Text	
1) Must have been in Business for a minimum of 5 Years as indicated on section 2.17.1		
2) Must have provided Meter reading services for a municipality of similar size to the City of Fort Lauderdale and must be listed as one of the references.		
3) Due to the nature of the bid and the transition to AMI, prospecting bidder must have existing infrastructure such as location, personnel and/or vehicles within the tri county area (Miami Dade, Broward or Palm Beach county) to ensure an easy set up and execution of this service.		
Did you acknowledge the addendum removing the section: "Marking" of Meters Using Global Positioning System (GPS) The City's hand held personal computers are GPS enabled. At some point in the future, the City may request the Contractor to "mark" the location of any or all of the meters in a specific route. Performing this function would require a meter reader to press a short sequence of keys on the City's hand held personal computers while standing at the location of a meter. The GPS "mark" can be performed while the contractor is reading the route during the normal reading cycle. This process should only need to be performed once per meter. The total estimate of GPS "marks" to be performed over the life of the contract is 60,000. For tabulation purposes, an estimated quantity of 6,000 marks per year will be used.	Yes No Text	Event 617- Addendum 2 .doc

Attachments

Name	Attachment
1. General Conditions - Rev 12-2025.pdf	1. General Conditions - Rev 12-2025.pdf
Event 617 - Water Meter and Related Services.pdf	Event 617 - Water Meter and Related Services.pdf

Event # 617-2: Water Meter Reading and Related Services

Contacts

Name	Email Address
STEFAN MOHAMMED	smohammed@fortlauderdale.gov

Commodity Codes

Commodity Code	Description
285-01	Automated Meter Reading Systems (AMR)
890-46	Meter Reading Devices
968-58	Meter Reading Services

Line Details

Line 1: TOTAL METERS TO BE READ

Description: The value of 64,613 is the total number of meters to be read monthly. For Award purposes, this monthly value is multiplied by 12 to indicate possible annual contract value. No warranty or guarantee of quantities needed is given or implied. It is understood that the Contractor will furnish the City's needs as they arise. As AMI meters successfully come online, the monthly number of meters to be manually read should decrease over time. It is the bidder's responsibility to be aware of the meter conversion when providing unit price with the expectation that all meters may be converted fully before the end of the contract term or shortly thereafter during the renewal term.

Item: TOTAL METERS TO BE READ Manual meter reading

Long Item Description: The value of 64,613 is the total number of meters to be read monthly. For Award purposes, this monthly value is multiplied by 12 to indicate possible annual contract value. No warranty or guarantee of quantities needed is given or implied. It is understood that the Contractor will furnish the City's needs as they arise.

Commodity Code: 968-58 Meter Reading Services

Quantity: 64,613.0000 **Unit of Measure:** EA

Require Response: Yes

Price Breaks Allowed: No

Allow Alternate Responses: No

Add On: No

Event # 617-2: Water Meter Reading and Related Services

Charges
Allowed:

Line 2: Meter Shut Offs and Notices

Description: The value of 1000 is the estimated monthly disconnections. For Award purposes, this monthly value is multiplied by 12 to indicate possible annual contract value. No warranty or guarantee of quantities needed is given or implied. It is understood that the Contractor will furnish the City's needs as they arise.

Item: ESTIMATED DISCONNECTIONS Meter Shut Offs and Notices

Long Item Description: The value of 1000 is the estimated monthly disconnections. For Award purposes, this monthly value is multiplied by 12 to indicate possible annual contract value. No warranty or guarantee of quantities needed is given or implied. It is understood that the Contractor will furnish the City's needs as they arise.

Commodity Code: 968-58 Meter Reading Services

Quantity: 1,000.0000 **Unit of Measure:** EA

Require Response: Yes	Price Breaks Allowed: No	Allow Alternate Responses: No
Add On Charges Allowed: No		

SECTION I – INTRODUCTION AND INFORMATION

1.1 Purpose

The City of Fort Lauderdale, Florida (City) is seeking bids from qualified, experienced, and licensed firm(s), hereinafter referred to as the Contractor, Bidder, or Proposer, to provide Water Meter Reading and Related Services for the City, in accordance with the terms, conditions, and specifications contained in this Invitation to Bid (ITB).

1.2 Point of Contact

For information concerning procedures for responding to this solicitation, contact Procurement Specialist Stefan Mohammed at (954) 828-5351 or email at Smohammed@fortlauderdale.gov. Such contact shall be for clarification purposes only.

For information concerning technical specifications, please utilize the question / answer feature provided by the [City's on-line strategic sourcing platform](#). Questions of a material nature must be received prior to the cut-off date specified in the ITB schedule. Material changes, if any, to the scope of services or bidding procedures will only be transmitted by written addendum. Bidders please note: No part of your bid can be submitted via FAX. No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a bid will be considered evidence that the Bidder has familiarized themselves with the nature and extent of the work, and the equipment, materials, and labor required. The entire bid response must be submitted in accordance with all specifications contained in this solicitation. The questions and answers submitted in the [City's on-line strategic sourcing platform](#) shall become part of any contract that is created from this ITB.

1.3 Pre-bid Conference and/or Site Visit

There will not be a pre-bid conference or site visit for this ITB.

It will be the sole responsibility of the Bidder to become familiar with the scope of the City's requirements and systems prior to submitting a bid. No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a bid will be considered evidence that the Bidder has familiarized themselves with the nature and extent of the work, equipment, materials, and labor required.

1.4 CITY'S ON-LINE STRATEGIC SOURCING PLATFORM

The City of Fort Lauderdale uses its own on-line strategic sourcing platform to administer the competitive solicitation process, including but not limited to soliciting bids, issuing addenda, posting results, and issuing notification of an intended decision. There is no charge to register and download the ITB from the City's on-line strategic sourcing platform. Bidders are strongly encouraged to read the supplier tutorials available in the [City's on-line strategic sourcing platform](#) well in advance of their intention of submitting a bid to ensure familiarity with the use of the City's on-line strategic sourcing platform. The City shall not be responsible for a Bidder's inability to submit a Bid by the end date and time for any reason, including issues arising from the use of the City's on-line strategic sourcing platform.

It is the sole responsibility of the Bidder to ensure that their bid is submitted electronically through the City's on-line strategic sourcing platform no later than the time and date specified in this solicitation. PAPER BID SUBMITTALS WILL NOT BE ACCEPTED. BIDS MUST BE SUBMITTED ELECTRONICALLY VIA the [City's on-line strategic sourcing platform](#).

1.5 Electronic Bid Openings

Please be advised that effective immediately, and until further notice, all Invitation to Bids, Request for Proposals, Request for Qualifications, and other solicitations led by the City of Fort Lauderdale will be opened electronically via the [City's on-line strategic sourcing platform](#) at the date and time indicated on the solicitation. All openings will be held on the City's on-line strategic sourcing platform.

Anyone requesting assistance or having further inquiry in this matter must contact the Procurement Specialist indicated on the solicitation, via the Question-and-Answer forum on the City's on-line strategic sourcing platform before the Last Day for Questions indicated in the Solicitation.

SECTION II - SPECIAL TERMS AND CONDITIONS

2.1 General Conditions

ITB General Conditions (Form G-107, Rev. 09/22) are included and made a part of this ITB.

2.2 Addenda, Changes, and Interpretations

It is the sole responsibility of each firm to notify the Procurement Specialist utilizing the question / answer feature provided by the [City's on-line strategic sourcing platform](#) and request modification or clarification of any ambiguity, conflict, discrepancy, omission, or other error discovered in this competitive solicitation. Requests for clarification, modification, interpretation, or changes must be received prior to the Question and Answer (Q & A) Deadline. Requests received after this date may not be addressed. Questions and requests for information that would not materially affect the scope of services to be performed, or the solicitation process will be answered within the question / answer feature provided by the City's on-line strategic sourcing platform and shall be for clarification purposes only. Material changes, if any, to the scope of services or the solicitation process will only be transmitted by official written addendum issued by the City and uploaded to the City's on-line strategic sourcing platform as a separate addendum to the ITB. Under no circumstances shall an oral explanation given by any City official, officer, staff, or agent be binding upon the City and should be disregarded. All addenda are a part of the competitive solicitation documents, and each firm will be bound by such addenda. It is the responsibility of each to read and comprehend all addenda issued.

