

PRE-SOW FORM

PROJECT FUNDAMENTALS

Project Name:	Phase 4 IFP Demo and On wall install R2	Requested By (Sales): Pat Hein 866.642.8073 pathei@cdw.com
Customer Name:	Mt. Diablo USD	
Provider Name:	EKC Enterprises, Inc.	
CDW Affiliate:	CDW Logistics, Inc.	Submitted By (SA/ISA): Stephen Smith ssmith@ekccorp.com
Effective Date:	September 3, 2024	
Version:	1.2	

CUSTOMER-DESIGNATED LOCATIONS

Location(s)	Service(s)		
Mt. Diablo Unified School District 1936 Carlotta Dr. Concord, Ca. 94519	<input type="checkbox"/> Assessment <input type="checkbox"/> Configuration <input type="checkbox"/> Design <input checked="" type="checkbox"/> Implementation	<input type="checkbox"/> Knowledge Transfer <input type="checkbox"/> Project Management <input type="checkbox"/> Staff Augmentation <input type="checkbox"/> Support	<input type="checkbox"/> Training <input type="checkbox"/> Custom Work

PROJECT SCOPE

Work with CDWG to install IFP on cart or on wall

Install the following OFE equipment:

Promethean IFP, mounts, Chromebox

Scope Of Work:

On cart Install (Qty 40)

Receive all equipment at EKC secure warehouse.

Un box display, power on and check for any screen defects.

Apply MDUSD image for Promethean panel via MDUSD provided USB stick.

Apply MDUSD provided Asset tag for display and Chromebox.

Connect Promethean panel to Wi-Fi network.

Perform firmware upgrade if necessary.

Perform calibration of multi touch.

Scan Asset tag into spreadsheet and provide to district.

Re box display and make ready for delivery.

Assemble mobile cart and balance box.

Cable manage power strip in cart.

Test all functions of height adjustable mount.

Deliver equipment to scheduled MDUSD site and deploy to classrooms.

Un box and mount display on height adjustable mobile cart and secure properly.

Plug surge protector into nearby electrical.

Power on Promethean display and confirm all functions operate properly.

Confirm height adjustable mount operates properly.

Take picture of deployed, powered on and home screen showing Promethean for End of Day report.

Provide detailed End of Day report to all approved MDUSD, CDW and EKC personnel.

Dispose of all boxes off site.

On wall Installation: (New 8)

Un box and assemble provided promethean wall mount

Install wall mount on flat blank wall

Un box and attach wall mount bracket to display

Hang display on mount and secure

Un box keyboard and connect to display

Install Promethean Chromebox to display

Install surface mount raceway to conceal surge protector cabling

Plug surge protector into existing electrical

Power on display and connect to district WiFi

Perform touch calibration and upgrade firmware if necessary

Provide customer education on use of display

Remove display boxes and dispose of on site

Swap cart for wall mount: (Qty 20)

Install OFE Promethean wall mount

Remove display from cart

Hang display on mount

Plug in display to existing electrical

Power on display

Confirm display is connected to WiFi

Perform touch calibration and upgrade firmware if necessary

Deliver demoed cart to MDUSD warehouse

Electrical Outlet Install: (Qty 1)

Provide and install all necessary electrical materials for (1) duplex outlet

AV Demo:

Remove existing Promethean and mount

Remove all associated AV cabling if not being repurposed

Deliver all demoed equipment to MDUSD Warehouse

*Demo wall cabinets in room A8 at WCC to make room for on wall IFP. Break down cabinets and dispose on site dumpster

Out Of Scope:

Patching, painting or repairs of any kind caused by AV demo

Performing any PC configuration

Removal of any boxes or installation debris off site

Installation of any electrical outlets other than the (1) mentioned above

Services not specified in this SOW are considered out of scope and will be addressed with a separate SOW or Change Order.

ITEM(S) PROVIDED TO CUSTOMER

Table 1 – Item(s) Provided to Customer

Item	Description	Format
Click to list an item; e.g. report, map, etc.	Click here to enter the description of the item.	Click here to enter a file format; e.g. Word doc.

PROJECT SCHEDULING

Customer and Seller, who will jointly manage this project, will together develop timelines for an anticipated schedule (“**Anticipated Schedule**”) based on Seller’s project management methodology. Any dates, deadlines, timelines or schedules contained in the Anticipated Schedule, in this SOW or otherwise, are estimates only, and the Parties will not rely on them for purposes other than initial planning.

TOTAL FEES

The total fees due and payable under this SOW (“**Total Fees**”) include both fees for Seller’s performance of work (“**Services Fees**”) and any other related costs and fees specified in the Expenses section (“**Expenses**”). Unless otherwise specified, taxes will be invoiced but are not included in any numbers or calculations provided herein.

Seller will invoice for the Total Fees.

SERVICES FEES

Services Fees will be calculated on a FIXED FEE basis.

The invoiced amount of Services Fees will equal the rate applicable for a unit of a service or resource (“**Unit Rate**”) multiplied by the number of units being provided (“**Billable Units**”) for each unit type provided by Seller (see Table 2).

The Total Estimated Services Fees of \$64,838.00 is merely an *estimate* and does not represent a *fixed fee*. Neither the Total Estimated Billable Units of 91 nor the Total Estimated Services Fees are intended to limit the bounds of what may be requested or required for performance of the Services.

Table 2 – Services Fees

Unit Type		Quantity	
Electrical Outlet Install		1	
Swap cart for On Wall		12	
On Wall Installation (New)		8	
AV Demo and cabinet demo room A8		30	
IFP on Cart		40	
Estimated Totals		91	

The rates presented in Table 2 apply to *scheduled* Services that are performed during Standard Business Hours (meaning 8:00 a.m. to 5:00 p.m. local time, Monday through Friday, excluding holidays). When Seller invoices for scheduled Services that are not performed during Standard Business Hours, Services Fees will be calculated at 150% of the Unit Rates. For any unscheduled (i.e., emergency) Services performed at any time of the day, Services Fees will be calculated at 200% of the Unit Rates.

Any non-Hourly Units will be measured in one (1) unit increments when Services are performed remotely or at any Customer-Designated Location(s) (as defined below).

Any Hourly Units will be measured in one (1) hour increments with a minimum of one (1) hour billed each day Services are performed remotely and four (4) hours billed each day Services are performed at any Customer-Designated Location(s). When Hourly Seller personnel must travel more than two (2) hours a day to work at any Customer-Designated Location(s), there will be a minimum of eight (8) hours billed for each day (less travel time that is invoiced pursuant to the “Expenses” section below).

Upon notice, Seller may adjust the rates above, provided that the rates will remain fixed for at least six (6) months after the SOW Effective Date and then again for at least six (6) months after any subsequent adjustment.

The rates above only apply to Services specified in this SOW as it may be amended by one or more Change Order(s).

Services Fees hereunder are FIXED FEES, meaning that the amount invoiced for the Services will be \$64,838.00.

The invoiced amount of Services Fees will equal the amount of fees applicable to each completed project milestone, as specified in Table 4.

Table 3 – Services Fees

Project Milestones	Percentage	Fees
Signed SOW	50%	\$32,419.00
Completion	50%	\$32,419.00
Milestone	Percent%	\$0.00
Milestone	Percent%	\$0.00
Totals	100%	\$64,838.00

EXPENSES

Neither travel time nor direct expenses will be billed for this project.

Two (2) weeks’ advance notice from Customer is required for any necessary travel by Seller personnel.

NOT FOR SIGNATURE

THIS DOCUMENT IS A DRAFT INTENDED ONLY FOR USE IN THE REVIEW OF TEXT APPLICABLE TO A POSSIBLE SERVICES ENGAGEMENT. IT DOES NOT CONSTITUTE A CONTRACT OR A PROPOSAL FOR A CONTRACT. THE CONTENT OF THIS DOCUMENT, AS IT MAY BE NEGOTIATED BY THE PARTIES, IS INTENDED TO BE INCORPORATED INTO A STATEMENT OF WORK, WHICH WILL INCLUDE OTHER PROVISIONS AND WHICH WILL BE GOVERNED BY ADDITIONAL TERMS AND CONDITIONS. A PARTY'S SIGNATURE OR OTHER INDICATION OF APPROVAL ON OR RELATED TO THIS DOCUMENT SHALL HAVE NO BINDING OR CONTRACTUAL EFFECT.