



May 25, 2023

Jason Leifer
Town of Dryden
93 East Main St
Dryden, NY 13053

RE: **Proposal for 2023 Services to the Town of Dryden rev 4**

I am pleased to submit this proposal for Gleamon Technology (Vendor) services offered to the Town of Dryden (Client).

SCOPE OF SERVICES

Customer Installation Coordinator:

- Monitoring the Netegrity Sign Up Spreadsheet
- Ensure that installations are scheduled and communicated, or a follow up email is sent explaining to interested parties when service will be available.
- Manage equipment inventory by implementing an inventory management system on the Town’s Office 360 account.
- Manage the transmittal of equipment and materials to the Installation Contractors.
- Send weekly updates to the broadband committee of the number of scheduled installs or any other important information and attend broadband committee meetings.
- Answer any questions that are asked by the Town, Hunt, or residents. Reporting on progress and challenges.
- Working with the town’s marketing contractor to coordinate marketing of Dryden Fiber based upon the ability of installations to occur within 10 business days of a service request.
- Working with Hunt to coordinate the acquisition of customer install equipment to allow for installations to occur within 10 business days of a service request.
- Working with Hunt and Marketing to identify routes for middle-mile fiber installation that maximize the number of customer installation requests.
- Provide the town with monthly invoices detailing the tasks completed.
- Consulting Client on decisions pertaining to system buildout, customer service needs or system operations as needed.
- Locating and negotiating rates for additional installation contractors as needed.
- Preparing installation schedules.
- Adhering to budgetary constraints.
- Following grant requirements as directed by Hunt or the Town.

FEE BREAKDOWN

Category	Hourly Rate
Construction Coordinator	\$110.00

Vendor proposes to perform the work as outlined in the above Scope of Services for Client for the rate listed in the table above. If the above scope of services and the associated rate plus reimbursables is acceptable, please sign and return the attached contract to my attention. Should you have any questions or want to further discuss this proposal in greater detail, please do not hesitate to contact me at 585-233-1474 or kgleason@gleamontech.com.

From: Ken Gleason
Regarding: Proposal for 2023 Services to the Town of Dryden rev 4
Date: May 25, 2023

Sincerely,



Ken Gleason
Executive Officer
www.gleamontech.com
CAGE code: 9EH67

From: Ken Gleason
Regarding: Proposal for 2023 Services to the Town of Dryden rev 4
Date: May 25, 2023

ACKNOWLEDGEMENT

I have read and understand the Scope of Services as described above and accept the terms and costs as stated. I hereby retain Gleamon Technology to provide the services outlined.

Signature

Date

Printed Name & Title

