



CITY OF WASHINGTON, ILLINOIS City Council Agenda Communication

Meeting Date: May 13, 2024

Prepared By: Jim Snider, City Administrator

Agenda Item: Pearl Technologies/BNCO Consulting Audio/Visual Meeting Streaming Proposals and Ergonomic Home Furniture Proposal

Explanation: Members of the City Council have previously reviewed information about the costs to provide a system to begin live streaming of our regular meetings.

Item A.1 is Pearl Technologies response to our RFP for audio/visual equipment to stream our meetings at Five Points in the amount of \$80,507.49. Pearl was the sole responder to the RFP. Pearl's original estimate of costs in March 2023 was \$75,846.76. Pat Venditte with Pearl Technologies indicated the increase was due to a few additional items and price increases at the time of the RFP response. We will need to confirm the final price prior to council approval.

Item A.2 is a proposal from BNCO Consulting (Jeremy Caldera) to set up/operate/tear down the system for each meeting. His offer is \$1500 per month for a six-month period. We could extend the agreement thereafter if needed. Hopefully, city staff will be able to handle the task after the initial six-month period of acclimation.

Item A.3 is a quote from Ergonomic Home for meeting furniture for the council to review as an optional purchase in the amount of \$41,600. Should the Council decide there is value with the furniture we could move forward with an RFP for any or all of items included in the quote.

The lead time for delivery on the audio/visual equipment and furniture would be 12 weeks.

We also will need to obtain an agreement from Five Points to allow the installation of cameras and the storage of the portable system and/or furniture. Additionally, we would need to confirm our use of meeting space on a regular basis.

We currently have \$150,000 allocated in the FY25 budget for these expenses.



REQUEST FOR PROPOSALS
Council Chambers Audio/Visual Upgrade

Deadline: April 10, 2024 at 3:00PM

Purpose

The City of Washington is requesting proposals from qualified vendors to modernize the audio/visual system for the Five Points Washington room that hosts the City Council Chambers.

Background

The room that hosts the City Council Chambers, located in Five Points Washington at 360 N. Wilmore Rd., Washington, IL 61571, provides a facility for not only public City Council meetings but also a part of a large convention center. Current meetings are streaming video (both live and recorded) on Zoom. This project is to update the audiovisual equipment and user interface with more modern, affordable, and durable equipment in the Council Chambers and broadcast meetings with a hybrid system, allowing for virtual viewing and participation.

The Council Chamber and related control systems will be upgraded, to utilize current, reliable, and supportable technology to allow the City to conduct Council and Committee meetings and other presentations requiring internal AV support. The new Council Chamber AV system will include new audio and video recording, integration of multiple cameras, camera system should be automated or remote controlled by a 3rd party, switching from one speaker to the next without clerk assistance, 18 microphones, 9 locations for voting integration, video controllers and other equipment, and presentation distribution to online streaming. An integrated control system will be used to allow easy and intuitive user control of the system. The control system provides full system control, including selection and control of source devices, presentation switching, and audio control for multiple users, for example, at the Mayor's seat, a 3rd party consultant, and at the Clerk's desk.

The City desires to fully replace the existing system with a modern, digital presentation system that provides clear audio and enhanced presentation viewing in all areas of the Council Chambers. All of the technology shall be digital and IP- based, and interoperable. The system as installed will support at least full HD capability (1920x1080 Resolution). The installed infrastructure should be able to accommodate future presentation upgrades of at least 4K resolution. With the chamber's furniture not being fixed, the ease of which the A/V equipment can be set up and tore down should be considered.

The goals of the audio/visual upgrade are the following;

1. Improved video display and recording capabilities.
2. Improved audio capabilities.

3. Improved reliability and energy efficiency.
4. Install and implement designed audio, video, and sound system solution into the City Council Chambers.
5. Improved ease of use for the City Clerk and Mayor for conducting meetings, recording and online streaming of meetings, integration of in-person and online meeting participants for hybrid meetings.
6. Integration and ease of use with streaming and archival software, with other named vendors.

Audio equipment will need to integrate with cameras to capture clearer sound than what is currently possible with the existing equipment. New or additional cabling may need to be installed where no cables currently exist.

The system needs to be as hands-free as possible. Our goal is a system that can manage audio and video input levels without significant staff intervention.

Project Description

The City is seeking a qualified vendor to design, develop and install upgraded audio, video, and sound system equipment in the City Council Chambers. This Request is for two areas: immediate replacement of the existing system, and as-needed repair and routine maintenance of the new audio system.

Scope of Work

The Scope of Work for this engagement will be to design and install, a complete mobile wireless discussion system. At a minimum, this system shall include:

- 18 wireless microphones (9 with voting license capability)
- main processor
- storage cases
- small mobile equipment rack
- a portable speaker system that allows for playback to a gallery area
- a televic conference system
- a power supply
- a top-of-the-line mobile audio discussion system with voting functionality and a chairman station with priority button enabling the chairperson to control the meeting decorum.
- three 30X Zoom and tilting permanently mounted wall cameras with disconnect plate
- a small production video/camera switcher for transition switching between cameras
- one streaming/recording device capability of live streaming to platforms such as Youtube as well as record
- a portable display to connect with laptop for presentations, agenda, and voting results (required connection to voting).
- Battery chargers
- Bodypack and vocal combo system
- Portable PA System
- Rugged Cases to keep equipment safe

Contractor will verify the AV system, electrical requirements, conduit, heat load data, and interior design considerations unique to the audiovisual system, which have been incorporated in the functional specification and equipment design

Specific deliverable requirements requested by the City as part of this Scope of Work include the following:

- Provide a listing of all labor and materials to install the complete audio, video, and sound systems. Supply of all required equipment to provide a turnkey system. Supply of interface and mounting components - AV Contractor will supply interface and mounting components and cabling, connectors, and installation materials.
- Provide testing and adjustments after the installation of the new audio, video, and sound system. Assist the City with programming and commissioning the new systems after installation. Once the site is verified as completely prepared and acceptable for receipt of the systems, the AV components and equipment will be transported to the site and installed. Complete system installation to supporting infrastructure (conduit, electrical, cabling, etc.) will be performed by AV Contractor during the timeframe designated for Council Chambers closure. After all AV systems are installed, final testing and adjustments will be made to ensure compliance with the established performance criteria. The City will be present to observe and sign off on the testing completion.
- Provide the City with support for manufacturer warranties for service during the warranty period, and also provide the City with service support labor rates. As needed, repair and routine maintenance of the new audio system. Repair Costs Detail costs must include but are not limited to trip charges, hourly rates, equipment replacement costs for hardware, etc. Include how the selected firm will handle all costs over the term of the Contract. For example, equipment costs might be cost plus some reasonable markup for handling and overhead. Or perhaps the current cost-plus x% annual increase.
- Quick Response Support. The City's audio system is critical and requires a reliable company to provide as-needed support in a timely manner. Please detail your company's commitment to providing a quick response in the event of a significant system failure occurring during a City Public meeting. Include response time that can be guaranteed and the cost for this level of support.
- Escalation Procedure. The City will need a formalized escalation procedure with the selected firm to include cell phone numbers for management personnel. This audio system is essential to support the City's official meetings. The City would use those numbers only in the event that our customer service level expectations were not being met. The City does not need the actual contact information as part of this submittal; only an outline of the escalation procedure would be and a commitment to provide the info as part of the contract negotiation process.
- Provide all operating manuals for the new equipment installed. Formal documentation of the system must be provided. This must include, but is not limited to:
 - Wiring paths and diagrams including a component to component wiring
 - Default system settings
 - All component manuals

The selected firm will need to have the resources that will enable it to complete tasks quickly and be extremely responsive. The firm will need to be able to accomplish this work independent of City staff support, other than oversight by the City's project manager. The City's project manager will lead the overall process and will be the nexus through which all City involvement and coordination occurs.

Submittal Requirements

If you, or your team, wish to be considered for this RFP, you must submit all response materials to Dennis Carr, City Engineer, at 301 Walnut St., Washington, IL 61571. Submittals shall be completed electronically, by 3:00pm on April 10, 2024, by emailing dcarr@ci.washington.il.us.

For your records, the City will provide a confirmation email confirming receipt of your interest in the proposal.

Proposals are due **no later than 3:00 pm on April 10, 2024.**

Complete proposals shall, at a minimum, consist of the following:

- A. Letter of Intent
 - i. Include an introductory letter expressing interest in the project. The letter should include the name of the firm, contact person, email address, mailing address, telephone number and must be signed by a person authorized to bind the firm.
- B. The City will use email exclusively for information requests and RFP changes. NOTE: the exception to email is to request an RFP. RFP's CANNOT BE SUBMITTED BY EMAIL.
- C. Proposal Introduction, Background, and Objectives Statement
- D. Qualifications and Experience
 - i. Principal Individuals and Firm
 - ii. Any Sub-consultants
 - iii. Comparable Projects. Provide project descriptions for up to five recent projects similar in nature and size to the proposed project, including the type of entity, start and completion dates, and measures used to indicate quality and successful project completion.
 - iv. Provide client reference names and phone numbers. Provide any background information on the firm's size, capability, and location that may be beneficial.

- E. Cost Proposal.
 - i. Provide a cost proposal to perform the scope of Work. Include estimated person- hours, labor costs, and expenses for each task listed in the scope of Work. The proposed costs should include any applicable travel and/or other expenses. Travel costs must be included in the cost proposal. Travel costs will only be paid through reimbursements.
 - ii. Clearly describe any deviation from the listed scope of Work that would significantly affect costs. Separate the cost of any proposed optional services from the cost of services requested. The format for the cost proposal is to be selected by the consultant.
 - iii. Include a listing of hourly rates for all employee classifications anticipated to work on the project, as well as rates for non-labor direct expenses. Include similar information for any major sub-consultants. The listed rates will be used in the preparation of any future change orders.
- F. Completely address each item in Project Objectives – Scope of Work. Provide a statement of the services to be provided, including a detailed explanation of how the services are provided and managed. Indicate how important each service is to successful project completion. Identify the expected involvement by City staff for each major activity in the project. A project schedule should be included in this Section.
- G. Three professional references. These references should be current customers of the prospective firm with at least four years of ongoing professional relationships.
- H. Supplemental Attachments listed below.
- I. Bidder's Checklist.

Reservations

The City of Washington reserves the right to reject any and all RFP responses and to waive irregularities and informalities in the submittal and evaluation process. This solicitation for Consultant Services does not obligate the City of Washington to pay any costs incurred by respondents in the preparation and submission of a RFP. This solicitation does not obligate the City of Washington to accept or contract for any expressed or implied services. Furthermore, the City of Washington reserves the right to award the contract to the next most qualified Consultant if the selected Consultant does not execute a contract within thirty (30) days after the award of the proposal.

Attachments:

Form A – Related Project Experience

Form B – Bidders Checklist

**CITY OF WASHINGTON
REQUEST FOR PROPOSALS
Council Chambers AV Upgrades**

FORM A RELATED PROJECT EXPERIENCE

Project Name	City Council Chambers
Contracting Entity	City of Peru, Illinois
Location	Peru, Illinois
Year Completed	2021
Short Description	Audio & Video Upgrades with Streaming & Voting with Televis
Name(s) and Contact Information of Contracting Entity	Stephen Rounds srounds@peru.il.us 779-601-8091
Completed on time and on budget? If no, explain.	Yes

Project Name	CEO & Board of Directors Boardroom
Contracting Entity	Caterpillar
Location	Global Headquarters, Irving, TX
Year Completed	2024
Short Description	Audiovisual and Conferencing System for Boardroom & Exec Conf Room
Name(s) and Contact Information of Contracting Entity	Alex Marshall marshall_alex@cat.com
Completed on time and on budget? If no, explain.	Yes

Project Name	Illinois Senate
Contracting Entity	State of Illinois
Location	Springfield, IL
Year Completed	2024 (in-progress)
Short Description	Chamber Audiovisual System & Conference Spaces/Offices
Name(s) and Contact Information of Contracting Entity	Multiple
Completed on time and on budget? If no, explain.	Currently Underway & On Budget

