

CITY OF HILLSBORO

Commission Members:
Terry Sando, President
Levi Reese, Vice President
Dave Sather & Mike Kress

19 S Main, PO Box 400
Hillsboro, ND 58045
Phone: (701) 636-4620 Fax (701) 636-4621

Auditor: Ashley Frederick
Public Works Director: Jim Anderson
City Attorney: John Juelson

REGULAR CITY COMMISSION MEETING

April 4, 2022, 6:30PM at MSCC

A G E N D A

1. **Open with Pledge of Allegiance**
2. **Reading of Minutes** – March 21, 2022, Regular Meeting Minutes.
3. **Presentation of Bills**
4. **City Commissioners Reports**
5. **Report of City Officers**
 - 5.1 Superintendent
 - 5.2 Attorney
 - 5.3 Auditor
 - 5.4 Sheriff's Office
 - 5.5 City Engineer
6. **Old Business**
 - 6.1 City Wide Street Paving Project - update if any
 - 6.2 USDA Water/Sewer Main Project – BID award
 - 6.3 Public Works FT Employee Candidate Recommendation
 - 6.4 Building Permit Process - update
 - 6.5 HBC Ticket #2021002 – 206 4th Ave SE – Update if any
 - 6.6 HBC Ticket #2021004 – 105 4th St NE – Resident will be there
 - 6.7 HBC Ticket # 2021007 – 322 1st Ave NW – Has a buyer – in negotiations
 - 6.8 HBC Ticket # 2021005 – 13 S Main St. – New deadline June 30th
 - 6.9 ND Community Foundation - updates
 - 6.10 Railroad Park - update
 - 6.11 Property Tax Exemption for Improvements App 12 N Main St. -work in progress update.
 - 6.12 Mural on MSCC – Contest Update if any
 - 6.13 Load Control (Electrical) – update
 - 6.14 1881 Extraction Document – update
 - 6.15 Brew Bub Liquor License Approval Revisions/Clarification
7. **New Business**
8. **Citizens Addressing the Commission**
9. **Adjournment**

**NEXT REGULAR MEETING:
Monday, April 18, 2022, 6:30 PM
MAIN STREET COMMUNITY CENTER**

DATE: 03/22/2022

TIME: 6:30 PM

THE HILLSBORO BOARD OF CITY COMMISSIONERS HELD A REGULAR MEETING AT MAIN COMMUNITY CENTER AT THE ABOVE DATE AND TIME.

Commissioners present: Sando, Reese, Kress, Sather, and Geray

Commissioners absent none

Commissioner Sando opened the meeting with the Pledge of Allegiance at 6:30 PM.

Reading of the Minutes:

Commissioner Sather moved to approve the March 7, 2022, Regular City Commission Meeting Minutes. Commissioner Kress seconded. Motion carried.

Presentation of Bills

<u>AP to be approved on 03/21/2022</u>	<u>3/21/2022</u>	<u>Amount</u>	<u>Check #</u>
<u>Advanced Business Methods</u>	<u>Scanner</u>	<u>\$416.74</u>	<u>25440</u>
<u>AE2S</u>	<u>I-29 watermain</u>	<u>\$6,689.25</u>	<u>25441</u>
<u>Aramark</u>	<u>Rugs & mops</u>	<u>\$178.97</u>	<u>25442</u>
<u>Bell State Bank & Trust</u>	<u>Bank Fees</u>	<u>\$51.91</u>	<u>750 e</u>
<u>Business Essentials</u>	<u>Office Supplies</u>	<u>\$25.28</u>	<u>25443</u>
<u>Core & Main</u>	<u>Curb stops, couplings</u>	<u>\$667.21</u>	<u>25444</u>
<u>Dakota Natural Gas</u>	<u>Feb gas for shop</u>	<u>\$342.12</u>	<u>25445</u>
<u>Epic Welding & Man</u>	<u>Plow Truck repairs</u>	<u>\$4,990.60</u>	<u>25446</u>
<u>Ewing Oil</u>	<u>Fuel</u>	<u>\$590.85</u>	<u>25447</u>
<u>Grainger</u>	<u>Parts, safety glasses</u>	<u>\$100.46</u>	<u>25448</u>
<u>Hawkins</u>	<u>Chemicals</u>	<u>\$299.00</u>	<u>25449</u>
<u>Hillsboro Airport</u>	<u>Feb Contribution</u>	<u>\$4,399.90</u>	<u>25450</u>
<u>Hillsboro Banner</u>	<u>Legals, ads</u>	<u>\$1,618.33</u>	<u>25451</u>
<u>Hillsboro Economic Development</u>	<u>Lodging Tax</u>	<u>\$665.61</u>	<u>25452</u>
<u>Hillsboro Economic Development</u>	<u>Sales Tax</u>	<u>\$7,236.56</u>	<u>25453</u>
<u>Hillsboro Park Board</u>	<u>Feb rev sharing</u>	<u>\$1,688.43</u>	<u>25454</u>
<u>KRJB-FM</u>	<u>Power Ads</u>	<u>\$1,260.00</u>	<u>25455</u>
<u>Lawson Products</u>	<u>Aerosol Degreaser</u>	<u>\$42.24</u>	<u>25456</u>
<u>Loffler</u>	<u>Lift Station Alarm Fees</u>	<u>\$74.85</u>	<u>25457</u>
<u>Michael Todd & Company</u>	<u>Snowplow Blade & shoe</u>	<u>\$896.75</u>	<u>25458</u>
<u>MRES</u>	<u>Feb 2022 Electricity</u>	<u>\$209,798.12</u>	<u>751 e</u>
<u>MRES</u>	<u>Misc Services</u>	<u>\$751.50</u>	<u>25459</u>
<u>Overhead Doors of Fargo</u>	<u>Garage door buttons</u>	<u>\$120.50</u>	<u>25460</u>
<u>Power plan OIB</u>	<u>Backhoe service</u>	<u>\$279.52</u>	<u>25461</u>
<u>Premium Waters</u>	<u>Water</u>	<u>\$59.38</u>	<u>25462</u>
<u>Rite way</u>	<u>Utility bills & Late Bills</u>	<u>\$1,596.48</u>	<u>25463</u>
<u>RMB Environmental Labs</u>	<u>Water testing</u>	<u>\$90.00</u>	<u>25464</u>
<u>RS Electric</u>	<u>Metal fan cooling motors</u>	<u>\$627.00</u>	<u>25465</u>
<u>Sign Solutions</u>	<u>Sign no parking</u>	<u>\$215.45</u>	<u>25466</u>
<u>Sorum Oil</u>	<u>Fuel - Jan & Feb</u>	<u>\$9,784.56</u>	<u>25467</u>
<u>Trail County Treasurer</u>	<u>March- Sheriff contract</u>	<u>\$17,254.08</u>	<u>25468</u>

<u>Verizon Wireless</u>	<u>Phones</u>	<u>\$358.07</u>	<u>25469</u>
<u>Waste Management</u>	<u>Roll Offs</u>	<u>\$1,910.42</u>	<u>25470</u>
<u>Wright Implement</u>	<u>Snowblower Repair</u>	<u>\$4,829.89</u>	<u>25471</u>
		<u>\$279,910.03</u>	

Commissioner Reese moved to pay bills as presented. Commissioner Geray seconded. None voted no. Motion carried.

