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COUNTY DEPT: Facilities and Fleet Management
DEPT. CONTACT PERSON: Anna Morton
TELEPHONE: 425-388-3896
PROJECT: Computerized Maint Management System
(CMMS)
AMOUNT: \$982,583.38
FUND SOURCE: 511 518 031 4103
CONTRACT DURATION: May 1, 2014 through July 10, 2028

AGREEMENT FOR PROFESSIONAL SERVICES – AMENDMENT NO. 13

THIS AMENDMENT NO. 13 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 Asset Management module to the Agreement per Statement of Work #13, attached.
2. The contract is increased in the amount of \$31,508 as a one-time implementation for a new contract total of \$982,583.38

IN WITNESS WHEREOF the parties execute this Amendment No.13 on the date of the last party to sign.

SNOHOMISH COUNTY:

Applied Data Systems:

Snohomish County Executive

Title:

Date

Snohomish County STATEMENT OF WORK #13

Date: March 25, 2026

Project: ARCHIBUS Software, and Professional Services

Project date: April 1st, 2026 -July 10th, 2028

1. Executive Summary

The ARCHIBUS software is a 3-year term, consisting of 1 year with 2 optional years. The added activity to the existing configuration is Asset Management.

The ARCHIBUS software is owned and licensed by Eptura, Inc. and has three major components, Web Central Core, Number of concurrent users and activities.

Applied Data Systems is a reseller of ARCHIBUS software and has been hosting clients Facilities Management applications since 1996. With over 23 years of expertise in hosting these applications in our datacenter and providing the support needed to keep these applications running at peak performance. Our hosting clients range from one user up to enterprise deployments of over one hundred users, with offices locally, nationally, and globally. Along with our knowledge of the applications and hosting infrastructure, Applied Data Systems can also provide technical support, consulting, and services in maintaining the application and data.

For more than 30 years Applied Data Systems, professional services have provided support and implemented these activities which are identified in the software configuration. Each activity is estimated to be implemented between 30 to 90 days on average.

2. Project Summary; Term

This project consists of software and Professional Services hours.

Software is a 3-year term consisting of 1 Year with 2 optional years. The software in this SOW is prorated in the last year of the 3-year term to align with your current software agreement.

Professional Service hours are billed as used for technical support, based on a block of hours when the block is used then a new SOW is issued for another block of hours.

3. Project Overview

A. Third-Party Software – 3 Year Term ARCHIBUS Software

The ARCHIBUS software is term licensing starting with an environment, then identifying which of the 37+ activities your organization is going to utilize and then the number of concurrent ACP's "Application Connection Points" you need. An organization can Add additional ACPs, or activities at any time. The software license for the configuration is identified in section 4A titled project deliverables.

- A document provided by ARCHIBUS "Packing List" that reflects the ARCHIBUS configuration.

Term licenses supply participants with both revision and version-level ARCHIBUS upgrades released during their paid term.

B. Professional Services – Project Management

Project Management and communication is a significant part of successful projects. ADSI has an estimated allocation of time for regularly scheduled meetings, communication, and project schedules. ADSI may have different resources to 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 is decided by the completion of professional service for this Statement of Work.

C. Professional Services – Data Gathering

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

- Out of Scope

D. 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.

- VPA
- Roles & Processes

E. 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 as scope is identified a change order will be issued.

F. Professional Services – Installation and Configuration

IT supports the Installation and Configuration of the application, customizations, and updates which are needed to maintain an optimal state for an on-premises installation where applicable. The ADSI IT team will coordinate with your IT Team to deploy the customized packages.

- Installation and Configuration

G. Professional Services – Training

ADSI provides both On-Site and 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 ten attendees per instructor. For larger classes with more than ten attendees, additional instructors are needed. The On-Line classes are limited to twenty attendees. Training Materials consist of the On-Help, and custom training manuals or how-to documents are not provided. A syllabus outlines training format and objectives, either a role, activity, or a combination of the training sessions.

- Asset Management

H. 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, where a support ticket is created, and updates to your support issue are sent via email and through the support portal 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 most of the functions are still usable. However, some circumventing may be required to provide service.

- Block of hours.

