

**CITY OF MARIANNA
SPECIAL CITY COMMISSION MEETING**

DECEMBER 19, 2019

**IMMEDIATELY FOLLOWING ADJOURNMENT OF
CITY WORKSHOP SET FOR 5:00 P.M.**

**CITY HALL
2898 GREEN STREET, MARIANNA, FL**

- 1. Call To Order**
- 2. Roll Call**
 - Mayor and Commissioners
 - Rico Williams, Mayor/Commissioner
 - Travis Ephriam, Mayor Pro Tem/Commissioner
 - Allen Ward, Commissioner
 - Kenneth Hamilton, Commissioner
 - John E. Roberts, Commissioner
- 3. Invocation And Pledge To The Flag**
- 4. Approval Of Agenda (Additions Or Deletions)**
- 5. Review & Approval Of Minutes**
- 6. Public Meeting/Forum**
- 7. Presentations**
- 8. Public Hearing**
- 9. Planning/Development**
- 10. Other Policy Matters**
 - 10.A. Security Fence Repair At Marianna Municipal Airport
 - Documents:
 - [AGENDA KMAI FENCE REPAIRS.PDF](#)
 - [PROPOSAL CONTRACTING UNLIMITED.PDF](#)
 - 10.B. Repairs To Various City Infrastructures
 - Documents:
 - [AGENDA MW INFRASTRUCTURE REPAIRS.PDF](#)
 - [MW PROPOSAL.PDF](#)

10.C. MHRC Upgrade To Phone System

Documents:

[AGENDA MHRC PHONE SYSTEM.PDF](#)

11. **Mayor & Commission Report**

12. **City Attorney**

13. **City Manager/Administrative Reports**

14. **Adjourn**

The City of Marianna is an Equal Opportunity Employer and a Drug-Free Workplace. In accordance with the adopted Section 504 Policy, the City will take affirmative steps to reasonably accommodate the disabled and ensure their needs are equitably represented in City programs and activities. Pursuant to Title VI and the Civil Rights Act of 1964, the City will not exclude from participation in, deny the benefits of, or subject to discrimination anyone on the grounds of race, color, national origin, sex, age, disability, religion, language, income or family status. For assistance with EEO, Title VI or Section 504 matters contact Julie Chance at 850-482-4353. The City also has a Fair Housing Ordinance. For assistance with Fair Housing matters contact Kay Dennis at 850-482-2786. In accordance with the Americans with Disabilities Act, persons needing a special accommodation to participate in this meeting should contact the City Clerk's Office at 850-482-4353 no later than 3 days prior to the meeting. City Hall is located at 2898 Green Street, Marianna, FL.

**CITY OF MARIANNA
COMMISSION AGENDA MEMO
December 19, 2019**

ADMINISTRATIVE STAFF REPORT

- Subject:** Security Fence Repairs at Marianna Municipal Airport
- Subject Background:** Staff has obtained a proposal from Contracting Unlimited, Inc., (Marianna, Fla.), to perform repairs to the eight-foot tall chain-link perimeter security fence damaged on October 10, 2019, during Hurricane Michael.
- Detail:** These repairs are needed due to damage(s) incurred as a result of Hurricane Michael, and include replacement of fence sections where warranted and straightening of other sections which experienced less damage.
- These are unanticipated budget expenditure to be paid out of the Hurricane Michael line item. Staff fully expects to be reimbursed by FEMA for these expenditures.
- Quotes have not been obtained, as the work will be performed by Contracting Unlimited, Inc., as a chosen general contractor under our continuing general contractor contract.
- Recommendation:** Recommend approval of repairs as specified by Contracting Unlimited, Inc., not to exceed the amount of \$123,200.00.
- Potential Motion:** I move to authorize approval of the fence repairs as specified by Contracting Unlimited, Inc., Inc., not to exceed \$123,200.00.

Prepared by: Joseph Richey, Director 

Approved for agenda by:

CITY OF MARIANNA
COMMISSION AGENDA MEMO
December 19, 2019

ADMINISTRATIVE STAFF REPORT

- Subject:** Repairs to Various City Infrastructure
- Subject Background:** Staff has obtained a proposal from M&W Construction Company, Inc. (Marianna, Fla.), to perform repairs to various City facilities damaged because of Hurricane Michael and located thru-out the city.
- Detail:** These repairs and associated scope of work are exclusively as a result of damage(s) incurred as a result of Hurricane Michael and include such items as sidewalk panel replacement, curbing replacement, stormwater inlet top replacement, etc..
- These are unanticipated budget expenditure to be paid out of the Hurricane Michael line item. Staff fully expects to be reimbursed by FEMA for these expenditures.
- Quotes have not been obtained, as the work will be performed by M&W Construction, Inc., as a chosen general contractor under our continuing general contractor contract.
- Recommendation:** Recommend approval of repairs as specified by M&W Construction Company, Inc., not to exceed the amount of \$16,100.00.
- Potential Motion:** I move to authorize approval of the various repairs as specified by M&W Construction Company, Inc., not to exceed \$16,100.00.

Prepared by: Joseph Richey, Director

Approved for agenda by:

RECEIVED
11.22.19

M&W Construction Company, Inc. • P.O. Box 419, Marianna, Florida 32447 • Phone (850) 526-2678



November 22, 2019

City of Marianna
2898 Green Street
Marianna, Florida 32446

RE: PRIORITIES LIST #2

Dear Mr. Richey,

As requested, we have prepared a cost estimate to repair the driveways, trestle, sidewalks, curbs, and storm inlet tops as listed on the Priorities #2 list for the cost of Sixteen Thousand One Hundred Dollars (\$16,100.00). We have included:

- Demolition
- Remove/haul off excess dirt/debri
- Grade area to be poured
- Concrete form work
- 6x6 WWM reinforcement (sidewalks/drives)
- 3000-PSI concrete
- Finishing concrete (light broom)
- Remove forms
- Backfill/grade
- General liability/workers comp insurances

We appreciate the opportunity to provide this proposal. Should you have any questions or need further information, please let us know.

