

July 10, 2015

Mr. Todd Williams  
City of Mansfield  
1200 E. Broad St.  
Mansfield, TX 76063

Dear Mr. Williams:

Ford Audio-Video Systems, LLC (Ford AV) respectfully submits for your consideration the attached proposal, which covers the details of the system requirements in the following outline:

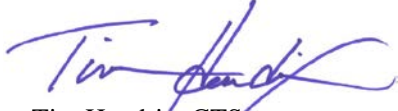
- A. Introduction
- B. Description of Work
- C. Installation Schedule
- D. Equipment List
- E. Cost Summary and Terms
- F. Guarantees and Limitations of Warranty
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- H. Building Construction, Installation and Responsibilities
- I. Acceptance

The proposed systems are based upon our understanding of your requirements as communicated to us during our meetings and conversations. If there are any changes that need to be made, please let us know. We invite you to compare our systems with any other; in quality, price, and professionalism of installation, we are second to none.

This proposal contains confidential pricing, design, and installation information that is proprietary to Ford AV and utilizes Ford Audio-Video Systems, LLC's **TIPS Contract #1121914**. It is provided for your private use, and is not to be disclosed, in part or in whole, without the express, written authorization of Ford AV. Please let us know if any questions arise. We look forward to serving you.

Sincerely,

FORD AUDIO-VIDEO SYSTEMS, LLC



Tim Hendrix, CTS  
Senior Account Manager

FORD AUDIO-VIDEO SYSTEMS, LLC



Mathew Scott Hall  
Division Manager

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E-mail: hendt@fordav.com  
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**Proposal**  
**For**  
**City of Mansfield, Mansfield, TX**

**A. INTRODUCTION**

This proposal provides a description of the technology incorporated into the systems, lists the major equipment and components, and states the terms, conditions, and responsibilities. Individual components and quantities may be changed, deleted, added, or designated as optional to be added to the system at a future date.

**B. DESCRIPTION OF WORK**

Ford AV shall provide and install the following systems for the Council Chambers for the City of Mansfield, Texas:

**1. COUNCIL CHAMBERS - AUDIO SYSTEM**

- a. One (1) wireless microphone delegate system consisting of fifteen (15) push-to-talk/mute 15" goose-neck microphone with built-in speaker stations (One [1] chairman station; fourteen [14] delegate stations) shall replace the current gooseneck microphones and speakers located at the dais. The two (2) 10-slot battery charging stations shall be mounted in the existing equipment rack.
- b. Two (2) new wireless microphone combination systems shall be added to the system. Each system shall have a body pack transmitter and an over-the-ear head-worn microphone, and a handheld microphone transmitter. An antenna splitter shall be added with a remote paddle antenna to accommodate the newly added wireless systems.
- c. One (1) 12-input digital signal processor (DSP) shall replace the existing audio signal processor.
- d. Two (2) column-array speakers shall be surface mounted on the wall behind the dais, one (1) on each side of the projection screen, to provide sound reinforcement of any video source audio.
- e. Two (2) 2-channel amplifiers shall replace the existing amplifiers to provide signal to the newly installed speakers and the existing ceiling speakers.
- f. One (1) 16-channel digital mixing console shall be installed in the control room and provide manual control of the audio signals in the system.
- e. One (1) wall mounted press box with fourteen (14) outputs shall be installed in the wall below the window of the control room to provide direct audio feeds to members of media.

## 2. COUNCIL CHAMBERS - VIDEO SYSTEM

- a. One (1) ceiling-recessed, electric, front-projection screen with an image area of 108" x 192" (16:9 aspect ratio) shall replace the existing projection screen and be mounted in approximately the same location.
- b. One (1) 14,500 ANSI-Lumen, 1920 x 1200 native resolution (WUXGA), 3-chip, DLP projector with a long throw zoom lens shall be mounted in the same location as the existing projector it shall replace and align with the new projection screen.
- c. One (1) new video signal processor shall be installed to serve as the main video signal routing device. This piece of equipment shall be housed in the existing equipment rack and shall input all system video signals and convert them to a digital signal format to be sent to the system outputs.
- d. Two (2) 1-in/8-out HDMI distribution amplifiers shall be installed at the dais to distribute the HDMI signal to the fourteen (14) owner furnished equipment (OFE) computer displays located at each position of the dais. The OFE displays will need to be equipped with a HDMI input, or DVI input.
- e. One (1) Blu-ray DVD player shall be installed in the existing control room equipment rack replacing the existing DVD player.
- f. One (1) HDMI to HD-SDI converter shall be included to provide a video signal feed to the city's video hosting subcontractor.
- g. One (1) ceiling-mounted document camera providing a HD image (1920 x 1080 native resolution) shall replace the camera currently located in the ceiling above the presenter's table and be mounted in the ceiling in approximately the same location.
- h. Two (2) interface plates, each containing an HDMI and VGA with 3.5mm audio inputs, shall be installed at the podium and city secretary position; one at each location.

## 3. COUNCIL CHAMBERS - CONTROL SYSTEM

- a. One (1) control system, with a 10" wired, table-top, color touch panel to be located in the Control Room, and replace the existing control system, and be installed and programmed to control the following functions:
  - 1) Blue-Ray DVD (Power On/Off, Play, Stop, Disc Menu, FF and RW)
  - 2) Video Signal Processor (Power On/Off, Input Source Select/Routing, Master Volume)
  - 3) Projector (Power On/Off, Mute Image)
  - 4) Screen (Up/Down)
  - 5) Document Camera (Power On/Off, Zoom In/Out, Freeze Image, Mute Image)
- b. One (1) 7" wired, table-top, color touch panel to be located at the City Secretary's position at the dais shall also be included to allow for control of the system from the dais. This control panel shall be password protected to protect from unauthorized use of the system.

- c. The control system shall have the ability to be controlled with the use of a web browser graphical user interface (GUI) that shall emulate the touch panel pages.

#### 4. PREVENTATIVE MAINTENANCE

- a. Ford AV shall perform one (1) pre-scheduled service call, prior to the end of the warranty period, for the purpose of conducting routine preventative maintenance (PM) to check the general operation of equipment. This PM service call shall be scheduled in advance with the Customer, between 8:00 am and 5:00 pm Monday through Friday, excluding holidays, and does not include expendable materials used (e.g., light bulbs, lamps, light fixture lamps, fuses, batteries, portable connection cables, etc.) or system programming. This service is renewable up to three (3) years.
- b. The Customer will provide a contact person that is authorized to answer questions and obligate the Customer if additional services are requested. The contact will be personally available to meet with the Ford AV technician and have knowledge of the equipment and systems to be inspected. The contact person will provide access to all areas and equipment rooms requiring inspection.

#### C. INSTALLATION SCHEDULE

1. Ford AV estimates that the actual on-site installation, test out and commissioning of this project will take two (2) weeks. In addition to the installation, Ford AV shall prepare system drawings, purchase the equipment, assemble the equipment in our shop, program control software as required and do in-shop testing. This work will take approximately eight (8) to ten (10) weeks prior to the beginning of actual installation at your facility. The total time required to complete the project shall be approximately eleven (11) weeks. The completion of Ford AV's work depends upon the facility being secure, dust-free, air-conditioned, and quiet.
2. Please note that Ford AV must receive the signed contract and purchase order prior to beginning any work on this project, including engineering, purchasing of equipment, and the scheduling of the installation. For Ford AV to meet the above completion schedule, it is important that the Customer ensures the job site is available for Ford AV personnel, and there are no interruptions in the availability of the job site and the ability of Ford AV to do the work. Ford AV schedules its work force weeks in advance in order to meet the installation completion dates of all of its customers. As a consequence, it is vital that the Customer notify Ford AV's Project Manager in the event that the Customer changes the schedule or the Customer's other contractors fall behind in completing their portion of the work.

#### D. EQUIPMENT LIST

##### SPEAKERS & ACCESSORIES

Quantity	Description	Price	Extension
2.00	JBL.CBT200LA1WH SPEA,LINE ARY,2 MTR,32 SPKR,WH	1,505.00	3,010.00
		Sub Total	3,010.00

## AMPLIFIERS & ACCESSORIES

Quantity	Description	Price	Extension
1.00	CROW.DCI2/1250N AMP,2 CHAN @ 1250W NETWORKED	2,394.55	2,394.55
1.00	CROW.DCI2X300N AMP 2 CHAN,300W @8 OHM NETWO	1,293.71	1,293.71
Sub Total			3,688.26

