

**OmTrak Proposal**

About Us

WebFM’s innovations are quite simply game changing. Our integrated solutions combine to give builders, owners and facility managers incredible efficiencies and reduced risk.

OmTrak gives you key building intelligence by optimising and digitising communication and documents. This project collaboration innovation drives performance and productivity across the board.

OmTrak is an intuitive online platform that’s transforming the collaboration process on construction and infrastructure projects. This award-winning solution enables all contracted project teams to create, share and control data and communication easily and accurately. Managing and distributing large volumes of critical project intelligence becomes effortless and secure.

An OmTrak solution can include the following dynamic modules and features:

Documents

This online document management module enables the fast and accurate distribution of any information or communication about a project. Project participants can easily access, mark up and redistribute documents within the one interface.

Manuals

This module delivers electronic Operations & Maintenance and Design Manuals. O&M Manuals are configured to your asset management system. Design Manuals create a single narrative over the design process. Consultants and contractors can create reports, upload content and attach files within a validated, quality controlled process.

Site Works & FM

The Site Works & FM module mobilises the way you manage defects, punch lists, snags and ongoing asset management. Capture, distribute and track site issues faster, and give your team complete visibility during the construction phase. Automate your future facility maintenance schedules and work orders, saving valuable time.

BIM

The BIM module enables powerful collaboration and visibility – without the need for highly complex and expensive software. Every organisation and team involved has instant on-site or remote access to multidimensional project models, improving decision-making, efficiency and co-ordination.

**QA WORKFLOWS**

* All modules have quality assurance workflows inbuilt.
* Create transparent accountability.
* Linked tasking and reporting to drive outcomes.

**EMAIL TASKING**

* Email automatically categorised and archived, giving you a complete and undeletable audit trail.
* Emails can be embedded with actionable tasks and associated deadlines.
* Schedule recurring email tasks and reminders.

**REPORTING**

* Get complete visibility across your entire project.
* Track status of workflows, approvals and tasks.
* Reports can be filtered and exported as needed.

Cover Letter

05 October 17

Lipman

Joshua

joshuab@lipman.com.au

Project Name: Anglicare - St.James Chapel Castle Hill

WebFM Project No. 4862

Dear Joshua ,

Thank you for the opportunity to provide a quotation for the use of OmTrak on the above project. Based on the information you have provided we have packaged up an OmTrak solution that includes the O&M Manuals & Site Works modules. The solution is available at the following price:

* [Full upfront payment:](#pricePriceOption) [$ 7,500.00 (Ex. GST)](#pricePriceOption) 100% invoiced upon project setup.

Please refer to the following pages for an outline of the included OmTrak modules, services, recoverable expenses, and terms of the quotation. If you require any further assistance please do not hesitate to contact me or someone from our team.

We look forward to working with you.

Regards,

Cameron Milne

0488035814

cam@webfm.net

# Price Option

Your project will include the O&M Manuals & Site Works modules.

## Full upfront

| **ITEM** | **QTY** | **RATE** | **AMOUNT** |
| --- | --- | --- | --- |
|  |  |  |  |
| **OmTrak Fees** |  |  |  |
| Project setup | 1 | $ 7,500.00 | $ 7,500.00 |
|  |  |  |  |
|  |  | **Ex. GST** | **$ 7,500.00** |
|  |  | GST | $ 750.00 |
|  |  | Total (AUD) | $ 8,250.00 |

# Scope of Service

## OmTrak Fees

The setup fees include the following:

Project setup:

* Facilitate an onsite setup workshop with key stakeholders and issue a setup template.
* Create project and issue user access (we reserve the right to charge additional fees at the relevant consulting rate if the setup information is not provided in the requested electronic format).

Project modifications:

* Where changes are requested to the project setup after implementation of the project we reserve the right to charge for these changes at the relevant consulting rate.

Included modules:

* O&M Manuals & Site Works modules

Training:

* An onsite training session for those using the system (project team, subcontractors, clients, consultants etc.).

User access:

* There are no limits on the number of users accessing the system for the duration of the project.

Support:

* Ongoing access to phone support throughout the project (Business Hours)

Project duration:

* To be finalised during the setup process: the project will remain open until either practical completion or the end of DLP. Please contact us if you wish to discuss terms of extension beyond agreed project duration.

