

**Managed Deployment  
InCar / Fleet Installation  
Statement of Work**

**Provider: ProLogic ITS**

**Client: City of Shakopee Police Department**

|                                                               |   |
|---------------------------------------------------------------|---|
| Scope of Services .....                                       | 3 |
| Overview of On-Site Services .....                            | 3 |
| Program Manager or Project Manager .....                      | 3 |
| Client Responsibilities .....                                 | 3 |
| Types of Wires.....                                           | 4 |
| Fusing of Wires.....                                          | 4 |
| Encasing & Routing of Wires .....                             | 4 |
| Power/Ground Wires .....                                      | 4 |
| Installation of New Equipment (Getac InCar Video System)..... | 4 |
| Installation Assumptions .....                                | 5 |
| Pricing .....                                                 | 5 |
| Pricing Notes.....                                            | 5 |
| General .....                                                 | 6 |

## Scope of Services

This Statement of Work ("SOW") describes the services provided by ProLogic ITS also known as (Provider) located at 106 North Point Parkway, Suite 350 Acworth GA. 30102 for City of Shakopee Police Department also known as ("Client") located at 475 Gorman St. Shakopee, MN 55379. The term of this SOW shall begin on the date of the last signature and will end upon contract completion unless otherwise stated herein.

- The duration of the project is expected to be less than 1 Month of actual installation time.
- Service Hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. local time (excluding nationally-observed holidays) based on a forty (40) hour week.
- The Est. number of units to receive services are 16.
- Client Contact Name: \_\_\_\_\_
- Client Contact Number: \_\_\_\_\_
- Client Contact Email: \_\_\_\_\_

## Overview of On-Site Services

- Getac InCar Camera Installation
- Deinstallation of Legacy System
- Onsite Trash

## Program Manager or Project Manager

The ProLogic PM office will manage and implement the deployment of equipment described under this SOW ("Services"). ProLogic will need the Client to assign a program manager who will coordinate the activities to be performed under this SOW ("PM"). The PM for each party will serve as the point-of-contact for all communications and any modification to the scope, requirements, or responsibilities under this SOW. The ProLogic PM Responsibilities are as follows

- Facilitate meetings to communicate roles and responsibilities, review assumptions and requirements, and schedule activities.
- Serve as central point of contact for all service delivery related issues.
- Facilitate Change Requests for existing services or proposed services which are in addition to or outside the scope of services provided under this SOW.
- Facilitate escalation issues to the appropriate management levels.
- Provide reports to Client on a periodic basis, as mutually agreed, with respect to the Services being performed under this SOW.
- Manage and coordinate the installation support resources, schedules support resource shifts, and prioritize and controls installation support resource's daily activities.
- Scale and staff adequate resources to meet timeframes for applicable Services selected by Client.
- Work with the Client PM to resolve deployment issues.
- Use standard industry recognized project management tools and methodologies.
- Employ a regular reporting mechanism to identify project tasks, next steps, and potential problems.
- Make any changes associated with the project in compliance with the Change Management Process.

## Client Responsibilities

Client's Program Manager will work with the ProLogic Program Manager and designated representatives to support the activities prior to and during implementation of the Program. These responsibilities include, but are not limited to:

- Assign a single point of contact.
- Provide requirements and technical data if needed for the Services.
- Ensure all necessary Client resources are available for the duration of the Program.
- Coordinate the scheduling of all necessary resources required for the Services.
- Maintain communication with end users to prevent scheduling conflicts.
- Provide access to Client facilities and systems as needed to provide the Services herein.

- Provide a resource to sign off on the services performed on a daily basis
- Facilitate escalation of communications between Provider and Client as needed to engage appropriate management levels and to obtain approvals.
- Client will provide a continuous flow of vehicles each day resulting in no less than 10 vehicle installations per client site per day so that the installer will not experience “down time”.
- Client will be responsible for any down time incurred by Provider due to lack of work and vehicle flow. These are Emergency vehicles and an unforeseen emergency may take precedence over a vehicle installation. However, every effort will be made to adhere to the agreed upon schedule. Once the deployment schedule is agreed upon the Client is responsible for communicating the schedule to its personnel and is responsible for setting appointments with each individual to bring his/her vehicle in to the installation bay/site according to the established schedule.
- Client will require each Trooper to bring his/her vehicle to the install location at the prescribed date and time. The installation schedule will be matched to the vehicles ID, vehicle configuration and any other necessary information.

## **Types of Wires**

All wiring shall be GXL high temperature automotive wire unless noted otherwise. All wires should be color coded and a wiring diagram provided upon request.

## **Fusing of Wires**

All wiring shall be properly fused per manufactures recommendations and mounted as close as possible to the power source. Fused factory supplied power and ground sources shall be used when provided. A console mounted constant and ignition fuse panel, battery shutoff timer and resettable circuit breaker will be used when the applications dictates it is needed.

## **Encasing & Routing of Wires**

All exposed wire shall be encased in split wire loom, routed away from heat and sharp objects. Grommets used where needed and/or required and properly secured. All wire will be neatly tied and secure. All holes drilled into the vehicle will be properly sealed to insure weatherproofing. Wire will be out of the way of any equipment that may be adjusted and not interfere with any moving parts in the vehicle. Wherever possible wiring should be routed along with the vehicle manufactures' wire harness. All wiring shall be continuous runs without splices and/or butt connectors unless necessary.

## **Power/Ground Wires**

All power points will be taken directly from the battery and/or factory supplied power leads. All ground wires will be connected to factory ground studs and/or factory supplied ground leads.

## **Mounting of Equipment**

All of the equipment shall be mounted out of the Airbag Deployment Zone and easily accessible by operator. All Equipment installations shall be performed per manufactures' specifications and/or instruction sheets with hardware/mounting brackets provided by the manufacture.

## **Uniformity**

All vehicles shall be equipped identically to the others as per specs provided by the specific agency. Any deviations or specs will require written request and approval from agency supervisor.

## **Installation of New Equipment (Getac InCar Video System)**

Work with Client to develop installation specifications of new mounting solution to be installed into vehicles.

- Remove all equipment from the new packaging material
- Deinstall legacy components which includes snip, clip and terminate cabling thus leaving legacy cabling intact and hidden from plain site.

- Install up to two (2) Internal Cameras, one (1) DVR, one (1) Visual Display, one (1) Microphone according and one (1) Door Trigger to Client specified location within the vehicle.
- Neatly bundle and connect all wiring.
- Power on and confirm operation per supplied procedure
- Complete installation data sheet to confirm installation meets client specifications.
- Remove installation trash from car and place in designated onsite disposal container
- Supply all proper installation tools and installation parts such as; tie straps, tape, connectors, wire loom etc.) used for installation
- Perform post inspection per and obtain client signature.

## Installation Assumptions

- Deinstallation of Legacy Cabling is not included unless otherwise purchased.
- Client will provide a continuous flow of vehicles each day resulting in no less than 3 vehicles per tech per day so the installer will not experience "down time".
- Installations will occur according to a mutually agreed upon schedule.
- Client will be responsible for any down time incurred by Provider due to lack of work and vehicle flow. These are Emergency vehicles and an unforeseen emergency may take precedence over a vehicle installation. However, every effort will be made to adhere to the agreed upon schedule. Once the deployment schedule is agreed upon the Client is responsible for communicating the schedule to its personnel and is responsible for setting appointments with each individual to bring his/her vehicle in to the installation bay/site according to the established schedule.
- Client will require each individual to bring his/her vehicle to the install location at the prescribed date and time. The installation schedule will be matched to the vehicles ID, vehicle configuration and any other necessary information.
- Cancellation of a previously scheduled Installation with less than a 2 week notice is subject to a cancellation and rescheduling fee of \$2,600.00 per instance

## Pricing

The per vehicle price for the Services to be performed by Provider, optional services price, and applicable cancellation, and rescheduling fees for the Services are listed below:

| Mandatory Services                                                                                                                                         | Price Per Vehicle |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| Getac InCar Camera Installation (up to 5 cameras)<br>Deinstallation of Legacy System (Snip, Clip & Terminate)<br>Onsite Trash<br>Dedicated Project Manager | \$650.00          |
| Optional Services                                                                                                                                          | Price Per Vehicle |
| Hourly Rate (covers services not listed in RFP)                                                                                                            | \$78.00           |
| Deinstallation of Legacy System (Removal of Legacy Cabling)                                                                                                | \$145.00          |

## Pricing Notes

- Prices for Optional Services are dependent on such Services being performed at the same time the Basic Services are performed. Prices for Optional Services will be subject to increase when such Services are scheduled separately from the Basic Services and require a second install trip.

- b) Provider must contact Client prior to performing out of scope, time and material, and/or re-schedule services. At time of notification, Provider is required to clearly indicate if additional charges will be incurred and obtain approval to perform the work.
- c) Prices are based on a continuous flow of Client provided Vehicles. If the continuous flow of vehicles are not available, then pricing is subject to increase to offset providers cost.
- d) Client will provide a continuous flow of vehicles each day resulting in no less than 3 vehicles per tech per day so that the installer will not experience "down time".
- e) Cancellation of a previously scheduled Installation with less than a 2 week notice is subject to a cancellation and rescheduling fee of \$2,600.00 per instance.
- f) Payment Terms are net 30 days
- g) Services will be billed upon ProLogic / Client sign-off on each install
- h) Payment Terms and other contractual information can be located on the ProLogic Website or by visiting <http://www.prologicits.com/terms-conditions/>

## General

IN WITNESS WHEREOF, ProLogic and Client have caused this SOW to be signed and delivered by their duly authorized representatives as of the date of last signature below (the "Effective Date").

### ProLogic ITS, LLC

By: \_\_\_\_\_

Printed Name: Paul Sprayberry

Title: Managing Partner

Date: \_\_\_\_\_

### Client:

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_