

Urgent - COBASBSP01 has 2 failed drives - server needs replaced

City of Bel Aire

Prepared by: Kristen Ciarochi
Imagine IT, Inc.
February 2024



www.imagineiti.com

Overview

Here is a proposal to migrate COBASBSP01 to the Cloud:

Project Objectives

- Evaluate existing data.
- Create Azure VPN Gateway and configure.
- Create new VMs in Azure (DC, FS, PD).
- Create new folder structure and security settings.
- Pre-populate destination file system.
- Review security with Partner.
- Migrate home drives and redirected folders.
- Perform final cutover of shared drives/VMs.
- Configure Azure backups.
- Testing and Troubleshooting.
- Remove shares from source server.
- Decommission VMs and then server host.
- Update Documentation (photos, network maps, configs, etc.).

| Monthly Subscriptions | Recurring | Qty | Ext. Recurring |
|---|-----------|-----|-----------------|
| Azure Global Resources (Bandwidth, VPN Firewall) | \$880.88 | 1 | \$880.88 |
| Note: The monthly cost is estimated and may fluctuate due to vendor price changes or changes in resource utilization. | | | |
| Monthly Subtotal: | | | \$880.88 |

| Deployment Labor | Price | Qty | Ext. Price |
|---|-------------|-----|--------------------|
| Labor, Professional Services - Fixed Fee | \$23,397.50 | 1 | \$23,397.50 |
| Subtotal: | | | \$23,397.50 |

Scope Change Process

Scope Change Requests frequently occur during projects due to the dynamic and collaborative nature of project execution, even if there was significant due-diligence. The following process will be utilized if a change is identified which materially affects the scope described in this proposal:

1. Imagine IT will generate a Scope Change Request describing the identified change, the number of hours required to affect the change, any additional charges, and the timeline.
2. Upon signed approval by the customer, the work will be scheduled and performed.

Statement of Work - Fixed Fee

This Statement of Work ("SOW") is an addendum to the Master Service Agreement, dated April 1, 2023 ("MSA") is between Imagine IT ("Imagine IT") and City of Bel Aire ("Client"). Any capitalized terms used herein shall have the meaning given them in the MSA.

1. Scope. The services to be provided by Imagine IT by this SOW shall be as follows. Imagine IT shall perform:
 - Evaluate existing data.
 - Create Azure VPN Gateway and configure.
 - Create new VMs in Azure (DC, FS, PD).
 - Create new folder structure and security settings.
 - Pre-populate destination file system.
 - Review security with Partner.
 - Migrate home drives and redirected folders.
 - Perform final cutover of shared drives/VMs.
 - Configure Azure backups.
 - Testing and Troubleshooting.
 - Remove shares from source server.
 - Decommission VMs and then server host.
 - Update Documentation (photos, network maps, configs, etc.).
2. Fees. Client hereby engages with Imagine IT on a Fixed Fee basis in the amount listed below. Progress billing will be sent monthly until completion of the Services.
3. Client Obligations.
 - Cooperate with Imagine IT in all matters relating to the Services and appoint an employee to serve as the primary contact with respect to the Services and who will have the authority to act on behalf of Client with respect to matters pertaining to the Services.
 - Provide Imagine IT with reasonable access to Client's environment as may reasonably be required by Imagine IT for the purposes of performing the Services;
 - Respond promptly to any Imagine IT request to provide direction, information, approvals, authorizations, or decisions that are reasonably necessary for Imagine IT to perform Services;
 - Obtain and maintain all necessary licenses and consents and comply with all applicable Law in relation to the Services, the installation of the Imagine IT Equipment (if any), the use of Client's materials, and the use of the Client equipment.
4. Exclusions & Additional Terms
 - This SOW does not provide any terms or conditions associated with the purchase of Product, which shall be by a separate Addendum.
 - The cost to bring Client's System up to minimum standards required to perform Services.
 - Any Services related to the above are beyond the scope of Services and shall be on a time and materials basis in accordance with Imagine IT's standard rates together with Imagine IT's actual expenses. Imagine IT shall issue invoices to Client monthly in arrears for fees outside of Scope, together with a detailed breakdown of time, materials and expenses.

The Term of this SOW shall not be in accordance with the defined term for SOW's in the MSA but shall be until completion of the Services. This SOW is effective upon execution by Imagine IT and Client. Each party hereto warrants and represents that this SOW and the MSA constitute the legal, valid and binding obligation of such party as of the date signed by Client below ("SOW Effective Date").

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Quote Information:
Quote #: 011512
 Version: 1
 Delivery Date: 02/12/2024
 Expiration Date: 03/10/2024

Quote Summary

| Description | Amount |
|------------------|--------------------|
| Deployment Labor | \$23,397.50 |
| Total: | \$23,397.50 |

Monthly Expenses Summary

| Description | Amount |
|-----------------------|-----------------|
| Monthly Subscriptions | \$880.88 |
| Monthly Total: | \$880.88 |

Recurring MSP Agreement invoices are due on invoice date; all others NET 15 days. Hardware is invoiced upon receipt; project progress billing is sent monthly. Taxes, shipping, handling and other fees may apply. Leasing options are estimated. Imagine IT reserves the right to cancel this proposal due to pricing change or product availability at any time prior to acceptance by both parties. All products are custom ordered. If client wishes to return, cancel or change products after proposal acceptance, a restocking fee equal to 10% of returned products, excluding sales tax, will be assessed. Returns for defective products must be made within 30 days of delivery. The products proposed herein are subject to the manufacturer's warranty. Imagine IT does not warrant any products against manufacturer defect.

Imagine IT, Inc.

City of Bel Aire

Signature: K. Ciarochi
 Name: Kristen Ciarochi
 Title: Quoting Specialist
 Date: 02/12/2024

Signature: _____
 Name: Ted Henry
 Date: _____
 PO Number: _____