EXHIBIT A: SCOPE OF SERVICES

EXHIBIT A: SCOPE OF SERVICES

1. QUOTE AND KEY CABINET CONFIGURATIONS – APPENDIX 1

As per the quote, please note that each system has a solid steel door. The Key Cabinet Configuration shows the clear door, however this is for illustrative purposes only.

Payment terms: An invoice will be sent for a 50% deposit net 30, the remaining balance of 50% will be invoiced net 30 upon delivery. Taxes not applicable.

2. INSTALLATION, TRAINING AND SUPPORT OUTLINE

2.1. Upon receipt of Customer PO, within 24-48 hours:

Mike Briggs, Director of IT/Client Services, will contact the City of Columbus and discuss cabinet locations, area requirements, power requirements and discuss all pre-installation requirements that need to be met prior to the equipment arrival:

- Cabinet drawing, specifications and technical requirements have been included in the contract, however; we can email them to any additional staff upon requirement.

- Key Tracer is happy to advise on all power and data requirements per location but will require the City of Columbus to provide power and data for each location.

- Mike will also be available to answer any ongoing questions or provide additional information as needed during this time.

2.2. Key Tracer will place the order for all the equipment and advise the client on a delivery date:

- Delivery is approximately 6-8 weeks depending on availability.

- Please note if the City of Columbus is working on a specific date to go live, we will do our best to meet that date.

2.3. Upon confirmation of delivery date of equipment:

- Mike Briggs will contact the City of Columbus to confirm onsite installation and training dates per location.

- Please note all pre-installation requirements must be met prior to our arrival with written notice as per Section 3.

3. MANDATORY PRE-INSTALLATION REQUIREMENTS

All of the following requirements must be satisfied prior to onsite installation. Customer to provide written notice by email to Mike Briggs (mikeb@keytracer.com) once completed. If the pre-installation requirements are not met prior to the onsite installation dates, additional charges will apply.

3.1. Technical Requirements and Overview – Appendix 2.

Please review all technical requirements.

3.2. Custom Interface Application:

Custom Integration to Asset Works (Wireless Matrix Fleet Outlook Systems) has been discussed with a conference call. The specifics, requirements and scope of work with this customization is still to be determined by the City of Columbus and Key Tracer.

3.3. Power and Data Requirements:

- Each cabinet requires one power supply. This can be hard wired into the cabinet at the time of installation or we can plug into a standard (110V) electrical outlet (cabinet only uses 13.8 V/DC, max 2.0A).

- We will also need one data connection. This can be a cat 5 cable to plug directly into the cabinet or a standard RJ45 port on the wall to plug into. We'll need one IP address for each cabinet as well

- There is a cutout for power and data cables to run into the back of the cabinet to prevent any exposed wiring.

3.4. Card Reader Requirements:

- Key Tracer requires two City of Columbus employee sample cards to determine the card reader for each key cabinet. They do not have to be active cards however they must be the card type used with each key system location.

- If more than one card type is going to be used, we will need samples of every card type with specification of which system it will be used in.

- The system cannot be ordered until we have received the sample employee cards at our office. Please send to the attention of:

>   Leigh Smith
>   16-1833 Coast Meridian Rd
>   Port Coquitlam, BC
>   V3C 6G5 Canada

