

December 8<sup>th</sup>, 2021

Steve Buckland  
Public Services Director  
City of Pembroke Pines  
8300 S. Palm Drive  
Pembroke Pines, FL 33025

**Subject: Out-of-Scope Letter Agreement – Door Hanger Preparation ("OOS Agreement")**

Mr. Cooper:

Operations Management International, Inc. ("OPERATOR") will provide the following out-of-scope services for the City of Pembroke Pines ("CITY") as defined below:

**Scope (brief description):**

Operator would utilize personnel to assemble information relative to a change in the sanitation company and documentation relating to City's new billing system and insert ("stuff") that information into each door hanger packet. Operator's personnel will be performing this scope on an overtime basis on off-scheduled work shifts. This scope is enabling work necessary to prepare door hangers for distribution by Operator's meter reading staff.

**Tentative Schedule:**

Preparation work would occur during a 7-day period commencing Monday 13<sup>th</sup> December 2021.

**Budget:**

The estimated total price is \$11,589.10. This service will be provided on a Time & Materials basis and the estimated price was calculated based upon a total effort of 260 hours at an hourly bill rate of \$44.57. Jacobs will bill monthly for this service and payment terms shall be according to the terms of the Operations, Management and Maintenance Agreement between City and Operator dated 23 July 2020.

I greatly appreciate the opportunity to provide this proposal for your consideration and look forward to having the opportunity to provide you with this service.

Sincerely,



for: Ron Abel  
Project Manager

PROPOSAL ACCEPTANCE DENOTED ON PAGE #2

# OMI

V# 886

1041 East Butler Road  
Greenville, SC 29607  
864.676.5019

Remit to:  
Operations Management International  
9191 South Jamaica Street  
Englewood, CO 80112

Wiring Information:  
Bank of America  
Routing/Transit for ACH Debits & Credits: 111000012  
Routing/Transit for Wires: 026009593  
Swift Number: (International Wires) BOFAUS3N  
Beneficiary Acct # 3750916030

Lockbox:  
Lockbox Number: 18713  
Lockbox Address: P.O. Box 5018713, St. Louis,  
MO 63150-8713

Invoice	
NUMBER	658035-DH ✓
DATE ✓	28-Jan-22
PAGE	1 of 1
PURCHASE ORDER NUMBER	
OUR REFERENCE PMBRK	
OUR PROJECT # 658035CH.DH	
CUSTOMER NUMBER	021393

Bill To:

THE CITY OF PEMBROKE PINES  
ATTN: ACCOUNTS PAYABLE  
8300 S. Palm Dr.  
Pembroke Pines, FL 33025

REQUESTED PAYMENT VERIFIED BY:

Vicky Wall

DATE: 2/28/2022

TERMS		DUE DATE						
NET 30		27-Feb-22						
ITEM NO.	INVOICE DESCRIPTION	QTY	CREDIT	RATE	TAX	UNIT PRICE	EXTENDED	AMOUNT
1	Out of Scope - Door Hanger Distribution	1		1		\$15,709.00		\$15,709.00
		SUBTOTAL		TAX		SHIPPING HANDLING		TOTAL DUE
		\$15,709.00		\$0.00		\$0.00		\$15,709.00
						CURRENCY: USD		

RECEIVED BY  
PUBLIC SERVICES DEPT  
2022 FEB 28 AM 11:39

RECEIVED  
Date 2/18/22  
Signature [Signature]  
Department of Public Services  
Utility Division

APPROVED FOR PAYMENT

[Signature]

Steven Buckland

6050 SAND.  
531500 PROF. SERV.  
DOOR HANGER DELIVERY  
472-534-6050-534981  
[Signature]



V# 886

**OMI**

RECEIVED BY  
PUBLIC SERVICES DEPT  
2022 JUN -9 PM 5:41

REQUESTED PAYMENT VERIFIED BY:

Vicky Wall

DATE:

6/9/22

Bill To: THE CITY OF PEMBROKE PINES  
ATTN: ACCOUNTS PAYABLE  
8300 S. Palm Dr.  
Pembroke Pines, FL 33025

**Remit to**

OPERATIONS MANAGEMENT INTERNATIONAL, INC.  
6312 S. Fiddler's Green Circle, Suite 300N  
Greenwood Village CO 80111

**Wiring Information:**

Bank of America  
Routing/Transit for ACH Debits & Credits: 111000012  
Routing/Transit for Wires: 026009593  
Swift Number: (International Wires) BOFAUS3N  
Beneficiary Acct # 3750916030

**Invoice**

NUMBER

658035CH-DHP-01

DATE

6-May-22

PAGE

1 of 1

PURCHASE ORDER NUMBER

OUR REFERENCE


PMBRK

OUR PROJECT #

658035CH.DHP

CUSTOMER NUMBER

021393

TERMS		DUE DATE						
NET 30		5-Jun-22						
ITEM NO.	INVOICE DESCRIPTION	QTY	CREDIT	RATE	TAX	UNIT PRICE	EXTENDED	AMOUNT
1	Out of Scope - Door Hanger Preparation  <div>RECEIVED Date 05 / 11 / 2022 Signature  Department of Public Services Utility Division Miguel Morales</div>	1		1		\$3,097.62		\$3,097.62
		SUBTOTAL		TAX		SHIPPING HANDLING	TOTAL DUE	
		\$3,097.62		\$0.00		\$0.00	\$3,097.62	
							CURRENCY: USD	