

**NON-PROFESSIONAL SERVICES AGREEMENT BETWEEN
THE CITY OF SAN LEANDRO AND
FACILITYDUDE.COM
FOR
FACILITYDUDE TRAINING SERVICES**

THIS AGREEMENT for on-site training and implementation services is made by and between the City of San Leandro ("City") and Dude Solutions, Inc. dba FacilityDude.com ("Contractor") (together sometimes referred to as the "Parties") as of _____, 2016 (the "Effective Date").

Section 1. SERVICES. Subject to the terms and conditions set forth in this Agreement, Contractor shall provide to City the services described in the Scope of Work attached as Exhibit A at the time and place and in the manner specified therein. In the event of a conflict in or inconsistency between the terms of this Agreement and Exhibit A, the Agreement shall prevail.

- 1.1 Term of Services.** The term of this Agreement shall begin on the Effective Date and shall end on June 30, 2016, the date of completion specified in Exhibit A, and Contractor shall complete the work described in Exhibit A on or before that date, unless the term of the Agreement is otherwise terminated or extended, as provided for in Section 8. The time provided to Contractor to complete the services required by this Agreement shall not affect the City's right to terminate the Agreement, as referenced in Section 8. Upon the expiration of this Agreement, the Parties agree the City's continued use of the software services shall be governed by FacilityDude.com's Terms of Use.
- 1.2 Standard of Performance.** Contractor shall perform all services required pursuant to this Agreement in the manner and according to the standards observed by a competent practitioner of the profession in which Contractor is engaged.
- 1.3 Assignment of Personnel.** Contractor shall assign only competent personnel to perform services pursuant to this Agreement. In the event that City, in its sole discretion, at any time during the term of this Agreement, desires the reassignment of any such persons, Contractor shall, immediately upon receiving notice from City of such desire of City, reassign such person or persons.
- 1.4 Time.** Contractor shall devote such time to the performance of services pursuant to this Agreement as may be reasonably necessary to meet the standard of performance provided in Subsection 1.2 above and to satisfy Contractor's obligations hereunder.
- 1.5 City of San Leandro Living Wage Rates.** This contract may be covered by the City of San Leandro Living Wage Ordinance (LWO). Bidder's attention is directed to the San Leandro Municipal Code, Title 1, Chapter 6, Article 6. Successful Bidder must submit completed self-certification form and comply with the LWO if covered.

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Section 2. COMPENSATION. City hereby agrees to pay Contractor a sum not to exceed \$52,270.82, notwithstanding any contrary indications that may be contained in Contractor's proposal, for services to be performed and reimbursable costs incurred under this Agreement. In the event of a conflict between this Agreement and Contractor's proposal, attached as Exhibit B, regarding the amount of compensation, the Agreement shall prevail. City shall pay Contractor for services rendered pursuant to this Agreement at the time and in the manner set forth herein. The payments specified below shall be the only payments from City to Contractor for services rendered pursuant to this Agreement. Contractor shall submit all invoices to City in the manner specified herein. Except as specifically authorized by City in writing, Contractor shall not bill City for duplicate services performed by more than one person.

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Contractor and City acknowledge and agree that compensation paid by City to Contractor under this Agreement is based upon Contractor's estimated costs of providing the services required hereunder, including salaries and benefits of employees and subcontractors of Contractor. Consequently, the Parties further agree that compensation hereunder is intended to include the costs of contributions to any pensions and/or annuities to which Contractor and its employees, agents, and subcontractors may be eligible. City therefore has no responsibility for such contributions beyond compensation required under this Agreement.

2.1 Charges. An invoice shall be issued for the service provided in Exhibit B upon completion of the work described in Exhibit A. The payment terms for all invoices is net thirty (30) days. If a service day is rescheduled or cancelled at the sole request of the City, the City will be responsible for any actual fees incurred by Contractor for rescheduling or canceling travel and living fees.

2.2 Total Payment. City shall pay for the services to be rendered by Contractor pursuant to this Agreement. City shall not pay any additional sum for any expense or cost whatsoever incurred by Contractor in rendering services pursuant to this Agreement. City shall make no payment for any extra, further, or additional service pursuant to this Agreement.

In no event shall Contractor submit any invoice for an amount in excess of the maximum amount of compensation provided above either for a task or for the entire Agreement, unless the Agreement is modified prior to the submission of such an invoice by a properly executed change order or amendment.

2.3 Hourly Fees. Fees for work performed by Contractor on an hourly basis shall not exceed the amounts shown on the compensation schedule attached hereto as Exhibit B.

2.4 Reimbursable Expenses. Reimbursable expenses are specified in Exhibit B, and shall not exceed \$ N/A. Expenses not listed in Exhibit B are not chargeable to City. Reimbursable expenses are included in the total amount of compensation provided under this Agreement that shall not be exceeded.