Respectfully submitted,

A handwritten signature in blue ink that reads 'Rex S. Wimberly'.

Rex S. Wimberly
President

RSW/km



CITY OF MARIANNA
PUBLIC WORKS DEPARTMENT
Post Office Box 936
Marianna, FL 32447
(850) 482-4129 Fax: (850) 482-5851
www.mariannafl.city

GENERAL CONTRACTOR PRIORITIES #2 – M&W Construction Company, Inc.

1. Sidewalk Panels

- 2943 / 2951 Russ St. – west – driveway
- Borden St trestle – east
- 2335 W. McPherson St – 15'
- Baker St – 8' missing curb
- 2916 Russ St – 30' damaged curb/asphalt
- Park St at Putnam St – 30' damaged sidewalk
- Kelson St at Smith St – 10' damaged sidewalk
- Storm inlet top – Green St @ Market St
- Storm inlet top – Davey St across from WWTP

**CITY OF MARIANNA
COMMISSION AGENDA MEMO
December 19, 2019**

ITEM# _____

MARIANNA HEALTH & REHABILITATION CENTER
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Subject: Approval of upgrade to the phone system.

Subject Background: Recently, the Center received notice that the existing phone system was no longer supported by the manufacturer. The replacement parts and equipment for the system are based on availability and are becoming harder to obtain. Our current provider and the City's IT Specialist recommend that we upgrade our phone system's software and hardware. The phone system was upgraded previously in 2013 for \$10,648.71.

Proposals were received from three companies to upgrade the Center's phone system. Copies are attached.

Detail: The low quote was received from Black Box Network Services in the amount of \$12,006.74 to upgrade the phone system.

Recommendation: Approve purchase of the phone system in the amount of \$12,006.74, as stated under "Detail" per recommendation of Administrator.

Potential Motion: I move to approve the purchase of the phone system upgrade in the amount of \$12,006.74 from Black Box Network Services, per recommendation of the Administrator of Marianna Health and Rehabilitation Center.

Prepared by: Melinda Gay, Administrator	Approved for Agenda by:
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Marianna Health & Rehab Center
NEC SV9100 Migration & New NEC Phones

Statement of Work
December 5, 2019

Integrated Communications— Delivered.

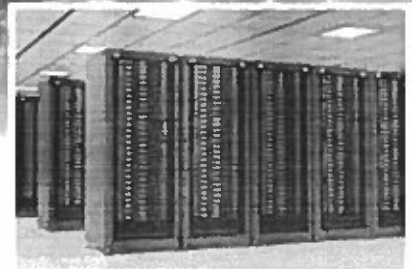
Innovative solutions
& advanced technologies
for today's complex
communications challenges.



UNIFIED COMMUNICATIONS & COLLABORATION
VOIP | TELEPHONY



STRUCTURED CABLING | INFRASTRUCTURE
MAINTENANCE



DATA CENTERS | IT NETWORKING
CYBER SECURITY

Prepared for

Marianna Health & Rehab Center
4295 5TH AVE
MARIANNA, Florida 324462176

Contact: Ron Swift

Presented by...

Account Manager: Mallory Stocke

Sales Engineer: Rick Buchholz

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1. Executive Summary

Black Box Network Services is a trusted provider of comprehensive communications and infrastructure solutions. As a value-added reseller of platforms and applications from the industry's top manufacturers, and a provider of our own line of technology products and services, we design, build, and maintain today's complex voice and data networks. Since 1976, the cornerstone of our business has been the objective technical advice and support we provide to our clients. Black Box employs over 4000 people nationwide who are available to service our customers' needs. We represent value and quality in data and telecom services and believe that quality, blended with excellent service, is the foundation for a successful business relationship.

Black Box specializes in the installation, maintenance and service of Voice, Data, Wireless Communication equipment and Audio Visual Solutions. In addition, we are one of the largest Network Infrastructure Cabling Contractors in North America. Our success can be attributed to providing our customers with quality products and services at competitive prices.

Thank you again for the consideration and please feel free to contact me with any questions or clarifications.

Thank you,
Mallory Stocke

2. Solution Scope

Black Box will provide MARIANNA HEALTH & REHAB CENTER with a comprehensive NEC SV9100 Unified Communications System 'Migration' designed to meet the required telecommunications business specifications. The solution has been engineered to support the voice requirements provided by the customer at their MARIANNA, Florida location. The proposed solution is based off the information provided and for the location at:

MARIANNA HEALTH & REHAB CENTER
4295 5TH AVE
MARIANNA, Florida 324462176

Black Box Network Services has provided a proposal to migrate (upgrade) the existing SV8100 NEC telephone system to the latest Unified Communication solution, the NEC SV9100. The upgrade includes a new SV9100 CPU and a new licensing format. The system migration is performed by converting the system data assigned to the exiting SV8100 into scripts for the SV9100; including the phone number information and the settings information for service features. For all intent and purpose, there is no change to most of the existing system configurations. Licenses will need to be replaced.

All existing NEC phones working on the 8100 system today will be replaced with new NEC Digital phones for 9100 compatibility.

