1   <u>SECOND AMENDMENT TO CONTRACT NO. 33415</u>

2   **33415**

3   THIS SECOND AMENDMENT TO CONTRACT NO. 33415 is made and

4   entered, in duplicate, as of April 21, 2016 for reference purposes only, pursuant to a

5   minute order adopted by the City Council of the City of Long Beach at its meeting held on

6   April 19, 2016, by and between ASSETWORKS LLC, a Delaware limited liability company

7   ("Contractor"), with a place of business at 998 Old Eagle School Road, Suite 1215,

8   Wayne, Pennsylvania 19087 and the CITY OF LONG BEACH ("City"), a municipal

9   corporation.

10   WHEREAS, City and Contractor entered into Contract No. 33415 for

11   software upgrades, installation, design, setup and training services as authorized by

12   Resolution No. RES-14-0018; and

13   WHEREAS, the parties desire to amend and include additional services to

14   the Statement of Work, increase the contract amount and extend the term;

15   NOW, THEREFORE, in consideration of the mutual terms and conditions

16   herein, the Parties agree as follows:

17   1.   Section 2 of Contract No. 33415 is hereby amended to read as

18   follows:

19   "2.   City shall pay Contractor in due course of payments, following receipt

20   of an invoice from Contractor and upon acceptance from City, for these software

21   upgrades, installation, design, setup and training services for the M4 Fleet Management

22   System the prices shown in Exhibit "A", a sum not to exceed Three Hundred Fifty-Three

23   Thousand Ten Dollars ($353,010), including tax."

24   2.   Section 3 of Contract No. 33415 is hereby amended to read as

25   follows:

26   "3.   The term of this Contract shall commence at midnight on March 1,

27   2014, and shall terminate on June 30, 2017 unless sooner terminated as provided herein."

28   3.   The Statement of Work in Exhibit "A" to the Agreement is hereby

1   amended to include additional services more particularly described in Exhibit "A-2",

2   attached hereto and incorporated by this reference.

3   4.   Except as expressly amended in this Second Amendment, all terms

4   and conditions in Contract No. 33415 are ratified and confirmed and shall remain in full

5   force and effect.

6   IN WITNESS WHEREOF, the Parties have caused this document to be duly

7   executed with all formalities required by law as of the date first stated above.

8

9   ASSETWORKS LLC, a Delaware limited liability company

10 June 2 , 2016   By_____
    Name _Gordon Smith_

11 Title _Vice President_

12 June 2 , 2016   By_____

13 Name _John H. Hines III_
    Title _President_

14

15 "Contractor"

16 CITY OF LONG BEACH, a municipal corporation

17 6/16 , 2016   By_____

18   City Manager

19 "CITY"

20   This Second Amendment to Contract No. 33415 is approved as to form on

21 June 8 , 2016.

22

23 CHARLES PARKIN, City Attorney

24 By_____

25   Deputy

26

27

28

2

EXHIBIT "A-2"

AssetWORKS

Services Order Form
(Existing Customer)

Date: February 26, 2016

City of Long Beach

*This Order Schedule is issued pursuant to current License, Maintenance and Professional Services Agreement(s) between AssetWorks LLC (successor in interest to AssetWorks, Inc.) and the above named customer. Parties agree to be bound by those terms and conditions. Pricing below is valid provided this Order form is signed by customer on or by **May 26, 2016**.*

To:
Ed Callegari
City of Long Beach-Business Systems Specialist
ed.callegari@longbeach.gov
(562) 570-5442

Item	Qty		Days	Extension
SERVICES (Estimates)				
Motor Pool Portal Setup Training	24	Hours	$ 195	$ 4,680
Customer View Training	8	Hours	$ 195	$ 1,560
Test Suite Training	16	Hours	$ 195	$ 3,120
Dashboard Updates	20	Hours	$ 195	$ 3,900
PMM Setup and Training	16	Hours	$ 195	$ 3,120
Zonar Setup and Training	32	Hours	$ 195	$ 6,240
UST Problem Tracking and Resolution Procedure Development	36	Hours	$ 195	$ 7,020
Notifications Module Setup and Training	4	Hours	$ 195	$ 780
Part Warranty Configuration Training	4	Hours	$ 195	$ 780
Vehicle Inspections for Outside Agencies Procedure Development	36	Hours	$ 195	$ 7,020
EquipmentFocus Setup and Training	16	Hours	$ 195	$ 3,120
Configuration and Testing	50	Hours	$ 195	$ 9,750
Estimated Travel Expenses (Estimate includes 22 local on-site days @$60/day and 3 non-local days for $1500)				$ 2,820
Services Subtotal				$ 53,910

Grand Total | $ 53,910 |

In the event Customer's business practices require that Customer issue a purchase order number prior to payment of any AssetWorks invoices issued under this Agreement, then such purchase order number must be entered below. Customer's execution of the Order Form without designating a purchase order number shall be deemed Customer's acknowledgement that no purchase order number is required for payment of invoices hereunder.

