The City of Melissa is soliciting proposals for the installation of specified audio/visual systems and equipment and the removal of existing audio/visual systems and equipment at City Hall, 3411 Barker Avenue, Melissa Texas 75454. By responding to this request, the offeror agrees to perform in accordance with the terms and conditions set forth in this document in the event that the response is selected for contract award.
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LEGAL NOTICE
City of Melissa, Texas
Advertisement for Bids

The City of Melissa is accepting proposals for audio/visual systems and equipment removal and installation services at City Hall, 3411 Barker Avenue, Melissa Texas, 75454.

Proposals will be publicly opened and offeror names will be read aloud in the office of the City Manager, at the address below, five minutes after the specified time for delivery. All proposals must be clearly addressed to the City as stated below and shall include the proposal name and number on the outside of the envelope/package.

Proposal Deliveries: Because of internal mail delivery procedures, the City of Melissa cannot guarantee that any proposals sent priority mail will be picked up from the post office by City mail employees and delivered by the closing date and time. It is recommended that proposal deliveries be made either in person or via an alternate delivery method ensuring delivery to the physical address. Write the request for proposal name, AUDIO/VISUAL SYSTEMS AND EQUIPMENT REMOVAL AND INSTALLATION AT CITY HALL, and the name of your organization on the outer envelope. Each offeror shall bear full responsibility for ensuring that its proposal is delivered to the specified location by due date and time. Late proposals will be rejected as non-responsive.

PROPOSAL NAME: REQUEST FOR PROPOSALS (RFP) FOR AUDIO/VISUAL SYSTEMS AND EQUIPMENT REMOVAL AND INSTALLATION AT CITY HALL

PRE-SUBMITTAL MEETING: A Pre-Submittal meeting is not scheduled for this RFP; however, if you would like to visit City Hall, please contact Jason Little, City Manager, in writing at jlittle@cityofmelissa.com

DUE DATE/TIME: 10:00 AM CDST, August 2, 2019

MAIL OR DELIVER TO: Administration
City of Melissa
3411 Barker Avenue
Melissa, Texas 75454

The City reserves the right to reject any and all proposals and to waive any informality in proposals received, deemed to be in the best interest of the City. No officer or employee of the City of Melissa shall have a financial interest, direct or indirect, in any contract with the City of Melissa.

TO APPEAR IN THE ANNA-MELISSA TRIBUNE IN THE FOLLOWING EDITIONS:

First Publication: Thursday, July 18, 2019
Second Publication: Thursday, July 25, 2019
GENERAL CONDITIONS OF BIDDING AND TERMS OF CONTRACT

By execution of this document, the offeror accepts all general and special conditions of the contract as outlined below and in the specifications and plans. These instructions apply to all proposals and become a part of the terms and conditions of any proposal submitted and any agreement entered into subsequent thereto, unless exception is taken in writing by offeror when submitting its proposal.

I. BIDDING

A. PROPOSALS – All proposals must be submitted with one original and two copies of all documents in a sealed envelope(s).

B. AUTHORIZED SIGNATURES – The proposal must be executed personally by the offeror or duly authorized partner of the partnership or duly authorized officer of the corporation. If executed by an agent, a power of attorney or other evidence of authority to act on behalf of the offeror shall accompany the proposal to become a valid offer.

C. LATE PROPOSALS – Proposals must be in the Administration Department before or at the specified time and date proposals are due. Proposals received in the Administration Department after the submission deadline shall be rejected as non-responsive proposals. The City is not responsible for lateness of mail, carrier, etc.

D. WITHDRAWAL OF PROPOSALS PRIOR TO OPENING – A proposal may be withdrawn before the opening date by submitting a written request for its withdrawal to the City Manager.

E. WITHDRAWAL OF PROPOSALS AFTER OPENING – A proposal may not be withdrawn or cancelled by the offeror for a period of sixty (60) days following the date and time designated for the receipt of proposals unless otherwise stated in the request for proposals and/or specifications.

F. PROPOSAL AMOUNTS – Proposals should show net prices, extensions and net total where applicable. In case of conflict between unit price and extension, the unit price will govern.

G. TAX EXEMPT STATUS – The City is exempt from federal excise tax and state sales tax. Unless specifications specifically indicate otherwise, the price proposal must be net exclusive of above-mentioned taxes and will be so construed. Therefore, the proposal price shall not include taxes.

H. AWARDS – The City reserves the right to be the sole judge as to whether such items proposed will serve the purpose intended. The City reserves the right to accept or reject in part or in whole any proposal submitted, and to waive any technicalities or informalities for the best interest of the City. Award of contract shall be made to the most responsible, responsive offeror whose negotiated best and final offer is determined to be the best value offer, taking into consideration the relative importance of price and other factors set forth in the Request for Proposals.

I. SILENCE OF SPECIFICATIONS FOR COMPLETE UNITS – All materials, equipment and/or parts that will become a portion of the completed work including items not specifically stated herein but necessary to render the service(s) complete and operational per the specifications are to be included in the proposal price. Offeror may be required to furnish evidence that the product or service, as proposed, will meet or exceed these requirements.
J. ADDENDA – Any interpretations, corrections or changes to the specifications and plans will be made by addenda no later than forty-eight hours prior to opening. Addenda will be distributed to all known recipients of proposal documents. Offerors shall acknowledge receipt of all addenda with submission of proposal.

K. GENERAL BID BOND/SURETY REQUIREMENTS – Failure to furnish bid bond/surety, if requested, will result in proposal being declared non-responsive. Non-responsive proposals will not be considered for award.

L. GENERAL INSURANCE REQUIREMENTS – Failure to furnish Affidavit of Insurance if, insurance coverage is required in these specifications, will result in proposal being declared non-responsive. Non-responsive proposals will not be considered for award.

M. RESPONSIVENESS – A responsive proposal shall substantially conform to, or exceed, the minimum requirements of this Request for Proposal. Offers containing any clause that would limit contracting authority shall be considered non-responsive. Example of proposals that would limit contracting authority is one made contingent upon award of other offers currently under consideration.

N. RESPONSIBLE STANDING OF OFFEROR – To be considered for award, offeror must at least: have the ability to obtain adequate financial resources; be able to comply with required or proposed delivery/completion schedule; have a satisfactory record of performance; have a satisfactory record of integrity and ethics; be otherwise qualified and eligible to receive award.

O. PROPRIETARY DATA – Offeror may, by written request, indicate as confidential any portion(s) of a proposal that contain proprietary information, including manufacturing and/or design processes exclusive to the offeror. The City of Melissa will protect from public disclosure such portions of a proposal unless directed otherwise by legal authority including existing Open Records Acts.

P. PUBLIC OPENING – Offerors are invited to be present for acknowledgement of proposals. Proposals duly received will be publicly acknowledged at an official public opening in such a manner so as to avoid disclosure of the contents to competing offerors through the negotiation process. After the official public opening, a period of not less than one week is necessary to evaluate proposals. The amount of time necessary for proposal evaluation may vary and is determined solely by the City. Following City Council action to award or reject, all proposals submitted are available for public review. The reading of a proposal at Proposal opening should not be construed as a comment on the responsiveness of such Proposal or as any indication that the City accepts such proposal as responsive.

Q. PROTESTS – All protests regarding the proposal solicitation process must be submitted in writing to the City within five (5) business days following the opening of proposals. This includes all protests relating to advertising of proposal notices, deadlines, proposal opening, and all other related procedures under the Local Government Code, as well as any protests relating to alleged improprieties or ambiguities in the specifications. This limitation does not include protests relating to staff recommendations as to award of this proposal. Protests relating to staff recommendations may be directed to the City Manager within five (5) business days of the staff recommendation memo. Unless otherwise provided by law, all staff recommendations will be made available for public review prior to consideration by the City Council.

II. PERFORMANCE
A. DESIGN, STRENGTH, AND QUALITY – Design, strength, and quality of materials and workmanship must conform to the highest standards of manufacturing and engineering practices.

B. COMPLIANCE WITH FEDERAL, STATE, COUNTY, AND LOCAL LAWS – Proposals must comply with all federal, state, county, and local laws. Any vehicles or equipment shall contain all standard safety, emission, and noise control requirements required for the types and sizes of equipment at the time of their manufacture. The contractor agrees, during the performance of work or service, to comply with all applicable codes and ordinance of the City of Melissa, or State of Texas as they may apply, as these laws may now read or as they may hereafter be changed or amended.

III. PURCHASE ORDERS AND PAYMENT

A. PURCHASE ORDERS – A purchase order(s) shall be generated by the City to the successful offeror. The purchase order number must appear on all itemized invoices and packing slips. The City will not be held responsible for any work orders placed and/or performed without a valid current purchase order number. Payment will be made for all services rendered and accepted by the contract administrator for which a valid invoice has been received.

