



REQUEST FOR PROPOSALS Professional Services

INFORMATION TECHNOLOGY MANAGED SERVICES



PUBLIC NOTICE
REQUEST FOR PROPOSALS
PROFESSIONAL SERVICES

Rancho Santa Fe Fire Protection District
**INFORMATION TECHNOLOGY
MANAGED SERVICES**

The Rancho Santa Fe Fire Protection District (“District”) is inviting qualified firms to submit proposals for Professional Services to provide Information Technology Managed Services to the District.

All proposals will be compared on the basis of understanding the scope of work to be performed, methods and procedures to be used, management, personnel and experience, and consultation and coordination with the Rancho Santa Fe Fire Protection District.

If your firm is interested and qualified, please submit two (2) hard copies and one (1) electronic copy of your Proposal on or before **January 15, 2023, by 4:00 p.m. to:**

Rancho Santa Fe Fire Protection District
Attn: David McQuead, Fire Chief
PO Box 410
Rancho Santa Fe, Ca 92067
mcquead@rsf-fire.org

Proposal shall be clearly labeled “PROPOSAL for Professional Services – Information Technology Managed Services.”

Any changes, additions, or deletions to this Request for Proposal will be in the form of written addenda issued by the District. Addenda will be posted on the District website, along with the RFP. Prospective proposers must check the website for addenda or other relevant new information during the response period. The District is not responsible for the failure of any prospective proposer to receive such addenda. All addenda so issued shall become a part of this Request for Proposal. In addition, any questions submitted shall be posted with answers on the website as well.

ATTACHMENTS:

- A Ranch Santa Fe Fire Protection District Organizational Chart**
- B SAMPLE Rancho Santa Fe Fire Protection District Professional Services Agreement**
- C Insurance Requirements**
- D The Fire District’s Wide Area Network (WAN) Diagrams**
- E Computer Hardware Inventory**
- F Power Supply Inventory**

REQUEST FOR PROPOSALS

Information Technology Managed Services

1) DISTRICT PROFILE

The Rancho Santa Fe Fire Protection District was formed on October 14, 1946, under an order adopted by the County Board of Supervisors. The Fire District now spans approximately 50-square miles and protects approximately 40,000 citizens. The Fire District operates out of six (6) full-time fire stations, serving communities within and surrounding Rancho Santa Fe, 4S-Ranch, Fairbanks Ranch, Cielo, The Crosby, Elfin Forest, and Harmony Grove.

The agency is comprised of following positions: (See **Attachment A**)

- 1 - Fire Chief
- 1 - Deputy Chief
- 1 - Battalion Chief/Training Officer
- 3 - Shift Battalion Chiefs
- 18 – Fire Captains
- 18 - Fire Engineers
- 15 - Firefighter Paramedics
- 1 - Administration Manager
- 1 - Human Resource Analysis
- 1 - Finance Technician
- 1 - Finance Specialist
- 1 - Fire Marshal
- 1 - Deputy Fire Marshal
- 2 - Fire Specialist Inspectors
- 2 - Office Support Coordinators

Rancho Santa Fe Fire Protection District Wide Area Network

Locations

The Fire District's Wide Area Network (WAN) serves seven locations. The main location is our Administration Facility at 18027 Calle Ambiente, Rancho Santa Fe. The following six fire stations are also served by the WAN:

- Fire Station 1: 16936 El Fuego, Rancho Santa Fe (three desktop, three laptop computers)
- Fire Station 2: 16930 Four Gee Road, San Diego (two desktop, one laptop computer)
- Fire Station 3: 6424 El Apajo, Rancho Santa Fe (three desktop computers)
- Fire Station 4: 18040 Calle Ambiente, Rancho Santa Fe (two desktop, one laptop computer)
- Fire Station 5: 2604 Overlook Point Road, Escondido (three desktop, one laptop computer)
- Fire Station 6: 20223 Elfin Forest Road, Elfin Forest (two desktop computers)

Note: A schematics of the Fire District's WAN is attached. (Reference **Attachment D**)

Users

The Fire District has 75 users of the WAN and an additional 14 mailbox only accounts.

Servers

The Fire District has 10 Dell PowerEdge servers. Their use and locations are listed below:

1. Administration Facility servers, by server name:

- a. RSF-Server: Dell PowerEdge R740; AD Server, File Server, Print Server, DNS & DHCP Server; Distributed File System (DFS).
 - b. RSFO-Server: Dell PowerEdge R730; SQL Server; virtual server for Omni lock SQL; FoxPro Databases.
 - c. RSF-Backup: Dell PowerEdge R730; Veeam Backup server and repository; Symantec Endpoint Management Server.
 - d. RSFO-Backup: Dell PowerEdge R720; Backup Exec, historical tape backup server (off-line).
 - e. Spare-Server: Dell PowerEdge R710; off-line spare for station server replacement.
2. Fire Station servers
- a. Fire Stations 1,2,3,5 and 6 have Dell PowerEdge 710 servers that provide AD services, DNS & DHCP, and DFS for user profiles to speed user login
Note: See computer inventory spreadsheet for more detailed information on each server

Note: See computer inventory spreadsheet for more detailed information on each server. (Reference **Attachment E**).

Desktop Computers

The Fire District has historically purchased Dell Optiplex desktop computers. The District currently has 40 desktop computers with two additional spare desktop computers. See attached computer inventory spreadsheet for detailed information on each computer (Reference **Attachment E**).

Laptop Computers

The Fire District has historically purchased Dell or Microsoft Surface laptop computers. The District currently has five Dell laptop computers and 21 Microsoft Surface computers. See attached computer inventory spreadsheet for detailed information on each computer (Reference **Attachment E**).

Apple iPads

The Fire District has 10 Apple iPad tablets that are used for fire prevention inspections and connect remotely through VPN to the fire prevention SQL database.

Printer and Scanners

The Fire District mainly uses HP laser and inkjet printers and has 20 of these printers. Additionally, the District has a HP Designjet 60" plotter, a WideTEK 48" scanner and Konica Minolta Bizhub copier, printer, scanner.

Microsoft 365 Cloud Storage and Apps

Email services, including threat protection, SharePoint cloud storage, Teams and Apps are provided through a Microsoft 365 E3 level contract.

Microsoft SQL Database Systems

The Fire District has four Microsoft SQL database systems:

1. Microsoft Dynamics Great Plains financial accounting
2. Custom programed Fire Prevention management system
3. Fuel Force, fuel dispensing management system at five fire stations
4. Stanley Omni lock, combination door lock management system

Microsoft Teams Room

The Fire District Board Room in the Administration Facility is equipped as a Microsoft Teams Room.

Antivirus System

The Fire District uses Broadcom's Symantec Endpoint Protection. The software is installed on each computer and is controlled by the Endpoint Protection Manager that runs on the RSF-Backup server. The system is configured to update virus definitions every hour and run a daily virus scan and full scan of every computer on Saturday night.

The Fire District also contracts for Microsoft's Office 365 Exchange Advanced Threat Protection for Email scanning.

Backup System

The Fire District uses Veeam Backup & Replication to backup local servers at Admin. Veeam Microsoft 365 Backup is used to back up the District's Microsoft 365 cloud-based files, Email, and Teams files. Nightly these backups run incremental backup that are stored in the disk repository on the RSF-Backup server. On Saturday, Veeam creates a composite weekly backup file. On Sunday this file is transferred to a HP LTO 6, 24 tape library. The first backup tapes of the month are then taken to Fire Station #4 for off-site storage.

The Fire District moved from Veritas Backup Exec in August 2021 to Veeam based backup. The Backup Exec tapes have been maintained at Fire Station #4 and the Backup Exec server and program has been maintained at Admin. If retrieval of files from a Backup Exec tape becomes necessary, the SCSI card that runs the HP tape library will need to be removed from the RSF-Backup server and placed in the RSF0-Backup server so that Backup Exec can control and the tape library and retrieve the files needed.

Firewall WAN and VPN System

The Fire District uses Dell SonicWALL firewalls. The firewall at Admin is a NSa2700. Fire Stations 1,2,3,5 and 6 have TZ370 firewalls. All these firewalls run SonicWALL's Advanced Gateway Security Suite. These firewall use VPN to create a WAN for the District. Employees also use the SonicWALL Global VPN client to connect to the Admin network. VPN can be used to remotely access all District servers and desktop computers for remote management and employee assistance.

Note: The firewalls at Admin and Fire Station #1 have public IP addresses the other locations have DHCP Internet IP's. The firewalls at the locations with DHCP IP's use the firewall's "keep alive" setting to maintain the VPN connections.

Note: VPN is used for connection for station alerting at Station 5, so there is a direct VPN connection between Station 1, where 911 dispatching is located, and Station 5. All other VPN connection go to Admin.

Wi-Fi Systems

All Fire District fire stations, except for Fire Station #6, have Linksys Velop Mesh Wi-Fi system. They are all configured in Bridge Mode and have guest access enabled. The Admin Facility has a Netgear Orbi system to stop conflict with the Station #4 Wi-Fi system. Fire Station #6 has a single Linksys Wi-Fi router.

Microwave System

The Fire District Administrative Facility and Fire Station #4 are in proximity and are connected by a Exalt microwave system. Therefore, Station #4 does not have its own server or Internet connection.

Uninterruptable Power Supplies

The Fire District uses Schneider APC UPS systems. See attached UPS spreadsheet for detailed information on these UPSs.

Internet Providers

The Fire District's Internet providers and connection speeds are provided below:

Administrative Office and Fire Station 4: Spectrum Fiber 200Mbps x 200Mbps

Fire Station 1: Race Communications; Fiber 1Gbs x 1Gbs

Fire Station 2: Cox Communication; Cable 300Mbs x 10Mbs
Fire Station 3: Cox Communication; Cable 500Mbs x 40Mbs
Fire Station 5: AT&T Fiber 1Gbs x 1Gbs
Fire Station 6: AT&T Fiber 100Mbs x 20Mbs

Website

The Fire District website is maintained through a 3rd party vendor Streamline

2) PROJECT OBJECTIVES

The Rancho Santa Fe Fire Protection District is requesting proposals from qualified firms or individuals interested in providing a comprehensive full-service Information Technology (IT) program for the District. The District currently contracts with a third-party IT services provider for technical support/helpdesk for users, equipment purchases and installation, software application licensing and installation, and network/server/firewall management.

The District wishes to select a single organization to provide a comprehensive Information Technology program. The District will accept proposals under several models including but not limited to:

- 1) Full strategic and day-to-day IT services and support provided directly by the proposer;
- 2) Strategic services and support provided by proposer, with day-to-day IT service and support provided by proposer's qualified subcontractor(s); or
- 3) Strategic services and support provided by proposer, and day-to-day IT services and support provided by a separate District-contracted vendor, with that vendor's relationship management (selection, negotiation, contract management, vendor relations, and quality control services) provided by the proposer.

