

South Bay Cities Council of Governments

September 26, 2019

TO: SBCCOG Board of Directors

FROM: Kim Fuentes, Deputy Executive Director
David Leger, SBCCOG Staff
Chandler Sheilds, SBCCOG Staff

SUBJECT: Office Move Update and Approval of I.T. Expenditures

Adherence to Strategic Plan:

Goal D: Organizational Stability. Be a high performing organization with a clear path to long-term financial health, staffing continuity, and sustained board commitment.

BACKGROUND

The lease for the SBCCOG's current office expires on November 30, 2019 and staff must vacate by that date. SBCCOG staff and Board members have been preparing for the move to the new office location at 2355 Crenshaw Boulevard in Torrance, on the corner of Crenshaw and Sepulveda Boulevards.

Below is a summary of required steps to complete the move along with their status and considerations. A tentative schedule is also provided:

- *Lease Agreement* – The lease agreement has been finalized, signed by the SBCCOG Chair, and was fully executed by the Landlord on September 5, 2019.
- *Vacating Current Space* – The SBCCOG has started to prepare for Maritz, the Sublandlord, who will potentially dismantle and remove the systems furniture (cubes) starting as early as November 11, 2019.
 - Office furniture: SBCCOG is evaluating office furniture needs and the best cost-effective options which include working with Maritz to obtain existing furniture or purchasing new/used furniture. The SBCCOG will need to prepare a list of furniture we wish to keep and then Maritz will let us know if they can accommodate our request. Staff is also reviewing costs for new and used furniture to assess the best value. A cost/benefit analysis of the best options with considerations of costs for moving and storage is being prepared for Steering Committee review in October 2019.
 - Files: Work continues on the review and electronic archival of all paper documents while maintaining compliance with the SBCCOG's adopted record retention schedule. A team of volunteers are helping with the scanning.
- *Preparing New Space* – It is anticipated that the space will not be available to occupy until the first week of January 2020. The Landlord is working on the construction plan which will take several weeks to complete. They will then contract the work, go through permits, and complete the construction (see schedule below). As a result of this timeline, the SBCCOG will need to develop a plan for continued operations for the month of December 2019. Staff did contact both Maritz and the Landlord of the current location to see if we could extent the lease. Both

organizations said no. Options for December will also be ready for Steering Committee review by their October meeting.

- *Movers* – SBCCOG Staff has almost completed review of quotes from movers. Quotes will be provided to Steering Committee at their October 2019 meeting.
- *Relocation of I.T. Network and Connected Devices* – In order for the new office to be live and connected upon move in, the current office's I.T. network and associated equipment must be moved and setup in the new space. The SBCCOG's current I.T. consultants, SugarShot and QDoxs (who support and supply the office's I.T. systems) are the most qualified parties to take on this task. Their institutional knowledge of the existing I.T. set-up and familiarity with the SBCCOG's needs make their role indispensable to this office move. Both companies have provided quotes for their services (in SugarShot's case, they have included the quote from their subcontracted cabler, B Communications, as well) summarized below and detailed, including new equipment list, on Attachment A:
 - SugarShot's scope of work includes moving equipment as well as designing and installing the I.T. network in the new office. This work includes one or more site visits, purchase of new equipment, labor for moving computer working stations and connecting them, and on-site staff support during the first day of the move-in.

Regarding the purchase of new equipment, a new office build-out offers the opportunity to properly equip an organization with the right equipment and services for appropriate size and scale. SugarShot is recommending the specified equipment based on the current load, while also taking into account appropriate scale-out scenarios:

- In particular, a new rack provides proper security and expandability while also directing airflow to keep the equipment cool. In case there is an issue with temperature and humidity in or around the network equipment, SugarShot is recommending a sensor that can alert us if either of these two metrics goes beyond a specified threshold. *(Refer to yellow highlighted products on page 4 of Attachment A).*
- Clean and consistent power is one of the cornerstones of any infrastructure, which is why an upgraded Uninterruptible Power Supply (UPS) is recommended. This device provides protection against brown outs, black outs (limited depending on load), and power surges. This device also triggers alerts to SugarShot in case of emergency. For the best flexibility and management capabilities, it is recommended to implement a switched power distribution unit. This system, when combined with the managed UPS, allows for port by port management and monitoring. *(Refer to blue highlighted products on page 4 of Attachment A).*
- Finally, due to the lack of shared open space in the new office while seeking to accommodate the new Board meeting room space, an extra access point is recommended to ensure the organization can operate on Wi-Fi dependably. This access point will help prevent dead spots and smooth transitions while roaming within the space. *(Refer to green highlighted products on page 5 of Attachment A).*