Monthly Disconnects:

Commissioner Reese moved to approve the Disconnects, Commissioner Kress seconded. Motion carried.

City Commissioners Reports:

Commissioner Sather: Nothing to report

Commissioner Kress:

- Planning and Zoning decided to up the tax incentive to 100k, bringing it to the commission.
- Building permits- P&K would take care of the Old Town part of Hillsboro.

Commissioner Geray- Nothing to report

Commissioner Kress – Nothing to report

Commissioner Reese – Nothing to Report

Commissioner Sando- Thanking the Banner for the airport coverage this last week.

City Officers Reports:

Public Works Superintendent Anderson – Install for load control- sent an email out about that for the commissioners to look at.

City Attorney Juelson- Nothing to report

Auditor Frederick- Reminder that all the election packets are due April 11 no later than 4pm. We need one more person to run for commissioner. Public Works job opening closes this Friday March 25th. Stop in and pick up an application at City Hall or with Superintendent Anderson.

Sheriff Hunt – Nothing to report.

City Engineer Swanson: Public Forum on March 22, 2022, at 6:30pm

Old Business:

HBC Ticket #2021001-

- Waiting to set a date with Roe and Joe to come along with the sheriff department.

HBC Ticket #2021002- 206 4th Ave SE –

- In the process of an eviction notice. Could take 6 to 12 months.

HBC Ticket #2021003- There was some cleanup done, but now it has gone back to what it was.

Commissioner Sather makes the motion to move forward with the clean up on this property, Commissioner Kress seconded.

In a roll call vote

Yes- Reese, Sather, Kress, Geray, and Sando

HBC Ticket # 2021004- 105 4th St NE-

- Lining up a time for Roe and Joe to come.

HBC Ticket #2021007- 322 1st Ave NW- Offer in the works on this property. If the offer is accepted, they will be tearing down everything to have a vacant lot.

HBC Ticket #2021005- 13 S Main Street- Holding off until June 30th, 2022

Building Permit Process:

- Decided that Planning and Zoning would take care of the old part of town, and Inspector Blevins would take care of the new houses and commercial.
- Tabled -to go back to P&Z for more specific's.

Commissioner Reese makes the motion to table for further discussion. Commissioner Sather seconded.

In a roll call vote

Yes- Sather, Kress, Geray, Reese, and Sando.

Motion carried.

Building Incentives for River Walk Development and any new building in Hillsboro: - Planning and Zoning decided to move it up from 75k to 100k for the first 2 years.

Commissioner Reese makes the motion to approve upping the tax incentives from 75k to 100k for the first two years. Commissioner Geray seconded.

In a roll call vote

Yes- Reese, Geray, Kress, Sather, and Sando

Motion Carried.

ND Community Foundation- Hillsboro's revised Agreement. – Nothing new, still trying to get a meeting set up.

City Wide Street Paving Project: - March 22, 2022 Town Hall Meeting. Project will not be happening this year. Flexibility is key

Railroad Park & Shop Fencing: Enhance railroad park beautification project. City does not have the lease agreement with BNSF for that property. Process has been started.

Get dimensions- contact Dakota Fence.

New Business:

Application approval for Property Tax Exemption for Improvements – 12 N Main St

Tabled – for Auditor Frederick to work with County Tax Director on specifics.

Food Truck Permit Pricing even if it's \$0- Needs to be added to Ordinance:

Commissioner Reese makes a resolution at \$0. Commissioner Kress seconded the motion.

In a roll call vote

Yes- Geray, Reese, Kress, Sather, and Sando

Motion Carried.

Mural Approval on South Side of Community Center Building:

- Designers and artist come up with ideas
- Winning sketch will get \$500. Top 4 will be put out for a vote.
- City Attorney Juelson does not see any legal issues to this.
- Sketches would be due on May 1, 2022

Commissioner Reese makes the motion to allow a mural planning to start up. Commissioner Kress seconded.

In a roll call vote

Yes- Sather, Kress, Geray, Reese, and Sando

Motion Carried

Beautification Spending Process:

Commissioner Kress makes the motion to approve the Beautification Commission to spend up to \$500 without approval from the City Commission. Anything above \$500 needs to be approved by the City Commission. Commissioner Sather seconded.

In a roll call vote

Yes-Reese, Sather, Kress, Geray, and Sando

Citizens/Businesses Addressing the Commission –

- **Chuck**
 - Who is charge of getting stuff for grants?
 - Abby Ritz with AE2S
 - Why did the yield signs get changed to stop signs?
 - Need to address more signage control
 - How old to drive 4-wheelers and insurance and licenses
 - What about golf carts
 - Only allowed to go to the golf course.
- **Allison Bertch/Whisney**
 - Does not agree with getting a building permit/ relates to the ½ mile territorial zoning.
 - Refuse to give an example themselves

Adjournment:

Commissioner Sather moved to adjourn the meeting at 8:20pm. Commissioner Kress seconded. Motion carried.

Ashley Frederick
City Auditor

Terry Sando
Commission President

**The next regular meeting of the Hillsboro Board of City Commissioners
will be at 6:30 PM on Monday April 4, 2022, at Main Street Community Center.**

DATE: 03/22/2022

TIME: 6:30 PM

THE HILLSBORO BOARD OF CITY COMMISSIONERS HELD A PUBLIC FORUM AT MAIN COMMUNITY CENTER AT THE ABOVE DATE AND TIME TO DISCUSS THE CITY-WIDE PAVING PROJECT.

Commissioners present: Sando, Reese, Kress, Sather, and Geray

Commissioners absent: NONE

City Officers/Employees present: Superintendent Anderson, Attorney Juelson, Auditor Frederick, Assistant Admin Myers.

City Engineers Present: AE2S Swanson and Amiot

Official News Paper: Hillsboro Banner, Cole Short

Commissioner Sando opened the Public Forum at 6:30 PM.

City Engineers Steve Swanson and Taylor Amiot with AE2S presented a preliminary overview of the problem areas they observed throughout the City of Hillsboro in their Pavement survey last summer. The estimated cost of the total project thus far is \$12 Million. Citizens, in person and those watching online, were able to freely ask the Engineers, Commissioners, and City staff various questions concerning the project. The meeting was Live Streamed through Your Live Event and questions received by email were read aloud by Auditor Frederick and answered to the best ability of the Engineers and Commissioners.

Full version of the meeting can be found on the City of Hillsboro YouTube channel.

Public Forum Closed

Commission President Sando closed the meeting at 8:55 PM.

