



Ordering Document: Township of Hanover PA (Northampton) - AWS Migration (copy)

Township of Hanover PA (Northampton)

3630 Jacksonville Road
Bethlehem, PA 18017

Reference: 20260310-134033250

Quote created: March 10, 2026

Quote expires: April 9, 2026

Quote created by: Dana E. Stinson

Beth Bucko

bbucko@hanovertwp-nc.org
610-866-1140

dstinson@gworks.com

Products & Services

Item & Description	Quantity	Unit Price	Total
AWS Hosting Services - Annual Subscription Annual hosting for Freedom Systems clients on AWS. Includes ongoing hosting support and maintenance. Services are billed annually but equate to \$85/month.	5	\$1,020.00 / year	\$5,100.00 / year for 1 year
AWS Configuration - Implementation Fees We will verify proper database and connection setup, with final environment review to ensure readiness. Client must provide their own Microsoft 365 license. We can assist in configuration, but the license is client-owned.	5	\$175.00	\$875.00
Setup & Configuration of CityShare - Implementation Fees We will install all your necessary suites of CityShare and make sure it's fully set up, connected, and ready to use on your AWS environment.	5	\$175.00	\$875.00
User & AWS Workspace Creation - Implementation Fees We will create your user accounts and corresponding AWS Workspaces for each Freedom Systems user.	5	\$100.00	\$500.00

Annual subtotal	\$5,100.00
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One-time subtotal	\$2,250.00
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Due Now	\$7,350.00
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Purchase Terms and Conditions

Upon signature of the parties, this Order is a legally enforceable agreement.

gWorks/Freedom Systems **will provide** hosting services, **data backup, disaster recovery and** maintenance services. **Additional** time is available at per diem rate and **may be requested by Client and agreed** upon and scheduled by gWorks/Freedom Systems.

This Order shall be in effect as of the last date in the signature boxes below ("Order Effective Date") and shall continue until the end of the term of the last Service in this Order, unless earlier terminated in accordance with the express termination rights set forth in this Order, if any, and the Master Software & Services Agreement. The Parties acknowledge and agree that this Order is subject to, and governed by, the Master Software & Services Agreement set forth at: <https://www.gworks.com/g2msatos/> ("MSSA"). The MSSA is hereby incorporated into this Order by reference.

A Service set forth above shall be in effect from the Order Effective Date and shall continue for the initial term specified herein for such Service, unless earlier terminated in accordance with the express termination rights set forth in this Order, if any, and the MSSA. Professional Services fees (e.g., including but not limited to software implementation or onboarding, client onboarding, advanced/custom support beyond general support, time and material services, consulting, data extracting, or projects of a defined scope) are due and payable on the Order Effective Date unless otherwise noted in this Order.

This Order, including the then-current MSSA, Privacy Policy, Statement of Work, and Product Support Agreement, and all other agreements, policies, and documents incorporated herein, contains the entire agreement of the parties with respect to the subject matter hereof and shall supersede any and all prior or contemporaneous discussions, negotiations, agreements, or understandings between the parties, whether written or oral, regarding the subject matter hereof.

This Order is subject to the agreements, policies, and documents set forth below, all of which are incorporated herein by reference, and which include a Sub-Merchant Agreement for card processing by a third-party service provider which includes an application for such card processing services provided to such third-party by gWorks with Client's credentials, including banking information, provided by Client and captured by gWorks in a "Merchant Boarding Form" which form is available to Client by gWorks upon request. By signing this Order, Client expressly agrees that the information in the Merchant Boarding Form is true and accurate and expressly agrees to all terms and conditions in the agreements, policies, and documents set forth below.

- Master Software & Services Agreement: <https://www.gworks.com/g2msatos/>
- Statement of Work*: <https://www.gworks.com/legal/gnlsow>
- Privacy Policy: <https://www.gworks.com/privacy-policy/>

*Statement of Work terms apply to Clients migrating for Desktop Services to gWorks SaaS Solutions.

By signing this Order, the individual signing on behalf of Client certifies and warrants they are authorized to sign on behalf of Client, agree to all terms in this Order and any agreements and documents incorporated herein, attests that the information for this application and onboarding are correct to the best of their knowledge, and that, upon their signature, this Order and any documents incorporated herein will become the legally binding agreement of Client.

The exchange of a fully executed Order (in counterparts or otherwise) by fax, .pdf, .pic, .tif, .jpg or other legible image file shall be sufficient to bind the Parties to the terms and conditions of this Order and the MSSA.

Signature (Client Authorized Representative)

Signature

Date

Printed name

Questions? Contact me



Dana E. Stinson
dstinson@gworks.com

gWorks
3905 S 148th St
Ste 200
Omaha, NE 68144
USA

STATEMENT OF WORK: Hanover Township (Northampton County) - Q1 Serverless Migration

(Technology Project)

This Statement of Work (“**Statement of Work**” or “**SOW**” adopts and incorporates by reference the terms and conditions of the Master Services Agreement (the “**Master Agreement**”), between **CAPITAL CITY COMPUTERS LLC DBA INTERMIXIT** (“**Service Provider**” or “**IntermixIT**”) and Hanover Township (Northampton County) (“**Customer**”) on _____ and will remain in effect until the Term set forth in below in Section 3, unless earlier terminated in accordance with the Master Agreement. Transactions performed under this Statement of Work will be conducted in accordance with and be subject to the terms and conditions of this Statement of Work and the Master Agreement.