**Supplemental Reference Document Attached

**CITY OF WASHINGTON
REQUEST FOR PROPOSALS
Council Chambers AV Upgrades**

FORM B_BIDDERS CHECKLIST

		Initial
1.	Letter of intent Proposal Cover	JC
2.	Firm's official contact information and firm's billing information	JC
3.	Proposal Introduction, background, and objectives statement.	JC
4.	Qualifications and experience.	JC
5.	Proposed project approach.	JC
6.	Completely addressed each item in Section 2.	JC
7.	At least three (3) customer references enclosed (preferably governmental).	JC
8.	Completed Supplemental Forms in Exhibit C. Not Provided	N/A
9.	Information concerning system requirements and capabilities enclosed	JC
10.	All questions concerning implementation and support were answered and enclosed.	JC
11.	Components and Ongoing Support Costs break down all cost information for the entire system.	JC



The Connection That Matters Most

Proposal To:

City of Washington

For:

Washington City Council Portable System

April 10, 2024

PT-2786



The Connection That Matters Most

Dennis Carr,

The solutions within this proposal have been specifically designed to meet your needs. Should you have any questions, concerns, or to make changes to this proposal please reach out to me at any time. I am confident you will be highly satisfied with your decision to collaborate with Pearl Technology. I look forward to working with you on this project and on many more in the future.

Jeremy Caldera

jeremy.caldera@pearltechnology.com

800-500-8005

PT-2786

Washington City Council Portable System

April 10, 2024

BALLROOM

SCOPE

A complete mobile wireless discussion system is provided. This will include a total of 18 wireless units (9 with voting license capability), main processor, storage cases, small mobile equipment rack, and two portable speakers. The speaker system will allow for playback to a gallery area. This proposal includes initial programming, setup, delivery, and training.

The system will be equipped with a televic conference Confidea WAP G4, a top-of-the-line mobile audio discussion system with voting functionality. This system utilizes advanced technology that facilitates group communication and decision-making activities. This station is perfect for large conferences, presentations and social events held in any type of room.

A fundamental feature of the audio-visual plan will be the Televic Conference Confidea WAP PS G4. This power supply unit is expert in maintaining the system’s function without any interruptions and thus, ensures a seamless operational experience.

Additionally, the room will feature the Televic Conference Confidea FLEX G4. This system promotes interactive discussion with built-in voting. This is the perfect device for panel discussions and multi-party conferences that require voting mechanisms.

Furthermore, the configuration will incorporate Televic Conference Confidea CHT G4. It's a chairman station consisting of a microphone, integrated speaker and volume control. It also features a priority button enabling the chairperson to control the meeting decorum effectively.

Another addition to the Ballroom will be the Televic Conference L-VT. This offers the ability for nine participants to vote and receive real-time feedback.

Two JBL Professional EON One PRO will deliver high-quality, professional sound for a gallery in any type of small to medium space. The all-in-one, rechargeable PA system can fill a room with loud, clear audio for presentations, music or other audio-visual requirements.

Three 30x pan/tilt/zoom high definition camera will be permanently wall mounted with a disconnect plate. To use, patch cables from the wall to the portable rack will be provided for use. One small production video/camera switcher will allow for transition switching between cameras. One streaming/recording device will take an audio feed and camera feed and send it to a platform such as YouTube or Facebook. This device will also record. One 85-inch portable display on a cart will connect to an owner furnished laptop for presentations or to show the voting results (requires connection to voting system).

Finally, to keep all our equipment safe and functional, Gator Cases G-PROR-6U-19 along with microphone storage cases will be employed. These rugged cases will ensure all the devices stored inside are well-protected.

A full project schedule will be provided upon acceptance of this proposal and notification from manufacturers on equipment delivery timelines. Labor is all inclusive as described in the scope and is compliant with prevailing wage requirements. Standard Rate Sheet attached. Includes 1 year of silver service/support.