The project would include upgrades/migration to the following NEC platforms:

- SV8100 to SV9100 Migration, new processor and licensing
 - SV9100E CP20 MIGRATION KIT-B
 - SV9100 Hardware Migration License
 - Upgrade to the UM8000 Voicemail system
 - PHONES - All existing phones are older DTH models being replaced with NEW (37) DTZ and (1)DCZ Console. DTL/DTZ or ITL/ITZ models are required for 9100 compatibility and support.

- 9100 Migration Port/Licensing counts below:
 - 40 Total Digital phone ports
 - 4 Total Analog phone ports
 - 1 Total PRI
 - 4 Total Analog Trunk ports
 - 50 Total UM8000 Voicemail boxes (Total # of mailboxes not provided)

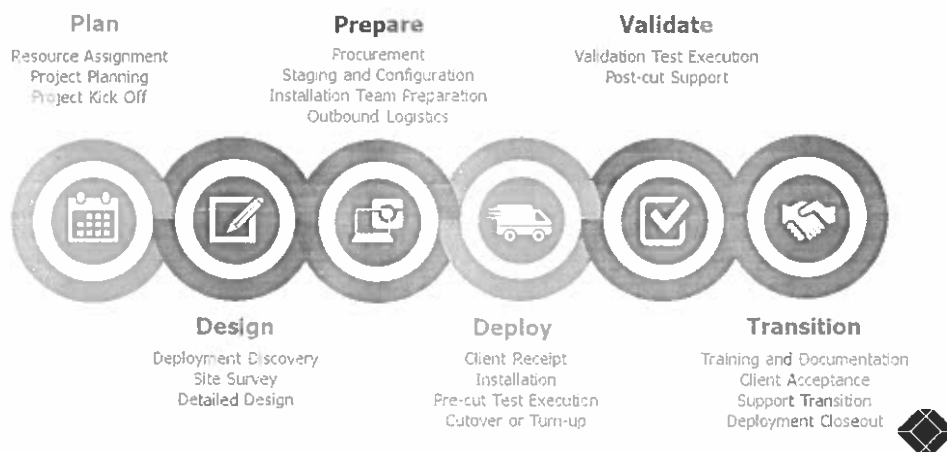
The following applications or features are NOT activated on the NEC SV8100 system today and are NOT part of this proposal;

- ACD/Contact Center, UC Desktop, NMC Conferencing, Call Accounting or any 3rd-Party Applications

Quote includes the NEC 1 Year SWA (Software Assurance) on the main system Software.

Detailed in the Milestones and Deliverables section within this scope of work includes the configurations and implementation strategies of the solution.

3. Milestones and Deliverables



Black Box Network Services will provide full lifecycle project management, with a proven implementation strategy, for the NEC SV9100 applications described in this SOW.

Project Scope:

Black Box will provide consulting and technical expertise to help you design and implement your NEC SV9100 voice solution. The implementation process consists of seven Project Steps:

- 1) Project Initiation
- 2) Design
- 3) Procure and Stage
- 4) Implement and Test
- 5) Knowledge Transfer and Training
- 6) Cutover

7) Closeout

Work will be done both on-site and remotely. As such, you will be required to provide remote access to the Black Box project team. The following tasks will be delivered on-site:

- Physical installation of all hardware
- Testing
- Training
- Cutover
- First day in-service support

Unless otherwise indicated, Black Box assumes your business is in operation Monday through Friday, eight hours a day and has planned activities accordingly.

Project Step 1 – Project Initiation

The official start of the project begins with our joint Kick-off Meeting. MARIANNA HEALTH & REHAB CENTER assigned representatives and technical resources should plan to attend. The output of this meeting will be:

- Identification of the MARIANNA HEALTH & REHAB CENTER decision maker with signature authority for change management
- Validation of MARIANNA HEALTH & REHAB CENTER and Black Box expectations
- Tentative project schedule
- Design Workshop scheduled

To prepare for the Design Workshop, your Solutions Engineer will provide you with an overview presentation of the implementation process as well as a copy of the Customer Design Configuration Workbook. The workbook contains information required to properly configure and deploy your solution such as network IP addresses, telephone extension ranges, circuit information, and environmental configuration. Please take time to review both in advance of our project Design Workshop.

Project Step 2 – Design

A remote Design Workshop with your technical team will take place to finalize the functional design and determine the application of purchased features. You are expected to be prepared with the necessary customer data information excepting any questions or uncertainties you have. The data will be reviewed at the Workshop to ensure the complete solution is captured and accurately reflected.

During the workshop we will:

- Review the overall solution
- Finalize infrastructure and security requirements/design
- Determine call flow, application design, and user features
- Review the completed Workbook
- Gain agreement to the Test Plan

During the design phase of the project, Black Box Network Services will review the configurations, equipment and deployment requirements and provide the appropriate recommendations.

MARIANNA HEALTH & REHAB CENTER will be responsible to complete the Station Design workbook. The workbook contains information required to properly configure and deploy your solution such as network IP addresses, telephone extension ranges (including name, email address, calling capabilities etc.), circuit information, and environmental configuration. Black Box Network Services and MARIANNA HEALTH & REHAB CENTER together will be responsible for the design process, configuration, and testing of the NEC solution.

Both Parties will mutually agree to the final System Design and sign the NEC design document prior to Equipment implementation. Additional required tasks discovered through the discovery phase of the NEC Project Lifecycle and not mentioned in this SOW shall be considered Out of Scope and shall be handled by a formal Change Control Process as described in the Change Control Process of this SOW.

Project Step 3 – Procure and Stage

- Hardware will be pre-loaded and configured as well as software and required licenses. MARIANNA HEALTH & REHAB CENTER will be responsible for loading the NEC client desktop software, UC Suite (if applicable). Black Box will work with MARIANNA HEALTH & REHAB CENTER in deploying the first (02) clients.