Ashley Frederick
City Auditor

Terry Sando
Commission President

The next regular meeting of the Hillsboro Board of City Commissioners will be at 6:30 PM on Monday April 4, 2022, at Main Street Community Center.

AP to be approved on 04/04/2022	4/4/2022	Amount	Check #
Aramark	Rug & mops	\$93.74	
Cardmember Service	March Statement	\$3,364.69	
ECRW District	Water	\$8,844.53	
Electric Pump	Service	\$596.00	
Hawkins	O-ring, gasket & labor	\$118.50	
Krista & Darlene Dahl	Refund of Credit Balance	\$376.72	
Linda Rapisarda	Refund of Credit Balance	\$12.30	
Lowry	Construction Documents	\$561.25	
MEI Engineering	System Electrical Map	\$1,077.76	
MFOA	Membership	\$30.00	
Millers Fresh Foods	Supplies	\$7.18	
Naastad Brothers	Water leak - curb stop	\$1,202.50	
Olsen Hardware	Supplies	\$290.56	
PowerPlan	Parts	\$393.73	
RMB	Water testing	\$160.00	
Team Lab	Fine Road Patch	\$847.50	
The Printers	Advertising	\$85.00	
Traill County Treasurer	Sheriff contract - April	\$17,254.08	
Valley Plains	Parts	\$66.36	

CFS by Jurisdiction

CFS #	Date	Time	Reported Offense
TR042219	3/2/2022	11:28 AM	87J - Traffic Hazard
TR042221	3/2/2022	5:41 PM	86DA - Dog At Large (Warning/ Return of Animal Only)
TR042224	3/4/2022	12:44 AM	86T - Citizen Assist
TR042225	3/4/2022	12:40 PM	82J - Medical Assist
TR042244	3/6/2022	9:17 AM	82J - Medical Assist
TR042245	3/6/2022	10:54 AM	86D - Animal Call, Other (Warning/Return Of Animal Only)
TR042247	3/6/2022	1:23 PM	35A - Drug/narcotic Violations
TR042248	3/6/2022	4:24 PM	82J - Medical Assist
TR042256	3/8/2022	8:27 AM	87F - Motorist Assist
TR042261	3/9/2022	10:44 AM	82J - Medical Assist
TR042266	3/10/2022	8:05 PM	90J - Trespass of Real Property
TR042273	3/12/2022	12:02 AM	80J - Restraining Order
TR042290	3/12/2022	9:01 PM	86B - Ambulance Request
TR042297	3/14/2022	9:39 AM	82J - Medical Assist
TR042304	3/15/2022	3:51 PM	TR-037 - Traffic Violation
TR042305	3/15/2022	8:29 PM	36B - Statutory Rape
TR042308	3/16/2022	4:24 AM	86B - Ambulance Request
TR042309	3/16/2022	6:02 AM	86B - Ambulance Request
TR042310	3/16/2022	6:52 AM	23D - Theft From Building
TR042311	3/16/2022	8:15 AM	82J - Medical Assist
TR042316	3/16/2022	10:19 PM	86B - Ambulance Request
TR042324	3/18/2022	9:22 AM	82J - Medical Assist
TR042325	3/19/2022	3:39 AM	87R - Reckless Driving
TR042326	3/19/2022	2:23 AM	88Z - Other - CRIMINAL WARRANTS
TR042327	3/19/2022	7:04 PM	87R - Reckless Driving
TR042330	3/20/2022	4:32 AM	86B - Ambulance Request
TR042337	3/20/2022	11:16 PM	87G - Suspicious Person/Vehicle/Activity
TR042343	3/22/2022	2:46 AM	86B - Ambulance Request
TR042344	3/22/2022	6:26 AM	86B - Ambulance Request
TR042348	3/22/2022	9:58 PM	87G - Suspicious Person/Vehicle/Activity

TR042350	3/23/2022	11:29 AM 82J - Medical Assist
TR042351	3/23/2022	12:29 PM 35A - Drug/narcotic Violations
TR042361	3/25/2022	3:57 PM 87K - Motor Vehicle Accident
TR042362	3/25/2022	5:37 PM 86B - Ambulance Request
TR042367	3/26/2022	12:10 PM 86H - Welfare Check
TR042377	3/27/2022	7:44 AM 86B - Ambulance Request
TR042382	3/27/2022	12:54 PM 86B - Ambulance Request
TR042386	3/27/2022	7:14 PM 86DG - Cattle/Livestock at Large (Warning/Return of Animal Only)
TR042395	3/29/2022	8:15 AM 240 - Motor Vehicle Theft
TR042396	3/29/2022	11:06 AM 82J - Medical Assist
TR042398	3/29/2022	3:23 PM 87G - Suspicious Person/Vehicle/Activity
TR042399	3/29/2022	4:29 PM 290 - Destruction/Damage/Vandalism of Property/Criminal Mischief
TR042404	3/30/2022	4:11 PM 87R - Reckless Driving
TR042405	3/31/2022	7:34 AM 86H - Welfare Check
TR042412	3/31/2022	6:15 PM 86DB - Vicious Dog (Warning Only)

NOTICE OF AWARD

Date of Issuance: April 4, 2022
Owner: City of Hillsboro Owner's Project No.:
Engineer: AE2S Engineer's Project No.: P00116-2020-005
Project: Watermain Replacement and Sanitary Forcemain Improvements
Contract Name: Hillsboro Utility Improvements
Bidder: Breidenbach Excavating
Bidder's Address: 600 1st Avenue, Reynolds, ND 58275

You are notified that Owner has accepted your Bid dated **March 22, 2022** for the above Contract, and that you are the Successful Bidder and are awarded a Contract for:

Contract No. 1 – General Construction Subtotal Base Bid No. 1

Contract No. 1 – General Construction Alternate No. 1

Contract No. 1 – General Construction Alternate No. 2

The Contract Price of the awarded Contract is **\$954,981.00**. Contract Price is subject to adjustment based on the provisions of the Contract, including but not limited to those governing changes, Unit Price Work, and Work performed on a cost-plus-fee basis, as applicable.

Five (5) unexecuted counterparts of the Agreement accompany this Notice of Award, and one copy of the Contract Documents accompanies this Notice of Award, or has been transmitted or made available to Bidder electronically.

Drawings will be delivered separately from the other Contract Documents.

You must comply with the following conditions precedent within 15 days of the date of receipt of this Notice of Award:

1. Deliver to ~~Owner~~ Engineer **five (5)** counterparts of the Agreement, signed by Bidder (as Contractor).
2. Deliver with the signed Agreement(s) the Contract security (such as required performance and payment bonds) and insurance documentation, as specified in the Instructions to Bidders and in the General Conditions, Articles 2 and 6.
3. Other conditions precedent (if any):
 - a. **Deliver with each of the executed Contract Documents Current Workmen's Compensation Certificate of Premium Paid and Contractors Certificate of North Dakota Income and Sales Tax Clearance.**

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within 10 days after you comply with the above conditions, Owner will return to you one fully signed counterpart of the Agreement, together with any additional copies of the Contract Documents as indicated in Paragraph 2.02 of the General Conditions.

