

Contract & Change Order Routing Sign-Off Sheet

Date: 3/20/2018 Department: IT Contract #: 91800228

Vendor Name: PRC Project Description: THIS CHANGE ORDER IS FOR 275.00 ONLY (SEE CHANGE ORDER ATTACHED)

Contract Amount: \$SEE CHANGE ORDER ATTACHED COA staff managing project: Meredith Phone: 5505

Contract Checklist to be completed by Department

<input type="checkbox"/> Signed/Notarized from Vendor	<input type="checkbox"/> E-Verify	<input type="checkbox"/> Certificate of Authority has been verified (for out of state vendors only)
<input type="checkbox"/> Signed by Dept. Director	<input type="checkbox"/> Iran Divestment Review Form	<input type="checkbox"/> City standard contract template
<input type="checkbox"/> Entered in Munis	<input type="checkbox"/> Certificate of Insurance	-OR-
<input type="checkbox"/> Contract # on ALL Documents	<input type="checkbox"/> All Attachments/Exhibits attached and properly labeled	<input type="checkbox"/> Vendor's contract or other template (Legal review/approval req'd)

Minority Business (required for contracts \$30 K and greater and **ALL professional services** falling under NCGS 143-64.31 unless a QBS exemption is obtained; outreach strongly encouraged for projects under \$30 K if possible.)

Minority Outreach requirements have been fulfilled and this contract is recommended for award.

Minority Business Coordinator: _____ Date: _____

☐ Email approval attached

Department

This Contract or Change Order has been reviewed and is recommended for approval.

Department Director: See attached Date: _____

Risk Management

The document has been reviewed by the Risk Management Department and the appropriate insurance coverage has been provided. IT advises to waive Tech E/O Coverage -

Risk Management Director: [Signature] Date: 3-26-2018

Budget

The expenditures in the attached contract documents have been fully provided for in the current annual or capital budget.

Acct. Code: 11000054-521001

GL Account Amount: \$6,275.00

Budget/Research Director: LB Date: 3/26/18

Finance

This document has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

Finance Director (or designee): [Signature] Date: 3/27/18

Legal (required over \$30k)

This document has been reviewed by the City Attorney's Office and is ready for City Manager Signature.

Legal Department: _____ Date: _____

Contract was pre-reviewed by Legal

☐ Email of approval attached

WHEN ROUTING IS COMPLETE, RETURN THIS CONTRACT TO: Meredith PHONE: 5505

CITY OF ASHEVILLE

CONTRACT CHANGE ORDER

Contract Number:	91800228		
Project Name:	One Asheville Migration: Phase Two		
Change Order Number:	#1		
Description of Change Order:	Add funds: There were several unexpected technical issues which arose during the phase 2 work. These had to be addressed immediately due to performance impacts on OneAsheville. These issues were not foreseeable in advance.		
Company/Representative:	Scott Barnwell		
Originating Dept:	IT Services	Date Change Order Originated:	3/19/2018
Project Contact Primary:	Scott Barnwell	Secondary:	Meredith Troughton
Current Contract Amount Before this Change Order:	<u>6000.00</u>	Funding Code(s):	11000054-521001
This Change Order Amount:	<u>275.00</u>		
Revised Contract Amount:	<u>6275.00</u>		
Contract Time Extension:	<u> </u> days		

This contract change order # 1 incorporates all of the provisions of the contract and all provisions shall remain in full force and effect except as stated in the attached change order. Payment shall be made after the work is completed and accepted by the City unless stated differently in writing.

Department Director is authorized to execute (sign) informal construction, professional and other service contracts up to \$30,000.00. They are also authorized to execute related change orders that revise the original contract amount up to \$30,000.00. This change order has been reviewed by the Department Director and is recommended for approval by the City Manager.

Signature: _____

Department Director or Designee

Date

This instrument has been pre-audited by the Designer required by the Local Government Budget and Fiscal Control Act.

