Exhibit "A"
Scope of Work

- The MaintenanceEdge™ Work Order modules provide the ability to receive and assign work requests, schedule and manage maintenance for techs or vendors, automatically record labor and purchase transactions , and access all data via built-in performance reports.

- Programmable logic allows to automate the approval and assignment of work requests.

- Convenience- Access work order data online anytime, anywhere, from any computer.

- Productivity - Reduce data entry and phone calls for work requests.

- Reporting - Generate simple yet detailed reports on work order status, costs, and more.

- Customer Satisfaction - Automated communication keeps customers in the loop.

- Enables requesters to submit and track the status of work requests online.

- Automatically notifies requesters of updates via e-mail Automates daily, weekly, monthly, quarterly, and annual reports.

- Allows technicians to receive and complete work online.

- Associates budget codes, projects, and equipment with work orders.

- Includes interactive calendar for allocating resources and scheduling.

- Automatically routes work requests based on specific business processes.

- Training and startup assistance are available in an online format and through telephone support as indicated on our website.

- Technical Support is available from 8am to 6pm EST Monday - Friday, excluding holidays. Please call (877) 655-3833 for or email support@facilitydude.com for technical support.

- Dude Solutions, Inc. maintains the necessary liability and insurance for their products and services. Proof of insurance can be requested at any time.

- Additional data Imports, project management, and onsite training are outside of the scope of this proposal and are available at an additional cost.

Implementation of a facility condition assessment and new MaintenanceEdge Capital Forecast Evaluation and Work Order Module

Pricing for this work is based on:

455,000 Square Feet (see following page for facility list) Initial term: December 2017 - September 2018

Subscription		
Capital Forecast	10 months	$2,904.17
	Subtotal:	$2,904.17
Implementation & Services		
• Capital Forecast - Quick Start		
• Facility Condition Assessment for 455,000 Sq. Ft.		
• PM Schedule Creation		
	Subtotal:	$56,710.00
Total Initial Investment		**$59,614.17 USD**
Pricing for the First Renewal Term is $3,485.00		

Facilities to be assessed:

Location Name	Total Sq. Ft.
CITY HALL OFFICES	62,436
POLICE BLDG & CONTENTS	58,728
Library/cultural center	46,880
Emma Lou Olsen Civic Ctr	26,628
CIVIC CENTER AMPHITHEATER seating, restroom, concession & control booth	19,500
REC MITCHELL/MOORE GYM BUILDING	14,000
REC RONALD MCNAIR REC CENTER GYM BUILD	14,000
HERB SKOLNICK MEMORIAL REC. CTR.	13,755
Pat larkins Community Center	13,526
Firestation 11	13,204
FIRE STA #1	11,295
American Flyers Bldg	10,320
FIRE STA #3	9,150
FIRE STA #4	8,895
FIRE STA #5	8,895
COMMISSION BLDG. AUDITORIUM	8,400
CIVIC CENTER AMPHITHEATER	7,112
FIRE TRAINING OFFICES TOWER CONTENTS	6,261
GOLF COURSE RESTAURANT	6,096
Beach Library	5,409
POLICE GARAGE	5,266
AIR PARK CONTROL TOWER	5,159
PARK HIGHLANDS COMMUNITY CENTER	4,950
AQUATICS POOL	4,907
GOLF COURSE CLUBHOUSE including PERIMETER FENCING	4,824
PARK NORTH BROWARD PARK	3,952
AQUATICS MITCHELL/MOORE POOL	3,510
AQUATICS POOL BLDG	3,486
GOLF COURSE SERVICE BLDG	3,000
FIRE DEPT Logistics Warehouse	2,970
REC MITCHELL/MOORE COMMUNITY CENTER	2,936
AQUATICS MITCHELL/MOORE Annex BLDG	2,896
Community Park	2,706
PARK NORTH BROWARD PARK CONCESSION BLDG - BASEBALL	2,700
FIRE STA #6	2,400
TENNIS CLUBHOUSE	2,400
Community Park	2,385
AQUATICS MITCHELL/MOORE POOL BLDG	2,112