B. INVOICES – All invoices shall reference the Purchase Order number. Invoices shall provide a detailed description for each item invoiced. Payment will be made under terms of net thirty (30) days unless otherwise agreed upon by seller and the purchasing department.

C. FUNDING – The City of Melissa is operated and funded on an October 1 to September 30 basis; accordingly, the City reserves the right to terminate, without liability to the City, any contract for which funding is not available.

IV. CONTRACT

A. CONTRACT DEFINITION – The General Conditions of Bidding and Terms of Contract, Specifications, Proposal, Addenda, Negotiated Changes and any other documents made a part of this proposal shall constitute the complete proposal. This proposal, when accepted by the City, shall constitute a contract equally binding between the successful offeror and the City of Melissa.

B. CONTRACT AGREEMENT – Once a contract is awarded, agreed upon prices shall remain firm for the term of the contract. Contract shall commence on date of award and continue until all terms and conditions are satisfied and complete.

C. CHANGE ORDER – No different or additional terms will become part of this contract with the exception of a change order. No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All change orders to the contract will be made in writing and at the discretion and approval of the City. No change order will be binding unless signed by an authorized representative of the City and the offeror.

D. NEGOTIATION – The City of Melissa may elect to negotiate a contract with the selected offeror(s). Any and all verbal communications and/or commitments made during the negotiation process that are deemed agreeable to both the City and selected offeror shall be submitted in written form and made part of the resulting contract. Although the City of Melissa reserves the right to negotiate, contract award may be made on the basis of initial proposals received without discussions. Therefore, initial proposals will contain the offeror’s best terms.
E. TERMINATION FOR DEFAULT – The City of Melissa reserves the right to enforce the performance of this contract in any manner prescribed by law or deemed to be in the best interest of the City in the event of breach or default of this contract. The City reserves the right to terminate the contract immediately in the event the offeror fails to perform to the terms of specifications or fails to comply with the terms of this contract. Breach of contract or default authorizes the City to award to another offeror, purchase elsewhere and charge the full increase in cost and handling to the defaulting party.

F. TRANSITIONAL PERIOD – Upon normal completion of this contract, not to include termination for default, and in the event that no new contract has been awarded by the original expiration date of the existing contract including any extension thereof, it shall be incumbent upon the Offeror to continue the contract under the same terms and conditions until a new contract can be completely operational. At no time shall this transition period extend more than ninety (90) days beyond the original expiration date of the existing contract and any extension thereof.

G. INVALID, ILLEGAL, OR UNENFORCEABLE PROVISIONS – In case any one or more of the provisions contained in the Contract shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof and this contract shall be considered as if such invalid, illegal, or unenforceable provision had never been contained herein.

H. INJURIES OR DAMAGES RESULTING FROM NEGLIGENCE – Successful offeror shall defend, indemnify and save harmless the City of Melissa and all its officers, agents and employees from all suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligent act or fault of the successful offeror, or of any agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from award. Successful offeror shall pay any judgement with cost which may be obtained against the City of Melissa growing out of such injury or damages.

I. INTEREST BY PUBLIC OFFICIALS – No public official shall have interest in this contract, in accordance with Texas local government code.

J. DISCLOSURE OF CERTAIN RELATIONSHIPS – Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any offeror or person considering doing business with the City of Melissa disclose in the Questionnaire Form CIQ, the offeror or person’s affiliation or business relationship that may cause a conflict of interest with the City of Melissa. By law, this questionnaire must be filed with the City Secretary, City of Melissa, 3411 Barker Avenue, Melissa, Texas 75454, not later than the seventh business day after the date the person becomes aware of facts that require the statement to be filed. A person commits a Class C misdemeanor offense if the person violates Section 176.006, Local Government Code. By submitting a response to this request, bidder represents that it is in compliance with the requirements of Chapter 176 of the Texas Local Government Code.

K. UNIFORM COMMERCIAL CODE – The successful offeror and the City of Melissa agree that both parties have all rights, duties, and remedies available as stated in the Uniform Commercial Code.

L. VENUE – This agreement will be governed and construed according to the laws of the State of Texas. This agreement is performable in the County of Collin, Texas.

M. SALE, ASSIGNMENT, OR TRANSFER OF CONTRACT – The successful offeror shall not sell, assign, transfer or convey this contract, in whole or in part, without the prior written consent of the City of Melissa.
N. SILENCE OF SPECIFICATIONS – The apparent silence of specifications as to any detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of these specifications shall be made on the basis of this statement.

O. PROPOSAL AWARD – The City reserves the right to award a separate contract to separate offerors for each item/group or to award one contract for the entire proposal.

P. CERTIFICATE OF INTERESTED PARTIES (FORM 1295) – In 2015, the Texas Legislature adopted House Bill 1295, which added section 2252.908 of the Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The law applies only to a contract of a governmental entity or state agency that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least $1 million. The disclosure requirement applies to a contract entered into on or after January 1, 2016. The Texas Ethics Commission was required to adopt rules necessary to implement that law, prescribe the disclosure of interested parties form, and post a copy of the form on the commission’s website. The commission adopted the Certificate of Interested Parties form (Form 1295) on October 5, 2015. The commission also adopted new rules (Chapter 46) on November 30, 2015, to implement the law.

Within ten days of being notified of award of a contract by the City, the successful vendor (business entity) must use the Texas Ethics Commission’s web application, https://www.ethics.state.tx.us/File/, to enter the required information on Form 1295 and print a copy of the completed form, which will include a certification of filing that will contain a unique certification number. An authorized agent of the business entity must sign the printed copy of the form. The completed Form 1295 with the certification of filing must be provided to the City (within 10 days of being notified of award of a contract). The City is required to notify the commission, using the commission’s filing application, of the receipt of the filed Form 1295 with the certification of filing not later than the 30th day after the date the contract binds all parties to the contract. The commission will post the completed Form 1295 to its website within seven business days after receiving notice from the governmental entity or state agency.
SECTION 1
INTRODUCTION

1.1 Background and Special Concerns:

A. The City of Melissa is soliciting proposals to award a contract for audio/visual systems and equipment removal and installation services at City Hall as described herein. By responding to this invitation, the parties providing proposals (referred to herein as “Offerors” or “Bidders”) agrees to perform in accordance with the terms and conditions set forth in this document in the event that the response is selected for contract award regardless of whether award is made in whole or part.

B. The City is seeking an Offeror to perform such services who will propose a Lump Sum Price (LS) for the Project.

C. The successful Offeror will prepare the obsolete equipment being replaced for disposal by the City.

D. The successful Offeror will enter into a contract with the City, the form of which will be determined by the City, based on the information contained in this request for proposal and the Offeror’s submission and any modifications thereto.

1.2 Statutory Requirements for Offeror under Section 252.043 of the Texas Local Government Code and City Requirements; Selection Criteria and Schedule:

A. Award of contract shall be made to the most responsible, responsive offeror whose proposal is determined to be the best value offer resulting from negotiation, taking into consideration the relative importance of price and other factors set forth in the Request for Proposals below.

1) Evaluation Criteria - The evaluation criteria will be grouped into percentage factors as follows:

25% FIRM AND INDIVIDUAL QUALIFICATIONS
- Firm’s number of years in business
- Firm’s experience on similar projects
- Experience on demolition projects
- Experience of proposed subcontractors
- Experience of proposed personnel on similar projects

25% CAPACITY TO PERFORM WORK
- Workload and availability to meet schedule
- Project management plan
- Schedule detail and accuracy
- Proposed subcontractors, vendor, etc.
- Proximity to Project Site

25% BUDGET, SCHEDULE, AND FEES
- Price
- Schedule
- Cost detail and accuracy
- Salvage values and details
- Fee adjustments

25% REFERENCES
- Quality of previous construction
- Meeting schedules and deadlines
- Controlling costs and meeting budgets
- Communications and cooperation
- Past performance for the City of Melissa, Texas

The City has the right to reject any and all proposals.

2) **Selection Criteria** - Proposals will be evaluated based upon the following criteria (not necessarily in any priority):

   a) Pricing  
   b) Schedule  
   c) Proposed approach and methodology  
   d) Successful experience and expertise with similar projects  
   e) Past performance on similar project with this or other local municipality  
   f) Completed similar projects without legal or technical problems  
   g) The Offeror’s demonstrated capability, as a company, to perform the services required  
   h) The Offeror’s capability to provide the resources, including, financial, equipment and staffing, necessary to meet project requirements  
   i) The qualifications and experience of team members proposed to manage the project as evidenced by the resumes of those personnel. Only personnel who will be directly involved in and assigned to this project shall be submitted with their role clearly indicated  
   j) The quality of references from past customers of Offeror  
   k) The Offeror’s safety record supported by accurate and verifiable data

3) **Schedule** – Time is of the essence for this project. The Offeror shall provide a proposed schedule with this submittal.