APPENDIX 1: QUOTE AND KEY CABINET CONFIGURATIONS

Quotation

**City Of Columbus
RFP# SA005016**

July 14, 2013

Part #	Qty.	Description	Unit Price	Ext. Price
		910 Dublin Road		
	1	**Distribution - 96 Key System**	$11,545.00	$11,545.00
	1	1 Medium, 12U, 4 Panel Cabinet with Steel Door:		
	3	32 Key Panel (3U) containing 32 Key tags, rings & seals		
	1	Blank Panel for Future Expansion		
		(96 Iluminating Key Tag Positions in Total)		
	1	**Engineering - 16 Key System**	$5,830.00	$5,830.00
	1	1 Small, 3U, 1 Panel Cabinet with Steel Door:		
	1	16 Key Panel (3U) containing 16 Key tags, rings & seals		
		(16 Iluminating Key Tag Positions in Total)		
	1	**Control Center - 32 Key System**	$6,430.00	$6,430.00
	1	1 Small, 3U, 1 Panel Cabinet with Steel Door:		
	1	32 Key Panel (3U) containing 32 Key tags, rings & seals		
		(32 Iluminating Key Tag Positions in Total)		
	1	**Building Maintenance - 16 Key System**	$5,830.00	$5,830.00
	1	1 Small, 3U, 1 Panel Cabinet with Steel Door:		
	1	16 Key Panel (3U) containing 16 Key tags, rings & seals		
		(16 Iluminating Key Tag Positions in Total)		
	1	**Lab - 8 Key System**	$5,455.00	$5,455.00
	1	1 Small, 3U, 1 Panel Cabinet with Steel Door:		
	1	8 Key Panel (3U) containing 8 Key tags, rings & seals		
		(8 Iluminating Key Tag Positions in Total)		
	1	**Garage - 192 Key System**	$18,950.00	$18,950.00
	1	1 Large, 24U, 8 Panel Cabinet with Steel Door:		
	6	32 Key Panel (3U) containing 32 Key tags, rings & seals		
	2	Blank Panels for Future Expansion		
		(192 Iluminating Key Tag Positions in Total)		
		Hoover 7600 Sunbury Rd		
	1	**Watershed - 32 Key System**	$6,430.00	$6,430.00
	1	1 Small, 3U, 1 Panel Cabinet with Steel Door:		
	1	32 Key Panel (3U) containing 32 Key tags, rings & seals		
		(32 Iluminating Key Tag Positions in Total)		
		Griggs - 3155 Riverside Drive		
	1	**Watershed - 16 Key System**	$5,830.00	$5,830.00
	1	1 Small, 3U, 1 Panel Cabinet with Steel Door:		
	1	16 Key Panel (3U) containing 16 Key tags, rings & seals		
		(16 Iluminating Key Tag Positions in Total)		
		Bell Point - 4544 State Route 257		
	1	**Watershed - 8 Key System**	$5,455.00	$5,455.00
	1	1 Small, 3U, 1 Panel Cabinet with Steel Door:		
	1	8 Key Panel (3U) containing 8 Key tags, rings & seals		
		(8 Iluminating Key Tag Positions in Total)		
		3500 Indianola Ave		
	1	**Field Services (Customer Services) - 96 Key System**	$11,545.00	$11,545.00
	1	1 Medium, 12U, 4 Panel Cabinet with Steel Door:		
	3	32 Key Panel (3U) containing 32 Key tags, rings & seals		
	1	Blank Panel for Future Expansion		
		(96 Iluminating Key Tag Positions in Total)		
	1	**Power - 64 Key System**	$9,265.00	$9,265.00
	1	1 Small, 6U, 2 Panel Cabinet with Steel Door:		
	2	32 Key Panel (3U) containing 32 Key tags, rings & seals		
		(64 Iluminating Key Tag Positions in Total)		
	1	**Garage - 192 Key System**	$18,950.00	$18,950.00
	1	1 Large, 24U, 8 Panel Cabinet with Steel Door:		
	6	32 Key Panel (3U) containing 32 Key tags, rings & seals		
	2	Blank Panels for Future Expansion		
		(192 Iluminating Key Tag Positions in Total)		
		1250 Fairwood Ave		
	1	**Construction - 48 Key System**	$8,665.00	$8,665.00
	1	1 Small, 6U, 2 Panel Cabinet with Steel Door:		
	1	32 Key Panel (3U) containing 32 Key tags, rings & seals		
	1	16 Key Panel (3U) containing 16 Key tags, rings & seals		
		(48 Iluminating Key Tag Positions in Total)		
	1	**Complaints and TV - 32 Key System**	$6,430.00	$6,430.00
	1	1 Small, 3U, 1 Panel Cabinet with Steel Door:		
	1	32 Key Panel (3U) containing 32 Key tags, rings & seals		
		(32 Iluminating Key Tag Positions in Total)		