AQUATICS BEACH LIFE GUARD BLDG	1,964
REC MCNAB COMMUNITY CENTER	1,500
ELY MUSEUM	1,400
FIRE STA #6 - Truck Awning	1,350
PARK ALSDORF RESTROOM STORAGE	1,200
PARK JC RESTROOM BLDG	1,000
Hillsboro Inlet Marina West Park - Marina Office/Restroom	946
AIR PARK STORAGE BLDG	930
PARK POMPANO BEACH HIGHLANDS PARK PAVILION	900
PARK NORTH BROWARD PARK PICNIC SHELTER	900
PARK MITCHELL/MOORE CONCESSION BLDG	852
GOLF COURSE RESTROOM 1	812
PARK RONALD MCNAIR RESTROOM CONCESSION	788
AQUATICS POOL FILTER BLDG	757
PARK APOLLO SHELTER	648
PARK NORTH BEACH RESTROOM	625
South Beach Restroom	625
GOLF COURSE SNACK BAR	601
Beach Maintenance Bldg	580
PARK N OCEAN PARK RESTROOM .75 ACRES	578
GEORGE BRUMMER PARK	552
PARK KESTER ELECTRICAL Bldg	520
PARK CARVER HOMES RESTROOM	520
PARK KESTER SHELTER	509
Exchange Club Park	506
PARK NORWOOD PINES Shelter	500
AQUATICS MITCHELL/MOORE Storage/Restroom BLDG	492
PARK NORTH BROWARD PARK CONCESSION BLDG - FOOTBALL	468
SAND & SPURS RESTROOM OFFICE	448
PARK APOLLO RESTROOM	441
PARK NORWOOD PINES RESTROOM	441
COMMUNICATIONS BLDG	400
AIR PARK ELECT VAULT BLDG	374
PARK FOUNDERS RESTROOM	330
GOLF COURSE RESTROOM 2	236
GOLF COURSE STARTER BLDG	192
PARK NORTH BROWARD PARK STORAGE BLDG	180
Hillsboro Inlet Marina West Park - Ice Storage	169
AIR PARK BEACON LIGHT	150
Amphiteather Ticket Booth	100
AQUATICS POOL STORAGE BLDG	100
PARK CARVER HOMES SHELTER	100
PARK PUMP BLDG	98

PARK NORTH BROWARD PARK PUMP HOUSE & FENCE	60
PARK SANDSPUR PARK FENCE	60
PARK HIGHLANDS PUMP HOUSE	50

Quick Start

Online support and training is standard with each subscription and includes:

QuickStart is our product implementation service to accelerate time to value. A Dude Client Advisor provides the guidance you need to ensure a smooth transition and boost user adoption. This service includes goal setting, timeline planning, and online training sessions.

Support

- A live representative is happy to help Monday to Friday, excluding holidays, 8am - 6pm ET. After hours inquiries will be responded to the next business day.
- Send us an email – we answer 99% of our support emails within 1 hour.
- Reach us instantly through our software with live chat!
- Best practices webinars and podcasts which share new trends, popular reports, and tips.
- Training review webcasts are a great resource for clients who need a refresher after their initial training or for new employees that could benefit from a training session.

Facility Condition Assessment with Narrative Report
Includes Data Gathering and Import of Data into DSI Software

Purpose:

The purpose of the facility condition assessment is to assess the facilities based on the following scope, provide narratives that summarize assessment observations and comments, and to import the data into the client's Dude Solutions capital forecasting & maintenance solutions.

All condition assessments will include a bound deliverable containing:

- Narrative report with description of systems and corresponding conditions.
- Digital photos of key components and deficiencies as an Appendix in the narrative.
- 20 year Capital Reserve table with systems and component replacement costs and dates.
- Import of systems level detail into client's capital forecasting solution.
- Import major equipment level detail into client's Dude Solutions maintenance solution.

Field data collection and condition assessment

A.   Condition Assessment and Asset Inventory–

The field data collection and condition assessment is meant to capture information of all major building systems to the individual component level, including all components considered capital repair items (as opposed to maintenance level items). This includes site paving, HVAC, roofing, electrical, plumbing, vertical transportation systems, building envelope, and structural systems.

A Certified Dude Solutions Partner (DSI Partner) will collect, document, and analyze the facilities assessment data to achieve the following:

- At the start of each building or facility assessment we will interview client's staff to understand what improvements have been made in the last three years, what improvements are planned in the next three years and known problems.
- Inventory all major building equipment including quantity, size, asset tag number, manufacturer, model, and serial number.
- Identify deficient conditions in terms of deferred maintenance and building condition.
- Provide a reasonable cost analysis for the above-mentioned efforts.
- For single building projects, provide a report for the property that details the assessment data.
- For multi-building projects, data will be collected from every building in the portfolio. Reports will be prepared as follows:
    - Major buildings (generally defined as 25,000 square feet or greater and approximately 10% of the project portfolio), a separate report will be prepared.
    - Smaller buildings will be grouped into reports by building type, geography or other logical grouping (for example maintenance structures, parks assets, fire stations…)

- Provide individual cost tables and digital photographs to document the deficient conditions at each property.

Based on observations and information obtained from available on-site personnel, the DSI partner will visually inspect all facilities and properties. Specifically, the assessment will focus on the following details:

Facility Condition Assessment		STANDARD Scope-of-Work	
Type	System Level or Individual	Location Info	Make, Model, Serial #
HVAC			
Boilers	Individual	Yes	Yes
Deaerators	Individual	Yes	Yes
Radiators	**NOT INCLUDED IN SERVICE**		
Heating System			
Hot water pumps	Individual	Yes	Yes
Furnaces	Individual	Yes	Yes
Unit Heaters	Individual	Yes	Yes
Ventilation System			
Exhaust hoods	Individual	Yes	Yes

Fans	Individual	Yes	Yes
Make Up Air Units	Individual	Yes	Yes
Energy Recovery Units	Individual	Yes	Yes
Air Conditioning System			
Chillers	Individual	Yes	Yes
Chilled Water pumps	Individual	Yes	Yes
Cooling towers	Individual	Yes	Yes
Cooling Tower pumps	Individual	Yes	Yes
Building Automation System	Individual	Yes	Yes
Package AC Units (rooftop and ground)	Individual	Yes	Yes
Air Handling Units (rooftop and ground)	Individual	Yes	Yes
Split Systems	Individual	Yes	Yes
Heat Pumps	Individual	Yes	Yes
VAV Boxes *(From client drawings where available)*	System Level	Yes	No
Fan Coil Units *(From client drawings where available)*	System Level	Yes	No
Unit Ventilators *(From client drawings where available)*	System Level	Yes	No
Window Units	**NOT INCLUDED IN SERVICE**		
Thermostatic Controls	**NOT INCLUDED IN SERVICE**		
Electrical			
Main Distribution Panels	Individual	Yes	Yes
Switchgear	Individual	Yes	Yes
Motor Control Centers	Individual	Yes	Yes
Transformers	Individual	Yes	Yes
Emergency Generators	Individual	Yes	Yes

Automatic Transfer Switch	Individual	Yes	Yes
Emergency Lights	System Level	No	No
Secondary Electrical Panels	**NOT INCLUDED IN SERVICE**		
VFDs	**NOT INCLUDED IN SERVICE**		
Motors	**NOT INCLUDED IN SERVICE**		
Breakers, switches or starters	**NOT INCLUDED IN SERVICE**		
Individual light fixtures (emergency, exterior, etc.)	**NOT INCLUDED IN SERVICE**		
Equipment			
Trash Compactors,	Individual	Yes	Yes
Commercial Laundry (washers, dryers)	Individual	Yes	Yes
Residential type appliances, Shop Tools and Equipment	**NOT INCLUDED IN SERVICE**		
Plumbing			
Main Backflow Preventer	Individual	Yes	Yes
Domestic Water Booster Pumps	Individual	Yes	Yes
Sump Pumps	Individual	Yes	Yes
Domestic Hot Water heaters (>80 gal)	Individual	Yes	Yes
Valves	**NOT INCLUDED IN SERVICE**		
Filters	**NOT INCLUDED IN SERVICE**		
Fixtures	**NOT INCLUDED IN SERVICE**		
Strainers	**NOT INCLUDED IN SERVICE**		
Food Service			
Freezer (Walk In, Reach In)	Individual	Yes	Yes
Refrigerator (Walk In, Reach In)	Individual	Yes	Yes
Oven, Stoves	Individual	Yes	Yes
Broilers, Grills, Fryers	Individual	Yes	Yes

Dishwashers	Individual	Yes	Yes
Grease Traps	Individual	Yes	Yes
Large Kitchen Equipment(> $2000 value)	Individual	Yes	Yes
Counter top appliances	**NOT INCLUDED IN SERVICE**		
Cutlery	**NOT INCLUDED IN SERVICE**		
Tables, Racks	**NOT INCLUDED IN SERVICE**		
Life Safety/Security			
Fire Alarm System	Individual	Yes	Yes
Sprinkler System	Individual	Yes	No
Fire Panel	Individual	Yes	Yes
Fire Suppression System	Individual	Yes	Yes
Fire Pump	Individual	Yes	Yes
Fire Extinguishers	System Level	No	No
Lighted Exit Signs	System Level	No	No
Eyewash / Safety Showers	System Level	No	No
AEDs	System Level	No	No
ADA Baseline Evaluation Survey	System Level	Yes	No
Smoke detectors, horn strobes	**NOT INCLUDED IN SERVICE**		
Fire valves, hydrants	**NOT INCLUDED IN SERVICE**		
Individual fire extinguishers	**NOT INCLUDED IN SERVICE**		
Vertical Transportation			
Elevators	Individual	Yes	Yes
Escalators	Individual	Yes	Yes
Dumb Waiter	Individual	Yes	Yes
Building Envelope Component level capture (Interior and Exterior)			
Electrical	System Level	Yes	No
Exterior-doors	System Level	Yes	No

Exterior-walls (framing)	System Level	Yes	No
Exterior-Walls (Finish)	System Level	Yes	No
Exterior-Windows	System Level	Yes	No
Foundation	System Level	Yes	No
HVAC (other than equipment captured)	System Level	Yes	No
Interior Finish-Ceiling	System Level	Yes	No
Interior Finish-Floor	System Level	Yes	No
Interior Finish-Walls	System Level	Yes	No
Plumbing (other than equipment captured)	System Level	Yes	No
Roofing	System Level	Yes	No

B. Evaluation–

At the conclusion of the assessment(s), Certified DSI partner will prepare reports as described above that include:

- A general description of the property and improvements and comment generally on observed conditions.
- Comments for components that are exhibiting deferred maintenance issues and provide estimates for "immediate" and "capital repair" costs based on observed conditions, available maintenance history and industry-standard useful life estimates. If applicable, this analysis will include the review of any available documents pertaining to capital improvements completed within the last three years, or currently under contract. Certified DSI partner shall also inquire about available maintenance records and procedures and will interview current available on-site maintenance staff.
- A schedule for recommended replacement or repairs (schedule of priorities).
- Address critical repairs separately from repairs anticipated over the term of the analysis.
- A FCI index number for each building.
- A twenty year capital plan with an Executive Summary with graphic presentation of results to provide a quick, "user-friendly" summary of the property's observed condition and estimated costs assigned by category.

C. Cost Estimating–

Each single building report will include an estimated cost for each system or component repair or replacement anticipated during the evaluation term. The capital needs analysis will be presented as an Excel-based cost table that includes a summary of the description of each component, the age and estimated remaining useful

life, the anticipated year of repair or replacement, quantity, unit cost, and total cost for the repair of each line item. A consolidated Capital Needs Analysis will be presented that includes all anticipated capital needs for all buildings.