## DIGITAL SIGNAL PROCESSING

Quantity	Description	Price	Extension
1.00	BSS.BLU-160 AV,DSP,NETWORKED,W/FAULT-TOL C	2,366.88	2,366.88
3.00	BSS.BLUCARD-IN CARD,4CH ANALOG MIC/LINE INPUT	238.38	715.14
1.00	BSS.BLUCARD-OUT CARD,4 ANALOG OUTPUT	235.38	235.38
Sub Total			3,317.40

## DIGITAL MIXER & ACCESSORIES

Quantity	Description	Price	Extension
1.00	SOUN.5039954 MIXE,SI PERFORMER 1 RACKMT	3,325.00	3,325.00
1.00	BSS.EC4BVWHTUS ACCE,ETH CNTRL W/4 BUT & VOL W	186.38	186.38
Sub Total			3,511.38

## PRESS BOX

Quantity	Description	Price	Extension
1.00	WHIR.PRESSWALL AMP.DA WALL MOUNT PRESSBOX	1,455.28	1,455.28
Sub Total			1,455.28

## WIRELESS MICROPHONES & ACCESSO

Quantity	Description	Price	Extension
2.00	SENN.EW135G3-G MIC,WIRELESS SYTEM	539.95	1,079.90
2.00	SENN.SK100G3-G MIC,BODYPACK TRANSMITTER	251.96	503.92
2.00	COUN.H6DW6LSR MIC,H6 DIRECT.HEAD.BEIGE SENN3	504.00	1,008.00
1.00	SENN.ASA1-NT ACCE,ANT.SPLITTER W/DC PWR DIS	521.96	521.96
1.00	RFVE.DFIN ACCE,ANTENNA,MED RANGE,DUAL EL	319.20	319.20
Sub Total			3,432.98

## COUNCIL/DELEGATE SYSTEM

Quantity	Description	Price	Extension
1.00	SENN.ADN-CU1 ADN CENTRAL UNIT FOR UP TO 40	3,599.96	3,599.96
1.00	SENN.ADN-WAM-US MIC.WIRELESS SYSTEM ANTENNA	1,662.50	1,662.50
1.00	SENN.ADN-WC3 MIC.CHAIR STATION SUPERCARDIOD	1,417.50	1,417.50
14.00	SENN.ADN-WD3 MIC.DELEGATE STATION SUPERCARD	1,365.00	19,110.00
15.00	SENN.NT1250CUS ADAP.DC ADAPTER 12V 5A US	60.83	912.45
2.00	SENN.ADNWL10US BATT.10 UNIT BATTERY CHARGER	2,100.00	4,200.00
Sub Total			30,902.41

## CABLE, CONNECTORS & MANAGEMENT

Quantity	Description	Price	Extension
2.00	C2G.27261 14FT SHIELD CAT5E MOLDED CBL B	8.85	17.70
Sub Total			17.70

## SCREEN & ACCESSORIES

Quantity	Description	Price	Extension
1.00	DALI.21778 SCRE,TNSD LRG ADV DL 108X192	9,167.90	9,167.90
Sub Total			9,167.90

## PROJECTOR & ACCESSORIES

Quantity	Description	Price	Extension
1.00	BARC.R9006330 PROJ,RLM-W14(BODY ONLY)	27,718.00	27,718.00
1.00	BARC.R9862030 LENS,BME P TLD+ LNS 2.8-4.5	5,249.00	5,249.00
Sub Total			32,967.00

## VIDEO ROUTING SWITCHER & ACCES

Quantity	Description	Price	Extension
1.00	CRES.DMPS3300C AV,3SERIES DM PRESENT.SYS 300	5,880.00	5,880.00
Sub Total			5,880.00

## VIDEO DISTRIBUTION & ACCESSORIES

Quantity	Description	Price	Extension
2.00	CRES.DMTX200C2B PANE,INPUT,DM,8G+,BLK,TXTR	980.00	1,960.00
1.00	CRES.DMTX201C TRAN,DM,HDMI + RGB INPUTS	910.00	910.00
1.00	CRES.DMRMCSCALE RECE, DM, 8G+, W/ SCALER	980.00	980.00
1.00	CRES.DMRMC4K100 RECE,DM,4K ROOM CONTROL	630.00	630.00
Sub Total			4,480.00

## DOCUMENT CAMERA & ACCESSORIES

Quantity	Description	Price	Extension
1.00	WOLF.EYE-14 CAME,CEILING VISUALIZER,1080	3,952.00	3,952.00
1.00	WOLF.TILEBRIDGE ACCE,HOUSING,PLENUM FOR EYE10	161.00	161.00
Sub Total			4,113.00

## VIDEO RECORDING/PLAYBACK

Quantity	Description	Price	Extension
1.00	DENO.DBT3313UDC DVD,BLU-RAY PLAYER W/RS-232	849.15	849.15
1.00	AJA.HA5-PLUS VIDE. HDMI TO 3G-SDI CONVERTER	335.75	335.75
Sub Total			1,184.90

## DIAS VIDEO DISTRBUTION

Quantity	Description	Price	Extension
2.00	CRES.HDDA84KE AMP.DA,1X8 4K,HDMI DA	700.00	1,400.00
Sub Total			1,400.00

## TOUCH PANELS & CONTROLS

Quantity	Description	Price	Extension
1.00	CRES.TSW750BS DISP,TOU,7" BLACK, SMOOTH	980.00	980.00
1.00	CRES.TSW750TTKB DISP.TOU,7",TABLETOP,BLACK	140.00	140.00
1.00	CRES.TSW1050BS DISP,TOU,10" BLACK, SMOOTH	1,680.00	1,680.00
1.00	CRES.TSW1050TKB ACCE,DOCK STATION TABLE TOP KI	175.00	175.00
Sub Total			2,975.00

## CABLE, CONNECTORS & MANAGEMENT

Quantity	Description	Price	Extension
2.00	WHIR.BNCRG58025 CABL,25',RG58 ANTENNA 50 OHM	31.80	63.60
500.00	WEST.25227B WIRE,2C,#12,PENUM,SPK	.45	225.00
500.00	WEST.25225B WIRE,2C,16G,PENUM,GRAY	.20	100.00
500.00	WEST.D291 WIRE,1PR,#22,SHIELD,PVC,TWISTD	.15	75.00
100.00	GEPC.CT504/SDMP WIRE,DM,C5E,SHLD,PLNM,4PR,#24	.55	55.00
2.00	C2G.27246 5FT SHIELD CAT5E MOLDED PATCH	5.60	11.20
5.00	C2G.40303 1M VS HIGH SPEED W/ETHERNET HD	5.85	29.25
8.00	C2G.56784 CABL,10FT HIGH SPEED HDMI	10.15	81.20
8.00	C2G.50612 CABL,15',HDMI,HIGHSPD+ETHRNT	14.25	114.00
1,000.00	CRES.DMCBL8GPSP CABL,24/8 STP,8G,PENUM,	.84	840.00
50.00	CRES.DM8GCONN CONN,DM,8G	3.50	175.00
500.00	BELD.9534 WIRE,4C,#24,SHIELD,PVC	.55	275.00
Sub Total			2,044.25

## NON-CONTRACT ITEMS

Quantity	Description	Price	Extension
1.00	CRIMPS, TIES & MANAGEMENT NON-CONTRACT ITEM	50.00	50.00
300.00	CABLES & CONNECTORS NON-CONTRACT ITEM	7.50	2,250.00
5.00	RACK HARDWARE NON-CONTRACT ITEM	100.00	500.00
6.00	MOUNTING HARDWARE NON-CONTRACT ITEM	100.00	600.00
1.00	NETG.GS108PE100 DATA,8 PORT,GIGABIT,4 PORT POE NON-CONTRACT ITEM	228.79	228.79
Sub Total			3,628.79

## BOND

Quantity	Description	Price	Extension
	BOND EXPENSE	1,671.10	1,671.10
Sub Total			1,671.10



## INTEGRATION SERVICES

Quantity	Description	Price	Extension
	DESIGN, ENGINEERING, FABRICATION, PROJECT MANAGEMENT, INSTALLATION, COMMISSIONING, TRAINING AND WARRANTY	49,933.37	49,933.37
	Sub Total		49,933.37
	Merchandise:		117,176.25
	Integration:		49,933.37
	Bond Expense:		1,671.10
	Freight:		.00
	Sales Tax*:		.00
	Total Amount:		168,780.72

### E. COST SUMMARY AND TERMS

PROPOSED TOTAL: \$168,780.72

PREVENTATIVE MAINTENANCE: \$695.00

\*TAXES: All taxes are the responsibility of the Customer. If a tax is charged to Ford AV, the Customer will be responsible for reimbursing Ford AV for the cost.

