



Statement of Work

Professional Services Engagement

New Library Building Network

City of Palmer

SOW #: SOW-CITY-OF-PALMER-20261008-NET

Date: October 8, 2026

Prepared for: City Manager's Office, City of Palmer

Prepared by: Robert Thurston, Vicinity Group Inc.

Valid through: November 7, 2026

Technology with a Human Vicinity

Project Overview

Vicinity installs and configures the network for the new Palmer Public Library at 655 S Valley Way. A FortiGate firewall joins the library to the City Hall Fortinet hub. Four FortiSwitches, 24 Wi-Fi 7 access points, and battery backup serve both floors, and Starlink backs up the MTA internet connection. The network is live 4 to 6 weeks before the Q3 2027 opening.

In Scope Summary

- Coordination of MTA internet, Starlink, and Granite EPIK connections
- FortiGate 120G installation and the encrypted tunnel to City Hall
- Automatic failover from MTA to Starlink
- Separate staff, public, and building device networks
- Web filtering on the public network to the library's policy
- Four FortiSwitches, four UPS units, and four rack PDUs
- Patching of the contractor's cabling to the switches
- 24 FortiAP access points across both floors
- Network documentation and monitoring

Scope of Work

Phase 1: Telecommunications Coordination

Vicinity coordinates the building's outside connections. MTA schedules the internet installation the City orders, and Vicinity confirms the handoff, demarcation point, and static IP addresses. Vicinity activates Starlink in the City's name and confirms the dish location with the installer. Granite receives the EPIK line count and network requirements. Before opening, the library's online content vendors receive the new public IP address.

Deliverables:

- MTA installation date, handoff, and static IP addresses confirmed
- Starlink service activated in the City's name
- EPIK line count and network requirements confirmed with Granite
- New public IP address sent to the library's online content vendors

Phase 2: Firewall Installation & Configuration

Vicinity mounts the FortiGate 120G in server room 117 and feeds its two power supplies from separate UPS units. The firewall joins the City Hall hub over an encrypted tunnel and fails over from MTA to Starlink automatically. Staff, public, and building devices each get their own network, with web filtering on the public network set to the library's policy. Logs go to FortiAnalyzer Cloud.

Deliverables:

- FortiGate registered to the City's FortiCloud account on current firmware
- Encrypted tunnel to the City Hall hub, tested
- MTA to Starlink failover, tested by disconnecting MTA
- Staff, public, and building networks with firewall policies
- Logging to FortiAnalyzer Cloud and a configuration backup

Phase 3: Switching & Power Installation

Vicinity mounts the four FortiSwitches, four APC Smart-UPS units, and four rack PDUs. Each switch connects to the FortiGate over a 10 Gbps link and is managed from it. Vicinity patches the contractor's cabling to the switches and assigns each port to its network. The UPS network cards report to Vicinity's monitoring.

Deliverables:

- Four FortiSwitches installed and managed from the FortiGate
- Contractor cabling patched, with every port assigned to its network
- UPS units and PDUs powering the rack equipment
- UPS status reporting to Vicinity's monitoring

Phase 4: Wireless Access Point Deployment

Vicinity mounts the 24 FortiAP 441K access points at their cabled locations and adopts them on the FortiGate. Staff and public Wi-Fi go live on both floors. Vicinity confirms every access point is online and checks coverage room by room.

Deliverables:

- 24 access points installed, adopted, and online
- Staff and public Wi-Fi live on both floors
- Room-by-room coverage check
- Network documentation: rack layout, addressing, and access point locations

Out of Scope

The following items are explicitly excluded from this engagement. Any work outside the defined scope will require a Change Order.

- Structured cabling, patch panels, and the rack, provided under the construction contract
- Electrical work, including dedicated circuits at the rack
- Mounting the Starlink dish and running its cable, by the contractor or City maintenance
- MTA internet service and its monthly charges, ordered by the City
- Granite EPIK analog line service, quoted separately once the line count is confirmed
- Outdoor Wi-Fi for the second-floor roof deck
- Library server, public computers, and checkout laptops, covered by the server proposal

Timeline & Milestones

The following timeline represents estimated durations for each phase. Actual timelines may vary based on client availability and project complexity.

Estimated total engagement duration: ~4 weeks on site, finishing 4 to 6 weeks before opening.

Phase	Milestone	Est. Hours
1	Telecommunications Coordination	8
2	Firewall Installation & Configuration	4
3	Switching & Power Installation	4
4	Wireless Access Point Deployment	12

Cost Estimate

Hours by Role by Phase

Phase	Engineer	Subtotal
1. Telecommunications Coordination	8	\$1,560.00
2. Firewall Installation & Configuration	4	\$780.00
3. Switching & Power Installation	4	\$780.00
4. Wireless Access Point Deployment	12	\$2,340.00

Engineer: \$195.00 per hour.

Not-to-Exceed (NTE) Total

\$5,460.00

This is a Time & Materials engagement with a Not-to-Exceed ceiling. Vicinity will bill only for actual hours worked. Total fees shall not exceed the NTE amount of \$5,460.00 without prior written approval from Client via a Change Order.

Non-Recurring Costs

The following one-time costs apply to this engagement:

Qty	Manufacturer	Part #	Description	Unit Price	Ext. Price
1	Fortinet	FG-120G-BDL-950-12	FortiGate 120G firewall 1 year FortiCare Premium and Unified Threat Protection	\$5,011.22	\$5,011.22
1	Fortinet	FC-10-F120G-585-02-12	FortiAnalyzer Cloud Logging and reporting for the FortiGate, 12 months	\$914.76	\$914.76
4	Fortinet	FS-124G-FPOE	FortiSwitch 124G-FPOE 24 x 2.5 Gbps PoE ports (8 at 90 W), 6 x 10 Gbps SFP+	\$1,505.85	\$6,023.40
4	Fortinet	FC-10-S24GF-247-02-12	FortiCare Premium for FortiSwitch 12 months	\$168.86	\$675.44
24	Fortinet	FAP-441K-A	FortiAP 441K Wi-Fi 7 access point Indoor, 4 radios, ceiling and wall mount included	\$990.99	\$23,783.76
24	Fortinet	FC-10-FP41K-247-02-12	FortiCare Premium for FortiAP 12 months	\$109.19	\$2,620.56
12	Fortinet	FN-TRAN-SFP+GC-T80	10 Gbps copper SFP+ transceiver Firewall-to-switch and server links	\$237.60	\$2,851.20
4	APC	SRT1500RMXLA-NC	Smart-UPS SRT 1500 VA online UPS 2U rackmount, network management card, extended runtime	\$2,479.30	\$9,917.20
4	APC	SRTRK3	Smart-UPS SRT 2-post rail kit	\$295.38	\$1,181.52
4	APC	AP9563	Rack PDU, 1U, 20 A, 120 V Ten 5-20R outlets	\$239.51	\$958.04
1	Starlink	Performance Kit (Gen 3)	Starlink Business Performance Kit With pipe adapter	\$2,198.90	\$2,198.90
1	Starlink	Shipping	Starlink kit shipping	\$50.00	\$50.00
1	Vicinity	SUPPLIES	Installation supplies About 72 Cat 6 patch cables, labels, and materials	\$500.00	\$500.00
Non-Recurring Total					\$56,686.00

Recurring Costs

The following recurring costs start when each service is activated:

Qty	Manufacturer	Part #	Description	Unit Price	Ext. Price
1	Starlink	Local Priority 1 TB	Starlink Business service Backup internet, 1 TB priority data	\$280.00	\$280.00
Monthly Recurring Total					\$280.00 per month

Investment Summary

\$56,686.00 Non-Recurring Total	\$5,460.00 Professional Services (NTE)	\$280.00 Monthly Recurring
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- Shipping and handling to Palmer are not included and are invoiced at actual cost.
- Fortinet pricing reflects Vicinity's registered deal, 37.8 percent below Fortinet's list price.
- If the City selects server option 3 (Microsoft Azure), Vicinity removes the four server-side 10 Gbps transceivers before ordering and reduces the Non-Recurring Total by \$950.40.

Assumptions & Client Responsibilities

This Statement of Work is based on the following assumptions. If any assumption proves incorrect, a Change Order may be required to adjust scope, timeline, or budget.

- The construction contractor delivers terminated, labeled cabling on patch panels in a rack in server room 117, with rack power, as shown in the low-voltage drawings
- The City orders MTA internet service for 655 S Valley Way by Q1 2027. MTA controls the installation date, and fiber to a new building can take 90 to 180 days
- The contractor or City maintenance mounts the Starlink dish with a clear view of the sky and runs its cable to server room 117
- Building access during construction is coordinated through H5 Construction, including a lift where access points sit above ladder reach
- The access point count is based on the City's floor plans. A different count requires a Change Order
- If the City funds this equipment through E-rate, E-rate competitive bidding applies before ordering
- The City designates one representative to approve completed phases and Change Orders
- All work during standard business hours, Alaska Time, unless otherwise agreed

Change Order Process

Any changes to the scope, timeline, deliverables, or budget defined in this Statement of Work must be documented through a formal Change Order process.

Process

- Either party may request a change by submitting a written Change Order request describing the proposed modification, its impact on timeline, and any cost implications.
- Vicinity will evaluate the request and provide a revised estimate of hours, cost, and timeline within five (5) business days.
- No work on the change will commence until the Change Order is approved in writing by authorized representatives of both parties.
- Approved Change Orders will include a revised Not-to-Exceed amount.

Billing for Changes

Work performed under an approved Change Order is billed at the rates in this Statement of Work unless the Change Order specifies otherwise. The original NTE is adjusted to reflect the agreed-upon changes.

Out-of-Scope Requests

If during the engagement Vicinity identifies work that falls outside the defined scope, Vicinity will notify Client promptly and will not proceed with out-of-scope work without an approved Change Order.

Acceptance

By signing below, the parties agree to the terms and conditions set forth in this Statement of Work, SOW #-SOW-CITY-OF-PALMER-20261008-NET.

This SOW is valid from the date of issue (October 8, 2026) and expires on November 7, 2026.

CLIENT

Name

Title

Signature

Date

VICINITY GROUP INC.

Name

Title

Signature

Date

Terms & Conditions

This Statement of Work is an agreed change order to the Master Services Agreement for Information Technology Services between Vicinity and the City of Palmer, covering January 1, 2026 through December 31, 2028. It is not a new contract, and the terms of that agreement govern this work.

By executing this Statement of Work, both parties acknowledge that they have read and agree to be bound by the terms of that agreement.

Payment Terms

Equipment and licensing require prepayment and are invoiced in full when ordered. Professional services are invoiced monthly in arrears based on actual hours worked. Recurring services are invoiced from activation, monthly or annually as listed. All invoices are due upon receipt.