2.5 Payment of Taxes. Contractor is solely responsible for the payment of employment taxes incurred under this Agreement and any similar federal or state taxes.

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2.6 Payment upon Termination. In the event that the City or Contractor terminates this Agreement pursuant to Section 8, the City shall compensate the Contractor for all outstanding costs and reimbursable expenses incurred for work satisfactorily completed as of the date of written notice of termination. Contractor shall maintain adequate logs and timesheets to verify costs incurred to that date.

2.7 Authorization to Perform Services. The Contractor is not authorized to perform any services or incur any costs whatsoever under the terms of this Agreement until receipt of authorization from the Contract Administrator.

Section 3. FACILITIES AND EQUIPMENT. Except as set forth herein, Contractor shall, at its sole cost and expense, provide all facilities and equipment that may be necessary to perform the services required by this Agreement. City shall make available to Contractor only the facilities and equipment listed in this section, and only under the terms and conditions set forth herein. Contractor shall make a written request to City to use facilities or equipment not otherwise listed herein.

Section 4. INSURANCE REQUIREMENTS. Before fully executing this Agreement, Contractor, at its own cost and expense, unless otherwise specified below, shall procure the types and amounts of insurance listed below against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by the Contractor and its agents, representatives, employees, and subcontractors. Consistent with the following provisions, Contractor shall provide proof satisfactory to City of such insurance that meets the requirements of this section and under forms of insurance satisfactory in all respects, and that such insurance is in effect prior to beginning work to the City. Contractor shall maintain the insurance policies required by this section throughout the term of this Agreement. The cost of such insurance shall be included in the Contractor's bid. Contractor shall not allow any subcontractor to commence work on any subcontract until Contractor has obtained all insurance required herein for the subcontractor(s) and provided evidence that such insurance is in effect to City. VERIFICATION OF THE REQUIRED INSURANCE SHALL BE SUBMITTED AND MADE PART OF THIS AGREEMENT PRIOR TO EXECUTION. Contractor shall maintain all required insurance listed herein for the duration of this Agreement.

4.1 Workers' Compensation.

4.1.1 General Requirements. Contractor shall, at its sole cost and expense, maintain Statutory Workers' Compensation Insurance and Employer's Liability Insurance for any and all persons employed directly or indirectly by Contractor. The Statutory Workers' Compensation Insurance and Employer's Liability Insurance shall be provided with limits of not less than **\$1,000,000** per accident. In the alternative, Contractor may rely on a self-insurance program to meet those requirements, but only if the program of self-insurance complies fully with the provisions of the California Labor Code. Determination of whether a self-insurance program meets the standards of the California Labor Code shall be solely in the discretion of the Contract Administrator.

The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the entity for all work performed by the Contractor, its employees, agents, and subcontractors.

4.1.2 Submittal Requirements. To comply with Subsection 4.1, Contractor shall submit the following:

- a. Certificate of Liability Insurance in the amounts specified in the section; and
- b. Waiver of Subrogation Endorsement as required by the section.

4.2 Commercial General and Automobile Liability Insurance.

4.2.1 General Requirements. Contractor, at its own cost and expense, shall maintain commercial general liability insurance for the term of this Agreement in an amount not less than **\$1,000,000** and automobile liability insurance for the term of this Agreement in an amount not less than **\$1,000,000** per occurrence, combined single limit coverage for risks associated with the work contemplated by this Agreement. If a Commercial General Liability Insurance or an Automobile Liability form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit. Such coverage shall include but shall not be limited to, protection against claims arising from bodily and personal injury, including death resulting therefrom, and damage to property resulting from activities contemplated under this Agreement, including the use of owned and non-owned automobiles.

4.2.2 Minimum Scope of Coverage. Commercial general coverage shall be at least as broad as Insurance Services Office Commercial General Liability occurrence form CG 0001 (most recent edition) covering comprehensive General Liability on an "occurrence" basis. Automobile coverage shall be at least as broad as Insurance Services Office Automobile Liability form CA 0001, Code 1 (any auto). No endorsement shall be attached limiting the coverage.

4.2.3 Additional Requirements. Each of the following shall be included in the insurance coverage or added as a certified endorsement to the policy:

- a. The Insurance shall cover on an occurrence or an accident basis, and not on a claims-made basis.
- b. City, its officers, officials, employees, and volunteers are to be covered as additional insureds as respects: liability arising out of work or operations performed by or on behalf of the Contractor; or automobiles owned, leased, hired, or borrowed by the Contractor.