TERMS: Customer shall issue a purchase order in accordance with the terms and conditions of this proposal:

1. 100% upon final completion

All invoices are due Net 30.

CC: Unless otherwise prohibited by law, a 3% bank interchange fee will be charged for using a credit card for payment.

PRICE: The price stated above for this project is based upon the complete system being purchased and installed at one time. In the event the Customer selects to purchase less than the total project, delays purchase of any portion of the system, requires that the system be installed in phases, or delays the installation, Ford AV reserves the right to charge for additional labor, travel, and overhead. The price is valid for thirty (30) days from the date of this proposal.

### COMMENCEMENT OF WORK:

Ford AV must receive the signed contract and purchase order prior to the contract being initiated by Ford AV. Without the signed contract and purchase order being received by

Ford AV, no work on the contract will be taken, including engineering the system, purchasing the equipment and scheduling the work crews for installation. In the event the Customer fails to pay Ford AV within the terms above, Ford AV reserves the right to stop work on the project until all payments are received by Ford AV in accordance with the terms.

**CREDIT:** This proposal shall not be deemed as accepted by Ford AV until the executed contract is returned to Ford AV's credit center for final review and acceptance.

**CHANGES:** Any Customer Change Orders (CCO) must be approved in writing by the Customer prior to execution by Ford AV and are subject to the credit terms of this agreement.

**NON-HIRE:** The Customer and Ford AV mutually agree, because of the high cost of training an employee, that neither party shall solicit the employment of any employee of the other party, and shall not employ any employee or any person who was an employee of the other party at any time during the relationship between the parties or for a period of one (1) year following the termination of any relationship between the parties. In the event of a breach of this section, the breaching party agrees to pay the other party an amount equal to the hired employee's annual wages as an agreed upon cost to replace the employee.

#### F. GUARANTEES AND LIMITATIONS OF WARRANTIES

##### 1. FORD AV GUARANTEES THE FOLLOWING:

- a. Equipment will be new, unless noted otherwise.
- b. All workmanship provided by Ford AV will be free of deficiencies and defects, and will be repaired, free of charge, for a period of one (1) year from the date of substantial completion or the first date of beneficial use of the system, whichever date occurs first. Substantial completion shall be defined as the point where the work, or designated portion thereof, is sufficiently complete so that the system can be used for its intended purpose.
- c. All equipment and materials provided by Ford AV that were manufactured by other companies will be warranted under the standard warranty terms of the original manufacturer.
- d. If any questions arise now or in the future about the installation or operation of the system, a Ford AV engineer will be available to assist and answer any questions by phone.
- e. The warranty does not include nor cover expendable materials used with the system installation (e.g., light bulbs, lamps, light fixture lamps, fuses, batteries, portable connection cables, etc.).
- f. Ford AV is not responsible for the reliability of systems that communicate using wireless technology. The performance of equipment utilizing wireless communications is inherently unreliable and will experience "drop outs", distortion and loss of connectivity from time to time. Interference from other forms of radio frequency transmissions, such

as radio and television broadcasts, cell phones, and computer wireless networks, is probable and should be expected.

- g. Ford AV is not responsible for the performance, testing, or configuration of owner-furnished data networks that are used to transmit audio, video, and lighting program data and control signal data. IP-based videoconferencing systems rely upon data networks that can provide consistent bandwidth for the transmission. Videoconferencing that is transmitted over the Internet is subject to the intermittent and unreliable nature of the public network. In the event that the Customer's network is found to be the cause of defects in the quality of the audio/video signals, is unreliable, or has insufficient bandwidth to support the A/V/L system and Ford AV's network engineers are required to troubleshoot or configure the Customer's network, the cost of this service will be invoiced to the Customer.

- h. The term "Software" as used in this document includes all editable source files, un-editable compiled files, graphical user interface files and functionality, audio digital signal processor (DSP) files, in whole and in part, produced under the terms of this agreement.

Unless otherwise expressly agreed in writing, all Software remains the property of Ford AV, and the Customer is hereby provided a license to use the Software for this project only. The Software may not be used on any other project, nor used for any purposes outside of this project, nor shared nor disclosed to anyone who is not an employee of the Customer's company.