1.3. **SCOPE OF WORK**

A. **Project Scope:**

1) The services required by the City include:

   a) Furnishing all labor, materials and equipment necessary to perform the services as described in Exhibit A, attached hereto and incorporated herein by reference for all purposes.

   b) Obtaining all required permits from all governmental entities with jurisdiction over the services described in Exhibit A and providing all required notifications.

   c) Compliance with all applicable Federal, State and local codes and ordinances.

   d) Inspect all work areas to ensure the safety of the contractor’s crew and personnel prior to the start of work each day.

B. **Project Schedule:**

1) Provide a proposed schedule to achieve substantial completion within five (5) days of the Notice to Proceed.
SECTION 2

NOTICE TO OFFERORS

2.1 Pre-Submittal Conference:

A Pre-Submittal meeting is not scheduled for this RFP; however, if you would like to visit City Hall, please contact Jason Little, City Manager, in writing at jlittle@cityofmelissa.com.

2.2 Submittal Format:

Responses must comply with the Submittal Requirements in Section 3 of this RFP.

2.3 Submittal Deadline:

The City will accept Responses to this RFP until the date and time listed in Section 2.12, after which time all Responses timely received will be publicly opened. Responses received after the specified time will not be considered.

2.4 Place for Submission:

Responses must be submitted to the City of Melissa Administration Department by mail or hand delivery as follows:

Jason Little, City Manager
c/o Administration Department
3411 Barker Avenue
Melissa, Texas 75454

It is the responsibility of each Offeror to make sure responses are submitted in a timely manner. The City is not responsible for delays in mail delivery, or failure of couriers to deliver responses prior to the expiration of the deadline for submission. The City shall not be obligated to reimburse any expenses incurred by the Offeror in preparing a response that is not accepted or considered.

2.5 The City’s Contact:

Any questions or concerns regarding this Request for Proposals shall be directed to the City of Melissa’s Representative:

Ryan Walker and/or Jeff Perkins
c/o Electro Acoustics
Phone: (817) 924-2756
Email: rwalker@eavi.com and jperkins@eavi.com

The City specifically requests that Offerors restrict all contact and questions regarding this RFP to the above named individual.

2.6 Inquiries and Interpretations:

Responses to inquiries which directly affect an interpretation or change to this RFP will be issued in writing by addendum and electronically forwarded to all parties recorded by the City as having received a copy of the RFP. Requests for interpretation or changes to this RFP must be received by the City’s contact person listed in Section 2.4 above by the date listed in Section 2.12 below. All such addenda issued by the City prior to the last date that submittals are required to be received shall be considered part of the RFP, and the Offeror shall be required to consider and acknowledge receipt of such in its Response. Firms receiving this RFP other than directly from the City are responsible for notifying the City that they are in receipt of a submittal package and are to provide a name and address in the event an amendment is issued. It is the obligation of
the Offeror to make sure that it has received all addenda prior to submission of its Response. Offerors may obtain information on all addenda issued to the date of inquiry from the City’s contact person listed in Section 2.4 above.

Only those responses to inquiries, which are made by formal written addenda, shall be binding. Oral and other interpretations or clarifications will be without legal effect, and shall not be binding on the City. The Offeror must acknowledge receipt of all addenda in its Response.

2.7 Selection Procedure:

The procedure for selecting the firm is described in Section 1.2 of this RFP.

2.8 Public Information:

The City considers all information, documentation and other materials requested to be submitted in response to this solicitation to be of a non-confidential and/or non-proprietary nature and therefore shall be subject to public disclosure under the Texas Public Information Act (Texas Government Code, Chapter 552.001, et seq.) after a contract is awarded.

Offerors are hereby notified that the City strictly adheres to all statutes, court decisions, and opinions of the Texas Attorney General with respect to disclosure of public information.

2.9 Offeror's Acceptance of Evaluation Methodology:

WAIVER OF CLAIMS: Each Offeror by submission of a Response to this RFP waives any claims it has or may have against the City, its consulting engineers, or any other Consultants, and their respective employees, officers, members, directors and partners; The City’s Representative and its employees, officers, members, directors and partners; and the City, its employees, officers and elected officials, agents, representatives, that are connected with or arising out of this RFP, including, the administration of the RFP, the RFP evaluation, and the selection of qualified Offerors to receive a Request for Proposals. Submission of qualifications indicates Offeror's acceptance of the evaluation technique and Offeror's recognition that some subjective judgments must be made by the City during the determination of qualification. Without limiting the generality of the foregoing, each Offeror acknowledges that the basis of selection and that the evaluations shall be made public in accordance with applicable law and waives any claim it has or may have against the above-named persons, due to information contained in such evaluations.

2.10 Commitment:

Offeror understands and agrees that the City has the ability to terminate its selection process at any time, and to reject any and all Responses, or any and all Proposals, and that the City has made no representation, written or oral, that it will award a contract for this Project. Furthermore, Offeror recognizes and understands that any cost incurred by the Offeror which arises from Offeror’s submittal of a Response to this RFP, or subsequent Proposal to the City’s Request for Proposals, if applicable, shall be the sole responsibility of Offeror.

2.11 Eligible Offerors:

Only individual firms or formal joint ventures may respond to this RFP. Two firms may not respond jointly unless they have formed a joint venture. (This does not preclude an Offeror from having Consultants.)

2.12 Key Events Schedule:

Currently, the City has established the following tentative timeline for its selection process:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issue Request for Proposals</td>
<td>July 18, 2019</td>
</tr>
<tr>
<td>RFP Deadline</td>
<td>10:00 AM CDST, August 2, 2019</td>
</tr>
</tbody>
</table>
2.13 Insurance Requirements:

A. The successful Offeror will be required to obtain the following insurance:

1) Before commencing work, the Contractor (shall, at its own expense, procure, pay for and maintain the following insurance written by companies approved by the state of Texas and acceptable to the City of Melissa. The Contractor shall furnish to the City of Melissa Purchasing Manager certificates of insurance executed by the insurer or its authorized agent stating coverages, limits, expiration dates and compliance with all applicable required provisions. Commercial General Liability insurance, including, but not limited to Premises/Operations, Personal & Advertising Injury, Products/Completed Operations, Independent Contractors and Contractual Liability, with minimum combined single limits of $1,000,000 per-occurrence, $1,000,000 Products/Completed Operations Aggregate and $1,000,000 general aggregate. Coverage must be written on an occurrence form. The General Aggregate shall apply on a per project basis. Coverage for demolition must not be excluded or limited.

2) Workers’ Compensation insurance with statutory limits; and Employers’ Liability coverage with minimum limits for bodily injury: a) by accident, $100,000 each accident, b) by disease, $100,000 per employee with a per policy aggregate of $500,000.

3) Business Automobile Liability insurance covering owned, hired and non-owned vehicles, with a minimum combined bodily injury and property damage limit of $1,000,000 per occurrence. The Automobile Liability policy shall be endorsed to delete any Pollution or Asbestos exclusion. The Motor Carrier Act endorsement MCS-90 must be added if required by federal or state authorities.

4) Umbrella or Excess Liability insurance with minimum limits of $5,000,000 each occurrence and annual aggregate for bodily injury and property damage, that follows form and applies in excess of the above indicated primary coverage (1,2 and 3). The total limits required may be satisfied by any combination of primary, excess or umbrella liability insurance provided all policies comply with all requirements. The Contractor may maintain reasonable deductibles, subject to approval by the City of Melissa.

B. With reference to the foregoing required insurance, the Contractor shall endorse applicable insurance policies as follows:

1) A waiver of subrogation in favor of City of Melissa, its officials, employees, agents and officers shall be contained in the Workers’ Compensation insurance policy.

2) The City of Melissa, its officials, employees, agents and officers shall be named as additional insureds on the Commercial General Liability policy by using endorsement CG2026 or broader.

3) All insurance policies shall be endorsed to the effect that City of Melissa will receive at least thirty (30) days notice prior to cancellation, non-renewal, termination, or material change of the policies.
C. All insurance shall be purchased from an insurance company that meets a financial rating of B+VI or better as assigned by the A.M. BEST Company or equivalent.

D. The Contractor agrees to comply with all applicable provisions of Texas Administrative Code Title 28, Section 110.110, building or construction contracts with governmental entities, and the contractual requirements of which are incorporated by reference the Contract. Under Section 110.110:

1) Certain language must be included in the Contract and in the Contractor’s contracts with subcontractors and others relating to the work.

2) The Contractor is required to submit to the City certificates of coverage for its employees and for all others providing services relating to the work until all project work is completed; and

3) The Contractor is required to post certain notices at job sites.

