



# Voice Solutions

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January 1, 2020

Someone,  
 Some Company  
 Some Address  
 Some City, XX

Proposal to update the infrastructure at: Some Campus Complex

## 1.) Copper Cabling Infrastructure

Reuse and/or retrofit the existing cabling and fiber infrastructure in the Building X, Building Y, Building Z, Maintenance Garage and Shop. Install new Cat 6 Cables, Jacks and Patch Panels as necessary to meet the quantities defined in **Table 1**. All new cabling, patch panels, and jacks shall be Cat 6 rated or above. All cabling shall be properly terminated, labeled and tested.

**Table 1**

Qty	Description	Notes
16	Cat 6 Dual Drops from Server Room to Building X	❶
3	Cat 6 Single Drops from Server Room to Access Points in Building X	
2	Cat 6 feed cables from Server Room to Basement Work Shop Building X	
2	Cat 6 feed cables from Server Room to Building Y	❷
6	Cat 6 cables within in Building Y	
12	Reuse and Retrofit existing cabling in Building Z	
4	Cat 6 Dual Drops within Maintenance Building	
3	Cat 6 Dual Drops within Shop	
1	Relocate existing Wall Mount Rack in basement to Server Room	
1	Wire Management Panel for Server Room	
2	24-port Cat 6 Patch Panels for Server Room	
5	12-port Cat 6 Patch Panels for Building Z, Annex, Maintenance, Shop	

❶ Use attic access where feasible. Route wire in stud bays where feasible. In other instances, install along ceiling/wall corners using raceway or molding.

❷ Requires Foundation penetration in Building X and Building Y.

## 2.) Fiber Optic Cabling Infrastructure

Reuse and/or retrofit the existing fiber infrastructure as well as terminate additional strands of the existing six strand multimode fiber in the Building X to Building Z feed, the Building X to Shop feed, and the Server Room to Basement Work Shop feed to meet the quantities defined in **Table 2**.

**Table 2**

Qty	Description	Notes
2	Terminate Fiber Strands at both ends for Building X to Building Z feed cable	
2	Terminate Fiber Strands at both ends for Building X to Shop feed cable	
4	Terminate Fiber Strands at both ends for Server Room to Basement Work Shop feed cable	
1	Rack Mount Fiber Enclosure for Server Room	
1	Wall Mount Fiber Enclosure for Basement Work Shop	

## 3.) Networking Configuration & Components

All cables, jacks, patch panels and networking equipment will be configured to implement physically separate and functionally independent Voice and Data networks where possible. Configure the wiring and network switching to a centralized core. The Voice Network will use a combination of 10/100/1000 PoE switches with GBIC fiber modules and 10/100 PoE switches in the quantities defined in **Table 3**. The data network will use a combination of Gigabit switches with GBIC fiber modules in the core, 10/100/1000 switches and 10/100 switches on the edges in the quantities defined in **Table 3**. Program and configure the Voice Network switches with the required QoS parameters for the VOIP services.

It would be recommended that the Public WiFi access points be on their own switch and network, but the HP switches do have VLAN capability in order to logically isolate the private LAN from the publicly accessed WiFi network.

**Table 3**

Qty	Description	Notes
2	HP 24/26 10/100/1000 L2 PoE switch Building X, Building Z (Phones)	③
2	HP 24/26 Gigabit L2 switch Building X, Building Z (Data)	③
2	HP 9-port 10/100/1000 L2 PoE switch for Maintenance, Shop (Phones)	③
2	HP 9-port 10/100/1000 L2 switch for Maintenance, Shop (Data)	③
4	HP Fiber SFP modules SX Multi Mode with patch cords	③
2	4/5-port 10/100 PoE switch for Building Y	③

③ All active electronics come with the corresponding HP replacement warranty

**4.) Standards, Permits & Insurance**

All Services will be performed in accordance with the acceptable standards, customs and practices of workmanship within the trade, profession or such line of work.

Any applicable governmental regulatory permits will be obtained and all work shall be performed to meet applicable governmental regulatory requirements.

Insurance coverage will be supplied by all contractors and sub-contractors with The Company listed as “additional insured” in the amounts common to the Low Voltage industry standards listed in **Table 4**. All Certificates of Insurance will be delivered to The Company before any work begins.

**Table 4**

<b>Coverage Description</b>	<b>Coverage Amounts</b>
Commercial General liability (each occurrence)	\$1,000,000
Damage To Rented Premises (each occurrence)	\$1,000,000
Medical Expenses (any one person)	\$10,000
Personal & Advertising Injury (each occurrence)	\$1,000,000
General Liability Aggregate	\$2,000,000
Products Completed & Operations Aggregate	\$2,000,000

**5.) Costs, Disclaimers, & Terms**

Project Goods & Services	<b>\$ XX,XXX.XX</b>
Mass Sales Tax	Inclusive
Project Total	<b>\$ XX,XXX.XX</b>

Any additional work requested by The Company that is not included in this original contract will be billed separately at a rate agreed upon by both parties.

Payment terms are 50% deposit with your Purchase Order, 30% due upon rough in, and 20% balance due upon completion.

**6.) Signatures & Acceptance**

Voice Solutions

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By: Phillip W. DAnnolfo Date  
 Title: Owner

The Company

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By: Date  
 Title: