

## MEMORANDUM OF UNDERSTANDING

### Personal Mobility Vehicles Pilot Program

This Services Agreement (“Agreement”) for Personal Mobility Vehicles is made this \_\_\_\_ day of \_\_\_\_ 2018, by and between the City of Coral Gables, a municipal corporation (“City”) and Skinny Labs Inc. dba Spin (“Spin”). City and Spin are each individually referred to as a “Party,” and collectively, the “Parties.”

#### Recitals

1. City seeks to provide safe and affordable multimodal transportation options to all residents, reduce traffic congestion, and maximize carbon-free mobility.
2. Personal mobility share services are a component to help the City achieve their transportation goals, and the City desires to make personal mobility share services available to residents and those who work in the City.
3. Spin proposes to operate a personal mobility share program within the City, without the need for any physical stations or docks.
4. Spin will abide by relevant City ordinances and rules to efficiently and effectively provide personal mobility share services.
5. Spin possesses GPS, cell and/or Bluetooth connectivity, and self-locking technology in its dockless personal mobility products such that its vehicles may be locked and unlocked by users with an app and tracked to provide for operations and maintenance.
6. For purposes of this agreement personal mobility vehicles used as part of a personal mobility share service shall refer solely to electric kick-scooters also known as motorized scooters, as defined in Florida Statutes § 316.003(44).
7. The City’s intent for authorizing a pilot is to ensure public safety and minimize negative impacts on the public right of way, as well as to analyze data in a controlled setting to inform the City on a future RFP process.

In consideration of the mutual covenants and representations set forth in this Agreement, City and Spin hereby agree to launch a pilot personal mobility share program in in the City as follows:

#### Agreement

1. Pilot Term. Pursuant to the terms of this Agreement, the City hereby gives Spin a non-exclusive/exclusive revocable and non-transferrable license to utilize the City Right of Way in order to provide personal mobility share services within the City. For purposes of this Agreement, the term Right of Way (“ROW”) refers to sidewalks, roads, and other pathways owned and maintained by the City. City hereby grants Spin the right to operate a pilot personal mobility share program for an extended pilot period from execution of this agreement through \_\_\_\_\_, 2018. Upon conclusion of the pilot period, Spin shall return to the City Commission to present user data regarding the pilot period, and may seek extensions to the pilot program, pending City Commission approval.

2. License to Use City Right of Way. City authorizes Spin a license to use the public Right of Way solely for the purposes of maintaining and offering its personal mobility vehicle fleet within the City. Authority to utilize the City Right of Way for this fleet is dependent on compliance with all terms of this Agreement. This authorization is not a lease or an easement, and it is not intended and shall not be construed to transfer any real property interest in City property. A party that deploys or operates personal mobility vehicles in the City without Commission approval and without a signed agreement with the City will be penalized in accordance with relevant City Code provisions and any applicable RFP specifications.
3. Permitted Use. Spin customers may use the public Right of Way solely for parking of personal mobility vehicles owned and maintained by Spin for use in this pilot program. Spin shall not place or attach any personal property, fixtures, or structures to City Right of Way without the prior written consent of City or private property owners.
  - a. Spin's operations within the City, shall, at a minimum: a) not adversely affect City Right of Way or the City's streets or sidewalks; b) not adversely affect the property rights of any third parties; c) not inhibit pedestrian movement within the public way or along other property or rights-of-way owned or controlled by the City; and d) not create conditions which are a threat to public safety and security e) not impede ADA required accessibility on all City rights of way.
  - b. Upon termination of this Agreement by either party, Spin shall, at its sole cost and expense, remove its property from the Right of Way.
4. Personal Mobility Vehicle Parking. Spin personal mobility vehicles may be parked in a legal manner in Right of Ways including public sidewalks by individuals participating in the personal mobility share program. Vehicles parked on private property will be allowed at the discretion of the private property owner. Spin will actively manage the vehicle fleet to ensure orderly parking and the free and unobstructed use of the Right of Way in consultation with the City's Public Works Director. The City, at its own discretion, may choose to support the personal mobility sharing program with the installation of additional parking racks, painted parking spots, and/or recommended parking spots without racks or painting. The City will work with Spin to identify authorized parking and deployment locations throughout the term of this agreement.
5. Condition of City Right of Way.
  - a. City makes the public right of way available to Spin in an "as is" condition. City makes no representations or warranties concerning the condition of the public way or its suitability for use by Spin or its customers, and it assumes no duty to warn either Spin or its customers concerning conditions that exist now or may arise in the future.
  - b. City assumes no liability for loss or damage to Spin's personal mobility vehicles or other property. Spin agrees that City is not responsible for providing security at any location where Spin's vehicles are stored or located, and Spin hereby waives any claim against City in the event Spin's vehicles or other property are lost, stolen, or damaged.