2.3 Changes and Alterations

Bidder may change or withdraw a Bid at any time prior to Bid submission deadline; however, no oral modifications will be allowed. Modifications shall not be allowed following the Bid deadline.

2.4 Bidder's Costs

The City shall not be liable for any costs incurred by Bidders in responding to this ITB.

2.5 Pricing/Delivery

All pricing should be identified on the Cost page provided in this ITB. No additional costs may be accepted, other than the costs stated on the Bid Submittal page. Failure to use the City's Bid Submittal page and provide costs as requested in this ITB may deem your bid non-responsive.

AND

Bidder shall quote a firm, fixed price for all services stated in the ITB. All costs including travel shall be included in your cost. The City shall not accept any additional costs including any travel associated with coming to the City of Fort Lauderdale.

2.6 Price Validity

Prices provided in this Invitation to bid (ITB) shall be valid for at least One-Hundred and Twenty (120) days from time of ITB opening unless otherwise extended and agreed upon by the City and Bidder. The City shall award contract within this time period or shall request to the recommended awarded vendor an extension to hold pricing, until products/services have been awarded.

2.7 Invoices/Payment

Payment terms will be considered to be net 45 days after the date of satisfactory delivery at the place of acceptance and receipt of correct invoice at the office specified, whichever occurs last,

in accordance with the Florida Local Government Prompt Payment Act. Bidder may offer cash discounts for prompt payment, but they will not be considered in determination of award.

2.8 Related Expenses/Travel Expenses

All costs including travel are to be included in your bid. The City will not accept any additional costs.

2.9 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 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. See Contract Payment Method form attached.

2.10 Mistakes

The Bidder shall examine this ITB carefully. The submission of a bid shall be prima facie evidence that the Bidder has full knowledge of the scope, nature, and quality of the work to be performed; the detailed requirements of the specifications; and the conditions under which the work is to be performed. Ignorance of the requirements will not relieve the Bidder from liability and obligations under the Contract.

2.11 Acceptance of Bids / Minor Irregularities

2.11.1 The City reserves the right to accept or reject any or all bids, part of bids, and to waive minor irregularities or variances to specifications contained in bids which do not make the bid conditional in nature and minor irregularities in the solicitation process. A minor irregularity shall be a variation from the solicitation that does not affect the price of the contract or does not give a bidder an advantage or benefit not enjoyed by other bidders, does not adversely impact the interests of other firms, or does not affect the fundamental fairness of the solicitation process. The City also reserves the right to reissue an ITB.

2.11.2 The City reserves the right to disqualify Bidder during any phase of the competitive solicitation process and terminate for cause any resulting contract upon evidence of collusion with intent to defraud or other illegal practices on the part of the Bidder.

2.12 Modification of Services

2.12.1 While this contract is for services provided to the department referenced in this ITB, the City may require similar work for other City departments. Successful Bidder agrees to take on such work unless such work would not be considered reasonable or become an undue burden to the Successful Bidder.

2.12.2 The City reserves the right to delete any portion of the work at any time without cause, and if such right is exercised by the City, the total fee shall be reduced in the same ratio as the estimated cost of the work deleted bears to the estimated cost of the work originally planned. If work has already been accomplished and approved by the City on any portion of a contract resulting from this ITB, the Successful Bidder shall be paid for the work completed on the basis of the estimated percentage of completion of such portion to the total project cost.

2.12.3 The City may require additional items or services of a similar nature, but not specifically listed in the contract. The Successful Bidder agrees to provide such items or services and shall provide the City prices on such additional items or services. If the price(s) offered are not acceptable to the City, and the situation cannot be resolved to the satisfaction of the City, the City reserves the right to procure those items or services from other vendors, or to cancel the contract upon giving the Successful Bidder thirty (30) days written notice.

2.12.4 If the Successful Bidder and the City agree on modifications or revisions to the task elements, after the City has approved work to begin on a particular task or project, and a budget has been established for that task or project, the Successful Bidder will submit a revised budget to the City for approval prior to proceeding with the work.

2.13 Non-Exclusive Contract

Bidder agrees and understands that the contract shall not be construed as an exclusive arrangement and further agrees that the City may, at any time, secure similar or identical services from another vendor at the City's sole option.

2.14 Sample Contract Agreement

A [sample of the formal agreement template](#), which may be required to be executed by the awarded vendor can be found at our website.

2.15 Responsiveness

In order to be considered responsive to the solicitation, the firm's bid shall fully conform in all material respects to the solicitation and all of its requirements, including all form and substance.

2.16 Responsibility

In order to be considered as a responsible firm, firm shall be fully capable to meet all of the requirements of the solicitation and subsequent contract, must possess the full capability, including financial and technical, to perform as contractually required, and must be able to fully document the ability to provide good faith performance.

2.17 Minimum Qualifications

Proposers shall be in the business of water meter reading services and must possess sufficient financial support, equipment and organization to ensure that it can satisfactorily perform the services if awarded a Contract. Proposers must demonstrate that they, or the key staff assigned to the project, have successfully provided services with similar magnitude to those specified in the scope of services to at least one entity similar in size and complexity to the City of Fort Lauderdale or can demonstrate they have the experience with large scale private sector clients and the managerial and financial ability to successfully perform the work and listed as one of the references.

Proposers shall satisfy each of the following requirements cited below. Failure to do so may result in the proposal being deemed non-responsive.

2.17.1 Proposer or principals shall have at least five (5) years of water meter reading and utility customer service account management with local government experience. Project manager assigned to the work must have a minimum of three (3) years' experience in

managing meter reading and utility customer service account management and have served as project manager on similar projects on a minimum of three previous occasions.

2.17.2 Before awarding a contract, the City reserves the right to require that a Proposer submit such evidence of qualifications as the City may deem necessary. Further, the City may consider any evidence of the financial, technical, and other qualifications and abilities of a firm or principals, including previous experiences of same with the City and performance evaluation for services, in making the award in the best interest of the City.

2.17.3 Firm or principals shall have no record of judgments, pending lawsuits against the City or criminal activities involving moral turpitude and not have any conflicts of interest that have not been waived by the City Commission.

2.17.4 Neither firm nor any principal, officer, or stockholder shall be in arrears or in default of any debt or contract involving the City, (as a party to a contract, or otherwise); nor have failed to perform faithfully on any previous contract with the City.

2.18 Lobbying Activities

ALL CONTRACTORS PLEASE NOTE: Any contractor submitting a response to this solicitation must comply, if applicable, with [City of Fort Lauderdale Ordinance No. C-11-42](#), and [Resolution No. 07-101, Lobbying Activities](#). Copies of Ordinance No. C-11-42 and Resolution No. 07-101 may be obtained from the City Clerk's Office, located at 1 East Broward Boulevard, Suite 444, Fort Lauderdale, Florida 33301.