Additionally, the new office needs the I.T. network to be cabled while the current office must be de-cabled to comply with our current lease agreement. *(Refer to pages 9 and 10 of Attachment A).* The services detailed above from SugarShot and B Communications are quoted for costs not to exceed \$21,900.

- QDoxs' scope of work includes moving the Xerox scanner/printer to the new office (*Refer to pages 11 and 12 of Attachment A*) as well as having a technician on site to connect it to the I.T. network and ensure connected devices can print and scan. The technician services are estimated for costs not to exceed \$1,077, but actual costs are unknown because these services are billed on an hourly rate.
- South Bay Fiber Network – SBCCOG staff is working with the broadband consultants to assess equipment needs and timeframe to accommodate the new office. An update will be presented at the October Steering Committee meeting and may include additional equipment recommendation.

ESTIMATED CALENDAR – projected key dates

- Sept. 2-30: Staff to compile Maritz approved list of furniture to keep and move
- Sept. 2-20: Quotes for movers compiled
- Sept. 26: Quotes for I.T. move to be approved
- Sept. 30: Construction plans completed
- Oct. 15: Order furniture (if needed)
- Oct. 24: Finalize mover contract
- Oct. 21: Plan check review completed
- Nov. 11: Office needs to be prepared so that systems furniture (cubes) can be dismantled and removed
- Nov. 22: Office completely packed
- Dec. 1-31: I.T. set up
- Jan. 2-3: Move in office furniture
- Jan. 6: First workday in new office

RECOMMENDATION

Staff recommends the Board of Directors approve “Relocation of I.T. Network and Connected Devices” expenditures in an amount not to exceed \$22,977.

SUGARSHOT

WE HAVE PREPARED A
QUOTE FOR YOU.

Office Move & Additional Hardware

Quote # SS-DB-001897
Version 1

PREPARED FOR:

South Bay Cities Council of Governments

Chandler Shields
chandler@southbaycities.org





Wednesday, September 18, 2019

South Bay Cities Council of Governments
Chandler Sheilds
20285 S. Western Avenue Suite 100
Torrance, CA 90501
chandler@southbaycities.org

Dear Chandler,

Danielle Babiak
Account Manager
SugarShot



Scope of Work

- Planning
- Documentation
- Vendor consultation/management
- Network room infrastructure build-out
- Deployment of existing network equipment
- Take down and set up of existing workstations
- Project Management

Please note: Scope of Work excludes any inside wiring, boxing or unboxing of equipment, and physical moving of equipment



Professional Services

Description	List	Discount	Ext. Price
Project Implementation	\$8,100.00	\$1,215.00	\$6,885.00
Technical Services / Ad-hoc			
Project Management	\$1,800.00	\$270.00	\$1,530.00
Technical Services / Ad-hoc			
Wireless Access Point Setup	\$199.00		\$199.00
Wireless Access Point Setup			