Day-to-day IT services are provided to the District at seven (7) different locations: Rancho Santa Fe Fire Protection District operates six (6) fire stations and one (1) administration office building which administration and fire prevention staff work:

A copy of the District's organizational chart is included as Attachment A.

PURPOSE OF THE REQUEST

The purpose for this Request for Proposals (RFP) is to evaluate qualified firms for providing a comprehensive set of IT managed services necessary for day-to-day IT operations. Additionally, the District seeks assistance coordinating additional equipment and security upgrades, which may be proposed separately by the contractor or another entity. It is the District's desire to act affirmatively over the next several years to align itself with best practices in municipal government information technology for a District our size, and to provide a full suite of interactive technology services to the public.

Qualified firms are asked to prepare a proposal that addresses all value-added service requirements as outlined below. The initial contract is anticipated for a period of 2 years commencing on **February 1, 2023** with the option to renew for two additional one-year periods.

3) SCOPE OF WORK

Project tasks shall include, but are not necessarily limited to, the following. If the Proposer feels that additional tasks are warranted, they must be clearly identified in the Proposer's proposal.

- Remote support (as needed) and On-site support (anticipated every 1-2 weeks)
- Inventory Control & Reporting (Quarterly)
- Service Call Tracking System (Real Time)
- Warranty Management
- Asset Tracking
- Purchasing new computers and peripherals and advising on specs related to purchases
- Setting up new computers for users with a wide variety of needs
- Patching and compliance for Operating Systems and Installed Applications
- Software updates and installation
- Mobile Device Management
- Endpoint Encryption
- Anti-virus & Anti-malware management and remediation
- Security Policy Management
- Remote Monitoring of hardware and software for errors, warnings, or non-compliance
- Installation and maintenance of UPS units
- Troubleshoot printer/scanning issues; interface with vendors to coordinate repairs
- Guidance and user support pertaining to proper use of District applications and systems
- Guidance and user support pertaining to proper response to security concerns such as websites, emails, and application behavior.

4) GENERAL CONDITIONS

Limitations

This Request for Proposals (RFP) does not commit the District to award a contract, to pay any costs incurred in the preparation of the proposal in response to this request, or to procure or contract for services or supplies. The District expressly reserves the right to reject any and all proposals or to waive any irregularity or information in any proposal or in the RFP procedure and to be the sole judge of the responsibility of any proposer and of the suitability of the materials and/or services to be rendered. The District reserves the right to withdraw this RFP at any time without prior notice. Further, the District reserves the right to modify the RFP schedule described above.

Award

The District may ask RFP finalists to present oral presentations regarding their firms and any special expertise in the necessary areas. All finalists may be required to participate in negotiations and submit such price, technical, or other revisions of their proposals as may result from negotiations. The District also reserves the right to award the contract without discussion or interviews, based upon the initial proposals. Selection will be based upon demonstrated competence and professional qualifications necessary for the satisfactory performance of the services required. Following the initial qualifications-based selection, the price proposal provided will be the basis for negotiations to ensure the District receives a fair and reasonable price.

Inquiries and Responses

All questions pertaining to this RFP shall be submitted in writing to David McQuead at mcquead@rsf-fire.org the question and its response will be forwarded via email to all potential proposers and/or posted on the RFP webpage.

Bidders are specifically directed not to contact any other District personnel for meetings, conferences, or technical discussions related to this Request for Proposals. Failure to adhere to this policy may be grounds for rejection of proposal.

The Rancho Santa Fe Fire Protection District will not be responsible for oral interpretations given by any District employee, representative, or others. Bidders are cautioned that any statements made that materially change any portion of the proposal documents shall not be relied upon unless subsequently ratified by a formal written amendment to the proposal document. The issuance of a written addendum is the only official method whereby interpretation, clarification, or additional information can be given. Any changes, additions, or deletions to this Request for Proposal will be in the form of written addenda issued by the District. Prospective proposers must check the website for addenda or other relevant new information during the response period. The District is not responsible for the failure of any prospective proposer to receive such addenda. All addenda so issued shall become a part of this Request for Proposal.

Pre-contractual Expense

Pre-contractual expenses are defined as expenses incurred by proposers and selected contractor in:

1. Preparing proposals in response to this RFP;
2. Submitting proposals to District;
3. Negotiations with District on any matter related to proposals; and
4. Other expenses incurred by a contractor or proposer prior to the date of award of any agreement.

In any event, the District shall not be liable for any pre-contractual expenses incurred by any proposer or selected contractor. Proposers shall not include any such expenses as part of the price proposed in response to this RFP. The District shall be held harmless and free from any and all liability, claims, or expenses whatsoever incurred by, or on behalf of, any person or organization responding to this RFP.

Proprietary Information

The proposals received shall become the property of the Rancho Santa Fe Fire Protection District and are subject to public disclosure. Proposers are to indicate any restrictions on the use of data contained in their responses. Those parts of a proposal which are defined by the bidder as business or trade secrets, as that term is defined in California Government Code, Section 6254.7, and are reasonably marked as "Trade Secrets", "Confidential" or "Proprietary" shall only be disclosed to the public if such disclosure is required or permitted under the California Public Records Act or otherwise by law. Proposers who indiscriminately and without justification identify most or all, of their proposal as exempt from disclosure may be deemed non-responsive.

Contract Requirements

The selected consultant must enter into a Professional Services Agreement with the District for provisions related to compensation, conflict of interest, indemnification, insurance, etc. The scope, budget and schedule to complete the study will be incorporated into the professional services agreement. See RFP Attachment B – SAMPLE Rancho Santa Fe Fire Protection District Professional Services Agreement and Attachment C – Insurance Requirements.

The Consultant has total responsibility for the accuracy and completeness of all data, plans, and estimates prepared for this project, and shall check all such material accordingly. While the District may review for quality, completeness and conformity, the responsibility for accuracy and completeness of such items remains solely that of the Consultant.

Method of Payment

For all services rendered as described in the Scope of Work (including all labor, equipment, materials, and expenses) the Consultant shall be compensated on a "time and material, not-to-exceed basis" by task for work completed. Each invoice submitted for payment shall contain a brief description of the work billed on that invoice, total billed to date, total paid to date and amount remaining.

5) PROPOSAL CONTENT AND ORGANIZATION

The Proposal, consisting of two (2) hard copies and one (1) electronic copy must be received by mail, recognized carrier, or hand delivered no later than **4:00 p.m. on January 15, 2023**. Late Proposals will not be considered and will be returned, unopened.

Proposal shall be addressed to:

Rancho Santa Fe Fire Protection District

Attn: David McQuead, Fire Chief

PO Box 410

Rancho Santa Fe, Ca. 92067

mcquead@rsf-fire.org

All proposals received prior to the date and time specified above for receipt may be withdrawn or modified by written request of the proposer. To be considered, the modification must be received in writing, and in the same number of copies as the original proposal, prior to the date and time specified for receipt of proposals.

Until award of the contract, the proposals shall be held in confidence and shall not be available for public review. Upon award of a contract to the successful proposer, all proposals shall be public records. No proposal shall be returned after the date and time set for opening thereof. Following execution of the contract between the District and the consultant, a project kick-off meeting will be held to finalize the project scope and begin the project.

The proposal must be concise, well organized, and demonstrate the consultant's qualifications. The proposals shall also include the information listed below:

1) *Cover Letter*. The cover letter should briefly state the consultant's understanding of the work to be performed, the commitment to perform quality and timely work under the contract, and why the consultant believes it is best qualified to perform the duties and achieve the goals outlined and described in scope of work contained in this request.

2) *Qualifications Statements*. The proposal should include the following information and materials:

- Qualifications and Related Experience of Personnel Who Will Perform Work. Résumés of all personnel who are proposed to provide professional services to the Rancho Santa Fe Fire Protection District within the Scope of Work outlined and described in this request should be included. Résumés should include all relevant experience, education, and other qualifications over the past 3 years.
- Prior Relevant Experience. A description of prior work experience and projects relevant to the Scope of Work outlined and described in this request should be included.
- References of local clients. Please include a list of at least three (3) current and/or previous clients located in California for which the consultant has rendered professional services relevant to the scope of work outlined and described in this request.
- Include a similar demonstration of the qualifications of any proposed subcontractors.

3) *Approach to Completing Work*. Provide a proposed approach to conduct services anticipated in the Scope of Work. Include any performance or timing commitments that proposer is prepared to make (e.g. help desk response times, network up time, and other measures).

4) *Cost structure*.

- Cost Structure and annual Cost Estimate with justification
- Justification of hours and costs may be required prior to final selection and will be required prior to execution of a contract.
- Proposal shall include hourly rates for personnel who will provide work under the contract.
- Proposal should include options for reducing or adding services.