2.19 Local Business Preference – N/A

2.20 Disadvantaged Business Enterprise Preference – N/A

2.21 Protest Procedure

2.21.1 Any Bidder who is not recommended for award of a contract and who alleges a failure by the City to follow the city's procurement ordinance or any applicable law, may follow the protest procedure as found in the city's procurement ordinance within five (5) days after a notice of intent to award is posted on the city's web site at the following link: [Click Here](#)

2.21.2 The complete protest ordinance may be found on the city's web site at the following link: [Click Here](#)

2.22 Public Entity Crimes

Contractor represents that the execution of this Agreement will not violate the Public Entity Crime Act, Section 287.133, Florida Statutes (2024), as may be amended or revised, which essentially provides that a person or affiliate who is a contractor, consultant, or other provider and who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to City, may not submit a bid on a contract with City for the construction or repair of a public building or public work, may not submit bids on leases of real property to City, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under an Agreement with City, and may not transact any business with City in excess of the threshold amount provided in Section 287.017, Florida Statutes (2024), as may be amended or revised, for category two purchases for a period of 36 months from the date of being placed on the convicted vendor list. Violation of this Section shall result in termination of this Agreement and recovery of all monies paid by City pursuant to this Agreement and may result in debarment from City's competitive procurement activities.

2.23 Subcontractors

2.23.1 If the Contractor proposes to use subcontractors in the course of providing these services to the City, this information shall be a part of the bid/proposal response. Such information shall be subject to review, acceptance, and approval of the City, prior to any contract award. The City reserves the right to approve or disapprove of any subcontractor candidate in its best interest and to require Contractor to replace subcontractor with one that meets City approval.

2.23.2 Contractor shall ensure that all of Contractor's subcontractors perform in accordance with the terms and conditions of this Contract. Contractor shall be fully responsible for all of Contractor's subcontractors' performance, and liable for any of Contractor's subcontractors' non-performance and all of Contractor's subcontractors' acts and omissions. Contractor shall defend, at Contractor's expense, counsel being subject to the City's approval or disapproval, and indemnify and hold harmless the City and the City's officers, employees, and agents from and against any claim, lawsuit, third-party action, or judgment, including any award of attorney fees and any award of costs, by or in favor of any Contractor's subcontractors for payment for work performed for the City.

2.23.3 Contractor shall require all its subcontractors to provide the required insurance coverage as well as any other coverage that the contractor may consider necessary, and any deficiency in the coverage or policy limits of said subcontractors will be the sole responsibility of the contractor.

2.24 Bid Security – N/A

2.25 Payment and Performance Bond

2.25.1 The Bidder shall within fifteen (15) working days after notification of award, furnish to the City a Payment and Performance Bond, in the amount of the proposed price as surety for faithful performance under the terms and conditions of the contract. If the bond is on an annual coverage basis, renewal for each succeeding year shall be submitted to the City thirty (30) days prior to the termination date of the existing Payment and Performance Bond. The Performance Bond must be executed by a surety company or recognized standing to do business in the State of Florida and having a resident agent.

2.25.2 The Bidder must have a Financial Size Categories (FSC) rating of no less than "A-" by the latest edition of Best's Key Rating Guide, or acceptance of insurance company that holds a valid Florida Certificate of Authority issued by the State of Florida, Department of Insurance, and are members of the Florida Guarantee Fund.

2.25.3 Acknowledgement and agreement is given by both parties that the amount herein set for the Payment and Performance Bond is not intended to be nor shall be deemed to be in the nature of liquidated damages nor is it intended to limit the liability of the Contractor to the City in the event of a material breach of this Agreement by the Contractor.

2.26 Insurance Requirements

2.26.1 As a condition precedent to the effectiveness of this Agreement, during the term of this Agreement and during any renewal or extension term of this Agreement, the Contractor, at its sole expense, shall provide insurance of such types and with such terms and limits as noted below. Providing proof of and maintaining adequate insurance coverage are material obligations of the Contractor. The Contractor shall provide the City a certificate of insurance evidencing such coverage. The Contractor's insurance coverage shall be

primary insurance for all applicable policies. The limits of coverage under each policy maintained by the Contractor shall not be interpreted as limiting the Contractor's liability and obligations under this Agreement. All insurance policies shall be through insurers authorized or eligible to write policies in the State of Florida and possess an A.M. Best rating of A-, VII or better, subject to approval by the City's Risk Manager.

2.26.2 The coverages, limits, and endorsements required herein protect the interests of the City, and these coverages, limits, and/or endorsements shall in no way be relied upon by the Contractor for assessing the extent or determining appropriate types and limits of coverage to protect the Contractor against any loss exposures, whether as a result of this Agreement or otherwise. The requirements contained herein, as well as the City's review or acknowledgement, are not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by the Contractor under this Agreement.

2.26.3 The following insurance policies and coverages are required:

Commercial General Liability

Coverage must be afforded under a Commercial General Liability policy with limits not less than:

- \$1,000,000 each occurrence and \$2,000,000 aggregate for Bodily Injury, Property Damage, and Personal and Advertising Injury
- \$1,000,000 each occurrence and \$2,000,000 aggregate for Products and Completed Operations

Policy must include coverage for contractual liability and independent contractors.

The City, a Florida municipality, its officials, employees, and volunteers are to be covered as an additional insured with a CG 20 26 04 13 Additional Insured – Designated Person or Organization Endorsement or similar endorsement providing equal or broader Additional Insured Coverage with respect to liability arising out of activities performed by or on behalf of Contractor. The coverage shall contain no special limitation on the scope of protection afforded to the City, its officials, employees, and volunteers.

Business Automobile Liability

Coverage must be afforded for all Owned, Hired, Scheduled, and Non-Owned vehicles for Bodily Injury and Property Damage in an amount not less than \$1,000,000 combined single limit each accident.

If Contractor does not own vehicles, Contractor shall maintain coverage for Hired and Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.

Workers' Compensation and Employer's Liability

Coverage must be afforded per Chapter 440, Florida Statutes (2023). Any person or entity performing work for or on behalf of the City must provide Workers' Compensation insurance. Exceptions and exemptions will be allowed by the City's Risk Manager, if they are in accordance with Florida Statute.

Contractor waives, and Contractor shall ensure that Contractor's insurance carrier waives, all subrogation rights against the City, its officials, employees, and volunteers for all losses or damages. The City requires the policy to be endorsed with WC 00 03 13 Waiver of our Right to Recover from Others or equivalent.

Contractor must be in compliance with all applicable State and Federal workers' compensation laws, including the U.S. Longshore and Harbor Workers' Compensation Act and the Jones Act, if applicable.

2.26.4 Insurance Certificate Requirements

- a. Contractor shall provide the City with valid Certificates of Insurance (binders are unacceptable) no later than ten (10) days prior to the start of work contemplated in this Agreement.
- b. Contractor shall provide to the City a Certificate of Insurance having a thirty (30) day notice of cancellation; ten (10) days' notice if cancellation is for nonpayment of premium.
- c. In the event that the insurer is unable to accommodate the cancellation notice requirement, it shall be the responsibility of Contractor to provide the proper notice. Such notification will be in writing by registered mail, return receipt requested, and addressed to the certificate holder.
- d. In the event the Agreement term or any surviving obligation of Contractor following expiration or early termination of the Agreement goes beyond the expiration date of the insurance policy, Contractor shall provide the City with an updated Certificate of Insurance no later than ten (10) days prior to the expiration of the insurance currently in effect. The City reserves the right to suspend the Agreement until this requirement is met.
- e. The Certificate of Insurance shall indicate whether coverage is provided under a claims-made or occurrence form. If any coverage is provided on a claims-made form, the Certificate of Insurance must show a retroactive date, which shall be the effective date of the initial contract or prior.
- f. The City shall be covered as an Additional Insured on all liability policies, with the exception of Workers' Compensation.
- g. The City shall be granted a Waiver of Subrogation on Contractor's Workers' Compensation insurance policy.
- h. The title of the Agreement, Bid/Contract number or other identifying reference must be listed on the Certificate of Insurance.