AUDIOVISUAL

IMAGE	QTY	DESCRIPTION	PRICE	PRICE EXT
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IMAGE	QTY	DESCRIPTION	PRICE	PRICE EXT
	1	<p>Televic Conference Confidea WAP G4 with Dante The Wireless Access Point supports the following functions and capabilities: - Based on standard WiFi5 standard - Clean channel manager that scans for the optimal channel use - Operates in the limited access DFS channels maximizing the available spectrum - Self healing channel switching seamlessly switches to another channel when interference encountered or radar is detected on DFS channel - 3 x 2 MIMO antenna design with diversity to mitigate multipath effect resulting in robust wireless link - Omni directional radiation pattern with range of 40m - Highly secure by using WPA2 Enterprise encryption - Discovery mode button for easy deployment - Support for 128 Confidea G4 devices - Confero browser based configuration and monitoring software included - PoE+ LAN port - Dante port: 8 IN, 8 OUT - Balanced analog IN and OUT - Built-in recording capability - 2 x Plixus ports - Multi-purpose mounting plate Requires: PoE+ power. Confidea WAP G4 PS (ordered separately) or via PoE+ port of switch.</p>	\$4,252.50	\$4,252.50
	1	<p>Televic Conference Confidea WAP PS G4 PoE+ power adapter for Confidea WAP G4. Comes with power plug set</p>	\$100.63	\$100.63
	18	<p>Televic Conference Confidea FLEX G4 + RFID The Confidea FLEX G4 is a touch enabled wireless tabletop conference unit including: - Multifunctional button for delegate, chairman and dual use - Push & Lock USB-C microphone connector - Loudspeaker - Hot swap dual battery compartment - USB-C port at back of unit - 5,2" capacitive touch screen - Tactile reference - Haptic feedback - Anti-fingerprint coating - NFC card reader - 2 x Headphone connector Comes with one Confidea BP G4 included that lasts 12h on a full charge. Additional battery can be ordered separately to: - Provide additional power to extend operating time to 24h of typical use - Enable alternating charging schemes by hot swapping batteries in the Confidea FLEX G4 dual battery compartment while keeping the units connected to the access point Mike PLM type microphone to be ordered separately. Based on licenses the unit can unlock more functionality (To be ordered separately per unit. See "Confidea FLEX" under chapter "Software".)</p>	\$1,373.75	\$24,727.50
	2	<p>Televic Conference Confidea CHT G4 Charging station for 10 batteries: - 10 battery slots with charge process indication - Charging time to full charge of only 2h - LAN port - Rack mountable - 1U rack space</p>	\$1,373.75	\$2,747.50
	18	<p>Televic Conference Mike PLM401F GSM immune gooseneck microphone of 40 cm with push & lock mechanism, providing consistent and high bandwidth, low equivalent noise, excellent front to back ratio and a frequency response boost around 4kHz resulting in increased clarity and augmented intelligibility. Length 400mm</p>	\$218.75	\$3,937.50
	1	<p>Televic Conference Confero 360 This license adds new roles for meeting control, the possibility to create a room layout, the use of meeting template with delegate information, badge identification, signage and meeting reports. The Confero 360 license is compatible with Plixus AE-R, Plixus MME and Confidea WAP G4 Requires: A Computer with web browser (Windows or Mac).</p>	\$3,023.13	\$3,023.13
	9	<p>Televic Conference L-VT License to activate voting functionality on Confidea FLEX and Confidea FLEX G4 units. License required / seat</p>	\$92.50	\$832.50