|				
	1	**Power Cleaning - 32 Key System**	$6,430.00	$6,430.00
	1	1 Small, 3U, 1 Panel Cabinet with Steel Door:		
	1	32 Key Panel (3U) containing 32 Key tags, rings & seals		
		(32 Iluminating Key Tag Positions in Total)		
	1	**Miscellaneous - 48 Key System**	$8,665.00	$8,665.00
	1	1 Small, 6U,2 Panel Cabinet with Steel Door:		
	1	32 Key Panel (3U) containing 32 Key tags, rings & seals		
	1	16 Key Panel (3U) containing 16 Key tags, rings & seals		
		(48 Iluminating Key Tag Positions in Total)		
	1	**Garage - 192 Key System**	$18,950.00	$18,950.00
	1	1 Large, 24U, 8 Panel Cabinet with Steel Door:		
	6	32 Key Panel (3U) containing 32 Key tags, rings & seals		
	2	Blank Panels for Future Expansion		
		(192 Iluminating Key Tag Positions in Total)		
		7000 Jackson Pike (S.R. 104)		
	1	**Compost - 16 Key System**	$5,830.00	$5,830.00
	1	1 Small, 3U, 1 Panel Cabinet with Steel Door:		
	1	16 Key Panel (3U) containing 16 Key tags, rings & seals		
		(16 Iluminating Key Tag Positions in Total)		
	1	**All Systems Include:**		
	1	Access Terminal with administration card		
	1	De-sealing tool		
	1	Commander Software		
	1	DigiConnect TCP/IP Ethernet Module		
	1	Card Reader - read your existing access control cards		
		Additional Notes		
	8	Technical Services, Onsite Installation, Training and Travel Expense	$800.00	$6,400.00
	1	Shipping - 18 Systems	$1,200.00	$1,200.00
		TOTAL QUOTE		**$174,065.00**

*All quotes do not include cabling.

**Customer is responsible for any/all wiring for power supply,
network connection hookups and does not include cabling**

All prices in USD Dollars, plus shipping/handling and taxes (FOB Manassas, VI)
Quote valid for 180 days.
Payment terms: An invoice will be sent for a 50% deposit net 30, the remaining balance of 50% will be invoiced net 30 upon delivery. Taxes not applicable.
Based on General Conditions of Sales of CTS Inc
2 Year Limited Warranty

CTS Inc
16-1833 Coast Meridian Rd
Port Coquitlam, BC V3C 6G5
www.keytracer.com
Tel: 604-941-8463
Fax: 604-941-8460

![KeyTracer ASSET MANAGEMENT SOLUTIONS]
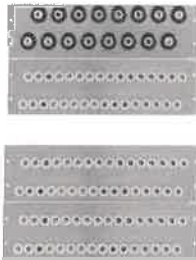
Key Cabinet Configurations

8, 16 and 32 Key Systems
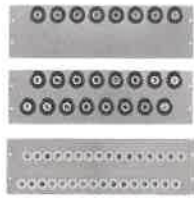
Each Key Panel fits into this 1 panel cabinet

48 and 64 Key System

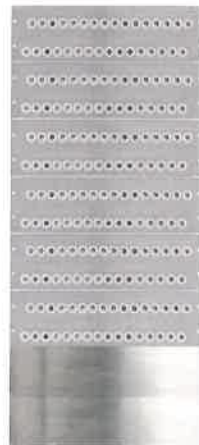All Key Panel fit into this 2 panel cabinet

96 Key System

All Key Panels fit into this 4 panel cabinet

192 Key System

All Key Panels fit into this 8 panel cabinet

APPENDIX 2: TECHNICAL REQUIREMENTS & OVERVIEW

Infrastructure Overview

The KeyTracer software is installed in a central location such as a server, virtual machine or standalone PC. KeyTracer does not provide this server/PC hardware or the operating system.

On this server will be the communication engine which polls the cabinet(s) for new events, as well the SQL database where everything is stored. This does not necessarily need to be a dedicated machine that houses only this application.

If there is an existing SQL database server, this can be used in lieu of the SQL installation that comes with the install package.

The software runs a web service (using Apache TomCat) so there is no client-side installation required. Any user requiring access to view the application to assign keys, add users, run reports, etc. can do this using the server name or IP address through their web browser.

Multiple PCs can be logged in through the web browser simultaneously and there are no practical limits relating to licensing or otherwise.

Software Overview

All requirements for maintaining the software installation are listed below.

1. Operating System (32 or 64-bit)
   a. Windows XP (SP2 and higher)
   b. Windows Server 2003 (SP1 and higher)
   c. Windows VISTA (SP1 and higher)
   d. Windows 7
   e. Windows Server 2008 R2

2. Hardware
   a. Intel or compatible PC/Server 2GHz
   b. Minimum 2GB RAM
   c. LAN switch with TCP/IP connection

3. Web browser (for client PCs)
   a. Firefox 3.x
   b. Internet Explorer 8.0
   c. Opera 10.0

4. Pre-Requisites (included with install package)
   a. Java Development Kit 6 Update 31
   b. Microsoft .NET Framework 2.0 SP2
   c. SQL Express 2005 SP2
   d. Apache Tomcat 6.0.26 Server

Communication

- Communication to server from client PC uses default port 8095 or secure port 8443. Both ports are customizable.