The Certificate Holder should read as follows:

City of Fort Lauderdale
401 SE 21st Street
Fort Lauderdale, FL 33316

- 2.26.5** Contractor has the sole responsibility for all insurance premiums and shall be fully and solely responsible for any costs or expenses as a result of a coverage deductible, co-insurance penalty, or self-insured retention; including any loss not covered because of the application of such deductible, co-insurance penalty, self-insured retention, or coverage exclusion or limitation. Any costs for adding the City as an Additional Insured shall be at Contractor's expense.
- 2.26.6** If Contractor's primary insurance policy/policies do not meet the minimum requirements as set forth in this Agreement, Contractor may provide evidence of an Umbrella/Excess insurance policy to comply with this requirement.
- 2.26.7** Contractor's insurance coverage shall be primary insurance in respect to the City's interests, a Florida municipality, its officials, employees, and volunteers. Any insurance or self-insurance maintained by the City shall be non-contributory.

2.26.8 Any exclusion or provision in any insurance policy maintained by Contractor that excludes coverage required in this Agreement shall be deemed unacceptable and shall be considered breach of contract.

2.26.9 All required insurance policies must be maintained until the contract work has been accepted by the City, or until this Agreement is terminated, whichever is later. Any lapse in coverage may be considered breach of contract. In addition, Contractor must provide to the City confirmation of coverage renewal via an updated certificate of insurance should any policies expire prior to the expiration of this Agreement. The City reserves the right to review, at any time, coverage forms and limits of Contractor's insurance policies.

2.26.10 Contractor shall provide notice of any and all claims, accidents, and any other occurrences associated with this Agreement to Contractor's insurance company or companies and the City's Risk Management office as soon as practical.

2.26.11 It is Contractor's responsibility to ensure that any and all of Contractor's independent contractors and subcontractors comply with these insurance requirements. All coverages for independent contractors and subcontractors shall be subject to all of the applicable requirements stated herein. Any and all deficiencies are the responsibility of Contractor. The City reserves the right to adjust insurance limits from time to time at its discretion with notice to Contractor.

2.27 Insurance – Sub-Contractors

Contractor shall require all its Sub-Contractors to provide the aforementioned coverage as well as any other coverage that the Contractor may consider necessary, and any deficiency in the coverage or policy limits of said Sub-Contractors will be the sole responsibility of the Contractor.

2.28 Insurance for Collection of Credit Card Payments – N/A

2.29 Award of Contract

Contractor must bid on all items. Partial bids will not be considered.

The City also reserves the right to accept or reject any or all bids, part of bids, and to waive minor irregularities or variations to specifications contained in bids, and minor irregularities in the bidding process. The City also reserves the right to award the contract on a split order basis, lump sum basis, individual item basis, or such combination as shall best serve the interest of the City.

A Contract (the "Agreement") may be awarded by the City Commission. The City reserves the right to execute or not execute, as applicable, a contract with the Bidder(s) that is determined to be in the City's best interests. The City reserves the right to award a contract to more than one Bidder, at the sole and absolute discretion of the in the City.

AND

IN THE EVENT OF ANY CONFLICT OR DISCREPANCY BETWEEN BID/PROPOSAL PRICE(S) SUBMITTED BY BIDDER/PROPOSER ELECTRONICALLY INTO THE CITY'S ON-LINE STRATEGIC SOURCING PLATFORM UNIT PRICE FIELD(S), ANY OTHER FORMS OR ATTACHMENTS (WHETHER PART OF THE CITY'S SOLICITATION DOCUMENTS OR DOCUMENTS CREATED AND UPLOADED BY THE BIDDER/PROPOSER), OR ANOTHER SECTION/FIELD OF THE SYSTEM, THE ONLINE UNIT PRICE(S) INPUTTED ELECTRONICALLY INTO THE SYSTEM BY BIDDER/PROPOSER SHALL GOVERN.

2.30 Damage to Public or Private Property

Extreme care shall be taken to safeguard all existing facilities, site amenities, irrigation systems, vehicles, etc. on or around the job site. Damage to public and/or private property shall be the responsibility of the Contractor and shall be repaired and/or replaced at no additional cost to the City.

2.31 Safety

The Contractor(s) shall adhere to the Florida Department of Transportation's Uniform manual on Traffic Control for construction and maintenance work zones when working on or near a roadway. It will be the sole responsibility of the Contractor to make themselves and their employees fully aware of these provisions, especially those applicable to safety.

2.32 Uncontrollable Circumstances ("Force Majeure")

The City and Contractor will be excused from the performance of their respective obligations under this agreement when and to the extent that their performance is delayed or prevented by any circumstances beyond their control including, fire, flood, explosion, strikes or other labor disputes, act of God or public emergency, war, riot, civil commotion, malicious damage, act or omission of any governmental authority, delay or failure or shortage of any type of transportation, equipment, or service from a public utility needed for their performance, provided that:

2.32.1 The non-performing party gives the other party prompt written notice describing the particulars of the Force Majeure including, but not limited to, the nature of the occurrence and its expected duration, and continues to furnish timely reports with respect thereto during the period of the Force Majeure;

2.32.2 The excuse of performance is of no greater scope and of no longer duration than is required by the Force Majeure;

2.32.3 No obligations of either party that arose before the Force Majeure causing the excuse of performance are excused as a result of the Force Majeure; and

2.32.4 The non-performing party uses its best efforts to remedy its inability to perform. Notwithstanding the above, performance shall not be excused under this Section for a period in excess of two (2) months, provided that in extenuating circumstances, the City may excuse performance for a longer term. Economic hardship of the Contractor will not constitute Force Majeure. The term of the agreement shall be extended by a period equal to that during which either party's performance is suspended under this Section.

2.33 Canadian Companies

In the event Contractor is a corporation organized under the laws of any province of Canada or is a Canadian federal corporation, the City may enforce in the United States of America or in Canada or in both countries a judgment entered against the Contractor. The Contractor waives any and all defenses to the City's enforcement in Canada, of a judgment entered by a court in the United States of America. All monetary amounts set forth in this Contract are in United States dollars.

2.34 News Releases/Publicity

News releases, publicity releases, or advertisements relating to this contract, or the tasks or projects associated with the project shall not be made without prior City approval.

2.35 Approved Equal or Alternative Product Bids – N/A

Manufacturer/Brand/Model Specific Request – N/A

2.36 Contract Period

The initial contract term shall commence upon date of award by the City and shall expire one year from that date. The City reserves the right to extend the contract for two, additional one year terms, providing all terms conditions and specifications remain the same, both parties agree to the extension, and such extension is approved by the City.

In the event services are scheduled to end because of the expiration of this contract, the Contractor shall continue the service upon the request of the City as authorized by the awarding authority. The extension period shall not extend for more than 270 days beyond the expiration date of the existing contract. The Contractor shall be compensated for the service at the rate in effect when this extension clause is invoked by the City.

2.37 Cost Adjustments – N/A

2.38 Service Test Period

If the Contractor has not previously performed the services to the city, the City reserves the right to require a test period to determine if the Contractor can perform in accordance with the requirements of the contract, and to the City's satisfaction. Such test period can be from thirty to ninety days, and will be conducted under all specifications, terms and conditions contained in the contract. This trial period will then become part of the initial contract period.

A performance evaluation will be conducted prior to the end of the test period and that evaluation will be the basis for the City's decision to continue with the Contractor or to select another Contractor (if applicable).

2.39 Contract Coordinator

The City may designate a Contract Coordinator whose principal duties shall be:

- Liaison with Contractor.
- Coordinate and approve all work under the contract.
- Resolve any disputes.
- Assure consistency and quality of Contractor's performance.
- Schedule and conduct Contractor performance evaluations and document findings.
- Review and approve for payment all invoices for work performed or items delivered.

2.40 Contractor Performance Reviews and Ratings

The City Contract Coordinator may develop a Contractor performance evaluation report. This report shall be used to periodically review and rate the Contractor's performance under the contract with performance rating as follows:

Excellent	Far exceeds requirements.
Good	Exceeds requirements
Fair	Just meets requirements.
Poor	Does not meet all requirements, and contractor is subject to penalty provisions under the contract.
Non-compliance	Either continued poor performance after notice or a performance level that does not meet a significant portion of the requirements.