- c. Contractor hereby agrees to waive subrogation which any insurer or contractor may require from vendor by virtue of the payment of any loss. Contractor agrees to obtain any endorsements that may be necessary to affect this waiver of subrogation.
- d. For any claims related to this Agreement or the work hereunder, the Contractor's insurance covered shall be primary insurance as respects the City, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

4.2.4 Submittal Requirements. To comply with Subsection 4.2, Contractor shall submit the following:

- a. Certificate of Liability Insurance in the amounts specified in the section;
- b. Additional Insured Endorsement as required by the section;
- c. Waiver of Subrogation Endorsement as required by the section; and
- d. Primary Insurance Endorsement as required by the section.

4.3 All Policies Requirements.

4.3.1 Acceptability of Insurers. All insurance required by this section is to be placed with insurers with a Bests' rating of no less than A:VII.

4.3.2 Verification of Coverage. Prior to beginning any work under this Agreement, Contractor shall furnish City with complete copies of all Certificates of Liability Insurance delivered to Contractor by the insurer, including complete copies of all endorsements attached to the policies. All copies of Certificates of Liability Insurance and certified endorsements shall show the signature of a person authorized by that insurer to bind coverage on its behalf. If the City does not receive the required insurance documents prior to the Contractor beginning work, it shall not waive the Contractor's obligation to provide them. The City reserves the right to require complete copies of all required insurance policies at any time.

4.3.3 Deductibles and Self-Insured Retentions. Contractor shall disclose to and obtain the written approval of City for the self-insured retentions and deductibles before beginning any of the services or work called for by any term of this Agreement. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, employees, and volunteers; or the Contractor shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration and defense expenses.

4.3.4 Wasting Policies. No policy required by this Section 4 shall include a “wasting” policy limit (i.e. limit that is eroded by the cost of defense).

4.3.5 Endorsement Requirements. Each insurance policy required by Section 4 shall be endorsed to state that coverage shall not be canceled by either party, except after 30 days' prior written notice has been provided to the City.

4.3.6 Subcontractors. Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certificates and certified endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

4.4 Remedies. In addition to any other remedies City may have if Contractor fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time herein required, City may, at its sole option exercise any of the following remedies, which are alternatives to other remedies City may have and are not the exclusive remedy for Contractor's breach:

- Obtain such insurance and deduct and retain the amount of the premiums for such insurance from any sums due under the Agreement;
- Order Contractor to stop work under this Agreement or withhold any payment that becomes due to Contractor hereunder, or both stop work and withhold any payment, until Contractor demonstrates compliance with the requirements hereof; and/or
- Terminate this Agreement.

Section 5. INDEMNIFICATION AND CONTRACTOR'S RESPONSIBILITIES. Contractor shall indemnify, defend with counsel acceptable to City, and hold harmless City and its officers, officials, employees, agents and volunteers from and against any and all liability, loss, damage, claims, expenses, and costs (including without limitation, attorney's fees and costs and fees of litigation) (collectively, “Liability”) of every nature arising out of or in connection with Contractor's performance of the Services or its failure to comply with any of its obligations contained in this Agreement, except such Liability caused by the sole negligence or willful misconduct of City. It is agreed that Contractor's obligation under the immediately preceding sentence shall not exceed more than **two (2)** times the amount actually paid by City to Contractor for the Services under this Agreement in the twelve (12) month period immediately preceding the event giving rise to such claim, EXCEPT in the event that Liability is caused by the negligence or willful misconduct of the Contractor or caused by Contractor's services under this Agreement.

The Contractor's obligation to defend and indemnify shall not be excused because of the Contractor's inability to evaluate Liability or because the Contractor evaluates Liability and determines that the Contractor is not liable to the claimant. The Contractor must respond within 30 days, to the tender of any claim for defense and indemnity by the City, unless this time has been extended by the City. If the Contractor fails to accept or reject a tender of defense and indemnity within 30 days, in addition to any other remedy authorized by law, so much of the money due the Contractor under and by virtue of this

Agreement as shall reasonably be considered necessary by the City, may be retained by the City until disposition has been made of the claim or suit for damages, or until the Contractor accepts or rejects the tender of defense, whichever occurs first.

Notwithstanding the forgoing, to the extent this Agreement is a "construction contract" as defined by California Civil Code Section 2782, as may be amended from time to time, such duties of Contractor to indemnify shall not apply when to do so would be prohibited by California Civil Code Section 2782.

In the event that Contractor or any employee, agent, or subcontractor of Contractor providing services under this Agreement is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of City, Contractor shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for PERS benefits on behalf of Contractor or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

Section 6. STATUS OF CONTRACTOR.