4. Third-Party Software Deliverables:

A. Third-Party Software: ARCHIBUS Term (Core, Users, and Activities) 4/1/2026 – 7/10/2028.

#	Description	QTY	Yr1 - 2025-2026	Yr2 - 2026-2027	Yr3 - 2027-2028
1	Asset Management (with Asset Portal functionality)	1	\$ 7,277	\$ 7,786	\$ 8,331
	Proration Month(s)	4	2,426	0	0
	Annual		\$ 4,851	\$ 7,786	\$ 8,331
Sub Total					\$ 20,968

**Activities can only be dropped at the end of the 3-year term contract; additional activities added during the initial term will be prorated to the end of the 3-year term.*

B. Professional Services – Project Management

#	Description	QTY	UNIT	EXTENDED
1	Meetings & Correspondence	8	\$ 190	\$ 1,520
2	Project Schedules and Documents	4	\$ 190	\$ 760
		12	<i>Sub Total</i>	\$ 2,280

C. Professional Services – Data Gathering

#	Description	QTY	UNIT	EXTENDED
1	Obtain Files, Data and Reports	0	\$ 190	\$ -
2	Requirements	0	\$ 190	\$ -
3	Findings Document	0	\$ 190	\$ -
		0	<i>Sub Total</i>	\$ -

D. Professional Services – Business Process

#	Description	QTY	UNIT	EXTENDED
1	Implementation	16	\$ 175	\$ 2,800
2	Data building / Database	0	\$ 175	\$ -
3	Business Process Document	0	\$ 175	\$ -
		16	<i>Sub Total</i>	\$ 2,800

E. Professional Services – Development

#	Description	QTY	UNIT	EXTENDED
1	Specifications	0	\$ 175	\$ -
2	Programming	0	\$ 175	\$ -
3	QA	0	\$ 175	\$ -
		0	<i>Sub Total</i>	\$ -

**All customizations, technical requirements or specifications have not been completely defined for this project, this is an estimated budget, change order and actual costs will be invoiced*

F. Professional Services – Installation & Configuration

#	Description	QTY	UNIT	EXTENDED
1	Installation	0	\$ 180	\$ -
2	Configuration	0	\$ 180	\$ -
		0	<i>Sub Total</i>	\$ -

G. Professional Services – Training

#	Description	QTY	UNIT	EXTENDED
1	Training Documentation	0	\$ 260	\$ -
2	Training Instructor	12	\$ 260	\$ 3,120
		12	<i>Sub Total</i>	\$ 3,120

H. Professional Services – Technical Support

#	Description	QTY	UNIT	EXTENDED
1	Support Hours	12	\$ 195	\$ 2,340
		12	<i>Sub Total</i>	\$ 2,340

**Estimated Professional Service as needed through.*

5. Deliverables Summary from 4/1/2026 – 7/10/2028

#	Milestone	Deliverable	Delivery Date	YR1 2025 -2026	YR2 2026 -2027	YR3 2027 -2028
1	Software	1 Year Software Subscription with 2 Renewal years	Annual	\$ 4,851	\$ 7,786	\$ 8,331
2	ADSI Cloud Hosting	ADSI Cloud Hosting	Annual	\$ -	\$ -	\$ -
				\$ 4,851	\$ 7,786	\$ 8,331
3	Professional Services	Hours expended	Project Schedule	\$ 10,540	\$ -	\$ -
			Total	\$ 15,391	\$ 7,786	\$ 8,331

\$ 31,508

Except for the ARCHIBUS software and ADSI Cloud Hosting, the amounts shown for professional services are hourly estimates. Hours may move with 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 SOW. Items excluded from this project are:

- Deliverables not specifically noted within this SOW.
- Sales Tax is not included.

7. Assumptions:

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

- This Statement of Work is good for 90 days from the date of submission.

8. Change Management

Any additions or changes to the SOW 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. SNOHOMISH COUNTY Obligations

SNOHOMISH COUNTY shall be responsible for: (i) providing such personnel, materials, items, and information as may be necessary to enable ADSI to perform the Services; (ii) promptly responding to requests for information made by ADSI in connection with the performance of the Services; and (iii) the accuracy of all information provided by SNOHOMISH COUNTY. ADSI's ability to perform its obligations under this Agreement may be dependent on SNOHOMISH COUNTY's performing its obligations. ADSI shall have no liability or responsibility for any failure of SNOHOMISH COUNTY to perform any of its obligations or for any delays in performance by ADSI caused by any failure of SNOHOMISH COUNTY to perform any of its obligations. In conjunction, ADSI and SNOHOMISH COUNTY 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

AGREED TO AND ACCEPTED BY:

Company: Applied Data Systems, Inc.

Company: SNOHOMISH COUNTY, WA

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

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