Purchase Order Number: _____   **Amount:** __$ 53,910.00__

The following general assumptions apply to this proposal for AssetWorks and its subcontractors:

1. The costs for this project are provided on a fixed fee basis.

2. AssetWorks' consulting estimates do not include installation and/or configuration of any computer hardware and peripheral equipment. The end user will be responsible for installing and configuring computer hardware and peripheral equipment such as printers and bar code equipment (if applicable).

3. Customer will purchase all hardware and software necessary for implementation, either through the AssetWorks product purchase schedule or through other means.

4. Customer will have all of the necessary and appropriate personnel at all of the meetings for the purpose of defining the requirements of the system.

5. Customer is responsible for TCP/IP connectivity from all client workstations to the Customer's AssetWorks servers.

6. Customer will appoint a single point of contact for the duration of the project. This person should have project management responsibilities and decision-making authority. This person will be the focal point of contact for **AssetWorks'** Customer Support department.

7. Customer will make appropriate technical resources available to AssetWorks' consultants.

8. All training sessions will use standard application training materials.

9. AssetWorks may provide on-site training to Customer (as outlined) in a classroom environment suitable for training. Customer will be responsible for providing and preparing the training facility. AssetWorks assumes Customer will provide a reasonably equipped training room where each trainee will have a computer that is connected to Customer's AssetWorks server. **AssetWorks recommends that the facility support between 10-16** concurrent trainees.

10. This Proposal does not include any tailoring or customization of the GUI.

11. AssetWorks will perform as specified in the system documentation.

12. In the event the customer schedules on-site services and, due to circumstances within its control, AssetWorks' scheduled personnel are unable to perform such services, AssetWorks will be entitled to payment for each such scheduled personnel on the basis of an eight-hour day. AssetWorks provides on-site services on the basis of an eight-hour minimum per day per person.

Accepted by Customer:

_____
Signature

_____
Name

_____
Title

_____
Date

To expedite shipment and scheduling, please email or fax this signed document and your Purchase Order to Joe Keefe:

Tel: 720.633.3043
Fax: 720.247.9001
Joseph.keefe@assetworks.com

Proposed Post Go Live Tasks

Customer View Training: **(8 hours)**

Customer Views

      Motor Pool   **(24 hours)**

      PD, PD Boat, Fire

      Others: Airport, Public Works, etc.

Requirements:

- Fleet staff will need to meet with the Departments to determine the requirements and M5 data elements that will be displayed
- PM will need to determine if the screen designer or native M5 frames will be the better fit for the customer views
- Its recommended that Fleet rolls out a base customer view application for the departments and then tailor the view depending on the individual departmental needs
- DAF (Department Access Function) processing will be configured to filter the Dept. information
- **Optional:** Render the link for the M5 customer view in the Fleet portal
- Training material and documentation
- Testing

Assignments:

- Asset Works must create the base customer views for Motor Pool, PD, PD Boat, and Fire
- The staff must observe the creation of the views and provide Asset Works with the input based on the information gathered from the departments
- It will be the staffs responsibility to place the customer views into the Fleet portal
- Training material and documentation must be created by Fleet
- Testing must be done by Asset Works

Proposed Post Go Live Tasks

High Priority #2 - Project Mgt. Hours: 16

Test Suites (PM Jobs)

Requirements:

- PM will need to meet with the Fleet staff to gather the requirements
- Staff will need to determine which jobs require test suites
- The following items will need to be reviewed and configured as required in M5: system assembly positions and standard job tech specs
- Maintenance must prepare the current check list and review them with the PM
- Training material and documentation
- Testing

Assignments:

- Asset Works must work with the staff to determine which job codes are in need of Test Suites
- A Fleet temp will be hired to input the data into M5 after the spreadsheets are updated with the vehicle check list data
- Asset Works must configure the system flags based on the needs of the business
- Training material and documentation will be created by Fleet
- Testing will be done by Asset Works