- 6.1 Independent Contractor.** At all times during the term of this Agreement, Contractor shall be an independent contractor and shall not be an employee of City. City shall have the right to control Contractor only insofar as the results of Contractor's services rendered pursuant to this Agreement and assignment of personnel pursuant to Subsection 1.3; however, otherwise City shall not have the right to control the means by which Contractor accomplishes services rendered pursuant to this Agreement. Notwithstanding any other City, state, or federal policy, rule, regulation, law, or ordinance to the contrary, Contractor and any of its employees, agents, and subcontractors providing services under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any and all claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in the California Public Employees Retirement System (PERS) as an employee of City and entitlement to any contribution to be paid by City for employer contributions and/or employee contributions for PERS benefits.
- 6.2 Contractor Not an Agent.** Except as City may specify in writing, Contractor shall have no authority, express or implied, to act on behalf of City in any capacity whatsoever as an agent. Contractor shall have no authority, express or implied, pursuant to this Agreement to bind City to any obligation whatsoever.

Section 7. LEGAL REQUIREMENTS.

- 7.1 Governing Law.** The laws of the State of California shall govern this Agreement.
- 7.2 Compliance with Applicable Laws.** Contractor and any subcontractors shall comply with all laws applicable to the performance of the work hereunder.
- 7.3 Other Governmental Regulations.** To the extent that this Agreement may be funded by fiscal assistance from another governmental entity, Contractor and any subcontractors

shall comply with all applicable rules and regulations to which City is bound by the terms of such fiscal assistance program.

7.4 **Licenses and Permits.** Contractor represents and warrants to City that Contractor and its employees, agents, and any subcontractors have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required to practice their respective professions. Contractor represents and warrants to City that Contractor and its employees, agents, any subcontractors shall, at their sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required to practice their respective professions. In addition to the foregoing, Contractor and any subcontractors shall obtain and maintain during the term of this Agreement valid Business Licenses from City.

7.5 **Nondiscrimination and Equal Opportunity.** Contractor shall not discriminate, on the basis of a person's race, religion, color, national origin, age, physical or mental handicap or disability, medical condition, marital status, sex, or sexual orientation, against any employee, applicant for employment, subcontractor, bidder for a subcontract, or participant in, recipient of, or applicant for any services or programs provided by Contractor under this Agreement. Contractor shall comply with all applicable federal, state, and local laws, policies, rules, and requirements related to equal opportunity and nondiscrimination in employment, contracting, and the provision of any services that are the subject of this Agreement, including but not limited to the satisfaction of any positive obligations required of Contractor thereby.

Contractor shall include the provisions of this Subsection in any subcontract approved by the Contract Administrator or this Agreement.

Section 8. TERMINATION AND MODIFICATION.

8.1 **Termination.** City may cancel this Agreement at any time and without cause upon written notification to Contractor.

Contractor may cancel this Agreement upon 90 days' written notice to City and shall include in such notice the reasons for cancellation.

In the event of termination, Contractor shall be entitled to compensation for services performed to the effective date of termination; City, however, may condition payment of such compensation upon Contractor delivering to City any or all documents, photographs, computer software, video and audio tapes, and other materials provided to Contractor or prepared by or for Contractor or the City in connection with this Agreement.

8.2 **Extension.** City may, in its sole and exclusive discretion, extend the end date of this Agreement beyond that provided for in Subsection 1.1. Any such extension shall require a written amendment to this Agreement, as provided for herein. Contractor understands and agrees that, if City grants such an extension, City shall have no obligation to provide Contractor with compensation beyond the maximum amount provided for in this

Agreement. Similarly, unless authorized by the Contract Administrator, City shall have no obligation to reimburse Contractor for any otherwise reimbursable expenses incurred during the extension period.

8.3 Amendments. The Parties may amend this Agreement only by a writing signed by all the Parties.

8.4 Assignment and Subcontracting. City and Contractor recognize and agree that this Agreement contemplates personal performance by Contractor and is based upon a determination of Contractor's unique personal competence, experience, and specialized personal knowledge. Moreover, a substantial inducement to City for entering into this Agreement was and is the professional reputation and competence of Contractor. Contractor may not assign this Agreement or any interest therein without the prior written approval of the Contract Administrator. Contractor shall not subcontract any portion of the performance contemplated and provided for herein, other than to the subcontractors noted in the proposal, without prior written approval of the Contract Administrator.

8.5 Survival. All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating liability between City and Contractor shall survive the termination of this Agreement.

8.6 Options upon Breach by Contractor. If Contractor materially breaches any of the terms of this Agreement, City's remedies shall include, but not be limited to, the following:

8.6.1 Immediately terminate the Agreement;

8.6.2 Retain a different contractor to complete the work described in Exhibit A not finished by Contractor.

Section 9. KEEPING AND STATUS OF RECORDS.

9.1 Records Created as Part of Contractor's Performance. All reports, data, maps, models, charts, studies, surveys, photographs, memoranda, plans, studies, specifications, records, files, or any other documents or materials, in electronic or any other form, that Contractor prepares or obtains pursuant to this Agreement and that relate to the matters covered hereunder shall be the property of the City. Contractor hereby agrees to deliver those documents to the City upon termination of the Agreement. It is understood and agreed that the documents and other materials, including but not limited to those described above, prepared pursuant to this Agreement are prepared specifically for the City and are not necessarily suitable for any future or other use. City and Contractor agree that, until final approval by City, all data, plans, specifications, reports and other documents are confidential and will not be released to third parties without prior written consent of both Parties.

As between Contractor and City, City owns all rights, title and interest in and to the Data. Notwithstanding the foregoing, City hereby grants Contractor a non-exclusive,

royalty-free license to display, distribute, transmit and otherwise use the Data to improve the Services and the performance of Contractor, including without limitation, submitting and sublicensing the Data to third parties for analytical purposes, provided that (i) such third parties have entered into a written agreement with Contractor to maintain the confidentiality of the Data and (ii) Contractor will not specifically identify the Data as originating from City when providing the Data to such third parties.

City has no right, title or interest in or to any Contractor provided Application, any Service or any Content, and Contractor shall retain all proprietary right, title and interest, including all Intellectual Property Rights, in and to the Applications, the Services and the Content.

9.2 Contractor's Books and Records. Contractor shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to the City under this Agreement for a minimum of 3 years, or for any longer period required by law, from the date of final payment to the Contractor to this Agreement.

9.3 Inspection and Audit of Records. Any records or documents that Subsection 9.2 of this Agreement requires Contractor to maintain shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of the City. Under California Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds \$10,000.00, the Agreement shall be subject to the examination and audit of the State Auditor, at the request of City or as part of any audit of the City, for a period of 3 years after final payment under the Agreement.

Section 10. MISCELLANEOUS PROVISIONS.

10.1 Attorneys' Fees. If a party to this Agreement brings any action, including an action for declaratory relief, to enforce or interpret the provision of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees in addition to any other relief to which that party may be entitled. The court may set such fees in the same action or in a separate action brought for that purpose.

10.2 Venue. In the event that either party brings any action against the other under this Agreement, the Parties agree that trial of such action shall be vested exclusively in the state courts of California in the County of Alameda or in the United States District Court for the Northern District of California.

10.3 Severability. If a court of competent jurisdiction finds or rules that any provision of this Agreement is invalid, void, or unenforceable, the provisions of this Agreement not so adjudged shall remain in full force and effect. The invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of any other provision of this Agreement.

- 10.4 No Implied Waiver of Breach.** The waiver of any breach of a specific provision of this Agreement does not constitute a waiver of any other breach of that term or any other term of this Agreement.
- 10.5 Successors and Assigns.** The provisions of this Agreement shall inure to the benefit of and shall apply to and bind the successors and assigns of the Parties.
- 10.6 Conflict of Interest.** Contractor may serve other clients, but none whose activities within the corporate limits of City or whose business, regardless of location, would place Contractor in a "conflict of interest," as that term is defined in the Political Reform Act, codified at California Government Code Section 81000 *et seq.*

Contractor shall not employ any City official in the work performed pursuant to this Agreement. No officer or employee of City shall have any financial interest in this Agreement that would violate California Government Code Section 1090 *et seq.*

Contractor hereby warrants that it is not now, nor has it been in the previous 12 months, an employee, agent, appointee, or official of the City. If Contractor was an employee, agent, appointee, or official of the City in the previous 12 months, Contractor warrants that it did not participate in any manner in the forming of this Agreement. Contractor understands that, if this Agreement is made in violation of California Government Code Section 1090 *et seq.*, the entire Agreement is void and Contractor will not be entitled to any compensation for services performed pursuant to this Agreement, including reimbursement of expenses, and Contractor will be required to reimburse the City for any sums paid to the Contractor. Contractor understands that, in addition to the foregoing, it may be subject to criminal prosecution for a violation of California Government Code Section 1090 *et seq.*, and, if applicable, will be disqualified from holding public office in the State of California.

- 10.7 Solicitation.** Contractor agrees not to solicit business at any meeting, focus group, or interview related to this Agreement, either orally or through any written materials.
- 10.8 Contract Administration.** This Agreement shall be administered by _____ ("Contract Administrator"). All correspondence shall be directed to or through the Contract Administrator or his or her designee.
- 10.9 Notices.** Any written notice to Contractor shall be sent to:
Brian Carter
FacilityDude.com
11000 Regency Pkwy., Ste. 110
Cary, NC 27518

With a copy to:
Melissa Buchanan, Contracts Administrator
Dude Solutions, Inc.
11000 Regency Pkwy., Ste. 110
Cary, NC 27518

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Any written notice to City shall be sent to:

With a copy to:
City of San Leandro
Department of Finance
c/o Purchasing Technician
835 East 14th Street
San Leandro, CA 94577

10.10 Integration. This Agreement, including the scope of work attached hereto and incorporated herein as Exhibits A, B represents the entire and integrated agreement between City and Contractor and supersedes all prior negotiations, representations, or agreements, either written or oral.

