

**County IT Committee
Tentative Minutes
July 9, 2019**

1. Call Meeting to Order: Chairwoman Whalen called the meeting to order at 10:00 a.m. Present: Heuer, Nordman, Oltmanns and Youman. Others: IT Manager Larry Callant, Health Dept. Administrator Kyle Auman and Typer.
2. Approval of Minutes – June 11, 2019: Motion by Nordman to approve the minutes as presented, 2nd by Youman. Motion carried.
3. Approval of Bills: Callant went through the bills. Motion by Oltmanns to approve the bills totaling \$7,927.08, 2nd by Youman. Motion carried.
4. Public Comment: None
5. Department Report
 - Callant stated they interviewed all 3 of the applicants that were received. One applicant pulled his application after the first interview. They are prepared to make a job offer to one applicant that is well qualified.
 - Last Tuesday, the Courthouse experience a brownout. We lost computers, a server and battery backups. Power went out 11pm Monday night and Callant didn't find out until 5am Tuesday morning. They are still discovering some issues and Callant has spoken with Treasurer Beck regarding a possible insurance claim. It is roughly \$6,000 in equipment losses. Nordman asked why there was a time lag for Callant being notified. Callant stated he didn't get notified because the power was not completely out, there was little power coming in. Whalen stated there needs to be an emergency phone call chain for situations like this. Callant stated the Jail generator runs the whole building so the Jail employees had no idea we were suffering from power loss. Callant stated if it were a normal outage, it would have been different. The Courthouse generator only runs switch room and emergency lights. Youman stated there should be technology to receive notification when generator starts.
6. Committee Updates: None
7. New Business: None
8. Old Business
 - County Fiber RFP: 2 bids were received, however, only 1 qualified. Syndeo bid for the fiber project was \$194,500.50. There is an option to do a cost share with DeKalb Fiber and it would bring the cost down to \$97,250.25. Callant would recommend the cost share option. The fiber has to be replaced due to deterioration. Discussion continued on the benefit of going with the cost sharing option. Motion by Nordman to send the County Fiber project on to Long Range, 2nd by Youman. Motion carried.
 - County Interface & Protocol IT Guidelines: Whalen stated the guidelines were emailed out to the Committee for their review. Motion by Youman to move the document as presented on to the Executive Committee, 2nd by Heuer. Motion carried.

- Password Change Requirements: Callant stated they discussed instituting a complex password system, which it would be a minimum of 10 characters; the Security personnel at Syndeo recommended it. Callant stated we have not enforced a regularly change of passwords but feels it should be changed every 90 days. It will be for everyone's email accounts if it is implemented. Callant will draft an informative letter about the change and Heuer suggested also having a Dept. Head meeting to discuss it with them. Consensus of Committee to implement the password change policy.
- Cybersecurity Online Training: Whalen stated there different programs out there that are based on site or license. Whalen asked how many people login to the domain. Callant stated everyone logs into the domain via their email accounts, approximately 245. Heuer suggested that we check with the insurance companies because they may offer free training.
- Future IT Funding: Whalen is looking for ideas of how to handle the upcoming year funding.

9. Closed Session: None

10. Adjournment: Motion by Oltmanns to adjourn, 2nd by Nordman. Motion carried. Time: 10:48 a.m.

Respectfully submitted,
Tiffany O'Brien

Statement of Work

Date	6/26/19
Client	Ogle County, Illinois
Job Name	OGIT4985 – Duct Override Placement – Cost Share
From	William Finney wfinney@Syndeonetwork.com

About Syndeo

Syndeo Networks is a local provider of Fiber Optic Internet, Telephony, IT Support, and Cloud services. Syndeo supports Municipalities, Businesses, and Residents throughout Northern Illinois.

Proposal Summary

Syndeo will upgrade Ogle County's Fiber Optic Internet infrastructure as defined in Ogle RFP OGIT4985 Exhibit A.

Syndeo will collaborate with the County to share the cost of the override resulting in a 50% reduction in cost to the county.

Project Scope

Fiber Upgrade

Syndeo will upgrade the current 48fiber count plant to 144 fibers by overriding the existing duct with Micro-duct and micro fiber

- Override and install ~ 27,000 ft. of micro-duct
- Install ~ 28,500 ft. of 144 Micro Fiber
- Install 3 additional Hand holes
- Make ready - Splicing, Splice Case and Access Spice on to backbone
- Inside installations and building penetrations.
- Install 3 Patch Panel - 48 Fiber Terminations for Site (12 Strand PolyMods)
- Additional assisted dig up required are included

Cost Share Proposal

Syndeo would like to propose a cost-sharing model to significantly reduce the cost of the fiber upgrade to the county:

- Syndeo will take ownership of, and upgrade, Ogle County's Fiber Network and assign a 75 year Indefeasible Right of Use (IRU) back to Ogle County.
- Syndeo and Ogle will have exclusive rights to the upgraded network.
 - Syndeo and Ogle County will each have rights to 72 Fiber Strands.
- Syndeo will manage, maintain, and locate the network and will split the cost of this work evenly with Ogle County.
- Syndeo is open to negotiating these and additional terms with the County.



Indemnity of Syndeo

This Agreement is made upon the express condition that Syndeo shall be free from all liabilities and claims for damages, losses, and/or suits for or by reason of any injury or damage of any kind whatsoever, to any person property, or entity, including to User, occasioned by the use or misuse of the System, or the information or material obtained therefrom or transmitted thereon, or by breach of this Agreement by User, or by any person or entity, and User hereby covenants and agrees to indemnify and save harmless Syndeo, its owner's, agents, and employees from all liabilities, charges, expenses, fees, attorney fees and costs on account of or by reason of any such injuries, liabilities, claims, suits or losses however occurring or damages growing out of the same. The language "use or misuse" as used in this clause specifically includes, without limitation, activity that violates any law, order, ordinance, statute, rule or regulation, whether judicial, municipal, state, or federal in nature.

Cost

The cost to override and upgrade Ogle County's Fiber Optic network is \$189,500.50. Syndeo will reduce this amount by 50% to \$94,750.25 if the County agrees to the cost-sharing proposal

Acceptance

The client named below verifies that the terms of this Statement of Work is acceptable. The parties hereto are each acting with proper authority by their respective companies.

Ogle County _____ Company name	Syndeo Networks _____ Company name
_____ Full name	_____ Full name
_____ Title	_____ Title
_____ Signature	_____ Signature
_____ Date	_____ Date



Service Order: Ogle CO - Fiber Over-Ride - Cost Share 2019 #1052

Prepared For		Prepared By					
Larry Callant Ogle County 105 S. 5th Street; Suite 202 Oregon, IL 61061 815-732-1153		Amit Patel Syndeo Networks Inc. PO Box 833 Saint Charles, IL 60175 630 457 4218					
Quotation Date		Valid Until					
06/26/2019 12:00pm		08/22/2018					
Recurring Term		Payment Terms					
0 Months		Net 30					
Quantity	Product	Description	List	Discount	Sale Price	Tax	Total
1	Fiber Optic Installation	<p>[Proposed Cost Share] ## Syndeo will upgrade Ogle Co Fiber Network and assigned 75 yr IRU back to Ogle County - Ogle Co will contribute current duct and allow Syndeo access to the existing duct to install multiple ducts to create network for Ogle Co and Syndeo's use. - Syndeo and Ogle CO will have exclusive rights to the upgrade network. - Syndeo will manage and locate the network and will 50-50 cost share with Ogle Co - Additional terms can be identified in agreement</p> <p>[NRC] Fiber Optic Installation - ** Statement of Work (SOW) for Ogle CO - Upgrade of Core Fiber to Updated Standards Upgrade current 48 fibers plant to 72 - 144 fibers by over riding current duct with Micro-duct and micro fiber [SOW Overview] - Override and install ~ 27000 ft of micro-duct - Install ~ 28500 ft of 144 Micro Fiber - Install 3 additional Hand holes - Make ready - Splicing, Splice Case and Access Spice on to backbone - Inside installations and building penetrations. - Install 3 Patch Panel - 48 Fiber Terminations for Site (12 Strand PolyMods) - Additional assisted dig up required are included</p>	189,500.50	50.00	94,750.25	0%	94,750.25

1	IRU - Maintenance	Fiber IRU Maintenance and Locate Services - Annual Billing [Per Cost Sharing Agreement Projected Cost] 50/50 - Cost Share - estimated \$2500 - Ogle CO, \$2500 SYNDEO - Additionally any Fiber Move and Changes due to Right of Way changes imposed are at 50/50 for future.	5,000.00	50.00	2,500.00	0%	2,500.00
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Service Address: Ogle CO -5th ST to Pine RD to Highway Dept, Oregon, IL

Annual Recurring Cost: \$ 2,500.00

Non-Recurring Cost: \$ 94,750.25

Total	194,500.50
Discount	-97,250.25
Subtotal	97,250.25
Tax	0.00
Shipping	0.00
Grand Total	97,250.25

MEMO:

NRC = "Non-recurring charge". A one-time charge established for installation and construction, or purchase of equipment.
MRC = "Monthly recurring charge" and specifies the monthly charge for the service.

ARC = "Annual recurring charge" and specifies the annual charge for the service.

Assumptions:

1) The price's set forth herein constitute a non-binding quote good for 30 Days. Final terms and conditions shall be set forth in a formal agreement between the parties. The price quoted is exclusive of all applicable federal or state sales or excise taxes or universal service fund, utility or similar fees and taxes levied or imposed upon Syndeo or customer arising from or relating to the provision of the services quoted herein, all of which shall be separately charged to customer.

2) Building License Fees are not included in the price quoted above and will be added (if required) in a final quote.

3) The network design associated with pricing assumes the fiber backbone will extend to the Syndeo demarcation points within locations listed above. The typical Syndeo demarcation point is located in the basement of a building. Customer to provide rack, space, and power for Syndeo dedicated equipment at each location.

Thank you for your business!

Customer Signature _____ Date _____