Signature: _____

Chief Financial Officer or Designee

Date

The City Manager retains the authority to execute all professional and other service contracts of \$30,000.00 up to \$90,000.00, and to approve all change orders that revise the original contract amount over \$29,999.99 up to \$90,000.00 and change orders that exceed \$90,000.00 with City Council approval. And also to execute all construction contracts of \$30,000.00 to under \$100,000.00 and to approve all change orders that revise the original contract amount from \$30,000.00 up to \$100,000.00. Any change order that revises the original contract amount of \$100,000.00 and over shall have City Council approval before being approved.

Signature: _____

City Manager

Date

COUNCIL APPROVAL REQUIRED FOR CHANGE ORDERS TO CONTRACTS: SERVICE AND PROFESSIONAL SERVICE CONTRACTS \$90,000.00 AND ABOVE INFORMAL CONSTRUCTION CONTRACTS FROM \$100,000.00 TO \$499,999.99 FORMAL CONSTRUCTION CONTRACTS FROM \$500,000 AND ABOVE

Resolution No.:	
Originating Dept.:	

Contract Routing Cover Sheet

Department: IT Date: 12/21/2017 Contract Name & # 91800228

Contract Checklist to be completed by Dept.

<input checked="" type="checkbox"/> Signed/Notarized from Vendor	<input checked="" type="checkbox"/> E-Verify	<input type="checkbox"/> Certificate of Authority has been verified (for out of state vendors only)
<input checked="" type="checkbox"/> Signed by Dept. Director	<input type="checkbox"/> Iran Divestment Review Form	<input checked="" type="checkbox"/> City standard contract template
<input checked="" type="checkbox"/> Entered in Munis	<input type="checkbox"/> Certificate of Insurance	-OR-
<input checked="" type="checkbox"/> Contract # on ALL Documents	<input checked="" type="checkbox"/> All Attachments/Exhibits attached & properly labeled	<input type="checkbox"/> Vendor's contract or other template

Minority Business (required for contracts \$30 K and greater and ALL professional services falling under NCGS 143-64.31 unless a QBS exemption is obtained; outreach strongly encouraged for projects under \$30 K if possible.)
Minority Outreach requirements have been fulfilled and this contract is recommended for award.

Minority Business Coordinator _____ Date: _____

☐ Email approval attached

Department

Contract/Change Order has been reviewed and is recommended for approval.

Department Director: [Signature] Date: 12/21/2017

Risk Management

The document has been reviewed by the Risk Management Department and the appropriate insurance coverage has been provided. IT Advises to waive evidence of tech. E.O. coverage

Risk Management Director: [Signature] Date: 1.4.2018

Budget

The expenditures in the attached contract documents have been fully provided for in the current annual or capital budget.

Acct. Code: 11000054-521001 Amt. \$6,000.00 NTE

Budget/Research Director: [Signature] Date: 1/4/18

Finance

This document has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

Finance Director (or designee): [Signature] Date: 1/4/18

Legal (required over \$30k)

This document has been reviewed by the City Attorney's Office and is ready for City Manager Signature.

Legal Dept.: _____ Date: _____

Contract was pre-reviewed by Legal

☐ Email of approval attached

WHEN ROUTING IS COMPLETE, RETURN THIS CONTRACT TO: Meredith/Dawn PHONE: 5510

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes the need for transparency and accountability in financial reporting.

CEO Design
Think like a CEO
Through the lens of a CEO
Strategic Management

Contract No. 91800228
Funding No. _____

AGREEMENT (\$5,000 less than \$30,000)

Department Directors have authority to approve contracts less than \$30,000. Each department is still required to do any necessary review approvals which apply.

STATE OF NORTH CAROLINA _____

COUNTY OF BUNCOMBE

Now, therefore, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the contractor agrees to the following:

1. Contractor shall furnish all labor, material, equipment, supervision and permits as necessary to perform the work described in Exhibit A, attached hereto and made a part hereof. It is further agreed that the Contractor will perform the work in accordance with Exhibit B, City of Asheville Terms and Conditions, attached hereto and made a part hereof.
2. The Contractor further agrees that this agreement requires written approval by the City of Asheville before Authorization to proceed is granted.
3. Upon satisfactory completion of the work and acceptance by the City, the City shall pay the Contractor the monetary sum written in Exhibit A for the work described in Exhibit A, attached hereto and made a part hereof unless stated differently in writing.
4. This Agreement incorporates Exhibit A (Scope of Work), Exhibit B (City of Asheville Terms and Conditions) and the Contract Signature Page.