Owner: **City of Hillsboro, ND**

By (*signature*): _____

Name (*printed*): _____

Title: Mayor

Copy: Engineer



April 1, 2022

Honorable Mayor and City Council
City of Hillsboro
19 S Main St.
Hillsboro, ND 58045

**RE: Award Recommendation for Hillsboro Watermain Replacement & Sanitary
Forcemain Improvements**

Dear Mayor and City Council Members:

The bid opening for the referenced project was conducted at 2:00 p.m. on Tuesday, March 22nd, 2022 at the Hillsboro City Office. Herein, we are pleased to present our summary of the bids received and recommendation for Construction Contract Award. A total of four (4) Contractors submitted sealed bids for the project. All four bids were prepared according to the project specifications and were opened and read aloud. A bid tabulation is attached to this letter for your review.

Review of the attached bid tabulation indicates that the apparent low bidder is Breidenbach Excavating with the following bid prices:

Contract No. 1 General Construction:

- **Subtotal Base Bid No. 1 Watermain Replacement** **\$322,796.00**
- **Subtotal Base Bid No. 2 PVC Sanitary Forcemain from LS to Lagoon** **\$606,795.00**
- Total Base Bid **\$929,591.00**
- Alternate No. 1 HDPE Sanitary FM from LS to Lagoon **\$582,185.00**
- **Alternate No. 2 Lagoon Outfall Structure with Bore** **\$50,000.00**

This was approximately \$170,000 under the Engineer's Estimate.

AE2S has worked with Breidenbach Excavating quite extensively and they have done work in the City of Hillsboro. Our experience with this contractor is favorable and AE2S believes Breidenbach Excavating is a responsible contracting company capable of fulfilling all contract requirements in a satisfactory manner.

Award Recommendation:

Based on review of the bids received, comparison with the Engineer's Estimate, and evaluation for the low bidder, AE2S recommends the City of Hillsboro award Base Bid No. 1, Alternate No. 1, and Alternate No. 2 to Breidenbach Excavating for \$954,981.00.

Award Recommendation for the Hillsboro Utility Project

Page 2

April 1, 2022

AE2S will prepare the request to the State for approval to award contracts as required by funding agency and prepare construction agreements for execution by the Contractors and City. Thank you for the opportunity to work with the City of Hillsboro on this important project.

Respectfully submitted,

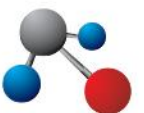
AE2S

A handwritten signature in black ink that reads "Steve Swanson". The signature is fluid and cursive, with the first name "Steve" being more prominent than the last name "Swanson".

Steve Swanson

Project Manager

Enclosure



Hillsboro Water Main Replacement Sanitary Force Main Improvements
City of Hillsboro
AE2S Project No. 00116-2020-005
Detailed Bid Tab

No. Description Base Bid No. 1	Qty. Unit	Breidenbach Excavating		Sellin Brothers, Inc.		KPH, Inc.		Naastad Brothers, Inc.	
		Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price
A. Mobilization	1 l.s.	10,000.00	\$10,000.00	68,000.00	\$68,000.00	100,000.00	\$100,000.00	40,000.00	\$40,000.00
B. Water Main									
1. 6-inch DIPS DR13.5 HDPE	80 l.f.	14.00	\$1,120.00	55.00	\$4,400.00	46.00	\$3,680.00	70.00	\$5,600.00
2. 8-inch DIPS DR13.5 HDPE	80 l.f.	20.00	\$1,600.00	60.00	\$4,800.00	58.00	\$4,640.00	80.00	\$6,400.00
3. 10-inch DIPS DR13.5 HDPE	80 l.f.	26.00	\$2,080.00	70.00	\$5,600.00	63.00	\$5,040.00	95.00	\$7,600.00
4. 12-inch C900 DR 25 CL 165 PVC	350 l.f.	49.00	\$17,150.00	95.00	\$33,250.00	95.00	\$33,250.00	115.00	\$40,250.00
C. Directional Bores									
1. 12-inch DR 13.5 DIPS POLY	325 l.f.	75.00	\$24,375.00	125.00	\$40,625.00	134.00	\$43,550.00	170.00	\$55,250.00
D. Cased Bores									
1. Interstate Crossing (Includes 750' 18" DIPS DR 17 POLY Casing Pipe and 1,250' 12" DIPS DR 13.5 Carrier Pipe)	1 l.s.	190,000.00	\$190,000.00	230,000.00	\$230,000.00	333,000.00	\$333,000.00	370,000.00	\$370,000.00
E. Fittings (includes couplers and POLY pipe to transition from POLY to PVC)									
1. 12-inch POLY 45° Bend	1 ea.	5,000.00	\$5,000.00	5,500.00	\$5,500.00	1,100.00	\$1,100.00	4,500.00	\$4,500.00
2. 12-inch by 8-inch POLY Tee	1 ea.	2,500.00	\$2,500.00	1,750.00	\$1,750.00	1,700.00	\$1,700.00	5,500.00	\$5,500.00
F. Tie-In to Connections (includes Couplings, Fittings, Saddles, Fusina, and Tie-Ins to Existing)									
1. 12" West Interstate Tie-In	1 l.s.	10,000.00	\$10,000.00	15,000.00	\$15,000.00	15,000.00	\$15,000.00	20,350.00	\$20,350.00
2. 10" and 6" East Interstate Tie-In	1 l.s.	13,606.00	\$13,606.00	15,000.00	\$15,000.00	16,000.00	\$16,000.00	25,950.00	\$25,950.00
G. Gate Valves									
1. 8-inch	1 ea.	5,698.00	\$5,698.00	4,000.00	\$4,000.00	4,250.00	\$4,250.00	4,000.00	\$4,000.00
2. 10-inch	2 ea.	7,694.00	\$15,388.00	5,000.00	\$10,000.00	10,500.00	\$21,000.00	5,500.00	\$11,000.00
3. 12-inch	1 ea.	9,376.00	\$9,376.00	6,000.00	\$6,000.00	6,750.00	\$6,750.00	7,250.00	\$7,250.00
H. Fire Hydrant (Includes Piping, Tee, Gate Valve, Hydrant, Riser, and 90° Bend)	1 ea.	12,203.00	\$12,203.00	12,000.00	\$12,000.00	11,000.00	\$11,000.00	10,250.00	\$10,250.00
I. 1-inch Flush/Air Blow-off Valve	1 ea.	1,000.00	\$1,000.00	4,500.00	\$4,500.00	3,000.00	\$3,000.00	4,850.00	\$4,850.00
J. Signs	3 ea.	100.00	\$300.00	175.00	\$525.00	550.00	\$1,650.00	150.00	\$450.00
K. Seeding (with straw mulch in all R.O.W.'s)	2 acre	200.00	\$400.00	3,000.00	\$6,000.00	4,000.00	\$8,000.00	3,250.00	\$6,500.00
L. Gravel	20 ton	25.00	\$500.00	45.00	\$900.00	50.00	\$1,000.00	30.00	\$600.00
M. A/C Pipe Disposal	1 l.s.	500.00	\$500.00	2,000.00	\$2,000.00	4,000.00	\$4,000.00	5,000.00	\$5,000.00
Base Bid No. 1 Total			\$322,796.00		\$469,850.00		\$617,610.00		\$631,300.00

