



Order Form
Fort Bragg, CA - City of
05-10-2021

Fort Bragg CA: Migration Licenses and Services

Expiration Date: 06-30-2021



Dear Isaac Whippy,

Thank you for the opportunity to submit this order form in the amount of \$47,946.00.

All of us at Springbrook are working to provide the best possible solutions for your agency and your citizens.

Our goal is nothing short of your 100% satisfaction.

Thank you for being a valued customer.

Sincerely,

Andrea Fowles

Andrea Fowles

Annual Product Pricing

Item Name	Rate	Quantity	Discount %	Net Price
Building Permits Subscription	\$3,186.00	1	0%	\$3,186.00
Finance Suite Subscription	\$12,960.00	1	13.58%	\$11,200.00
Human Resources Management Subscription	\$4,500.00	1	33.53%	\$2,991.00
Licenses and Permits Subscription	\$3,186.00	1	24.89%	\$2,393.00
Payroll Subscription	\$6,500.00	1	30.97%	\$4,487.00
Project Management Subscription	\$3,249.00	1	26.35%	\$2,393.00
Purchase Orders Subscription	\$2,999.00	1	20.21%	\$2,393.00
Utility Billing Subscription	\$11,000.00	1	40.15%	\$6,583.00
Discount				25.12%
Products Total Net Price				\$35,626.00

Estimated Professional Services Pricing

Item Name	Rate	Description	Quantity	Discount %	Net Price
SaaS Migration Professional Services	\$179.00	Cloud Migration Services	80	13.97%	\$12,320.00
Discount				13.97%	
Estimated Professional Services Total Net Price				\$12,320.00	

Grand Total:	\$47,946.00
* Excludes Applicable Sales Tax	

Order Details

General Information	
Customer Name:	Fort Bragg, CA - City of
Customer Contact:	Isaac Whippy
Customer Address:	416 N. Franklin Street, Fort Bragg, California, United States, 95437
Governing Agreement(s):	This Order Form is governed by the applicable terms found at: MSA: https://sprbrk.box.com/v/sprbrk-saas-terms MLA: https://sprbrk.app.box.com/v/sprbrk-onpremise-terms Professional Services: https://sprbrk.app.box.com/v/sprbrk-svcs-terms
Term(s):	1 year

Order Terms	
Items Ordered	Order Start Date
Professional Services Orders	Date of the last signature on the Order Form
Managed Services	Date of the last signature on the Order Form
Software Licenses, Subscriptions, Maintenance and Hosting (New)	The earlier of a) date of delivery** of software or log-in to hosted software to Customer or b) 60 days after last signature on the Order Form
Software Licenses, Subscriptions, Maintenance and Hosting (Renewal)	The day after expiration of your last order of the same product
Special Order Terms	In the event of an inconsistency between this Order Form, any governing agreement, purchase order, or invoice, the Order Form shall govern as it pertains to this transaction.

**The date of delivery of software to the Customer is the date the software is made available to the customer, either by

delivery of software or delivery of first log-in to a hosted environment, which may be either a test or production environment. This date of delivery is frequently earlier than the dates professional services are completed, the Customer completes user acceptance testing, the Customer distributes additional log-ins to end users, and the Customer go-live in a production environment.

Order Duration

- Any Software Licenses or Hardware are one-time, non-refundable purchases.
- Subscriptions, Maintenance, Hosting and Support (“Recurring Services”) continue from the Order Start Date through the term listed in this Order Form (or if not listed, 1 year).
- Orders for Recurring Services auto-renew unless the Customer or Springbrook provides a written notice of non-renewal at least sixty (60) days before the end of the Order Term
- Subscription Service fees and any other recurring fees will be subject to an automatic annual increase by not more than seven percent (7%) of the prior year’s Subscription Service fees (“Standard Annual Price Increase”).

Invoice Timing and Delivery

- Invoices are delivered electronically via e-mail to the billing contact on file for the Customer. Customer invoices are issued for the full amount of software and services purchased as follows:

Items Ordered	Invoice Timing
Professional Services Orders	Monthly for services in the prior month* unless specified in Special Professional Services Invoicing Terms
Managed Services and Annual Report Services	Managed Services, Report Services, begin upon the order start date and continue through June 30 of signed year. Specialized training services begin upon order start date and continue for four months. Other specialized support services within Managed Services, begin upon order start date for one year.
Software Licenses and Hardware	Customer signature on Order Form
Subscriptions, Maintenance and Hosting (New)	Customer signature on Order Form
Software Licenses, Subscriptions, Maintenance and Hosting (Renewal)	60 days in advance of the Order Start Date
CivicPay Transactions	Monthly for transactions in the prior month

*Professional Services pricing is based on expected hours using Springbrook’s standard implementation methodology. Actual hours and billings may vary from this estimate. Please note that only when project costs exceed \$5,000 of this estimate, a signed change order will be required to continue work – changes under \$5,000 will continue to be delivered and billed accordingly.

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Payment Terms	
Payment Terms	Net 30
Special Invoicing Terms	Invoice will be delivered via email to the billing contact noted here, 60 days in advance of the renewal date.
Special Professional Service Invoicing Terms	
Billing Contact	Finance Department
Billing Email	finance@fortbragg.com
If the Customer requires a PO number on invoices, Customer must provide Springbrook with the PO number and a copy of the PO prior to invoice issuance. If a PO number is not provided prior to the invoice issuance date, invoices issued on this Order Form will be valid without a PO reference.	
PO# (If required):	