Project Step 4 – Implement and Test

The Black Box technician will install and connect the solution to your network. Once the NEC system is completely installed, the Test Plan will be executed with your assistance. In addition, phones will be assembled, connected, set and tested during this Project Step.

Prerequisites:

- Any remediation required to make your network compliant to NEC minimum requirements must be completed and verified to meet specifications prior to launching Project Step 4 – Implement and Test.

The specific deliverables for this Project Step are:

- All hardware and software installed and configured
- Completed and signed off Black Box Test Plan (a copy of which can be supplied on request)
- Pre-cutover checklist

Project Step 5 – Training

0 Day of End User Phone and Voicemail training will take place during this time. (If applicable, NOT required for Migrations)

Project Step 6 – Cutover

The Cutover Project Step involves bringing the solution into production and completing the physical installation. Prior to bringing the solution into production, Black Box will conduct a readiness review with you to ensure all implementation requirements have been met by both parties and the system is ready to come on-line.

Go-Live and in-service support will be provided during the first day of the solution coming on-line in the production environment. Should additional follow up support be requested, additional costs may apply.

Project Step 7 – Project Closeout

After the solution has been put into production, the Black Box project manager will create an Issues Management Log (if necessary) and schedule a meeting to officially close out the project and transition the solution to Black Box Service for ongoing maintenance. At this meeting, the project manager will also be receiving your acceptance and signoff of the project.

4. Change Management

If a change to this SOW is required, both parties agree to use a Change Order (called "CO") as the vehicle for communicating change. The CO must describe the change, the rationale for the change and the effect the change will have on the project including any changes in cost, if applicable. A change to this SOW is required if either party requests work to be performed that is not specifically defined in this SOW or is specifically defined as out of scope. A CO is synonymous with a Job Change Order (JCO) or Installation Change Order (ICO), as possibly defined in the Master Agreement.

After the final equipment and/or software order, additions will be invoiced at current retail pricing. Pricing includes labor for installation, configuration, hardware, software and training as detailed in the description of this document. Black Box Network Services has made every effort to provide MARIANNA HEALTH & REHAB CENTER with accurate quotes and pricing. However, the accuracy and completeness of all final quotes is dependent upon the information provided to Black Box Network Services.

Upon identifying the need for a CO, Black Box Network Services will submit the CO to the client's Project Manager. The client will review the CO and choose to approve or reject it. If the CO is approved, it will amend this SOW and its terms as specified in the CO document. A written CO must be signed by both parties to be considered approved. At the conclusion of the project, Black Box Network Services will submit a Service Completion Certificate to the client. This document indicates that Black Box Network Services believes that all deliverables defined in this document have been delivered to the client. The client is requested to sign and return the document within 5 working days of receiving the request. The client may notify the Black Box Network Services Project Manager of any items that are not complete within this time period. If no response is received from the client, Black Box Network Services will consider the project complete.

5. Project Responsibilities

This project is designed as a single phase implementation solution with installation date(s) to be determined. An installation schedule that reflects specific tasks, responsibilities, and dates will be finalized based on MARIANNA HEALTH & REHAB CENTER input and approved dates.

This project requires the accurate scheduling of personnel to complete on time. It is important to complete all assigned tasks as stated on the installation schedule. Any delays with task completion will result in altered costs and time frames.

5.1 Project Assumptions

The timeline and cost estimates included in this SOW are based in part on the following project assumptions. Any changes to these assumptions may necessitate a change in the project timeline and/or cost:

- Black Box Network Services is not responsible for the following:
 - Troubleshooting specific user-related login or functionality issues rooted in non-UCC applications like Active Directory, the user's PC, or Exchange
 - Troubleshooting functionality over remote access VPNs
 - Troubleshooting performance issues due to thin clients and/or the VMware environment
- This quote assumes that all station cables existing and/or installed by third parties meets (Category 3 for Analog and Category 5E for IP Phones) EIA/TIA or higher standards and that all cables are labeled correctly as to identify on the station and MDF ends, with cable records that detail that information by building and floor.
- This quote assumes that all switches at all locations are PoE and therefore power bricks have not been included.
- This quote assumes that any LAN and WAN infrastructure components not installed by Black Box as a part of this proposal or otherwise mentioned in the Statement of Work, are capable of, and already configured to, properly

support the IP telephone requirements (i.e. bandwidth, PoE, QoS, H/A, UPS, DHCP, VLAN, etc.). Black Box requires a Voice Ready Assessment for this project. Black Box has included a minimal amount of time for the Black Box Convergence Engineer to review.

- Black Box Network Services will complete a sight survey to finalize the requirements of the MDF's and data rooms. Should these requirements differ from what has been included in the quote additional costs may be required.
- This quotation assumes that implementation of NEC PC based applications including, but not limited to, Unified Messaging, PC Console and Computer Telephony Integration (CTI) will be performed by customer personnel. Black Box will provide training and installation assistance for two (2) PC's. If desired, Black Box can provide additional installation assistance on a Time and Material basis
- Emergency (911) calls made from the location will route through the lines installed at the site. MARIANNA HEALTH & REHAB CENTER responsible for emergency (911) access in the event of data, voice switches and/or power failure and emergency (911) calls cannot be completed through the voice system. The trunk will provide emergency services with address but not floor location.
- Black Box will connect to and test the MARIANNA HEALTH & REHAB CENTER Ethernet connection at the location only. Any problems with Quality of Service or other network issues will be the sole responsibility of the customer. Black Box labor, if required at this time, will be billed on a time and material rate and added to the project via an Installation Change Order.
- Black Box is not responsible for customer PCs, Servers or Network issues related directly or indirectly to the installation of NEC software. For the best user experience Black Box recommends all PCs, Servers and Networks meet or exceed NEC minimum requirements. Best practices for installing NEC software should also be followed. Any troubleshooting assistance will be handled on a T&M basis
- Black Box Network Services has engineered the solution with (00) FXO and (00) FXS ports based on information provided by MARIANNA HEALTH & REHAB CENTER. Should additional FXO and/or FXS ports be required, additional NEC switch's and licenses may be needed and an Installation Change Order would be created.
- Should the requirements as outlined in this overview change due to MARIANNA HEALTH & REHAB CENTER requirements or unforeseen field conditions, the price will be adjusted by applying current time and material rates.
- All design review meetings will be held remotely.
- Pricing is based upon all work being performed as a single phase. All work is to be completed in a continual effort.
- All work is to be completed during normal business hours of Monday through Friday, 8 A.M. to 5 P.M. Overtime differential will be billed on an Installation Change Order.
- Black Box assumes that it will be able to access all rooms that house telephones or computers during the installation.
- Additional labor required to interface with other vendors, i.e. telco, data, cable, etc., in excess of the hours set forth in this Scope of Work, will be billed on an installation Change Order on a time and material basis.
- MARIANNA HEALTH & REHAB CENTER is responsible for meeting all space, power and environmental specifications for the equipment room(s) as indicated by Black Box.
- MARIANNA HEALTH & REHAB CENTER is to provide and install all racking equipment required to house data and voice equipment.
- MARIANNA HEALTH & REHAB CENTER will provide remote access to allow for remote programming of the NEC system, based on information gathered during the design review meetings.
- All electrical wiring facilities and cable infrastructure shall be industry compliant and meet all local, city, county and state regulations.
- MARIANNA HEALTH & REHAB CENTER will provide Network and System Administrators on an as needed basis for solution integration and knowledge transfer purposes, and ensure the appropriate Network and System Administrators will be available during all implementation, design and planning phases.

- All standard Black Box Network Service Definitions, Assumptions, LFC Responsibilities, Caveats, Terms and Exclusions apply

5.2 MARIANNA HEALTH & REHAB CENTER Responsibilities

- Any remediation required to make your network compliant to NEC minimum requirements must be completed and verified to meet specifications prior to the project launch.
- Assist in the installation and testing of the IP phones using the built-in 10/100 or 10/100/1000 switches, i.e. Desktop PC plugs into IP Phone plugs into data switch. Testing requires logging onto the PC and testing of phone and PC.
- Provide, install and configure the necessary data switches to accommodate VoIP which includes Power over Ethernet (POE) and Quality of Service (QOS) as it pertains to the implementation of a NEC VoIP system.
- Data configuration including DHCP and QoS settings as it pertains to the implementation of a NEC VoIP system. The MARIANNA HEALTH & REHAB CENTER Network and System Administrators will be available for connectivity issues and fault remediation during the duration of the VRA.
- Provide a single point of contact to provide information or access to the information for system design and network requirements.
- MARIANNA HEALTH & REHAB CENTER will have the DMARC and analog ports extended to the computer room housing the NEC equipment (if required).
- All Central Office trunks (if applicable) must be Loop or Ground Start.
- Configure network per all NEC recommendations. Including but not limited to:
 - Configure DHCP for IP Phones
 - Enable QOS across entire WAN
 - VLAN configuration and one Static IP address for the NEC voice server and each NEC switch
- Provide a script for and record voice-greeting file for each Auto Attendant menu.
- All space, power and environmental specifications for the equipment room(s) as per manufacture requirements.
- Provide blueprints/floor plans and furniture layouts identifying all voice and data locations prior to system design.
- All electrical wiring facilities and cable infrastructure shall be industry compliant and meet all local, city, county and state regulations.
- Provide, in advance, notification of any unique requirements, hazardous locations, security precautions, access restrictions or other extraordinary conditions that may exist and which may affect the execution of the project.
- Responsible to supply a secured area to warehouse the equipment and material required to complete the project.
- After Black Box Network Services reviews and completes the system design, an outline of the design along with a System Design Freeze Date recommendation will be presented and MARIANNA HEALTH & REHAB CENTER will be responsible for authorizing the design to move forward with the installation. After this, Black Box Network Services will commence system configuration and can complete the final ordering process. Changes requested to the system design made after the freeze date will be handled via the ICO process.
- All PC and LAN connections required to complete the solution as described in this Statement of Work. All patch cords required, in the LAN room. The NEC SV9100 IP Phones do NOT come with a standard 7-foot RJ-45 patch cord. If patch cords are not included in Appendix A, MARIANNA HEALTH & REHAB CENTER will provide all/any additional patch cords as needed/required at the desktop.
- All racking equipment required to house any new data and voice equipment.
- The disposition of the existing equipment that will be displaced is the responsibility of MARIANNA HEALTH & REHAB CENTER
- If MARIANNA HEALTH & REHAB CENTER has an approved music on hold source at the time of cutover; Black Box Network Services will connect the source to the Voice server. Music on Hold offers music to external callers only.

- Interfacing with third party and customer provided equipment holds risk. It is the responsibility of MARIANNA HEALTH & REHAB CENTER to coordinate third party vendors to work with Black Box Network Services as required and as specified in Schedule A and this Statement of Work. If a problem occurs it is the customer's responsibility to contact their local vendor to correct the issues.
- Customer is responsible for installation, configuration, and troubleshooting of customer provided equipment and software. This includes racking of equipment, loading operating system, applying Windows updates, anti-virus software, and connecting to network.
- Customer is responsible for any additional travel and/or trip charges over and above standard fees.

5.3 Black Box Network Services Responsibilities

To ensure the high quality and success of the engagement, Black Box Network Services will:

- Deploy engineers with the required technical capabilities and experience in equipment implementation and specifically in the Advanced Technologies included in this project.
- Provide the proper levels of project management including but not limited to: status reporting, and problem, issue, and risk management.
- Work with MARIANNA HEALTH & REHAB CENTER throughout the engagement to meet objectives and to complete the process on time and in alignment with expressed needs and goals.
- Include (00) day of NEC phone and voicemail and training. MARIANNA HEALTH & REHAB CENTER should be aware that having fully functional phones in the training area means they will need whatever equipment necessary to interface phones into their network for data connectivity and power. (If applicable, NOT required for Migrations)
- Include (00) day of Post Cut Support. (If applicable, NOT required for Migrations)

6. Roles and Resources

The following individuals will be involved in the project from Black Box Network Services:

ROLE	RESOURCE	NOTES
Project Manager	TBD	This person is the primary contact for the project.
Account Manager	Mallory Stocke	This person is the client contact for any needs outside of the project or in the future.
Technicians	TBD	These individuals will be performing the work and developing project deliverables. Other team members may be added as needed.

The following resources will be required on an as-needed basis from MARIANNA HEALTH & REHAB CENTER:

ROLE	RESOURCE	NOTES
Project Sponsor	Ron Swift	This person has the authority to review issues and provide direction on resolution
Project Manager		This person is the primary contact for the project
Team Members		These individuals will be responsible for performing the responsibilities of the client

7. Project Locations

MARIANNA HEALTH & REHAB CENTER

4295 5TH AVE

MARIANNA, Florida 324462176

8. Liabilities & Disclaimers

Should the requirements as outlined in this overview change due to MARIANNA HEALTH & REHAB CENTER requirements or unforeseen field conditions, the price will be adjusted by applying current time and material rates.

Should this Statement of Work change due to customer requirements or unforeseen field conditions, deletions and/or additions will be addressed using an installation change order "ICO" to reflect the appropriate cost adjustments. After the final equipment and/or software order, additions will be invoiced at current retail pricing.

Pricing is per the attached Schedule A. Pricing includes all necessary hardware and software. Pricing includes all labor for installation, configuration, and training as detailed in the description of this document. Black Box Network Services has made every effort to provide the MARIANNA HEALTH & REHAB CENTER with accurate quotes and pricing. However, the accuracy and completeness of all final quotes is dependent upon the information provided to Black Box Network Services.

9. Post Engagement Support Service

Upon completion of deliverables defined within this document to MARIANNA HEALTH & REHAB CENTER, ongoing support will be provided via current Black Box support agreement.

10. Master Services Agreement

Unless Customer and Black Box have entered into a separate written agreement for the equipment or services set forth in this Order Form, the following terms and conditions shall apply to this Order
<https://www.bboxservices.com/legal/terms-conditions-of-sale>

11. Investment

This is a fixed scope, fixed price project. The total charges for this project is **\$ 12,006.74**

Product & Implementation: \$11,559.08

Payment Terms Black Box requires 80% of system price due upon hardware/software delivery Net 30, and 20% of system price due upon cutover Net 30. Any hardware or software associated with this project is considered customer's property once delivered; payment of hardware and software is not contingent on complete installation of hardware and/or software.

Support Contract: \$447.66

Support Contract will be billed by Black Box as Annual in advance, Net 30 days.

The costs documented in this Scope of Work represent the Professional Service only. Additional hardware, software and services may be part of the overall solution and will be billed in accordance with the schedule above.



This contract does not include any services not specifically identified, including ongoing support services. This agreement supersedes all prior or contemporaneous proposals, communications and negotiations, both oral and written, relating to the subject matter of this agreement and constitutes the entire agreement between Black Box and MARIANNA HEALTH & REHAB CENTER with respect to the subject matter herein.

Any changes to the scope, requirements, or assumptions will require a Contract Change Request (CCR) to amend this agreement and may incur additional costs. Travel and living expenses will be billed separately. Sales tax, tariffs, and other fees are not included in the pricing.

12. Authorization

The SOW agreement is made and entered into between Black Box Network Services ("Black Box") and MARIANNA HEALTH & REHAB CENTER (the "Client") as of the latter of the dates that the Client signs and Black Box accepts as signified by its signature below which shall be termed the ("Effective Date").

The SOW consists of this signature page and all Exhibits and Appendices, incorporated into this SOW. The SOW constitutes the entire "Agreement" between both parties and supersedes all prior agreements, proposals, representations, statements or understandings, whether written or oral, express or implied, with respect to the services to be provided. Any changes to this Agreement must be in writing via the Change Order process described in this document and signed by authorized representatives of each party. Any waiver shall not operate as a waiver for any other breach of this Agreement. If any portion of this Agreement is found to be invalid or unenforceable, the remaining provisions shall remain in effect. The Agreement will not be transferable to any 3rd party without Black Box's prior written consent.

The SOW defines the services and deliverables which Black Box shall provide to the Client and will serve as the formal definition of the project. In signing this SOW both parties confirm that they are in mutual agreement concerning the project objectives, deliverables, and target outcomes. Furthermore, both parties agree that in the event of a dispute concerning project deliverables or requirements during or after the project implementation, this SOW and any future addendums shall be regarded as the being the sole defining authoritative document defining the scope of the project and the obligations of both parties.

IN WITNESS THEREOF, the duly authorized representatives of the parties hereto have caused this Scope of Work to be duly executed.