No. Description Base Bid No. 2	Qty. Unit								
A. Mobilization	1 l.s.	14,937.00	\$14,937.00	136,000.00	\$136,000.00	100,000.00	\$100,000.00	28,500.00	\$28,500.00
B. Open Cut Force Main									
1. 8-inch DR 13.5 DIPS POLY	40 l.f.	28.00	\$1,120.00	82.00	\$3,280.00	56.00	\$2,240.00	80.00	\$3,200.00
2. 10-inch C900 DR 25 CL 165 PVC	800 l.f.	41.00	\$32,800.00	75.00	\$60,000.00	77.00	\$61,600.00	90.00	\$72,000.00
3. 10-inch DR 13.5 DIPS POLY	50 l.f.	26.00	\$1,300.00	90.00	\$4,500.00	65.00	\$3,250.00	100.00	\$5,000.00

*Different from As Read bid because of math error.

Hillsboro Water Main Replacement Sanitary Force Main Improvements
City of Hillsboro
AE2S Project No. 00116-2020-005
Detailed Bid Tab

No.	Description	Qty.	Unit	Breidenbach Excavating		Sellin Brothers, Inc.		KPH, Inc.		Naastad Brothers, Inc.	
				Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price
	4. 12-inch C900 DR 25 CL 165 PVC	6,025	I.f.	49.00	\$295,225.00	93.00	\$560,325.00	90.00	\$542,250.00	127.00	\$765,175.00
C.	Directional Bores										
	1. 10-inch DR 13.5 DIPS POLY	400	I.f.	65.00	\$26,000.00	120.00	\$48,000.00	85.00	\$34,000.00	125.00	\$50,000.00
	2. 12-inch DR 13.5 DIPS POLY	450	I.f.	77.00	\$34,650.00	130.00	\$58,500.00	95.00	\$42,750.00	135.00	\$60,750.00
D.	Cased Bores										
	1. Highway 81 and River Crossing (Includes 125' 16" DIPS DR 17 POLY Casing Pipe and 400' 10" DIPS DR 13.5 Carrier Pipe)	1	I.s.	42,163.00	\$42,163.00	60,000.00	\$60,000.00	50,000.00	\$50,000.00	144,500.00	\$144,500.00
E.	Fittings										
	1. 10-inch POLY 45° Bend	1	ea.	1,500.00	\$1,500.00	1,250.00	\$1,250.00	2,300.00	\$2,300.00	2,500.00	\$2,500.00
	2. 12-inch POLY 45° Bend	4	ea.	5,000.00	\$20,000.00	5,500.00	\$22,000.00	2,650.00	\$10,600.00	3,000.00	\$12,000.00
F.	Tie-In Connections (Includes Couplings, Fittings, Saddles, Fusings, and Tie-Ins to Existing)										
	1. Tie-in to Existing Lift Stations (Includes installation of ARV Assembly in Existing Valve Manhole)	2	I.s.	16,000.00	\$32,000.00	12,500.00	\$25,000.00	35,000.00	\$70,000.00	22,850.00	\$45,700.00
	2. Tie-in to Existing 10" AC	1	I.s.	13,000.00	\$13,000.00	11,500.00	\$11,500.00	7,000.00	\$7,000.00	5,850.00	\$5,850.00
	3. Tie-in to Existing Pool Sanitary Service to New Forcemain	1	ea.	2,000.00	\$2,000.00	3,000.00	\$3,000.00	7,000.00	\$7,000.00	5,650.00	\$5,650.00
	4. Tie-in to Existing Lagoon PVC	1	I.s.	10,000.00	\$10,000.00	15,000.00	\$15,000.00	10,000.00	\$10,000.00	9,950.00	\$9,950.00
G.	Gate Valves										
	1. 10-inch	5	ea.	7,700.00	\$38,500.00	5,000.00	\$25,000.00	6,000.00	\$30,000.00	5,450.00	\$27,250.00
	2. 12-inch	2	Ea.	9,500.00	\$19,000.00	6,000.00	\$12,000.00	16,000.00	\$32,000.00	7,250.00	\$14,500.00
H.	12-inch ARV (includes manholes, valve, piping, and assembly)	2	ea.	10,000.00	\$20,000.00	20,000.00	\$40,000.00	25,000.00	\$50,000.00	17,500.00	\$35,000.00
I.	Signs	7	ea.	100.00	\$700.00	175.00	\$1,225.00	500.00	\$3,500.00	150.00	\$1,050.00
J.	Seeding (with straw mulch in all R.O.W.'s)	5	acre.	200.00	\$1,000.00	1,200.00	\$6,000.00	1,600.00	\$8,000.00	1,750.00	\$8,750.00
K.	Gravel	40	ton	10.00	\$400.00	45.00	\$1,800.00	50.00	\$2,000.00	30.00	\$1,200.00
L.	Temporary Trucking during Tie-Ins	1	I.s.	400.00	\$400.00	7,000.00	\$7,000.00	30,000.00	\$30,000.00	9,000.00	\$9,000.00
M.	A.C. Pipe Disposal	1	I.s.	100.00	\$100.00	2,000.00	\$2,000.00	4,000.00	\$4,000.00	6,500.00	\$6,500.00
Base Bid No. 2 Total					<u>\$606,795.00</u>		<u>\$1,103,380.00</u>		<u>\$1,102,490.00</u>		<u>\$1,314,025.00</u>
Total: Base Bid No. 1 Plus Base Bid No. 2					<u>\$929,591.00</u>		<u>\$1,573,230.00</u>		<u>\$1,720,100.00</u>		<u>\$1,945,325.00</u> *

No.	Description	Qty.	Unit								
Alternate No. 1											
A.	Mobilization	1	I.s.	12,000.00	\$12,000.00	136,000.00	\$136,000.00	100,000.00	\$100,000.00	28,500.00	\$28,500.00
B.	Open Cut Force Main										
	1. 8-inch DR 13.5 DIPS Poly	40	I.f.	20.00	\$800.00	82.00	\$3,280.00	56.00	\$2,240.00	75.00	\$3,000.00
	2. 10-inch DR 13.5 DIPS Poly	850	I.f.	26.00	\$22,100.00	90.00	\$76,500.00	77.00	\$65,450.00	80.00	\$68,000.00
	3. 14-inch DR 13.5 DIPS Poly	6,025	I.f.	46.00	\$277,150.00	95.00	\$572,375.00	90.00	\$542,250.00	105.00	\$632,625.00
C.	Directional Bores										

*Different from As Read bid because of math error.