This contract, made and entered this day of December 15, 2017, by and between the City of Asheville, a municipal corporation organized and existing under the laws of North Carolina (hereinafter referred to as "City") and Patrick Ryan Conant (DBA PRC Web Development) hereinafter referred to as "Contractor").

ATTACHMENTS: Exhibit A (Scope of Work), Exhibit B (City of Asheville Terms and Conditions) and the Contract Signature Page.


Contract Signature Page

Contract # 91800228

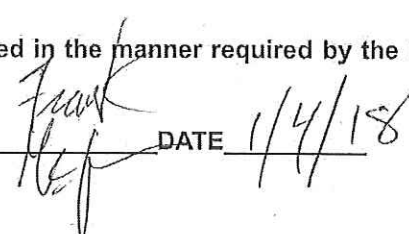
Council Resolution # _____ (if applicable)

IN WITNESS WHEREOF, each party has caused this agreement to be executed by its duly authorized official as of the day and year written above.

The Department Director by Written Approval conveys that this contract has been reviewed and presented for approval by the City of Asheville.

 DATE 12/21/2017
Department Director

CFO Designee
This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

 DATE 1/4/18
Financial & Strategic Services Manager
Chief Financial Officer

City Manager's signature, if required
Attest to:

CITY OF ASHEVILLE

City Clerk

BY: _____ DATE _____

City Manager

(Corporate Seal)

STATE OF NORTH CAROLINA
COUNTY OF BUNCOMBE

I, Notary Public of the County and State aforesaid, certify that _____, personally came before me this day and acknowledged that she is the City Clerk of the City of Asheville, a municipal corporation, and that by authority duly given and as the act of the corporation the foregoing instrument was signed in its name by its City Manager and attested by herself as its City Clerk.

Witness my hand and notarial seal this _____ day of _____, 20____

Notary Public
Printed Name: _____
My Commission Expires: _____

City of Asheville Contract Number 91800228

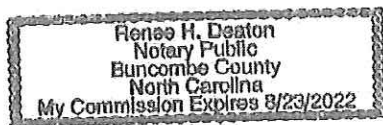
INDIVIDUAL PERSON / SOLE PROPRIETORSHIP SIGNATURE FORM

Signature: Patrick Conant
Owner

STATE OF North Carolina
COUNTY OF Buncombe

I, Renee H. Deaton, a Notary Public of the county and State, do hereby certify
that Patrick Conant personally appeared before me this day and acknowledged the due
execution of the foregoing instrument.

Witness my hand and notarial seal this 19 day of December, 2017



Notary Public Renee H. Deaton
Printed Name: Renee H. Deaton
My Commission Expires: 8/23/2022

EXHIBIT A – SCOPE OF WORK

PRC Applications will provide technical consulting services for the purpose of updating and improving the City of Asheville's Intranet site, OneAsheville.

The work will include the following:

Phase 1: Upgrade all OneAsheville Wordpress plugins for the new site hosted on Pantheon. G-login and G-Directory plugins will be enabled after phase 3. (December-January 2018)

Phase 2: Upgrade logging in and user creation/deactivation to use G-login plugin, using Google as the "source of truth" for user access to One Asheville -- and determine potential Google groups to achieve the editor / content manager roles. (December-January 2018)

Phase 3: Switch the Directory to use Google Directory. This will require the step of creating a custom method for users to edit their Google custom "Work Biography & Summary" field, so that they can still easily edit their own profile information and it will be reflected in the new Google Directory. As well as one-time bulk transfer of existing profile info into the custom field. (February 2018)

Phase 4: Develop a process to move to Google groups instead of the Buddy Press channels. (February-March 2018)

This work will be completed on a Time and Materials basis at an hourly rate of \$100/hr not to exceed \$6000.