High Priority #3 -

Dash Board Updates   **(20 Hours)**

PMM Implementation   **(16 Hours)**

Requirements:

- Staff and PM needs to review the latest list of dash boards and set their priorities
- Training material and documentation
- Testing

  Location: T:\Fleet Oper\M5 Fleet Maintenance\M5 User Documentation\Dashboards

  Reporting Matrix - 11-10-15.xlsx

Assignments:

- Staff will meet internally to establish the dash board priority list
- Asset Works must review the most recent list of dashboards with the business and set priorities to their implementation
- Asset Works should provide the resources for the KPI SQL entries and dashboards. Alternatively, a Fleet staff member can implement the dashboards
  - Asset Works estimates that it will take 3 days to get the PMM's implemented
- Asset Works must train the staff on the implementation and use of PMM's
- Training material and documentation will be created by Fleet
- Testing will be done by Asset Works

Proposed Post Go Live Tasks

Medium Priority #1 - Project Mgt. Hours: 32

Telematics - Zonar

Requirements:

- Determine which job codes warrant Zonar alarms
- Determine the telematics fault preferred jobs that need to be associated with the J1587 and J1939 connection protocols
- Adjust the M5 system flags (5206 and 5207) for the proper default job code and reason to use for inspecting ECM faults
- Configure the M5 – Interface Manager to transmit data to the Zonar server
- Mike Brittingham will need to assist the PM with the zonar defect interface
- Zonar requires recurrent M5 database access in order to create M5 work order data related to vehicle defects. As such, the LAN/WAN group will have to weigh in on the access protocol requirements for the City and potentially create a static IP address for the application server (CLBFLTM5)
- Training material and documentation
- Testing
- **Note:** The first task will be to capture the meters via the Zonar integration.

Assignments:

- <u>Asset Works</u> must do a full assessment of the business need prior to the implementation of the Zonar module
  - The tasks below should be completed in the sequence listed
    - Phase 1: Load the meters from Zonar
    - Phase 2: Load the Pre, Post Trip, and driver reported defects
    - Phase 3: Load the remaining vehicle data from Zonar
      - <u>Asset Works</u> must consult with Rollie to determine which Zonar defects should be downloaded from the Zonar server given that the vast majority of the historical Zonar defects have been addressed by prior work orders
- <u>Asset Works</u> must work with the staff to determine which job codes warrant Zonar defect alarms
- There are over 10,000 potential defect alarms related to the chasis, body, and power train that may need to be setup by Tech Spec. However, Rollie has reaffirmed that we should implement only a small portion of the Zonar defect alarms
  - <u>Asset Works</u> should provide the resources for the manual data input or perhaps database scripting. Alternatively, a Fleet temp could be hired to input the data into M5 after the spreadsheets are updated with the preferred jobs that relate to the Zonar captured defects
- <u>Asset Works</u> must configure the system flags based on the needs of the business
- <u>Asset Works</u> and the staff will meet in consultation with Zonar to ensure that the Interface Manager is configured correctly to receive and transmit the Zonar data
- Asset Works may contact Kevin Devry for testimonial and helpful insight
- Fleet will consult with DTI to ensure that the data transmission performs as expected between the M5 application server and the Zonar web server
- Training material and documentation will be created by Fleet
- Testing will be done by <u>Asset Works</u>

Proposed Post Go Live Tasks

Medium Priority #2 - Project Mgt. Hours: 36

UST Problem Tracking and Resolution

Requirements:

- PM will need to meet with UST staff to gather the requirements (include Richard)
- The Asset Types in M5 will need to be configured for the UST equipment
- A process flow diagram needs to be designed for the UST service requests and work orders
- Training material and documentation
- Testing

Assignments:

- Asset Works must perform a full assessment and create a process flow diagram for the current UST SRT/CAR problem tracking system prior to the configuration of M5 to mimic the AS IS functionality
- Asset Works must configure the system flags based on the needs of the business
- The staff will observe the configuration of the TO BE - UST SRT/CAR problem tracking system and provide Asset Works with input based on the current systems use
    - Staff and Asset Works will determine which jobs will be generated due to potential issues that could arise
- Training material and documentation will be created by Fleet
- Testing will be done by Asset Works

Medium Priority #3 - Project Mgt. Hours: 4

Notifications Module

Requirements:

- PM will need to meet with the Fleet staff to gather the requirements
- Using the Notification Manager the staff should establish an initial list of those notifications desired for use and customize the notifications as needed
- Staff needs to provide and up to date contact list for all departments
- Review Training material and documentation
- Testing

Assignments:

- Asset Works must train the staff on the implementation and use of the notifications module
- Training material and documentation will be created by Fleet
- Testing will be done by Asset Works

Proposed Post Go Live Tasks

Medium Priority #4 - Project Mgt. Hours: 4

Part Warranty Configuration (Alternators, Starters, Batteries, Tires, etc.)