- Communication between systems and server uses TCP port 2101 or, with encryption enabled, 2601.

- Database connectivity with SQL Server utilizes ODBC via Mixed Mode authentication

Architecture
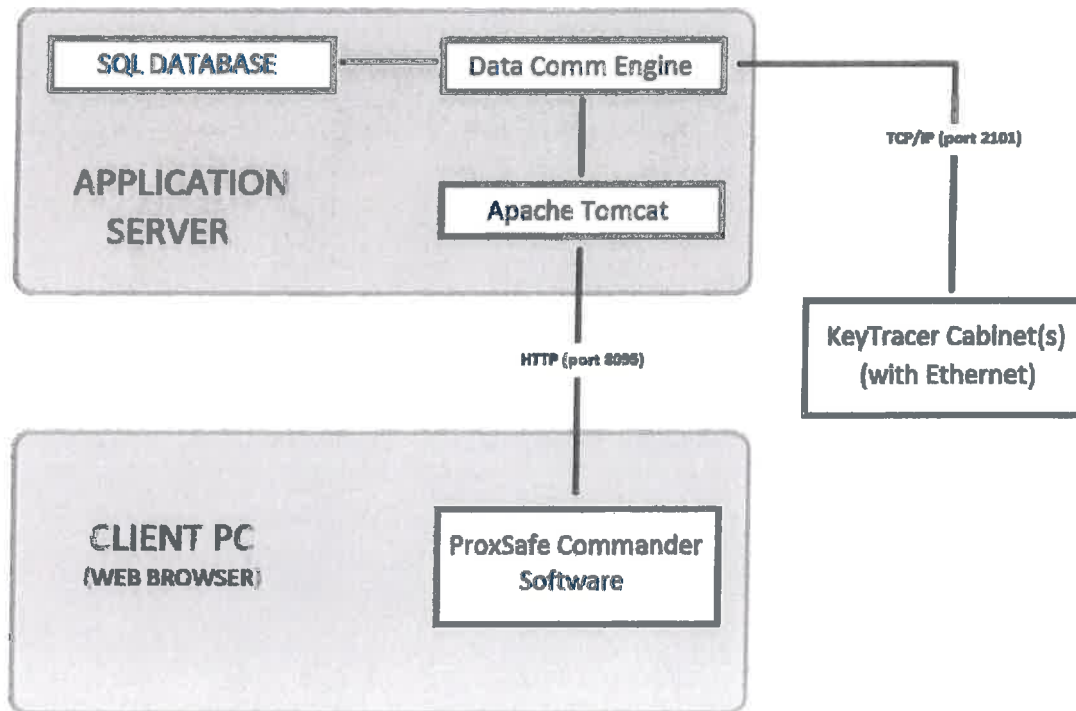
Cabinet Installation and Wiring

Upon confirmation of the necessary power and data cabling requirements at the cabinet location(s) the system can be installed and wired. All requirements are available by request from KeyTracer prior to installation date. Cabinet Installation and Wiring will proceed as follows:
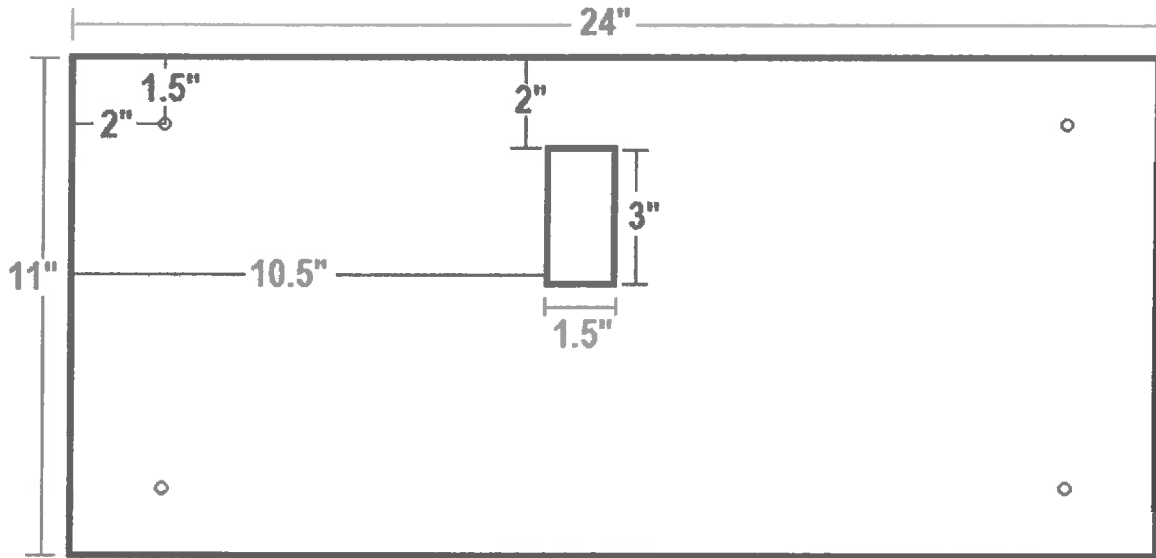
1. If required, wire and mount the appropriate external reader. This may be a card reader, biometric reader, or other.

2. Mount physical cabinet on the wall. The system uses a bracket which gets mounted first and the cabinet then hangs on this bracket, finally the cabinet is then secured to the wall.

3. Complete installation of internal components and required wiring connections (key panels, Ethernet module, terminal)

4. Place all keyTags in the empty positions in the cabinet.

5. Power on system and complete initialization (teaching of keyTags, cabinets).

6. Ensure proper functionality of initialized system. Proper functionality includes confirming keyTags can be removed and returned as expected as well as the correct alignment of door latch and strike to ensure appropriate behavior.

7. Program IP address on Ethernet module and test communication.

8. Check firmware version of cabinet and upgrade to the latest version (if necessary). Items 7 and 8 are completed with a laptop and direct connection. This laptop does not need to be provided by the client as long as KeyTracer is permitted to bring a laptop on site for testing purposes.

9. Upon confirmation of proper communication, connect Ethernet module to on-site network via provided data port/cable and then power cycle the system.
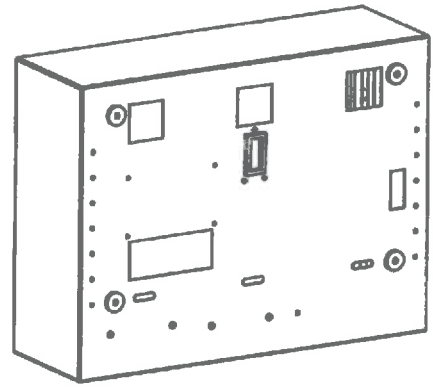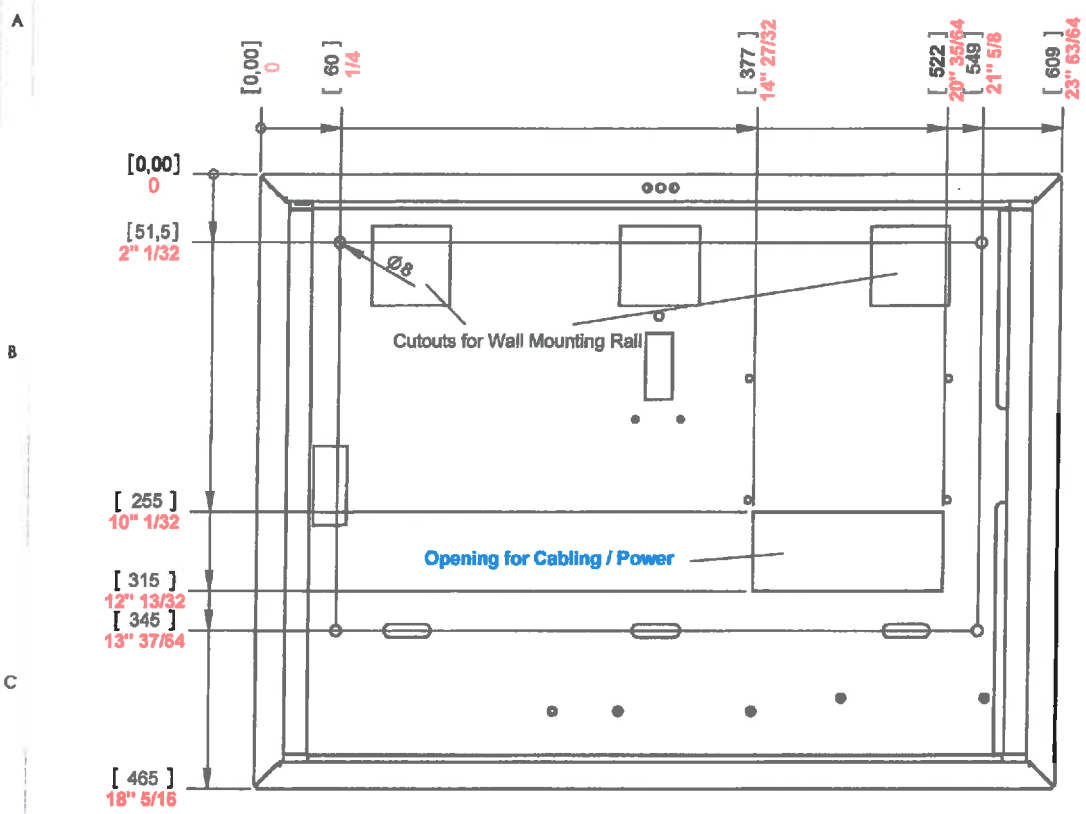
Software Installation

Upon confirmation of a server or PC that meets all software requirements the installation of the application can be completed. All requirements can be obtained from KeyTracer prior to installation date. Software installation will proceed as follows:

1. If an existing SQL database is being used, a blank database will need to be created. If the database included with the software will be used, the installation can be started.

2. The install package will automatically determine which of the prerequisites are needed on the server or PC, these will be installed first.

3. Upon completion of the prerequisites, the main software installation will begin. As part of this process the appropriate database parameters will need to be entered. The installer will then complete all required install tasks automatically.

4. Once the installation is complete the "DataCommEngine" will be configured. This includes adding the new cabinet into the database, setting default settings and parameters for the system, and ensuring the card or biometric data will be read properly (if required).

5. After all configuration is complete in "DataCommEngine" and settings have been confirmed, test ProxSafe Commander application. This test ensures access to software is permitted through web browser and that all settings from the cabinet have been stored in database appropriately.

6. Upon confirmation that all aspects of software installation are tested and working the "Windows Services" will be enabled and started. This will leave the server or PC in the default state it will typical be in while running the software.

3U SPECIFICATIONS

[0,00]
0

[60]
1/4

[377]
14" 27/32

[522]
20" 35/64
549
21" 5/8

[609]
23" 63/64

[0,00]
0

[51,5]
2" 1/32

∅8

Cutouts for Wall Mounting Rail

[255]
10" 1/32

Opening for Cabling / Power

[315]
12" 13/32
[345]
13" 37/64

[465]
18" 5/16

Key Tracer, CTS Inc.

Tel: 1 604 941 8463
Fax: 1 640 941 8480

No.	Items	Norm.	Date	Name
	Drawing		11/10/2008	

Scale: 1:5

Material :

Name:

Montage Flexx-6HE
(Small)

Date:

DO NOT SCALE DRAWING

Cutouts for Wall Mounting Rail

Ø8

Opening for Cabling / Power

[0,00]
0

[60]
1/4

[405]
15" 15/16

[549]
21" 5/8

[553]
21" 49/64

[609]
23" 63/64

[0,00]
0

[51,5]
2" 1/32

[324,5]
12" 3/4

[384,5]
15" 7/64

[556]
21" 57/64

[586]
23" 1/16

[697.5]
27" 15/32

A
B
C
D
E
F

1
2
3
4

No.	Items	Norm.	Date	Name
	Drawing		11/10/2008	

Scale: 1:5

Material :

Name:

All RED Dimensions are in Inches
All Dimensions are in mm

UNLESS OTHERWISE
SPECIFIED:
TOLERANCES: max 0.1mm

Montage Flexx-12HE
(Medium)

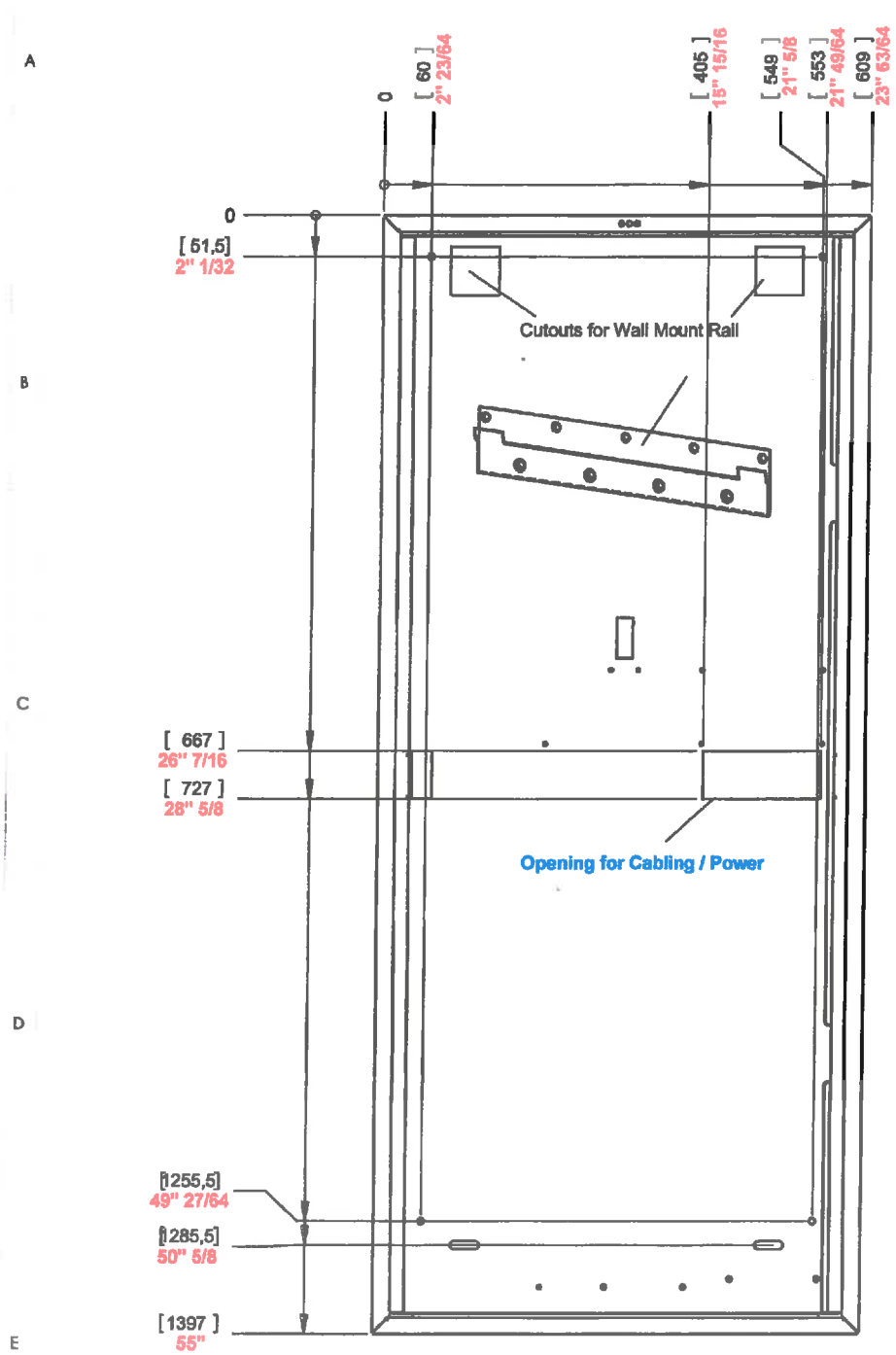Date:

Sheet 1 OF 1

DO NOT SCALE DRAWING

Cutouts for Wall Mount Rail

Opening for Cabling / Power

Dimensions (top, left to right):
0
[60] 2" 23/64
[405] 15" 15/16
[549] 21" 5/8
[553] 21" 49/64
[609] 23" 63/64

Dimensions (left side, top to bottom):
0
[51,5] 2" 1/32
[667] 26" 7/16
[727] 28" 5/8
[1255,5] 49" 27/64
[1285,5] 50" 5/8
[1397] 55"

No.	Items	Norm.	Date	Name	Name:
	Drawing		11/10/2008		

Scale: 1:8

Material :

All RED Dimensions are in inches
All Dimensions are in mm

UNLESS OTHERWISE SPECIFIED:
TOLERANCES: max 0.1mm

Montage Flexx - 24HE
(Large)

Date:

Sheet 1 OF 1

DO NOT SCALE DRAWING

EXHIBIT B: WORKERS' COMPENSATION COVERAGE

Canadian Time Systems Ltd.
16 - 1833 Coast Meridian
PORT COQUITLAM, BC V3C 6G5

October 09, 2013

Person/Business : CANADIAN TIME SYSTEMS INC
CANADIAN TIME SYSTEMS
432216 AQ(040)

We confirm that the above-mentioned account is currently **active** and **in good standing**.