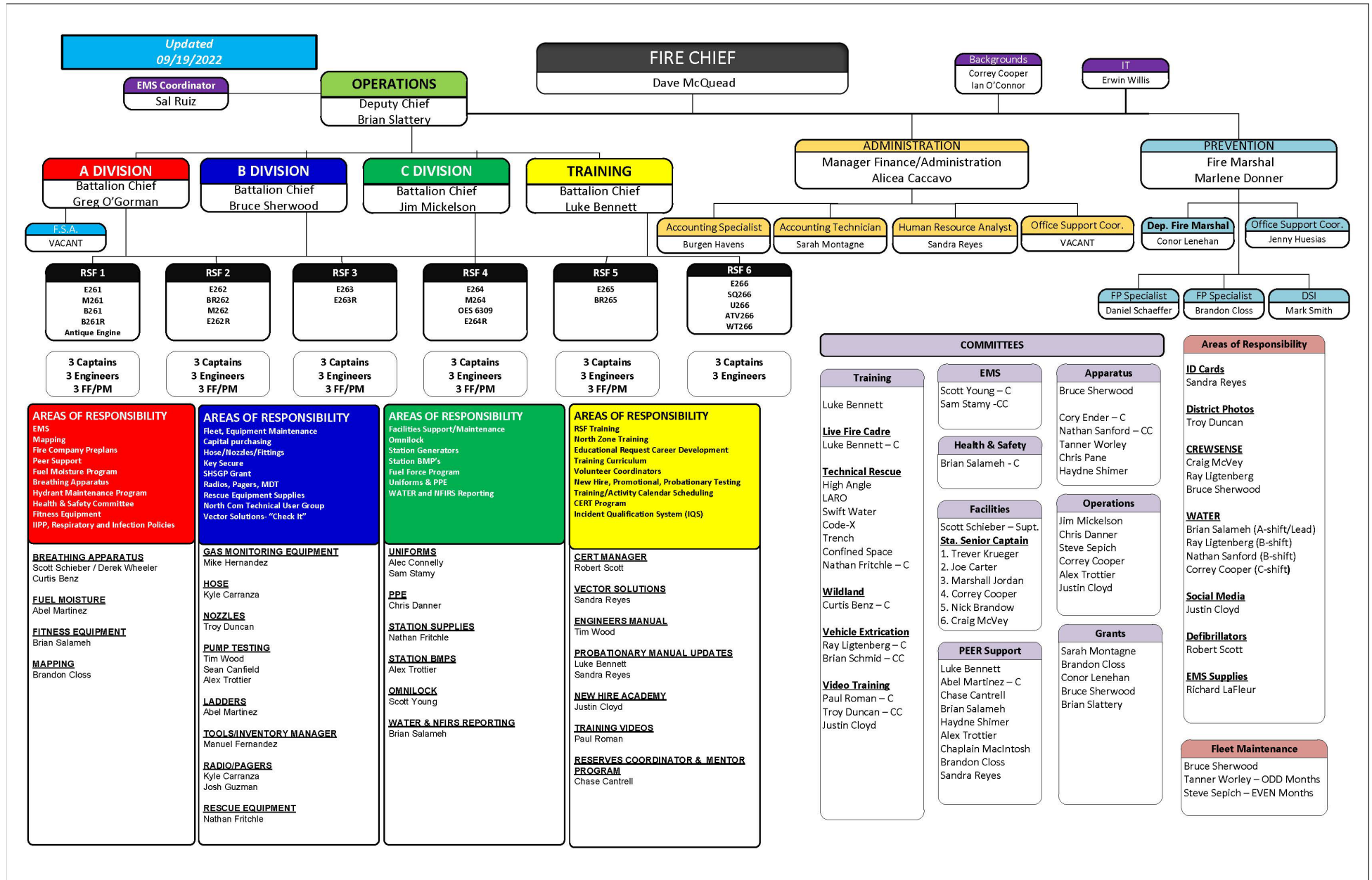
6) PROPOSAL EVALUATION and CONSULTANT SELECTION

Evaluation Criteria

The District will select a firm based on the demonstrated competence and on the professional qualifications necessary for satisfactory performance of the services required. When selecting the firm, the skill and ability of the entity or person performing the services is a key component of the selection criteria. Cost will be only one factor in determining the selection. The contract may not be awarded to the lowest bidder. The District will undertake the following evaluation process:

1. The District will review and evaluate all submitted documents received per this RFP.
2. Submittals will be evaluated on a combination of responsiveness, organization and clarity of proposal related to the scope of work, agreement to meet the District's general terms and conditions, fees, experience, qualifications and experience of assigned personnel, and responses of references.
3. Once the evaluation team has completed their review and determined the proposal with the highest overall points, the District will contact the successful Proposer on or by January 30, 2023.
4. After the submittals are evaluated and ranked, the District, at its sole discretion, may elect to interview one or more finalist respondents. Note, respondents may be asked to submit additional documentation. Additionally, the District reserves the right to select a proposal without conducting interviews.
5. If a commitment is made, it will be to the most qualified respondent with whom District is able to successfully negotiate the compensation and terms and conditions of any and all agreements.
6. Final selection of a firm, terms and conditions of any and all agreements, and authority to proceed with these services, shall be at the sole discretion of the District.
7. If the District is unable to negotiate a satisfactory agreement, with terms and conditions the District determines to be fair and reasonable, the District may then commence negotiations with the next most qualified firm in sequence, until an agreement is reached or determination is made to reject all submittals.

ATTACHMENT A: Rancho Santa Fe Fire Protection District Organizational Chart



ATTACHMENT B:

SAMPLE – RANCHO SANTA FE FIRE PROTECTION DISTRICT **PROFESSIONAL SERVICES AGREEMENT**

This agreement is made upon the date of execution, as set forth below, by and between _____ (“Consultant”), and the Rancho Santa Fe Fire Protection District (“District”). The parties hereto, in consideration of the mutual covenants contained herein, hereby agree to the following terms and conditions:

1.0 GENERAL PROVISIONS

1.01 **Term**: This agreement will become effective on the date of execution set forth below, and will continue in effect until terminated as provided herein.

1.02 **Services**: Consultant shall perform the **scope of work (tasks)** described and set forth in **Exhibit A**, attached hereto and incorporated herein as though set forth in full. Consultant shall complete the tasks according to the **project schedule** which is also set forth in **Exhibit A**.

Consultant shall determine the method, details and means of performing the above-referenced services.

Consultant may, at their own expense, employ such assistants and subconsultants, as Consultant deems necessary to perform the services required of Consultant by this agreement. However, Consultant may not assign this agreement to any other person or entity in the performance of required project-related services, and the District may not control, direct or supervise Consultant’s assistants or employees in the performance of those services.

1.03 **Standard of Performance**: Consultant’s services shall be performed in accordance with generally accepted professional practices and principles and in a manner consistent with the level of care and skill ordinarily exercised by members of Consultant’s profession currently practicing under similar conditions. Whenever the scope of work requires or permits approval by the District, it is understood to be approval solely for the purposes of conforming to the requirements of the scope of work and not acceptance of any professional or other responsibility for the work. Such approval does not relieve the Consultant of responsibility for complying with the standard of performance or laws, regulations, industry standards, or from liability for damages caused by negligent acts, errors, omissions, noncompliance with industry standards, or the willful misconduct of Consultant or its subcontractors. By delivery of completed work, Consultant certifies that the work conforms to the requirements of this contract and all applicable federal, state and local laws. If Consultant is retained to perform services requiring a license, certification, registration or other similar requirement under California law, Consultant shall maintain that license, certification, registration or other similar requirement throughout the term of this Contract.

1.04 **Compensation:** In consideration for the services to be performed by Consultant, District agrees to pay Consultant monetary consideration for professional services in accordance with the **fee schedule** set forth in **Exhibit A**. The parties agree that total compensation for fees and costs for the services detailed in **Exhibit A** shall not exceed the sum of \$_____, unless and until this Agreement is amended as provided herein.

1.05 **Billing/Payment Terms.** All charges for Consultant's services and authorized related reimbursable expenses shall be billed monthly, and all undisputed charges will be paid by District within 30 (thirty) days of receipt. The bills shall list all tasks under this Agreement, the task budget, project total budget, percentage completed for each task for that month, associated percentage billing against each task, and total billing for that month. In the event the Agreement is based on time & materials billing up to a not-to-exceed amount, the bill shall itemize by date all services and expenses provided during the invoice period (under this Agreement) including a brief description of the nature of work performed, the person or vendor performing them, the applicable billing rate, and the time expended. All Consultant service invoices must be approved by either the Administration Manager or the Fire Chief prior to payment.

2.0 OBLIGATIONS OF CONTRACTOR

2.01 **Contract Management and Service Performance:** Consultant Principal shall serve as the project manager and will personally prepare, or direct and supervise the preparation of, all work product called for by this agreement. Consultant represents that it has the qualifications, experience and facilities to properly perform all services hereunder in a thorough, competent, timely, and professional manner and shall, at all times during the term of this Agreement, have in full force and effect all licenses required of it by law. Consultant agrees to devote the hours and the human resources necessary to timely perform the services set forth in this agreement in an efficient, professional, and effective manner.

2.02 Avoidance of Conflict of Interest.

(a) Consultant may represent, perform services for, and be employed by additional individuals or entities, in Consultant's sole discretion, as long as the performance of these extra-contractual services does not interfere with or present a conflict with District's business or interfere with the timely performance and completion of Consultant's services under this Agreement.

(b) Consultant shall comply with all conflict-of-interest laws and regulations including, without limitation, the District's Conflict of Interest Code (on file in the Administration Manager). All officers, employees and/or agents of Consultant who will be working on behalf of the District pursuant to this Agreement may be required to file Statements of Economic Interest. Therefore, it is incumbent upon the Consultant to notify the District of any staff changes relating to this Agreement.

(c) In accomplishing the scope of services of this Agreement, all officers, employees and/or agents of the Consultant unless as indicated in Subsection (d), will be performing

a very limited and closely supervised function, and therefore, unlikely to have a conflict of interest arise. No disclosures are required for any officers, employees, and/or agents of Consultant, except as indicated in Subsection (d). _____ (Initials).

(d) In accomplishing the scope of services of this Agreement, Consultant will be performing a specialized or general service for the District, and there is substantial likelihood that the Consultant's work product will be presented, either written or orally for the purpose of influencing a governmental decision. As a result, the following persons shall be subject to the District's Conflict of Interest Code.

2.03 **Tools and Instrumentalities:** Consultant shall provide all tools and instrumentalities to perform the services under this agreement.

2.04 **Workers' Compensation and Other Employee Benefits:** District and Consultant intend and agree that Consultant is an independent contractor of District and agree that Consultant and Consultant's employees and agents have no right to Workers' Compensation and other District-sponsored employee benefits. Consultant agrees to provide Workers' Compensation and other employee benefits, where required by law, for Consultant's employees and agents. Consultant agrees to hold harmless and indemnify District for any and all claims arising out of any claim for injury, disability, or death of Consultant and any of Consultant's employees or agents.

2.05 **Indemnification**

(a) **Non-design, non-construction Professional Services:** To the fullest extent permitted by law (including, but not limited to California Civil Code Sections 2782 and 2782.8), Consultant shall indemnify, defend, and hold harmless the District, and its elected officials, officers, employees, volunteers, and agents ("District Indemnitees"), from and against any and all causes of action, claims, liabilities, obligations, judgments, or damages, including reasonable legal counsels' fees and costs of litigation ("claims"), arising out of the Consultant's performance or Consultant's failure to perform its obligations under this Agreement or out of the operations conducted by Consultant, including the District's active or passive negligence, except for such loss or damage arising from the sole negligence or willful misconduct of the District. In the event the District Indemnitees are made a party to any action, lawsuit, or other adversarial proceeding arising from Consultant's performance of this Agreement, the Consultant shall provide a defense to the District Indemnitees or at the District's option, reimburse the District Indemnitees their costs of defense, including reasonable legal fees, incurred in defense of such claims.

(b) **Non-design, construction Professional Services:** To the extent the Scope of Services involve a "construction contract" as that phrase is used in Civil Code Section 2783, this paragraph shall apply in place of paragraph (a). To the fullest extent permitted by law (including, but not limited to California Civil Code Sections 2782 and 2782.8),

Consultant shall indemnify, defend, and hold harmless the District, and its elected officials, officers, employees, volunteers, and agents (“District Indemnitees”), from and against any and all causes of action, claims, liabilities, obligations, judgments, or damages, including reasonable legal counsels’ fees and costs of litigation (“claims”), arising out of the Consultant’s performance or Consultant’s failure to perform its obligations under this Agreement or out of the operations conducted by Consultant, except for such loss or damage arising from the active negligence, sole negligence or willful misconduct of the District. In the event the District Indemnitees are made a party to any action, lawsuit, or other adversarial proceeding arising from Consultant’s performance of this Agreement, the Consultant shall provide a defense to the District Indemnitees or at the District’s option, reimburse the District Indemnitees their costs of defense, including reasonable legal fees, incurred in defense of such claims.