This rating makes the Contractor subject to the default or cancellation for cause provisions of the contract.

The report shall also list all discrepancies found during the review period. The Contractor shall be provided with a copy of the report and may respond in writing if he takes exception to the report or wishes to comment on the report. Contractor performance reviews and subsequent reports will be used in determining the suitability of contract extension.

2.41 Substitution of Personnel

It is the intention of the City that the Contractor's personnel proposed for the contract will be available for the contract term. In the event the Contractor wishes to substitute personnel, he shall propose personnel of equal or higher qualifications and all replacement personnel are subject to City approval. In the event substitute personnel are not satisfactory to the City and the matter cannot be resolved to the satisfaction of the City, the City reserves the right to cancel the Contract for cause. See Section 5.09 General Conditions.

2.42 Ownership of Work

The City shall have full ownership and the right to copyright, otherwise limit, reproduce, modify, sell, or use all of the work or product produced under this contract without payment of any royalties or fees to the Contractor above the agreed hourly rates and related costs.

2.43 Condition of Trade-In Equipment – N/A

2.44 Conditions of Trade-In Shipment and Purchase Payment – N/A

2.45 Verification of Employment Status

Any Contractor/Consultant assigned to perform responsibilities under its contract with a State agency is required to utilize the US Department of Homeland Security's E-Verify system (per Executive Order Number 11-02) to verify the employment eligibility of: (a) all persons employed during the contract term by the Contractor to perform employment duties within Florida; and (b) all persons (including subcontractors) assigned by the Contractor to perform work pursuant to the contract with the State agency.

E-VERIFY Affirmation Statement must be completed and submitted with Bidder's response to this ITB.

2.46 Service Organization Controls – N/A

2.47 Warranties of Usage

Any estimated quantities listed are for information and tabulation purposes only. No warranty or guarantee of quantities needed is given or implied. It is understood that the Contractor will furnish the City's needs as they arise.

2.48 Rules and Submittals of Bids

The signer of the bid must declare that the only person(s), company or parties interested in the bid as principals are named therein; that the bid is made without collusion with any other person(s), company or parties submitting a bid; that it is in all respects fair and in good faith, without collusion or fraud; and that the signer of the bid has full authority to bind the principal bidder.

2.49 Bid Tabulations/Intent to Award

Notice of Intent to Award Contract/Bid, resulting from the City's Formal solicitation process may be found at: [Click Here](#). Tabulations of receipt of those parties responding to a formal solicitation may be found at: [Click Here](#). Any interested party may call the Procurement Services Department at 954-828-5933, or email ProcurementSupport@fortlauderdale.gov, for more information.

2.50 Public Records

All bids will become the property of the City. The Bidder's response to the ITB is a public record pursuant to Florida law, which is subject to disclosure by the City under the State of Florida Public Records Law, Florida Statutes Chapter 119.07 (2025) ("Public Records Law"). The City shall permit public access to all documents, papers, letters, or other material submitted in connection with this ITB and any resulting Contract to be executed for this ITB, subject to the provisions of Chapter 119.07 of the Florida Statutes (2025). Any language contained in the Bidder's response to the ITB purporting to require confidentiality of any portion of the Bidder's response to the ITB, except to the extent that certain information is in the City's opinion a Trade Secret pursuant to Florida law, shall be void. If a Bidder submits any documents or other information to the City which the Bidder claims is Trade Secret information and exempt from Florida Statutes Chapter 119.07 ("Public Records Laws"), the Bidder shall clearly designate that it is a Trade Secret and that it is asserting that the document or information is exempt. The Bidder must specifically identify the exemption being claimed under Florida Statutes 119.07. The City shall be the final arbiter of whether any information contained in the Bidder's response to the ITB constitutes a Trade Secret. The city's determination of whether an exemption applies shall be final, and the Bidder agrees to defend, indemnify, and hold harmless the city and the city's officers, employees, and agent, against any loss or damages incurred by any person or entity as a result of the city's treatment of records as public records. In the event of Contract award, all documentation produced as part of the Contract shall become the exclusive property of the City.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT PRRCONTRACT@FORTLAUDERDALE.GOV, 954-828-5002, CITY CLERK'S OFFICE, ONE EAST BROWARD BOULEVARD, SUITE 444, FORT LAUDERDALE, FLORIDA 33301.

Contractor shall:

1. Keep and maintain public records required by the City in order to perform the service.
2. Upon request from the City's custodian of public records, provide the City with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes (2025), as may be amended or revised, or as otherwise provided by law.
3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of this contract if the Contractor does not transfer the records to the City.

4. Upon completion of the Contract, transfer, at no cost, to the City all public records in possession of the Contractor or keep and maintain public records required by the City to perform the service. If the Contractor transfers all public records to the City upon completion of this Contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of this Contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the City, upon request from the City's custodian of public records, in a format that is compatible with the information technology systems of the City.

2.51 PCI (Payment Card Industry) Compliance

Contractor agrees to comply with all applicable state, federal, and international laws, as well as industry best practices, governing the collection, access, use, disclosure, safeguarding, and destruction of protected information.

- **PCI Attestation of Compliance (AoC):**

- Contractor must provide a current PCI Attestation of Compliance (AoC) signed by a PCI Qualified Security Assessor (QSA) at the time of proposal submission.
- The AoC must be dated no older than one year. If the AoC exceeds this timeframe, a bridge letter signed by a QSA must be provided.
- Failure to submit a valid AoC and, if applicable, a bridge letter, shall result in the bid being deemed non-responsive.
- The City is the sole judge in determining the acceptability of the AoC and any accompanying documentation.

- **Ongoing PCI Compliance:**

- Contractor and/or any subcontractor that handles credit card data must be, and remain, PCI compliant under the current standards.
- Contractors must provide updated PCI compliance documentation, including a new AoC, upon request by the City of Fort Lauderdale.

Failure to maintain PCI compliance or to provide requested documentation may result in termination of the contract.

SECTION III - TECHNICAL SPECIFICATIONS/SCOPE OF SERVICES

Objective

The Utility Services Department provides fresh potable water to the citizens of Fort Lauderdale and several nearby cities. These nearby cities include Sea Ranch Lakes, Lauderdale-by-the-Sea and portions of unincorporated Broward County and their meter counts are included in the total. The usage of this water must be recorded and reported on a monthly basis in order to correctly bill the City's customers. **Please note that the City is currently transitioning to Advanced Metering Infrastructure (AMI) meters and full conversion is expected within the contract term or shortly thereafter during the renewal term. As a result, the vendor awarded this contract shall work with the city to ensure a smooth transition to AMI while providing meter reading services as needed. As meters decrease, payment will be rendered based on the actual number of meters read for the corresponding month.**

Minimum Requirements

The Contractor is responsible for submitting to the City, on a daily basis, full reports with meter codes, and any incidents that may be connected with the meter reading performance and the distribution of potable water. The format for reporting shall be approved by the City. Contractor recognizes that appropriate use of meter reader entered codes is critical to the City's utility billing operation, and that this is a required part of the meter reading function. Contractor further recognizes that inappropriate or inaccurate use of meter reader entered codes is unacceptable. Inaccurate meter reader codes that result in estimated customer utility bills will be charged back to the contract at the rate of \$10.00 per entered code. Below lists some examples of these inaccurate meter reading codes;

Work Order Code Description:

M/S Meter Stopped
M/L Meter Leak
M/G Scratched, foggy or broken glass
M/CD Clean Dial
M/B Raise Box
M/CB Clean Box: Dirt, roots or insects; ie. Bees
M/CUT Cut Bush
M/LID Replace Meter Lid

Estimate Codes Description:

EF Estimated Find
ES Estimated Stopped
EW Estimated Water
EV Estimated Vehicle
EK Estimated Canine
EL Estimated Locked Gate
ER Locate and Raise Box
ET Estimated Trash
ED Estimated Dumpster
EC Estimated Clean Dial

Estimated Quantities

Each month, the Contractor must read the following types and approximate quantities of meters. These quantities are current estimates and it is understood that the City will remove meters over the

term of the contract until all meters are converted over to AMI. The Contractor will be responsible for reading all meters assigned.