IMAGE	QTY	DESCRIPTION	PRICE	PRICE EXT
	1	Shure QLXD124/85-J50A Bodypack and Vocal Combo System with WL185 and SM58®	\$1,458.25	\$1,458.25
	2	Televic Conference FLEX Custom Complete Case Custom designed rolling SKB/Pelican case (Pelican 1620 size) to hold 10 FLEX Wired or Wireless Units, AE-R (for wired systems) or WAP G4 & G4 Battery Charging Tray (for wireless systems), plus 10 gooseneck microphones. **Not designed to accommodate in-case battery charging** Note that the tray will only accommodate up to a 40cm gooseneck.	\$1,756.25	\$3,512.50
	2	JBL Professional EON One PRO All-in-One portable PA system	\$1,250.00	\$2,500.00
	1	Gator Cases G-PROR-6U-19 Pro-Series Molded Mil-Grade PE Rack Case; 6U, 19" Deep; w/ Handle & Wheels	\$244.73	\$244.73
	1	Samsung BE85C-H 85IN BEC Series Commercial TV Crystal UHD Display, 250 NIT, 16/7	\$1,488.75	\$1,488.75
	1	Chief PFCUB 4' - 6' LFP MOBILE CART	\$849.30	\$849.30
	1	Liberty Wire & Cable HALO-HC15M HALO 18G HDMI CBL CL2 BLK 15M	\$144.58	\$144.58
	1	Epiphan Pearl Nano Streaming/Recording Device	\$2,048.98	\$2,048.98
	3	Marshall Electronics CV730-WH 30x PTZ Camera IP/12GSDI/HDI/USB (White)	\$2,375.00	\$7,125.00
	3	Marshall Electronics CV-PTZ-WMW Wall Mount (White) for CV612/CV620/CV630/CV730 cameras, Metal	\$187.50	\$562.50
	1	Marshall Electronics VS-PTC-IP Broadcast IP/RS232/RS422 PTZ Camera Controller	\$1,097.50	\$1,097.50
	1	Roland Professional AV V-1SDI 3G-SDI Video Switcher - 4 channel SDI/HDMI	\$1,695.31	\$1,695.31
	1	Netgear GSM4212UX-100NAS M4250-10G2XF-POE++ MANAGED SWITCH	\$1,437.95	\$1,437.95

IMAGE	QTY	DESCRIPTION	PRICE	PRICE EXT
	1	Middle Atlantic PD-915R 9OUT15ARCKMNT POWER CEN	\$130.62	\$130.62
	2	Gator Cases G-LCD-TOTE-SMX2 Small Padded Dual LCD Transport Bag	\$118.41	\$236.82
	2	Planar Systems PLN2400 24in wide black FHD LED LCD, VGA, HDMI, narrow bezels. No VGA cable included.	\$139.00	\$278.00
	1	Pearl Technology Miscellaneous & Cable Miscellaneous Parts, Cable, & Various other required...	\$1,500.00	\$1,500.00
	1	Pearl Technology Pearl Technology Labor Per Scope Engineering, Project Management, Installation, Programming, Commissioning, etc...		
EQUIPMENT TOTAL				\$65,932.05
LABOR TOTAL				\$13,524.50
FREIGHT AND SHIPPING				\$1,050.94

Project Schedule and Timeline



Recent global supply issues and shortages have caused Pearl Technology to reduce our estimation from 12-16 weeks to a shorter 4-8 weeks allow for acquisition of equipment. Pearl Technology will complete installation and commissioning once the products have been procured, as quickly as possible without sacrificing the quality of work our clients have come to expect. Substitutions may be needed based on availability to ensure timely installation. All major substitutions will be sent to our clients for approval. Should comparable and available equipment increase the cost significantly a change order to the original contract amount may occur with client approval.

Warranty & Service



Pearl Technology warrants that all new installation labor by Pearl Technology will operate in accordance with this proposal and other documentation provided by Pearl Technology to the client for a period of one-year from the earlier of the date of substantial completion or acceptance of commissioning documentation. This limited warranty specifically excludes all owner furnished and third party manufactured equipment, and all pre-existing field equipment and wiring. The limited warranty also excludes coverage for damage that results from neglect, abuse misuse negligence, or acts of God. Pearl Technology does not provide a warranty on equipment purchased from third parties for installation at client sites.

Pearl Technology does agree to honor, pass through, and assign all manufacturers' warranties to the end client. except as provided herein, Pearl Technology disclaims all express and implied warranties, including without limitation warranties of fitness for particular purpose and of merchantability.

All claims for warranty work must be submitted within the warranty period. To report or schedule warranty work, call Pearl Technology at 800-500-8005 or visit www.pearltechnology.com. All warranty and service work shall be provided by certified technicians during normal business hours: Monday through Friday, 8am to 5pm. Warranty work performed outside of these times or as after hour emergency calls is not covered by the limited warranty and may be billable. In the event that Pearl Technology determines that repair or replacement of an item or service under warranty is not feasible, then in lieu of performing such repair or replacement Pearl Technology May in its discretion refund the client the amounts paid relative to the relevant item or service.