Capitalized terms used but not defined in this Statement of Work shall have the meanings set out in the Master Agreement.

1. **Scope of Work**. Generally, Service Provider shall perform the following Services:

- a. In preparation for moving to the cloud, IntermixIT will plan to set up Hanover with Entra. This includes completing the first few steps:
- b. Revert roaming profiles
- c. Identify a PC to install Printix (Cloud Printing) as the centralized printing hub, and then install Printix.
- d. Upgrade all users to Business Premium Licensing
- e. Complete a test Entra migration with (2) employees. After the test migrations are completed, we set up a Microsoft Bookings link to share with all staff to schedule over a 2-week period.
- f. Once all employees are migrated to Entra, we begin prep for SharePoint.
- g. A meeting will be scheduled to review Hanover's current shares and file path lengths on the server. This is to ensure that all folders and files meet the SharePoint restrictions and to begin planning how Hanover would like their SharePoint structure to look and feel for employees.
- h. A test site will be created as well to review with Mark and Kim.
- i. On a specified date (Friday evening through the weekend), IntermixIT will migrate all files away from the physical server into SharePoint. During this time, employees will be asked not to make any changes to files or folders.
- j. As the above items are being completed, our team will discuss the best-case solution for City Share. We have a few options to review with the vendor: Move to a dedicated computer, migrate to Caselle cloud. Pending these discussions, the data will be migrated either to a dedicated computer or to Caselle.
- k. After 2 weeks of completion of all migrations, we will turn off the server and come on-site to remove the physical hardware for recycling.
- l. General support will be provided throughout the duration of the project as needed.

2. **Exclusion from Service**: The following are expressly excluded from and not included in the Services. If services listed are required by Customer, a new Scope of Work would be required to properly set expectations. (This list below is not intended to be exhaustive and is not fully inclusive.)

- - o **Cabling**: adding new network drops;
 - o **Printer and/or Copier maintenance**: disassembly or other related troubleshooting to hardware/firmware related to the hardware unit;
 - o **Website Services**: design, optimization, database management, or any item related to performance of a website;
 - o **Database Administration**: building of queries, optimization, performance standardization or any item generally considered database administration;



4309 LINGLESTOWN RD.
HARRISBURG, PA 17112
717.914.0102
INTERMIXIT.COM

3. Pricing; Term; payment; license. All costs listed below are based on the scope and assumptions included in this Statement of Work:

Item:	Assumptions/Details:
Recurring monthly fees: [\$54.00 per month] for a minimum of [twelve (12) months], subject to automatic renewal in accordance with Section 6 of the Master Agreement (the “ Term ”).	<ul style="list-style-type: none"> • (18) Computers receiving Printix Cloud Printing Solution at \$3.00 per computer per month.
One time fees: \$10,552.50	<ul style="list-style-type: none"> • \$10,552.50 - Flat rate service labor associated with "Section 1 Scope of Work" listed above.

Services outside the scope of this Statement of Work (and not covered by a separate Statement of Work) (including items noted as “Exclusion of Services” in this Statement of Work) and Services provided after hours (i.e, other than from (i.e., Monday-Friday 8 am to 5 pm ET) will be priced at \$150.00/hour.

With the purchase of Services, Service Provider grants to Customer a non-exclusive worldwide license to use managed services software (the “**Licensed Software**”) in accordance with this SOW, and during the Term. Customer will not be granted any title or further rights of ownership to the Licensed Software.

4. **Response Times.** It is difficult for Service Provider to set response times for many of the Services, as many Services are complex services, and response may vary. When Customer contacts Service Provider, Service Provider will prioritize the incident and will endeavor to respond no later than 4 business hours after the Customer contacts Service Provider, with “Emergency” situations prioritized first.

As the setting of “priority” for an incident carries such an important weight in the delivery of a Service, it is imperative that this is carried out in a consistent and fair manner for all customers of Service Provider. The following are general descriptions and illustrations of what the priority levels may include:

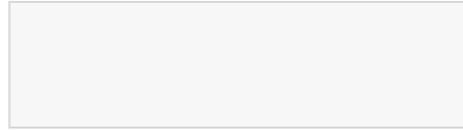
Priority	Definition	Example
Emergency	All users on a site unable to work	<ul style="list-style-type: none"> • Virus Outbreak • Email server failure • Server crash • Network failure
High	1 user unable to work or all users greatly inconvenienced	<ul style="list-style-type: none"> • Single virus • Users machine crashed • Internet outage* • Important File unavailable • Printer problem for important meeting
Medium	1 user unable to perform a single function or experiencing inconvenience	<ul style="list-style-type: none"> • Application fault • File unavailable
Low	General question, inquiry or problem that does not affect any user’s ability to work	<ul style="list-style-type: none"> • How do I...? • How much would ...cost?

*Note that an Internet outage is not an emergency priority as it is held with a 3rd party internet service provider.

[signature page follows]

IN WITNESS WHEREOF, the parties hereto have caused this Statement of Work to be executed as of the Effective Date by their respective duly authorized officers.

Hanover Township (Northampton County)

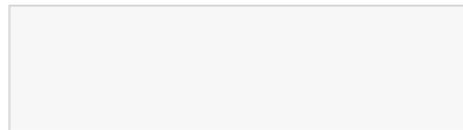


(Mark Hudson)

Name: Mark Hudson

Title:

CAPITAL CITY COMPUTERS LLC DBA INTERMIXIT



(Shawna Barrick)

Name: Shawna Barrick

Title: Project Manager

COUNTY OF NORTHAMPTON
DEPARTMENT OF ADMINISTRATION
OFFICE OF ELECTIONS AND VOTER REGISTRATION
669 Washington Street, Easton, Pennsylvania 18042-7401
(610)829-6260 • FAX (610)559-3736 • elections@norcopa.gov

**Hanover Township Community Center
3660 Jacksonville Rd.
Bethlehem, PA. 18017**

**MEMORANDUM OF UNDERSTANDING
FACILITY USE AGREEMENT *FOR USE AS POLLING PLACE***

We appreciate the use of your facility, **Hanover Township Community Center** (the “Facility”) as a polling location for Hanover 4 & 6 without you we cannot serve the people of Northampton County. This agreement is entered into between Northampton County and _____ (the “Operator”) this 16th day of March, 2026 (the “Effective Date”) and is subject to the following terms:

I. TERM – The agreement begins on the Effective Date and terminates as set forth in IV below, and will include a minimum of two elections: one general; one primary.

In 2026, The Elections for Northampton County will be on the following dates:

Primary Election: Tuesday, May 19, 2026
General Election: Tuesday, November 3, 2026

II. RESPONSIBILITIES OF THE PARTIES

A. The Operator, shall:

- a. Ensure that the Facility is open, available, and usable from **6:00 A.M.** on Election Day until the completion of all election activities.
- b. Designate a secure, weather safe, on-site storage area for voting machines for a maximum of 10 days before and after each election.
- c. Ensure the Facility is open for delivery and retrieval of voting machines (see attached form incorporated in this agreement)
- d. Provide sufficient lighting, heating, electrical power, tables, and chairs and parking for poll workers and voters.
- e. Ensure the Facility is ADA accessible and compliant and does not include any hazardous conditions.
- f. Provide a designated representative(s) to be **physically present at the Facility at 6:00 A.M. on Election Day** and available by phone until all election activities are complete (see attached form incorporated in this agreement).
- g. Allow the placement of directional and campaign signage on Election Day.
- h. Not interfere with the conduct of the election.

B. The County of Northampton, shall:

- a. Use the Facility exclusively as a polling place on Election Day and for storage of voting machines for no more than 10 days before and 10 days after the election.
- b. Provide all equipment, materials, and supplies necessary except as otherwise designated in this agreement.
- c. Return the Facility in its original condition except for ordinary wear and tear.
- d. Add the Facility as an additional insured premises, if required in writing by your insurance carrier.

III. CONSIDERATION – In exchange for use of the Facility as a polling place Northampton County will pay a total of \$75.00 no later than 60 days before the date each Election.

IV. TERMINATION - This agreement terminates automatically on December 31, 2026. This agreement may not be terminated by the Operator without the consent of The County of Northampton within 60 days of either the Primary or General Election. The County of Northampton may terminate this agreement at any time.

Fw: First Responders Extension Request

From Martin Limpar <MLimpar@hanovertwp-nc.org>
Date Tue 2026-03-17 2:34 PM
To Kimberly Lymanstall <klymanstall@hanovertwp-nc.org>

Hi Kim,

Here is the request for an extension for the FRP pavilion.

Marty

From: andrew@akpetersheim.com <andrew@akpetersheim.com>
Sent: Tuesday, March 17, 2026 11:16 AM
To: Martin Limpar <MLimpar@hanovertwp-nc.org>; Mark Hudson <mhudson@hanovertwp-nc.org>
Cc: 'Tim Petersheim' <timothy@akpetersheim.com>; Andrew Youssef <ayoussef@hanovereng.com>
Subject: RE: First Responders Extension Request

Mark and Martin,

We would like to request another one month extension to this project. We plan to get final inspection on the building by the end of March, and then finish the seeding as weather allows.

Items left to finish are as follows:

- Building
 - Caulk and paint posts and headers,
 - Finish door hardware
 - Set serving counter
 - Misc. bathroom accessories
 - Final cleaning/washing
- Site work
 - Finish grading and seeding yard
- Plumbing
 - Set sinks
 - Punch list
- Electrical
 - Finish wiring time delay relay for lights and fans

This list is not exhaustive, but I believe it covers most of the items.

Thanks for your patience as we wrap this up.

Andrew Petersheim

AK Petersheim Builders LLC
301 Jacobs Rd,