

# South Bay Cities Council of Governments

May 22, 2025

TO: SBCCOG Board of Directors  
FROM: SBCCOG Steering Committee  
SUBJECT: IT Equipment Purchase and Move Support Services

## **BACKGROUND**

The South Bay Cities Council of Governments (SBCCOG) currently contracts with Sharp Business Services (Sharp) for IT managed services and IT equipment procurement. Certain components of the SBCCOG's IT infrastructure require replacement for either end-of-life or move-related reasons.

## **ANALYSIS**

SBCCOG staff solicited technical support from Sharp for identifying IT equipment needs related to the SBCCOG office move. Sharp evaluated the organization's current assets and provided proposals for recommended equipment needs. Proposals are included as Exhibits 1-3 and cover the following:

- Exhibit 1: Labor support to assist in the IT asset relocation and setup.
- Exhibit 2: Network equipment required for the new office such as switches and wireless access points.
- Exhibit 3: A new firewall and network security equipment/licenses. *Note: this would have been recommended even if the SBCCOG was not relocating as this equipment is nearing the end of its supported life.*

The costs for these items will be covered through SBCCOG IT and move budgets.

## **RECOMMENDATION**

That the SBCCOG Board of Directors approve the Sharp proposals for IT equipment purchases and labor support to assist with the SBCCOG office relocation.

Attachments: Exhibit 1 – Sharp labor support proposal  
Exhibit 2 – Network equipment proposal  
Exhibit 3 – Firewall equipment proposal



# #1 SBCCOG Office Move Project: SOW & Labor

Proposal

*Prepared for*  
**SOUTH BAY CITIES COUNCIL OF GOVERNMENT**

2355 CRENSHAW BLVD, SUITE 125  
TORRANCE, CA 90501  
(310) 371-7222  
Contact: Rodney Tanaka

*Prepared By*  
**Collin Locklear**  
**Jennifer Dominguez**

Sharp Business Systems of San Diego  
Phone: (619) 258-1400  
Email: Collin.locklear@sharpusa.com  
Date: 05/08/2025



## #1 SBCCOG Office Move Project: SOW & Labor

Prepared by: <b>Sharp Business Systems</b>	Prepared for: <b>SOUTH BAY CITIES COUNCIL OF GOVERNMENT</b>	Quote Information: <b>Quote #: 007550</b>
Collin Locklear (201) 529-8644 <a href="mailto:Collin.locklear@sharpusa.com">Collin.locklear@sharpusa.com</a> Jennifer Dominguez (562) 378-2505 <a href="mailto:jennifer.dominguez@sharpusa.com">jennifer.dominguez@sharpusa.com</a>	2355 CRENSHAW BLVD, SUITE 125 TORRANCE, CA 90501 Rodney Tanaka (310) 371-7222 <a href="mailto:rodneyt@southbaycities.org">rodneyt@southbaycities.org</a>	Version: 1 Proposal Date: 05/08/2025 Proposal Expiration Date: 06/05/2025 Coterminous with contract # signed on 01/01/0001

### Statement of Work

#### Project Overview:

This SOW outlines the tasks and responsibilities associated with the disconnection, boxing, installation, and configuration of network hardware for an office relocation for South Bay Cities Council of Governments.

- Existing Location for “Pre-Move Tasks”: 2355 Crenshaw Blvd, SUITE 125, Torrance, CA 90501
- New Location for “Post-Move Tasks”: Van Ness Business Center: 357 Van Ness Way, Suites 110-150, Torrance, CA 90501

#### Pre-Move Tasks (5 Hours)

##### 1. Disconnect Network Hardware

- Disconnect all networking equipment (routers, switches, firewalls, etc.) from the current network.

##### 2. Box and Secure Network Hardware

- Carefully box all network hardware to prevent damage during transport.
- Ensure appropriate padding and protection for sensitive

##### 3. Backup Network Configuration

- Backup all current network hardware configurations to secure storage (e.g., cloud storage, external drives).
- Verify that all configurations are correctly backed up and accessible.

#### Post-Move Tasks (13 Hours)

##### 1. Install Network Hardware

- Set up and install all network hardware (routers, switches, firewalls, etc.) in the new office location.
- Verify that each device is correctly powered on and physically installed.



## 2. Reconnect Patch Cables

- Reconnect all patch cables between network hardware devices.
- Verify that each connection is secure and labeled correctly.

## 3. Restore Network Configuration

- Restore the previously backed-up network configurations to the relevant hardware.
- Test configurations for accuracy and functionality.

## 4. Test Network Connectivity

- Perform testing of network connectivity (e.g., ping tests, speed tests, etc.) to ensure devices are communicating correctly.
- Troubleshoot any issues that arise and ensure full network functionality.

## 5. Verify Network Security

- Verify firewall and security appliance configurations to ensure network security is intact.
- Test VPNs, intrusion prevention systems (IPS), and other security features.

## Labor Summary/Total

### 1. 18 Hours of Total MITS Labor

- Pre-Move Tasks: 5 Hours
- Post-Move Task: 13 Hours



Sharp Business Systems of San Diego  
8670 Argent St.  
Santee, CA 92071  
<https://www.sharp-sbs.com/Locations/California/San-Diego>  
(619) 258-1400

## Project Services

Product ID	Product Details	Qty	Extended Price
MITS_LABOR	<b>PRE-MOVE LABOR</b>	5	\$875.00
MITS_LABOR	<b>POST-MOVE LABOR</b>	13	\$2,275.00
Subtotal:			<b>\$3,150.00</b>



Sharp Business Systems of San Diego  
8670 Argent St.  
Santee, CA 92071  
<https://www.sharp-sbs.com/Locations/California/San-Diego>  
(619) 258-1400

## #1 SBCCOG Office Move Project: SOW & Labor

Prepared by:

**Sharp Business Systems**

Collin Locklear

(201) 529-8644

Collin.locklear@sharpu.com

Jennifer Dominguez

(562) 378-2505

jennifer.dominguez@sharpu.com

Prepared for:

**SOUTH BAY CITIES COUNCIL OF  
GOVERNMENT**

2355 CRENSHAW BLVD, SUITE 125

TORRANCE, CA 90501

Rodney Tanaka

(310) 371-7222

rodneyt@southbaycities.org

Quote Information:

**Quote #: 007550**

Version: 1

Proposal Date: 05/08/2025

Proposal Expiration Date: 06/05/2025

Coterminous with contract # signed on  
01/01/0001

### Quote Summary

Description	Amount
Project Services	\$3,150.00
Total:	<b>\$3,150.00</b>

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

**Sharp Business Systems**

Signature: \_\_\_\_\_

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

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

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

**SOUTH BAY CITIES COUNCIL OF  
GOVERNMENT**

Signature: \_\_\_\_\_

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

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



# #2: SBCCOG Office Move Project: WAPs and Switch

Proposal

*Prepared for*  
**SOUTH BAY CITIES COUNCIL OF GOVERNMENT**

2355 CRENSHAW BLVD, SUITE 125  
TORRANCE, CA 90501  
(310) 371-7222  
Contact: Rodney Tanaka

*Prepared By*  
**Collin Locklear**  
**Jennifer Dominguez**

Sharp Business Systems of San Diego  
Phone: (619) 258-1400  
Email: Collin.locklear@sharpusa.com  
Date: 05/08/2025

## #2: SBCCOG Office Move Project: WAPs and Switch

Prepared by:

**Sharp Business Systems**

Collin Locklear  
(201) 529-8644

Collin.locklear@sharpu.com

Jennifer Dominguez  
(562) 378-2505

jennifer.dominguez@sharpu.com

Prepared for:

**SOUTH BAY CITIES COUNCIL OF  
GOVERNMENT**

2355 CRENSHAW BLVD, SUITE 125  
TORRANCE, CA 90501

Rodney Tanaka  
(310) 371-7222

rodneyt@southbaycities.org

Quote Information:

**Quote #: 007577**

Version: 1

Proposal Date: 05/08/2025

Proposal Expiration Date: 06/07/2025

Coterminous with contract # signed on  
01/01/0001

## Hardware

Product ID	Product Details	Qty	Extended Price
<b>Network Equipment</b>			
JL686B#ABA	<b>HPE Instant On 1930 48G Class4 PoE 4SFP/SFP+ 370W Switch - 48 Ports - Manageable - Gigabit Ethernet, 10 Gigabit Ethernet - 10/100/1000Base-T, 10GBase-X - 3 Layer Supported - Modular - 520 W Power Consumption - 370 W PoE Budget - Optical Fiber, Twisted Pair</b>	1	\$1,279.16
S1T22A	<b>HPE Instant On AP32 Tri Band IEEE 802.11ax 3.60 Gbit/s Wireless Access Point - Indoor - 2.40 GHz, 5 GHz, 6 GHz - MIMO Technology - 1 x Network (RJ-45) - 2.5 Gigabit Ethernet - 11 W - Ceiling Mountable, Wall Mountable, Rail-mountable, Flush Mount</b>	3	\$1,286.61

Subtotal: **\$2,565.77**



Sharp Business Systems of San Diego  
8670 Argent St.  
Santee, CA 92071  
<https://www.sharp-sbs.com/Locations/California/San-Diego>  
(619) 258-1400

## #2: SBCCOG Office Move Project: WAPs and Switch

Prepared by:

**Sharp Business Systems**

Collin Locklear

(201) 529-8644

Collin.locklear@sharpu.com

Jennifer Dominguez

(562) 378-2505

jennifer.dominguez@sharpu.com

Prepared for:

**SOUTH BAY CITIES COUNCIL OF  
GOVERNMENT**

2355 CRENSHAW BLVD, SUITE 125

TORRANCE, CA 90501

Rodney Tanaka

(310) 371-7222

rodneyt@southbaycities.org

Quote Information:

**Quote #: 007577**

Version: 1

Proposal Date: 05/08/2025

Proposal Expiration Date: 06/07/2025

Coterminous with contract # signed on  
01/01/0001

### Quote Summary

Description	Amount
Hardware	\$2,565.77
Total:	<b>\$2,565.77</b>

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

**Sharp Business Systems**

Signature: \_\_\_\_\_

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

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

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

**SOUTH BAY CITIES COUNCIL OF  
GOVERNMENT**

Signature: \_\_\_\_\_

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

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



# #3 SBCCOG Office Move Project - Firewall

Proposal

*Prepared for*  
**SOUTH BAY CITIES COUNCIL OF GOVERNMENT**

2355 CRENSHAW BLVD, SUITE 125  
TORRANCE, CA 90501  
(310) 371-7222  
Contact: Rodney Tanaka

*Prepared By*  
**Collin Locklear**  
**Jennifer Dominguez**

Sharp Business Systems of San Diego  
Phone: (619) 258-1400  
Email: Collin.locklear@sharpusa.com  
Date: 05/08/2025

## #3 SBCCOG Office Move Project - Firewall

Prepared by:

**Sharp Business Systems**

Collin Locklear  
(201) 529-8644

Collin.locklear@sharpu.com

Jennifer Dominguez  
(562) 378-2505

jennifer.dominguez@sharpu.com

Prepared for:

**SOUTH BAY CITIES COUNCIL OF  
GOVERNMENT**

2355 CRENSHAW BLVD, SUITE 125  
TORRANCE, CA 90501

Rodney Tanaka

(310) 371-7222

rodneyt@southbaycities.org

Quote Information:

**Quote #: 007578**

Version: 1

Proposal Date: 05/08/2025

Proposal Expiration Date: 06/07/2025

Coterminous with contract # signed on  
01/01/0001

## Hardware

Product ID	Product Details	Qty	Extended Price
02-SSC-7367	<b>Firewall Equipment</b>  <b>SonicWall NSA 2700 High Availability Firewall - 16 Port - 10/100/1000Base-T, 10GBase-X - 10 Gigabit Ethernet - DES, 3DES, MD5, SHA-1, AES (128-bit), AES (192-bit), AES (256-bit) - 16 x RJ-45 - 3 Total Expansion Slots - 1U - Rack-mountable - TAA Compliant</b>	1	\$2,023.76
02-SSC-8389	<b>SonicWall Stateful High Availability Upgrade for NSa 2700 - SonicWall NSa 2700 Firewall - License 1 License - TAA Compliant</b>	1	\$596.54
03-SSC-2975	<b>SonicWall NSa 2700 Network Security/Firewall Appliance - Intrusion Prevention - 16 Port - 10GBase-X, 1000Base-T - 10 Gigabit Ethernet - 5.20 Gbit/s Firewall Throughput - DES, 3DES, AES (128-bit), AES (192-bit), AES (256-bit), MD5, SHA-1, TLS, TLS 1.3, SSL</b>	1	\$6,836.03

Subtotal: **\$9,456.33**



Sharp Business Systems of San Diego  
8670 Argent St.  
Santee, CA 92071  
<https://www.sharp-sbs.com/Locations/California/San-Diego>  
(619) 258-1400

## #3 SBCCOG Office Move Project - Firewall

Prepared by:

**Sharp Business Systems**

Collin Locklear

(201) 529-8644

Collin.locklear@sharpu.com

Jennifer Dominguez

(562) 378-2505

jennifer.dominguez@sharpu.com

Prepared for:

**SOUTH BAY CITIES COUNCIL OF  
GOVERNMENT**

2355 CRENSHAW BLVD, SUITE 125

TORRANCE, CA 90501

Rodney Tanaka

(310) 371-7222

rodneyt@southbaycities.org

Quote Information:

**Quote #: 007578**

Version: 1

Proposal Date: 05/08/2025

Proposal Expiration Date: 06/07/2025

Coterminous with contract # signed on  
01/01/0001

### Quote Summary

Description	Amount
Hardware	\$9,456.33
Total:	<b>\$9,456.33</b>

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

**Sharp Business Systems**

Signature: \_\_\_\_\_

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

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

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

**SOUTH BAY CITIES COUNCIL OF  
GOVERNMENT**

Signature: \_\_\_\_\_

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

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