SECTION 3
SUBMITTAL REQUIREMENTS

3.1 General Instructions:

A. Offerors should carefully read the information contained herein, and submit a complete response to all requirements and questions as directed.

B. Bids must be clearly marked on the form furnished and must be executed personally by an individual authorized to act on behalf of the Offeror.

C. Responses and any other information submitted by Offerors in response to this RFP shall become the property of the City.

D. The City will not provide compensation to Offerors for any expenses incurred by the Offeror(s) for submittal preparation or for any demonstrations that may be made, unless otherwise expressly stated or required by law. Offerors submit qualifications and other submittal information in response to this RFP at their own risk and expense.

E. Responses which are qualified with conditional clauses, or alterations, or items not called for in the RFP documents, or irregularities of any kind, are subject to disqualification by the City, at its option. The City reserves the right to waive any irregularity or informality in a Response or Proposal.

F. Each Response should be prepared simply and economically, providing a straightforward, concise description of the Offeror’s ability to meet the requirements of this RFP. Emphasis should be on completeness, clarity of content, responsiveness to the requirements, and an understanding of the City’s needs.

G. The City makes no guarantee that an award will be made as a result of this RFP or any subsequent RFP, and reserves the right to accept or reject any or all submittals, waive any formalities, irregularities, or minor technical inconsistencies, or delete any item/requirements from this RFP or contract when deemed to be in the City’s best interest. Representations made within the Proposal will be binding on responding firms.
3.2 Preparation and Submittal Instructions:

A. Proposals should include information regarding the Firm’s history; education and experience of key personnel; the technical expertise of the Firm’s current staff; the Firm’s experience in providing professional services on similar projects; availability of staff and current workload; the Firm’s equipment and facilities; references; and any other information which would assist in evaluating the Firm’s qualifications. Qualifications for consultant firms must be included.

B. Proposals should include the following information:

1) Firm Information:
   - Firm name and history
   - Length of time in business and ownership structure
   - Contact person with address and phone number
   - Firm location and size, including number of employees, of principal and branch offices
   - Annual services volume, number of contracts for each of the past five years and a discussion of the Firm’s financial strength

2) Project Team:
   - Organizational chart and key staff
   - All proposed team members’ personnel resumes, as well as other necessary qualifications:
     o Education, including name of institution(s), field(s) of study, degree(s) earned and year(s) received
     o Professional licensure(s) and year(s) received and/or professional society membership(s)
     o Project experience and role(s) of responsibility

3) Experience:
   - List at least 3 (and no more than 10) relevant or comparable projects and describe how they are relevant or comparable
   - The following information should be provided:
     o Project name, location, owner with current phone number
     o Brief description of project, including costs if appropriate
     o Other appropriate information

4) References:
   - List at least 3 references for relevant or comparable projects completed within the last 5 years. **DO NOT USE REFERENCES FROM CURRENT CITY OF MELISSA STAFF OR OFFICIALS**
   - The following information should be provided for each reference if different than Projects listed under 5) Experience:
     o Owner name, location and current phone number
     o Brief description of the project, including costs if appropriate
     o Narrative indicating how it is comparable or relevant

5) Services:
   - Briefly describe your typical scope of Services and how they are provided
   - Describe any unique or innovative techniques you have utilized on past projects and why they have been a benefit to the City

6) Additional Information – as desired
C. Offerors must complete, sign and return the attached Response to RFP, Section 4, and Offeror’s Questionnaire, Section 5 as part of their Proposal. Offeror’s company official(s) authorized to execute such submittals on behalf of Offeror must sign submittals. Failure to sign and return this form may subject your submittal to disqualification.

D. Page Size, Binders and Dividers:

Submittals must be typed on letter-size (8-1/2” x 11”) paper. The City requests that submittals be submitted in a three (3) ring binder. Preprinted material should be referenced in the submittal and included as labeled attachments. Tabs for ease of reference should divide sections. Number each side of each page consecutively, including letter of interest, brochures, licenses, resumes, supplemental information, etc. Submittals must be limited to 50 pages. Covers, table of contents and divider tabs will not count as pages, provided no additional information is included on those pages. Provide the number of copies of the submittal specified in Section 3.2.F. Any submittals exceeding the 50-page limit may be disqualified.

E. Pagination:

All pages of the submittal should be numbered sequentially in Arabic numerals (1, 2, 3, etc.). Attachments should be numbered or referenced separately.

F. Number of Copies:

Submit a total of one (1) original, so labeled, and five (5) complete copies of the entire Response. An original signature must appear on the original Response.

G. Submission:

1) Show the Request for Proposals number and submittal date in the lower left-hand corner of your sealed submittal envelope (or box or container).

2) The materials submitted must be enclosed in a sealed envelope (or box or container); the package must show clearly the submittal deadline; the RFP number must be clearly visible; and name, telephone number and the return address of the Offeror must be clearly visible on the outside of the sealed envelope (or box or container).

3) Late submittals properly identified will be returned to Offeror unopened. Late submittals will not be considered under any circumstances.

4) Telephone submittals are not acceptable when in response to the Request for Proposals.

5) Facsimile (“FAX”) submittals are not acceptable when in response to this Request for Proposals.

6) Internet (“E-mail”) submittals are not acceptable when in response to this Request for Proposals

3.3 Pricing:

Submittals shall include all costs and other compensation for the complete services requested. All materials, equipment and/or parts including items not specifically stated herein but necessary to render the project complete are to be included in the bid price.

A detailed breakdown of costs shall be provided as a part of this submittal.
Responses shall include criteria for pricing changes, if necessary, for both additive and deductive changes.

3.4 **Submittal Checklist:**

Offerors are instructed to complete, sign and return the following document as a part of their submittal. Failure to return this document may subject your submittal to disqualification.
SECTION 4

OFFEROR’S QUESTIONNAIRE FOR RFP NO. 2019-111

Offerors are required to submit a complete response to each of the items listed below. Responses requiring additional space should be brief and submitted as an attachment to the Offeror’s Questionnaire.

1. Legal name of the company:

__________________________________________________

Address of office that would be providing service:

___________________________________________________

___________________________________________________

Telephone number: ___________________________________

Number of years in Business: __________

Type of Operation: Individual ____ Partnership ____ Corporation ____

Number of Employees: _________ Annual Sales Volume: ________________

2. State whether you will provide a copy of your company’s financial statements for the past two (2) years, if requested by the City.

3. Is your company currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, please explain the impact both in organizational and directional terms.

4. Provide any details of all past or pending litigation or claims filed against your company arising out of or in connection with your company’s performance under a contract. Describe how such suit or claims were resolved.

5. Is your company currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity? If yes, specify date(s), details, circumstances, and prospects for resolution.

6. Provide your company’s safety Experience Modifier Rate (EMR), Recordable Incident Rate (RIR) and your Loss Indicator Rate (LIR).
SECTION 5

CERTIFICATIONS AND REPRESENTATIONS M/WDBE STATUS

_________________________________________________________ is certified as a:

(Check One, If Applicable)
Disadvantaged Business Enterprise
Minority-owned Business Enterprise
Women-owned Business Enterprise

A copy of the certification from ________________________________________ is attached.

* * * * * NOTE * * * * *
THIS DATA IS REQUESTED FOR INFORMATIONAL PURPOSES ONLY AND WILL NOT AFFECT THE
BID AWARD.

(SUBMISSION OF THIS INFORMATION IS NOT A REQUIREMENT.)

CERTIFICATION OF NON-DISCRIMINATION

A. The contractor (successful offeror) and/or any subcontractor(s), if permitted, certifies complete
compliance with the Federal Civil Rights Law and the Americans with Disabilities Act, agreeing to
non-discrimination based on race, age, color, religion, disability, gender, ancestry, national origin,
or place of birth in employment practices, programs and services. These practices, programs,
and services shall include, but not be limited to, the following: employment, upgrading, demotion
or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other
compensation; and selection for training, including apprenticeship.

B. The contractor shall in all solicitations or advertisements for employees placed by or on behalf of
the contractor, state that all qualified applicants will receive consideration for employment without
regard to race, age, color, religion, disability, gender, ancestry, national origin, or place of birth.

C. Upon request by the City of Melissa, the contractor shall furnish all information or reports required
to investigate his/her payrolls and personnel records which pertain to current contract(s) with the
City for purposes of ascertaining compliance with this non-discrimination certification.

SECTION 6

CONSIDERATION OF LOCATION OF BIDDER'S PRINCIPAL PLACE OF BUSINESS

Section 271.9051 of the Texas Local Government Code authorizes a municipality with a population of
less than 250,000, when considering competitive sealed bids, to enter into a contract for certain
purchases with a bidder whose principal place of business is in the municipality and whose bid is within
5 percent of the lowest bid if the lowest bid is from a business outside the municipality and contracting
with the local bidder would provide the best combination price and other economic benefits to the
municipality. Request must be submitted with bid package to be considered by the City of Melissa.
Questions should be addressed to the Administration Department at 972-838-2338.