Exhibit A Scope of Services
Exhibit B Compensation Schedule & Reimbursable Expenses

10.11 Counterparts. This Agreement may be executed in multiple counterparts, each of which shall be an original and all of which together shall constitute one agreement.

10.12 Certification per Iran Contracting Act of 2010. In the event that this contract is for one million dollars (\$1,000,000.00) or more, by Contractor's signature below Contractor certifies that Contractor, and any parent entities, subsidiaries, successors or subunits of Contractor are not identified on a list created pursuant to subdivision (b) of Section 2203 of the California Public Contract Code as a person engaging in investment activities in Iran as described in subdivision (a) of Section 2202.5, or as a person described in subdivision (b) of Section 2202.5 of the California Public Contract Code, as applicable.

SIGNATURES ON FOLLOWING PAGE

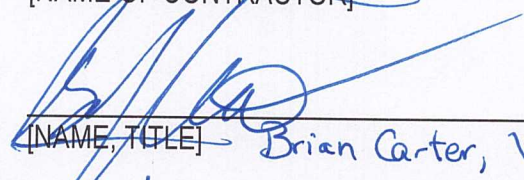
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The Parties have executed this Agreement as of the Effective Date. The persons whose signatures appear below certify that they are authorized to sign on behalf of the respective Party.

CITY OF SAN LEANDRO


Dude Solutions, Inc.
[NAME OF CONTRACTOR]

Chris Zapata, City Manager



[NAME, TITLE] - Brian Carter, VP, Sales

Attest:



Contractor's DIR Registration Number

Tamika Greenwood, City Clerk

Approved as to Fiscal Authority:

David Baum, Finance Director

Account Number

Approved as to Form:

Richard D. Pio Roda, City Attorney

1957063.2 (2015)



EXHIBIT A
SCOPE OF SERVICES

Scope of Services document begins on the next page. The remainder of this page is intentionally left blank.

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San Leandro Implementation Timetable

| Task | Due Date | Responsible Party | Client Time Invested | Length of Call/Meeting |
|--|-----------------|--------------------------|--|-------------------------------|
| Planning Call | | | | |
| Planning call with Enablement Rep and Client Success Rep to discuss goals/timeline. Provide Import Documents (Equipment, Locations, Divisions, Building Information & Users) | 3/14/2016 | Client, FD | 60 Minutes | 60 Minutes |
| Planning call with Services to discuss Historical Work Order Data Migration | 3/14/2016 | Client, FD | 60 Minutes | 60 Minutes |
| Planning Call with GIS Engineer to discuss GIS Development | 3/14/2016 | Client, FD | 60 Minutes | 60 Minutes |
| MaintenanceEdge Implementation | | | | |
| Receive spreadsheets from Client | Week 4-6 | Client, FD | 3 Hours a Week (gather info for importing) | 60-90 Minutes |
| Import Data | Week 7 | FD | N/A | Up to 3 Days |
| Historical Work Order Data Migration | | | | |
| Receive finalized spreadsheets from Client | Week 6 | Client, FD | TBD | 60-90 Minutes |
| Import Data | Week 10 | FD | N/A | Up to 20 Business Days |
| InventoryEdge Implementation | | | | |
| Receive spreadsheet from Client/Review spreadsheets | Week 4-6 | Client, FD | 3 Hours a Week (gather info for importing) | 60-90 Minutes |
| Import Data | Week 7 | FD | N/A | Up to 3 Days |
| Capital Forecast Implementation | | | | |
| Account Admin Initial Training (1 of 2) | Week 6 | Client, FD | 60 Minutes | 60-90 Minutes |
| Account Admin Follow up (2 of 2) | Week 7 | Client, FD | 60 Minutes | 60-90 Minutes |
| Review/Q&A | Week 8 | Client | 60 Minutes | 30-60 Minutes |

WAB

Mobile 311

Implementation/ConnectGIS Setup

| | | | | |
|--|--------|------------|----------------|---------------|
| Division One – Division Eight Spreadsheet sent to FacilityDude from Client | Week 6 | Client | 2 Hours a Week | N/A |
| Spreadsheet import | Week 7 | FD | N/A | N/A |
| Review Imported Data | Week 8 | Client, FD | 30-60 Minutes | 30-60 Minutes |
| Citizen/Community App Review | Week 8 | Client, FD | 30 Minutes | 30 Minutes |
| GIS Data Review | Week 8 | Client, FD | 60 Minutes | 60 Minutes |

Onsite Training Timetable/Details

| Day 1 (Week 10) – One Client Enablement Specialist | Duration (In Hours) |
|---|---------------------|
| MaintenanceEdge and InventoryEdge: Account Admin – Review Account Setup | 4 |
| Work Order: Account Admin - Workflow | 4 |
| Day 2 (Week 10) – One Client Enablement Specialist | Duration (In Hours) |
| Q & A /Review of MaintenanceEdge and InventoryEdge Setup | 2 |
| User Training – Supervisors | 1 |
| User Training – Technicians | 1 |
| Mobile311 – Account Review/Account Workflow Training | 4 |
| Day 3 (Week 10) – One Client Enablement Specialist | Duration (In Hours) |
| Finishing touches for Work Order before Launching | 4 |
| User Training – Requester | 2 |
| Launch Work Order to staff! Support any questions that come in | 4 |

Notes:

- This is written as if initial implementation call is March 14, 2016
- FacilityDude is abbreviated FD; dates will be confirmed during/after planning call
- This outline is a recommended timetable for implementation. In the case of unforeseen circumstances, some tasks and dates are liable to change as needed
- Quality of data will determine length of import time.

* *We are assuming it will take 6 weeks to collect data for all products. The timeline can be reduced if the client takes a shorter amount of time collecting the data.

MB

EXHIBIT B

COMPENSATION SCHEDULE & REIMBURSABLE EXPENSES

Contractor's proposal documents begin on the next page. The remainder of this page is intentionally left blank.

MB

2/2/2016

Tony Batalla
City Of San Leandro
835 E 14th St
San Leandro, CA 94577-3782

Dear Tony,

Thank you for your interest in FacilityDude's affordable suite of powerful, easy-to-use online tools that allow you to save money, increase efficiency, and improve services. FacilityDude is dedicated to providing best in class solutions with unlimited training and support. Ask us about our other affordable online solutions that are built exclusively for organizations just like City Of San Leandro. Pricing is based on the scope of work in the City of San Leandro.

| Item | Term | Investment |
|---------------------------|---------------------|-------------|
| Data Migration Service | One Time Investment | \$14,700.00 |
| 2 Days of Onsite Training | One Time Investment | \$4,600.00 |

| | |
|----------------------------------|--------------------|
| Total Initial Investment: | \$19,300.00 |
|----------------------------------|--------------------|

MB

Terms of Service:

- Proposal has been prepared for City Of San Leandro and is valid for 30 days.
- Initial Term: 12 months
- Automatic invoicing of annual fee will occur at the end of each term unless request for non-renewal is received in writing 30 days prior to renewal date.
- Payment: Terms are net 30 days.
- Applicable sales taxes are in addition to the quoted price. If City Of San Leandro is tax exempt please email a copy of your Tax Exemption Certificate to accounting@facilitydude.com.
- Training and startup assistance are available in an online format and through telephone support as indicated on our website.
- The subscription begins and the onsite services will be scheduled upon written acceptance of the terms and conditions of the proposal.
- Pricing is based on FacilityDude having at least 1 months notice for booking service for travel and living reservations.

- Typical service dates are scheduled 8 to 10 weeks in advance.
- Service dates are scheduled Monday-Friday
- A service day is defined as up to 8 hours per day.
- If a service day is rescheduled or cancelled by City Of San Leandro, then City Of San Leandro is responsible for any cancellation fees incurred by rescheduling or cancelling travel and living fees.
- Technical Support is available from 8am to 6pm EST. Please call (877)655-3833 for or email support@facilitydude.com for technical support.
- FacilityDude.com's Terms of Use are governed by our online terms of use statement available at: <http://facilitydude.com/privacy-terms-of-use/>.
- Dude Solutions maintains the necessary liability insurance for their products and services. Proof of insurance can be requested at any time.

Thanks again for your interest in utilizing our web-native solutions to integrate and more efficiently manage your operations. Please feel free to contact me with any questions at 919-674-8752 or by email at daniel.mccauley@facilitydude.com

The undersigned accepts the above detail and agrees to the terms herein.

SUBMITTED BY:

 DANIEL MCCAULEY
Representative Name

 2/2/2016
Date

ACCEPTED BY:

Customer Signature

Date

Print Name

Position

Please address the purchase order to:

FacilityDude.com
 11000 Regency Parkway, Suite 200
 Cary, NC 27518

***** Please mail the original and fax or email a copy of the signed proposal and purchase order to 919-674-8515 or sales@facilitydude.com.**

MB

2/2/2016

Tony Batalla
City Of San Leandro
835 E 14th St
San Leandro, CA 94577-3782

Dear Tony

Thank you for your interest in our GIS solutions. Designed to help you take full advantage of your GIS data, our solutions make information more accessible, simplify the creation of new data, and organize everything more effectively. We are dedicated to providing best in class solutions with unlimited training and support. Ask us about our other affordable online solutions that are built exclusively for organizations just like City Of San Leandro. Pricing is based on your total population.

Total Population: 84,950

| Item | Term | Investment |
|----------------------------------|--|-------------|
| ConnectGIS | Prorated 2 Months (05/01/2016 – 06/30/2016) | \$3,410.00 |
| Mobile311 – includes citizen app | Prorated 2 Months (05/01/2016 – 06/30/2016) | \$15,602.50 |
| MaintenanceEdge | Prorated 2 Months (05/01/2016 – 06/30/2016) | \$4,393.33 |
| InventoryEdge | Prorated 2 Months (05/01/2016 – 06/30/2016) | \$1,631.66 |
| Capital Forecast | Prorated 2 Months (05/01/2016 – 06/30/2016) | \$2,563.33 |
| Dude University – 3 Dude Deals | March 19 th – 23 rd | \$3,870.00 |

Total Initial Investment:

\$31,470.82

TAB

Annual renewal amount from July 1, 2016 to June 30, 2017 is \$50,105.00

Investment includes:

- ConnectGIS account setup includes GIS data imports. Files must be provided in a GIS format. Initial data will be loaded within 10 business days of confirmed receipt. Updates to data will be loaded within two business days of confirmed receipt.
- With ConnectGIS, we provide hosting services utilizing ESRI ArcGIS server and the connection to the ConnectGIS portal to provide GIS data over the internet. You can post data twice per month. 80 GB of Data Storage is included.
- Mobile311 account set up includes pre-population of forms. Files must be provided in electronic format (excel,.csv)
- Mobile311 integration with ConnectGIS or your on-premise ArcGIS.

Terms of Service:

- Proposal has been prepared for City Of San Leandro.
- Proposal is valid for 30 days.
- Initial Term: 2 months
- Automatic invoicing of annual fee will occur at the end of each term unless request for non-renewal is received in writing 30 days prior to renewal date.
- Payment: Terms are net 30 days.
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- Please address purchase order to: FacilityDude.com, 11000 Regency Parkway Suite 200, Cary, NC 27518
- Training and startup assistance are available in an online format and through telephone support as indicated on our website.
- Technical Support is available from 8am to 6pm EST. Please call (877)655-3833 for or email support@facilitydude.com for technical support.
- Subscription begins upon written acceptance of terms and conditions of the proposal.
- Project management, and onsite training are outside of the scope of this proposal and are available at an additional cost.
- FacilityDude.com's Terms of Use are governed by our online terms of use statement available at: <http://facilitydude.com/privacy-terms-of-use/>.
- FacilityDude.com solutions are delivered for the client to access within 24 hours of the order.

At FacilityDude, we are happy to work with your yearly budgeting cycle. If you would prefer a pro-rated annual fee based on your budget cycle, please let me know. I will provide you with the pro-rated cost based on the number of months remaining in your fiscal year.

Thanks again for your interest in utilizing our web-native solutions to integrate and more efficiently manage your operations. Please feel free to contact me with any questions at 919-674-8752 or by email at daniel.mccauley@facilitydude.com

Sincerely,
Daniel McCauley
Account Representative
Cell (919) 410-2032
daniel.mccauley@facilitydude.com

2/2/2016

Tony Batalla
City Of San Leandro
835 E 14th St
San Leandro, CA 94577-3782

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| Item | Term | Investment |
|---------------|---------------------|------------|
| PM Templates* | One Time Investment | \$1,500.00 |

| | |
|----------------------------------|-------------------|
| Total Initial Investment: | \$1,500.00 |
|----------------------------------|-------------------|

MB

The Parties agree the item "PM Templates" included in **Exhibit B** is excluded from the terms of the **NON-PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF SAN LEANDRO AND FACILITYDUDE.COM FOR FACILITYDUDE TRAINING SERVICES** and shall instead be subject to FacilityDude.com's Terms of Use as of the effective date of the Agreement.

Terms of Service:

- Proposal has been prepared for City Of San Leandro and is valid for 30 days.
- Initial Term: 12 months
- Automatic invoicing of annual fee will occur at the end of each term unless request for non-renewal is received in writing 30 days prior to renewal date.
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- Dude Solutions maintains the necessary liability insurance for their products and services. Proof of insurance can be requested at any time.

Thanks again for your interest in utilizing our web-native solutions to integrate and more efficiently manage your operations. Please feel free to contact me with any questions at 919-674-8752 or by email at daniel.mccauley@facilitydude.com

The undersigned accepts the above detail and agrees to the terms herein.

SUBMITTED BY:

DANIEL MCCAULEY

2/2/2016

Representative Name

Date

ACCEPTED BY:

Customer Signature

Date

Print Name

Position

Please address the purchase order to:

FacilityDude.com
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Cary, NC 27518

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