<u>Meter Type</u>	<u>Number of Meters</u>
Standard Odometer Type	64,388(new value to be added)
Multiple Dial (Compounds)	200
Total of Meters:	64,613
Approximate number of meters located in backyards	3,000

Accuracy of Readings

Monthly readings shall be accurate within a rate of 99.9% on first readings (i.e., no more than one error per 1,000 meters read). Re-reads may be verified by City personnel. Meter reading errors resulting from errors in reading by the Contractor will be credited to the City on the following month's invoice in accordance with the following schedule.

0 to 1 per 1,000 meters read	NONE
More than one, but less than 1,000 meters read	\$10.00 per error

Unread Meters

The Contractor shall insure that at least 99.2% of all meters are read each month (i.e., no more than eight unread (estimated) meters per 1,000 scheduled meter reads). Unread and/or estimated meters will be credited to the City on the following month's invoice in accordance with the following schedule as liquidated damages.

0 to 8 per 1,000 meters read	NONE
More than 8 per 1,000 meters read	\$10.00 Each

The City will also receive credits for meter readers who fail to properly report meters that "can't be found" as meters "needing to be estimated."

Stopped & Stuck Meters

Meter readers will be required to check for "stopped/stuck" meters on all accounts (domestic and sprinkler) that reflect no consumption by reviewing the account status (on or off), occupant activity (visibly occupied or unoccupied) and by turning on a spigot if available or necessary. All actual and suspected malfunctioning meters should be reported for repairs.

Meter Reporting Incentive

The City wishes to provide incentives to the Contractor for assistance in resolving metering conditions that result in the under billing of utility charges to consumers. Specifically, the City will pay \$10.00 to the Contractor for each inoperative meter identified by the Contractor that has not been previously identified as inoperative by the City or the Contractor, that is not inoperative due to abuse or damage, and that is subsequently verified by the City to actually be inoperative. Furthermore, the City will pay \$50.00 to the Contractor for each meter connection reported by the Contractor to the City that the City has not identified, billed or obtained meter readings for within the previous six (6) months. The \$50.00 incentive would be paid once per meter identification number.

Inaccurate Work Order Reporting

The successful Contractor will be required to enter the appropriate codes in the City's hand held personal computers to generate work orders to the Public Works Department for needed repairs (broken/obscured glass, box too high/low, notification efforts are required when the meter reader observes a public safety problem (broken box in sidewalk, etc.). The hand held personal computers also have codes to:

Alert the meter reader of special conditions regarding the area meters are in and the locations of the meter. This information must be kept updated to help others locate the meters as well as alert to potential safety hazards in the immediate vicinity.

If the description of the work order does not correspond to the type of work, inappropriate work orders will be credited to the City on the following month's invoice in accordance with the following schedule as liquidated damages.

0 to 1 per 1,000 meters read	NONE
More than one, but less than 1,000 meters read	\$10 per error

Rereading of Meters

The Contractor will dedicate sufficient resources to maintain the reading schedule and additional resources to maintain the reading schedule to reread any and all "suspected" erroneously read meters for the following conditions reflected on the exception report:

Previous read > Current Read -- Which is correct?

Current reading too high/too low - possible leak or broken meter. Also includes zero consumption readings which need to be re-checked. For all rechecks/verifications, a special form must be completed and left for the customer's benefit.

Third estimated reading in a row - must obtain actual reading or initiate corrective action to obtain the reading.

Missed Reading

Special Note: The exception report from the previous day's reading will have been reviewed by the City for the above referenced errors by noon each day. Exceptions which need to be re-checked are

to be done by an employee other than the employee who originally read the meter and must be returned by 3:00 PM each day.

This gives the vendor approximately 3 hours to re-check all suspected erroneous readings without incurring credits to the City. Although the exception report reflects many exceptions, the actual number of re-checks each day varies from 40 to 80 and depends on the area of the City read and the quality of the read. The City, at its sole discretion, may increase the number of re-checks if the quality of the reads are found to be the source of the majority of the initial 40-80 re-checks.

Straight Pipes - Illegal Consumption/Hookups

The meter reader is required to "read" every meter in the route, even when the hand held personal computer indicates that there is no meter in the box. It is not unusual for the City to have installed a meter in the box and the information not being entered into the City's main computer in time for it to reflect in the hand held personal computers. Also, it is not uncommon for customers to "straight pipe" water service after the meter has been removed for non-payment. Any instances where a meter reader suspects illegal hook-up should be reported immediately to the City for follow-up investigation.

This includes, but is not limited to instances where vehicles or other obstructions are placed over the meter or a meter is found in the box. Such meters shall have their ID number recorded since meters are periodically stolen from other areas.

There will be a \$10.00 incentive to the Contractor per location for straight pipes illegal consumption hookups verified by the City.

"Marking" of Meters Using Global Positioning System (GPS)

The City's hand held personal computers are GPS enabled. At some point in the future, the City may request the Contractor to "mark" the location of any or all of the meters in a specific route. Performing this function would require a meter reader to press a short sequence of keys on the City's hand held personal computers while standing at the location of a meter. The GPS "mark" can be performed while the contractor is reading the route during the normal reading cycle.

This process should only need to be performed once per meter. The total estimate of GPS "marks" to be performed over the life of the contract is 60,000. For tabulation purposes, an estimated quantity of 6,000 marks per year will be used.

Calling of Certain Customers

The Contractor will call certain customers the day before the meter is to be read in order to obtain access to the meter. This is especially true in "Bad Dog" circumstances and in areas where access is restricted by locked gates. The City estimates this would involve approximately 325 customers.

3.11 Changing of Employee Routes

For control purposes, it is required that no meter reader be allowed to read a route more than three times, in succession, in any twelve month period. Since the previous readings may or may not be provided to facilitate the reading process, this control is necessary to prevent "curbing" (fraudulent reporting).

There shall be a meter reading schedule provided by the City consisting of approximately 20 read days each month. The Contractor shall comply with this schedule in order to maintain the City's billing cycle. Failure by the Contractor to complete all scheduled meter readings and required re-reads within the allotted 20 days will result in a charge back to the contract in the amount of \$1500.00 in

liquidated damages for each additional day required to complete the work. **There will be no exception to the above requirement**

The City's Contract Administrator may increase or decrease the number of routes read per day from the number stated herein upon 24 hour notice to the Contractor, unless otherwise agree. This route change would only be done to recover days lost to weather or other unforeseen circumstances.

Any other changes to the composition or order of currently established routes must be requested by the Contractor from the Contract Administrator. Only after the Contract Administrator has obtained clearance from all personnel involved may any changes to the timing or composition of the routes be made.

Familiarization of Route System

Upon the City's issuance of a notice to proceed, the Contractor shall have no more than thirty (30) calendar days to familiarize himself with all routes and operating procedures before commencing the actual reading of the meters. The only exception may be for special requests that are mutually agreed to between the Contractor and the City.

The Contractor shall have no more than thirty (30) calendar days to familiarize himself with the service areas added during the contract period.

Normal Hours of Work

The Contractor is not permitted to commence meter reading before 0700 hours and must return the completed route and equipment the same day by 1630 hours, Monday through Friday. Exceptions to the above hours, including holidays, Saturdays and Sundays, must have the prior approval of the City. For purposes of this contract, until otherwise notified, holidays will include the following:

New Year's Day; Martin Luther King, Jr. Day; Memorial Day; Independence Day; Labor Day; Veteran's Day; Thanksgiving Day; Friday after Thanksgiving; Christmas Day.