The statutory language is as follows:

§ 271.9051. CONSIDERATION OF LOCATION OF BIDDER'S PRINCIPAL PLACE OF BUSINESS IN
CERTAIN MUNICIPALITIES.

(a) This section applies only to a municipality with a population of less than 250,000 that is
authorized under this title to purchase real property or personal property that is not affixed to real
property.
In purchasing under this title any real property, personal property that is not affixed to real property, or services, if a municipality receives one or more competitive sealed bids from a bidder whose principal place of business is in the municipality and whose bid is within five percent of the lowest bid price received by the municipality from a bidder who is not a resident of the municipality, the municipality may enter into a contract with:

(1) the lowest bidder; or
(2) the bidder whose principal place of business is in the municipality if the governing body of the municipality determines, in writing, that the local bidder offers the municipality the best combination of contract price and additional economic development opportunities for the municipality created by the contract award, including the employment of residents of the municipality and increased tax revenues to the municipality.

(c) This section does not prohibit a municipality from rejecting all bids.

(d) This section does not apply to the purchase of telecommunications services or information services, as those terms are defined by 47 U.S.C. Section 153.

Added by Acts 2005, 79th Leg., ch. 1205, § 1, eff. Sept. 1, 2005.

The City Council requires the following information for consideration of location of a bidder’s principal place of business:

1. Locational Eligibility: Principal Place of Business in Melissa, Texas.
   a. Do you have a Melissa office? If yes, identify address.
   b. What percentage of estimated gross company sales (worldwide) are sales originating in Melissa? “Originating in Melissa” shall mean payable at the Melissa office. [must exceed 50%]

2. Economic Development opportunities resulting from contract.
   a. Number of Melissa resident-employees?
   b. Amount of City of Melissa ad valorem taxes (real and business personal property) paid by company (for prior tax year—Melissa office or former location, if Melissa office is newly-established)?

Certification of information:
The undersigned does hereby affirm that the information supplied is true and correct as of the date hereof, under penalty of perjury.

(Name of Bidder)  (Date)

(Signature)        (Print)
SECTION 271000 AUDIO/VIDEO SYSTEMS SPECIFICATIONS

PART 1 – GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Divisions 00 and 01 Specification sections, apply to this section.

B. Refer to the Contract Drawing Sheets for plans, graphic representations, schedules, and notations showing A/V System work.

1.2 GOVERNING CLAUSE

For the sake of brevity these specifications shall omit phrases such as "(Sub) Contractor shall furnish and install," "unless otherwise indicated or specified," etc., but these phrases are nevertheless implied. Mention of materials and operations requires the (Sub) Contractor to furnish and install such materials and perform such operations completely to the satisfaction of the Architect. Exceptions are noted herein or shown on the drawings. For the purposes of this document, all references to “Architect” shall refer to the City Representative.

1.3 SCOPE OF WORK

A. Work under this contract shall include the furnishing of all labor, materials, tools, transportation services, supervision, etc., necessary to complete the installation of the Audio and Video Systems. It shall also include such other items as herein listed, all described in these specifications, as illustrated on the accompanying drawings, or as directed by the Architect or his Representative. Work is comprised of, but not limited to, the following principal items:

1. Demolition—Remove existing rack equipment, existing relevant cabling, Council Chambers monitors, Executive Conference Room projector/hardware and any unused existing equipment and turnover to client.


4. Executive Conference Room Audio, Video, and Control Systems.

5. Wire Hardware, Mounting Devices, equipment, and racks to support the above systems.

B. All conduits, junction boxes, floor boxes (except as noted otherwise), power, wire, power sequencing system, etc. for A/V Systems are provided by the A/V/L Contractor.
C. This contractor shall coordinate all work with the City Representative, particularly in installing LED video displays, screens, projectors and coordinating locations of the ceiling loudspeakers and floor boxes.

D. This contractor shall furnish and install a complete turn-key A/V System with all the necessary apparatus and equipment, wiring, conduits, power, etc., required to ensure on completion, systems to AVIXA standards in excellent working order as specified herein and on the attached diagrams.

1.4 RESPONSIBILITY

A. Notwithstanding the detailed information contained in this specification, it is the responsibility of this Contractor to supply working overall systems. It is also his responsibility to verify the completeness of the parts lists, the correctness of the type numbers, and the overall suitability of equipment to meet the main purpose of the plans and specifications. Contractor shall supply latest version of equipment available.

B. Whereas a discrepancy exists between this specification documentation and the project drawings set, the greater of the two shall be provided.

C. Minor items of equipment needed to meet the requirements stated above, even if not specifically mentioned herein or on the drawings, shall be supplied without claim for additional payment.

1.5 A/V CONTRACTOR PRE-QUALIFICATION

A. In order to be considered as a Bidder on this project, each A/V Contractor must submit to the Architect / Architect's Representative at least ten (10) days prior to the date of bid opening a letter expressing his intent to bid. This letter shall include a list of at least five projects of similar magnitude completed by this Firm within the last five years. Inspection of one completed installation may be requested by the Architect / Architect's Representative prior to consideration of request to bid. The decision of the Architect/Architect's Representative as to the capability of the Bidder to successfully complete and maintain the system, based on this pre-qualification information shall be final.

B. Pre-Bid request letter shall include a statement that all major items of equipment shall be bid and supplied as specified, or shall contain details of all proposed substitute equipment for review by the Architect / Architect's Representative. Substitute equipment items to include specifications, parts numbers, and details of interconnection to proposed system. The decision of the Architect / Architect's Consultant as to the acceptability of substitute equipment shall be final.

C. Certification. Contractor will use only AVIXA CTS-I certified project leads for the supervision and installation of these systems. A CTS-I certified lead is always required on the project when installers and technicians are performing work. Work may not continue if a CTS-I certified project lead is not on the jobsite. Pre-Bid request letter will include names of CTS-I project leads and CTS-D engineers. Provide certification numbers for personnel who will be working on this project. Contractor shall hold current AVIXA APEx certification.
Proof of APEx Certification shall be supplied with bid. Non-Certified providers will not be considered.

1.6 JOB CONDITIONS

A. Verify all conditions on job site applicable to this work. Coordinate with scheduled work of other trades. Notify Architect in writing of discrepancies, conflicts, or omissions prior to Bid time or correct them at this Contractor's expense.

B. The drawings diagrammatically show the cables, conduit, wiring, and so far as possible, the arrangement of equipment which shall fit into the spaces available without interference. If conditions exist at the job site which make it impossible to install work as shown, prepare and submit drawings to the Architect/Architect's Representative for approval showing how the work may be installed and, on approval, install the work without additional cost to the Owner.

1.7 SHOP DRAWINGS and Submittals

A. Shop drawings and equipment data sheets shall be submitted to the Architect/Architect's Representative under general provisions within 30 days after award of the contract. Failure to comply with this 30-day requirement shall be cause for disqualification of the selected (Sub) Contractor and cancellation of contract without cost to the Owner, on the basis that the selected (Sub) Contractor does not have the ability nor intention to comply with the specifications.

B. Approval of submitted equipment shall be obtained prior to equipment purchasing or fabrication. If shop drawings are rejected, correct and resubmit in the manner as specified. All shop drawing information shall be submitted at the same time; no partial submittal will be accepted.

C. Shop drawings shall be performed at a scale of not less than 1/8" = 1' for plans, and 3/4" = 1" for details. Drawings and catalogs shall be marked to show the name of project, date, Architect, Contractor and/or manufacturer and supplier. Shop drawings are to include a single line block diagram showing interconnection of all systems with wire tag numbers for every connection. Show all terminal blocks with wire numbers and location. Provide riser diagram for each system with quantity and type of wire in each. Provide full dimensions for panel layouts with finishes and materials for all custom panels.

D. Submit with drawings and data sheets Crestron touch panel page layouts in color. Include every page with buttons, colors, and text. Include labeling for buttons on faceplate. Include any narration necessary to operate panel functions.

