

CONSULTANT: Applied Data Systems, Inc.  
CONTACT PERSON: John Filippi  
ADDRESS: 8401 Golden Valley Rd, Suite 200  
Golden Valley, MN 55427  
FEDERAL TAX ID NUMBER/U.B.I. NUMBER: 41-1473810/ 601605697  
TELEPHONE: 763-325-2863  
COUNTY DEPT: Facilities and Fleet Management  
DEPT. CONTACT PERSON: Anna Morton  
TELEPHONE: 425-388-3896  
PROJECT: Computerized Maint Management System  
(CMMS)  
AMENDED NTE AMOUNT: \$951,075.38  
FUND SOURCE: 511 518 031 4103  
CONTRACT DURATION: May 1, 2014 through July 10, 2028

AGREEMENT FOR PROFESSIONAL SERVICES – AMENDMENT NO. 12

THIS AMENDMENT NO. 12 to that certain Master Services Agreement (the “Agreement”) dated May 1, 2014, is made by and between Snohomish County, a political subdivision of the State of Washington (the “County”) and Applied Data Systems, Inc., a Minnesota corporation (the “Contractor”).

NOW, THEREFORE, for and in consideration of the benefits conferred on both parties and the mutual promises set forth below, the parties agree that the Agreement be amended as follows:

1. Add Polyline project work to the Agreement per Statement of Work #12, attached.
2. The contract is increased in the amount of \$32,420 as a one-time implementation for a new contract total of \$951,075.38.

IN WITNESS WHEREOF the parties execute this Amendment No.12 on the date of the last party to sign.

SNOHOMISH COUNTY:

Applied Data Systems:

\_\_\_\_\_  
Snohomish County Executive

\_\_\_\_\_  
Title:

\_\_\_\_\_  
Date

**Snohomish County, WA  
STATEMENT OF WORK #12****Date: September 18, 2025****Project: County Campus Space Catalog to ARCHIBUS  
Project date: October 1<sup>st</sup>, 2025 - December 31<sup>st</sup>, 2025****1. Executive Summary**

The objective is to assist the County in its efforts to connect Admin West, RJD, Mission, and the Courthouse at an estimated 400,000 SQFT. By joining the existing CAD drawings to the ARCHIBUS to support the Space management Activity. Once the space is connected and published to Web Central, assigning assets to rooms, Locating Assets, PM, and On-Demand work orders are a few benefits. In addition, space reporting for divisions, departments, room categories, and types

**2. Project Summary**

This project's scope consists of Professional Services in ADSI's Cloud environment. Professional services are outlined below in the project overview, hours estimated, and SQFT estimated.

**3. Project Scope****A. Professional Services – Project Management**

Project Management and communication are significant components of successful projects. We have an estimated allocation of time for regularly scheduled meetings, communication, and project schedules. ADSI may have different resources attend these meetings from time to time, as the agenda requires. However, a single point of contact is assigned to ensure continuity.

- ☐ Project conference calls to review the status of items on the project schedule and identify any at-risk items.

Production go-live determines the completion of professional service for this statement of work.

**B. Professional Services – Data Gathering**

Data Gathering consists of obtaining existing data, reports, and files for use on the project. This information, along with requirements meetings, is used to define the functional requirement in the project.

- ☐ Obtain Background AutoCAD drawings for Admin West, RJD, Mission, and Courthouse

**C. Professional Services – Business Process**

The Business Process phase supports the implementation of the project and the findings from the Data Gathering phase. BPA includes Security and VPA, with Roles and Page Navigations. Project Implementation support includes workflows, building or converting data from various existing sources.

- ☐ Review Division and Departments
- ☐ Review Room Categories and Types
- ☐ Reconcile existing data for the identified buildings

**D. Professional Services – Development**

The Development Phase has three parts in the development cycle. A technical specification defines the requirements such as data structure, User Interfaces, and Business logic requirements. When the technical specification is approved, the development team uses this document to modify and customize the application per the specification. Development then builds a deployment package that supports user acceptance and QA of the customizations. Upon approval of these customizations, a production deployment is scheduled.

The functional customizations for this project include:

- ☐ Out of Scope

\*The customizations and requirements have not been fully defined and are identified throughout this project.

**E. Professional Services – Training**

ADSI provides both On-Site or On-Line training options. The On-Site training is scheduled in half-day or full-day sessions, where On-Line training is in 2-hour increments. Each activity typically can be completed within one or two-day sessions. On-Site classes are limited to 10 attendees per instructor. For larger classes with more than 10 attendees, additional instructors are needed. The On-Line classes are limited to 20 attendees. Training Materials consist of the On-Help, and custom training manuals or how-to's documents are not provided. A syllabus outlines training format and objectives, either a role, activity, or a combination of the training sessions.

- ☐ Room Inventory
- ☐ Overlay

**F. Professional Services – Technical Support**

Project technical support applies both during and post-production deployment of this work scope and is in addition to an existing support contract. Unless specified as to which statement of work technical support hours are applied. To submit a technical support issue, send an email to [support@adsi-fm.com](mailto:support@adsi-fm.com), where a support ticket is created, and updates to your support issue are sent via email and through the support portal <https://sd.adsi-fm.com>. Please provide as much information and screen captures as possible. Each ticket is triaged and assigned to an ADSI team member. We triage tickets into three categories Critical, High, and Low business impact. A "critical business impact" is where the production environment is inoperable. A "high business impact" is where the software may operate but is severely restricted. A "low business impact" is where the majority of the functions are still usable. However, some circumventing may be required to provide service.

- ☐ Out of Scope

**G. Professional Services – Drawing Connection to ARCHIBUS**

Drawing and connecting them to ARCHIBUS consists of obtaining the As-built AutoCAD drawing. Then, ADSI draws polylines using the ARCHIBUS prototype layers for RM and Gros to the floor plan of the building and catalogs each room to the matching room code on the floor plans, and assigns the Room Categories and types to each room.

- ☐ Admin West
- ☐ RJD
- ☐ Mission
- ☐ Courthouse

#### 4. Scope Deliverables:

The deliverables for this project consist of professional services. Line items with QTY of "0" are out of scope for the project.

##### A. Professional Services – Project Management

| # | Description                     | QTY | UNIT      | EXTENDED    |
|---|---------------------------------|-----|-----------|-------------|
| 1 | Meetings & Correspondence       | 8   | \$ 185.00 | \$ 1,480.00 |
| 2 | Project Schedules and Documents | 0   | \$ 185.00 | \$ -        |
|   |                                 | 8   | Sub Total | \$ 1,480.00 |

##### B. Professional Services – Data Gathering

| # | Description                    | QTY | UNIT      | EXTENDED  |
|---|--------------------------------|-----|-----------|-----------|
| 1 | Obtain Files, Data and Reports | 4   | \$ 185.00 | \$ 740.00 |
| 2 | Requirements                   | 0   | \$ 185.00 | \$ -      |
| 3 | Findings Document              | 0   | \$ 185.00 | \$ -      |
|   |                                | 4   | Sub Total | \$ 740.00 |

##### C. Professional Services – Business Process

| # | Description               | QTY | UNIT      | EXTENDED    |
|---|---------------------------|-----|-----------|-------------|
| 1 | Solution Architecture     | 0   | \$ 250.00 | \$ -        |
| 2 | Implementation            | 0   | \$ 170.00 | \$ -        |
| 3 | Data building / Database  | 24  | \$ 170.00 | \$ 4,080.00 |
| 4 | Business Process Document | 0   | \$ 170.00 | \$ -        |
|   |                           | 24  | Sub Total | \$ 4,080.00 |

*\*Data is evaluated to determine the condition of the data and if it can be a one-time import*

##### D. Professional Services – Development

| # | Description    | QTY | UNIT      | EXTENDED |
|---|----------------|-----|-----------|----------|
| 1 | Specifications | 0   | \$ 170.00 | \$ -     |
| 2 | Programming    | 0   | \$ 170.00 | \$ -     |
| 3 | QA             | 0   | \$ 170.00 | \$ -     |
|   |                | 0   | Sub Total | \$ -     |

*\*If customizations are identified and required during the project, a change order or separate SOW is issued.*

