

Maria Bocker
Director, RD/Support Services

Harris Local Government
2017 East Main St., Suite T
Easley SC 29640

Phone: 228-271-3618
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October 25, 2021

Michael D. Ambrose
Town Manager
312 South Main St.
Landis, North
Carolina 28088-8165
United States

Dear Mr. Ambrose,

Harris Local Government is pleased to provide the Town of Landis with the following proposal for the amendment to your current SmartFusion maintenance agreement. The terms henceforth will be replaced with the following contract and be in effect upon signing. Changes to the current maintenance agreement will bring a total annual cost of \$27,500 for the current solutions listed in detail under the "pricing proposal". The new initial term will be 5 years during which this cost is locked in with no annual increase for the initial term.

Sincerely,

Maria Bocker
Director of Client Support
Harris Local Government



Proposal for SmartFusion Integrated Financial Solution



Proposal Pricing

This understanding between Town of Landis, NC at 312 South Main St. Landis, North Carolina 28088 ("Purchaser") and **Computer Software Innovations, Inc.** at 2017 East Main Street, Easley, SC 29640 ("Harris") confirms the purchase of the following licensed software products and/or services:

Town of Landis,			
SmartFusion solution maintenance			
	Description	Qty	Payment term
CSI-HLG MAINT SF	Purchasing	1	Annually
CSI-HLG MAINT SF	Cash Collections	1	Annually
CSI-HLG MAINT SF	Accounts Payable	1	Annually
CSI-HLG MAINT SF	Accounts Receivable	1	Annually
CSI-HLG MAINT SF	Budget Preparation	1	Annually
CSI-HLG MAINT SF	Check Reconciliation	1	Annually
CSI-HLG MAINT SF	Fund Ledger	1	Annually
CSI-HLG MAINT SF	System Manager	1	Annually
CSI-HLG MAINT SF	Utility Billing	1	Annually
CSI-HLG MAINT SF	Handheld Interface	1	Annually
CSI-HLG SAAS SF	MyGovHub Online Utility Payments	1	Annually
CSI-HLG SAAS SF	MyGovHub eNotification	1	Annually
CSI-HLG SAAS SF	SmartFusion Hosting (10 full-time, 15 part-time)	25	Annually
CSI-HLG MAINT SF	Mass Meter Change	1	Annually
CSI-HLG TPM SF	Basic Gemini Data Backup & Recovery included	1	Annually
		Total:	\$27,500

Agreement Terms and Conditions

1. Definition

“Software Applications” are the computer programs explicitly listed above in the section titled “Software Products” and those indicated using initials by the Purchaser in the section title “Software Options”.

2. Payment Terms

Order will be processed with the return of signed contract and an initial payment will follow the current renewal term and be due on Dec. 1st, 2023. This Agreement shall commence on the Effective Date “date of contract signing” and shall continue for a period of five (5) years from the initial renewal date “Dec. 1st, 2023”. After the Initial Term, the Agreement shall be automatically renewed for successive one (1) year periods (each a "Renewal Term") subject to Harris then-current price structure unless either party provides written notice to the other party of its intention not to renew not less than one hundred and twenty (120) days from the end of the then current term. The Initial Term and Renewal Term(s) shall collectively be referred to as the “Term”.

Any other remaining fees for the Software Applications shall be invoiced after delivery to Purchaser and due thirty (30) days from the date of invoice.

License Transfer Fees, if applicable, shall be invoiced at the start of the project and due in thirty (30) days.

Professional Services and any applicable travel and lodging expenses shall be billed monthly as the work is performed.

* All charges are exclusive of out-of-pocket expenses for Professional Services performed. Charges for actual and reasonable out-of-pocket expenses including, but not limited to, travel and lodging expenses will be billed monthly as incurred. All pricing is exclusive of applicable sales, use or similar taxes. Customer is responsible for any such taxes that may apply; if Customer is tax exempt, evidence of such tax exemption must be provided. Lapsed payments may lead to denial of access to the Service in accordance with Section 16(b)(ii) of the Agreement.

State Taxes are applicable on prices listed. If the Purchaser is Tax Exempt, a Tax Exemption Certificate must be provided with this signed Contract.

3. Delivery Media Type

Electronic Transfer

4. Delivery Schedule

The parties will agree upon an appropriate training, project, and delivery schedule based on, among other things, the modules in respect of which training is required and the skills and availability of both the Purchaser and Harris staff members.