1.8 SUBSTITUTIONS

A. Refer to the General Provisions Section for Product Options and Substitutions. Where the words "or equal" or "equal to" are used in this Section, contractor may submit request for substitution under provisions of this Section. Request for substitution shall be made and approved in writing prior to submitting bid. Failure to achieve written approval before bid submission will result in compliance with system as specified.
B. All materials and equipment specified herein have been determined to provide an overall physical appearance and background of proven operation desired by the Owner, and therefore, to establish a standard of quality required for this project. If the proposed equipment or material differs from the specifications, this Contractor shall be required to furnish the Architect / Architect’s Representative with any samples that he may require. The same will also need to be submitted by the Architect/Architect’s Representative to an independent testing laboratory selected by the Owner for tests to determine the actual equality of the proposed substitute items. All costs and charges incurred by these tests shall be borne by this Contractor. Should such tests prove the substitute materials and equipment equal and acceptable, the Contractor shall be so advised. However, the Architect / Architect's Representative reserves the right to examine, and where necessary, to have additional tests made by the same independent testing laboratory of the actual equipment delivered to the job site to ensure that the delivered equipment is equal in fact to that specified. If the secondary test proves that the equipment is satisfactory, the Owner will pay the cost for the test. Otherwise, this Contractor shall pay for the test and shall proceed to remove unacceptable equipment from the job site and to provide the equipment specified. The Architect / Architect's Representative decision, based on this test, will be final.

C. The plans and specifications are based on specific equipment, accessories, processes, and arrangements as indicated therein. Approval of the shop drawings and/or submittal indicates only the acceptance of the manufacturer and quality and assumes that the specific requirements and arrangements are in compliance with the intent of the plans and specifications. This Contractor shall, at no additional cost to the Owner, furnish all accessories, layouts, equipment, etc., and shall perform all work necessary for proper functioning and fit his substitute items to the intent and arrangement indicated on the plans and in the specifications.

1.9 GUARANTEE

A. All labor and materials provided under this contract shall be guaranteed for a period of one (1) year following the date of final acceptance of the installation. All equipment with factory warranties greater than one year shall have their warranties under the owner's name. Replacement or repair shall rectify all defects occurring in labor or materials within the one-year guarantee period. This Contractor shall, within this guarantee period, be required to answer all service calls within a 48-hour period and repair or replace any faulty item within this 48-hour period without charge.

1.10 RECORDS FOR OWNER

A. Submit in accordance with General Provisions.

B. Drawings: Maintain a full record set of drawings on the job to show the actual installation of the work performed. Submit a minimum of three (3) USB digital sets of drawings showing "As-Built" work to the Architect/Architect's Representative for initial review. If "As-Built" documents are rejected, correct and resubmit in the manner specified. Owner is to be provided with three (3) USB digital sets of approved “As-Built” drawings.

C. Manuals: At the time of project closeout, submit a minimum of three (3) sets each of the following manuals to the Architect / Architect's Representative for review. If documents are rejected, correct and resubmit in the manner specified Owner is to be provided with
minimum of three (3) complete digital USB sets of approved brochures as listed below. Manuals (8½"x11") are to be digitally bound and include title page with the name of the project, date, Architect, Architect's Representative, Contractor and/or manufacturer and supplier, etc. The manuals to be supplied are as follows:

1. Operation and Instruction Manual, including:
   a. Table of contents.
   b. Brief description of the operation of each system. Descriptions shall be written such that new personnel may read the manual and be able to set up and operate the system.
   c. A/V System Information Outline that clearly describes the image presentation capabilities, input and output connection requirements for presenter provided equipment and any other information useful to a presenter preparing to utilize any of the rooms covered in this project.
   d. Manufacturer's operation instructions for all user-oriented equipment (mixers, tape decks, communication equipment, etc.)
   e. Small scale plans showing the location and circuit numbers for all user-oriented equipment
   f. Maintenance Data Manual, including:

      Table of contents.

      1. A list of all equipment supplied by this contract with manufacturer's name, model, part number and serial number.
      2. A listing of equipment manufacturer's/supplier's addresses for all equipment covered by this contract.
      3. All equipment warranties and guarantees, including contractor's guarantee. Explain the limits of the warranty, and whom to contact for service, etc.
      4. Manufacturer's owner and service manuals on all equipment under this contract.
      5. Approved shop drawing catalog data sheets.
      6. Replacement parts lists of all major items and equipment indicating specific part ordering numbers.
      7. All test results required under these specifications (i.e. impedance measurements, speaker coverage, etc.)
      8. Any and all other data and/or drawings required during construction.

   c. DSP, and Code files: Include with closeout materials all Crestron source code files, Final DSP setting files, digital mixer set-up files, digital signage files, and any electronic files used in the system. Final payment will not be made until these files
PERMITS

Obtain all permits necessary for the execution of any work pertaining to the installation and conform in all trades with all applicable local codes and with the National Electric Code. Obtain all permits necessary for operation of any equipment by the Owner.

CLEAN UP

It shall be the responsibility of this Contractor to remove all debris from the building or site caused by his operations to a common trash point or receptacle on the job site, as determined by the General Contractor.

PART 2 – EQUIPMENT

2.1 GENERAL

All equipment items shall be new and conform to applicable provisions of Underwriters' Laboratories and American Standards Association.

When acceptable equipment items are specified by catalog number only, the device shall meet all published manufacturer's specifications. Where quantities are not given, refer to drawings. Where two or more products are listed, contractor may use either, at his discretion. The Architect/Architect’s Representative, under the substitution paragraphs of these specifications shall not substitute equipment without specific written approval.

All rack-mounted equipment to be provided with shaft locks (or covers), to be installed after final acceptance of the system.

All custom rack panels shall be "aluminum, standard EIA sizes, anodized black, and engraved as shown on drawings. All knobs equal to Alco PKES and KB-500B series, diameter as shown. All connections shall be made with approved multi-pin connectors and/or with terminal blocks equal to Cinch 140 or Gentner Flexblock.”

All "interlocked" switches shall be mutual release and blocking type.

Provide engraved laminoid labels on front and rear of all signal processing equipment (DSP-1, PA-1, etc.) and label all controls on distribution amplifiers, mixers, etc., as to their function. Labels on equipment behind blank panels (DSP-1, etc.) shall be on the equipment face itself, and not on the blank panel. Embossed or P-Touch type labels will not be accepted.

All mounting hardware exposed to the weather shall be aluminum, painted galvanized steel, or stainless steel.

2.2 A/V SYSTEM Equipment

See Attachment “A” for equipment list.
2.3 OUTLETS, WIRING, AND TRANSFORMERS

Relays - All switching relays to be hermetically sealed types operating at low voltages as shown, with transient suppression devices parallel with each coil to prevent pops or clicks. (Quantity: As shown on drawings). Suppression devices equal to Automatic Electric RY-56. Provide fused 120:24 VAC transformer as required for indicators, AC relays and/or contractors. Power contractors shall be mounted in metal boxes and located in bottom of racks, or on wall adjacent to racks. Number all relays in racks and on "As-Built" documents. (Quantities are as shown on drawings.)

Line Level "L" audio, and D.C. routing relays equal to Potter & Brumfield KHS series.

Speaker Level "S" relays equal to P & B KUMP Series.

Latching "A" relays (Power Contactor) equal to Square "D" Class 8903, LLG Series, poles as required.

Latching "B" relays (Magnetic) equal to P & B KUL Series.

Latching "C" relays (Mechanical) equal to P & B KBP Series.

Heavy Duty "D" relays (D.C. contactor) equal to P & B PRD Series mounted in 35D013 enclosure.

Latching "E" relays (Power Contractor) equal to ASCO 917 Series with accessories #14H and #48.

Time Delay Modules (TD) - Approved delay-on-operate or delay-on-break solid state timer as manufactured by SSAC, Syrelec, or Pacific Timer. Times as shown on drawing.

Power Supplies - (P.S.) Provide filtered 12 & 24 VDC supplies sized as required for 200% maximum system load. Voltage Regulation: ±5%, no load to full load. Fuse as required. LED lamps also acceptable.

Quantity: As required

Custom Outlets - Provide custom outlets, color as selected by architect. Plates are to be paint-filled engraved powder coating over 1/8” aluminum. Plates inside floor pockets should have black face with white lettering. All jacks are to be Neutrik black finish with gold contacts. Verify wall plate color with architect prior to installation.

Provide outlets as shown on drawings.

Cables and Control Wiring - For all audio operations to be stranded copper installed in conduit. Additional approved cables listed on Audio/Visual drawings. Cables equal to those listed below (Substitute Plenum Rated Cable as required):

Full Range Speakers:

Acceptable: Twisted 12 gauge stranded by West Penn or Belden
Quantity: As required

Subwoofers:
CITY OF MELISSA TOWN HALL

Acceptable: Twisted 10 gauge stranded by West Penn or Belden
Quantity: As required

70v Speakers:
Acceptable: Twisted 16 gauge stranded by West Penn or Belden
Quantity: As required

Microphones and Line Level Circuits:
Acceptable: West Penn x454 or Equal by Belden
Quantity: As required

Power Supplies: as recommended by manufacturer(s).