(c) Design Professional Services: In the event Consultant is a “design professional”, and the Scope of Services require Consultant to provide “design professional services” as those phrases are used in Civil Code Section 2782.8, this paragraph shall apply in place of paragraphs (a) or (b). To the fullest extent permitted by law (including, but not limited to California Civil Code Sections 2782 and 2782.8) Consultant shall indemnify, defend and hold harmless the District and its elected officials, officers, employees, volunteers and agents (“District Indemnitees”), from and against all claims, damages, injuries, losses, and expenses including costs, attorney fees, expert consultant and expert witness fees arising out of, pertaining to or relating to, the negligence, recklessness or willful misconduct of Consultant, except to the extent caused by the sole negligence, active negligence or willful misconduct of the District. Negligence, recklessness or willful misconduct of any subcontractor employed by Consultant shall be conclusively deemed to be the negligence, recklessness or willful misconduct of Consultant unless adequately corrected by Consultant. In the event the District Indemnitees are made a party to any action, lawsuit, or other adversarial proceeding arising from Consultant’s performance of this Agreement, the Consultant shall provide a defense to the District Indemnitees or at the District’s option, reimburse the District Indemnitees their costs of defense, including reasonable legal fees, incurred in defense of such claims. In no event shall the cost to defend charged to Consultant under this paragraph exceed Consultant’s proportionate percentage of fault. However, notwithstanding the previous sentence, in the event one or more defendants is unable to pay its share of defense costs due to bankruptcy or dissolution of the business, Consultant shall meet and confer with other parties regarding unpaid defense costs.

(d) Payment by District is not a condition precedent to enforcement of the indemnities in paragraph (a), (b), or (c). In the event of any dispute between Consultant and District, as to whether liability arises from the active negligence, sole negligence or willful misconduct of the District or its officers, employees, or agents, Consultant will be obligated to pay for District’s defense until such time as a final judgment has been entered adjudicating the District as having been actively negligent, solely negligent or as having engaged in willful misconduct. Except as otherwise required by Civil Code Section 2782.8, Consultant will not be entitled in the absence of such a determination to any reimbursement of defense costs including but not limited to attorney’s fees, expert fees and costs of litigation. The provisions of this Section 2.05 shall survive completion of Consultant’s services or the termination of this Agreement.

2.06 **Insurance**: Consultant shall maintain prior to the beginning of and for the duration of this Agreement insurance coverage as specified in Exhibit B attached to and part of this agreement.

3.0 OBLIGATIONS OF DISTRICT

3.01 **Cooperation**: District agrees to comply with all reasonable requests of Consultant necessary to the performance of Consultant's duties under this agreement. District employees, agents and officers of the District agree to disclose all information relevant to this project to Consultant. Consultant shall be entitled to reasonably rely upon the accuracy and completeness of information furnished by District, provided that Consultant shall give District prompt written notice of any known defects in such information.

4.0 TERMINATION OF AGREEMENT

4.01 **Termination Notice**: Notwithstanding any other provision of this agreement, any party hereto may terminate this agreement, at any time, without cause, by giving at least 30 (thirty) days' prior written notice to the other parties to this agreement.

4.02 **Termination on Occurrence of Stated Events**: This agreement shall terminate automatically on the occurrence of any of the following events:

- a. Sale of the business of any party;
- b. The end of the 30 (thirty) days as set forth in section 4.01;
- c. End of the contract to which Consultant's services were necessary; or
- d. Assignment of this agreement by Consultant without the consent of District.
- e. Death of any party.

4.03 **Termination by any Party for Default**: Should any party default in the performance of this agreement or materially breach any of its provisions, the non-breaching party, at its option, may terminate this agreement, immediately, by giving written notice of termination to the breaching party.

4.04 **Termination**: This agreement shall terminate on _____, 20____, unless earlier extended as set forth in this Section. The District, with the agreement of Consultant, is authorized to extend the term of this agreement beyond the termination date, as needed, under the same terms and conditions as set forth in this agreement. Any such extension shall be in writing and be an amendment to this agreement.

5.0 SPECIAL PROVISIONS

5.01 **Additional Tasks as May Be Assigned by Administration Manager or the Fire Chief:** Prior to initiating any Consultant work on matters relating to the purposes of this Agreement, but outside the Scope of Services for this Agreement, it shall be the responsibility of Consultant to obtain written approval of the Administration Manager, or the Fire Chief, prior to initiation of such tasks.

5.02 **Time Schedule:** Consultant is to begin work upon receipt and execution of District contract. It is contemplated that most of the services hereunder will be completed on or before _____. **TIME IS OF THE ESSENCE OF THIS CONTRACT.** Consultant agrees to engage its best efforts to adhere strictly to the schedule set forth in **Exhibit A** and incorporated herein.

5.03 **Work Outside Contract Scope:** No payment for changed or additional work shall be made unless the changed or additional work has first been approved in writing by the Fire Chief and the parties have agreed upon the appropriate adjustment, if any, to the payment schedule and maximum payment amount for the changed or additional work. The Administration Manager may order changes or additions to the scope of work. Whether a change or addition to the scope of work is proposed by the Consultant or ordered by the Fire Chief, the parties shall in good faith negotiate an appropriate adjustment, if any, to the payment schedule and maximum payment for the changed or additional work. An approved change or addition, along with the payment adjustment, if any, will be effective upon an amendment to this contract executed by both parties. The amendment shall not render ineffective or invalidate unaffected portions of this contract.

5.04 **Confidentiality:**

- (a) Confidential Nature of Information. Consultant shall treat all information obtained from the District in the performance of this contract as confidential and proprietary to the District. Consultant shall treat all records and work product prepared or maintained by Consultant in the performance of this contract as confidential.
- (b) Limitation on use and disclosure. Consultant agrees that it will not use any information obtained as a consequence of the performance of work for any purpose other than fulfillment of Consultant's scope of work. Consultant will not disclose any information prepared for the District, or obtained from the District or obtained as a consequence of the performance of work to any person other than the District, or its own employees, agents or subcontractors who have a need for the information for the performance of work under this contract unless such disclosure is specifically authorized in writing by the District.
- (c) Security plan. If requested by the Fire Chief, Consultant shall prepare a security plan to assure that information obtained from the District or as a consequence of the performance of work is not used for any unauthorized purpose or disclosed to

unauthorized persons. Consultant shall advise the District of any request for disclosure of information or of any actual or potential disclosure of information.

- (d) Survival. Consultant's obligations under this paragraph shall survive the termination of this contract.

6.0 MISCELLANEOUS

6.01 **Notices**: Except as otherwise expressly provided by law, any and all notices or other communications required or permitted by this agreement or by law to be served on or given to any party to this agreement shall be in writing and delivered or, in lieu of such personal service, when deposited in the United States mail, first class postage prepaid, to the following address for each respective party:

PARTY	ADDRESS
TO: Rancho Santa Fe FPD	Rancho Santa Fe FPD PO Box 410 Rancho Santa Fe, CA 92067 Attention: Dave McQuead, Fire Chief

Copy to:

TO CONSULTANT:

6.02 **Governing Law**: This agreement and all matters relating to this agreement shall be governed by the laws of the State of California in force at the time, should any need for interpretation of this agreement or any decision or holding concerning this agreement arise.

6.03 **Binding Effect**: This agreement shall be binding on and shall inure to the benefit of the heirs, executors, administrators, successors and assigns of the parties hereto, but nothing in this Section shall be construed as consent by District to any assignment of this agreement or any interest in the agreement.

6.04 **Remedies:** The remedies set forth in this agreement shall not be exclusive, but shall be cumulative with, and in addition to, all remedies now or hereafter allowed by law or equity.

6.05 **Due Authority:** The parties hereby represent that the individuals executing this agreement are expressly authorized to do so on and in behalf of the parties.

6.06 **Ownership of Work Product:** Upon delivery, the work product, including without limitation, all original reports, writings, recordings, drawings, files, and detailed calculations developed under this contract are the property of the District. Consultant agrees that all copyrights, which arise from creation of the work pursuant to this contract, shall be vested in the District and waives and relinquishes all claims to copyright or other intellectual property rights in favor of the District. District acknowledges that its use of the work product is limited to the purposes contemplated by the scope of work and that the Consultant makes no representation of the suitability of the work product for use in or application to circumstances not contemplated by the scope of work.

6.07. **Integration and Modification:** This contract represents the entire understanding and agreement of the District and Consultant as to those matters contained herein. This agreement correctly sets forth the obligations of the parties hereto to each other as of the date of this agreement. All agreements or representations respecting the subject matter of this agreement not expressly set forth or referred to in this agreement are null and void. No prior oral or written understanding shall be of any force or effect with respect to those matters covered hereunder. This contract may not be modified, amended, or altered except in writing signed by the District and Consultant.

6.08. **Advice of Counsel:** The parties agree that they are aware that they have the right to be advised by counsel with respect to the negotiations, terms, and conditions of this contract, and that the decision of whether or not to seek the advice of counsel with respect to this contract is a decision which is the sole responsibility of each of the parties hereto. This contract shall not be construed in favor or against either party by reason of the extent to which each party participated in the drafting of the contract.

6.09. **Independent Review:** Each party hereto declares and represents that in entering this contract it has relied and is relying solely upon its own judgment, belief and knowledge of the nature, extent, effect and consequence relating thereto. Each party further declares and represents that this contract is being made without reliance upon any statement or representation not contained herein of any other party, or any representative, agent, or attorney of any other party.

6.10. **Attorney Fees:** In the event of any controversy, claim or dispute between the parties hereto, arising out of or relating to this agreement, or the breach hereof, the prevailing party shall be entitled, in addition to other such relief as may be granted, to a reasonable sum as and for attorney fees.

6.11 **No waiver:** The waiver of any breach by any party of any provision of this agreement shall not constitute a continuing waiver or a waiver of any subsequent breach of this agreement.

6.12. **Assignment:** This agreement is specifically not assignable by Consultant to any person or entity. Any assignment or attempt to assign by Consultant whether it be voluntary or involuntary, by operation of law or otherwise, is void and is a material breach of this agreement, giving rise to a right to terminate as set forth in Section 4.03.

6.13. **Time for Performance:** Except as otherwise expressly provided for in this agreement, should the performance of any act required by this agreement to be performed by either party be prevented or delayed by reason by any act of God, strike, lockout, labor trouble, inability to secure materials, epidemics, pandemics, or any other cause, except financial inability, which is the fault of the party required to perform the act, the time for performance of the act will be extended for a period of time equivalent to the period of delay and performance of the act during the period of delay will be excused: provided, however, that nothing contained in this Section shall exclude the prompt payment by either party as required by this agreement of the performance of any act rendered difficult or impossible solely because of the financial condition of the party required to perform the act.

6.14 **Severability:** Should any provision of this agreement be held by a court of competent jurisdiction or by a legislative or rulemaking act to be either invalid, void or unenforceable, the remaining provisions of this agreement shall remain in full force and effect, unimpaired by the holding, legislation or rule.

6.15. **Construction:** The parties agree that each has had an opportunity to have their counsel review this agreement and that any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in the interpretation of this agreement or any amendments or exhibits thereto. The captions of the sections are for convenience and reference only, and are not intended to be construed to define or limit the provision to which they relate.

6.16. **Amendments:** Amendments to this agreement shall be in writing and shall be made only with the mutual written consent of all the parties to this agreement.

6.17. **Signatures:** The individuals executing this contract represent and warrant that they have the legal capacity and authority to do so on behalf of their respective legal entities.

IN WITNESS WHEREOF, the parties have executed this contract on the following date.

Consultant:

Date: _____

By: _____
President

Rancho Santa Fe FPD:

Date: _____

By: _____
David McQuead
Fire Chief

ATTEST:

Alicea Caccavo, Board Clerk

ATTACHMENT C:

INSURANCE REQUIREMENTS

Prior to the beginning of and throughout the duration of the Work, Consultant will maintain insurance in conformance with the requirements set forth below. Consultant will use existing coverage to comply with these requirements. If that existing coverage does not meet the requirements set forth here, Consultant agrees to amend, supplement or endorse the existing coverage to do so. Consultant acknowledges that the insurance coverage and policy limits set forth in this section constitute the minimum amount of coverage required. Any insurance proceeds available to District in excess of the limits and coverage required in this agreement and which is applicable to a given loss, will be available to District.

Consultant shall provide the following types and amounts of insurance:

Commercial General Liability Insurance using Insurance Services Office “Commercial General Liability” policy form CG 00 01, or a District approved equivalent. Defense costs must be paid in addition to limits. There shall be no cross liability exclusion for claims or suits by one insured against another. Limits are subject to review but in no event less than \$1,000,000 per occurrence and in the aggregate.

Business Auto Coverage on ISO Business Auto Coverage form CA 00 01 including symbol 1 (Any Auto) or the equivalent. Limits are subject to review, but in no event to be less than \$1,000,000 per accident. If Consultant owns no vehicles, this requirement may be satisfied by a non-owned auto endorsement to the general liability policy described above. If Consultant or Consultant’s employees will use personal autos in any way on this project, Consultant shall provide evidence of personal auto liability coverage for each such person.

Workers Compensation on a state-approved policy form providing statutory benefits as required by law with employer’s liability limits no less than \$1,000,000 per accident or disease.

Professional Liability or Errors and Omissions Insurance as appropriate shall be written on a policy form coverage specifically designed to protect against acts, errors or omissions of the consultant and “Covered Professional Services” as designated in the policy must specifically include work performed under this agreement. The policy limit shall be no less than \$1,000,000 per claim and in the aggregate. The policy must “pay on behalf of” the insured and must include a provision establishing the insurer’s duty to defend. The policy retroactive date shall be on or before the effective date of this agreement.

Insurance procured pursuant to these requirements shall be written by insurers that are admitted carriers in the state of California and with an A.M. Bests rating of A- or better and a minimum financial size VII.

General conditions pertaining to provision of insurance coverage by Consultant. Consultant and District agree to the following with respect to insurance provided by Consultant:

1. Consultant agrees to have its insurer endorse the third party general liability coverage required herein to include as additional insureds District, its officials, employees and agents, using standard ISO endorsement No. CG 2010 with an edition prior to 1992, or a District approved equivalent. Consultant also agrees to require all contractors, and subcontractors to

do likewise.

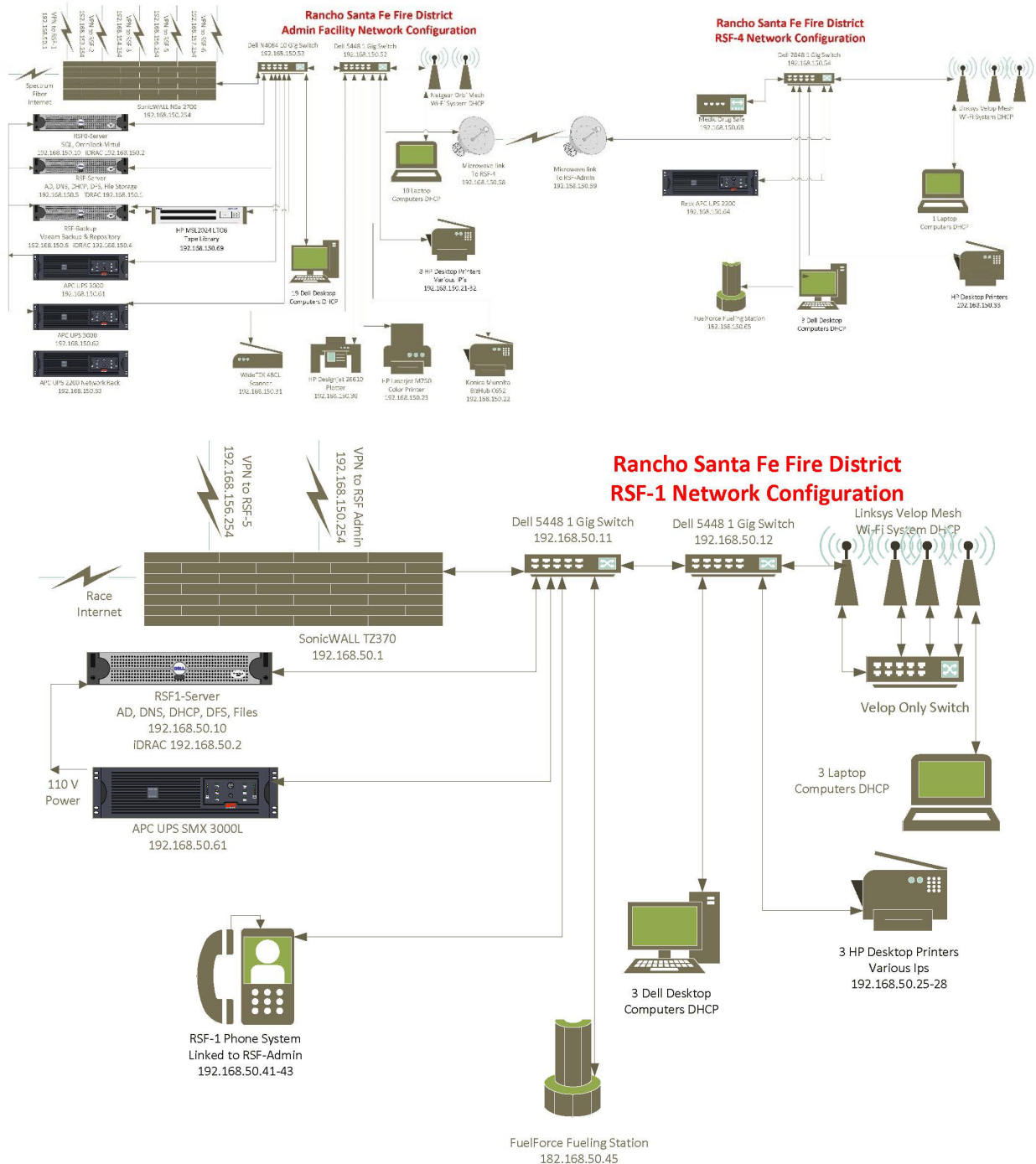
2. No liability insurance coverage provided to comply with this Agreement shall prohibit Consultant, or Consultant's employees, or agents, from waiving the right of subrogation prior to a loss. Consultant agrees to waive subrogation rights against District regardless of the applicability of any insurance proceeds, and to require all contractors and subcontractors to do likewise.
3. All insurance coverage and limits provided by Consultant and available or applicable to this agreement are intended to apply to the full extent of the policies. Nothing contained in this Agreement or any other agreement relating to the District or its operations limits the application of such insurance coverage.
4. None of the coverages required herein will be in compliance with these requirements if they include any limiting endorsement of any kind that has not been first submitted to District and approved of in writing.
5. Consultant's general liability policy shall not contain any provision or definition that would serve to eliminate so-called "third party action over" claims, including any exclusion for bodily injury to an employee of the insured or of any contractor or subcontractor.
6. All coverage types and limits required are subject to approval, reasonable modification and reasonable additional requirements by the District, as the need arises. Consultant shall not make any reductions in scope of coverage (e.g. elimination of contractual liability or reduction of discovery period) that may affect District's protection without District's prior written consent.
7. Proof of compliance with these insurance requirements, consisting of certificates of insurance evidencing all of the coverages required and an additional insured endorsement to Consultant's general liability policy, shall be delivered to District at or prior to the execution of this Agreement. In the event such proof of any insurance is not delivered as required, or in the event such insurance is canceled at any time and no replacement coverage is provided, District has the right, but not the duty, to obtain any insurance it deems necessary to protect its interests under this or any other agreement and to pay the premium. Any premium so paid by District shall be charged to and promptly paid by Consultant or deducted from sums due Consultant, at District option.
8. Certificate(s) are to reflect that the insurer will provide 30 days' notice to District of any cancellation of coverage by the carrier.
9. It is acknowledged by the parties of this agreement that all insurance coverage required to be provided by Consultant or any subcontractor, is intended to apply first and on a primary, non-contributing basis in relation to any other insurance or self-insurance available to District.
10. Consultant agrees to require that subcontractors, and any other party involved with the project who is brought onto or involved in the project by Consultant, provide the same minimum insurance coverage required of Consultant. Consultant agrees to monitor and review all such coverage and assumes responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. Consultant agrees that upon request, all agreements with subcontractors and others engaged in the project will be submitted to District for review.

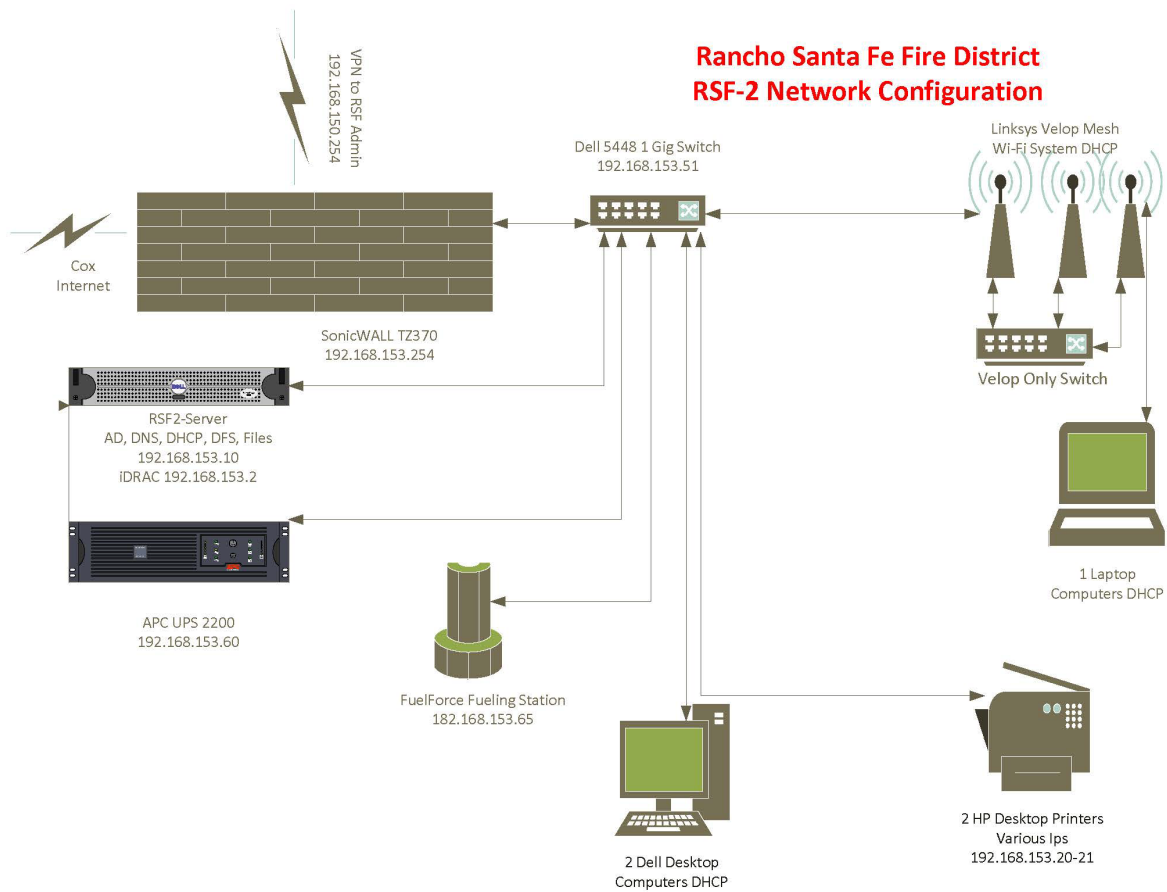
11. If Consultant's existing coverage includes a deductible or self-insured retention, the deductible or self-insured retention must be declared to the District. At that time the District shall review options with the Consultant, which may include reduction or elimination of the deductible or self-insured retention, substitution of other coverage, or other solutions. Consultant shall be responsible for paying any deductibles or self-insured retentions on its policies.
12. The District reserves the right at any time during the term of the contract to change the amounts and types of insurance required by giving the Consultant ninety (90) days advance written notice of such change. If such change results in substantial additional cost to the Consultant, the District will negotiate additional compensation proportional to the increased benefit to District.
13. For purposes of applying insurance coverage only, this Agreement will be deemed to have been executed immediately upon any party hereto taking any steps that can be deemed to be in furtherance of or towards performance of this Agreement.
14. Consultant acknowledges and agrees that any actual or alleged failure on the part of District to inform Consultant of non-compliance with any insurance requirement in no way imposes any additional obligations on District nor does it waive any rights hereunder in this or any other regard.
15. Consultant will renew the required coverage annually as long as District, or its employees or agents face an exposure from operations of any type pursuant to this agreement. This obligation applies whether or not the agreement is canceled or terminated for any reason. Termination of this obligation is not effective until District executes a written statement to that effect.
16. Consultant shall provide proof that policies of insurance required herein expiring during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. Proof that such coverage has been ordered shall be submitted prior to expiration. A coverage binder or letter from Consultant's insurance agent to this effect is acceptable. A certificate of insurance and/or additional insured endorsement as required in these specifications applicable to the renewing or new coverage must be provided to District within five days of the expiration of the coverages.
17. The provisions of any workers' compensation or similar act will not limit the obligations of Consultant under this agreement. Consultant expressly agrees not to use any statutory immunity defenses under such laws with respect to District, its employees, officials and agents.
18. Requirements of specific coverage features or limits contained in this section are not intended as limitations on coverage, limits or other requirements nor as a waiver of any coverage normally provided by any given policy. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue, and is not intended by any party or insured to be limiting or all-inclusive.
19. These insurance requirements are intended to be separate and distinct from any other provision in this agreement and are intended by the parties here to be interpreted as such.

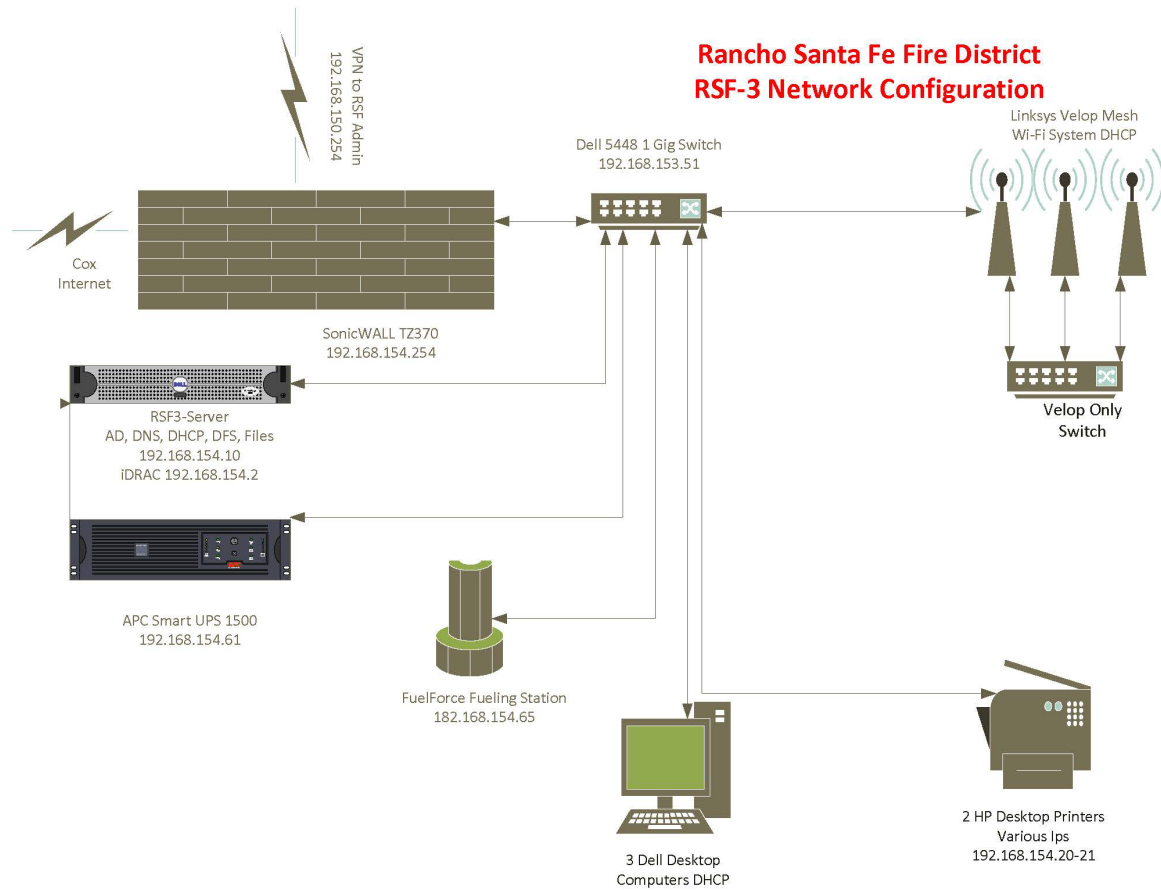
20. The requirements in this Section supersede all other sections and provisions of this Agreement to the extent that any other section or provision conflicts with or impairs the provisions of this Section.
21. Consultant agrees to be responsible for ensuring that no contract used between itself and its sub-consultants reserves the right to charge District or Consultant for the cost of additional insurance coverage required by this agreement. Any such provisions are to be deleted with reference to District. It is not the intent of District to reimburse any third party for the cost of complying with these requirements. There shall be no recourse against District for payment of premiums or other amounts with respect thereto.
22. Consultant agrees to provide immediate notice to District of any claim or loss against Consultant arising out of the work performed under this agreement. District assumes no obligation or liability by such notice, but has the right (but not the duty) to monitor the handling of any such claim or claims if they are likely to involve District.

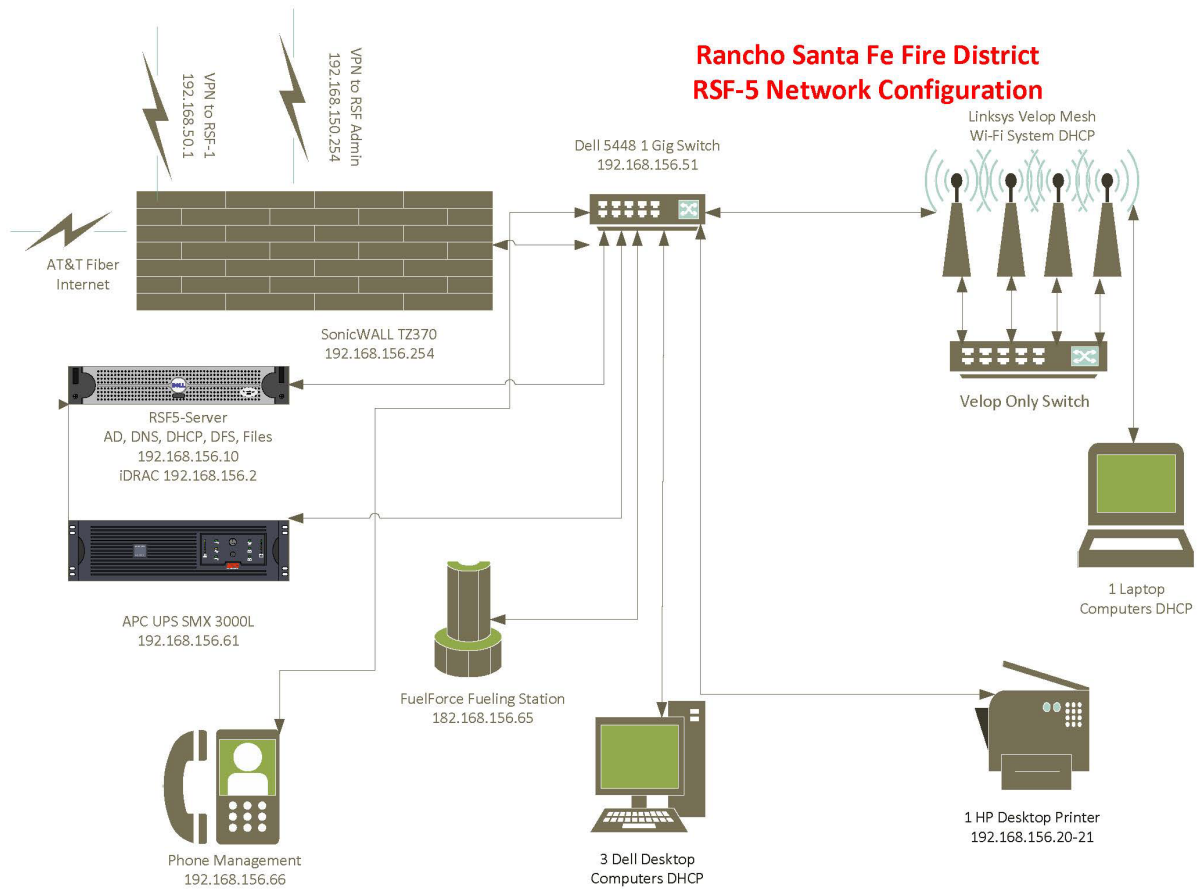
ATTACHMENT D:

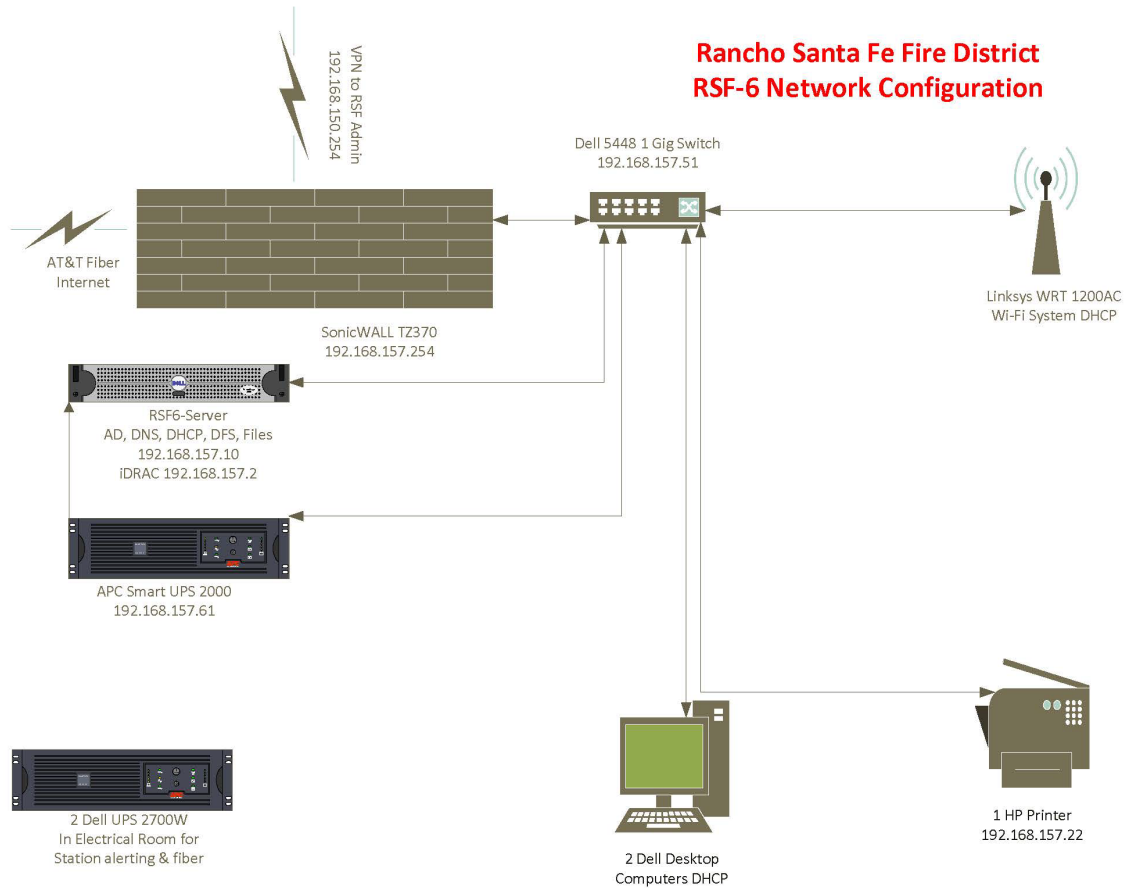
WAN Diagrams.











ATTACHMENT E:

Rancho Santa Fe FPD Computer Hardware Inventory November 2022

Dell Optiplex Computers

Location	Serial #	Dell Tag	Network Name	O/S	Model	Processor	Mem.	Hard Disk	Brand	Purchase Date
Admin Cubic1 #1	18419788334	8GMNZN2	RSF-Admin1-18	Windows 11	Optiplex 7060	Core i7-8700	16 GB	256 GB	Dell	11-2018
Admin Cubicle #2	19933122350	95MZN2	RSF-Admin2-18	Windows 11	Optiplex 7060	Core i7-8700	16 GB	256 GB	Dell	11-2018
Board Room Admin	23963495114	B0B8V62	Zoom-Room16	Windows 10	Optiplex 9020	Core i7-4790	8 GB	1 TB 7200	Dell	2/1/16
Cielo Board Room	14247622190	6JMNZN2	Teams-Room2018	Windows 10	Optiplex 7060	Core i7-8700	16 GB	256 GB	Dell	11-2018
Caccavo's Office	17766225543	85TJVD3	Caccavo-2021	Windows 11	Optiplex 7080	Core i7-10700	16 GB	1 TB	Dell	8-2021
Donner's home	27030223477	CF13HX1	Donner-Home13	Win 10 64-Bit	Optiplex 9010	Core i7	8 GB	1 TB	Dell	6/1/13
Donner's Office	17766132231	85THVD3	Donner-2021	Windows 11	Optiplex 7080	Core i7-10700	16 GB	1 TB	Dell	8-2021
Fire Chief's Office	17765945607	85TDVD3	FireChief-2021	Windows 11	Optiplex 7080	Core i7-10700	16 GB	1 TB	Dell	8-2021
Fire Prevention Cubicle Area #1	29061835310	DCMNZN2	FP-Spare1-2018	Windows 11	Optiplex 7060	Core i7-8700	16 GB	256 GB	Dell	11-2018
Fire Prevention Cubicle Area #2	33657264686	FGMNZN2	FP-Spare2-2018	Windows 11	Optiplex 7060	Core i7-8700	16 GB	256 GB	Dell	11-2018
Fire Prevention Cubicle Area #3	9992211951	4L93533	Schaffer-2020	Windows 11	Optiplex 7070 MT	Core i7-9700	16 GB	256 GB SSD	Dell	6/1/20
Fire Prevention Cubicle Area #4	17764685895	85SMVD3	Closs-2021	Windows 11	Optiplex 7080	Core i7-10700	16 GB	1 TB	Dell	8-2021
Fire Prevention Scanner Area	19084916270	8RMNZN2	Scanner-PC-2018	Windows 11	Optiplex 7060	Core i7-8700	16 GB	256 GB	Dell	11-2018
Havens' Office	17764732551	85SNVD3	Havens-2021	Windows 11	Optiplex 7080	Core i7-10700	16 GB	1 TB	Dell	8-2021
Lenahan's Office	17765898951	85TJCD3	Lenahan-2021	Windows 11	Optiplex 7080	Core i7-10700	16 GB	1 TB	Dell	8-2021
Montagne's Office	17766085575	85TGVD3	Montagne-2021	Windows 11	Optiplex 7080	Core i7-10700	16 GB	1 TB	Dell	8-2021
Rannals' Home	29294178229	DGGWL1	Rannals-Home	Win 10 64-Bit	Optiplex 780	Core 2 Quad	4 GB	250 GB	Dell	2/1/10
Caccavo's Office	19630791470	90NNZN2	Rannals-2018	Windows 11	Optiplex 7060	Core i7-8700	16 GB	256 GB	Dell	11-2018
Reception Desk	14466318855	85TLVD3	Reception-2021	Windows 11	Optiplex 7080	Core i7-10700	16 GB	1 TB	Dell	8-2021
Reye's Office	17766272199	85TKVD3	Reyes-2021	Windows 11	Optiplex 7080	Core i7-10700	16 GB	1 TB	Dell	8-2021
RSF-1 BC's Office	25115942199	BIDD13	BC2-2020	Windows 11	Optiplex 7070 MT	Core i7-9700	16 GB	256 GB SSD	Dell	2/1/20
RSF-1 Captain's Office	25119107067	BIF9N23	RSF1-Captain020	Windows 11	Optiplex 7070 MT	Core i7-9700	16 GB	256 GB SSD	Dell	2/1/20
RSF-1 Classroom	9908404022	4JV7HH2	RSF1-ClassRm017	Windows 11	Optiplex 7050	Core i7-7700	16 GB	500 GB SS Mem	Dell	4/1/2017
RSF-1 Library	9908497334	4JV9HH2	RSF1-Library017	Windows 11	Optiplex 7050	Core i7-7700	16 GB	500 GB SS Mem	Dell	4/1/2017
RSF-2 Captain's Office	25119060411	BIF8N23	RSF2-Captain020	Windows 11	Optiplex 7070 MT	Core i7-9700	16 GB	256 GB SSD	Dell	2/1/20
RSF-2 Captain's Office	9908357366	4JV6HH2	RSF2-Captain017	Windows 11	Optiplex 7050	Core i7-7700	16 GB	500 GB SSD	Dell	4/1/2017
RSF-3 Captain's Office	25118967099	BIF6N23	RSF3-Captain020	Windows 11	Optiplex 7070 MT	Core i7-9700	16 GB	256 GB SSD	Dell	2/1/20
RSF-3 Training Room #1	9908450678	4JV8HH2	RSF3-TrainRm017	Windows 11	Optiplex 7050	Core i7-7700	16 GB	500 GB SS Mem	Dell	4/1/2017
RSF-3 Training Room #2	9909943670	4JW4HH2	RSF3-TrainRm217	Windows 11	Optiplex 7050	Core i7-7700	16 GB	500 GB SS Mem	Dell	4/1/2017

