

Manor Independent School District
Board of Trustees Board Meeting Agenda Item
April 15, 2024

CONSENT ITEM SHEET

RE: Consider and possible action regarding the purchase of hardware/equipment related to the Manor Senior High School Complex Camera Refresh, including possible delegation of authority to the Superintendent or designee to finalize any purchase/agreement.

Supporting Documents:

1. Quote Summary
2. Copies of Quotes

District Goals: Goal 5

FACILITIES & MAINTENANCE- By 2026, Manor ISD will proactively provide facilities to ensure 100% of scholars will have safe, well-maintained, environmentally sustainable, and community-accessible facilities.

Bottom of Form

Background Information:

This project is to add interior and exterior cameras at Manor Senior High School and will include the Senior High School Field House and Manor Athletics Complex and their parking lots. We contacted multiple vendors and requested two separate quotes from each: one for equipment/installation and another for equipment/installation including electrical. One vendor provided both quote options. Two vendors provided one quote, and the fourth vendor did not respond.

Fiscal Implications:

The quote with the best value for the District is from GTS Technology Solutions in the amount of \$608,128.93. This will be paid using the (SAFE) Grant and the remainder balance out of Bond 2019 (Technology- Safety and Security).

Administrative Recommendation:

Administration recommends the Board approve this quote as providing the best value for the District and delegate authority for the Superintendent or his designee to finalize an agreement.

Proposed Motion Language:

“I move that the Board approve the proposed quote from GTS Technology Solutions for hardware/equipment as part of the Manor Senior High School Complex Camera Refresh Project and delegate authority to the Superintendent or his designee to finalize the purchase.”

Mr. Joe Mendez

Dr. Robert Sormani

Contact Person

Approved by Superintendent

Manor ISD Quote Summary

The MISD Quote Summary sheet is to be used for purchases that require more than one quote. In the shaded spaces below, the end user is to provide all applicable information necessary for the MISD Purchasing Office to review. A minimum of two (2) vendors must be contacted when two or more are available.

NOTE: The end user must attach this Quote Summary Sheet and quotes documentation with purchase requisition when more than 1 quote is required.

Using...	Local Funds	Grant Funds
Purchase Price	Quote(s) Required	Quote(s) Required
\$1 - \$9,999	1 Quote	1 Quote
\$10,000 - \$49,999	1 Quote from Coop or 3	3 Quotes & Quote Summary
≥ \$50,000	BOARD APPROVAL	BOARD APPROVAL
50,000 or greater	Formal Bid Required	Formal Bid Required

Quote Information

DESCRIPTION: Manor Senior High School Complex Camera Refresh

DATE: 4/1/24

CAMPUS/DEPT: Technology Department

CONTACT: David Gonzalez

PHONE: 512-278-4997

Supplier Information

Vendor #1
 Company Name Netsync
 City/State Houston, TX
 Contact Person Christi D Hubbard
 Phone 713-218-5000
 Email chubbard@netsync.com
 Response Type Quote
 Cooperative
 Quote # AAAQ427473-03

Vendor #2
 Company Name GTS Technology Solutions
 City/State Austin, TX
 Contact Person Jairus Mika
 Phone 512-681-6239
 Email jairus.mika@gts-ts.com
 Response Type Quote
 Cooperative DIR-CPO-5057, DIR-CPO-4754
 Quote # Q-01915

Vendor #3
 Company Name GTS Technology Solutions
 City/State Austin, TX
 Contact Person Jairus Mika
 Phone 512-681-6239
 Email jairus.mika@gts-ts.com
 Response Type Quote
 Cooperative DIR-CPO-5057, DIR-CPO-4754
 Quote # Q-01969

Vendor #4 (if applicable)
 Company Name DataVox
 City/State Arlington, TX
 Contact Person Matt Lozano
 Phone 512-717-8022
 Email MattL@datavox.net
 Response Type Email
 Cooperative
 Quote # Unable to submit on time

Quote Responses

	Item / Service Description	Qty	Unit	Vendor #1		Vendor #2		Vendor #3		Vendor #4	
				Netsync		GTS Technology Solutions		GTS Technology Solutions		DataVox	
				Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
1	CF81-30E-HW	124	EA	\$ 1,289.30	\$ 159,873.20	\$ 1,362.95	\$ 169,005.80	\$ 1,362.95	\$ 169,005.80		\$ -
2	CD62-30E-HW	24	EA	\$ 1,095.80	\$ 26,299.20	\$ 1,158.41	\$ 27,801.84	\$ 1,158.41	\$ 27,801.84		\$ -
3	LIC-CAM-5Y	148	EA	\$ 579.80	\$ 85,810.40	\$ 612.95	\$ 90,716.60	\$ 612.95	\$ 90,716.60		\$ -
4	CH52-1TBE-HW	36	EA	\$ 2,321.30	\$ 83,566.80	\$ 2,453.86	\$ 88,338.96	\$ 2,453.86	\$ 88,338.96		\$ -
5	LIC-CH52-5Y	36	EA	\$ 1,740.80	\$ 62,668.80	\$ 1,840.23	\$ 66,248.28	\$ 1,840.23	\$ 66,248.28		\$ -
6	GC31-E-HW	11	EA	\$ 837.80	\$ 9,215.80	\$ 885.68	\$ 9,742.48		\$ -		\$ -
7	LIC-GC-5Y	11	EA	\$ 870.10	\$ 9,571.10	\$ 919.77	\$ 10,117.47		\$ -		\$ -
8	Hardware/mounts totaled	1		\$ 26,350.50	\$ 26,350.50	\$ 25,979.88	\$ 25,979.88	\$ 25,596.42	\$ 25,596.42		\$ -
9	Professional Services & Installation Services	1		\$ 77,674.00	\$ 77,674.00	\$ 120,177.62	\$ 120,177.62	\$ 124,877.87	\$ 124,877.87		\$ -
10					\$ -		\$ -		\$ -		\$ -
	*Shipping / Freight Cost (if applicable)	1		\$ 5,459.00	\$ 5,459.00		\$ -		\$ -		\$ -
*All shipping / freight cost must be included in the total				Total	\$ 546,488.80	Total	\$ 608,128.93	Total	\$ 592,585.77	Total	\$ -

The administration has requested quotes from technology hardware vendors to install security cameras at the Manor Senior High School Complex. The project aims to add or replace interior and exterior cameras at the Senior High School, including the Field House and Manor Athletics Complex and their parking lots. Doing so will bring the building up to our current hardware standards, and a five-year warranty will be included. The pricing for this project is quoted using DIR-CPO-5057 and DIR-CPO-4754, and it will be paid using the (SAFE) Grant and the remainder balance out of Bond 2019 (Technology- Safety and Security).

Despite being higher priced, we recommend the GTS solution due to its "Turn-Key" solution, which includes all the electrical work for pole mounting in the parking lots. This was not included in the Netsync proposal. DataVox did not turn in a proposal because the timeline given could not be met.

COMMENTS:

Award Information

Recommended Vendor: GTS Technology Solutions, INC

Award Amount: \$ 608,128.93

Reason for Award: The proposal meets the district's needs and quality of proposal. Great relationship with Manor ISD.



TECHNOLOGY SOLUTIONS

GTS Technology Solutions, Inc.
9211 Waterford Centre Blvd Suite 275
Austin, Texas 78758
Phone: 512.452.0651

QUOTE

Quote Number: **Q-01915**
Quoted Date: 04/05/2024
Expiration Date: 05/04/2024
Account Exec: Ben Horsey
Inside Sales Rep: Jairus Mika
jairus.mika@gts-ts.com
(512) 681-6239

QUOTE FOR:

Manor Independent School District

Dailer option

LINE	ITEM	DESCRIPTION	SPECIFICATIONS	CONTRACT	QTY	PRICE	EXTENDED PRICE
1	CF81-30E-HW	CF81-E Outdoor Fisheye Camera, 512GB, 30 Days Max		DIR-CPO-5057	124	\$ 1,362.95	\$ 169,005.80
2	CD62-30E-HW	CD62-E Outdoor Dome Camera, 512GB, 30 Days Max		DIR-CPO-5057	24	\$ 1,158.41	\$ 27,801.84
3	CH52-1TBE-HW	CH52-E Outdoor Multisensor Camera, 1TB, 30 Days Max		DIR-CPO-5057	36	\$ 2,453.86	\$ 88,338.96
4	GC31-E-HW	GC31 Cellular Gateway, Outdoor		DIR-CPO-5057	11	\$ 885.68	\$ 9,742.48
5	LIC-CAM-5Y	5-Year Camera License		DIR-CPO-5057	148	\$ 612.95	\$ 90,716.60
6	LIC-CH52-5Y	5-Year CH52 Multisensor Camera License		DIR-CPO-5057	36	\$ 1,840.23	\$ 66,248.28
7	LIC-GC-5Y	5-Year Cellular Gateway License		DIR-CPO-5057	11	\$ 919.77	\$ 10,117.47
8	ACC-MNT-CORNER-1	Corner Mount		DIR-CPO-5057	24	\$ 135.68	\$ 3,256.32
9	ACC-MNT-2	Arm Mount		DIR-CPO-5057	36	\$ 60.68	\$ 2,184.48
10	ACC-MNT-7	Angle Mount		DIR-CPO-5057	124	\$ 101.59	\$ 12,597.16
11	ACC-MNT-8	Pendant Cap Mount		DIR-CPO-5057	36	\$ 47.05	\$ 1,693.80
12	ACC-MNT-9	Pole Mount, 2nd Generation		DIR-CPO-5057	11	\$ 142.50	\$ 1,567.50
13	ACC-POE-90W-E-NA	Outdoor 90W PoE++ (802.3bt-2018) Injector, GigE, NA Type B		DIR-CPO-5057	11	\$ 203.86	\$ 2,242.46
14	ACC-POE-60W	PoE++ (802.3bt-2018) Injector,		DIR-CPO-5057	24	\$ 101.59	\$ 2,438.16

Quote Number:

Q-01915

15	SERVICES: GTS SERVICES	GigE Installation of Cameras and Gateways as outlined in SOW	DIR-CPO-4754	1	\$ 120,177.62	\$ 120,177.62
16	SERVICES: PROJECT MANAGEMENT	PROJECT MANAGEMENT	DIR-CPO-4754	1	\$ 0.00	\$ 0.00

Prices do NOT include taxes, insurance, shipping, delivery, setup fees, or any cables or cabling services or material unless specifically listed above. If a customer requests expedited or special delivery, causes carrier delays or requests redelivery, customer will be responsible for any additional charges for these services directly billed by the carrier. All prices are subject to change without notice. Supply subject to availability.

Sales Total:	\$ 608,128.93
Freight & Misc:	\$ 0.00
Tax Total:	\$ 0.00
Total (USD):	\$ 608,128.93



TECHNOLOGY SOLUTIONS

GTS Technology Solutions, Inc.
9211 Waterford Centre Blvd Suite 275
Austin, Texas 78758
Phone: 512.452.0651

QUOTE

Quote Number: **Q-01969**
Quoted Date: 04/05/2024
Expiration Date: 05/04/2024
Account Exec: Ben Horsey
Inside Sales Rep: Jairus Mika
jairus.mika@gts-ts.com
(512) 681-6239

QUOTE FOR:

Manor Independent School District

PTP Option							
LINE	ITEM	DESCRIPTION	SPECIFICATIONS	CONTRACT	QTY	PRICE	EXTENDED PRICE
1	CF81-30E-HW	CF81-E Outdoor Fisheye Camera, 512GB, 30 Days Max		DIR-CPO-5057	124	\$ 1,362.95	\$ 169,005.80
2	CD62-30E-HW	CD62-E Outdoor Dome Camera, 512GB, 30 Days Max		DIR-CPO-5057	24	\$ 1,158.41	\$ 27,801.84
3	CH52-1TBE-HW	CH52-E Outdoor Multisensor Camera, 1TB, 30 Days Max		DIR-CPO-5057	36	\$ 2,453.86	\$ 88,338.96
4	LIC-CAM-5Y	5-Year Camera License		DIR-CPO-5057	148	\$ 612.95	\$ 90,716.60
5	LIC-CH52-5Y	5-Year CH52 Multisensor Camera License		DIR-CPO-5057	36	\$ 1,840.23	\$ 66,248.28
6	ACC-MNT-CORNER-1	Corner Mount		DIR-CPO-5057	24	\$ 135.68	\$ 3,256.32
7	ACC-MNT-2	Arm Mount		DIR-CPO-5057	36	\$ 60.68	\$ 2,184.48
8	ACC-MNT-7	Angle Mount		DIR-CPO-5057	124	\$ 101.59	\$ 12,597.16
9	ACC-MNT-8	Pendant Cap Mount		DIR-CPO-5057	36	\$ 47.05	\$ 1,693.80
10	ACC-MNT-9	Pole Mount, 2nd Generation		DIR-CPO-5057	11	\$ 142.50	\$ 1,567.50
11	ACC-POE-90W-NA	Indoor 90W PoE++ (802.3bt-2018) Injector, GigE, NA Type B		DIR-CPO-5057	11	\$ 169.00	\$ 1,859.00
12	ACC-POE-60W	PoE++ (802.3bt-2018) Injector, GigE		DIR-CPO-5057	24	\$ 101.59	\$ 2,438.16
13	SERVICES: GTS SERVICES	Installation of Cameras and Gateways as outlined in SOW		DIR-CPO-4754	1	\$ 124,877.87	\$ 124,877.87

Quote Number:

Q-01969

14	SERVICES: PROJECT MANAGEMENT	PROJECT MANAGEMENT	DIR-CPO-4754	1	\$ 0.00	\$ 0.00
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Prices do NOT include taxes, insurance, shipping, delivery, setup fees, or any cables or cabling services or material unless specifically listed above. If a customer requests expedited or special delivery, causes carrier delays or requests redelivery, customer will be responsible for any additional charges for these services directly billed by the carrier. All prices are subject to change without notice. Supply subject to availability.

Sales Total:	\$ 592,585.77
Freight & Misc:	\$ 0.00
Tax Total:	\$ 0.00
Total (USD):	\$ 592,585.77

Quote #:	AAAQ427473-03
Date:	04/05/2024
Valid for:	30 Days

Customer	Inside Sales	Account Manager
Manor ISD david.gonzalez@manorisd.net 512.278.4000	Lori Endsley lendsley@netsync.com	Christi D Hubbard chubbard@netsync.com

Please send purchase order to: PO@netsync.com

Line #	Part	Description	Qty	Unit Price	Ext Price
Main Site					Sub Total 546,488.80
Video Surveillance					
1.0	CF81-30E-HW	CF81-E Outdoor Fisheye Camera, 512GB, 30 Days Max	124	1,289.30	159,873.20
2.0	ACC-MNT-7	Angle Mount	124	96.10	11,916.40
3.0	CD62-30E-HW	CD62-E Outdoor Dome Camera, 512GB, 30 Days Max	24	1,095.80	26,299.20
4.0	LIC-CAM-5Y	5-Year Camera License	148	579.80	85,810.40
5.0	CH52-1TBE-HW	CH52-E Outdoor Multisensor Camera, 1TB, 30 Days Max	36	2,321.30	83,566.80
6.0	ACC-MNT-8	Pendant Cap Mount	36	44.50	1,602.00
7.0	ACC-MNT-XLARM-1	Large Arm Mount (PTZ)	36	102.50	3,690.00
8.0	ACC-MNT-CORNER-1	Corner Mount	36	128.30	4,618.80
9.0	ACC-POE-60W	PoE++ (802.3bt-2018) Injector, GigE	25	96.10	2,402.50
10.0	LIC-CH52-5Y	5-Year CH52 Multisensor Camera License	36	1,740.80	62,668.80
11.0	GC31-E-HW	GC31 Cellular Gateway, Outdoor	11	837.80	9,215.80
12.0	ACC-POE-90W-E-NA	Outdoor 90W PoE++ (802.3bt-2018) Injector, GigE, NA Type B	11	192.80	2,120.80
13.0	LIC-GC-5Y	5-Year Cellular Gateway License	11	870.10	9,571.10
14.0	STND-SHIP	Shipping & Handling	1	5,459.00	5,459.00
Labor					
15.0	NET-PRO -3rd	Camera and Cabling Installation Services	1	59,501.20	59,501.20
16.0	NET-PRO-SRVC	Installation & Deployment per SoW. PHY: Physiscal Security	4	4,543.20	18,172.80

Notes: 220058861-162427-01

Verkada Cameras

*NETSYNC EXCLUDED ELECTRIAL WORK AND NEMA ENCLOSURE ON THE (11) LIGHT POLES IN THE PARKING LOT

*MANOR NEEDS TO PROVIDE (11) SIM CARDS FOR THE VERKADA GATEWAYS

Total	546,488.80
Tax/Vat	0.00
Shipping	0.00
Grand Total USD	546,488.80



Senior High School Camera Installations

Statement of Work

By and Between

GTS Technology Solutions
9211 Waterford Centre Blvd. Ste. 275
Austin, TX 78758

In Partnership With



Manor ISD

Submission Date: 04/05/2024

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PURPOSE

GTS has been requested to provide the installation of security cameras for the Senior High School for Manor ISD.

SCOPE

This section articulates the activities and services that will be considered in scope for the Contractor team during this project.

IN SCOPE

The following items are in scope during this Contract:

ON-SITE

SENIOR HS CABLING

Description of Services:

Scope of Work: Structured cabling Cat 6A and Access control plenum

Purpose: Design, Install, Test, Commission, Warranty & Document the proposed Structured Cabling System (SCS). Estimated Timeline: [10] business days.

1. [38] Total Horizontal Cable Installation(s)
2. [18] Structured Cable Installation(s) with conduit.
3. Cleanup all work areas, and discard packaging at Customer site.

Project Overview: This project involves the installation of structured Cat6 Video Surveillance cabling at Manor Senior HS.

Responsibilities:

1. Site Survey and Assessment:

- Conduct a thorough site survey to determine the best routing for the structured CAT6 cabling ensuring it meets safety and compliance standards.
- Identify any potential obstacles or challenges that may affect the installation process.
- Identify network locations and other needed IT information.

2. Material Procurement:

- Procure the necessary quantities of structured cabling, termination hardware, and any other materials required for the installation.

3. Cable Routing and Installation:

- Run the structured CAT6 networking cabling from the designated cameras to the nearest IDF, using approved routing methods.
- Ensure that all cable runs are organized and secured to prevent any potential damage or interference.

4. Termination and Connection:

- Terminate the structured cable with appropriate connectors and ensure secure connections at both ends.
- Label all cable terminations for easy identification and future maintenance.

5. Cable Management:

- Implement a comprehensive cable management system to organize and secure the structured Cat6 cable runs, ensuring they are neatly arranged and do not impede other systems or operations.

6. Testing and Verification:

- Conduct rigorous testing of all cable runs to ensure proper connectivity and signal integrity.
- Verify that all cameras are working properly prior to installation.

7. Documentation and As-Built Drawings:

- Provide detailed documentation including as-built drawings, cable schedules, and any necessary test reports.
 - Document the location and routing of the structured cable for future reference.
- 8. Compliance and Safety:**
- Ensure that the installation complies with all relevant local, state, and federal regulations, including plenum-rated cable requirements.
- 9. Deliverables:**
- Completed and tested structured CAT6 cable installation.
 - Comprehensive documentation package, including as-built drawings, cable schedules, and test reports.
- 10. Assumptions:**
- All necessary equipment and materials will be provided by PBC.
 - Access to the installation site will be arranged by Manor Senior HS.
 - PBC will work in tandem with Manor IT POC to ensure that all cameras are operational prior to leaving the jobsite.
 - This quote covers all installations regarding known cable runs and potential cable runs caused by damaged cables on existing cables.

SENIOR HS CAMERAS

Description of Services:

Purpose: Design, Install, Test, Commission, Warranty & Document the proposed Video Surveillance System (VSS). Division: 028 - Electronic Safety and Security

Specified Manufacturer: Verkada

Estimated Timeline: [10] business days.

1. [22] CD62-E Fixed Cameras
2. [105] CF81-E Fisheye Cameras
3. [15] CH52-E Fixed Cameras
4. [12] MNT-10
5. [13] MNT-2
6. [13] MNT-8
7. [61] MNT-7
8. Aim and adjust all views to achieve Customer's desired goals.
9. Clean each lens/cover and caulk all exterior housings.
10. Update device(s) to the latest firmware.
11. Configure each device on the platform.
12. Re-name each device to customer provided naming convention, or PBC default, if not specified by Customer.
13. Cleanup all work areas, and discard packaging at Customer site.

1. Project Overview:

The purpose of this project is to install, configure, and ensure the proper functioning of indoor and outdoor video surveillance cameras with mounts. This includes aiming, adjusting, and conducting quality control checks to guarantee optimal performance.

Responsibilities:

2. Pre-Installation Assessment:

- Conduct a thorough site visit to assess the locations for camera installation.
- Identify optimal camera placement for maximum coverage and security.
- Verify accessibility to power sources and network connectivity points.

3. Equipment Procurement:

- Provide a list of required equipment, including cameras, mounts, cables, connectors, and any additional hardware.
- Coordinate with the appropriate parties for procurement, delivery, proper inventory, and storage of the equipment.

4. Installation and Setup:

- Install indoor and outdoor cameras according to the approved layout.
- Securely mount cameras ensuring stability and proper positioning for effective coverage.
- Connect cameras to power sources and network infrastructure.
- Configure camera settings for optimal performance, including resolution, frame rate, motion detection, etc.

5. Aiming and Adjusting:

- Calibrate cameras to ensure they are capturing the intended field of view.
- Adjust camera angles, focus, and zoom levels for optimal image clarity.
- Fine-tune settings to minimize glare, reflections, and other environmental factors.

6. Wiring and Cable Management:

- Safely route and secure all cables, ensuring they are concealed and protected from environmental factors.
- Label and document cable connections for future reference.

7. Hardware Integration:

- Ensure cameras are properly connected to the client's Verkada command system for remote monitoring and recording capabilities.

8. Quality Control:

- Conduct comprehensive testing of each camera to ensure functionality and image quality.
- Verify motion detection, night vision capabilities, and any other specific features.
- Address and rectify any issues identified during testing.

9. Documentation:

- Provide a detailed report outlining the installation process, including camera locations, settings, and any relevant technical information.
- Deliver a comprehensive manual for client reference, including instructions for remote access, troubleshooting, and maintenance.

Completion and Handover:

- Once the installation and quality control processes are completed, provide a final walkthrough with the client to demonstrate the system's functionality.
- Obtain client sign-off and ensure they are satisfied with the installation.

Additional Notes:

- The installer is responsible for complying with all local, state, and federal regulations regarding video surveillance installation.
- All equipment and materials used must be of high quality and meet industry standards.
- Regular maintenance and periodic checks are recommended to ensure continued optimal performance.

- This Scope of Work outlines the tasks and responsibilities involved in the installation and quality control of video surveillance cameras.
- Any additional requirements or specific client preferences should be discussed and documented separately.

It is assumed that the network switches onsite are capable of handling PoE camera requirements and no PoE injectors are needed nor have been requested. In the event it is determined that they are required a change order will be needed to complete installation.

ATHLETICS CABLING

Description of Services:

Scope of Work: Structured cabling Cat 6A and Access control plenum

Purpose: Design, Install, Test, Commission, Warranty & Document the proposed Structured Cabling System (SCS). Estimated Timeline: [2] business days.

1. [8] Total Horizontal Cable Installation(s)
2. [1] Structured Cable Installation(s) with conduit.
3. Cleanup all work areas, and discard packaging at Customer site.

Project Overview: This project involves the installation of structured Cat6 Video Surveillance cabling at Manor Senior HS.

Responsibilities:

1. Site Survey and Assessment:

- Conduct a thorough site survey to determine the best routing for the structured Alarm cabling ensuring it meets safety and compliance standards.
- Identify any potential obstacles or challenges that may affect the installation process.
- Identify network locations and other needed IT information.

2. Material Procurement:

- Procure the necessary quantities of structured cabling, termination hardware, and any other materials required for the installation.

3. Cable Routing and Installation:

- Run the structured CAT6 networking cabling from the designated cameras to the nearest IDF, using approved routing methods.
- Ensure that all cable runs are organized and secured to prevent any potential damage or interference.

4. Termination and Connection:

- Terminate the structured cable with appropriate connectors and ensure secure connections at both ends.
- Label all cable terminations for easy identification and future maintenance.

5. Cable Management:

- Implement a comprehensive cable management system to organize and secure the structured Cat6 cable runs, ensuring they are neatly arranged and do not impede other systems or operations.

6. Testing and Verification:

- Conduct rigorous testing of all cable runs to ensure proper connectivity and signal integrity.
- Verify that all cameras are working properly prior to installation.

7. Documentation and As-Built Drawings:

- Provide detailed documentation including as-built drawings, cable schedules, and any necessary test reports.
- Document the location and routing of the structured cable for future reference.

8. Compliance and Safety:

- Ensure that the installation complies with all relevant local, state, and federal regulations, including plenum-rated cable requirements.

9. Deliverables:

- Completed and tested structured CAT6 cable installation.
- Comprehensive documentation package, including as-built drawings, cable schedules, and test reports.

10. Assumptions:

All necessary equipment and materials will be provided by PBC.
Access to the installation site will be arranged by Manor Senior HS.
PBC will work in tandem with Manor IT POC to ensure that all cameras are operational prior to leaving the jobsite.
This quote covers all installations regarding known cable runs and potential cable runs caused by damaged cables on existing cables.

ATHLETICS CAMERAS

Description of Services:

Purpose: Design, Install, Test, Commission, Warranty & Document the proposed Video Surveillance System (VSS). Division: 028 - Electronic Safety and Security
Specified Manufacturer: Verkada

Estimated Timeline: [4] business days.

1. [2] CD62-E Fixed Cameras
2. [19] CF81-E Fisheye Cameras
3. [10] CH52-E Fixed Cameras
4. [10] MNT-10
5. [10] MNT-2
6. [10] MNT-8
7. [19] MNT-7
8. Aim and adjust all views to achieve Customer's desired goals.
9. Clean each lens/cover and caulk all exterior housings.
10. Update device(s) to the latest firmware.
11. Configure each device on the platform.
12. Re-name each device to customer provided naming convention, or PBC default, if not specified by Customer.
13. Cleanup all work areas, and discard packaging at Customer site.

1. Project Overview:

The purpose of this project is to install, configure, and ensure the proper functioning of indoor and outdoor video surveillance cameras with mounts. This includes aiming, adjusting, and conducting quality control checks to guarantee optimal performance.

Responsibilities:

2. Pre-Installation Assessment:

- Conduct a thorough site visit to assess the locations for camera installation.
- Identify optimal camera placement for maximum coverage and security.
- Verify accessibility to power sources and network connectivity points.

3. Equipment Procurement:

- Provide a list of required equipment, including cameras, mounts, cables, connectors, and any additional hardware.
- Coordinate with the appropriate parties for procurement, delivery, proper inventory, and storage of the equipment.

4. Installation and Setup:

- Install indoor and outdoor cameras according to the approved layout.
- Securely mount cameras ensuring stability and proper positioning for effective coverage.
- Connect cameras to power sources and network infrastructure.
- Configure camera settings for optimal performance, including resolution, frame rate, motion detection, etc.

5. Aiming and Adjusting:

- Calibrate cameras to ensure they are capturing the intended field of view.
- Adjust camera angles, focus, and zoom levels for optimal image clarity.
- Fine-tune settings to minimize glare, reflections, and other environmental factors.

6. Wiring and Cable Management:

- Safely route and secure all cables, ensuring they are concealed and protected from environmental factors.
- Label and document cable connections for future reference.

7. Hardware Integration:

- Ensure cameras are properly connected to the client's Verkada command system for remote monitoring and recording capabilities.

8. Quality Control:

- Conduct comprehensive testing of each camera to ensure functionality and image quality.
- Verify motion detection, night vision capabilities, and any other specific features.
- Address and rectify any issues identified during testing.

9. Documentation:

- Provide a detailed report outlining the installation process, including camera locations, settings, and any relevant technical information.
- Deliver a comprehensive manual for client reference, including instructions for remote access, troubleshooting, and maintenance.

Completion and Handover:

- Once the installation and quality control processes are completed, provide a final walkthrough with the client to demonstrate the system's functionality.
- Obtain client sign-off and ensure they are satisfied with the installation.

Additional Notes:

- The installer is responsible for complying with all local, state, and federal regulations regarding video surveillance installation.
- All equipment and materials used must be of high quality and meet industry standards.
- Regular maintenance and periodic checks are recommended to ensure continued optimal performance.
- This Scope of Work outlines the tasks and responsibilities involved in the installation and quality control of video surveillance cameras.
- Any additional requirements or specific client preferences should be discussed and documented separately.

It is assumed that the network switches onsite are capable of handling PoE camera requirements and no PoE injectors are needed nor have been requested. In the event it is determined that they are required a change order will be needed to complete installation.

Description of Services:

Scope of Work: Structured cabling Cat 6A and Access control plenum

Purpose: Design, Install, Test, Commission, Warranty & Document the proposed Structured Cabling System (SCS). Estimated Timeline: [3.5] business days.

1. [22] Total Horizontal Cable Installation(s)
2. [11] All Weather Electrical Enclosures.
3. [11] 277v to 110v Transformer Installations.
4. Cleanup all work areas, and discard packaging at Customer site.

Project Overview: This project involves the installation of structured Cat6 Video Surveillance cabling at Manor Senior HS.

Responsibilities:

1. Site Survey and Assessment:

- Conduct a thorough site survey to determine the best routing for the structured Alarm cabling ensuring it meets safety and compliance standards.
- Identify any potential obstacles or challenges that may affect the installation process.
- Identify network locations and other needed IT information.

2. Material Procurement:

- Procure the necessary quantities of structured cabling, termination hardware, and any other materials required for the installation.

3. Cable Routing and Installation:

- Run the structured CAT6 networking cabling from the designated cameras to the nearest IDF, using approved routing methods.
- Ensure that all cable runs are organized and secured to prevent any potential damage or interference.

4. Termination and Connection:

- Terminate the structured cable with appropriate connectors and ensure secure connections at both ends.
- Label all cable terminations for easy identification and future maintenance.

5. Cable Management:

- Implement a comprehensive cable management system to organize and secure the structured Cat6 cable runs, ensuring they are neatly arranged and do not impede other systems or operations.

6. Testing and Verification:

- Conduct rigorous testing of all cable runs to ensure proper connectivity and signal integrity.
- Verify that all cameras are working properly prior to installation.

7. Documentation and As-Built Drawings:

- Provide detailed documentation including as-built drawings, cable schedules, and any necessary test reports.
- Document the location and routing of the structured cable for future reference.

8. Compliance and Safety:

- Ensure that the installation complies with all relevant local, state, and federal regulations, including plenum-rated cable requirements.

9. Deliverables:

- Completed and tested structured CAT6 cable installation.
- Comprehensive documentation package, including as-built drawings, cable schedules, and test reports.

10. Assumptions:

All necessary equipment and materials will be provided by PBC.

Access to the installation site will be arranged by Manor Senior HS.

PBC will work in tandem with Manor IT POC to ensure that all cameras are operational prior to leaving the jobsite.

This quote covers all installations regarding known cable runs and potential cable runs caused by damaged cables on existing cables.

Description of Services:

Purpose: Design, Install, Test, Commission, Warranty & Document the proposed Video Surveillance System (VSS). Division: 028 - Electronic Safety and Security

Specified Manufacturer: Verkada

Estimated Timeline: [6] business days.

1. [11] CH52-E Fixed Cameras
2. [11] GC31-E Wireless Adapters
3. [11] MNT-9
4. [11] MNT-8
5. [11] MNT-2
6. [11] ACC-POE-90W-E
7. [11] All weather enclosures with power.
8. Aim and adjust all views to achieve Customer's desired goals.
9. Clean each lens/cover and caulk all exterior housings.
10. Update device(s) to the latest firmware.
11. Configure each device on the platform.
12. Re-name each device to customer provided naming convention, or PBC default, if not specified by Customer.
13. Cleanup all work areas, and discard packaging at Customer site.

1. Project Overview:

The purpose of this project is to install, configure, and ensure the proper functioning of indoor and outdoor video surveillance cameras with mounts. This includes aiming, adjusting, and conducting quality control checks to guarantee optimal performance.

Responsibilities:

2. Pre-Installation Assessment:

- Conduct a thorough site visit to assess the locations for camera installation.
- Identify optimal camera placement for maximum coverage and security.
- Verify accessibility to power sources and network connectivity points.

3. Equipment Procurement:

- Provide a list of required equipment, including cameras, mounts, cables, connectors, and any additional hardware.
- Coordinate with the appropriate parties for procurement, delivery, proper inventory, and storage of the equipment.

4. Installation and Setup:

- Install indoor and outdoor cameras according to the approved layout.
- Securely mount cameras ensuring stability and proper positioning for effective coverage.
- Connect cameras to power sources and network infrastructure.
- Configure camera settings for optimal performance, including resolution, frame rate, motion detection, etc.

5. Aiming and Adjusting:

- Calibrate cameras to ensure they are capturing the intended field of view.
- Adjust camera angles, focus, and zoom levels for optimal image clarity.
- Fine-tune settings to minimize glare, reflections, and other environmental factors.

6. Wiring and Cable Management:

- Safely route and secure all cables, ensuring they are concealed and protected from environmental factors.
- Label and document cable connections for future reference.

7. Hardware Integration:

- Ensure cameras are properly connected to the client's Verkada command system for remote monitoring and recording capabilities.

8. Quality Control:

- Conduct comprehensive testing of each camera to ensure functionality and image quality.
- Verify motion detection, night vision capabilities, and any other specific features.
- Address and rectify any issues identified during testing.

9. Documentation:

- Provide a detailed report outlining the installation process, including camera locations, settings, and any relevant technical information.
- Deliver a comprehensive manual for client reference, including instructions for remote access, troubleshooting, and maintenance.

Completion and Handover:

- Once the installation and quality control processes are completed, provide a final walkthrough with the client to demonstrate the system's functionality.
- Obtain client sign-off and ensure they are satisfied with the installation.

Additional Notes:

- The installer is responsible for complying with all local, state, and federal regulations regarding video surveillance installation.
- All equipment and materials used must be of high quality and meet industry standards.
- Regular maintenance and periodic checks are recommended to ensure continued optimal performance.
- This Scope of Work outlines the tasks and responsibilities involved in the installation and quality control of video surveillance cameras.
- Any additional requirements or specific client preferences should be discussed and documented separately.

It is assumed that the network switches onsite are capable of handling PoE camera requirements and no PoE injectors are needed nor have been requested. In the event it is determined that they are required a change order will be needed to complete installation.

PROJECT MANAGEMENT

Description of Services:

Project Management Scope of Work

Introduction: The Project Management scope of work outlines the responsibilities, deliverables, and timelines for managing the implementation of access control, structured cabling, and quality control projects.

Objectives: The main objectives of this project management scope are to effectively plan, execute, and monitor the following components:

1. Product Procurement:

§ Identify required access control systems, structured cabling components, and quality control tools and material.

§ Source vendors, obtain quotations, and negotiate contracts for procurement.

§ Ensure timely delivery and quality assurance of all procured products.

2. Site Walks:

- Conduct thorough site assessments to evaluate existing conditions, identify potential challenges, and plan for the installation of access control and structured cabling systems.
- Document site-specific details, including measurements, access points, and potential obstructions.

3. Documentation:

Develop comprehensive project documentation, including but not limited to:

- Project Schedule: Detailing milestones, dependencies, and critical path activities.
- Procurement Schedule: Outlining product delivery dates and installation schedules.
- Risk Assessment: Identifying potential risks and mitigation strategies.
- Quality Control Plan: Describing inspection and testing procedures.

4. Phase Management:

Divide the project into manageable phases, including:

- Phase 1: Structured Cabling Access control and Video surveillance.
- Phase 2: Access control 1st and 2nd Floor.
- Phase 3: Video surveillance 1st floor, 2nd floor, and exterior.

5. Responsibilities:

The Project Manager will be responsible for the following tasks:

- Coordination with vendors for product procurement and delivery.
- Conducting site walks and ensuring accurate documentation.
- Developing and maintaining project schedules.
- Overseeing the execution of each project phase.
- Implementing quality control measures and conducting inspections.

6. Deliverables:

- Procurement Plan with vendor contracts and delivery schedules.
- Site Assessment Reports.
- Comprehensive Project Schedule with milestones.
- Risk Assessment Document.
- Quality Control Plan.
- Phase Completion Reports.

7. Reporting:

- Regular progress reports will be provided to the client, including updates on procurement status, site walk findings, project schedule adherence, and quality control results.

8. Quality Assurance:

- Ensure that all work is completed in accordance with industry standards, manufacturer specifications, and client requirements.

9. Project Completion:

Upon successful completion of all project phases, conduct a final walkthrough with the client to ensure satisfaction and obtain formal acceptance.

OUT OF SCOPE

The following items are out of scope during this Contract:

- Any services not included in the In Scope section of this document

GENERAL EXCLUSIONS

- Moves, Adds, and Changes (MAC) are excluded from the Scope of Work.
- Network troubleshooting or remediation is excluded from the Scope of Work.
- Troubleshooting or repair of any existing hardware is excluded from the Scope of Work.
- The integration of any existing fire or intrusion alarm systems is excluded from the Scope of Work.
- Removal of existing hardware, equipment, or cabling is excluded from the Scope of Work, unless specifically defined.
- The installation of network connectivity/uplink between multiple IT closets, rooms, remote sites, or buildings is excluded from the Scope of Work, unless specifically defined.
- Any other IT Infrastructure such as PoE switches, patch panels, patch cables, rack equipment, UPS/battery back-up and surge protection are excluded from the Scope of Work, unless specifically defined.

ROLES AND RESPONSIBILITIES

CONTRACTOR WILL PERFORM THE FOLLOWING

- Contractor will be responsible for accomplishing assigned activities within project scope and schedule for the negotiated price.
- Contractor will lead/develop requirements gathering sessions specific to document management and workflow as needed with active participation from relevant staff.
- Contractor will manage risks to ensure project quality and schedule adherence.
- Contractor will provide a weekly status report to the CUSTOMER project manager.
- Contractor will appoint a point of contact to communicate with CUSTOMER.
- Contractor point of contact will escalate issues and needed changes to CUSTOMER project manager as appropriate.
- Contractor will review and acknowledge in writing CUSTOMER Computer usage, confidentiality and non-disclosure policies.
- Contractor will invoice CUSTOMER upon completion and CUSTOMER acceptance of each deliverable.

CUSTOMER WILL PERFORM THE FOLLOWING

- Customer is responsible to ensure The Work site is ready, prior to the scheduled start date, to avoid a rescheduling fee.
- Customer is responsible to ensure all Customer Provided Equipment (CPE) will be onsite, prior to the scheduled start date.
- Customer is responsible to provide a designated Point of Contact, who has a working knowledge of the project, to assist with any questions and/or issues that may arise.
- Customer is responsible to provide blueprints, maps and/or floorplans for all sites in scope.
- Customer is responsible to provide continuous/dedicated power at all system components.
- Customer is responsible to provide IT support for any technical issues on their network.
- Customer is responsible to provide an Accounts Payable contact, to direct all invoices.
- Customer is responsible to provide onsite storage for tools, equipment, and materials for the duration of the project, at no cost to the Company.

- Customer is responsible for the security of project material and equipment that has been delivered and/or installed on the Customer's premise.
- Customer is responsible for any patching, painting, and repair of work areas, and/or replacement of ceiling tiles.
- Customer is responsible to obtain any intrusion/alarm permits.
- CUSTOMER will appoint a project manager (PM) as the primary contact for the Contractor
- CUSTOMER will be responsible for final acceptance of deliverables
- CUSTOMER will identify and assemble necessary CUSTOMER resources
- The PM will assist the Contractor with business related activities and decisions, as necessary.
- The PM will baseline all deliverables provided by the Contractor.
- The PM will assist the Contractor with the coordination of technical resources
- The PM will review and make comments on Contractor's progress and ensure that the deadlines, work items, reporting, and invoicing are being met and accomplished as described in the SOW
- The PM will assist with budget and procurement issues, as needed.

DELIVERABLES

- The following deliverables will be developed during the term of the Contract.

No.	Deliverable	Description	Completion Criteria
1	Deployment Signoff	Signoff sheet by onsite contact confirming deliver and installation of units has been completed	Onsite contact signs document

ASSUMPTIONS

- It is assumed that the Customer has knowledge of existing network systems and infrastructure and GTS will receive all relevant documentation pertaining to the current network configuration and setup, upon request.
- It is assumed that the data center and IDF closets have adequate power and cooling capabilities.
- It is assumed that the Customer will furnish access badges, keys, and/or escorts to installation personnel as necessary to enable timely and cost-effective completion of the work.
- It is assumed that all existing and Customer Provided Equipment (CPE) is operational.
- It is assumed that there will be no obstructions in the entire work area(s).
- It is assumed that there are no abnormal environmental or hazardous conditions on the premises that would necessitate extraordinary safety and/or regulatory measures, activities, permits, or certifications for partner to carry out the required work.
- It is assumed that work will be conducted without interruption during all phases, sections, and/or segments of the project.

- It is assumed that all systems, testing, commissioning, and inspections will occur during normal business hours.
- It is assumed that the legacy equipment will be left on site for the Customer to dispose.
- Customer is responsible for all software licenses.
- The Customer Project Manager shall obtain and provide project requirements, information, data, decisions and approvals according to the project plan unless both parties agree to a different response time and provided the information is available from the customer.
- The Customer shall provide GTS Project personnel with reasonable and safe access to the project site and adequate office space, as required.
- Scope of this project is based on information gathered to-date and is subject to re-scoping in the event additional tasks or technical issues arise. Any time spent beyond the projected project hours will be billed to the customer at the project staff standard Time and Material (T&M) hourly rate. Hourly work will not be performed without written approval from the customer.
- An elevator shall be available to transport equipment between floors
- Service Hours:
 - Business Hours – Monday through Friday 8:00am to 5:00 pm local time (excluding State of Texas and nationally-observed holidays).
 - Outside Business Hours – (Monday – Friday) – (may incur an additional charge)
 - Weekends – (may incur an additional charge)
 - Holidays – (may incur an additional charge)

GENERAL CLARIFICATIONS

- The Customer is responsible for ensuring that the work site is prepared before the scheduled start date to avoid any rescheduling fees.
- The Customer is responsible for ensuring that all Customer Provided Equipment (CPE) is on-site before the scheduled start date.
- The Customer is responsible for designating a Point of Contact with a working knowledge of the project to assist with any questions or issues that may arise.
- The Customer is responsible for providing blueprints, maps, and/or floor plans for all sites within scope.
- The Customer is responsible for providing continuous and dedicated power to all system components.
- The Customer is responsible for providing IT support for any technical issues on their network.
- The Customer is responsible for providing an Accounts Payable contact to direct all invoices.
- The Customer is responsible for providing on-site storage for tools, equipment, and materials for the duration of the project at no cost to the Company.
- The Customer is responsible for the security of all project material and equipment that has been delivered and/or installed on the Customer's premises.
- The Customer is responsible for obtaining any necessary intrusion/alarm permits.
- The Customer is responsible for any necessary patching, painting, repair of work areas, and/or replacement of ceiling tiles.
- GTS will appoint a Project Manager and/or Lead Technician as the Point of Contact to oversee the work.
- GTS will coordinate with other trades to ensure smooth and efficient project progress.
- GTS will immediately inform the Customer of any potential delays or interference that could impact the project's progress.
- GTS will bear full responsibility for delivering all the agreed-upon deliverables and tasks in this scope.
- GTS will ensure that assigned activities are completed within the project's scope, schedule, and budget.
- GTS will proactively manage any potential risks to ensure quality and adherence to the project schedule.
- GTS will provide a weekly status report to the Customer's designated Point of Contact.
- Moves, Adds, and Changes (MAC) are excluded from the Scope of Work.
- Network troubleshooting or remediation is excluded from the Scope of Work.
- Troubleshooting or repair of any existing hardware is excluded from the Scope of Work.
- The integration of any existing fire or intrusion alarm systems is excluded from the Scope of Work.

- Removal of existing hardware, equipment, or cabling is excluded from the Scope of Work, unless specifically defined.
 - The installation of network connectivity/uplink between multiple IT closets, rooms, remote sites, or buildings is excluded from the Scope of Work, unless specifically defined.
 - Any other IT Infrastructure such as PoE switches, patch panels, patch cables, rack equipment, UPS/battery back-up and surge protection are excluded from the Scope of Work, unless specifically defined.
 - It is assumed that the Customer has knowledge of existing network systems and infrastructure and GTS will receive all relevant documentation pertaining to the current network configuration and setup, upon request.
 - It is assumed that the data center and IDF closets have adequate power and cooling capabilities.
 - It is assumed that the Customer will furnish access badges, keys, and/or escorts to installation personnel as necessary to enable timely and cost-effective completion of the work.
 - It is assumed that all existing and Customer Provided Equipment (CPE) is operational.
 - It is assumed that there will be no obstructions in the entire work area(s).
 - It is assumed that there are no abnormal environmental or hazardous conditions on the premises that would necessitate extraordinary safety and/or regulatory measures, activities, permits, or certifications for GTS to carry out the required work.
 - It is assumed that work will be conducted without interruption during all phases, sections, and/or segments of the project.
 - It is assumed that all systems, testing, commissioning, and inspections will occur during normal business hours.
 - It is assumed that the legacy equipment will be left on site for the Customer to dispose of.
 - Verbal instructions to field technicians do not constitute authorization for changes to the Scope of Work.
 - Any additional hours beyond the projected project hours will be billed at current hourly rates.
 - If the project timeline is delayed due to Customer activities or IT requirements, a delay fee of \$200.00 per day will be charged.
 - The Customer will be charged a remobilization fee of \$200 if the site is not prepared or accessible during the agreed-upon start date and requires rescheduling and additional coordination to recommence work.
 - The Customer will be charged a rescheduling fee of \$400.00 if a change to the deployment schedule is requested within three days of the original date.
 - Standard hourly rates will apply for return trips to verify the operation of other vendors' equipment if no issues are found with the installation that was scoped in this contract.
-
- During the sales process, the verification of conduit is limited and cannot guarantee usability. Therefore, verification of conduit will be conducted during installation, and is subject to change.
 - GTS will determine if a permit is needed and will aid with the design drawings and submittals.
 - Any additional costs resulting from revisions or inspections required by the Authority Having Jurisdiction (AHJ) will be reflected on the final invoice.
 - CAD drawings must be provided by the Customer, and any additional costs resulting from their absence will be reflected in the final invoice.
 - The permit will be submitted as a standalone permit, and a certificate of occupancy must be on file before any permits can be obtained.
 - GTS is not responsible for any existing hardware or devices that fail inspection.
 - If an intrusion permit is required by the AHJ, the Customer is responsible for obtaining it.
 - All installations and/or operations must comply with the approved plans, and any deviation from the approved plan requires a re- submittal to the Fire Prevention Division and may incur additional charges.
 - Any AHJ-required revisions must be approved by the Customer before proceeding.
 - Any estimated permit cost is subject to change and is not guaranteed.
 - The project includes a knowledge transfer process to explain the implementation of the solution and provide general guidance on how to operate it.
 - Basic training on specific tasks, such as arming/disarming the system, adding/deleting users, event notifications, and setting schedules, will be provided to the Customer.
 - The Customer and employees who need to be trained on the equipment must be present on-site when the job is completed to avoid additional return trip charges.
 - GTS will facilitate any further formal training with the Manufacturer on request.
 - GTS can provide warehousing for Customer, upon special request, for a maximum of 30 days at an additional cost.
 - GTS is committed to maintaining a clean work environment, storing tools and equipment when not in use, and disposing of waste as frequently as possible.
 - In addition, reasonable precautions will be taken to safeguard all Customer equipment, surfaces, and

- structures from damage, staining, or excessive wear while on site.
- All equipment installations will strictly adhere to manufacturer specifications, as well as national and local building codes and regulations, and good engineering practices.
- Equipment and installation Labor are warranted for 90 days, but exclude normal wear and tear, abuse by others, acts of God, and costs related to lift rental or scaffolding.
- After the completion of the project, GTS will provide testing, labeling, and documentation for the entire installation.
- The project will only be considered complete when all deliverables outlined in the scope have been approved and signed off on by the Customer.
- Pricing is based on the work being completed in one phase, as one project, unless otherwise stated.
- Additional charges may apply for work outside of regular business hours, weekends, or holidays, as follows:
 - Pricing outside of business hours: 1.2 up-charge.
 - Pricing on Weekends & Holidays: 1.4 up-charge.
- Proposal expires 30 days from the Proposal Date, unless otherwise specifically defined.
- Any on-demand support outside of the agreed service level agreement is not included in this scope of work and will require a separate contract.
- If you need preventative maintenance or ongoing support, please let us know and we can provide a plan for you to review.

REPORTS AND MEETINGS

The Contractor assigned Project Manager will work with CUSTOMER's assigned personnel to create the deliverables for this project.

- Contractor will document milestone completion status, issues, risks and open action items in weekly status reports to CUSTOMER
 - Weekly status reports and associated information will be considered accepted by CUSTOMER if not objected to in writing within 3 business days
- Contractor will conduct weekly project meetings with CUSTOMER
 - Additional meetings may be requested by CUSTOMER or Contractor
- Contractor will conduct any meetings required to determine the best solution forward for an issue or risk

PERIOD OF PERFORMANCE

The term of this contract begins upon full execution of this document and continues until project completion. Contractor estimates it will take approximately weeks to complete this project.

PRICING

- Pricing outside of business hours: 1.2 up-charge.
- Pricing on Weekends & Holidays – 1.5 up-charge.

MILESTONE BILLING SCHEDULE

GTS will bill upon completion of each Milestone listed.

#	Deliverable	Description	Completion Criteria	Payment
1	Signed SOW	Signature of SOW	Customer signs SOW	50% of balance

#	Deliverable	Description	Completion Criteria	Payment
2	Project Completion	Full completion of project	Customer Signoff	Remaining Balance

Notes:

1. **Aerial Lift Equipment:** Cost is not included and will be added as a change order upon completion, if needed.

PAYMENT ADDRESS

GTS Technology Solutions
DEPT. 6877
P.O. Box 660003
Dallas, TX 75266

PROJECT ACCEPTANCE

CHANGE MANAGEMENT

When the Contractor or CUSTOMER determines that a change is necessary to refine a process, procedure, or specific responsibility identified in this SOW, the party proposing the change will document the request using the change request form provided in Appendix A. The request will be presented in a change management meeting where both parties will mutually agree to accept or reject the change request. This change management meeting will be within 5 business days of the request. A conference call between both parties that addresses the change request will be considered a change management meeting as long as both parties are present.

The receiving party will review the proposed Change Request and determine whether the change is acceptable or requires modifications. Both parties will review the proposed Change Request and will (i) approve it, (ii) agree to further investigation, or (iii) reject it ("Change Management Process"). When the parties agree to the change, they will sign the Change Request, which upon signing by both parties will constitute authorization to implement the change.

ACCEPTANCE

CUSTOMER shall either accept or reject the Contractor's Services or Work Product within a reasonable number of days from performance. For this Project SOW, Services or Work Product shall be accepted or rejected within 25 days from performance. Services or Work Product will be deemed acceptable to CUSTOMER if it conforms in all material respects with Services described in this SOW.

- The Contractor will have full responsibility for the deliverables and the tasks listed in this SOW.
- All work products will be submitted to the CUSTOMER PM for acceptance and approval. The CUSTOMER PM may request that a deliverable outline be submitted for approval prior to work commencing on the deliverable. All correspondence and

documentation will be delivered in both paper and electronic format unless otherwise agreed to by the Contractor and the CUSTOMER PM.

- CUSTOMER will complete a review of each submitted deliverable within five work days from the date of receipt. CUSTOMER feedback which indicates revisions to a deliverable are required will be addressed and re-submitted by the Contractor within ten work days unless approval (in writing) for a different length of time is obtained from the CUSTOMER PM or designate.
- CUSTOMER will either accept or reject the Contractor's Services or Work Product within a reasonable number of days from performance. For this Project SOW, Services or Work Product will be accepted or rejected within 5 days from performance completion date. Failure to provide acceptance or rejection within 5 days will be considered acceptance of the deliverable.
- If CUSTOMER gives notice of rejection, then the Contractor will have an additional ten (10) days, within which to cure any deficiencies identified in writing by CUSTOMER.

PROJECT COMPLETION CRITERIA

The project will be considered complete when all deliverables described in the SOW have been accepted and approved by the CUSTOMER PM.

PAYMENT TERMS

CUSTOMER agrees to be invoiced based on completion and acceptance of each deliverable. CUSTOMER upon receipt of the invoice(s) agrees to a net payment term of (30) days.

APPENDIX A – CHANGE REQUEST FORM

Change# 001	Between:	GTS	CUSTOMER	Priority (select one)	Low, Medium, High	
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Client Name		Date	
Change Manager		Related Issue #	

CONTACT INFORMATION			
Prepared by		Phone Email	
Change Owner		Phone Email	
Client/Contractor Contact		Phone Email	

DESCRIPTION OF EXISTING STATE ↓							
Details:							
REQUESTED CHANGE ↓	IMPACT →				Quality or Quantity		Related SOW Section
	Cost		Schedule				
Details:							

IMPACT ↓	
Details:	

Total Cost of this Change		Paid By → (keep all that apply)		CUSTOMER	GTS
GTS			CUSTOMER		
Signature		Signature			
Name		Name			

TERMS AND CONDITIONS

The Terms and Conditions of this SOW will be in accordance with those of DIR-CPO-4754.

AUTHORIZATION AND ACCEPTANCE

By signing below, both GTS and the Customer agree to the Terms and Conditions of this SOW.

GTS Technology Solutions

Manor ISD

Signature: _____ Signature: _____

Name: _____ Name: _____

Title: _____ Title: _____

Date: _____ Date: _____

Upon execution, please submit signed document to Tracie.Simental@gts-ts.com







DataVox

