

Contract Summary Form

PlaceWorks, Inc.

3 Macarthur Place Suite, 1100 Santa Ana, CA 92707

SUMMARY OF SIGNIFICANT CHANGES

Not applicable at this time.

SUBCONTRACTORS

This contract, due to the nature of the services, could require the addition of subcontractors. In order to add subcontractor(s) to the contract, the provider/contractor must seek express consent from the department. Should the addition of a subcontractor impact the scope of work and/or contract amount, the department will bring the item back to the Board of Supervisors for approval. In the past (if there is information available), subcontractor(s) have/have not been used for this contract.

Subcontractor Name	Services	Amount
Unknown at this time.	Unknown at this time.	Unknown at this time.

CONTRACT OPERATING EXPENSES

Unknown at this time – A-E contract allowable reimbursable items are approved by County Project Manager in advance and are listed below:

- I. REIMBURSABLE ITEMS: Reimbursable items are non-salary items that are not included in the Scope of Work but necessary for completion of the work and must be authorized in advance by the COUNTY Project Manager. A-E may be entitled to reimbursement for the following, upon prior approval by COUNTY:
 - 1) The actual costs of special equipment to be rented, leased or purchased by A-E for use exclusively in the performance of the Scope of Services, to the extent such rental, lease, purchase and costs have been approved in writing by the COUNTY Project Manager.
 - 2) Printing expenses paid to outside contractors; to the extent such contractors and reproduction rates have been approved by the COUNTY Project Manager.
 - 3) Other actual costs and/or payments specifically approved and authorized in writing by the COUNTY Project Manager and actually incurred by A-E in performance of this Contract.
 - 4) Travel costs shall only be reimbursed if approved in advance in writing by COUNTY Project Manager and are subject to the following restrictions:
 - a) Reimbursement of mileage for the business use of a personal vehicle during the conduct of business within the Scope of Services of this CONTRACT shall be based on the Internal Revenue Service Standard Mileage Rate in effect at the time. Mileage between the A-E's "Home Based" office location and OC

Public Works location, as well as mileage within OC Public Works property will not be reimbursed.

- b) Cost of "Home Based" Xerox copies, faxes, and other supplies and materials associated with them will not be reimbursed.
- c) Cost of cellular phones, cell phone usage plans and usage minutes, and other mobile communication devices will not be reimbursed.
- d) All reimbursable expenses must be itemized on A-E invoice(s) and documented with receipts. Receipts for reimbursable expenses must be submitted with all A-E invoices. Invoices for reimbursable expenses without back-up receipts will not be paid. A-E is responsible for submitting reimbursable invoices in a format that is acceptable to the COUNTY. Reimbursable items shall be charged at cost. Any third-party or subcontractor services shall also be charged at cost; no mark-ups will be allowed.

Contract Summary Form

SWA Group

Executive Office: 2200 Bridgeway Blvd., Sausalito, CA 94965

Local Office: 570 Glenneyre St., Laguna Beach, CA 92651

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Not applicable at this time.

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Contract Summary Form

EPTDESIGN, Inc.

Executive Office: 532 W 1st Street, Unit 218, Claremont, CA 91711

Local Address: 14988 Sand Canyon Ave, Studio 8, Irvine, CA 92618

SUMMARY OF SIGNIFICANT CHANGES

Not applicable at this time.

SUBCONTRACTORS

1. This contract includes the following subcontractors or passes through to other providers:

Subcontractors	Services	Amount
David Sheegog: Architect 968 S. Ladan Lane Anaheim, CA 92808	Unknown	Unknown

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