RSF-4 Captain's Office	9908590646	4JV8HH2	RSF4-Captain017	Windows 11	Optiplex 7050	Core i7-7700	16 GB	500 GB SS Mem	Dell	4/1/2017
RSF-4 Captain's Office	25119247035	BIFCN23	RSF4-Captain020	Windows 11	Optiplex 7070 MT	Core i7-9700	16 GB	256 GB SSD	Dell	2/1/20
RSF-4 Training Office	12494103086	5QMZN2	RSF4-TrainOff18	Windows 11	Optiplex 7060	Core i7-8700	16 GB	256 GB	Dell	11-2018
RSF-5 Captain's Office	25119013755	BIF7N23	RSF5-Captain220	Windows 11	Optiplex 7070 MT	Core i7-9700	16 GB	256 GB SSD	Dell	2/1/20
RSF-5 Captain's Office	25116082167	BIDGT13	RSF5-Captain020	Windows 11	Optiplex 7070 MT	Core i7-9700	16 GB	256 GB SSD	Dell	2/1/20
RSF-5 Captain's Office	9910036982	4JW6HH2	RSF5-Captain017	Windows 11	Optiplex 7050	Core i7-7700	16 GB	500 GB SSD	Dell	4/1/2017
RSF-6 Captain's Office	25116035511	BIDFT13	RSF6-Captain020	Windows 11	Optiplex 7070 MT	Core i7-9700	16 GB	256 GB SSD	Dell	2/1/20
RSF-6 Office	21201232430	9QMZN2	RSF6-Office2018	Windows 11	Optiplex 7060	Core i7-8700	16 GB	256 GB	Dell	11-2018
RSF-6 Training Room	27912977966	CTMNZN2	RSF6-TrainRm018	Windows 11	Optiplex 7060	Core i7-8700	16 GB	256 GB	Dell	11-2018
Slattery's Office	17766038919	85TFVD3	Slattery-2021	Windows 11	Optiplex 7080	Core i7-10700	16 GB	1 TB	Dell	8-2021
Willis' Office	25119200379	BIFBN23	Willis-2020	Windows 11	Optiplex 7070 MT	Core i7-9700	16 GB	256 GB SSD	Dell	2/1/20

Spare Desktop Computers

Admin Server Room	10487707886	4TG3Z72	RSF-Admin1-16	Windows 10	Optiplex 9020	Core i7-4790	8 GB	1 TB 7200	Dell	2/1/16
Admin Server Room	23963143898	B0B1C62	RSF-Admin2-16	Windows 10	Optiplex 9020	Core i7-4790	8 GB	1 TB 7200	Dell	2/1/16

Dell Laptop Computers

Ashcraft's House	3691913942	IP22J12	Ashcraft-2014	Win 10 64-Bit	Latitude E5540	Core i7 Pro	8 GB	500 GB	Dell	8/15/14
IT Storage Room	11094267925	53H8NX1	Taber-Laptop13	Win 10 64-Bit	Latitude E6430U	Core i7	8 GB	256 GB	Dell	10/10/13
RSF2 Training Room	16668108759	7NNRF13	RSF2-TrainRm20	Win 10 64-Bit	Latitude 5500	Core i7 8665U	16 gb	512 GB SSD	Dell	2/1/2020
RSF4 Training Room	37770804183	HCNRF13	RSF4-TrainRm20	Win 10 64-Bit	Latitude 5500	Core i7 8665U	16 gb	512 GB SSD	Dell	2/1/2020
RSF5-Training Room	36077751255	GKNRF13	Board-Room2020	Win 10 64-Bit	Latitude 5500	Core i7 8665U	16 gb	512 GB SSD	Dell	2/1/2020

Microsoft Surface & Books

BC Office	021769331153		FDAdmin-Surface	Win 10 64 Bit	Surface Pro	i5-3317U	4GB	125 GB	Microsoft	
Schieber's home	07095143253		Admin-Surface14	Win 10 64 Bit	Surface 3 Pro	i7-4650U	8 GB	250 GB	Microsoft	8/6/14
Reyes' home	036359294657		Reyes-Surface20	Windows 11	Surface Laptop 3	AMD Ryzen 7	16 GB	512 GB	Microsoft	1/20/20
Closs' Home	060760243353		Closs-Surface14	Win 10 64 Bit	Surface 3 Pro	i7-4650U	8 GB	250 GB	Microsoft	10/2/14
Randy Malin's home	065115342753		Malin-Surface3	Win 10 64 Bit	Surface 3 Pro	i7-4650U	8 GB	250 GB	Microsoft	8/6/14
Nancy Hillgren's home	030796342953		Nancy-Surface3	Win 10 64 Bit	Surface 3 Pro	i7-4650U	8 GB	250 GB	Microsoft	8/6/14
IT Office	018716531153		Train-Surface	Win 10 64 Bit	Surface Pro	i5-3317U	4GB	125 GB	Microsoft	

Rannals' House	015885170454	Rannals-Book17	Win 10 64-Bit	Surface Book	Core i7	16 GB	512 GB	Microsoft	4/1/17
Haven's Home	015649370454	Havens-Book17	Win 10 64-Bit	Surface Book	Core i7	16 GB	512 GB	Microsoft	4/1/17
Montagne's Home	015298370454	Montagne-Book17	Win 10 64-Bit	Surface Book	Core i7	16 GB	512 GB	Microsoft	4/1/17
Cielo Board Room	015180670454		Win 10 64-Bit	Surface Book	Core i7	16 GB	512 GB	Microsoft	4/1/17
Caccavo House	002677682957	Caccavo-Book18	Win 10 64-Bit	Surface Book	Core i7	16 GB	512 GB	Microsoft	11-15-2018
Willis' House	061416390354	Willis-Book19	Windows 11	Surface Book	Core i7	16 GB	512 GB	Microsoft	5-5-2019
Caccavo House	018991714157	Caccavo-SurLT21	Windows 11	Surface Laptop 4	Core i7	16 GB	512 GB	Microsoft	11/10/21
McQuead's House	019000414157	McQuead-SurLT21	Windows 11	Surface Laptop 4	Core i7	16 GB	512 GB	Microsoft	11/10/21
Donners' House	018598414157	Donner-SurLP21	Windows 11	Surface Laptop 4	Core i7	16 GB	512 GB	Microsoft	11/10/21
Slattery's House	018451214157	Slattery-SurF21	Windows 11	Surface Laptop 4	Core i7	16 GB	512 GB	Microsoft	11/10/21
Bennett's House	006250114457	Bennett-Laptop1	Windows 11	Surface Laptop 4	Core i7	16 GB	512 GB	Microsoft	1/15/22
Sherwood's House	003107313757	Sherwood-Laptop	Windows 11	Surface Laptop 4	Core i7	16 GB	512 GB	Microsoft	1/15/22
O'Gorman's House	018544614157	O-Gorman-Laptop	Windows 11	Surface Laptop 4	Core i7	16 GB	512 GB	Microsoft	1/15/22
Mickelson House	014229313757	Mickelson-Sur21	Windows 11	Surface Laptop 4	Core i7	16 GB	512 GB	Microsoft	1/15/22

Dell PowerEdge Servers

RSF Admin Server Room	35313252951	G80LKD3	RSF-Server	Server 2019	PowerEdge R740	Xeon	96 GB	5x900GB		
RSF Admin Server Room	29459222390	DJ79DH2	RSFO-Server	Server 2016	PowerEdge R730	Xeon	64 GB	6x480 GB	Dell	2/1/17
RSF Admin Server Room	33165317846	F8HRV12	RSFO-Backup	Server 2016	PowerEdge R720	Xeon	32 GB	4x1.2 TB	Dell	6/15/2014
RSF Admin Server Room	36016135670	GJN2552	RSF-Backup	Server 2016	PowerEdge R730	Xeon	64 GB	8x1.7 TB	Dell	7/10/2015
RSF Admin Server Room	11336769349	667WLL1	Spare-Server	Server 2016	PowerEdge R710	Xeon	24 GB	5x600GB	Dell	JPA Gift
RSF Admin Server Room	11336769349	667WLL1	Spare-Server2	Server 2016	PowerEdge R710	Xeon	24 GB	8x500GB	Dell	JPA Gift
RSF-1 Server/Storage Room	3021031369	1DYN6Q1	RSF1-Server	Server 2016	PowerEdge R710	Xeon	24 GB	4x450 GB	Dell	2/1/11
RSF-2 Server/Data Room	11244431305	5SYN6Q1	RSF2-Server	Server 2016	PowerEdge R710	Xeon	24 GB	4x450 GB	Dell	2/1/11
RSF-3 Server/Data Room	6095259865	2SSYKM1	RSF3-Server	Server 2016	PowerEdge R710	Xeon	24 GB	4x450 GB	Dell	2/1/11
RSF-5 Server/Data Room	9083204677	467WLL1	RSF5-Server	Server 2016	PowerEdge R710	Xeon	24 GB	5x600GB	Dell	JPA Gift
RSF-6 Day Room	15613551685	767WLL1	RSF6-Server	Server 2016	PowerEdge R710	Xeon	24 GB	5x600GB	Dell	JPA Gift

ATTACHMENT F:

Uninterruptible Power Supplies (Large)

Site	Location	Brand	Model	IP #	Powers	Last Battery Change	Serial Number	Notes
Admin	Server Rack	APC	Smart-UPS 3000 XLM	192.168.150.61	RSF-Backup & RSFO-Server	April 2022	QS1235130554	2 External Batteries
Admin	Server Rack	APC	Smart-UPS 3000 XLM	192.168.150.62	RSF-Server & RSFO-Backup	April 2022	QS1307241377	2 External Batteries
Admin	Network Rack	APC	Smart-UPS SRT 3000	192.168.150.63	Network Equipment	March 2022 (new UPS)	AS2142292085	
RSF-4	Network Rack	APC	Smart-UPS 2200	192.168.150.64	Network Equipment	November 2022	AS1710162646	
RSF-1	Dell Rack	APC	Smart-UPS SMX3000	192.168.50.61	Network Equipment & Station Server	February 2022	AS1721363578	
RSF-2	Network Rack	APC	Smart-UPS 2200	192.168.153.60	Network Equipment & Station Server	November 2022	AS1710162644	
RSF-3	Network Rack	APC	Smart-UPS 1500	192.168.154.61	Network Equipment & Station Server	August 2020 (new UPS)	3S1938X17994	
RSF-5	Network Rack	APC	Smart-UPS X 3000	192.168.156.61	Network Equipment & Station Server	October 2020 (new UPS)	AS2004154702	
RSF-6	Server cart	APC	Smart-UPS x 2000	192.168.157.62	Station Server	September 2022	IS1239001633	
RSF-6	Electrical Room	Dell	UPS 2700	None	Station Alerting Equipment	March 2022		
RSF-6	Electrical Room	Dell	UPS 2700	None	Fiber Internet Equipmnet	March 2022		