Hillsboro Water Main Replacement Sanitary Force Main Improvements
City of Hillsboro
AE2S Project No. 00116-2020-005
Detailed Bid Tab

No.	Description	Qty.	Unit	Breidenbach Excavating		Sellin Brothers, Inc.		KPH, Inc.		Naastad Brothers, Inc.	
				Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price
	1. 10-inch DR 13.5 DIPS Poly	400	l.f.	70.00	\$28,000.00	120.00	\$48,000.00	90.00	\$36,000.00	125.00	\$50,000.00
	2. 14-inch DR 13.5 DIPS Poly	450	l.f.	94.00	\$42,300.00	135.00	\$60,750.00	95.00	\$42,750.00	135.00	\$60,750.00
D.	Cased Bores										
	1.Highway 81 and River Crossing (Includes 125' 16" DIPS DR 17 POLY Casing Pipe and 400' 10" DIPS DR 13.5 Carrier Pipe)	1	l.s.	42,000.00	\$42,000.00	60,000.00	\$60,000.00	50,000.00	\$50,000.00	138,500.00	\$138,500.00
E.	Fittings										
	1. 10-inch POLY 45° Bend	1	ea.	1,000.00	\$1,000.00	1,250.00	\$1,250.00	2,300.00	\$2,300.00	2,500.00	\$2,500.00
	2. 14-inch POLY 45° Bend	4	ea.	2,865.00	\$11,460.00	6,000.00	\$24,000.00	2,650.00	\$10,600.00	3,000.00	\$12,000.00
F.	Tie-In Connections (includes couplings, fittings, saddles, fusing, and Tie-Ins to Existing)										
	1. Tie-in to Existing Lift Stations (Includes installation of ARV Assembly in Existing Valve Manhole)	2	l.s.	15,000.00	\$30,000.00	12,500.00	\$25,000.00	35,000.00	\$70,000.00	22,850.00	\$45,700.00
	2. Tie-in to Existing 10" A.C.	1	l.s.	8,300.00	\$8,300.00	11,500.00	\$11,500.00	7,000.00	\$7,000.00	5,850.00	\$5,850.00
	3. Tie-in Existing Pool Sanitary Service to New Forcemain	1	l.s.	2,200.00	\$2,200.00	3,000.00	\$3,000.00	7,000.00	\$7,000.00	5,650.00	\$5,650.00
	4. Tie-in to Existing Lagoon PVC	1	l.s.	10,000.00	\$10,000.00	15,000.00	\$15,000.00	10,000.00	\$10,000.00	9,950.00	\$9,950.00
G.	Gate Valves										
	1. 10-inch	5	ea.	7,750.00	\$38,750.00	5,000.00	\$25,000.00	6,000.00	\$30,000.00	5,450.00	\$27,250.00
	2. 14-inch	2	ea.	16,850.00	\$33,700.00	15,000.00	\$30,000.00	16,000.00	\$32,000.00	14,950.00	\$29,900.00
H.	14-inch ARV (includes manholes, valve, piping, and assembly)	2	ea.	10,000.00	\$20,000.00	25,000.00	\$50,000.00	25,000.00	\$50,000.00	17,500.00	\$35,000.00
I.	Signs	7	ea.	100.00	\$700.00	175.00	\$1,225.00	500.00	\$3,500.00	150.00	\$1,050.00
J.	Seeding (with straw mulch in all R.O.W.'s)	5	acre	125.00	\$625.00	1,200.00	\$6,000.00	1,600.00	\$8,000.00	1,750.00	\$8,750.00
K.	Gravel	40	ton	15.00	\$600.00	45.00	\$1,800.00	50.00	\$2,000.00	30.00	\$1,200.00
L.	Temporary Trucking during Tie-Ins	1	l.s.	400.00	\$400.00	7,000.00	\$7,000.00	30,000.00	\$30,000.00	9,000.00	\$9,000.00
M.	A.C. Pipe Disposal	1	l.s.	100.00	\$100.00	2,000.00	\$2,000.00	4,000.00	\$4,000.00	6,500.00	\$6,500.00
Alternate No. 1 Total					<u>\$582,185.00</u>		<u>\$1,159,680.00</u>		<u>\$1,105,090.00</u>		<u>\$1,181,675.00</u>

No.	Description	Qty.	Unit								
Alternate No. 2											
A.	New Lagoon Outfall Structure with Bore	1	l.s.	50,000.00	\$50,000.00	60,000.00	\$60,000.00	100,000.00	\$100,000.00	185,000.00	\$185,000.00
Alternate No. 2 Total					<u>\$50,000.00</u>		<u>\$60,000.00</u>		<u>\$100,000.00</u>		<u>\$185,000.00</u>

*Different from As Read bid because of math error.



March 03, 2022

Pricing prepared for:
Replacement of Existing
Load Management
Switches for Hillsboro
Utilities, ND

Executive Summary:

Allegiant Utility Services, Inc. is pleased to have the opportunity to submit pricing to HILLSBORO Utilities for the replacement of approximately 700 existing load management switches with new multi relay switches.

With our experienced staff, Allegiant feels we have assembled the right team to partner with HILLSBORO Utilities to execute this project to your satisfaction on or before your expected completion date.

We hope that we have met your expectations with our response, and we are looking forward to answering any questions you may have regarding our proposal.

Sincerely,

Jeff DeVries
CEO
Allegiant Utility Services, Inc

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- VIII. Safety Program Summary 8

I. Business Contact Information

Allegiant Utility Services
7756 College Rd STE 150
Baxter, MN 56425
www.allegiantutilityservices.com

Jeff DeVries
CEO
Telephone: (651) 492-4254
jdevries@allegiantutilityservices.com

II. General Company Description

Summary:

Allegiant Utility Services is a world class utility service organization that has been providing meter installation, meter testing, and meter sales to Municipalities and Electric Cooperatives for over 20 years. The company is based in Baxter, Minnesota and Manor, Texas. We have 63 employees across 6 states throughout the US. In addition, Allegiant Utility Services installs an average of 550,000 electric meters annually and inspects and tests approximately 4-6,000 commercial electric meters through its field service division. We average 25-35 projects a year.

III. Management and Organization

Allegiant Utility Services, Inc. - Parent

Jeff DeVries CEO

Is a seasoned executive professional with more than 20 years of experience in the electric, water, & gas utility industry with a relentless pursuit for the highest quality of service to the customers. He has a proven track record working with several Gridstream customers throughout the US. Plus, he has worked hand in hand with Colorado Springs Utility, Austin Energy, Central Georgia, Hamilton Electric Cooperative, Prentiss County EPA, Oncor, AEP Texas and Xcel Energy.

Mark Kodet COO

Mark is responsible for customer delivery, deployment services and operations. He has over 36 years of engineering, customer service and program management experience including 15 years of dedicated work in AMR/AMI development. He has led some of the most challenging smart meter deployments to include Fortis Alberta, Minnesota Power and Colorado Springs Utility. In addition, he is currently responsible for deployments at Crow Wing Power, Lake Country Power, Red Lake Electric Coop, Rural Electric Coop, Jones Onslow EMC, and A&N Electric Coop.