1.SCOPE OF WORK: CONTRACTOR shall provide the service as set forth in **Exhibit A**. If there are any terms in **Exhibit A** that conflict with the terms in **Exhibit B**, the terms in **Exhibit B** take precedent and shall control.

2.TERM: The term of this Agreement shall be until the project is completed or as set forth in **Exhibit A**.

3.COMPENSATION: The City will compensate the CONTRACTOR as set forth in **Exhibit A** and/or the **Agreement**. The agreed upon amount shall not be exceeded, unless the City amends or renews the Agreement in accordance with all applicable City policies.

4.TIME KEEPING: If applicable, the CONTRACTOR shall provide a timekeeping record of all hours worked and description of the duties performed during the hours worked. All timesheets shall be submitted to the Department Director or his or her designee for review and payment of services. These time sheets shall be submitted on a monthly basis. The City shall pay all invoices within thirty (30) days of submittal.

5.EMPLOYEES OF CONTRACTOR: Any employees furnished by CONTRACTOR, pursuant to this Agreement, will be employees of CONTRACTOR, an independent contractor. CONTRACTOR will maintain complete control over the employees' conduct and will disburse all payrolls, taxes, license, insurances, uniforms and all other expenses incurred by CONTRACTOR in performing the terms of this Agreement.

6.INSURANCE: The CONTRACTOR agrees to keep and maintain for the duration of this Agreement including but not limited to commercial general liability, automobile liability, workers' compensation, employer's liability, and umbrella coverage with at least the minimum limits shown below. The CONTRACTOR shall furnish the City with certificates of insurance for each type of insurance described herein, with the City listed as Certificate Holder and as an additional insured on the CONTRACTOR's general liability policy and provide a waiver of subrogation on the CONTRACTOR's general liability and workers' compensation policies. In the event of bodily injury, property damage, or financial loss caused by CONTRACTOR's negligent acts or omissions in connection with CONTRACTOR's services performed under this Agreement, the CONTRACTOR's Liability insurance shall be primary with respect to any other insurance which may be available to the City, regardless of how the "Other Insurance" provisions may read. In the event of cancellation, substantial changes or nonrenewal, the CONTRACTOR and CONTRACTOR's insurance carrier shall give the City at least thirty (30) days prior written notice. No work shall be performed until the CONTRACTOR has furnished to the City the above referenced certificates of insurance and associated endorsements, in a form suitable to the City. Upon request, the CONTRACTOR shall provide the City copies of their insurance policies.

Commercial General Liability:	\$1,000,000 per occurrence
Commercial Auto Liability:	\$1,000,000
Excess (Umbrella) Liability:	\$1,000,000
Workers' Compensation:	Statutory
Employer's Liability:	\$500,000

Certificate of Insurance lists City of Asheville, PO Box 7148, Asheville, NC 28802, as Certificate Holder.

7.HOLD HARMLESS / INDEMNITY: CONTRACTOR shall indemnify, defend and hold harmless the City and its subsidiaries, divisions, officers, directors and employees from all liability, loss, costs, claims, damages, expenses, attorney fees, judgments and awards arising or claimed to have arisen, from any injury caused by, or allegedly caused by, either in whole or in part, any act or omission of the CONTRACTOR or

any employee, agent or assign of the CONTRACTOR. This provision is not applicable to any claim arising out of or related to any active or primary negligence of or by City, its officers or employees. The

CONTRACTOR shall comply with the provisions of the Americans with Disabilities Act and all rules and regulations promulgated thereunder. The CONTRACTOR hereby agrees to indemnify the City from and against all claims, suits, damages, costs, losses and expenses in any manner arising out of or connected with the failure of the Contractor, its subcontractors, agents, successors, assigns, officers or employees to comply with provisions of the ADA or the rules and regulations promulgated thereunder. **Nothing herein shall be construed as a waiver on the part of the City to any defense of any claim, including, but not limited to the defense of governmental immunity.**

8.SKILL OF CONTRACTOR: The CONTRACTOR shall be properly licensed and skilled in his/her respective trade.

9.COMPLIANCE WITH OTHER LAWS: CONTRACTOR shall comply with all state, federal or local laws, or ordinances, codes, rules or regulations governing performance of this Agreement, including but not limited to, equal opportunity employment laws, O.S.H.A., minimum wage and hour regulation, North Carolina State Building Code regulations and immigration laws.

10.TERMINATION: This Agreement may be terminated by either party, with thirty (30) days prior written notice. Notice shall be served under this Agreement by registered mail, certified mail or by other means.

11.MISCELLANEOUS CONDITIONS: (a) This Agreement, along with referenced Exhibits, contains the entire Agreement between the parties. (b) Should any provision or provisions contained in this Agreement be declared by a court of competent jurisdiction to be void, unenforceable or illegal, such provision or provisions shall be severable and the remaining provisions hereof shall remain in full force and effect. (c) This Agreement is entered into in North Carolina and shall be construed under the statutes and laws of North Carolina. (d) This Agreement is not assignable by either party without the prior written consent of the other party.

12.RENEWAL: The City may elect to renew this Agreement for additional **two (2)** twelve (12) month periods. In order to elect renewal, the City shall provide the CONTRACTOR with sixty (60) days written notice prior to the end of the current term of this Agreement. Upon receipt of this notice, the CONTRACTOR shall provide ten (10) days written notice to the City regarding whether or not it agrees to renew the Agreement and for what amount. The parties acknowledge that approval by the City Council may be required, based upon the amount to be paid for performance of the Agreement.

13.RIGHT TO AUDIT: CONTRACTOR shall maintain all fiscal records relating to this Agreement in accordance with Generally Accepted Accounting Principles, and shall maintain any other records pertinent to this Agreement in a manner so as to clearly document CONTRACTOR's performance. The City shall have a right to access the fiscal and other records of CONTRACTOR that are pertinent to this Agreement to perform examinations and audits. CONTRACTOR shall retain and keep accessible all the fiscal and other records for a minimum of three (3) years following final payment and termination of this Agreement, or until the conclusion of any audit or controversy related to this Agreement, whichever is later.

14.NON APPROPRIATIONS: Notwithstanding any other provisions of this Agreement, if the City does not receive said funding for this Agreement from the City Council for any fiscal year applicable to this Agreement, then the City shall have the right to terminate this Agreement without penalty by giving not less than thirty (30) days' written notice documenting the lack of funding.

15. E-VERIFY EMPLOYER COMPLIANCE: By executing this Agreement, the CONTRACTOR and their subcontractors with 25 or more employees as defined in Article 2 of Chapter 64 of the NC General Statutes, certify they shall comply with E-Verify requirements to Agreement with governmental units. E-Verify is a Federal program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law. E-verify can be accessed via this link: <http://www.uscis.gov/e-verify/employers>

16. DRUG FREE WORKPLACE:

The City is a drug-free workplace employer. By executing this contract, CONTRACTOR certifies that they and their subcontractors shall comply with the City's Drug Free Workplace policy. This policy may be viewed at the following:

http://ashevillenc-prod.civica.granicusops.com/departments/purchasing/drug_free_work_policy.htm

98 This **Spectrum Policy** consists of the Declarations, Coverage Forms, Common Policy Conditions and any
68 other Forms and Endorsements issued to be a part of the Policy. This insurance is provided by the stock
UQ insurance company of The Hartford Insurance Group shown below.

SBA

INSURER: SENTINEL INSURANCE COMPANY, LIMITED
ONE HARTFORD PLAZA, HARTFORD, CT 06155
COMPANY CODE: A

Policy Number: 33 SBA UQ6898 SA



SPECTRUM POLICY DECLARATIONS

Named Insured and Mailing Address: PRC WEB DEVELOPMENT LLC
(No., Street, Town, State, Zip Code) DBA PRC APPLICATIONS
53 FRANCES ST
ASHEVILLE NC 28806

Policy Period: From 06/16/17 To 06/16/18 365 DAYS
12:01 a.m., Standard time at your mailing address shown above. **Exception:** 12 noon in New Hampshire.