General hook-up:
Acceptable: West Penn #291 or Equal by Belden
Quantity: As required

DC Control Circuits:
Acceptable: #18 type TFFN
Quantity: As required

Antenna Circuits:
Foam RG-6 & RG-58 as recommended by RF device manufacturer(s).
Quantity: As required

Video Circuits:
Composite Video 75 Ω Coax: West Penn 6350
Y/C Video 75 Ω Coax: West Penn 2825
RGBHV Video 75 Ω Coax: West Penn WP6355
Cat5 Balanced Video: As required by device manufacturer.
Quantity: As required

A/V Network
Acceptable: As required by device manufacturer.
Quantity: As required

Digital Media
Acceptable: Crestron DM-CBL-8G-NP or P, or As required by Manufacturer.
Quantity: As required

Control Circuits (#18/2,3,4,5-9):
Acceptable: West Penn 234,244,28#series or as required by device manufacturer.
Quantity: As required

Contactor Control Cable - #12 THHN between racks; #18 within rack and to remote power switches and indicator lamps.

Line Transformers - Located as shown on drawings. Frequency Response: ±1 dB, 20-20,000 Hz. Maximum input level: at least 6.15 V @ 40 Hz and higher frequencies.

T1 600:600Ω Acceptable: Opamp Labs T-25
Quantity: As required

T2 600:15KΩ Acceptable: Opamp Labs T-610
Quantity: As required

T3 15K:15KΩ Acceptable: Opamp Labs T-10K
Quantity: As required

T4 600:600:600Ω Acceptable: Opamp Labs T-30
Quantity: As required

Indicator Lamps - All lamps in equipment are to be rated at 115% of service voltage, minimum; i.e., use 28V lamps in 24V circuits. Provide 100% spares of each type with equipment type. LED lamps also acceptable.

Fuses - Provide 100% spares of each type with equipment/type cross-reference list.

PART 3 – EXECUTION

3.1 GENERAL

Isolate cables carrying signals at different levels to restrict signal bleed-through and feedback oscillation in any amplification section. Wiring to be separated into groups of conduits provided for microphone level circuits (below -20 dBm), line level circuits (up to +30 dBm), loudspeaker circuits (above +30 dBm), and power circuits. Exercise care in wiring to avoid damage to the cables and to the equipment.

Make all joints and connections with rosin-core solder or with mechanical connectors. Terminate all sound equipment interconnections in junction boxes or racks with terminal blocks equal to Cinch 140 or Gentner Flexblock. Mount terminal blocks in junction boxes on 3/4” plywood and in racks on 1/8” thick aluminum strips. Label all wires, terminations, and junction boxes.

Take such precautions as necessary to prevent and guard against electromagnetic and electrostatic hum. Where possible, one single electrostatic enclosure (shield) shall be used for each separable signal or power environment. The shield for each signal or power environment should be connected to ground (zero potential) at only one point within that environment. The sound system ground shall connect once
and only once to the building electrical ground. Shield connections to ground should be configured to allow unwanted signal currents to drain toward ground and not into the signal conductors.

Equipment Racks shall be wired in a neat manner with care taken for future serviceability. The #4 copper ground buss installed in each rack shall be isolated from the rack. Ground each equipment chassis, each rack frame, each rack rail, each rack door and side panel to this buss with #14 copper wires. Connect the rack ground buss to the sound system ground rod with #4 insulated copper wires. All power wiring and devices in the rack (or to equipment located outside the rack) shall be enclosed or insulated to prevent accidental contact with dangerous voltage levels. All screwdriver adjustable trim potentiometer shall be mounted in a shielded enclosure within the rack and be marked with engraved lamicoid labels as to their function. Provide adequate ventilation in racks to keep temperature in rack below 100 degrees F. Provide approved ventilation fans in each rack as required.

All wiring shall be executed in strict adherence to "standard broadcast and sound engineering practices", as described in the following publications:


All lamicoid labels shall be permanently attached in a neat and plumb manner (i.e., glue and screws). All engraving to be 1/8" block, unless shown otherwise.

Letters on pushbutton switches shall be engraved and filled with contrasting paint (on translucent lenses) or neatly arranged stick-on letters with a protective coating (under clear lenses).

Use precautions when lifting and attaching equipment overhead. Select all mounting or lifting hardware using a safety factor of 5 (minimum). All attachment hardware is to be load rated SAE Grade 5 (minimum). Lag screws or formed eye bolts will not be acceptable. All attachments, attachment points, reinforcement requirements, and hardware selection should be executed in accordance with the references:


"Basic Principles for Suspended Loudspeaker System", Technical Notes Volume 1, Number 19, JBL Professional, North Ridge, California.

Verify load ratings of all hanging components on shop drawings including attachment details. Provide stamped drawings from a registered structural engineer registered in local district for all devices located above head. Provide stamped drawings with submittals.

3.2 INITIAL TESTS

SOUND SYSTEMS.
The A/V/L Contractor shall perform the following tests and adjustments. All equipment required supplied by the Contractor. Follow EIA Standards RS160 and RS219 in performing tests. Make all necessary corrections to bring all systems into specification compliance.

AUDIO/VIDEO SYSTEMS SPECIFICATIONS 271000 - 10
Measure and record impedance of each speaker line terminating at equipment rack at frequencies of 250, 500, 1000, and 2000 Hz. with loudspeakers connected to each line. Where speaker lines have auto-transformer type volume controls set all attenuators for maximum level (i.e. full on). Where amplifiers have external output impedance matching (auto) transformers measure and record impedances as seen by the amplifier and as seen by the (auto) transformer. Correct any lines found to have improper impedance.

Measure and record maximum operating current in all DC control circuits. Tests to be made under full operational loads with all relays, diodes, lamps, timers, etc., activated. Redistribute loads and fuse as required to prevent overload of wiring and/or power supplies.

Measure and record overall system and noise level of each input channel of mixer with controls set so that -50 dBm microphone input or +4 dBm hi-level input would drive the system to full amplifier output. Terminate inputs with appropriate size shielded resistors (150 or 600 Ω) for this test.

Measure and record electrical distortion of each input through console and power amplifier for each system installed. Distortion to be less than 0.5% for the overall system in each test. NOTE: Contractor may use a distortion analyzer or as an alternative, observe the output wave on an oscilloscope having a 5 MHz bandwidth for freedom from clipping or waveform distortion which would indicate unacceptable system operation.

Measure and record system electrical frequency response for each input channel through power amplifier. Required is flat response with permissible deviation of ±2 dB within the range of 30 to 16 kHz.

Check each system to assure freedom from oscillations or stray RF pickup. Check all inputs with no signal and with 100 Hz sine wave driving system to 10dB below full output. Detect unwanted signals on oscilloscope and over single loudspeakers connected to each loudspeaker line.

Check polarity of all loudspeakers by applying music program and band-limited pink noise to system and walking through the transition areas of coverage from one loudspeaker to the next. Transition should be smooth with no apparent image shift in source from one speaker to the next.

Apply sine wave sweep signal to each loudspeaker system sweeping from 50 to 5000 Hz and at a level 10 dB below full amplifier output and listen for rattles or objectionable noise. Correct if apparent.

Achieve uniform distribution of sound from each loudspeaker system after all interior furnishings are in place. Drive each system with one full octave of noise centered at 4000 Hz at a level of 85 to 90 dB. Use a sound level meter that meets ANSI ST 4-1971 Type 2 standards set for slow meter damping and "A" weighting. Take all readings at seated ear height. Adjust speaker angles as necessary to achieve ±2 dB over entire seating area. Provide plan of achieved sound distribution from each system, plotted with 4 kHz pink noise levels as measured on a 10-foot square grid pattern. Results of this test shall be submitted one week before final acceptance.

Provide a list showing all build-out, termination, and pad resistor calculations. List to include measured line and source impedances used in calculations and results of tests after installation, and impedance of all inputs to equipment brought up on patch bay. Impedances in ohms are to be within ±10% of design value. Levels in dB are to be within ±1dB of design value.

The system shall provide clear natural speech to all seats. With an average talker and average listener, speech shall be clearly understood from any seat (STI > 0.85). It is the sound contractor's responsibility to achieve this result. There will be no hums, pops, clicks or extraneous noises of any kind.
VIDEO SYSTEMS:
The A/V Contractor shall perform the following tests and adjustments. All equipment required supplied by the Contractor. Follow EIA Standards RS170A in performing tests. Make all necessary corrections to bring all systems into specification compliance.

Set-up Video Displays and to provide clear & focused image with proper keystone correction and pixel registration. Adjust brightness, contrast, color temperature, color balance, hue and saturation for optimal image display.

Install LED video wall in accordance with manufactures direction. Manufacturer’s representative is to be present during installation and to provide final balancing of video wall for color balance and uniformity.

