

Description

LOCATIONS IN SCOPE

Spalding: 502-907 Mahogany Way, Susanville CA 96130

EXECUTIVE SUMMARY

This is a project to replace the existing unmanaged EOL switch For Spalding Community Services District with a modern managed switch.

SOLUTION DESCRIPTION

VC3 will configure and deploy a switch to replace the existing unmanaged switch in the Network Equipment Room. Note: Firewall quote must be approved first due to travel time

VC3 RESPONSIBILITIES

- Plan and coordinate VC3 resources for the execution of project activities.
- Purchase and configure all required hardware/licensing.
- Provide post-deployment support to the client users as required.
- Work with the primary contact to identify test users and, if applicable, test cases prior/post deployment.
- Develop communication and/or guide and documentation material for end users as required.

CLIENT RESPONSIBILITIES

- Designate a business leader who will act as the primary contact for this project.
- Assist with scheduling and communicating project activities to staff.
- Coordinate with third party vendors.

OUT OF SCOPE

The Company is responsible to perform only the Services described in this Statement of Work Agreement. Any additional services discussed or implied that are not defined explicitly by this SOW will be considered out of scope. All services requested outside of this SOW as detailed above will require a "Change Order" before any services are performed. "Change Order" must be agreed upon by all parties and signed.

CHANGE REQUESTS

When a potential change of scope is identified, the VC3 project manager will review the potential scope change and determine if the request represents a change to the agreed-upon project scope. The Project Manager will review with the project team to estimate the cost of the change and its impact on the project schedule. If the request is identified as a change, VC3 will need to submit an official Change Request document.

CHANGE APPROVALS

Description

The project manager will present an official Change Request document to the client project stakeholders. This official Change Request will outline the expanded scope, budget, and any anticipated impacts to scheduling. Once the official Change Request has been reviewed and approved by the client project stakeholders, the project manager will revise the Project Plan and work on the expanded project scope.

COMMUNICATION MANAGEMENT

Information concerning the project will be communicated to the various stakeholders and project participants in a variety of ways. To ensure the project proceeds on schedule, frequent communication will be necessary to understand the status of the tasks to be completed. The project manager will coordinate weekly status meetings with the client team if required for reviewing the project progress and keeping all activities on track.

Scope of Work

IN-SCOPE SERVICES

Project Management

VC3 will assign a project manager for the duration of the project to work closely with an assigned Client representative to ensure proper project coordination and planning.

These activities will include:

- Project kickoff meeting to define project resources and timeline
- Documentation of scheduled project activities
- Weekly Project Status meetings and documented updates as needed
- Coordination of VC3 and Spalding Community Services District schedules to ensure successful implementation
- Project closure documentation to formalize end of project

Implementation Phase

- Client Meetings/Communications
- Edge\Core Switch Installation - Replacement - 1 - Staging
- Edge\Core Switch Installation - Replacement - 2 - Core
- Edge\Core Switch Installation - Replacement - 3 - Post Cutover

Out of Scope

Specific examples from this project may be listed below.

- There are no specific Out of Scope for this project.

Key Assumptions

The key assumptions for this project are:

Description

- There are no specific Key Assumptions for this project.

Key Risks

Key risks for this project are:


- There are no specific Key Risks for this project.

Deliverables

The Company will have completed its responsibilities to this Statement of Work when the following deliverables are complete:

- There are no specific Deliverables for this project.

- Hardware/Software

Thumbnail	Product Description	Comment	Price	Qty	Extended Price
	Cisco Meraki Ethernet Switch - 24 Ports - Manageable - Gigabit Ethernet - 10/100/1000Base-T, 1000Base-X - 2 Layer Supported - 4 SFP Slots - 370 W PoE Budget - Optical Fiber, Twisted Pair - PoE Ports - Rack-mountable		\$2,250.00	1	\$2,250.00
	Cisco Meraki Enterprise License and Support - MS130-24 - Enterprise License and Support - 3 Year License Validation Period		\$215.00	1	\$215.00

Subtotal: \$2,465.00

- Labor

Thumbnail	Product Description	Comment	Price	Qty	Extended Price
	Labor - Fixed Fee - Setup, Installation, Configuration & Project Management		\$2,306.68	1	\$2,306.68


Subtotal: \$2,306.68

- Shipping

Thumbnail	Product Description	Comment	Price	Qty	Extended Price
	Shipping and Handling		\$25.00	1	\$25.00

Subtotal: **\$25.00**

Service Ticket #5084277 - 2026.04 - PFF - Switch Refresh

	<p>Prepared by: VC3 Krissy Goins 218-336-2327 quotes.Kristine.Goins@vc3.com</p>	<p>Prepared for: Spalding Community Services District 502-907 Mahogany Way Susanville, CA 96130 General Manager generalmanager@spaldingcsd.org</p>	<p>Quote Information: Quote #: KG017603 Version: 1 Delivery Date: 05/12/2026 Expiration Date: 06/05/2026</p>
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Quote Summary

Description	Amount
- Hardware/Software	\$2,465.00
- Labor	\$2,306.68
- Shipping	\$25.00
Total:	\$4,796.68

- Applicable taxes & Environmental Surcharges will be added.
- All product transfer of ownership and invoicing occurs upon VC3's receipt of the product.
- Pricing & Availability is subject to change without notice.
- Shipping and handling costs may not be included in this quote, as these costs are variable. Adjusted shipping and handling costs may be applied to the final invoice.
- VC3 makes NO WARRANTY either expressed or implied, regarding performance or suitability for any purpose of the above products. The customer assumes responsibility for understanding the warranty, if any, of the manufacturer or VC3.
- If not included in agreement, travel will be billed separately.
- In the case hardware/software total exceed \$100k, VC3 will require a 50% deposit of the hardware/software total to secure the order. Deposit is payable immediately to VC3.
- Returns:
 - No returns will be accepted unless first approved by VC3 Inc.
 - Approved returns are subject to a 20% restocking fee.
 - Approved return of in-stock items will be accepted within 10 business days of purchase, if merchandise is unopened and packaging is undamaged.
 - Open box items are not returnable
 - Approved defective returns must be shipped to VC3 within 10 business days of said approval

VC3

Spalding Community Services District

Kristine Goins

Name: Krissy Goins

Title: Senior Client Solutions Specialist

Date: 05/12/2026

Name: General Manager

Date: _____