Extended Warranties for both equipment and labor are available, including yearly performance and maintenance plans, Silver SLA maintenance is included in the first year. A discount for additional years as well as upgrades to other plans (Gold/Platinum) are available. These plans vary by solution. For pricing contact your account representative.

Training



Training shall be provided by Pearl Technology team members familiar with the design specifications of your system. Although our systems are designed to be as simple and intuitive as possible, we will work one on one with the lead facility personnel to ensure they fully understand how to operate the systems provided. The system documentation including schematics, manuals, specifications, source code and functional user guides shall be provided at the time of training. In conjunction with training this will prepare your lead employees to use the system as well as train others for years to come.

Acceptance

Financial

Payment Schedule See Below	Equipment Total	\$65,932.05
	Labor Total	\$13,524.50
	Freight And Shipping	\$1,050.94
	Subtotal	\$80,507.49
	Total Tax	\$0.00
	Project Total	\$80,507.49

Terms

The client hereby agrees to all of the terms set forth in this document (both above and following this signature page). Upon execution of this document pursuant to the terms herein, the client understands that this document becomes a binding and enforceable agreement. This agreement contains the entire agreement between and among the parties relating to the subject matter hereof, and may not be modified except by a written instrument signed by all Parties. This agreement is executed without reliance upon any representation by any party or any representative thereof, except as expressly stated herein. The client warrants and represents that it is full authorized and empowered to enter into and execute this agreement, and that no further authorization, whether individual or corporate, is necessary or required. the individual who signs this agreement represents and warrants that he or she has fully authority to bind the client. I understand that this Proposal, when signed below, constitutes an Addendum to the Master Services Agreement between Pearl Technology and the client, and is subject to the terms and conditions set forth therein, except as expressly modified in this Proposal.

Acceptance

City of Washington

Signed

Date

Print Name

Title

Pearl Technology



Signed

April 10, 2024

Date

Jeremy Caldera

Print Name

Executive Vice President

Title

Payment Terms

- All Material, Equipment, and associated labor shall be progress billed throughout the duration of the project. A certificate of insurance, photos, serial numbers, and packing slips for stored equipment at Pearl Technology warehouse facilities shall be provided as required or upon request. Equipment stored on site at client facilities is the responsibility of the client and will be delivered upon request or as required to satisfy these payment terms.
- All amounts due under this agreement will be paid within 30 days from the date of the relevant invoice.
- Any project that includes the use of direct view LED technology, as required by the manufacturer, a minimum down payment equal to 50% of the cost of the video wall is due upon ordering and acceptance of this proposal. The remainder of the product shall be billed prior to shipment.
- Quoted prices are good for a period of seven (7) days from the date of this proposal.
- A tax-exempt certificate must be provided with purchase order if tax exempt. Non-Exempt clients will be charged additional sales tax at current rate. Tax outlined on this proposal is estimated based on current rate. Final applicable sales tax will be added to invoices accordingly.
- Standard shipping and freight charges are included. Expedited shipping or custom requests may result in additional charges.
- Credit card purchases are subject to a 3% transaction fee.
- Any amounts not paid when due are subject to interest in the amount of 1.5% per month until paid in full. In the event that Pearl Technology is required to engage legal assistance to collect any amount due under this agreement, Pearl Technology may also collect its reasonable attorneys' fees and costs incurred relative to collection.

Assumptions (unless otherwise noted)