Check all video sources for proper function and image quality. There shall be no observable hum bars, synchronization artifacts, rolling, or tearing of the image. Check and correct any problems with Chrominance / Luminance timing or levels, RGBHV timing or levels.

A/V SYSTEM:
Check that all equipment controls operate normally and to the intent and satisfaction of the Owner. Verify that RF wireless remote controls operate throughout the intended operator working area. Check for RF dropout and adjust antennae as required to achieve reliable operation. Perform RF scan of area during normal operating times to be certain there are no competing RF signals and adjust as necessary.

Upon completion of initial tests and adjustments, submit written results of tests to the Architect. In addition, submit written notification that the installation has been completed in accordance with the requirements of the contract documents, and is ready for inspection by representatives of the Architect and Owner. Results of tests shall be submitted to the architect at least one week before final testing is scheduled.

3.3 TEST EQUIPMENT

The A/V Contractor shall provide the following minimum test equipment.

Dual-trace oscilloscope - 50 MHz bandwidth for audio tests, 350 MHz bandwidth for video tests. 1 mV/cm sensitivity.

Sine/Square Wave Generator - Output: 0 dBm, 5 Hz to 50,000 Hz @ less than 0.1% THD into 600 Ω, capable of 1 Hz increments.

Pink Noise Source - Equal energy per octave bandwidth 20-20,000 Hz, ±1 dB (long term average) @ 0 dBm output. Stability: ±2 dB per day RMS.

Impedance Meter - Capable of testing audio lines at 3 frequencies, minimum, between 250 Hz and 4,000 Hz. Measurement Range: 1 Ω to 100,000 Ω.

dB - Meter - DC to 20,000 Hz, 100 mV to 300 V, 10 mA to 10A.

Inclinometer - For speaker aiming. 0 to 90-degree range minimum, with 1-degree increments.

Frequency Counter: capable of 1 Hz resolution.
Portable Computer Assisted Real Time Analyzer - Capable of area averaging and storing measurements for documentation. Ivie IE-45 or equal.

SMARRT – Use for proper time alignment of Delay Speaker Systems.

### 3.4 ACCEPTANCE BY OWNER

Acceptance testing will include operation of each major system and all other components (microphones, controls, projectors, etc.) deemed necessary.

In the event the need for further adjustment or work becomes evident during equalization and/or acceptance testing, the Contractor will continue his work until system is acceptable at no addition to the contract price.

### 3.5 INSTRUCTION OF OWNER PERSONNEL

Provide 8 hours instruction to Owner designated personnel on the use and operation of the System, scheduled as one session, by an instructor fully knowledgeable and qualified in system operation. The System Reference Manuals should be complete and on site at the time of this instruction.

### 3.6 FIRST USE

A technician knowledgeable in with the system installation shall be present at the first formal council meeting. The technician’s role will be to support the staff during the meeting as well as troubleshoot any system issues that may arise.

---

**Attachment A**

<table>
<thead>
<tr>
<th>Room</th>
<th>Qty</th>
<th>Manufacturer</th>
<th>Model</th>
<th>Short Description</th>
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<tr>
<td>Council Chamber</td>
<td>2</td>
<td>Earthworks</td>
<td>FMR720/HC</td>
<td>27 Hypercardioid Podium Microphone with rigid center</td>
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<td>Council Chamber</td>
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<td>Astatic</td>
<td>GSM-1</td>
<td>Lectern Podium Shock Mount</td>
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<td>Crestron</td>
<td>DM-RMC-4KZ-100-C</td>
<td>DigitalMedia 8G 4K60 4 4 4 HDR Receiver Room Controller</td>
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<tr>
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<td>Crestron</td>
<td>DM-TX-201-C</td>
<td>DigitalMedia 8G Transmitter 201</td>
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<td>TSW-1060-B-S</td>
<td>10.1 Touch Screen Black Smooth</td>
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<td>TSW-1060-TTK-B-S</td>
<td>Tabletop Kit for TSW-1060 Black Smooth</td>
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<td>Tannoy</td>
<td>VLS 30 WHITE</td>
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<td>Council Chamber</td>
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<td>Owner Furnished Equipment</td>
<td>OFE Item 01</td>
<td>OFE Council Monitors</td>
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<td>Tannoy</td>
<td>VLS PAN/TILT BRACKET-WH</td>
<td>VLS Pan Tilt Bracket White</td>
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<td>6FT ULTRA FLEXIBLE HDMI P</td>
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<td>STF220SLXL</td>
<td>Fixed 220” Diag. 16:9 projection screen in SL-XL material.</td>
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<td>ET-D75LE30</td>
<td>2.4 4.7 1 Project Lens 16:10 aspect ratio</td>
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<td>CMA-100 COLUMN FLAT CEILING MT</td>
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<td>RPMAU</td>
<td>UNIVERSAL RPMA</td>
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<td>DM-RMC-4KZ-100-C</td>
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<td>OFE FAP42T</td>
<td>4” Coaxial Speaker System with 70.7V 100V-16W Transformer</td>
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<td>Sennheiser</td>
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<td>Equipment Rack</td>
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<td>Sennheiser</td>
<td>GZP 10</td>
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<td>Equipment Rack</td>
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<td>QSC</td>
<td>CORE 110f</td>
<td>Unified Core with 24 local audio I/O channels 128x128 netwo</td>
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<td>DM-MD8X8-CPU3</td>
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<td>DMC-4KZ-HD</td>
<td>HDMI 4K60 4 4 4 HDR Input Card for DM Switchers</td>
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<td>DMC-4KZ-CO-HD</td>
<td>2-Channel DigitalMedia 8G 4K60 4 4 4 HDR Output Card for DM Switchers</td>
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<td>1/4 4K HDMI to DM-8G HDbT Distribution Amp</td>
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<td>PW-5430DUS</td>
<td>High-Efficiency Power Pack [Just Released</td>
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<td>Equipment Rack</td>
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<td>Crestron</td>
<td>ST-RMK</td>
<td>Rack Mount Kit for 1RU Half-Width Devices</td>
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<td>Equipment Rack</td>
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<td>24-Port 10 100 1000 Gigabit PoE Managed Switch</td>
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<td>C48-4-115E</td>
<td>Lab Gruppen C 48-4 115E, 4800 Watt 4-Channel Ampl</td>
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<td>Denon Professional</td>
<td>DN-500BDMKII</td>
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<td>CU 6005</td>
<td>OFE-Audio Conferencing System</td>
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<td>CP-AOCH-98</td>
<td>Active Optical 4K HDMI Plenum Cable - 98</td>
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<td>OFE FAP42T</td>
<td>4&quot; Coaxial Speaker System with 70.7V 100V-16W Transformer</td>
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<tr>
<td>Executive Conference Room</td>
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<td>C2G</td>
<td>CG41364</td>
<td>6FT ULTRA FLEXIBLE HDMI P</td>
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- END OF SECTION 27 1000
## ABBREVIATIONS

- AV: Audio Video
- DE: Distribution Equipment
- D: Distribution
- EN: Equipment Noted
- HN: Highlight Note
- LS: Labeling System
- RC: ReferenceChief
- RCJ: Reference Chief Jumper
- RD: Reference Device
- RN: Reference Note
- SW: Switch
- TH: Tag Head
- WC: Wire Connection
- WZ: Wire Length

---

## CONDUIT NOTES

1. Use conduit wire size identified on schedule and listed in the schedule.
2. Conduit installation details are listed in the schedule.
3. All conduit sizes are identified on the drawing.
4. All conduit runs are identified on the drawing.
5. All conduit runs are identified on the drawing.
6. All conduit runs are identified on the drawing.
7. All conduit runs are identified on the drawing.
8. All conduit runs are identified on the drawing.
9. All conduit runs are identified on the drawing.
10. All conduit runs are identified on the drawing.

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## GENERAL NOTES

- All conduit runs are identified on the drawing.
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## AUDIO / VIDEO SYSTEMS - LEGEND & JUNCTION BOX SCHEDULE

### LEGEND
- AV: Audio Video
- DE: Distribution Equipment
- D: Distribution
- EN: Equipment Noted
- HN: Highlight Note
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- RCJ: Reference Chief Jumper
- RD: Reference Device
- RN: Reference Note
- SW: Switch
- TH: Tag Head
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### JUNCTION BOX SCHEDULE

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<tr>
<th>Junction Box</th>
<th>Location</th>
<th>Circuit</th>
<th>Wire</th>
<th>Notes</th>
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</tr>
<tr>
<td>H2</td>
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<td>5th Floor</td>
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## DRAWING INDEX

- AV1.1 General Information
- AV1.2 General Information
- AV2.1 Installation Details
- AV3.1 Conduit & Device Layout
- AV3.2 Conduit & Device Layout

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## CONSTRUCTION DRAWING

AV1.1