- i. Any adjustments made by the Customer or the Customer's agent(s), other than routine operational adjustments, shall not be covered under this warranty statement. Re-calibration of settings shall be considered by Ford AV to be billable time to the Customer at Ford AV's standard engineering rates.
- j. Procedures such as routine preventative maintenance functions (e.g., keeping filters clean, keeping system environment free from foreign materials, etc.) are the responsibility of the Customer and is not included within this warranty agreement. Failure on the part of the Customer to perform these routine maintenance functions shall void this warranty.
- k. If warranty work is necessary within the warranty period, Ford AV will, at its option, repair the defective equipment or return it to the manufacturer for repair.
- l. Repairs, modifications, or other work performed by personnel not authorized by Ford AV during the period of warranty on any equipment of the system may invalidate the warranty.
- m. Ford AV will not be responsible for damages or cost of repairs due to modifications, adjustments, or additions to the system performed by personnel not authorized by Ford AV prior to acceptance of the system by the Customer.
- n. Ford AV may withhold warranty service in the event that the Customer has an unpaid balance due to be paid to Ford AV.

2. OWNER-FURNISHED EQUIPMENT (OFE):

- a. Ford AV's intent is to provide a complete system, which includes providing all the equipment. In some cases, the Customer may own equipment that they desire to be included with the Ford AV installation. Ford AV reserves the right to accept or reject equipment provided by the Customer and to charge a service fee due to the problems encountered with using equipment that is of unknown origin, service history, software revision, etc. Ford AV will not accept OFE that is purchased by the Customer to replace equipment that is specified in this proposal.
- b. Materials or equipment provided by the Customer/Owner, if any, to be included within the work, shall be done with no warranty or guarantee by Ford AV. Use of OFE is solely for the convenience and benefit of the Customer.
- c. The existing equipment, removed as a courtesy by Ford AV, that is not being reused, shall be returned to the Customer. Ford AV is not responsible for the existing equipment or its condition when received by the Customer.
- d. Ford AV shall take reasonable care in handling OFE and shall install it according to standard industry practices; however, Ford AV takes no responsibility for the operation, performance, appearance, or effects of OFE before, during, or after its integration into the system.
- e. The Customer is responsible for installation and registration of all software on OFE computers. Ford AV will provide the Customer with system requirements for Ford AV-provided software, but the Customer is responsible for installing it on the OFE PCs and/or OFE Network. All software-related customer support shall be directly provided by the software manufacturer.
- f. The Customer agrees to reimburse Ford AV for all work related to the service and/or troubleshooting of OFE with the provision that the Customer authorizes Ford AV to proceed with malfunction evaluation and repairs.
- g. In the event that OFE does not function properly, Ford AV shall notify the Customer. The Customer will determine if the OFE is to be a) repaired, b) an alternate unit provided by the Customer, c) the unit is not to be used, or d) Ford AV is to provide a new unit. Ford AV shall provide a cost to the Customer for the work to be done. The Customer will authorize any additional costs to the job.

G. TRAINING AND DOCUMENTATION

1. TRAINING INCLUDED:

- a. Ford AV will host a training session near the completion of installation. All system users and interested persons should attend this training so that all questions can be answered during this training.
- b. During the training, if requested, Ford AV personnel will attend the initial first use of the system and assist the Customer's operators and users in the operation of the Ford AV-installed system.

- c. Ford AV shall provide a training agenda for scheduled training.
- d. Ford AV shall provide a quick start guide (QSG) for each room type. The QSG is a generic, brief description, of how to operate the system. One (1) copy of a laminated document, for each room type, shall be provided to the Customer.

2. ADVANCED TRAINING - OPTIONAL:

Ford AV is committed to providing the highest quality and most modern training experience possible to its Customers. In addition to the training included with this project, for an additional fee, Ford AV offers multiple, customizable options to fit the needs of any Customer. The possible programs include:

- a. Ford AV shall supply a training video consisting of a visual tutorial or tutorials, if multiple room type videos are purchased, that will explain how to operate specific AV systems. This training tutorial, narrated by a Ford AV trainer, is a self-paced, always-available, online video, viewable on any mobile device which give the learner a step-by-step process on how to use the technology.
- b. In consultation with the Customer, Ford AV will develop and execute a custom curriculum and curriculum schedule.
- c. Ford AV will provide in-person presentation(s), as needed, including presentation materials such as PowerPoint or Prezi presentation.
- d. Ford AV will develop a custom Orientation & Operations Handbook, which shall include detailed, user-friendly information on solutions, functionality, troubleshooting, curriculum, and other useful reference materials.
- e. The Ford AV Training Center also highly recommends follow-up training sessions six months to a year following the initial session(s) to ensure that all concepts are anchored and being employed by each user as well as providing opportunities for new employees to receive the same level and style of training existing employees received. The Ford AV Training Center will work with customers to develop a long-term training strategy and/or ongoing training curriculum.
- f. Additional materials include documents in electronic format, additional hard and/or laminated copies of Quick-Start Guides and Orientation & Operations Handbooks, as well as CDs or DVDs of these curriculum materials.
- g. All training curriculum and components will be developed and executed by a Ford AV Master Trainer.
- h. The components of the optional training are to be determined by the Customer, Account Manager, and Ford AV Master Trainer to best meet the needs of the Customer. The cost of the additional materials and training is based on the desired program.
- i. Please contact Ford AV to receive a customized price quote on the Advanced Training Program option.

### 3. TRAINING SEMINARS:

It is important that you receive the maximum value and use of your installed systems for many years. These systems are technical in nature and, as a result, formalized training is fundamental to ensuring that your staff is capable of fully using the systems.

We know the importance that training can make; therefore, each year, Ford AV provides a series of Customer Training Seminars. These seminars are held in various cities to encourage customers to enhance their knowledge and use of audio, video and lighting system equipment. The training sessions will permit your users to meet directly with Ford AV engineers and training personnel to provide theory and hands-on training. Seminars are held on the following topics: a) Sound Mixing, b) Mic'ing Techniques, c) Video Projection, d) Video Production, and e) Lighting Systems.

By choosing Ford AV to provide and install your system, your organization will receive from one to ten seminar voucher(s) based upon the purchase price of the system. Each voucher entitles one person to attend one seminar.

Please visit [www.fordav.com](http://www.fordav.com) for the latest calendar and seminar news. If you have any questions, or wish to register for a seminar, please call (405) 946-9966, or email [seminars@fordav.com](mailto:seminars@fordav.com).

## H. BUILDING CONSTRUCTION, SYSTEM INSTALLATION, AND RESPONSIBILITIES

### 1. VISUAL INSPECTION:

- a. This proposal is based upon a visual inspection of the site conditions. It is agreed that some buildings may have inherent design and/or construction that is not visibly recognizable and is outside of normal standard and customary building procedures. If the walls, floors or ceiling are found to be constructed in a manner that wire cannot be pulled or equipment cannot be mounted or otherwise installed without labor or materials in excess of those anticipated by both parties and proposed herein, the Customer agrees to be responsible for any adjustments in the labor and materials required to perform the installation.

### 2. EXISTING CONDITIONS:

- a. Acoustics and Noise

In facilities where Ford AV is providing a sound or audio system, the Customer is responsible for providing an environment free of ambient noise and excessive reverberation and echoes.

- 1) Typically, ambient noise is created by HVAC systems (Heating, Ventilation, and Air Conditioning), plumbing or other mechanical systems in the building. In general, Ford AV recommends that the ambient noise sound pressure level not exceed NC35 (Noise Criteria) or 35 dB A scale.
- 2) Long reverberation times and echoes are normally the result of hard wall, floor, and ceiling surfaces found in some rooms. Typically, Ford AV recommends that

the reverb time does not exceed 1.5 seconds where the primary use is the communication of speech. The production of other types of music may require longer reverberation times. In the event that echoes exist, absorptive or diffusive wall and ceiling panels may be required to eliminate or minimize the detrimental effects of the echoes.

- 3) Ford AV is not responsible for any costs related to reducing the ambient noise or modifying the acoustics of the Customer's facilities.

### 3. THE CUSTOMER SHALL BE RESPONSIBLE FOR:

- a. The Customer shall have a representative (one [1] person selected by the Customer) available throughout the installation to make decisions on behalf of the Customer concerning the installation. The purpose is to ensure that communication between the Customer and Ford AV is accurate and responsive in the event of questions or problems that may arise during installation.
- b. The Customer shall clear the facility, auditorium, or other rooms involved in the installation of all activities during the periods of installation. Ford AV will work with the Customer to schedule the installation. Hours or days of work lost by the installation crew due to the inability to work as planned will be charged to the Customer based on the extra labor and expenses required.
- c. The Customer shall provide a facility that is prepared for the installation of electronic equipment. This includes a clean, dust-free and air-conditioned environment that is secure and quiet. The Customer is responsible for providing a secure job site and for the cost of loss or damage to audio, video, and lighting equipment delivered by Ford AV to the job site.
- d. Electrical AC Power:  
  
In the event that AC electrical power is required to be installed or conduit systems are required to support the audio/video systems, it is the responsibility of the Customer, at their expense, to provide complete and adequate electrical power.
- e. Providing and preparing adequate space for the location of equipment, speakers, speaker clusters, subwoofer cabinets, distributed under and over balcony speaker systems, stage monitor systems, equipment racks, control and mixing consoles, video monitors, video projectors, projection screens, and equipment racks included in system. In the event floors are sloped or not level, the Customer is responsible for making the floor level under consoles and equipment racks. In the event a projection screen is recessed in a finished ceiling, the Customer is responsible for refinishing the ceiling.
- f. Providing a clear area with adequate ventilation and air conditioning that maintains a room temperature not exceeding 75 degrees Fahrenheit in all rooms that are occupied by sound/audio/video/lighting equipment racks. Sound, audio, video and lighting equipment produces heat which must be dissipated by ventilation or air conditioning. Prolonged operation at room temperatures above 75 degrees Fahrenheit will shorten the life of electronic equipment, leading to premature failure of components.

- g. Ford AV is not licensed for and does not perform any AC electrical, carpentry, painting, masonry, or carpet laying work.
- 4. FORD AV SHALL BE RESPONSIBLE FOR:
  - a. Providing line drawings for systems and equipment manuals electronically at no cost
  - b. Fabrication and installation of audio/video systems
  - c. Providing recommendations for electrical power and conduits, to be provided and installed by the electrical contractor, for the audio/video/control systems
  - d. Installation of low voltage audio/video wiring for systems
  - e. Electronic testing of audio systems
  - f. Tuning of audio processors
  - g. Testing and alignment of video systems
  - h. Training
  - i. Warranty service
  - j. Providing as-built drawings with wire numbers and labels



I. ACCEPTANCE

1. The Customer's personnel will be notified by Ford AV upon completion of the installation.
2. Demonstration of system performance will be during the training session.
3. Participants at the performance demonstration shall include personnel representing Ford AV and personnel representing City of Mansfield who are authorized to accept the system as complete and make final payment.

This proposal shall not be deemed as accepted by Ford AV until the executed contract is returned to Ford AV's credit department for final review and acceptance. If a purchase order is required by the Customer, it must be transmitted with the signed install agreement for review and acceptance.

This proposal contains confidential pricing, design, engineering, and installation information that is proprietary to Ford AV. It is provided for your private use, and is not to be disclosed, in part or in whole, without the express, written authorization of Ford AV.

We appreciate the opportunity to work with you on this project. If you have any questions or need additional information, please contact me at 972-241-9966.

Sincerely,

FORD AUDIO-VIDEO SYSTEMS, LLC



Tim Hendrix, CTS  
Senior Account Manager

Voice: 972-241-9966  
E-mail: hendt@fordav.com  
Website: www.fordav.com

## SYSTEM INSTALLATION AGREEMENT

Between

**CITY OF MANSFIELD**

and

**FORD AUDIO-VIDEO SYSTEMS, LLC**

This is to signify that City of Mansfield and Ford Audio-Video Systems, LLC have entered into a contract, in the amount listed below, for the purchase and installation of equipment and services described in the attached proposal.

PROPOSED TOTAL: \$168,780.72

\_\_\_\_\_  
Customer Accepts

PREVENTATIVE MAINTENANCE: \$695.00

\_\_\_\_\_  
Customer Accepts

City of Mansfield and Ford Audio-Video Systems, LLC, by and through their respective signatories to the agreement, each represent to the other that they are authorized to enter into this agreement.

We do both agree to abide by the terms and conditions of this agreement.

FORD AUDIO-VIDEO SYSTEMS, LLC

CITY OF MANSFIELD

\_\_\_\_\_  
Tim Hendrix, CTS  
Senior Account Manager

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Mathew Scott Hall  
Division Manager

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date