Name of Agent/Broker: MCKINNEY INSURANCE SERVICES INC
Code: 708375

Previous Policy Number: 33 SBA UQ6898

Named Insured is: LIMITED LIAB CORP

Audit Period: NON-AUDITABLE

Type of Property Coverage: SPECIAL

Insurance Provided: In return for the payment of the premium and subject to all of the terms of this policy, we agree with you to provide insurance as stated in this policy.

TOTAL ANNUAL PREMIUM IS: \$500 MP

Countersigned by

Susan S. Castaneda

Authorized Representative

04/18/17
Date

SPECTRUM POLICY DECLARATIONS (Continued)

POLICY NUMBER: 33 SBA UQ6898

BUSINESS LIABILITY	LIMITS OF INSURANCE
LIABILITY AND MEDICAL EXPENSES	\$1,000,000
MEDICAL EXPENSES - ANY ONE PERSON	\$ 10,000
PERSONAL AND ADVERTISING INJURY	\$1,000,000
DAMAGES TO PREMISES RENTED TO YOU ANY ONE PREMISES	\$1,000,000
AGGREGATE LIMITS	
PRODUCTS-COMPLETED OPERATIONS	\$2,000,000
GENERAL AGGREGATE	\$2,000,000
EMPLOYMENT PRACTICES LIABILITY COVERAGE: FORM SS 09 01	
EACH CLAIM LIMIT	\$ 10,000
DEDUCTIBLE - EACH CLAIM LIMIT NOT APPLICABLE	
AGGREGATE LIMIT	\$ 10,000
RETROACTIVE DATE: 06162016	

This Employment Practices Liability Coverage contains claims made coverage. Except as may be otherwise provided herein, specified coverages of this insurance are limited generally to liability for injuries for which claims are first made against the insured while the insurance is in force. Please read and review the insurance carefully and discuss the coverage with your Hartford Agent or Broker.

The Limits of Insurance stated in this Declarations will be reduced, and may be completely exhausted, by the payment of "defense expense" and, in such event, The Company will not be obligated to pay any further "defense expense" or sums which the insured is or may become legally obligated to pay as "damages".

**BUSINESS LIABILITY OPTIONAL
COVERAGES**

HIRED/NON-OWNED AUTO LIABILITY	\$1,000,000
TECHNOLOGY SERVICES EXTENSION FORM SS 40 59	



Brad Stein <bstein@ashevillenc.gov>

Re: Business Owner's Renewal Policy 04182017.pdf

1 message

Meredith Troughton <mtroughton@ashevillenc.gov>

Thu, Jan 4, 2018 at 9:15 AM

To: Brad Stein <bstein@ashevillenc.gov>

Thanks! They are a very small company and this is all they have... Below is what Scott sent me. Not sure if it helps.

----- Forwarded message -----

From: **Scott Barnwell** <sbarnwell@ashevillenc.gov>

Date: Wed, Jan 3, 2018 at 3:53 PM

Subject: Re: [#95358] PRC APPS Contract

To: Meredith Troughton <mtroughton@ashevillenc.gov>

Meredith,

Are you planning to follow up with Brad on this? If so, please let him know that we are not at all concerned. We have worked with PRC Apps for several years and they deliver quality service every time. Their hourly rates are also very reasonable and I would expect that they might increase if they have to take on additional coverage just for us.

Thanks,
Scott

*Per IT, they
advise to waive
Technology E/O
coverage.*

On Thu, Jan 4, 2018 at 9:10 AM, Brad Stein <bstein@ashevillenc.gov> wrote:

Thanks, sorry I missed you yesterday. Welcome back-

This is a general liability policy, but doesn't cover their technical errors/omissions that may occur. Please inquire about their technology e/o coverage. If they don't carry it, and IT advises their service risk is low we will consider waiving the requirement for the firm to provide it.

Brad

Bradley J. Stein, MPA**City of Asheville Risk Manager / ADA Coordinator****P.O. Box 7148 | Asheville, NC | 28802****Direct: 828-259-5687 | Mobile: 828-552-1179****bstein@ashevillenc.gov**

On Wed, Jan 3, 2018 at 4:45 PM, Meredith Troughton (via Google Drive) <drive-shares-noreply@google.com> wrote:

