**CHANGE ORDER DOCUMENT**

Change Order Document # 001

GENERAL INFORMATION	
Customer Name:	The City of Duluth
Accruent Customer ID:	001E000000sZEHI
Change Order Document Summary:	Add hours to complete PM implementation.
Issue Date:	8/13/2015
Issued By:	Duff Stoneson, dstoneson@accruent.com , (512) 851-0092

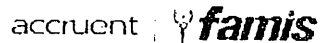
JLL CONTACT INFORMATION					
Contact Type	Name	Address	E-Mail	Phone	Mobile Phone
Change Order Document	Erik Birkeland	1532 West Michigan St Duluth, MN 55806	ebirkeland@duluthmn.gov	218-730-4435	218-576-7396

Scope Change Statement of Work**General Information:**

- Based on current project progress and the need to implement a templating method for PM Data Gathering, the Accruent Professional Services Manager anticipates that the additional data cannot be completed within the budgeted scope of the project. Below is the anticipated scope of additional services to be provided.
- The additional project services presented are based on providing all professional services via the phone, internet, and email.
- Accruent will track separately the hours of effort of the scope change and will reconcile hours and budget at the close of the project.
- Hours may exceed the estimated hours listed below with the permission of the Client. If additional hours are requested, they will be charged at \$200 per hour, T&M. Additional fees will be invoiced as incurred.
- Billing Terms: Time and Materials as incurred.
- The Professional Services Manager will make every effort to control the hours of effort and will provide notice in writing prior to hours being exceeded.

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Change Order Estimated Hours

Task Type	Task Description	Assigned To	Accruent Hours
Project Admin.	<ul style="list-style-type: none"> Project Administration: <ul style="list-style-type: none"> Weekly meetings & data/training coordination PM Go-live Support Support Hand-off 	Accruent	4
Data / Conversion	<ul style="list-style-type: none"> Data and Conversion: <ul style="list-style-type: none"> Complete Conversion of Asset & Schedule data per agreed-upon templating method 	Accruent	8
Training	<ul style="list-style-type: none"> Complete Training as scoped in SOW: <ul style="list-style-type: none"> Assets Schedules & Procedures Schedule Working Session Inventory (optional) Timecard (optional) 	Accruent	8
Change Order Estimated Hours			20
Change Order Charges at \$200 per hour:			\$4000

Acknowledged and agreed by the duly authorized representatives of the parties.

The City of Duluth

Accruent, LLC

Signature:

Signature:

Print Name: Erik Birkeland

Print Name: Michele Hazinski-Stone

Title: Property and Facilities Mgr.

Title: Director of Professional Services

Date: 8/25/15

Date: 8/25/2015