##### E. Professional Services – Training

| # | Description            | QTY | UNIT      | EXTENDED    |
|---|------------------------|-----|-----------|-------------|
| 1 | Training Documentation | 0   | \$ 260.00 | \$ -        |
| 2 | Training Instructor    | 12  | \$ 260.00 | \$ 3,120.00 |
|   |                        | 12  | Sub Total | \$ 3,120.00 |

*\*Custom Training Material not developed.*

##### F. Professional Services – Technical Support

| # | Description   | QTY | UNIT      | EXTENDED |
|---|---------------|-----|-----------|----------|
| 1 | Support Hours | 0   | \$ 190.00 | \$ -     |
|   |               | 0   | Sub Total | \$ -     |

##### G. Professional Services – Drawing Connection to ARCHIBUS (Estimated SQFT)

| # | Description                     | Hr/Qty | UNIT      | EXTENDED     |
|---|---------------------------------|--------|-----------|--------------|
| 1 | Draw Room Polyines              | 400000 | \$ 0.020  | \$ 8,000.00  |
| 2 | Cataloging RmCAT, RmTYPE        | 400000 | \$ 0.015  | \$ 6,000.00  |
| 3 | Cataloging Division, Department | 400000 | \$ 0.015  | \$ 6,000.00  |
| 4 | Publishing to Web Central       | 400000 | \$ 0.0075 | \$ 3,000.00  |
|   |                                 |        | Sub Total | \$ 23,000.00 |

**\*\* As-Built AutoCAD Drawings are required for the backgrounds, which the Polyines are then cataloged to ARCHIBUS, then Published to ARCHIBUS Web Central.**

## 5. Deliverables Summary

| Milestone             | Deliverable                            | Delivery Date            | Total               |
|-----------------------|----------------------------------------|--------------------------|---------------------|
| Software              | One-Time                               | N/A                      | \$ -                |
| Subscription          | Subscription Prorated to Renewal date. | N/A                      | \$ -                |
| Professional Services | Implementation                         | Per Project Schedule     | \$ 32,420.00        |
| ADSI Cloud Hosting    | Cloud Hosting                          | Monthly *12              | \$ -                |
| Travel                |                                        | Air, Hotel, Meals, Trans | \$ -                |
| <b>SOW Total</b>      |                                        |                          | <b>\$ 32,420.00</b> |

The amounts shown for professional services are hourly estimates. Hours can be applied within or between phases where the hourly rate is the same. Only actual hours expended under Professional Services are invoiced.

## 6. Not Included In this SOW:

ADSI has made every effort to be as inclusive as possible in this statement of work. However, during the project, additional deliverables may be identified. Therefore, the pricing shown is only for the specific items identified in this scope of work. Items excluded from this project are:

- Deliverables are not noted explicitly within this scope of work.
- Unless specified, custom training manuals are not provided within this scope of work.
- Travel expenses are not included and may be estimated in this scope of work.
- Modifications or customizations to Archibus Modules or Activities unless specified.
- Programming changes to forms or data structure unless specified within this SOW.

## 7. Assumptions:

There are some assumptions in developing the scope and pricing of the Statement of Work. These assumptions include:

- The Statement of Work is based on a high level of functional requirements and is not a technical solution.
- This Statement of Work is good for 30 days from the date of submission.
- Professional services are based on ADSI 2020 rate schedule.
- If travel is required, then travel policy follows actual costs for flights, hotels, transportation, and per diem rates per state for meals.
- Professional services is an estimated allocation of time with a budgeted amount.

## 8. Change Management

Any additions or changes to the scope of work identified during the project are handled through the change management process, which includes identifying the change, pricing, and acceptance. A signed change order is required to begin changes.



# APPLIED DATA SYSTEMS

I N C O R P O R A T E D

## 9. Client Obligations:

In conjunction with ADSI, Snohomish County, WA, will perform this Statement of Work on time to meet the schedule. Commencement of work is contingent upon the acceptance of this Statement of Work and Signed by both parties.

## 10. Signatures

Applied Data Systems, Inc.

Snohomish County, WA

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

John Filippi

\_\_\_\_\_  
(Name)

Executive Vice President

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)