IV. Pricing for Replacement of Load Management Switches

Allegiant shall agree to replace approximately 700 of the HILLSBORO Utilities' current load management switches with new load management switches. This price is based on Allegiant's understanding of the project and the assumptions outlined in this proposal.

	Price
Switch Exchange	\$94.23
Indoor Rewire	T&M with a hourly rate \$98.13.
Permit Management if Applicable Per Location	\$18.00

To complete the project, Allegiant will use it's work order management system, Peak Workflow[®], which is described in greater detail in Section VI of the proposal.

V. Assumptions used in Pricing of Replacement of Load Management Switches

General assumptions:

- 100% switches to be replaced are located indoors requiring an appointment.
- Switches are multi relay.
- ApPOINT scheduling and customer coordination is included in pricing.
 - Notification costs to be invoiced separately (i.e., door hangers, letters, etc.)
 - Assume no home entry when only a minor is present.
- Pricing is contingent upon no prevailing wage restrictions.
- No Bond

Allegiant's bid includes:

- Providing labor and tools required for the replacing of an existing load management switch with a new customer supplied load management switch.
- Processing Electrical Permit Fee for each load switch location if applicable.
 - Actual cost of permit will be a pass through with 3.5% handling charge.
- Provision of call-center during deployment for customer notifications, scheduling, and addressing complaints.
 - Live third-party language services
 - Outbound and inbound call center service
 - Online appointments via website and email
 - 24-hour live answering service for emergency dispatch, after hours contact, and inbound call overflow
- Inventory receipt and control
 - Staging and storage to be performed by utility on-site.
 - Allegiant will work from existing utility locations or designated locked area.

- Three photos will be provided for each Load Control Switch application:
 - Current load management switch as found.
 - New load management switch post installation.
 - As left site photo.
- An up-front fee for all necessary work order integration into your CIS system and access to the work order system for Utility personnel.
 - Load management switch installation information will be available by 10:00 a.m. the following day.
 - Photos will be available by 10:00 a.m. the following day.
 - CIS integration files will be available by 10:00 a.m. Central Standard Time the following day.
- Peripheral installation items, approved connectors, wire, flexible cable ect.
- Safety program
- Fleet vehicles with appropriate signage.
- Miscellaneous tools necessary for installations.
- Uniforms, badges, etc.
- Standard hiring practices including background checks, etc.
- Pass-through Fuel Charge adder for fuel above \$3.50 a gallon.
- Assumes project will take 12 months to complete.

Utility will provide:

- Provide load management switches, project staging, and storage.
- Safe access to all equipment, including keys, if available.
- Assistance on unsafe switch installations or other special circumstances.
- GIS coordinates for switch locations through CIS and/or utility mapping system.
- Project meeting attendance.

VI. Work Order and Data Integration

Our project team will work with your staff to develop and manage the transfer of data throughout the course of the project. On average, it takes 4-6 weeks to set up all the files and build out our work order system for your project. We have done project startups in as little as 3 weeks. Most of the testing and setup is done on our end.

1. Primary Data Transfer File requirements:
 - a. Location File
 - b. Post Load Management Switch Change Out export file.
 - c. MMF file
2. Location File
 - a. We will work with Utility to create a CSV file that contains the following data elements that we can load into our “Peak Workflow” program to conduct the load management switch installations in the field.

Sample:

**Allegiant Utility Services Template
Location File From Utility**

.CSV File Format

Instructions: Provide AUS with a .csv file formatted with "column header" naming convention with the Required fields, return any other data shown below if CIS has it available

Required	Column Header	Description	Length	Field type	Notes
X	accountNumber	Account Number	50	numeric	Customer account number
X	customerName	Accountholder Name	100	Alpha-numeric	Helpful to have customer contact
X	homePhoneNumber	Home Phone	10	numeric	
X	mobilePhoneNumber	Mobile Phone	10	numeric	
X	businessPhoneNumber	Work Phone	10	numeric	
X	street	Service Address w Unit	100	Alpha-numeric	Helpful to have address information, no PO Boxes
	street2		100	Alpha-numeric	
	street3		100	Alpha-numeric	
X	city: String	Service City	100	Alpha-numeric	
X	stateCode	Service State	20	Alpha-numeric	
X	zipCode	Service Zip	10	Alpha-numeric	
X	meterNumber	Meter Number	20	Alpha-numeric	Existing meter serial number
X	loadControlNumber	Load Control ID	10	Alpha-numeric	Load control relay serial number
X	loadControlRelay1	Relay 1 Type	10	Alpha-numeric	Relay controls what type of load
X	loadControlRelay2	Relay 2 Type	10	Alpha-numeric	Relay controls what type of load
X	loadControlRelay3	Relay 3 Type	10	Alpha-numeric	Relay controls what type of load
X	loadControlRelay4	Relay 4 Type	10	Alpha-numeric	Relay controls what type of load
X	meterStatus	Meter Status	20	Alpha-numeric	Active / Inactive
X	longitude	Decimal X Coordinate	15	numeric	Decimal values
X	latitude	Decimal Y Coordinate	15	numeric	Decimal values

accountNui	customerNi	homePhoni	mobilePhori	businessPh	street	city	stateCode	zipCode	meterNumt	loadControl	loadControl	loadControl	loadControl	loadControl	meterStatus	longitude	latitude
12312-123-1Bob Smith	800-555-121	800-555-121	800-555-121	1234	Any Str	Anytown	DC	12304	34598345	8743523	Air Condition	Water Heate	n/a	n/a	Active	-110.12312	35.123123

- b. Location files are typically loaded daily/weekly during the project to keep the data up to date.
 - c. Files are typically sent across our SFTP site.
3. Post Load Management Switch Installation Out Import File
- a. We will work with Utility to create a file for import into their CIS System for the load management switch installations.

Sample:

**Allegiant Utility Services Template
Exchange File To Utility**

.CSV File Format

Instructions: Provide AUS with a .csv file formatted with "column header" naming convention with the Required fields, return any other data shown below if CIS has it available

Required	Column Header	Description	Length	Field type	Notes
X	accountNumber	Account Number	50	numeric	Customer account number
X	meterNumber	Meter Number	20	Alpha-numeric	Existing meter serial number
X	loadControlNumber	Load Control ID	10	Alpha-numeric	Load control relay serial number
X	newLoadControlNumber	New Load Control ID	10	Alpha-numeric	Load control relay serial number
X	loadControlRelay1	Relay 1 Type	10	Alpha-numeric	Relay controls what type of load
X	loadControlRelay2	Relay 2 Type	10	Alpha-numeric	Relay controls what type of load
X	loadControlRelay3	Relay 3 Type	10	Alpha-numeric	Relay controls what type of load
X	loadControlRelay4	Relay 4 Type	10	Alpha-numeric	Relay controls what type of load
X	capturedLongitude	Decimal X Coordinate	15	numeric	Decimal values
X	capturedLatitude	Decimal Y Coordinate	15	numeric	Decimal values

accountNumber	meterNumber	loadControlNumber	newLoadControlNumber	loadControlRelay1	loadControlRelay2	loadControlRelay3	loadControlRelay4	capturedLongitude	capturedLatitude
1231-1243-12	65123123	71574175	94151815	Air Conditioner	Water Heater			-110.4615151	35.654835

- b. We will work hand and hand with you to ensure the file formats are correct through the data validation period of the project.