This firm has had continuous coverage with us since February 01, 1990 and has satisfied assessment remittance requirements to **October 01, 2013**.

The next payment that will affect this firm's clearance status is due on October 20, 2013.

This information is only provided for the purposes of Section 51 of the *Workers Compensation Act*, which indicates that a person using a contractor or subcontractor to perform work may be responsible for unpaid assessments of the contractor or subcontractor.

Employer Service Centre
Assessment Department

Clearance Reference # : C127486972
CLRA1A

Now you can report payroll and pay premiums online.
Visit www.worksafebc.com

Please refer to your account number in your correspondence or when contacting the Assessment Department.
To alter this document constitutes fraud.

EXHIBIT C: INSURANCE CERTIFICATE

CSIO   CERTIFICATE OF INSURANCE

BROKER GNK Insurance - Vancouver 3295 West Broadway Vancouver, BC V6K 2H5		This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policies below.
		COMPANIES AFFORDING COVERAGE
BROKER'S CLIENT ID: **CANAD08**		COMPANY **A** INTACT Insurance
INSURED'S FULL NAME AND MAILING ADDRESS **Canadian Time Systems, Inc.** **dba Keytracer** **Unit 16-1833 Coast Meridian Rd** **Port Coquitlam, BC V3C 6G5**		COMPANY **B**
		COMPANY **C**
		COMPANY **D**

COVERAGES

This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated, notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain. The insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies.

LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE OF INSURANCE	CO LTR	POLICY NUMBER	POLICY EFFECTIVE DATE (YY/MM/DD)	POLICY EXPIRATION DATE (YY/MM/DD)	LIMITS OF LIABILITY (Canadian dollars unless indicated otherwise)		
COMMERCIAL GENERAL LIABILITY					EACH OCCURRENCE	$	3000000
CLAIMS MADE OR [X] OCCURRENCE	A				GENERAL AGGREGATE	$	
[X] PRODUCTS AND / OR COMPLETED OPERATIONS	A	5A1177870	13/06/30	14/06/30	PRODUCTS - COMP/OP AGG	$	3000000
EMPLOYERS'S LIABILITY					PERSONAL INJURY	$	3000000
[X] CROSS LIABILITY	A				TENANT'S LEGAL LIABILITY	$	500000
[X] TENANT'S LEGAL LIABILITY	A				MED EXP (Any one person)	$	10000
[X] NON-OWNED	A				NON-OWNED AUTO	$	3000000
HIRED					OPTIONAL POLLUTION LIABILITY EXTENSION	$	
POLLUTION LIABILITY EXTENSION					(Per Occurrence)	$	1000
					(Aggregate)	$	
AUTOMOBILE LIABILITY					BODILY INJURY PROPERTY DAMAGE COMBINED	$	
DESCRIBED AUTOMOBILES					BODILY INJURY (Per person)	$	
ALL OWNED AUTOS							
LEASED AUTOMOBILES					BODILY INJURY (Per accident)	$	
					PROPERTY DAMAGE	$	
** ALL AUTOMOBILES LEASED IN EXCESS OF 30 DAYS WHERE THE INSURED IS REQUIRED TO PROVIDE INSURANCE							
EXCESS LIABILITY					EACH OCCURRENCE	$	
UMBRELLA FORM					AGGREGATE	$	
OTHER THAN UMBRELLA FORM							
(Specify)							
OTHER LIABILITY (SPECIFY)							

ADDITIONAL INSURED **City of Columbus**	DESCRIPTION OF OPERATIONS/LOCATIONS/AUTOMOBILES/SPECIAL ITEMS **Sales, Service, and Installation of Clocks and Time Clocks**

CERTIFICATE HOLDER	**CANCELLATION**
City of Columbus **Purchasing Office** **77 N Front Street** **Colubus, OH 43215**	Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavor to mail — days written notice to the certificate holder named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.
SIGNATURE OF AUTHORIZED REPRESENTATIVE	PRINT NAME INCLUDING POSITION HELD **Patrick North** **Insurance Broker**
FAX NUMBER **604-731-7107**	EMAIL ADDRESS **patrick@gnkinsurance.com**	COMPANY **GNK Insurance Services Inc.**	DATE **13/10/09**

CSIO CERT (2000/06)

OP ID: PN   CSR: