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## FINANCE COMMITTEE MEETING AGENDA

Tuesday, September 12, 2023 at 5:45 p.m.  
Caledonia Village Hall - 5043 Chester Lane

1. Call to Order
2. Approval of Minutes
3. **Resolution 2023-98** – Resolution Authorizing The Village Of Caledonia To Authorize The Purchase And Installation Of Audio/Visual Equipment From Avi Systems, Inc. As Part Of The Public Safety Building Project.
4. Adjourn

Dated September 8th, 2023

Joslyn Hoeffert  
Village Clerk

Only committee members are expected to attend. However, attendance by all Board members (including non-members of the committee) is permitted. If additional (non-committee) Board members attend, three or more Board members may be in attendance. Section 19.82(2), Wisconsin Statutes, states as follows:

If one-half or more of the members of a governmental body are present, the meeting is rebuttably presumed to be for the purposes of exercising the responsibilities, authority, power or duties delegated to or vested in the body.

To the extent that three or more members of the Caledonia Village Board actually attend, this meeting may be rebuttably presumed to be a "meeting" within the meaning of Wisconsin's open meeting law. Nevertheless, only the committee's agenda will be discussed. Only committee members will vote. Board members who attend the committee meeting do so for the purpose of gathering information and possible discussion regarding the agenda. No votes or other action will be taken by the Village Board at this meeting.

### **1. Call to Order**

Trustee Wishau called the meeting to order at 5:30 p.m.

Committee Members: Trustee Wishau and Trustee Martin. President Weatherston, Trustee Hammes, and Trustee Stillman were also present. Trustee Pierce arrived at 5:46 PM

Absent: None.

Department Managers: Also present were Administrator Kathryn Kasper, Finance Director Wayne Krueger, Fire Chief Jeffery Henningfeld, Police Chief Christopher Botsch, and Village Attorney/HR Manager Tyler Helsel.

### **2. Approval of Minutes**

Motion by Trustee Martin to approve the minutes dated August 8, 2023. Seconded by President Weatherston. Motion carried, unanimously.

### **3. 2022 CLA Audit Presentation**

The General Fund's revenue was noted to be \$17.76 million against expenses of \$16.70 million, adding \$1.049 million to its balance by the end of the year. The utility funds' operating revenue was \$12.8 million with expenses totaling \$11.1 million, providing an operating income of \$1.7 million before other factors like non-operating revenues and depreciation. By the year's close, the General Fund was approximately \$6.6 million, and the capital projects fund stood at \$23.7 million.

A significant change in the 2022 audit was related to the adoption of GASB Statement No. 87, which deals with recognizing lease assets, liabilities, and other related financial elements. The village's involvement in leases, such as those for cell phone towers, was brought up in this context. Audit findings revealed two recurring issues: the procedure for preparing financial statements and the challenge of segregating duties. The latter, attributed to financial transactions being conducted across various locations, is anticipated to be resolved in 2023 by consolidating financial processes into a single building. The meeting also touched upon the scheduling of the Joint Review Board (JRB) meeting, pending finalized valuations. A salient point raised during discussions was the board's interest in comparing the original revenue and project closure projections against the current forecasts.

### **4. Resolution 2023-92 – Resolution Authorizing The Village Of Caledonia To Enter Into A Purchase Agreement To Order A Replacement Fire Engine From Pierce Manufacturing, Inc.**

Due to monopolization in the fire truck manufacturing industry, there are primarily two dominant manufacturers, E-1 and Pierce. The deliberation touched upon various payment strategies, including a potential 100% prepayment for obtaining a lower price, with debates about sourcing the required funds –from a general fund balance, through bonding, tapping into reserves, or a mix of these methods.

Furthermore, interest rates became a focal point regarding the fluctuating nature of rates and the implications of borrowing. There was concern regarding the reliability of the suppliers. With substantial amounts at stake, prepaying without adequate guarantees was a significant contention. As a solution, a performance bond was suggested. This bond, although an additional cost, would serve as protection against any potential default by the supplier.

Ultimately, the group grappled with determining the commitment level necessary to lock in the best price, ensuring a balance between securing a good deal and retaining flexibility in financing decisions.

Motion by Trustee Martin to approve up to \$939,827 and forward to the Village Board. Seconded by President Weatherston. Motion carried, unanimously.

**5. Resolution 2023-93 – Resolution Authorizing The Village Of Caledonia To Accept A Donation From Bear Paw Adventure Park / Jellystone To Be Used Towards The Purchase Of An Aerial Drone**

Jellystone set a fundraising goal to support the Caledonia Police Department (CPD). After holding a series of events, their patrons successfully raised the funds. Jellystone committed to contributing the proceeds from these sales to the CPD to purchase a drone and its corresponding equipment.

The drone being discussed is of commercial grade, with capabilities specifically tailored for police activities.

Trustee Wishau brought up a past contribution by a resident who had donated a drone. The donated drone was described as a high-end personal drone or a basic commercial one. While suitable for daytime operations, such as photography or video recording, this new drone under consideration possesses a night vision function, enabling operations even under dark conditions.

A critical query was raised on the policies governing drone usage. It was emphasized that these drones will not be deployed for warrantless surveillance. Proper licenses are required to operate them, and currently, only two officers possess such a drone pilot license. The primary use of these drones would be for live events, like search operations or rescue missions. The CPD has a strict policy to ensure the lawful use of drones, and the primary goal is to avoid any criminal liabilities.

The funds from Jellystone's donation will cover the entire cost of the drone.

The committee then discussed logistics. A smaller, more portable drone would ideally be stationed in a patrol vehicle, making it readily deployable. With its advanced capabilities, the larger drone would remain at the police station, requiring strategic deployment as needed.

To increase operational readiness, there's a plan to train more officers to secure drone licenses. This training would have associated costs, but they are anticipated to fit within the existing training budget.

Motion by President Weatherston to approve and forward to the Village Board. Seconded by Trustee Martin. Motion carried, unanimously.

**6. Adjournment**

Trustee Wishau adjourned the meeting at 5:58 p.m.

Respectfully submitted,  
Joslyn Hoeffert, Village Clerk

**RESOLUTION NO. 2023-98**

**RESOLUTION AUTHORIZING THE VILLAGE OF CALEDONIA TO AUTHORIZE  
THE PURCHASE AND INSTALLATION OF AUDIO/VISUAL EQUIPMENT FROM  
AVI SYSTEMS, INC. AS PART OF THE PUBLIC SAFETY BUILDING PROJECT.**

**WHEREAS**, the Village of Caledonia is constructing a new Public Safety Building.

**WHEREAS**, the Public Safety Building has dedicated a room to serve the Village, Police, and Fire Departments to conduct meetings and trainings and act as an Emergency Operations Center (EOC).

**WHEREAS**, the room will require audio-visual equipment to perform the above identified functions.

**WHEREAS**, staff has explored multiple vendors to provide and install this equipment and identified AVI Systems, Inc. as the preferred vendor.

**WHEREAS**, in addition to providing the lowest quote for the equipment and installation, the village obtained State of Wisconsin DOA contract pricing.

**WHEREAS**, the quoted price for the equipment and installation costs of the A/V equipment is \$90,823.81. This equipment includes a projector, screen, monitors, microphones, cameras, speakers, and associated hardware and software.

**WHEREAS**, the cost of \$90,823.81 will be allocated to the Public Safety Building Project and is available in the Owner-Supplied Equipment Budget.

**WHEREAS**, the Village Finance Committee has reviewed this request and recommends that the Village Board authorize a purchase and installation agreement for the audio/video equipment described above.

**NOW, THEREFORE, BE IT RESOLVED** that the Village Board of the Village of Caledonia, Racine County, Wisconsin, do hereby authorize the purchase and installation of audio/video equipment in the new Public Safety Building from AVI Systems, Inc. for \$90,823.81 and the required funds shall be allocated to and spent from the Public Safety Building Project Owner-Supplied Equipment Budget.

Adopted by the Village Board of the Village of Caledonia, Racine County, Wisconsin, this \_\_\_\_\_ day of August 2023.

VILLAGE OF CALEDONIA

By: \_\_\_\_\_  
Thomas Weatherston, Village President

Attest: \_\_\_\_\_  
Joslyn Hoeffert, Village Clerk

# Retail Sales Agreement



**Proposal Number: 1202206**

Prepared For: Village of Caledonia

**Attn: Jason Hempel**

Prepared By: Phill Greenwood

Phone: 262-631-9390

Email: phill.greenwood@avisystems.com

**Proposal Date: August 29, 2023**

Village of Caledonia- New Fire Department Training Room  
- Projector Option

**Project:**

**Project Number:**

AVI Systems Inc.

3275 Intertech Drive, Suite 500, Brookfield, WI 53045

Phone: (262)207-1300

Fax: (262)207-1301

## INVOICE TO

Attn: Jason Hempel  
Village of Caledonia  
5043 Chester Lane  
Racine, WI 53402

Phone: 262-835-4451

Email: ltjhempel@caledonia-wi.gov

Customer Number: VOC005

## SITE

Attn: Jason Hempel  
Village of Caledonia - Racine, WI Site  
5043 Chester Lane  
Racine, WI 53402

Phone: 262-835-4451

Email: ltjhempel@caledonia-wi.gov

## COMMENTS

## PRODUCTS AND SERVICES SUMMARY

Equipment	\$59,992.18
Integration	\$30,831.63
PRO Support	\$0.00
Shipping & Handling	\$0.00
<b>Grand Total</b>	<b>\$90,823.81</b>

Unless otherwise specified. The prices quoted reflect a discount for a cash payment (i.e., check, wire transfer) made by Customer in full within the time stated for payment on each invoice. Discount only applies to new items included on the invoice, and only applies if the balance on the invoice is paid in full.

All returned equipment is subject to a restocking charge. The prices are valid for 15 days and may be locked in by signing this Retail Sales Agreement.

Overdue balances are subject to a finance charge of 1.5% per month, or interest at the highest rate permitted by applicable law. In the event AVI must pursue collection of unpaid invoices, Customer agrees to pay all of AVI's costs of collection, including its attorneys' fees.