- c. Load management switch installation files are provided daily from us to you by using our SFTP site.

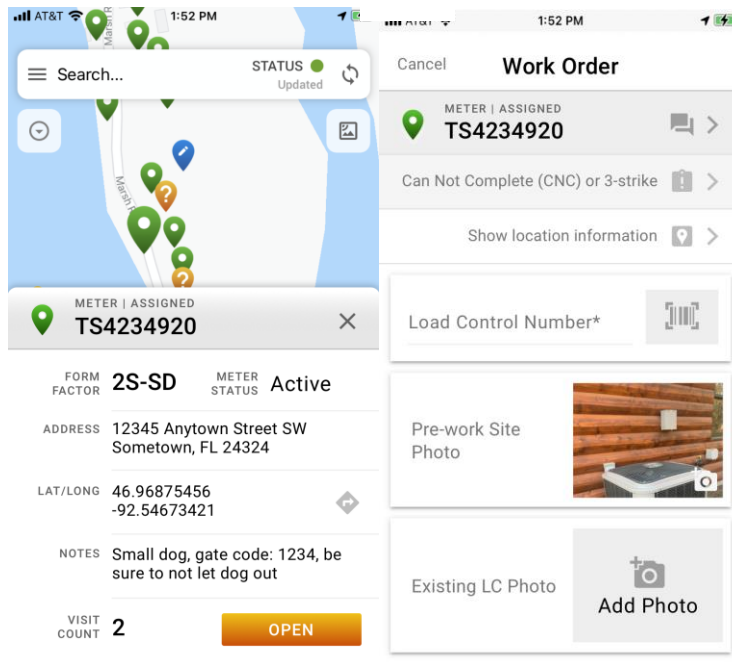
4. Load Management Switch Manufacture File

- a. The Manufacture File is loaded into our “Peak Workflow” program and used to validate the new switches going into the field and to ensure we have the correct bar coding.
- b. Manufacture File files are typically provided through the course of the project as you are receiving load management switch shipments.

5. Work order tool interface

a. Handheld Devices


- i. Switches tracked in map interface on your handhelds.
- ii. New switch numbers scanned in, if applicable.



b. Web Tools


i. Meters/switches install detail screen.

ABC | Work Order Details | AC30691 ✕



mapbox

Update Location



Completed Work Photo

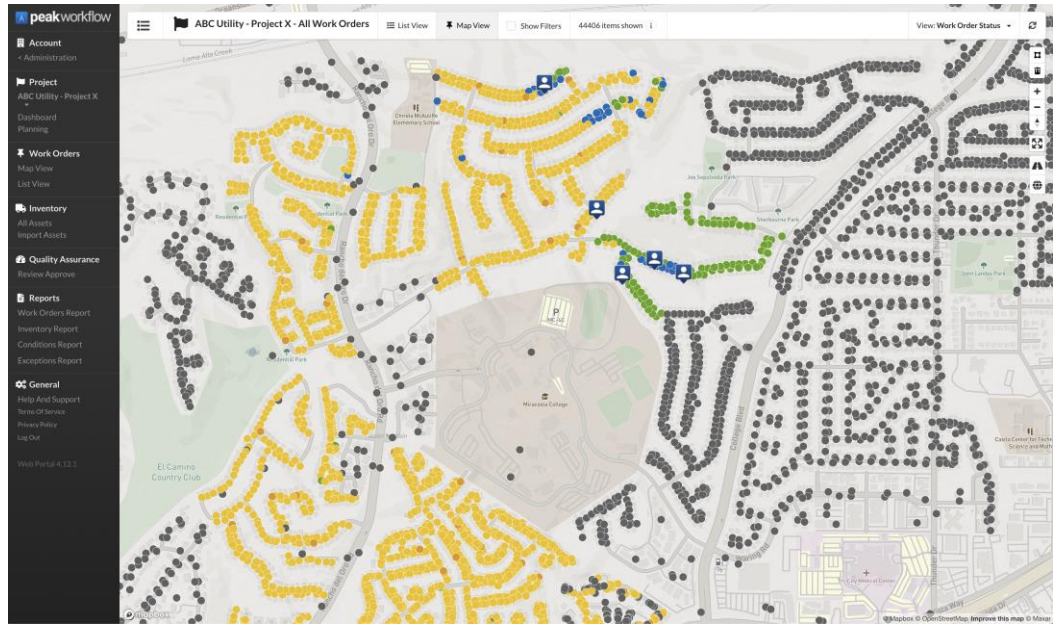
Info Additional Audit Comments History

Load Control Number	AC30691
Meter Status	Active
LC Relay 1	Air Conditioning
LC Relay 2	Water Heater
LC Relay 3	
LC Relay 4	
Old Meter Last KWH Reading	17200
Old Meter KWH Reading	17400
Flagged As Damaged	<input type="checkbox"/>

Next Close >

Deployment Progress Tracking

1. Updated daily.
2. Color coded to track completed and skipped meters/switches.
3. Organized by installer and meter/switch type.



c. Utility Access

- i. Unlimited access to web portal included in base contract during the deployment.
- ii. Secure login for each user
- iii. Custom reporting

6. Application and Support.

- a. We provide 24x7 support on the applications.

7. Validations

- a. In field validation of every data entry ensures accurate information.
- b. Database post processing ensures data integrity and accurate billing.
- c. Follow up reporting provided for meters/switches not found in field, or inaccessible for change out after multiple efforts to access site.

VII. Quality Control

- Allegiant will conduct a random sample audit of 25% on all installations for initial 2 weeks.
- Allegiant will conduct a random sample audit of 5% of all installations throughout the project.
- The audit process includes the following:
 - i. Site visits
 - ii. Picture reviews
 - iii. Data validation

VIII. Safety Program Summary

1. All employees go through rigorous hot socket and meter handling training to ensure all our employees are following all appropriate guidelines.
2. Each employee wears PPE gear to include the following:
 - Safety glasses
 - Hardhat
 - FR shirt and pants
 - Protective footwear
 - High Viz vest
3. Employees are issued appropriate contractor ID badges.
4. Daily/Weekly tailgate meetings are conducted to review the safety guidelines and review any field incidents.
5. In the event a load management switch exchange results in an unsafe condition our employees will follow the local utility procedures and wait onsite until a utility personnel arrives.