**Norstan Communications, Inc.
dba Black Box Network Services**

MARIANNA HEALTH & REHAB CENTER

Authorized Signature

Authorized Signature

Name Typed

Name Typed

Title

Title

Date

Date

Purchase Order Number:

Appendix A -Bill of Materials

	UNIVERGE SV9100	UNIVERGE SV9100
1	Q24-FR000000107280	DESI DCZ-60 DSS (25)
1	Q24-FR000000107278	DESI ITZ/DTZ-12D-24D (25)
36	BE113805	DTZ-12D-3(BK)TEL
50	BE119591	SV91 PRODUCTIVITY USER-LIC 01
1	BE113813	DCZ-60-2(BK)CONSOLE
50	Q24-DN000000138824	SV91 PRODUCTIV UM8KADD-01 LIC
88	BE114042	SV9100 RESOURCE-LIC 01
1	BE114053	SV9100 HW MIGRATION LIC
1	Q24-FR000000107058	SV9193 UM-8G APP-CF
1	Q24-FR000000138730	SV9100E CP20 MIGRATION KIT-B
1	BE113807	DTZ-24D-3(BK)TEL
	SW Assurance / ESPP	SW Assurance / ESPP
54	BE115105	SWA PSA SV9100 UNIT
	Labor	NEC 9100 Migration and replace old NEC phones with new
1	Implementation Labor	Labor 9100 Migration and swap out old NEC phones for new
1		Shipping and Handling
Total Hardware Price (Including Shipping & Handling)		\$7,516.31
Total Software and/or Licensing Price		\$1,545.87
Total Maintenance and/or Support Price		\$447.66
Total Professional Services Price		\$2,496.90
Total Price		\$12,006.74

**Advanced Communications,
L.L.C.**

405 S. Dale Mabry Hwy.
Suite 325
Tampa, FL 33609-2820
(844) 418-8647
invoices@advcomllc.com
http://www.advcomllc.com



ADVANCED[®]
COMMUNICATIONS LLC
IP COMMUNICATIONS • SIMPLIFIED

Estimate

ADDRESS

City of Marianna FL
4295 5th Ave
Marianna, FL 32446
United States

SHIP TO

City of Marianna FL
4295 5th Ave
Marianna, FL 32446
United States

ESTIMATE # 2387

DATE 11/13/2019

EXPIRATION DATE 11/29/2019

CONTACT PERSON

Ron

ACTIVITY	QTY	RATE	AMOUNT
Allworx Connect 731 server Allworx Connect 731 phone system Designed for companies with up to 180 users per site, Includes a base of 30 users, 3 Gigabit network ports, 2 FXO ports, 2 FXS ports, 1 built-in T1 port and 15-port voicemail with unified messaging. Supports up to 60 concurrent external calls. Includes 1 Allworx Reach, Allworx Interact Professional, and 12 generic SIP licenses	1	2,995.00	2,995.00
Allworx Connect 731 30-50 user key Add's 30-50 user licenses feature key to the Allworx 731 Connect server	1	1,000.00	1,000.00
Allworx Connect 731 hardware software warranty Allworx connect 731 4 year extended hardware/software warranty	1	1,800.00	1,800.00
Allworx 9312 Allworx 9312 Verge Gigabit IP phone with Bluetooth, paperless display, and 12 programmable buttons.	34	295.00	10,030.00
Allworx Verge Side Car Allworx Verge side car	1	200.00	200.00
Netgear 48 port Gigabit POE switch Netgear Layer 2 48 Port Gigabit POE switch with advanced Vlan routing and 4 SFP connection with lifetime warranty from Netgear	1	1,200.00	1,200.00

ACTIVITY	QTY	RATE	AMOUNT
Yealink W60P Dect phone Yealink W60P Cordless Dect phone - handset & base (can have up to 5 handsets programmed to one base)	1	179.00	179.00T
Yealink W56p handset Yealink W56h cordless dect handset only	3	105.00	315.00T
YEA-RT30 repeater Yealink DECT repeater RT30	2	149.00	298.00T
UPS Batt.B/U UPS Battery back up	1	149.00	149.00
Labor Labor to program and configure system with end user training	1	2,500.00	2,500.00
60% deposit due on all accepted estimates, and remainder amount due day of installation. Estimates under \$1000.00 require full payment prior to any installation or service work to begin.			
		SUBTOTAL	20,666.00
		TAX	59.40
		TOTAL	\$20,725.40

Accepted By

Accepted Date



Verteks Consulting, Inc.
Voice and Data Networks
Phone: (352) 401-0909
Fax: (352) 401-0903
Web: www.verteks.com

QUOTE

Date	Quote #
12/02/19	VCIQ15246

Customer: Marianna Health & Rehabilitation Center Melinda Gaqy 4295 Fifth Ave Marianna, FL 32446 United States	Phone: (850) 482-8091 Fax: E-Mail:
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NASPO (WCSA) Pricing Exhibit - MSA AR627
Florida State Contact Number # 43220000-WSCA-14-ACS