Subtotal: \$8,614.00

Products

Qty	Description	List	Discount	Price	Ext. Price
1	Schneider Electric NetShelter WX 13U w/Threaded Hole Vertical Mounting Rail Vented Front Door Black - 13U Rack Height x 19" Rack Width - Wall Mountable - Black - 200.42 lb Static/Stationary Weight Capacity	\$762.00	5%	\$723.90	\$723.90
2	Rack-Mount Shelf	\$129.00	5%	\$122.55	\$245.10
1	APC 1U 19" Black Modular Toolless Blanking Panel - Black - 10 Pack - 1.7" Height - 19" Width - 0.1" Depth	\$71.00	5%	\$67.45	\$67.45
1	APC Temperature & Humidity Sensor - Black	\$189.00	5%	\$179.55	\$179.55
1	APC by Schneider Electric Smart-UPS 1500VA LCD RM 2U 120V with Network Card - 2U Rack-mountable - 3 Hour Recharge - 120 V AC Input - 120 V AC Output - 6 x NEMA 5-15R	\$1,530.00	5%	\$1,453.50	\$1,453.50
1	APC by Schneider Electric Rack PDU, Switched, 1U, 15A, 100/120V, (8)5-15 - Switched - NEMA 5-15P - 8 x NEMA 5-15R - 120 V AC - 1440 W - 1U - Horizontal - Rack Mount	\$788.00	5%	\$748.60	\$748.60
2	APC by Schneider Electric Horizontal Cable Manager - Black - 2U Rack Height	\$177.00	5%	\$168.15	\$336.30
1	APC M6 Hardware Kit	\$54.00	5%	\$51.30	\$51.30



Products

Qty	Description	List	Discount	Price	Ext. Price
1	Meraki MR33 IEEE 802.11ac 1.30 Gbit/s Wireless Access Point - 2.40 GHz, 5 GHz - MIMO Technology - 1 x Network (RJ-45) - Gigabit Ethernet - Desktop, Ceiling Mountable, Wall Mountable	\$649.00	5%	\$616.55	\$616.55
1	Meraki MR Enterprise Cloud Controller License, 3 Years - Meraki MR Series Access Point - Subscription License 1 Access Point - 3 Year License Validation Period	\$300.00		\$300.00	\$300.00
48	Cat6 Ethernet Patch Cable - Stranded, 550MHz, UTP, Pure Bare Copper Wire, 32AWG, 0.5ft, Blue Micro Cat6 Ethernet Patch Cable - .5ft, Blue	\$7.99	5.006%	\$7.59	\$364.32
2	Cat6 Ethernet Patch Cable, Snagless RJ45, Stranded, 550MHz, UTP, CMR, Riser Rated, Pure Bare Copper Wire, 28AWG, 3ft, Red	\$9.99	5.005%	\$9.49	\$18.98
2	Cat6 Ethernet Patch Cable, Snagless RJ45, Stranded, 550MHz, UTP, CMR, Riser Rated, Pure Bare Copper Wire, 28AWG, 3ft, Yellow	\$9.99	5.005%	\$9.49	\$18.98
2	Cat6 Ethernet Patch Cable, Snagless RJ45, Stranded, 550MHz, UTP, CMR, Riser Rated, Pure Bare Copper Wire, 28AWG, 3ft, Orange	\$9.99	5.005%	\$9.49	\$18.98
1	Hook and Loop Fastening Cable Ties Hook and Loop Fastening Cable Ties, 6 in, 50 pcs/pack, Black	\$15.99	5.003%	\$15.19	\$15.19

Subtotal: \$5,158.70

Shipping

Qty	Description	List	Discount	Price	Ext. Price
1	Shipping Shipping	\$207.42		\$207.42	\$207.42

Subtotal: \$207.42

Office Move & Additional Hardware



PREPARED BY:

SugarShot

Danielle Babiak
(310) 641-6551
dbabiak@sugarshot.net

PREPARED FOR:

South Bay Cities Council of
Governments
20285 S. Western Avenue Suite 100
Torrance, CA 90501
Chandler Sheilds
chandler@southbaycities.org
(424) 271-4693

QUOTE INFORMATION:

Quote #: SS-DB-001897
Version: 1
Delivery Date: 09/18/2019
Expiration Date: 09/06/2019
Contract Commencement Date:
01/01/0001

Quote Summary

Description	Amount
Professional Services	\$8,614.00
Products	\$5,158.70
Shipping	\$207.42

Total: \$13,980.12

The Client hereby orders and SugarShot LLC (“SugarShot”) agrees to provide the Products and/or Services described in this Quote. THESE PRODUCTS AND/OR SERVICES ARE PROVIDED PURSUANT TO THE TERMS AND CONDITIONS SET FORTH IN THIS QUOTE AND THE SUGARSHOT STANDARD TERMS AND CONDITIONS FOUND ONLINE AT <https://sugarshotstc.wpengine.com>. ADDITIONAL TERMS AND CONDITIONS INCLUDING SERVICE LIMITS, WARRANTY DISCLAIMERS AND LIABILITY LIMITATIONS MAY BE CONTAINED IN ADDENDA AVAILABLE AT <https://sugarshotstc.wpengine.com>. The Client will not be bound by this Quote until it has been signed by an authorized representative of Client and accepted by SugarShot. Acceptance of this Quote by SugarShot shall be at the sole discretion of SugarShot. Changes or alterations to this Quote will not be accepted. Should you require any changes, please contact your Account Manager and request a revised Quote. We reserve the right to cancel orders arising from pricing or other errors.