Completion of Work

All meter reads are to be attempted on the day scheduled. All work must be returned to the City by 1630 hours on the day the meter is read. Weather conditions shall not prevent the accomplishment of services under this contract unless otherwise agreed by the City.

Completed Routes: Individual accounts within the routes which are returned to the City as "no reads" (skips) will be reviewed in accordance with Paragraph 4.05 above on a daily basis. If, upon further investigation, it is determined that a reading could have been obtained, then the account is charged as an error against the Contractor.

Meter Conditions: All meter box or meter conditions which impose an impediment to readers or citizens must be entered in the hand held personal computers when observed. Other conditions of special interest must also be entered. Meter boxes must be maintained clear of soil or debris to a depth of 2" below the register **by the Contractor**. A work order should be generated for any meter register below the bottom of the box.

The Contractor shall be responsible for the routine cleaning of the meters and the meter boxes and ensuring that accessibility to meters is not hampered by grass, sand, or debris of any kind. Proposer recognizes that it is unacceptable for meter box covers, and/or meter caps to be left open or not properly seated or closed, and will take necessary measures to ensure that these conditions are not caused by the Contractor or Contractor's employees. All mechanical repairs to the meter boxes will be the responsibility of the City. Contractor's employees will

not attempt repairs of any kind.

Hand Held Personal Computers (Handhelds, iPads)

All hand held personal computers must be returned to a site determined by the City. Currently the City utilizes 8 live and one spare unit. These units retain a full days charge and spare batteries are available. Failure to return all hand held personal computers by the scheduled time may result, at the City's discretion, in a \$25.00 charge back to the contract for each incident as liquidated damages. Under unusual circumstances, an authorized representative of the City may grant permission for the Contractor to hold over hand held personal computers to the next working day, with or without penalty, provided that recharging units are available to the Contractor.

The Contractor is prohibited from tampering with, altering or adjusting the hand held personal computers and associated equipment. Contractor shall be responsible for the proper care and safeguarding of any equipment provided by the City. The Contractor will be held financially responsible for any damage or loss to the hand-held personal computers due to negligence or abuse by its employees.

The Contractor shall promptly pay for any lost or damaged equipment, or the City may, at its option, deduct such amounts from sums otherwise due the Contractor. Hand held personal computers are the sole property of the City of Fort Lauderdale. The City will provide routine maintenance and repair of hand held personal computers through its selected hand-held vendor.

Water Meter Shut Off Services and Notices

The Contractor will provide water meter shut-off services for water accounts that are past due. The City will provide a list daily of the accounts that will require to be shut-off. The selected accounts will be shut-off daily by 2:30 pm. The historical average is up to 1,000 per month as needed. The Contractor will be provided iPad unit to use to record the turnoffs.

Contractor's Responsibilities

Hiring and Training: The Contractor must furnish trained personnel necessary to complete the work, and is solely responsible for insuring that its employees have the necessary skills, knowledge, training, and experience to perform meter reading accurately and safely so as not to injure or endanger the City, its employees, or any third party. Training material and methods are subject to approval by the City. The Proposer is responsible for providing the City with a detailed training plan and commitment to appropriate employee training as part of the proposal. Proposer shall notify the City, in advance, with the time and location of training so that it may be monitored.

Supervision: The Contractor will provide full time supervision of all personnel. Responsibilities include, but are not limited to: arranging for work assignments and follow-up monitoring of meter readers in the field; scheduling, monitoring meter reader activity from reports, and follow-up and resolution of customer complaints. Problems encountered in the field that could result in reading schedule delays must be coordinated through the Contract Administrator.

The Contractor will be responsible for providing the City with a list of proposed supervisory personnel assigned to this project and will also provide the City with cellular telephone and/or pager numbers for contact purposes. Supervisors will be expected to contact City personnel within thirty (30) minutes during normal working hours and within sixty (60) minutes during the off-hours 24 hours a day 7 days a week. Failure to respond within this period of time will result in a charge back to the contract in the amount of \$25.00 for each incident as liquidated damages.

Resolution of Customer Complaints: Customer complaints will be resolved within two (2) working days of receiving a complaint. Failure to resolve customer complaints within this period of time will result in a charge back to the contract in the amount of \$25.00 for each incident as liquidated damages, unless the Contractor has received prior approval from the City.

Employee Identification: Employees will be required to wear a uniform and identification badge provided by the Contractor. The identification badge shall have an employee photo. Identification badges are required in the field at all times. The Contractor will ensure that employees return their ID badges upon termination or separation from employment. The design of the uniform shall be subject to approval by the City. The logo, seal or name of the City will not be used by the Contractor without the express permission of the City. No meter reader will be permitted to work in the field without the appropriate uniform and identification badge, unless the employee is working in a training capacity and is accompanied by a trained meter reader. If the City observes an employee of the Contractor not wearing the appropriate uniform and identification, and they are not in a training capacity, a charge back to the contract of \$25.00 will be assessed as liquidated damages for each incident.

The cleaning of uniforms will be the responsibility of the Contractor. Employees must maintain a neat and clean appearance while providing meter reading services. Torn, worn, or soiled uniforms shall not be worn while performing responsibilities under this contract. The City reserves the right to inspect uniforms and require the Contractor to replace them if soiled or damaged. Appropriate personnel safety equipment shall be furnished by the Contractor as required. Include name of the vendor on Safety Vests worn by the meter readers.

Driver Licenses: Contractor is responsible for checking contract employees for proof of a valid Florida driver's license a minimum of once every six (6) months. This requirement will apply only to those employees who are required to drive a motor vehicle.

Transportation: The Contractor is required to furnish and be responsible for all transportation necessary to complete the work. All vehicles must be professionally maintained so as to provide a clean and mechanically sound appearance. The Contractor must furnish vehicle identification approved by the City that clearly indicates it is used for meter reading for the City of Fort Lauderdale.

Supplies: The Contractor will furnish materials and supplies necessary to complete the work, including, but not limited to: customer service door hangers (See exhibit A); business cards (primarily for management personnel); meter keys; vault keys; reading tubes and hand pumps.

Substance Abuse: The Contractor's employees will not consume alcohol during working hours, will not work under the influence of alcohol or illegal substances, and will not smoke while on any customers' premises or in City buildings. The Contractor must be in compliance with Federal Government Mandated Drug Testing titled CRF Part 40.

Customer Relations: The Contractor is responsible for ensuring that all customers and their property are treated in a courteous and professional manner.

Equal Employment Opportunity: The Contractor shall not discriminate against any employee or applicant for employment because of race, age, color, religion, sex, ancestry, national origin, or place of birth. Contractor shall take action to ensure that applicants are employed and treated without regard to their race, age, color, religion, sex, ancestry, national origin or place of birth. This action shall include, but not be limited to: employment; upgrading; demotion or transfer; recruitment; or recruitment advertising; layoff or termination; rates of pay or other

forms of compensation; and selection of training including apprenticeship.

Health and Safety: The Contractor shall be strictly liable for the safety and medical treatment required of all personnel used to accomplish the required work under this contract. Contractor and its agents must follow all safety rules and practices of the City as outlined.

Criminal History Check: The Contractor must perform, a Criminal History Check (CHC) for each employee. This requirement will be done with no additional cost to the City of Fort Lauderdale. Records are to be forwarded to the Contract Administrator.

City Responsibilities

The City will supply hand held personal computers and associated equipment as required.

The City will notify the Contractor prior to assessing any assessments or deductions from invoicing as liquidated damages. **NOTE:** The City may, at its sole discretion, elect to waive any or all of the assessments provided for in this contract as liquidated damages during the initial ninety (90) days of the contract.

The City will be responsible for providing all available reports detailing read accuracy and route details.

The City will provide routine maintenance and repair service of hand held personal computers, excluding any negligence/abuse damage, which shall be reimbursed by the Contractor.

The City will be responsible for the transferring of information between City owned computers and the hand-held personal computers. Those routes not completed the previous day will be reloaded by the City.

END OF SECTION

Executive Summary Report

of

Event: 617-2 - Water Meter Reading and Related Services

Buyer: STEFAN MOHAMMED

Date Range: 05/06/2026 02:00:00 PM - 05/28/2026 02:00:00 PM

Suppliers Notified: 250

Notified Suppliers 1
Responding:

All Suppliers 3
Responding:

Suppliers Responding

Supplier	Contact	Phone Number	E Mail	City	State Or Province	Total Bid Amount	Total Awarded	Response Attachment Exists
Bermex Inc.	David Mack	6146495097	dmack@bermexinc.com	Stow	OH	217,238.69	0.00	Yes
Scope Services, Inc.	Bill O'Connor	(269)982-2888	metering@scope-services.com	St. Joseph	MI	280,211.35	0.00	Yes
Alexander's Contract Services, Inc.	Marcus Henderson	805-440-6775	marcus@alexander-co.com	Atascadero	CA	266,760.05	0.00	Yes

Event Lines And Responses

continued...

Item	Description	Unit of Measure	Quantity
TOTAL METERS TO BE READ-	The value of 64,613 is the total number of meters to be read monthly. For Award purposes, this monthly value is multiplied by 12 to indicate possible annual contract value. No warranty or guarantee of quantities needed is given or implied. It is understood that the Contractor will furnish the City's needs as they arise. As AMI meters successfully come online, the monthly number of meters to be manually read should decrease over time. It is the bidder's responsibility to be aware of the meter conversion when providing unit price with the expectation that all meters may be converted fully before the end of the contract term or shortly thereafter during the renewal term.	EA	64,613.0000

Responses

Supplier	Bid Quantity	Unit of Measure	Unit Price	Award Amount
Bermex Inc.	64,613.0000	EA	3.130	0.00
Scope Services, Inc.	64,613.0000	EA	3.950	0.00
Alexander's Contract Services, Inc.	64,613.0000	EA	3.850	0.00

Item	Description	Unit of Measure	Quantity
ESTIMATED DISCONNECTIONS-	The value of 1000 is the estimated monthly disconnections. For Award purposes, this monthly value is multiplied by 12 to indicate possible annual contract value. No warranty or guarantee of quantities needed is given or implied. It is understood that the Contractor will furnish the City's needs as they arise.	EA	1,000.0000

Responses

Supplier	Bid Quantity	Unit of Measure	Unit Price	Award Amount
Bermex Inc.	1,000.0000	EA	15.000	0.00
Scope Services, Inc.	1,000.0000	EA	24.990	0.00
Alexander's Contract Services, Inc.	1,000.0000	EA	18.000	0.00

Header Questions And Responses

QUESTION

Did you complete the attached required forms?

Question Responses			
Supplier	Name	Answer	Send To CM
3818	Bermex Inc.	Yes-All forms have been completed and attached	Yes
5774	Scope Services, Inc.	Yes-Please see attached	Yes
5777	Alexander's Contract Services, Inc.	Yes-All forms have been signed and attached, including notary when required.	Yes

QUESTION

In order to be considered for award on this bid, you must meet the criteria required within the following (3) questions:

- 1) Must have been in Business for a minimum of 5 Years as indicated on section 2.17.1
- 2) Must have provided Meter reading services for a municipality of similar size to the City of Fort Lauderdale and must be listed as one of the references.
- 3) Due to the nature of the bid and the transition to AMI, prospect bidder must have existing infrastructure such as location, personnel and/or vehicles within the tri county area (Miami Dade, Broward or Palm Beach county) to ensure an easy set up and execution of this service.

Question Responses			
Supplier	Name	Answer	Send To CM
3818	Bermex Inc.	Yes- Bermex has been in business in the State of Florida for over 30 years Bermex has provided Meter Reading Services for over 30 years and is currently supporting the City of Fort Lauderdale from our office on Oakland Park Blvd.	No
5774	Scope Services, Inc.	Yes- Scope Services has been in business for over 60 years working with the utility industry. Please see references and experience provided in question 1 in the attachment, in regards to question 2 for municipality size and experience. Scope Services	Yes
5777	Alexander's Contract Services, Inc.	Yes-1. ACS has been in business since 1967 2. See references for information on ACS's existing contract with Irvine Ranch Water District 3. ACS has vehicles within the tri-county area	No

continued...

QUESTION

Did you acknowledge the addendum removing the section:

“Marking” of Meters Using Global Positioning System (GPS)

The City’s hand held personal computers are GPS enabled. At some point in the future, the City may request the Contractor to “mark” the location of any or all of the meters in a specific route. Performing this function would require a meter reader to press a short sequence of keys on the City’s hand held personal computers while standing at the location of a meter. The GPS “mark” can be performed while the contractor is reading the route during the normal reading cycle.

This process should only need to be performed once per meter. The total estimate of GPS “marks” to be performed over the life of the contract is 60,000. For tabulation purposes, an estimated quantity of 6,000 marks per year will be used.

Question Responses

Supplier	Name	Answer	Send To CM
3818	Bermex Inc.	Yes-Yes I acknowledge the addendum and understand this has been removed.	Yes
5774	Scope Services, Inc.	Yes-See proposal certification.	Yes
5777	Alexander's Contract Services, Inc.	Yes-Addendum 2 has been acknowledged and attached.	Yes

Contacts

Name	Email
STEFAN MOHAMMED	smohammed@fortlauderdale.gov

Q And A

Supplier	Question	Answer
Scope Services, Inc.	Are AMI meters currently being installed? Who is installing? How does the city see price changing as volume decreases?	Yes , small quantities. Core and Main. Bidder responsible for determining fixed price that will factor in reduction of meters.

continued...

Supplier	Question	Answer
Scope Services, Inc.	How many AMI installations is the city planning to do per month?	Between 4000-6000 meters per month but this is an estimate and can vary depending on other factors.
Scope Services, Inc.	How many meter reading personnel (full and part time) are currently being utilized to perform this work? How many people in a supervisory capacity?	Observed maximum of 8 field personnel on an average day. A single field supervisor in the present iteration.
Scope Services, Inc.	Will the city provide any overnight parking or office space?	None has (to my knowledge) been provided in the past. There are "parking permits" for Current vendors vehicles that have been used for them during the day for the purposes of gathering meter reads.
Scope Services, Inc.	How much overtime is being utilized by the current provider to complete reads?	There usually is no overtime work performed by the contractor. The exceptions are few and not a normal occurrence.
Alexander's Contract Services, Inc.	What is the repair rate of the current handheld computers? Can the winning bidder use additional handheld units to accomplish the reads with additional personnel if needed?	As of present there are 5 units in the field for use. An additional 4 will be added to available status next week, and another 5 are to be repaired to add to total 9 available, once current underway repairs complete.
Alexander's Contract Services, Inc.	If the estimated GPS collection for the life of the contract is 60,000 meter locations please clarify why only 6,000 meters per year should be included in bid tabulation for a 1-3 year contract.	Please disregard, -For tabulation purposes, an estimated of 6000 marks per year will be used- This is not needed since meters are being phased out.
Alexander's Contract Services, Inc.	Is the 1,000 average shut offs and notices evenly spread throughout the month on average or are there higher volume days such as a dedicated day for shut offs for non-payment?	They are usually distributed evenly during the week, Monday-Thursday, with no normal day designated for a pre-determined high amount.
Scope Services, Inc.	What percentage of reads are multi-dwelling premises?	As of present the percentage is approximately, by location: 5.7% Total (3765) 2.7% Active (1768) 3.0% Inactive (1997)