## INVOICING AND PAYMENT TERMS

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Customer and AVI have agreed on the payment method of CASH. Payment must be remitted by stated method. To the extent Customer seeks to use of any payment methods other than stated, and that payment method results in an increased transaction cost to AVI, the new payment must be approved in writing, and the Customer shall be responsible for paying the increased transaction cost to AVI associated with the change in payment method. Payments shall be made 30 days from invoice date. So long as the invoice has been sent and the Customer's payment is made within the terms work will continue.

AVI uses progress billing, and invoices for equipment and services allocated to the contract on a monthly basis. Unless otherwise specified, all items quoted (goods and services) as well as applicable out of pocket expenses (permits, licenses, shipping, etc.) are invoiced in summary (including applicable sales taxes due for each category of invoiced items).

Customer is to make payments to the following "Remit to" address:

AVI Systems  
PO Box 842607  
Kansas City, MO 64184-2607

Customer must make all payments in the form of bank wire transfers or electronic funds transfers through an automated clearinghouse with electronic remittance detail, in accordance with the payment instructions AVI Systems provides on its invoice to Customer.

A monthly summary of detailed equipment received is available upon request. Equipment received may be different than equipment billed based on agreed billing method.

## TAXES AND DELIVERY

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Unless stated otherwise in the Products and Services Summary above, AVI will add and include all applicable taxes, permit fees, license fees, and delivery charges to the amount of each invoice. Taxes will be calculated according to the state law(s) in which the product(s) and/or service(s) are provided. Unless Customer provides a valid tax exemption certificate for any tax exemption(s) claimed, AVI shall invoice for and collect all applicable taxes in accordance with state law(s), and Customer will be responsible for seeking a tax credit/refund from the applicable taxing authority.

## AGREEMENT TO QUOTE AND DOCUMENTS CONSTITUTING YOUR CONTRACT WITH AVI

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Customer hereby accepts the above quote for goods and/or services from AVI. When duly executed and returned to AVI, AVI's Credit Department will check Customer's credit and approve the terms. After approval by AVI's Credit Department and signature by AVI, this Retail Sales Agreement will, together with the AVI General Terms & Conditions (which can be found at <http://www.avisystems.com/TermsOfSale>) form a binding agreement between Customer and AVI. (This Retail Sales Agreement and the AVI General Terms & Conditions of Sale (the T&Cs) are referred to collectively as the Agreement). If not defined in this Agreement, all capitalized terms shall have the meaning given to them in the T&Cs. Should AVI's Credit Department determine at any point prior to AVI commencing work that Customer's credit is not adequate, or should it otherwise disapprove of the commercial terms, AVI reserves the right to terminate the Agreement without cause and without penalty to AVI.

## AGREED AND ACCEPTED BY

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\_\_\_\_\_  
Company

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**AVI Systems, Inc.**

\_\_\_\_\_  
Company

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

## CONFIDENTIAL INFORMATION

The company listed in the "Prepared For" line has requested this confidential price quotation, and shall be deemed "Confidential Information" as that term is defined in the T&Cs. This information and document is confidential and is intended solely for the private use of the customer identified above. Customer agrees it will not disseminate copies of this quote to any third party without the prior written consent of AVI. Sharing a copy of this quote, or any portion of the Agreement with any competitor of AVI is a violation of this confidentiality provision. If you are not the intended recipient of this quote (i.e., the customer), you are not properly in possession of this document and you should immediately destroy all copies of it.

## PRODUCTS AND SERVICES DETAIL

### PRODUCTS:

<b>Model #</b>	<b>Mfg</b>	<b>Description</b>	<b>Qty</b>	<b>Price</b>	<b>Extended</b>
VPLFHZ85/W	SONY	Sony VPL-FHZ85 - 3LCD projector - 8000 lumens - 7300 lumens (color) - WUXGA (1920 x 1200) - 16:10 -	1	\$6,211.76	\$6,211.76
SYSAUWP2	CHIEF	SYSAU PROJECTOR KIT W/ POWER - WHITE	1	\$484.20	\$484.20
70140L	DA-LITE	ADVANTAGE 189"D 100X160 MW	1	\$2,630.60	\$2,630.60
FW75BZ40L	SONY	Sony Bravia Professional Displays FW-75BZ40L - 75" Diagonal Class BZ40L Series LED-backlit LCD displ	2	\$2,822.40	\$5,644.80
TS525TU	CHIEF	THIN SWING ARM (LARGE)	2	\$426.60	\$853.20
DUETD-2	VISIONARY SOLU	PacketAV Duet 2 Decoder	1	\$1,074.40	\$1,074.40
D4100	VISIONARY SOLU	PacketAV D4100	2	\$714.40	\$1,428.80
E-WP-H-WHITE	VISIONARY SOLU	PacketAV Wall Plate Encoder HDMI Only	2	\$1,170.40	\$2,340.80
E4100	VISIONARY SOLU	Faceplate Color White PacketAV E4100	1	\$893.00	\$893.00
U22-160-DP	HALL RESEARCH	USB 2.0 over UTP Extender Decora Wall Plate with 2-Port Hub	2	\$186.04	\$372.08
AM-3200-WF	CRESTRON	AirMedia Receiver 3200 with Wi-Fi Network Connectivity	1	\$1,518.00	\$1,518.00
AM-TX3-100	CRESTRON	AirMedia Series 3 Connect Adaptor	1	\$480.00	\$480.00
NC-12X80	QSC	12x Optical Zoom 80° Horizontal Field of View, PTZ Network Camera, PoE, with HDMI and SDI output. In	2	\$3,237.50	\$6,475.00
I/O-USB BRIDGE	QSC	VIDEO,I/O-USB BRIDGE,12V,BK	2	\$1,459.50	\$2,919.00
MX415/C	SHURE	15 Shock-Mounted Gooseneck, Cardioid, includes surface mount Preamplifier	1	\$334.60	\$334.60
MXW2/SM58=-Z10	SHURE	HH TRANSMITTER WITH SM58	1	\$597.80	\$597.80
MXW1/O=-Z10	SHURE	Bodypack Transmitter with Integrated Omnidirectional Microphone and 4-Pin Mini Connector (TA4M) (Inc	2	\$611.80	\$1,223.60
WL185	SHURE	Lavalier Microphone, interchangeable capsule, cardioid, TA4F	2	\$95.20	\$190.40
MXWAPT4=-Z10	SHURE	4-CH ACCESS POINT TRANSCEIVER	1	\$2,886.80	\$2,886.80
MXWNCS4	SHURE	4-CH NETWORKED CHARGING STATION	1	\$1,510.60	\$1,510.60
MP-A20V	QSC	2 x 200W 1 RU Amplifier with FlexAmp technology, up to 400W per channel output pairs into 4, 8 ohm, 70v	1	\$794.50	\$794.50
AD-C6T-WH	QSC	6.5" Two-way ceiling speaker, 70/100V transformer with 160 bypass, 140° conical DMT coverage	10	\$185.50	\$1,855.00
TSC-101-G3	QSC	Q-SYS 10.1" PoE Touch Screen Controller for In-Wall Mounting. Color - Black only	1	\$2,219.00	\$2,219.00
CORE 8 FLEX	QSC	Unified Core with 8 local audio I/O channels, 64x64 network I/O channels with 8x8 Software-based Dan	1	\$2,051.00	\$2,051.00
SLQUD-8N-P	QSC	Q-SYS Core 110 UCI Deployment Software License, Perpetual	1	\$81.20	\$81.20
IP2CC-P	GLOBAL CACHE	ITACH TCP/IP-CONTACT CLOSE POE	1	\$142.68	\$142.68

GSM4230P-100NAS	NETGEAR	M4250-26G4F-POE+ MANAGED SWITCH	1	\$1,112.00	\$1,112.00
CFR-8-20	MIDDLE ATLANTI	8SP,CABINET FRAME RK,20D	1	\$342.00	\$342.00
5-RS20	MIDDLE ATLANTI	20"SLIM5 BOT RUNNER SET	1	\$37.62	\$37.62
CAB-COOL50	MIDDLE ATLANTI	CABINET COOLER,50CFM	1	\$226.29	\$226.29
PD-915R	MIDDLE ATLANTI	9OUT,15A,RCKMNT POWER CEN	1	\$154.00	\$154.00
TSC-70-G3	QSC	Q-SYS 7" PoE Touch Screen Controller for In-Wall Mounting. Color - Black only	1	\$1,333.50	\$1,333.50
TSC-710T-G3	QSC	Table top mounting accessory for TSC-70W-G3 and TSC-101W-G3	1	\$318.50	\$318.50
SLQBR-P	QSC	Q-SYS AV Bridging software license for use with Q-SYS Peripherals. Perpetual.	1	\$469.00	\$469.00
DUETE-2	VISIONARY SOLU	PacketAV Duet 2 Encoder	1	\$1,074.40	\$1,074.40
QIO-ML2X2	QSC	Q-SYS peripheral providing 2 mic/line inputs and 2 line outputs. 1U, 1/4 width and powered over Ethe	1	\$479.50	\$479.50
OFE	OWNER	Podium w/ 1" Grommet for cable passthrough	1	\$0.00	\$0.00
TT-8621Q	NEWLINE	860Q 4K LED 4K Multi-Touch Display w/ USB Type-C	1	\$5,123.75	\$5,123.75
EPR8A64000-000	NEWLINE	On-Board Computer (4K) - i7, 8G RAM, 256GB SSD	1	\$1,439.20	\$1,439.20
PFC2000B	CHIEF	4' - 6' LFP MOBILE CART	1	\$635.40	\$635.40
CSMP9X12	CHIEF	PROX,MOUNT PLATE,9X12	1	\$34.20	\$34.20

#### Professional Services

Engineering & Drawings  
Project Management  
Programming  
Cable Placement  
In Shop Fabrication  
On Site Integration  
Testing & Acceptance  
Training  
Travel  
Integration Cables & Connectors  
Travel Expense

**Sub-Total: Professional Services** **\$30,831.63**

**Sub-Total:** **\$59,992.18**

**Total:** **\$90,823.81**



### INTEGRATION SERVICES

#### INTEGRATION SCOPE OF WORK

- A. SUMMARY:** The Village of Caledonia Fire Department will have a new Training Room, which will be shared by the PD and Village Board.

#### **CUSTOMER PROJECT OWNER**

- Lt. Jason Hempel

#### **CUSTOMER RESPONSIBILITIES:**

- Provide site access during standard business hours (Monday-Friday, 7:00AM-6:00PM) as well as concurrent access to all spaces defined in this RSA.
- Provide on premises parking at no expense for the duration of the project.
- Provide electrical services as detailed below per room and device.
- Provide network connectivity, potentially Power over Ethernet, as outlined below and detailed in the project deliverables.
- Provide low voltage infrastructure wiring as detailed below per room and device.
- Provide cooling capabilities as detailed below per the Equipment Location requirements.
- Provide access to waste disposal (i.e. e-waste, dumpster, recycling, etc.) on-site for all product packaging and material.

#### **CUSTOMER SITE REQUIREMENTS:** All on-site employees will:

- Not wear ID Badges while on-site.
- Not be escorted by a customer representative while on-site.
- complete 0 hours of Safety Training prior to initiation of on-site activities.

At the customer's request AVI Systems will not be required to comply with any/all Americans with Disabilities Act (ADA) rules and regulations unless otherwise specified in this RSA.

Project initiation and completion dates are based on date of PO receipt. Material lead times, non-expedited, are typically 4-12 weeks, labor subsequently scheduled based on verified arrival date of all material.

### **B. SYSTEM DESCRIPTION:**

#### **Training Room**

Functionality Description: The Training Room AV system will have a large presentation display on the front wall,, displays mounted above the side entry doors, both sides of the room, on articulating mounts, a wired lectern microphone, a wireless handheld and lavalier microphone, to cameras (presenter and audience), in room speakers, a BYOD video conference connection, and an annotation display on a cart.

#### Displays:

##### Projector

- Video characteristics configured to; WUXGA(1920x1200), a 16:10 aspect ratio.
- The projectors brightness of 8000 lumens, 65 fL on the specified screen size, allows for high ambient lighting levels. Excessive ambient light will wash out the image and require mitigation by the customer.
- External video scaling is provided to support the display of all video characteristics outlined in this Scope Of Work and output this devices defined video characteristics. Scaling of video between aspect ratios may result in blank (i.e. black) areas.
- Planned installation location is on a ceiling mount, within 18'-7" to 29'-9" of the screen installation location. Area between the projector and screen must be free of obstructions. Final location to be defined in project deliverables/drawings approved by customer during project initiation (i.e. post PO).
- **Installation requires** the ceiling tiles shown on the reflected ceiling plan as 2'x8' drop/suspended ceiling grid openings will be cut/modified/adjusted by the ceiling contractor or other at the planned installation location(s). Custom ceilings or specialized drop-tile, e.g. concealed edge, requiring customizing installation will result in a Change Order
- **Customer to** provide (qty. 1) 120VAC 15A duplex outlet(s) using a technical (isolated) ground scheme at the planned installation location. Ceiling mount with duplex outlet included as part of the equipment list of this RSA.

#### Projector Screen

- Screen size of 189" provides seated viewers basic decision making up to 50' (assuming 3% element height).
- Planned installation location is on the east wall and mounted recessed in the ceiling. Final location to be defined in project deliverables/drawings approved by customer during project initiation (i.e. post PO).
- **Customer to** provide (qty. 1) 120VAC 15A J-Box using a technical (isolated) ground scheme at the planned installation location. Customer resource will also connect power to the screen after installation.

#### Side Display(s) – qty. 2

- Configured to provide 4K(3140x2160) video.
- Screen size of 75" provides seated viewers basic decision making up to 19' (assuming 3% element height).
- External video scaling is provided to support the display of all video characteristics outlined in this Scope Of Work and output this devices defined video characteristics. Scaling of video between aspect ratios may result in blank (i.e. black) areas.
- Planned installation location is at the front of the room on an articulating mount. Final location to be defined in project deliverables/drawings approved by customer during project initiation (i.e. post PO).
- **Customer to** provide (qty. 1) 120VAC 15A duplex outlet(s) using a technical (isolated) ground scheme at the planned installation location.

#### Annotation Display – 20-Point Touch

- Configured to provide 4K(3140x2160) video.
- Screen size of 85" provides seated viewers basic decision making up to 21' (assuming 3% element height).
- External video scaling is provided to support the display of all video characteristics outlined in this Scope Of Work and output this devices defined video characteristics. Scaling of video between aspect ratios may result in blank (i.e. black) areas.
- Planned installation location is on a cart. The Display will have a HDMI input for local use as well as an HDMI output cable that can be plugged into the HDMI Wall Input Plates in the room. Final location to be defined in project deliverables/drawings approved by customer during project initiation (i.e. post PO).
- **Customer to** provide (qty. 1) 120VAC 15A duplex outlet(s) using a technical (isolated) ground scheme at the planned installation location.
- **Customer to** configure and test device OPS compute device with any necessary licenses or software applications. AVI Systems to verify power and audio/video signal prior to customer handoff.

#### Source Devices:

##### Laptop– HDMI (qty. 3)

- Video infrastructure to be configured to request; 16x10 resolutions at a refresh rate of 60Hz and 2-channel audio.
- Planned installation location is on-wall on the north and south walls toward the front of the room and at the podium (requires 1-gang box for wall locations and 1" grommet at the OFE podium). Final location to be defined in project deliverables/drawings approved by customer during project initiation (i.e. post PO).

##### Laptop – Wireless (qty. 1)

- Includes 1 optional USB-C device for connection.
- Video infrastructure to be configured to request; 16:10 resolutions at a refresh rate of 60Hz and 2-channel audio.
- AVI to configure network settings per customer guidance, customer to configure any/all other options as desired and test device using customer device and app. AVI Systems to verify network connectivity and video signal prior to customer handoff.
- Planned installation location is in the equipment rack.
- **Customer to** provide (qty. 1) network (PoE requirements defined as part of project deliverables) connection at the planned installation location.
- **Customer to** configure and test device. AVI Systems to verify power and audio/video signal prior to customer handoff.

#### Audio:

- The audio system (speakers and microphones) has been designed assuming an ambient noise level of a speech (65-75dB). Levels outside of this range, even intermittent, may cause a diminished experience and require mitigation by the customer.

## Speakers

- Speaker system is designed to provide a speech audio level of 70-85 dB SPL and a program audio level of 70-85 dB SPL which is 10 dB above the planned ambient noise level.
- Planned installation location(s) are in the ceiling which is designed for coverage of the seated area so that all listeners maintain the same (~ +/- 3dB) listening experience. Ceiling obstructions and hanging obstacles may cause degradation in audio quality and level. Final location to be defined in project deliverables/drawings approved by customer during project initiation (i.e. post PO).

## Microphone – Handheld

- The provided Handheld microphone(s) are designed for Individual Pickup with optimal performance, based on manufacturer specifications, up to 1.5 feet. Microphone pickup beyond this range will provide lower speech intelligibility and quality.
- The audio system is designed to provide voice lift, i.e. amplify speakers voice through local speakers, when using the handheld microphone(s). Best practice dictates that microphones are no more than 2.0 feet from the talker's mouth. Time has been allocated for additional tuning of these microphone(s) to ensure optimal, feedback free, performance. All other microphones, unless otherwise specified, are designed to be used for voice pickup only.
- The provided wireless microphones, including associated Wireless Gateway, has a manufacturer specified indoor range of up to 300 feet. Wireless gateway installation location and/or re-location as well as site RF conditions may affect operating range.
- The planned installation location of the Wireless Gateway is on the ceiling. Final location to be defined in project deliverables/drawings approved by customer during project initiation (i.e. post PO).
- Planned installation location of the provided charging base is at the credenza. Final location to be defined in project deliverables/drawings approved by customer during project initiation (i.e. post PO).

## Microphone – Lavalier (qty. 2)

- The provided Lavalier microphone(s) are designed for Individual Pickup with optimal performance, based on manufacturer specifications, up to 1.5 feet. Microphone pickup beyond this range will provide lower speech intelligibility and quality.
- The audio system is designed to provide voice lift, i.e. amplify speakers voice through local speakers, when using the lavalier microphone(s). Best practice dictates that microphones are no more than 2.0 feet from the talker's mouth. Time has been allocated for additional tuning of these microphone(s) to ensure optimal, feedback free, performance. All other microphones, unless otherwise specified, are designed to be used for voice pickup only.
- The provided wireless microphones, including associated Wireless Gateway, has a manufacturer specified indoor range of up to 300 feet. Wireless gateway installation location and/or re-location as well as site RF conditions may affect operating range.
- The planned installation location of the Wireless Gateway is on the ceiling. Final location to be defined in project deliverables/drawings approved by customer during project initiation (i.e. post PO).
- Planned installation location of the provided charging base is at the credenza. Final location to be defined in project deliverables/drawings approved by customer during project initiation (i.e. post PO).

## Microphone – Wired Gooseneck (at the podium)

- The provided Gooseneck microphone(s) are designed for Individual Pickup with optimal performance, based on manufacturer specifications, up to 1.5 feet. Microphone pickup beyond this range will provide lower speech intelligibility and quality.
- The audio system is designed to provide voice lift, i.e. amplify speakers voice through local speakers, when using the lavalier microphone(s). Best practice dictates that microphones are no more than 2.0 feet from the talker's mouth. Time has been allocated for additional tuning of these microphone(s) to ensure optimal, feedback free, performance. All other microphones, unless otherwise specified, are designed to be used for voice pickup only.

## Conferencing:

### Camera - qty. 2

- Configured to provide HD(1920x1080) /4K(3140x2160) video via HDMI/USB.
- Pan-Tilt-Zoom (PTZ)– Pan: ±170° Tilt: +90° / -30° and 12x Zoom to view objects or persons 5' – 35' away.
- Planned installation location is on a at the front of the room on a wall mount and at the back of the room on a wall mount. Final location to be defined in project deliverables/drawings approved by customer during project initiation (i.e. post PO).
- **Customer to** provide a 1-gang US electrical box at the planned installation location.
- **Customer to** provide (qty. 1) network (PoE requirements defined as part of project deliverables) connection at the planned installation location.

#### Software Conferencing – Customer PC

- The planned USB (Type A) connection location of the owner furnished conferencing PC is next to the two HDMI plates at the North and South walls and at the podium. Final location to be defined in project deliverables/drawings approved by customer during project initiation (i.e. post PO).
- **Customer to** provide conferencing PC requires at least; (qty. 1) USB 3.0 port(s), (qty. 1) HDMI output(s).
- **Customer to** provide any/all conferencing software and associated licensing. Customer is responsible for ensuring that conferencing PC meets any/all performance requirements of their conferencing platform of choice.
- **Customer to** configure and test device. AVI Systems to verify audio/video signal prior to customer handoff

#### Controls:

##### 10" Touch Screen (wired) Control Interface

- User Interface is provided to perform all features as outlined under Software Features and Functional Attributes.
- Planned installation location of the device is on the wall next to the door on the south side of the room, it will be mounted to the wall. Final location to be defined in project deliverables/drawings approved by customer during project initiation (i.e. post PO).
- **Customer to** provide a 2-gang US electrical box at the planned installation location.

##### 7" Touch Screen (wired) Control Interface

- User Interface is provided to perform all features as outlined under Software Features and Functional Attributes.
- Planned installation location of the device is on the wall next to the door on the south side of the room, it will be mounted to the wall. Final location to be defined in project deliverables/drawings approved by customer during project initiation (i.e. post PO).
- **Customer to** provide a 2-gang US electrical box at the planned installation location.

#### Software Features and Functional Attributes: Control Panel (the same for both touch panels but scaled to fit)

- An AVI Systems custom Graphical User Interface (GUI) is included. This GUI will be adjusted as needed based on the sub-systems available and Software Features and Functional Attributes defined below. Customer adjustments of the GUI are provided for, customization unless otherwise specified is not included as part of this RSA.
- Features and functions provided as part of this RSA:
  - System Power On/Off
  - Source Selection
  - Volume Up/Down/Mute
  - Camera Control
    - Pan-Tilt-Zoom
  - Manual Camera Selection

#### Equipment Location:

A in-cabinet Equipment Rack is provided for housing of AV system infrastructure equipment.

- The planned installation location of the equipment rack is XXX and will require Length" x Width" x Height" of open space. Final location to be defined in project deliverables/drawings approved by customer during project initiation (i.e. post PO).
- **Customer to** provide (qty. 1) 120VAC 15A duplex outlets using a technical (isolated) ground scheme at the planned installation location.
- **Customer to** provide (qty. 1) network (PoE requirements defined as part of project deliverables) connection at the planned installation location.
- **Customer to** install an AVI Systems provided cabinet fan at the planned the planned installation location to maintain manufacturer recommended operating temperature range. Failure to do so may void manufacturer warranty.
- **Customer to** provide direct conduit pathways from the planned equipment rack location to location(s); all ceiling, wall, and floorbox locations (for the podium) where supporting AV equipment is installed.

#### Meeting Cadence:

- Time has been included for one, remote, 1-hour project initiation meeting between AVI Systems Project Manager and the Customer project team. This meeting is intended to identify final AVI Systems installed equipment locations as well as Customer Requirements planning.

## Staging

### Standard

- All devices provided by AVI systems will be unboxed and installed in an Equipment Rack (or equivalent) if applicable.
- All new devices provided AVI Systems will be updated to the most current version of firmware.
- Basic device configuration will be performed prior to arrival onsite.
- Device ID's, Hostnames, and IP Address information will be updated and/or recorded on a Staging Workbook.

### Project Provisions:

#### **C. EXCLUSIONS:** The following work is **not included** in our Scope of Work:

- All conduits, high voltage, wiring panels, breakers, relays, boxes, receptacles, etc.
- Concrete saw cutting and/or core drilling
- Fire wall, ceiling, roof and floor penetration
- Necessary gypsum board replacement and/or repair
- Necessary ceiling tile or T-bar modifications, replacements and/or repair
- Structural support of equipment \*AVI Systems not responsible for building related vibrations
- Installation of ceiling mounted projection screen
- All millwork (moldings, trim, cut outs, etc.)
- Patching and Painting
- Permits (unless specifically provided for and identified within the contract)
- Unless otherwise stated the pricing in this agreement does not include prevailing wage or union labor
- Unless specifically noted lifts and scaffolding are not included

#### **D. Construction Considerations:**

In order to accomplish the outlined goals of this project, the Customer will be responsible for contracting with an outside entity to make the necessary modifications to the space as directed by AVI Systems. The costs associated with these modifications are not included in this proposal.

#### **E. NOTICE: This Scope of Work is delivered on the basis of the following Assumptions:**

- The room(s) match(es) the drawings provided.
- Site preparation by the Customer and their contractors includes electrical and data placement per AVI Systems specification.
- Site preparation will be verified by AVI Systems project manager or representative before scheduling of the installation. All work areas should be clean and dust free prior to the beginning of on-site integration of electronic equipment.
- Customer communication of readiness will be considered accurate and executable by AVI Systems project manager.
- In the event of any arrival to site that AVI Systems is not able to execute work efficiently and definably progress, the Customer will be charged a fee to reimburse AVI Systems for all lost time and inefficiencies. At this time, the Customer will be presented a Contract Change Order and will/may halt work until acceptance by the Customer and rescheduling of the integration effort is agreed upon.
- Rescheduling and redeployment of AVI Systems technicians due to unacceptable site preparation may cause scheduling delays of up to 10 business days.
- There is ready access to the building / facility and the room(s) for equipment and materials.
- There is secure storage for equipment during a multi-day integration.
- If Customer furnished equipment and existing cabling is to be used, AVI Systems assumes that these items are in good working condition at this time and will integrate into the designed solution. Any repair, replacement and/or configuration of these items that may be necessary will be made at an additional cost.
- All Network configurations including IP addresses are to be provided, operational and functional before AVI Systems integration begins. AVI Systems will not be responsible for testing the LAN connections.
- Cable or Satellite drops must be in place with converter boxes operational before the completion of integration. Any delay resulting in extra work caused by late arrival of these items will result in a change order for time and materials.
- Document review / feedback on drawings / correspondence will be completed by the Customer within two business days (unless otherwise noted).
- The documented Change Control process will be used to the maximum extent possible – the Customer will have an assigned person with the authority to communicate/approve project Field Directed Change Orders and Contract Change Orders (see Appendix).



- In developing a comprehensive proposal for equipment and integration services AVI Systems' Sales Representatives and Engineering teams must make some assumptions regarding the physical construction of your facility, the availability of technical infrastructure and site conditions for installation. If any of the conditions we have indicated in the site survey form are incorrect or have changed for your particular project or project site, please let your Sales representative know as soon as possible. Conditions of the site found during integration effort which are different from those documented may have an effect on the price of the system solution, integration or services. To ensure that you have an accurate proposal based on your facility and specific to the conditions of your project, please review all project documentation carefully.

## **F. Integration Project Management Processes**

AVI Systems will follow a foundational project management process which may include the following actions/deliverables (based on the size/complexity/duration of the integration project):

- Project Welcome Notice – emailed upon Project Manager assignment
- Project Kick-Off meeting with Customer Representative(s) – one remote, up to, 60-minute meeting
- Project Status reviews – as determined by the Project Manager
- Project Change Control – comprised of Field Directed Change Order and/or Contract Change Order submittals (see Appendix)
- Notice of Substantial Completion (see Appendix) – at Customer walk-through – prior to Service transition

## **G. Knowledge Transfer (Training)**

### Orientation Training Session(s)

Time has been included for one 30-minute independent session(s), on-site Orientation Training per System Type between an AVI Systems Project Member, and the Customer Project Sponsor and, optionally, end-users. Trainings by room(s) or room type(s) include the following:

- System Type 1: Training Room

Orientation Training is geared specifically towards the end-users. The purpose of this knowledge transfer is to provide them with the necessary knowledge to operate all common aspects of the AV system confidently and comfortably. AVI Systems standardized training material will cover:

- User facing equipment (e.g. touchscreen, camera) overview
- Systems common operation and functions
- Annotation Display
- Discussion of documentation relating to system operation
- Who to call when help is required

### Operation Documentation: Quick Start Guide(s)

Operation documentation included is an AVI Systems standardized one-page Quick Start Guide per System Type. An electronic version of the documentation will be provided to the customer following project completion. Documentation by room(s) or room type(s) include the following:

- System Type 1: Training Room

## **H. AVI Systems Integration Services Responsibilities**

AVI Systems will provide services/work for the project as described above in the Scope of Work or per the attached separate Scope of Work document detailing the scope of work to be performed.

- Provide equipment, materials and service items per the contract products and services detail.
- Provide systems equipment integration and supervisory responsibility of the equipment integration.
- Provide systems configuration, checkout and testing.
- Provide project timeline schedules.
- Provide necessary information, as requested, to the owner or other parties involved with this project to ensure that proper AC electrical power and cableways and/or conduits are provided to properly integrate the equipment within the facilities.
- Provide manufacturer supplied equipment documentation.
- Provide final documentation and "as built" system drawings (CAD) - if purchased.
- Provide system training following integration to the designated project leader or team.

## **I. Customer Integration Services Responsibilities**

- Provide for the construction or modification of the facilities for soundproofing, lighting, electrical, HVAC, structural support of equipment, and decorating as appropriate. Includes installation of ceiling mounted projection screen.
- Provide for the ordering, provisioning, installation, wiring and verification of any Data Network (LAN, WAN, T1, ISDN, etc.) and Telephone Line (Analog or Digital) equipment and services prior to on-site integration.
- Provide all necessary cableways and/or conduits required to facilitate AV systems wiring.
- Provide all necessary conduit, wiring and devices for technical power to the AV systems equipment.
- Provide reasonable accesses of AVI Systems personnel to the facilities during periods of integration, testing and training, including off hours and weekends.
- Provide a secure area to house all integration materials and equipment.
- Provide a project leader who will be available for consultation and meetings.
- Provide timely review and approval of all documentation (Technical Reports, Drawings, Contracts, etc.).

## **ENGINEERING SERVICES TO BE PROVIDED**

Project Specifications Document – The final audiovisual systems designs will be compiled into a written project technical specifications document with equipment lists and any pricing not already included in the quote for a complete integration. This document will include the following system diagrams and documents.

- AV Floor Plan and Elevations detailing locations of AV devices
- AV Video Flow
- AV Audio Flow
- AV Control Flow
- Equipment lists as specified
- System infrastructure requirements including cable and termination specifications
- System operational and post operational requirements
- Project Scope of Work
- Project costs
- Project Integration Agreement