Waiver

- Quote does not include any wiring, boxing or unboxing of equipment or physical moving of equipment



Standard Terms and Conditions

SugarShot LLC Terms and Conditions

By approving this Quote, you acknowledge that you have reviewed and agree to the SugarShot Standard Terms & Conditions and Addenda found [HERE](#).

##

Authorized representatives of Client and SugarShot have read the foregoing and all documents referenced herein and, by executing the Quote(s), agree and accept such terms effective as of the date indicated on the Quote(s).

Signature

Date

B Communications

12896 BRADLEY AVE SUITE A SYLMAR, CA. 91342 TEL 818-362-5935 FAX 818-367-6327

Estimate Cable Quote for Data cabling

NAME: **South Bay Cities**
 ADDRESS: **2355 Crenshaw Blvd.**
 CITY, STATE & ZIP: **Torrance, CA 90501**
Suite 124

Date: **August 9, 2019**
 Terms: **50/50**
 Start Date: **TBD**
 Completion Date **TBD**
 Requested by: **Chandler Shields**

Qty	Description	Unit Price	Price
4	Cat-6 Data Cable 1000 Plenum White	\$368.00	\$1,472.00
34	Cat-6 RJ45 Jack Inserts White	\$8.95	\$304.30
17	2 Port Wall Face Plates White	\$3.20	\$54.40
1	Misc. Hardware-Ties, Screws, Labels etc.		\$150.00
1	Cat-6 48 Port patch panel		\$80.00
1	12 U Open Wall mount data rack		\$180.00
<p>Scope: Install Two Cat 6 Data Cable to 17 locations per Floor Plan provided Terminate Cables on RJ45 Cat-6 ICC Insert and a Cat-6 Patch panel. Install New 12 U Wall Mount Rack Install new 48 Port Patch Panel Test and Lable all new cable</p> <p>Permits not included.</p>			

	Material	\$2,240.70
	Labor	\$3,910.00
Accepted by: _____	Sub-Total	\$6,150.70
Title: _____	Shipping	\$50.00
Date: _____	Sales Tax	\$212.87
	Total Sale Price:	\$6,413.57

ACCEPTANCE OF THIS ORDER REQUIRES AN AUTHORIZED SIGNATURE ON THIS ORDER FORM & A DEPOSIT

B Communications

12896 BRADLEY AVE SUITE A SYLMAR, CA. 91342 TEL# 818-362-5935 FAX# 818-367-6327

Quote #08292019SBC

NAME: **South Bay Cities**
ADDRESS: **20285 S. Western Ave.**
CITY, STATE & ZIP: **Suite 100**
TEL: **Torrance, CA 90501**
FAX: **818-363-8492**

Date: **8/28/2019**
START DATE: **TBD**
COMPLETION DATE: **TBD**

Line	QTY	Description	Unit Price	Price
1		DE Cabling Of Existing Office		
2				
3		Remove all existing Data and Voice Cable from Ceiling and walls		
4				
5		Remove all existing Data Jacks and face plates from Wall		
6		Replace with blank wall plates		
7				
8		Remove existing Data wall Rack and hardware		
9				
10		Remove existing Back Board		
11				
12				
13				
14		Note: Patching or Painting of any drywall is not included.		
15			Total Price	<u>\$1,500.00</u>
16				
17				
18				
34				

Accepted by: _____

Title: _____

Date: _____

ACCEPTANCE OF THIS ORDER REQUIRES A PURCHASE ORDER,
AN AUTHORIZED SIGNATURE ON THIS ORDER FORM & A DEPOSIT 50%

Via Xerox Equipment Relocation Information

Phone: 1-800-979-7356

Fax: 1-866-448-3044

Email: ViaXerox@Xerox.com



Thank you for choosing Via Xerox to move your equipment. Please read this cover sheet as it provides important information regarding your move.

Important: The Agreement attached to this cover page must be signed, dated and emailed or faxed back to your Via Xerox Specialist before they can process your move request. There is no need to return this cover page as it is for informational purposes only.

Please email the signed move agreement to ViaXerox@Xerox.com or fax to 1-866-448-3044, for Via Xerox to begin processing your move request. Expedited move services may be available at an additional cost.

We ask for a minimum of five business days to process your move request. If you are moving a production system, please allow for additional time as the equipment may require a repack kit to be delivered and a technician to deservice prior to the move date. If you have any questions regarding the service requirements of your machine, please ask your Via Xerox Specialist.

If your machine requires a technician to disassemble and/or reassemble your equipment, charges will be billed separately from the move. The service charges are based on the time a technician requires to disassemble and/or reassemble the equipment at current time and material rates. Please note that the carrier is not responsible for networking and/or IT services. Should you require this type of service, please call Xerox service directly at 1-800-821-2797 and ask to speak with an analyst or contact the IT department within your organization. If you have any questions regarding a service invoice, please contact the Xerox Customer Business Center 1-888-339-7887.

Site Checks are available at an additional cost and help to ensure that your equipment meets space requirements upon delivery. A notation of your intent to schedule or waive the site check requirement is required on the move agreement in the fields provided or within your organizations purchase order.

Appointments are available dependent on your location at an additional charge. If you require a specific time, the carrier will make every attempt to meet that timeframe, however the appointment charge is still valid if they arrive within an hour of the requested time.

Stairs, if involved are an additional cost. Please ensure to inform your Via Xerox Specialist if there will be stairs so that it can be included in the price quote and a stair crawler arranged by the carrier.

Wait Time is billed by the carrier in 15 min increments. If the carrier is required to wait more than 15 mins for a contact, access to the building, complete security training, etc then there would be a charge from the carrier per 15 mins of wait time.

Please review the attached agreement noting the purchase order requirement by your organization. If your organization requires a purchase order the box will be checked yes. If this is checked yes, then Xerox is required by your organization to obtain a purchase order number. Should you choose to waive the purchase order requirement, please initial the agreement in the space provided. If you're unsure about this requirement, please contact your accounts payable department.

** Cancelled move requests that have been processed and scheduled may be subject to a minimum \$100 cancellation fee. Please notify your Via Xerox representative as soon as possible once the decision to cancel is final.



Xerox Equipment SMA – EQUIPMENT MOVE & RELOCATION AGREEMENT – MOVE # 870850

Quote Date: 08/21/2019

PHONE: 1-800-979-7356

EMAIL: ViaXerox@Xerox.com

FAX: 1-866-448-3044

Quote valid for 30days

The following terms and conditions of this agreement apply to all Customers requested moves/relocations of Xerox Equipment "the Equipment" covered by a current Xerox service contract. Via Xerox cannot begin scheduling your move/relocation process until we receive a copy of this signed Contract.

If paying by purchase order, please provide a copy to us along with the signed Agreement. (PO# _____)
Invoice requires Purchase Order? YES NO If YES is checked and you wish to waive this requirement for this move, please initial here: _____
Do you require the Billing Address updated to match the Delivery Address? YES NO
Do you require a Site Check at the delivery address (additional charges apply)? YES NO

Product Description: W7855PT	Serial #: MX4497203
REMOVAL INFO	DELIVERY INFO
Company Name: SOUTH BAY CITIES COUNCIL OF GOVTS	Company Name: SOUTH BAY CITIES COUNCIL OF GOVTS
Address: 20285 S WESTERN AVE	Address: 2355 CRENSHAW BLVD
Room#/Floor/ Dept: STE 100	Room#/Floor/ Dept: STE 125
City/St/Zip: TORRANCE / CA / 90501	City/St/Zip: TORRANCE / CA / 90501
Contact Name:	Contact Name:
Contact Phone #:	Contact Phone #:
Contact Email:	Contact Email:

CHARGES: Customer shall be responsible for all move/relocation charges actually incurred by Xerox, consisting of (a) the transportation cost and (b) the service cost; which together include, but are not limited to, cartage, disassembly and reassembly charges, additional rigging charges, storage, stairs, wait time, appointments, signed order cancellation, and any required parts and labor. The estimated transportation cost is set forth below. The service cost is comprised of all Xerox Customer Service Engineer labor associated with required removal and reinstallation of the Equipment and will be billed separately to Customer at current Xerox time and materials labor rates. The estimated transportation cost below and the service cost do not include, and Customer shall be responsible for, any applicable federal, state, municipal, or other governmental taxes, duties, excise taxes, or tariffs.

CUSTOMER SALE OF EQUIPMENT: For Equipment relocations pursuant to Customer sales, Customer shall provide Xerox with a bill of sale or other documentation approved by Xerox prior to any move activity.

FORCE MAJEURE: If either party is prevented from fulfilling its obligations hereunder as a result of government actions, regulations, fires, strikes, accidents, war, terrorism or other causes beyond the reasonable control of either party, both partys obligations shall be suspended for a reasonable time during which such conditions exist.

TERMINATION: Either party may terminate this Agreement in the event of a material breach by the other party of the terms hereof if such material breach has not been cured within thirty (30) days of written notice of such breach. In the event Customer terminates this Agreement or cancels the service provided hereunder, Customer shall be responsible for any carrier charges incurred by Xerox as a result of such termination or cancellation.

LIMITATION OF LIABILITY: In the event of Equipment loss or damage, Xerox's sole obligation shall be to repair such Equipment or replace, in its discretion and at its option, such Equipment with equipment of an equivalent configuration. Failure by Customer to give notice of any claim (whether discovered or undiscovered) within ten (10) days from the delivery date shall constitute a waiver by Customer of all claims with respect to such Equipment. The remedy provided herein is Customer's sole and exclusive remedy with

respect to such Equipment, and Customer hereby waives direct, consequential, incidental, indirect or special damages.

DISPUTE RESOLUTION: Any claim or dispute which the parties are unable to resolve informally shall be settled by arbitration administered by the American Arbitration Association, and judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. Any monetary awards resulting from the arbitration shall be limited in accordance with the provisions of this Agreement, shall be limited to a specific compensatory sum (as opposed to any equitable relief), and may not be appealed.

GOVERNING LAW: This Agreement shall be governed by New York law without regard to its conflict of law principles.

ENTIRE AGREEMENT: This Agreement is the complete agreement of the parties and supersedes all prior written and oral agreements regarding the Services, including any preprinted terms on Customers purchase order, which shall be void and of no force and effect. Xerox may accept this Agreement either by its authorized signature or by commencing performance. Xerox may retain a reproduction (e.g. electronic image, photocopy, fax copy) of this Agreement and of Customers purchase order, each of which shall be considered an equivalent of the original document. All the changes to this Agreement must be made in writing signed by both parties. This Agreement may not be assigned by Customer without the prior written consent of Xerox.

PAYMENTS: Customer agrees to pay Xerox all sums due under each invoice via check, Electronic Funds Transfer or direct debit from Customer's bank account within thirty (30) days after the invoice date. Restrictive covenants submitted for or with payment to indicate that it is in full satisfaction of an invoice will not operate as an accord and satisfaction to reduce Customer's payment obligations if it is not, in fact, full payment. For any payment not received by Xerox within ten (10) days after the due date, Xerox may charge, and Customer agrees to pay, a late charge of the greater of \$25 or five percent (5.0%) of the amount overdue (not to exceed the maximum amount permitted by applicable law) as reasonable collection costs.

ESTIMATED RELOCATION COST*: \$377

ESTIMATED SERVICE COST*: \$0

REQUESTED REMOVAL DATE**:

ESTIMATED DELIVERY DATE**:

* This non-binding estimate is for planning purposes only. Customer is responsible for all costs incurred by Xerox pursuant to the "Charges" Section above.

** Xerox will use reasonable efforts to meet the requested move date, but shall have no liability in the event the requested move date is not met.

CUSTOMER

Signature: _____ Date: _____

XEROX CORPORATION

Signature: _____ Date: _____