Requirements:

- PM will need to meet with the Fleet staff to gather the requirements
- Staff needs to determine which parts to target for warranty
- Training material and documentation
- Testing

Assignments:

- Asset Works must do a full assessment of the business need prior to the implementation of the part warranties
- A Fleet temp or staff can input the part warranty information
- Asset Works must train the staff on the implementation and use of part warranty claims
- Training material and documentation will be created by Fleet
- Testing will be done by Asset Works

Low Priority #1- Project Mgt. Hours: 36

Vehicle Inspections for Outside Agencies

Requirements:

- **GOAL:** Provide a simple way to bill and track units for outside agencies.
- PM will need to meet with the Fleet staff to gather the requirements
- The following items may need to be configured in M5 for the outside agency: dept. requisitions, asset types, system assembly codes, standard job tech specs, custom billing reports
- A process flow diagram needs to be designed for the vehicle inspection service requests and work orders
- Training material and documentation
- Testing

Assignments:

- Asset Works must perform a business needs assessment
- Asset Works must configure the system flags based on the needs of the business
- The staff will observe the configuration of the Vehicle Inspections for Outside Agencies functionality and provide Asset Works with input based on the current business requirements
  - Staff and Asset Works will determine which jobs will be generated due to potential issues that could arise
- Training material and documentation will be created by Fleet
- Testing will be done by Asset Works

Proposed Post Go Live Tasks

<u>Low Priority #2</u> - OSA Device Integration

This will require a separate quote for the integration plus services

Requirements:

- Specs are currently being written by Asset Works.

Assignments:

- <u>Asset Works</u> must perform a full assessment of the business need prior to the implementation of the OSA interface
  - Provide insight into which fluids will be targeted for the creation of work orders due to the condition of the oil
  - Determine which jobs will be generated due to the oil condition levels
- <u>Asset Works</u> must configure the system flags based on the needs of the business
- <u>Asset Works</u> and the staff will meet in consultation with OSA to ensure that the Interface Manager is configured correctly to receive and transmit the data
- Training material and documentation will be created by Fleet
- Testing will be done by <u>Asset Works</u>

<u>Low Priority #3</u> – Fleet Staff to implement after training is acquired.

Customer Views

Accident

Requirements:

- Fleet staff will need to meet with the Departments to determine the requirements and M5 data elements that will be displayed
- PM will need to determine if the screen designer or native M5 frames will be the better fit for the customer views
- DAF (Department Access Function) processing will be configured to filter the Dept. information
- **Optional:** Render the link for the M5 customer portal on the Fleet portal
- Training material and documentation
- Testing

Assignments:

- The staff must observe the creation of the view and provide <u>Asset Works</u> with input based on the information gathered from the departments
- It will be the staffs responsibility to place the customer views into the Fleet portal
- Training material and documentation must be created by Fleet
- Testing must be done by <u>Asset Works</u>

Proposed Post Go Live Tasks

<u>ON HOLD</u> - <u>Project Mgt. Hours: 16</u>

Equipment Focus (Integrate with Tool Boxes, Stationary Equipment, etc.)

Requirements:

- PM will need to meet with the Fleet staff to gather the requirements
- The following items will need to be configured in M5 for the equipment: dept. requisitions, asset types, equipment types, equipment condition, equipment return reasons, unit main configuration for pieces of equipment, custom billing reports (optional)
- Training material and documentation
- Testing

Note: Bob mentioned that he could manage the Post Go Live tasks since the City of LA has not signed. He's estimating that it'll take 20 – 25 days of Asset Works Project Mgt. expertise to complete the tasks. In addition, he will need some of Asset Works internal resources for scripting and the configuration of the Telematics. That said, I suggest that we add 10 additional hours.

<u>Asset Works Internal Staff Hours: 10</u>

Estimated Completion: January 2017