5. Data Conversion

The success of a data conversion is based on the format and quality of the input data. Unless otherwise indicated, conversion is strictly limited to non-dollar amounts. A typical utility billing conversion includes information such as names, addresses, phone numbers, and services. Only information explicitly listed in this document will be converted. Initial cost estimates for conversion are included in system pricing proposals but these are only estimates until inspections or sample data can be examined to verify data formats and data integrity. Only then can accurate conversion costs be established. Any costs associated with obtaining the data from the existing vendor are

the responsibility of the Purchaser. Sample data shall be provided in standard fixed length format with ASCII display characters only. Data must be on a media format readable by Harris. File layouts must include: record size, field length, field starting and ending points, field name, field type, data field description. Our acceptable file formats are listed below:

- a. Microsoft SQL Server database
- b. Microsoft Access database
- c. Visual FoxPro/DBase (DBC/DBF)
- d. Excel Spreadsheets - with flat data (one record per row/CSV)
- e. Delimited ASCII files (pipe "|" delimited preferred)

Wherever possible, the data extraction shall be done twice. The first extraction is to test and create the conversion tools. The second extraction is done when the implementation is ready to go live.

In the event a data re-conversion is required, for whatever reason, Purchaser will be billed at the original rate quoted above in the Conversion section of the Agreement.

60 Day Integrity Window - it is our goal to get your data right, thus you as a client have 60 days from the first day of their Go Live to review data for any discrepancies. Items not contained within their source data are excluded. All items found after this 60-day window will be changed at a minimum charge of \$350.00.

6. Maintenance and Support Fees

Maintenance and Support fees ("MSF") include all program updates, enhancements, and general releases that Harris makes available to the Purchaser as part of its regular software maintenance program. MSF does not include fees for any third-party licenses or Harris services that may be necessary to perform a third-party license upgrade. MSF also includes access to the Harris support hot line.

Payment is due upon receipt of invoice. Following five (5) year Initial term price lock from contract execution Harris reserves the right to change maintenance fees with notification ninety (90) days prior to any renewal term.

Subsequent years' MSF shall be rendered at the beginning of each year in which services are to be furnished. Lapses in annual MSF and/or balances not paid over sixty (60) days will be monitored and will lead to denial of support, and upgrade privileges. In the event of a lapse, Purchaser will be subject to reactivation fees not to exceed 40% of the current annual MSF applied to each year of the lapse including partial year lapses plus the amount representing "the lapsed" MSF. The specific services provided by the technical support staff are outlined in the Harris Software Support Agreement Standard Guidelines.

7. Additional Customization(s)

The Purchaser and Harris have jointly reviewed the Software Applications and have determined that all items are adequate except as noted in the CUSTOMIZATIONS section. Additional customization(s) or report modifications not identified in this Agreement will be quoted as requested and billed at the hourly rate of \$195.00. Customizations and/or report modifications requested one year or more from the date of this agreement will be billed at the then current Harris hourly rate. No additional customizations will be undertaken without prior agreement by both parties on cost, scope of functionality, and the impact on the project schedule.

Twenty-two percent of any fees associated with any customization services will automatically be added to the Purchaser's MSF.

Out of Scope Services:

- Create or Modify Chart of Accounts or Data Table Headers.
- Data Extraction from a Non-Supported System (either Harris or 3rd party).
- Data “clean up” or data correction during the conversion process.
- Communication & Coordination with 3rd Party Data Management Entities.
- Additional equipment.
- Accommodation for any 3rd party software or manual processes.
- Additional client identified Reports and / or Queries.
- Changes to print programs.
- Software Modifications or Customizations including accommodation of Existing Software.

Additional Billables Indicators:

- If turnover of any key user happens between Initial Training and Final Go Live.
- Rescheduling Training with less than 24 hours’ notice.
- Failure to demonstrate proficiency on the Harris-supplied training kits which are provided after Initial Training.
- Rescheduling Go Live Dates any time after the initial conversion.
- Delay in stakeholder input.
- Initial Data and Final Data not provided in the same format.

8. Forms

Purchaser agrees to use standard forms unless otherwise indicated. If purchaser does not order forms from Harris, forms must be approved by Harris Project Manager (named below in Section 15) before ordering. A Change Order may be issued to purchaser by Harris for any report modifications, which will be billed at a rate of one hundred-seventy-five dollars (\$195.00) per hour.