## O&M Manuals

Final Cuts:

* Your OmTrak system fee includes one final cut of the manuals (up to 4 copies) and will be supplied on USB or DVD format.
* The cut includes an O&M PDF with linked documents, MS Excel Asset Register, XML & MS Access Data.
* A minimum of 1 week notice is required prior to generating a final cut and a ‘Cut Request’ form will need to be completed.
* All outstanding invoices must be paid prior to issue of the final cut.
* The final cut will be shipped via registered post.

Draft Cuts:

* A minimum of 1 week notice is required prior to generating a draft cut and a ‘Cut Request’ form will need to be completed.
* Drafts cuts allow for the supply of a complete copy of the manual data at the time of the request.
* The cut will include an O&M PDF with linked documents, MS Excel Asset Register, ‘.xml’ files, & MS Access Data.
* The word ‘Draft’ will be appear on the O&M PDF title pages.
* Each draft includes up to 4 copies of the current manual on USB or DVD format.
* Fees are payable at completion of the initial project setup.
* The draft output will be shipped via registered post.

Additional Stages:

* Additional Stages allow the creation of a separate element or portion of the works to suit the project milestones/handover plan.
* Fees are payable at completion of the initial project setup.
* Each additional stage includes a final cut of the data for that stage.

## Other information

All outstanding invoices must be paid prior to issue of the final data.

A minimum of 1 week notice is required prior to generating any data.

Final cuts will be shipped via registered post.

Payment terms are strictly 30 days and in accordance with the terms and conditions below.

In keeping with our product, WebFM does not supply hard copy information and all invoices will be automatically issued via email to the nominated recipient.

## Schedule of Rates

Additional services and outputs can be purchased at the following rates:

| **O&M Manuals & Site Works** |  |
| --- | --- |
| Additional Stages | $ 900 |
| Draft Cuts | $ 600 |
| Consulting | $ 250 / hr |

# Terms & Conditions of Business

## Important Notice

The WebFM System is protected by copyright laws, patent and international copyright treaties, as well as other intellectual property laws and treaties. The System is licensed, not sold. This licence is subject to the following terms and conditions:

You may access and use the WebFM System, for the express purpose of data entry and printed hard copy of the system pages for the Project (s) for the duration covered by the pre-paid access fees applicable from time to time or as granted by WebFM Pty Ltd or its agents. The WebFM system will take reasonable steps to ensure access to the system however WebFM Pty Ltd or its agents reserve the right to suspend access for maintenance, upkeep, repairs and other periods deemed necessary by WebFM Pty Ltd.

No level of service is provided without payment for access. Access will be terminated without notification when the pre-paid time has expired or if any part of this licence agreement is breached.

This system contains proprietary information protected by copyright and patent number PR6269. No part of this system may be photocopied, reproduced or distributed, transmitted, transcribed, stored in a retrieval system, or translated into any human or computer language, in any form or by means electronic, magnetic, manual, or otherwise, or disclosed to third parties without the expressed permission of WebFM Pty Ltd.

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WebFM Pty Ltd disclaims any liability for any loss or damage of any kind sustained by any person, company, corporation, or partnership arising from the use of the system or any supporting system.

WebFM Pty Ltd disclaim all other warranties and conditions, either express or implied, including, but not limited to, implied warranties of merchantability, fitness for a particular purpose, title, and non-infringement, with regard to the product, and the provision of or failure to provide support services.

## Price

The quotation for the use of the WebFM System remains valid for a period of 90 days from the date of the quotation.

## Expenses

Unless the terms of the proposal specifically include such items in the total fee, any expenses incurred on the assignment associated with drafting, printing of reports (in excess of 2 copies), computer time, engagement of specialist assistance (as agreed) or travel and accommodation will be charged at cost. Travel and accommodation expenses are to be met directly by the client, unless other arrangements are made.

## Termination

The assignment may be terminated at any time by either party. Unless other conditions relating to termination are specifically included in the proposal, such termination may be achieved by either party giving the other party thirty (30) days written notice of such intention. On termination all outstanding accounts, including those for time and cost measured, but not yet billed up to termination date, become payable immediately.

## Client Profile

We may refer to you as a client in sales presentations, marketing vehicles and activities. In addition, you agree to be part of our client profile listing on the omtrak.com and webfm.net websites. The profile may also include your company's logo.

## Force Majeure

WebFM Pty Ltd and our affiliates will not be liable for any delay or failure to perform any obligation where the delay or failure results from any cause beyond our reasonable control, including acts of God, labour disputes or other industrial disturbances, systemic electrical, telecommunications, or other utility failures, earthquake, storms or other elements of nature, blockages, embargoes, riots, acts or orders of government, acts of terrorism, or war.