Terms	Rep	P.O. Number	Ship Via
C.O.D.	John		

Qty	Mfr Part #	Description	Unit Price	List Price	Ext. Price
1	60186	Connect Small Business Edition 100 Hardware bundle, digital trunking without server. Includes ST100DA and rack-mount tray.	\$2,495.00	\$2,495.00	\$2,495.00
1	60195	Connect Small Business Edition 100 Software bundle, 25 users. Includes 25 Essential and 1 Courtesy license bundles, 24 SIP Trunk licenses, 3 Additional Site license.	\$2,000.00	\$2,000.00	\$2,000.00
1	10564	Connect ONSITE Small Business Edition Server (UC Server 30) The UC30 server is designed to support a single application such as headquarters (HQ) or DVS. The server is shipped with Microsoft Windows 2016 OS Enterprise Telecommunications pre-installed. By default, the server is configured to use DHCP and broadcasts the NETBIOS name "shoretel."	\$1,430.00	\$2,200.00	\$1,430.00
9	30147	Connect ONSITE Essentials license bundle Includes Ext+Mbx, Connect desktop and mobile client with IM, collaboration, professional access, softphone and video. Also includes Web and App dialer licenses.	\$129.35	\$199.00	\$1,164.15
3	30145	Connect ONSITE Courtesy license Includes Extension Only with no Connect client capability.	\$64.35	\$99.00	\$193.05
1	30149	Connect ONSITE Advanced license bundle Includes Ext+Mbx, Connect desktop and mobile clients with IM, Collaboration, Professional Access, Softphone and Video Licenses. Connect Telephony for Microsoft and Connect for Chrome. Also includes Web and App dialer, Remote Phone, CRM client integration, Workgroup Agent, Workgroup Supervisor and Operator.	\$324.35	\$499.00	\$324.35
34	50008311	Mitel 6920 IP Phone The Mitel 6920 is designed for enterprise users who demand not only a modern design but also a phone that is flexible and delivers a high-quality communications experience. Delivering an exceptional HD audio experience via its speech optimized handset, it also provides a full-duplex speakerphone and support for USB and analog handsets.	\$191.75	\$295.00	\$6,519.50
1	10578	Mitel IP485G The IP485g provide a full color display, 8 line appearances, expanded call history, visual voice mail and an integrated 10/100/1000 Ethernet switch, allowing a network drop to be shared with a desktop PC.	\$278.85	\$429.00	\$278.85

Qty	Mfr Part #	Description	Unit Price	List Price	Ext. Price
1	10575	<p>Button Box BB424 (for IP485G phones)</p> <p>The Mitel BB424 button box is an excellent tool for operators, receptionists, assistants and supervisors. The BB424 provides visibility over other users as well as single-button access to advanced telephony features including transfer, silent monitor and barge in. The BB424 is a USB accessory for the IP485g IP phone and features 24 programmable buttons. Users can also employ the four page buttons across the bottom to program up to 96 buttons total. If the user prefers seeing all the buttons at the same time, up to four physical units can be used instead (requires additional local power supply).</p>	\$226.85	\$349.00	\$226.85
1	10384	<p>Mitel Cordless Phone Starter Kit : IP930D DECT Phone</p> <p>The IP 930D delivers a comparable feature set to the IP230 in a cordless phone, including three line appearances, four function keys, three soft keys, and a 2.5 mm headset jack.</p> <p>One Base supports up to four handsets, and a single site or location can support up to a maximum of 40 handsets in the USA. Optional Repeaters extend the distance IP 930D users can roam from the Base but may reduce the total number of handsets that can be used in the same airspace.</p>	\$389.35	\$599.00	\$389.35
2	10389	<p>Mitel Cordless Handset : IP930D DECT Phone (Add-on)</p> <p>Includes handset and charger - Requires Starter Kit or Base Station + Extension License</p>	\$129.35	\$199.00	\$258.70
1	V-9970	Valcom Station Level Page Adapter	\$210.00	\$179.00	\$210.00
1	VP-2124D	Valcom VP-2124D AC Adapter - 110 V AC, 220 V AC Input Voltage - 2 A Output Current	\$93.00	\$79.00	\$93.00
1	SPA112	<p>Cisco SPA112 2 Port Phone Adapter - 1 x RJ-45 - 2 x FXS - Fast Ethernet</p> <p>The Cisco SPA112 2 Port Phone Adapter connects to a router or gateway and then provides two independent standard telephone ports to connect analog phones or fax machines to a VoIP service provider for clear voice calls, reliable fax connections, and simultaneous Internet use. The standards-based SPA112 is compatible with Internet VoIP provider features such as caller ID, call waiting, voicemail, call forwarding, distinctive ring, and much more.</p>	\$69.00	\$69.00	\$69.00
1	30053	<p>Mitel SIP Device License</p> <p>(License to allow a SIP device to register with ShoreTel system. SIP devices also require Extension Only or Extension & Voicemail License to operate)</p>	\$19.50	\$30.00	\$19.50
1,370	94111	<p>Mitel Partner Support (1 Year, No Phones)</p> <p>Adds the listed Mitel equipment and software to the customer's existing support plan under the same terms and conditions.</p>	\$0.85	\$1.00	\$1,164.50
11,647	91368	<p>High Touch Plus Implementation Service - Includes onsite ShoreTel voice implementation service during business hours and remote design, configuration, optimization, & installation of customer's data network. List price is placeholder to reflect a 15% discount of standard rate.</p> <p>Discounted Rates of \$120 per hour used for calculation. 56 hours of time used for total price calculation:</p>	\$0.85	\$1.00	\$9,899.95

Qty	Mfr Part #	Description	Unit Price	List Price	Ext. Price
					SubTotal \$26,735.75
					Sales Tax \$0.00
					Shipping \$0.00
					Total \$26,735.75

Please contact me if I can be of further assistance.

All invoices/statements/bills shall be due when rendered. Any amounts remaining unpaid after thirty (30) days from the date of the invoices/statements/bills shall bear interest at the highest lawful rate from the date of the invoices/statements/bills, including postjudgment, until paid in full. In the event this account is referred to an attorney for collection, customer and customer's agent signing this invoice agree to pay all costs of collection and a reasonable attorneys' fee, through the appellate proceedings, regardless of whether suit is initiated, and including bankruptcy attorneys fees and costs should the customer and agent, or any one of them, file bankruptcy.

Approved By: _____ Order Date: _____
Please sign and print name