



Jun 11th, 2026

# **PRTOJECT- Servers Hardware and Labor**

Prepared for

Village of Homewood

Prepared by: Eric Montgomery



# PRTOJECT- Servers Hardware and Labor

Engagement Scope of Work For:

|                       |                                         |
|-----------------------|-----------------------------------------|
| <b>Customer</b>       | Village of Homewood                     |
| <b>Engagement</b>     | PRTOJECT- Server Hardware and Labor     |
| <b>Location</b>       | 2020 Chestnut Rd, Homewood, IL<br>60430 |
| <b>Effective Date</b> | 06-11-2026                              |
| <b>Created By</b>     | Eric Montgomery                         |
| <b>Version</b>        | 1                                       |



## Proposal Outline

All Information Services, Inc. (AIS) appreciates the opportunity to provide your organization with the following technology solutions proposal. It has been designed to meet your operating requirements with engagements structured to properly set and manage expectations.

## Implementation Details

- IT Project Management
  - IT Project Management is the practice of planning, coordinating, and overseeing technology initiatives to ensure they are delivered successfully within defined scope, timeline, and budget. It provides structure, accountability, and clear communication across stakeholders from project initiation through completion.
    - Standard Project Management
      - Standard Project Management is the application of structured methods to plan, execute, and complete projects by balancing scope, schedule, cost, and quality. It provides governance, coordination, and communication to ensure predictable outcomes and stakeholder alignment from start to finish.
- Proxmox Implementation and Configuration
  - Proxmox Installation
  - Proxmox Storage Configurations
  - Proxmox Patching Hardening
- Physical Server Implementation
  - Physical Server Implementation is the process of deploying on premises server hardware, including installation, configuration, and validation to meet defined technical and operational requirements. It ensures the server is properly integrated into the environment and ready to support production workloads reliably and securely.
    - Baseline Server Hardware Physical Installation and Provisioning
- Server Migration
  - Moving data, applications, and settings from one server to another is a crucial operation known as server migration. This intricate process demands meticulous planning and flawless execution to minimize downtime and prevent data loss.
    - Deploy and Update New Windows Server VM
    - Domain Controller Migration on Existing Domain
    - NPS Server Setup and Configuration

## Scope of Work

## Engagement Overview



Provider will provide resources for the duration of the project in which Engineers, Consultant, or Project Manager will assist with various IT tasks outlined this Project Scope. During this time, the Engineers, Consultant, or Project Manager will work closely with Customer staff.

## Implementation Summary

### IT Project Management

- Standard Project Management - 7 Hours

### Proxmox Implementation and Configuration

- Proxmox Installation – 2
- Proxmox Storage Configurations - 2
- Proxmox Patching Hardening - 2

### Physical Server Implementation

- Baseline Server Hardware Physical Installation and Provisioning - 1 Server

### Server Migration

- Deploy and Update New Windows Server VM - 2 Servers
- Domain Controller Migration on Existing Domain - 4 Domain Controllers
- NPS Server Setup and Configuration - 2 Microsoft Softwares

## Provider Responsibilities

*AIS is responsible for the following:*

- Execution of all services, tasks, and deliverables explicitly defined in this Scope of Work (SOW).
- Assignment and coordination of personnel required to complete the Scope of Work (SOW).
- Performance of all services strictly in accordance with the services, tasks, and deliverables explicitly defined in this Scope of Work (SOW).
- Ongoing identification, communication, and escalation of risks, constraints, or dependencies that may impact execution of the Scope of Work (SOW).
- Maintenance of progress toward completion, contingent upon fulfillment of Customer responsibilities and dependencies.
- Documentation of completed work, as applicable, to confirm completion of the services defined in this Scope of Work (SOW).
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- Maintenance of progress toward completion, contingent upon fulfillment of Customer responsibilities and dependencies.
- Documentation of completed work, as applicable, to confirm completion of the services defined in this Scope of Work (SOW).

## Customer Responsibilities

*Village of Homewood is responsible for the following:*

- Provision of all required access, credentials, system availability, and environmental readiness necessary to support execution of the Scope of Work (SOW).
- Provision of all required access, credentials, system availability, and environmental readiness necessary to support execution of the Scope of Work (SOW).
- Availability of appropriate personnel to support coordination, approvals, and decision-making throughout execution of the Scope of Work (SOW).
- Timely delivery of responses, approvals, and required information necessary to support execution of the Scope of Work (SOW).
- Accountability for any delays, timeline adjustments, impacts, or additional effort resulting from failure to meet the responsibilities defined in this Scope of Work (SOW).
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- Timely delivery of responses, approvals, and required information necessary to support execution of the Scope of Work (SOW).
- Accountability for any delays, timeline adjustments, impacts, or additional effort resulting from failure to meet the responsibilities defined in this Scope of Work (SOW).

## Project Assumptions

- These hours are estimates. Any overages will be billed separately
- Windows Server instance for Domain Controllers are installed by others and already joined to the domain
- Baseline Server Hardware Installation and Provisioning assumes adequate rack space is available. Any required relocation or removal of existing equipment will result in increased project hours and costs.

## Out of Scope

*Tasks outside this SOW include, but are not limited to:*

- Any work not explicitly stated in the SOW is considered not in scope and may require a change order.



## Engagement Summary

| One Time Items                                                  |                 |            |                    |
|-----------------------------------------------------------------|-----------------|------------|--------------------|
| Labor                                                           |                 |            | Total              |
| IT Project Management                                           |                 |            |                    |
| Task                                                            | Tier            | Est. Hours | Total              |
| Standard Project Management                                     | Project Manager | 7          | \$1,260.00         |
| Proxmox Implementation and Configuration                        |                 |            |                    |
| Task                                                            | Tier            | Est. Hours | Total              |
| Proxmox Installation                                            | Consultant      | 8          | \$1,600.00         |
| Proxmox Storage Configurations                                  | Consultant      | 4          | \$800.00           |
| Proxmox Patching Hardening                                      | Consultant      | 8          | \$1,600.00         |
| Physical Server Implementation                                  |                 |            |                    |
| Task                                                            | Tier            | Est. Hours | Total              |
| Baseline Server Hardware Physical Installation and Provisioning | Tier 2          | 8          | \$1,120.00         |
| Server Migration                                                |                 |            |                    |
| Task                                                            | Tier            | Est. Hours | Total              |
| Deploy and Update New Windows Server VM                         | Consultant      | 4          | \$800.00           |
| Domain Controller Migration on Existing Domain                  | Consultant      | 8          | \$1,600.00         |
| NPS Server Setup and Configuration                              | Consultant      | 2          | \$400.00           |
| <b>Labor Total</b>                                              |                 | <b>49</b>  | <b>\$9,180.00</b>  |
| Product                                                         | Unit Price      | Quantity   | Total              |
| Dell PowerEdge R360 w Microsoft Licensing                       | \$14,250.00     | 2          | \$28,500.00        |
| <b>Product Total (Less Tax)</b>                                 |                 |            | <b>\$28,500.00</b> |
| <b>OneTime Total (Less Tax)</b>                                 |                 |            | <b>\$37,680.00</b> |



## Service Fees - Milestones

| Project Milestones                     | Fees               |
|----------------------------------------|--------------------|
| Project Kickoff                        | \$4,590.00         |
| Project Completion                     | \$4,590.00         |
| One-Time Hardware + Service Setup Fees | \$28,500.00        |
| <b>Grand Total (Less Tax)</b>          | <b>\$37,680.00</b> |

Services Fees will be calculated according to the Engagement Service Fee Tables. Down Payment amount is the sum of the one-time and first period of recurring amounts listed in the Engagement Pricing Summary. Quote pricing is valid until 11 Jul 2026.

To approve this proposal and the Scope of Work, please sign, date and return with the required down-payment noted above (if required). Payments should note your CLIENT PO or Internal PO. Please contact [billing@aislabs.com](mailto:billing@aislabs.com) for alternate forms of payment

If an invoice is required for this down-payment, please let us know. Once AIS receives the signed copy and the down-payment are received, work will begin.

Please note that the prices quoted are estimates and may be subject to change due to unforeseen tariff adjustments or market demand fluctuations. We will inform you of any such changes and provide an opportunity to review the revised pricing before finalizing your order.

Authorizing Name: \_\_\_\_\_

Authorizing Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Client PO (Optional): \_\_\_\_\_



## Terms and Conditions

### Fixed Price

| Resource                           | Resource Rate |
|------------------------------------|---------------|
| Tier 1 Technician – Per Hour       | \$100.00      |
| Tier 2 Technician – Per Hour       | \$140.00      |
| Tier 3 Technician – Per Hour       | \$165.00      |
| Infrastructure Engineer – Per Hour | \$135.00      |
| Project Management – Per Hour      | \$180.00      |
| Principal Consultant – Per Hour    | \$200.00      |
| After-Hours Work – Per Hour        | \$250.00      |

***Labor rates are provided for reference and apply to any out of scope work or change orders.***

### **Fixed Price Engagement is based upon:**

- Project Kickoff will be scheduled within 5 business days of Provider receiving initial payment.
- Project work will start within 2 weeks from date of Project Kickoff
- On-site visits to locations within fifty (50) miles of Provider offices are to be scheduled inclusive of travel time
- On-site visits to locations more than fifty (50) miles of Provider office will require Out of Scope Travel Expenses



## General Terms and Conditions

All quotes are subject to availability. All timelines are estimates to the best of our judgement until the approval method requirements are met from above. Any additional labor or materials which are out of scope and not listed in this scope will be executed, procured, and billed, in addition, to the quote as separate items based upon the client's approval. Equipment is warranted by their respective manufacturers.

Engagement Kickoff Meeting will be scheduled within five (5) business days of receiving the required Down-Payment or Purchase Order. Project Work Start will be at least two (2) weeks from date of Project Kickoff.

Down-payment amounts are determined by the equipment and/or labor needs, the client's history of Days Sales Outstanding (DSO) and/or history with AIS, Inc. of any kind. After the initial down-payment (if required), you will be billed upon any completion of agreed milestones or when the scope of work is completed. These bill(s) will be 'DUE UPON RECEIPT.' Any Service Fees that are marked as an 'ESTIMATE,' will be billed in actual time at milestones noted in the proposal, or when work is complete. Overdue invoices shall be subject to a monthly interest charge. In addition, the customer shall reimburse all costs and expenses for attorney fees incurred in the collecting of any amounts past due.

Projects lasting longer than one month will include monthly progress billing.

Additional Terms and Conditions are listed here: <https://aislabs.com/pricing/terms-conditions/>

AIS does provide Fair-Market-Value and \$1 buy out financing. Please reach out to your AIS representative if you wish to explore these options.