- c. The City will notify Spin at support@spin.pm, through Spin’s customer service app portal listed in Exhibit A, or through another agreed upon mechanism, for any personal mobility vehicle that is found to be adversely affecting the City Right of Way. Spin shall be responsible to correct improperly parked personal mobility vehicle within the timeframes listed in “Exhibit A.”
8. Maintenance and Care of Portion of City Right of Way. Spin expressly agrees to repair, replace, or otherwise restore any part or item of real or personal property that is damaged, lost, or destroyed as a result of the Spin’s use of City Right of Way. Should Spin fail to repair, replace, or otherwise restore such real or personal property, Spin expressly agrees to pay City’s costs in making such repairs, replacements, or restorations.
9. Operations and Maintenance. Spin will operate in the City no more than the maximum number of personal mobility vehicles that is specified in “Exhibit A,” unless amended. Spin shall be responsible to maintain the Personal Mobility Fleet as set forth in “Exhibit A.” Spin shall be solely responsible for all maintenance and service costs in order to maintain the Personal Mobility Fleet and associated maintenance to minimum level of service and reporting outlined in “Exhibit A.”
10. Indemnification. To the fullest extent permitted by laws and regulations, Spin shall defend, indemnify, and hold harmless the City, its elected and appointed officials, attorneys, administrators, consultants, agents, and employees from and against all claims, damages, losses, and expenses direct, indirect, or consequential (including but not limited to fees and charges of attorneys and other professionals and court and arbitration costs) arising out of or resulting from this pilot program, including but not limited to:
  - a) Any occurrence upon, at, or from City Right of Way or occasioned wholly or in part by the entry, use, or presence upon City Right of Way by Spin or by anyone making use of City Right of Way at the invitation or sufferance of Spin,.
  - (b) Use of Spin’s personal mobility vehicles by any individual, regardless of whether such use was with or without the permission of Spin, including claims by users of the vehicles or third parties

and caused in whole or in part by either (i) any willful, intentional, reckless, or negligent act or omission of Spin, any subconsultant, or any person or organization directly or indirectly employed by any of them to perform or furnish any of the work or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder and regardless of the negligence of any such indemnified party, or (ii) any willful, intentional, reckless, or negligent act or omission of any individual or entity not a party to this agreement, or (iii) any negligent act or omission of the City or the City’s officers, agents, or employees. The parties expressly agree that this provision shall be construed broadly, and Spin’s obligations to pay for the City’s legal defense hereunder shall arise and be fully enforceable when Spin (or any subconsultant or any person or organization directly or indirectly employed by Professional) is alleged to have acted willfully, intentionally, recklessly, or negligently in the performance of the work required under this Agreement. This provision shall survive termination of the Agreement.

In any and all claims against the City or any of its elected or appointed officials, consultants, agents, or employees by any employee of Spin, any subconsultant, any person or organization directly or indirectly employed by any of them to perform or furnish any of the work or anyone for whose acts any of them may be liable, the indemnification obligation under the above paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for Spin or any such subconsultant or other person or organization under workers' or workman's compensation acts, disability benefit acts, or other employee benefit acts. Moreover, nothing in this Indemnification and Hold Harmless provision shall be considered to increase or otherwise waive any limits of liability, or to waive any immunity, established by Florida Statutes, case law, or any other source of law.

11. Insurance. Prior to beginning and continuing throughout the term of this Agreement, Spin, at sole cost and expense, shall furnish the City with certificates of insurance evidencing that it has obtained and maintains insurance in the following amounts:
- a. Workers' Compensation that satisfies the minimum statutory limits.
  - b. Commercial General Liability and Right of Way Damage Insurance in an amount not less than ONE MILLION DOLLARS (\$1,000,000) combined single limit per occurrence, TWO MILLION DOLLARS (\$2,000,000) annual aggregate, for bodily injury, property damage, products, completed operations, and contractual liability coverage.
  - c. Comprehensive automobile insurance in an amount not less than ONE MILLION DOLLARS (\$1,000,000) per occurrence for bodily injury and property damage including coverage for owned and non-owned vehicles.

All insurance policies, except workers compensation, shall be written on a per occurrence basis and shall name the City Indemnitees as additional insureds on a primary and non-contributory basis while any City insurance shall be secondary and in excess to Spin's insurance. All policies, including workers compensation, shall include a waiver of subrogation in favor of the City of Coral Gables, If Spin's insurance policy includes a self-insured retention that must be paid by a named insured as a precondition of the insurer's liability, or which has the effect of providing that payments of the self-insured retention by others, including additional insureds or insurers do not serve to satisfy the self-insured retention, such provisions must be modified by special endorsement so as to not apply to the additional insured coverage required by this agreement so as to not prevent any of the parties to this agreement from satisfying or paying the self-insured retention required to be paid as a precondition to the insurer's liability. Additionally, the certificates of insurance must note whether the policy does or does not include any self-insured retention and also must disclose the deductible. The City's Risk Manager may waive or modify any of the insurance requirements of this section.

12. Sovereign Immunity. Spin acknowledges that the Florida Doctrine of Sovereign Immunity bars all claims by Spin against the City other than claims arising out of this Agreement. Specifically, Spin acknowledges that it cannot and will not assert any claims against the City, unless the claim is based upon a breach by the City of this Agreement.

Spin acknowledges that this Agreement in no way estops or affects the City's exercise of its regulatory authority. In addition, the City retains the full extent of its sovereign immunity in relation to the exercise of its regulatory authority. Spin acknowledges that it has no right and will not make claim based upon any of the following:

- a. Claims based upon any alleged breach by the City of implied warranties or representations not specifically set forth in this Agreement, as the parties stipulate that there are no such implied warranties or representations of the City. All obligations of the City are only as set forth in this Agreement;
  - b. Claims based upon negligence or any tort arising out of this Agreement;
  - c. Claims upon alleged acts or inaction by the City, its commissioners, attorneys, administrators, consultants, agents, or any City employee;
  - d. Claims based upon an alleged waiver of any of the terms of this Agreement unless such waiver is in writing and signed by an authorized representative for the City and Spin
13. Compliance with Law. Spin, at its own cost and expense, shall comply with all statutes, ordinances, regulations, and requirements of all governmental entities applicable to its operation of its personal mobility share program. If any license, permit, or other governmental authorization is required for Spin's lawful use or occupancy of City Right of Way or any portion thereof, Spin shall procure and maintain such license, permit, and/or governmental authorization throughout the term of this Agreement. City shall reasonably cooperate with Spin, at no additional cost to City, such that Spin can properly comply with this Section and be allowed to use City Right of Way as specified in Section 2, above. **Should the City promulgate or enact ordinances or regulations governing the operation of shared mobility vehicles within the City, Spin shall be required to comply with these regulations and ordinances as they may be amended from time to time.**
14. Required Reports. Spin shall provide reports to the City concerning utilization of its personal mobility vehicles and route usage not less than monthly. The format and type of data contained in the reports will be determined by the City, in coordination with Spin, as long as such information contains no personally identifiable information and is anonymized. Any and all documents, records, disks, or other information shall become the property of the City for its use and/or distribution as may be deemed appropriate by the City.
15. No Joint Venture. Nothing herein contained shall be in any way construed as expressing or implying that the parties hereto have joined together in any joint venture or liability company or in any manner have agreed to or are contemplating the sharing of profits and losses among themselves in relation to any matter relating to this Agreement.
16. Term. This Agreement shall commence on [\_\_\_\_\_], (the "Commencement Date") and shall continue per the terms in Section 1, unless earlier terminated pursuant to Section 17, below.
17. Termination. This Agreement may be terminated prior to the expiration date set forth in Section 1, above, upon the occurrence of the following conditions:  
Upon delivery of written notice from City to Spin, or vice versa, terminating this agreement for any reason, or for no reason, by giving at least fifteen (15) days' notice of such termination.

Upon the effective date of termination of this Agreement, Spin shall remove all vehicles covered in this agreement from the City and restore all City Right of Way to the condition of the City Right of Way at the Commencement Date of this Agreement.

18. Amendment. This Agreement may be amended by mutual agreement of the parties. An amendment to the maximum number of vehicles allowed can be made by mutual agreement via email with the City Manager, or the City Manager's designee. Any other amendments shall only be effective if incorporated in written amendments to this agreement and executed by duly authorized representatives of the parties.
19. Notice. Any notice, request, instruction or other document required or permitted to be given hereunder by either party hereto to the other shall be in writing, and delivered personally, or sent by certified or registered mail, postage prepaid, return receipt requested, to the address set forth for such party at the bottom of this Agreement. Any notice so given shall be deemed received when personally delivered or three (3) business days after mailing. Any party may change the address to which notices are to be sent by giving notice of such change of address to the other party in the manner herein provided for giving notice. Notice as to the City of Coral Gables shall be to:

City Manager  
City of Coral Gables  
405 Biltmore Way  
Coral Gables, FL 33134

cc: City Attorney

Notice as to the Spin shall be to:

\_\_\_\_\_  
\_\_\_\_\_

20. Applicable Law and Venue. The laws of the State of Florida shall govern this Agreement. Any and all legal action necessary to enforce the Agreement will be held in Miami-Dade County, and the Agreement will be interpreted according to the laws of Florida.
21. Counterparts. This agreement may be executed simultaneously or in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same agreement.
22. Public Records. Records subject to the provisions of Public Record Law, Florida Statutes Chapter 119, shall be kept and maintained in accordance with such Statute. Spin acknowledges that records and books, not subject to exemption under Chapter 119, may be disclosed and/or produced to third parties by the City in accordance with requests submitted under Chapter 119 or court orders without penalty or reprisal to the City for such disclosure and/or production. Spin also agrees to assert, in good faith, any relevant exemptions provided for under Chapter 119 for records in its possession on behalf of the

City. Furthermore, Spin agrees to comply with the provisions outlined in Section 119.0701 of the Florida Statutes, the requirements of which are incorporated herein.

**IF SPIN HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO SPIN'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 305-460-5210, [cityclerk@coralgables.com](mailto:cityclerk@coralgables.com), 405 Biltmore Way, First Floor, Coral Gables, FL 33134.**

(REMAINDER OF PAGE INTENTIONALLY BLANK)

Executed the day and year first above written, by the parties as follows:

Approved as to Insurance:

AS TO CITY:

\_\_\_\_\_  
David J. Ruiz  
Risk Management Division

\_\_\_\_\_  
Catherine Swanson-Rivenbark  
City Manager

Department Head

\_\_\_\_\_  
Eduardo Santamaria, P.E.  
Director, Public Works

\_\_\_\_\_  
Peter Iglesias  
Assistant City Manager

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY

\_\_\_\_\_  
Miriam Soler Ramos  
City Attorney

-----  
ATTEST:

\_\_\_\_\_  
Corporate Secretary

Print Name: \_\_\_\_\_  
(SEAL)  
(OR)

WITNESSES (2):

\_\_\_\_\_  
Print Name: \_\_\_\_\_

\_\_\_\_\_  
Print Name: \_\_\_\_\_





## Exhibit A

### Spin Operations and Maintenance Plan Personal Mobility Vehicle Pilot Program City of \_\_\_\_\_

#### FLEET SIZE

Spin will deploy an initial fleet of up to [REDACTED] personal mobility vehicles (“vehicles”) for purposes of this agreement this shall only include electric kick-scooters. The vehicles will initially be deployed with an emphasis on transit stations, commercial areas, and denser residential areas, or other locations identified in conjunction with the City’s Public Works Department, to help guide distribution based on user demand and usage trends. Spin may not operate more than [REDACTED] personal mobility vehicles in the City at one time.

#### PLACEMENT PLAN

Spin plans to initially deploy up to [REDACTED] personal mobility vehicles at key transit stations, commercial zones, and denser residential areas, where Spin vehicles may help address “last mile” transportation issues.

Initial deployment by Spin will be vetted by the Public Works Department staff and adjusted as deemed necessary by staff.

Vehicle deployment and distribution can be adjusted based on user demand and usage data. The City will be able to request deployment of vehicles at a particular location.

Rebalancing/relocation requests are a priority and should be handled by Spin a timely manner. Poorly placed vehicles and excessive numbers of vehicles in one staging location reflect poorly on the City and on Spin.

Furthermore, Spin will work with transit agencies and other relevant entities to determine areas at transit stations where Spin vehicles can be placed, as well as work with companies in the City to locate Spin distribution points, in addition to locating Spin vehicles on public right of ways.

Spin’s ground operations team will place Spin vehicles upright in a neat fashion on wide sidewalks, at or near racks and corrals, and any other locations designated or suggested by the City. Spin will ensure that personal mobility vehicles are not obstructing any fire hydrant, call box, other emergency facility, bus bench, utility pole or box, or pedestrian or motor vehicle traffic when they are deployed, and that ADA required paths of travel are available at all times. Spin will ensure that personal mobility vehicles shall not be placed in such a manner as to impede or interfere with the reasonable use of any commercial window display or access to or from any building. Spin will work with the Public Works Department to develop best practices for placement on City sidewalks and right of ways, and to develop a map of locations throughout the City suitable for placement, parking, and deployment. The City may veto any placement, parking, or deployment location at any time for any reason.

#### USER EDUCATION

Spin is responsible for all user education regarding their personal mobility vehicles, including

education regarding all relevant statutes, ordinances, and regulations. Spin believes that the most effective, consistent, and efficient method of providing important notices and educating users is through Spin's app. Any Spin user may utilize the app, helping to ensure important information is seen and acknowledged (as opposed to stickers or physical signs that may be unseen or become damaged or lost).

New Spin users will receive informational pop-ups when they use Spin's app to take a ride for the first time. The pop-ups will require the new users to affirmatively dismiss the pop-ups in order to proceed. The informational pop-ups will include: a) reminders about applicable laws; and b) instructions on how to park responsibly.

The City may request at any time that users be limited to those users who have a valid Driver's License scanned and verified by Spin within the app. Users should be limited to those sixteen years (16) of age and older.

Users should be instructed (via Spin's mobile app, printed instructions, and website) to not obstruct pedestrian paths when parking the vehicles. Users should also be instructed to park vehicles upright, and be instructed not to park vehicles mid-block on Miracle Mile, or anywhere on Giralda Plaza. **Users are required to take a photo when they park their vehicle at the end of a ride.**

Users should also be instructed to obey all traffic laws when riding in traffic, and obey all other official City-posted signs within the City.

## RIDING

- Vehicles shall not be used on the sidewalk along Miracle Mile
- Vehicles shall not be used through Giralda Plaza
- Users shall dismount when riding through crowded sidewalks filled with pedestrians

## CUSTOMER SUPPORT

Spin is solely responsible for all customer support for their personal mobility vehicles and any and all direct or indirect customer support needs related to use of their personal mobility vehicles. Spin will provide easy mechanisms through which users and the public can contact Spin to ask questions, report Spin vehicles that are damaged or obstructing the public right of way, or otherwise. Spin's app has a "Help" button on the user interface that enables users to report any issues. Users and members of the public can also contact Spin's customer support via email ([support@spin.pm](mailto:support@spin.pm)), phone, and social media for any issues or to make a relocation request. For additional details, please see <https://help.spin.pm>. The City will be provided a 24/7 contact for City support.

The City should be provided copies of all complaints received by Spin involving Spin vehicles and pedestrian/automobile conflicts, within 24 hours of receipt of such complaint by Spin. These complaints will be used to inform future staging changes, infrastructure improvements, and policy changes. Additionally, the City should be copied on all written injury complaints/reports involving Spin's vehicles. The complaints should be provided to the City within 24 hours of receipt by Spin.

## GROUND OPERATIONS

Spin's ground operations staff are hired locally and help ensure the safety, accessibility, and responsible placement of Spin vehicles. Spin shall provide the City with 24-7 contact information for Spin's ground operations. The exact number of locally hired staff will depend on the fleet size in operation. The ground operations staff perform two primary functions:

- Maintenance
  - Every vehicle is inspected for safety before deployment, with a recorded history of inspections and repairs.
  - All repairs and staff training are done by experienced mechanics.
  - Tune ups can be performed on the spot by the local operations team, who are equipped with the necessary tools.
  - Repairs are performed at the warehouse by mechanics.
  - All vehicles are inspected, at a minimum, for cleanliness, damage, and safe and reliable operation.
- Fleet Management
  - Deploy vehicles in accordance with local parking and road rules, and shall not obstruct vehicular or pedestrian traffic when deploying or picking up vehicles.
  - Visually survey streets and sidewalks and reposition any obstructing vehicles.
  - Respond to and retrieve vehicles that have been marked for repair, relocation, or cleaning.
  - Rebalance/redistribute vehicles based on usage patterns and based on any City request or requirements.
  - Work with contractors to pick up vehicles at the end of each day to charge overnight.

Repair requests are a priority and should be handled by Spin in a timely manner. Broken or damaged vehicles reflect poorly on the City and Spin.

## PLACEMENT OF VEHICLES

- Vehicles will be neatly placed by Spin staff on wide sidewalks (minimum 6' width) and at or near public racks and corrals.
- Vehicles will be neatly placed such that they do not obstruct the public right of way, vehicles shall leave ADA required paths of travel at all deployment locations
- Spin will work with City of Coral Gables staff to determine authorized placement, deployment, and parking locations throughout the City.
- Spin vehicles shall not be staged mid-block on Miracle Mile, only at intersections.
- Vehicles shall not be staged mid-block within Giralda Plaza, staging locations should be located on the ends of Giralda Plaza, near existing bike racks.
- Vehicles should not be staged on the sidewalk on Ponce De Leon Blvd, three (3) blocks north or south of Miracle Mile.
- City can request removal of vehicles in certain areas, and request that Spin cease deployment of vehicles in certain areas upon request of City.
- In the event a hurricane watch for the Coral Gables area is issued, or upon request of the City Manager or the Manager's designee, Spin shall pick up all vehicles located within

the City within twelve (12) hours of the issuance of the watch or notification by the City.

### RELOCATION REQUESTS

- Spin users and the general public can report vehicles 24/7 via the website, app, email, phone, or social media.
- Spin will dispatch a ground operations member within three hours between the hours of 9am-6pm on weekdays to deal with vehicles reported as obstructing the public right of way.
- Requests received after normal business hours, weekends, and/or holidays will be handled as soon as practicable the following day. Spin shall provide the City with a 24-7 point of contact.
- City reserves the right to impound those improperly parked or deployed vehicles that create a nuisance or a life safety issue at the discretion of the City Manager or designee. In order to retrieve any impounded vehicle Spin must demonstrate proper proof of ownership and pay a \$50 impoundment fee per device, reflecting the City's enforcement, investigation, storage, and impound costs in accordance with Emergency Ordinance passed on July 10, 2018.

### MAINTENANCE AND SAFETY

Every Spin vehicle shall be inspected for safety, with a recorded inspection history, at least once per month. Vehicles requiring charging are picked up by our local operations team as a part of its daily responsibilities or are brought in by a member of our charger network.

Spin's local operations team shall be trained by professional mechanics and inspect the following:

- Handlebars
- Brakes
- Brake levers
- Grips
- Tires
- Bell
- Wheel lock
- Exposed wires
- Rear fender
- Wheels
- Rear red light
- Front white light

Once a vehicle has been repaired and/or cleaned, it will go through a quality assurance check before being processed for redeployment back into the field.

### REPORTING

Spin will provide, at a minimum, monthly reports to the City with aggregate usage data including:

- Number of users in the system
- Number of trips generated for the month
- Heat maps of usage trip showing top pick-up spots and drop-off spots

User route data

- Average trip length and trip time
- Number and nature of complaints logged by Spin vehicle users and the general public.

Spin will also provide additional data and information, at the request of the City, to assist with City oversight and transportation planning and to inform the City's potential future RFP process for personal mobility share services.