9. Professional Services

Additional professional services are available on-site or virtually. Virtual work is billed at \$195.00 per hour and \$140.00 per hour for data conversion work. On-site work is billed at \$1,365.00 per day plus travel, travel time, lodging and per diem expenses. Work performed one year or more from the date of this agreement will be billed at the

then current Harris rates. Help line support does not include training. New employees must be trained by Purchaser or by making arrangements with Harris.

In the event, Purchaser wishes to schedule any professional services on a Saturday; there is a \$250.00 surcharge. Application consulting and setup services may include but are not limited to: software installation, configuration, data validation, system setup, system balancing, interface setup, interface testing, process training, application training and business requirements gathering.

Scheduling: Harris will use its best efforts to select a mutually agreeable date for services. Cancellation or rescheduling of services must be done five business days or one calendar week prior to scheduled service date. A five hundred-dollar (\$500.00) cancellation fee will be assessed for cancellations/rescheduling done outside of the time frame specified.

10. Travel and Lodging Expenses

Travel and lodging expenses will be billed in conjunction with any services work performed at the Purchaser’s offices by Harris personnel. Lodging expenses will include hotel expenses and will only be charged if an employee is required to spend the evening. Travel expenses may include airfare if the employee is required to travel by air to reach the Purchaser’s offices. Travel may include the cost of a rental car. If an employee uses his/her personal vehicle, mileage will be charged at the currently published IRS reimbursement rate. Travel time will be charged for all onsite work at a rate of three hundred dollars (\$300.00) for up to three days and six hundred

dollars (\$600.00) for four days or more onsite. When an employee is at or traveling to the Purchaser's offices, fifty-five dollars (\$65.00) per day will be charged to cover meals and incidentals. If an employee must travel on Saturday, Sunday, or a holiday, or is at the purchaser's office on a holiday, one hundred-ten dollars (\$130.00) per day will be charged to cover meals and incidentals.

Harris will use its best efforts to minimize all travel and lodging expenses. Only actual travel and lodging expenses will be billed to the Purchaser.

11. Grant of License

Harris hereby grants Purchaser a nontransferable, nonexclusive, nonrefundable license under the terms of this Agreement to use the Software Applications on its equipment subject to the following:

- a. The Purchaser may not sublicense, rent, lease or assign the Software Applications.
- b. No license is given to Purchaser for the source code to the Software Applications. The Purchaser is expressly prohibited from reverse engineering, decompiling, or disassembling the Software Applications or from creating a derivative or modified copy of the Software Applications.
- c. Initial delivery of the Software Application shall be COTS (Commercial Off The Shelf) Purchaser is not relying upon any future product availability or functionality upon entering into the payment obligations under this Agreement

12. Performance by Customer

- a. Co-operation by Purchaser: The Purchaser acknowledges that the success and timeliness of the implementation process shall require the active participation and collaboration of the Purchaser and its staff and agrees to act reasonably and cooperate fully with the Consultant to achieve the Completion of Services.
- a. Required Programs: The Purchaser acknowledges that if the use of the Software requires that the Purchaser obtain and install additional software programs, then the Purchaser agrees that the acquisition of the additional software programs shall be at its sole cost and that the cost thereof is not included in the fees herein. The Purchaser further acknowledges that the operation of the Software requires the Purchaser's hardware to be of sufficient quality, condition and repair, and the Purchaser agrees to maintain its hardware in the appropriate quality, condition and repair at its sole cost and expense, in order to facilitate the achievement of Completion of Services.
- b. Project Manager: The Purchaser shall appoint a project manager who shall work closely with Harris Staff to facilitate the successful completion of the implementation process and who shall be responsible for supervising the staff of the Purchaser and their co-operation with and participation in such process.

13. Warranty Disclaimer

Harris does not make, and hereby disclaims, any and all express and/or implied warranties regarding the services or any material provided by Harris to Purchaser pursuant to this agreement, including, but not limited to, warranties of merchantability, fitness for a particular purpose, and non-infringement, and warranties arising from a course of dealing, usage or trade practice. Further, Harris does not warrant that the Software Licenses will meet any exact user requirements, and that the software will operate error free or uninterrupted. In the event an error is discovered in one of the Software Applications currently covered by MSF, and the error is confirmed, Harris will make reasonable efforts to provide Purchaser with a correction.

It is acknowledged by the parties hereto that the Hardware provided by Harris to Customer pursuant to this Agreement was manufactured and delivered to Customer by a third-party manufacturer and Harris is reselling it to Customer. As such, Harris makes no warranties, express or implied, with respect to the Hardware, including, without limitation, their merchantability or fitness for a particular purpose. Any warranty Customer has with respect to the Hardware shall

be solely provided by the manufacturer(s)."

14. Limitations on Liability

Purchaser agrees that Harris' liability hereunder for damages, regardless of the form of action, shall be limited to actual direct damages and shall not exceed the charges hereunder paid by Purchaser to Harris. Purchaser further agrees that Harris will not be liable for any other damages including consequential, incidental, special, exemplary damages, lost profits, failure to realize anticipated savings, data loss, loss of goodwill, business opportunities or reputation, economic loss or for any claim or demand by any third party, except a claim for patent or copyright infringement with respect to Licensed Software.

15. Change Order Process

With respect to any proposed changes to the Services defined by this Agreement, the parties will cooperate in good faith to execute Change Orders in respect thereof and will not unreasonably withhold approval of such proposed changes. If either party causes or requests a change in the allocation of the resources of Harris applied to a task, changes in completion schedules for individual tasks or for overall implementation, and changes in staffing that require Harris to provide additional work hours, Harris may propose a change to cover the additional work effort required of it. Approval of any such proposed changes will not be unreasonably withheld (it being acknowledged that any such material changes may require modifications to the consideration paid, and timelines governing, the Services), and any disputes regarding changes shall be handled initially by discussions between the parties which will be convened in good faith by the parties to resolve any such matters in dispute.

The following individuals are authorized to sign off on change orders on the Purchaser's behalf:

Name: _____ Title: _____
Name: _____ Title: _____

The following individuals are authorized to sign off on change orders on Harris's behalf:

- 1. **Jason Kelly – Director of Professional Services**
- 2. **Sakura Gibson – Professional Services Manager**
- 3. **Ben Culbertson – Vice President of Sales**

16. Cancellation Policy

In the event of cancellation of the Agreement by either party for any reason, Purchaser agrees to pay for all Software Applications delivered, the balance of the then term, any Professional Services rendered, and T&L expenses incurred prior to the cancellation. Initial down payment of deposit is non-refundable. Purchaser must provide written notification to Harris if it wishes to cancel the Agreement. Cancellation of any on-site Services by Purchaser is allowed for any reason if done in writing more than fourteen (14) days in advance of such Services. Cancellation by Purchaser with fourteen (14) days or less of scheduled on-site Services will be billed at fifty percent (50%) of the on-site fee, plus any non-recoverable costs incurred by Harris due to advance scheduling of travel. Additionally, Purchaser hereby acknowledges that cancellation of on-site Services means that such on-site Services will be rescheduled as Harris' then current schedule permits. Harris is not responsible for any delay in Purchaser's project resulting from Purchaser's cancellation of consulting. If additional services are required because the Purchaser was not adequately prepared for the on-site services, Harris will provide a Change Order to the Purchaser for the additional services.

17. Governing Law; Venue

This Agreement shall be governed by the substantive and procedural laws of the State of Texas. Purchaser hereby agrees to submit to the exclusive jurisdiction of, and venue in, the courts in the State of Texas in any dispute arising out of or related to this agreement.

18. Entire Agreement

This Agreement shall constitute the entire agreement between the parties hereto with respect to the matters covered herein. Any modification or waiver of this Agreement is effective only if it is in writing signed by an authorized representative of the party to be charged. Provisions of a Customer purchase order or similar document are not applicable if they conflict with or add to the terms of this Agreement.

Purchaser: Town of Landis, NC

By: _____

Title: _____

Date: _____

Computer Software Innovations LLC:

By: _____

Title: _____

Date: _____

Purchaser's Project Leader:

Contact Name: _____

Contact Title: _____

E-mail address: _____

Phone #: _____

Purchaser's Accounts Payable Dept. Information:

Billing Address: _____

Accounts Payable Contact: _____

Email Address: _____

Phone & Fax #: _____

Alternate Contact: _____