In addition to the detailed description of the deficiencies, we will provide cost estimates for the deficiencies noted. The cost estimate for capital deficiencies will be based on the estimate for maintenance and repair. Project management costs, construction fees, and design fees will be derived using actual costs from previous projects, if available.

DSI partners use the Uniformat system and the Whitestone Research model for cost estimating. Dude Solutions also maintains and updates our cost estimating system with information received from the field. Through our construction monitoring work, we have current cost data from hundreds of in-progress construction and rehabilitation projects. This allows us to project costs based on local conditions and to maintain a cost database that in most cases is more current than published models.

D. Building Systems Equipment Inventory

An asset survey of major building systems will be conducted for the purpose of noting remaining useful life of major building equipment. A complete equipment inventory for each system will be recorded with information populated to client's account including:

- Building name
- System name (classification)
- Subsystem name (type)
- Component name (description)
- Unit of measure
- Quantity
- Asset tag number
- Manufacturer
- Model
- Serial Number
- Date put in service (if available)
- Condition
- Remaining useful life
- Replacement cost
- Notes

E. Report / Data review and import to client's Dude Solutions account

Completed report(s) and data files will be provided to client following site visit, typically 3-4 weeks after end of onsite activity. Client will have up to 30 days following receipt of reports/data files to review and request revisions. The Certified Dude Solutions Partner is available to do a "Page Turn Review" of the reports/data files via web based conference call meeting during this period. At conclusion of the 30 day review time, the Certified Dude Solutions Partner will prepare final import files and submit them to Dude Solutions where the information will be imported to the client's account.

After a successful import, the customer will have 5 business days to review the system data for completeness and accuracy. If there is no feedback or request updates to the system data, then the data import will be deemed complete and the "Import Complete" task will be closed and considered accepted by the customer. Should any revisions be identified or required upon customer review of system data during the 5 day review period, Dude Solutions will engage the customer and the Certified Dude Solutions Partner to review requested revisions and determine the nature, level of effort, and feasibility of correcting the data in question. Dude Solutions will work with the Certified Dude Solutions Partner to validate the requested changes to incorporate them into the system. Once the changes are completed, the customer will have an opportunity to do a final pass and validation of the data for completeness.

Any further changes requested by customer at this point will be reviewed. Dude Solutions reserves the right to charge an additional consulting fee to make any further changes not deemed to be in scope of the original project.

Milestone Definitions

Mobilization:

Activity that occurs from project initiation with the service partner until the service partner arrives at job site.

On-Site Field Activity:

Field work that occurs while the service partner is at job site.

Data Management:

Data activity, including quality assurance and control, that occurs after field work is completed to produce the data file. The Data Gathering service shall include a data upload.

Report:

Report generation and delivery.

Milestone Billing Schedules

Your service will be invoiced at the following percentages as the associated milestone is completed:

Mobilization – 15%

On-Site Field Activity –

35% Data Management

– 35% Report – 15%

PM Schedule Creation

Delivered through a Certified Dude Solutions Partner (DSI

Partner) Confirm the asset inventory collected:

- The asset inventory collected will be reviewed with your staff and then imported into client's DudeSolutions account.
- PM Schedule Gathering
- The DSI Partner will review PM Task Check-Off Lists with client.
- PM Schedules will be generated off the asset inventory collected by the DSI Partner
- Client will provide technicians or contractors that PM Schedules should be linked to and confirm the frequency and start date for PM Schedules.
- The DSI Partner will provide a list of PM Schedules to be generated to confirm the load balancing for client staffing.
- PM Schedule Creation
- DudeSolutions Staff will import the agreed upon PM Schedules into client's account.
- Maximum PM Schedules Created = 40 per building (focused on main buildings).
- PM Training
- DudeSolutions will provided any extra online training needed for client staff to run reports and to update PM Schedules based on future updates to the existing schedules being created.