- Project Schedule as agreed upon by Pearl Technology and the client will establish the milestones, dates, and period of performance.
- All work to be performed during regular business hours (Monday-Friday, 8am-5pm).
- All workspaces will be continuously available as scheduled.
- All workspaces will be unobstructed, clean, and dust free by the dates as defined by the project schedule and deployment plan
- All documentation provided by the client such as CAD drawings or building plans are accurate. This includes but is not limited to plan views, reflected ceiling plans, elevations, conduit risers, electrical, millwork details, specific mounting details, etc.
- All necessary technical infrastructure will be available and functional as required. This includes appropriate IP, server, DNS, gateway, and SPID information for any WAN, LAN, or ISDN connection that is part of the system as well as conduit, cable tray, power, grounding, and HVAC.
- All owner furnished equipment and cabling will be available and functional as defined by the project schedule and deployment plan.
- All electrical and low voltage services will be available and functional as required. This includes but is not limited to AC Power, J boxes, conduit/cable pathways, cable trays, grounding wires or rods, floor boxes, wall boxes, etc.
- All structural supports or blocking as required to safely support AV equipment to walls or ceilings will be provided and in place based on requirements.
- All necessary ceiling trim work, drywall, woodwork, millwork painting, etc., will be in place as required.
- All user furnished sources will be available during system commissioning and training including laptops, computers, satellite/cable feeds, etc.
- Building access through front doors, loading docks, elevators, etc. as required for large equipment and installation load in will be provided.
- Any necessary keys, security badges, clearance, etc. will be provided as needed for the course and duration of each project.
- Parking will be provided within a reasonable distance of each job site.
- All necessary test equipment will be allowed on site with no restrictions.
- Appropriate client representatives will be available during the project and any scheduled training sessions.
- Any changes in the above assumptions must be approved by Pearl Technology and the client following the prescribed change management process and the ramifications clearly communicated.
- All displays with drop shipping directly to the client must be inspected for damage and tested upon arrival. Any damage must be reported to Pearl Technology within 24 hours of receipt with serial numbers and photos of boxes or other damage.

Pearl Technology Responsibilities (unless otherwise noted)

- Weekly project status reports
- Communicate proposed changes in writing as soon as they arise and follow a change management process expeditiously.
- A complete audiovisual system delivery, installation, and testing as defined within this proposal and functional scope.
- Training provided after completion of system installation.
- Clean up work area at the end of each work day.

Client Responsibilities (unless otherwise noted)

- Assign a single point of contact authorized to sign off on all project deliverables.
- Communicate proposed changes to any scope, assumptions, or schedule as soon as they arise and follow a change management process expeditiously.
- Help prevent equipment damage from dust or other contaminants during the project.
- Provide relevant architectural changes to the facility to accommodate the integration of equipment supplied by Pearl Technology. This includes rough openings for projection screens, ceiling finish work for projection screens, painting requirements for rear projection rooms, window treatments, lighting control, and lighting changes.
- Identify third-party contractors such as electrical contractors, architects, and other construction personnel and determine the client coordinator.
- Provide clean and secure project area during the installation period. If the space is not clean or secure during installation, Pearl Technology will only deliver equipment that is signed for and the client assumes risk for loss or damage to equipment.
- Ensure all larger screen displays and projectors are turned off after use to prevent image burn. Pearl Technology is not responsible for and will not cover under warranty image burn caused by static images displayed over an extended period.
- Preparation of furniture such as the cutting of holes into table tops for easy mounting of audiovisual boxes by Pearl Technology.
- Additional compensation to Pearl Technology for any preparation work required and not completed prior to installation by Pearl Technology or changes outside of the standard room installation. This includes but is not limited to infrastructure requirements, verified data drops with connectivity, IP coordination, and preparation of furniture. This will be billed on an hourly basis based upon standard regional rates.
- Rooms with challenging acoustics including significant reverberation times or flutter echoes may require testing or acoustical treatment. Cost for absorption or testing is not included in this scope and will be the responsibility of the client.

Project Schedules

- A project schedule will be provided as needed at the beginning of each projected system deployment and rollout. This schedule includes milestones, design, equipment procurement, programming, on-site work, delivery, and training. This schedule will be based on the assumptions listed above.

General Notes

- Pearl Technology utilizes non-union labor. Union labor requirements will be the responsibility of the client or billed additionally. Prevailing Wage for on-site work is paid when required.
- Pearl Technology is not a high voltage contractor and as such will undertake no high voltage installation work in the fulfillment of this project.
- Job scope provides proprietary information developed by Pearl Technology for defining this specific project. This information may not be used by the client or other contractors without the written consent of Pearl Technology.
- Completion and warranty engagement are reached when the items listed on this document are substantially completed. This includes testing, commissioning, and training on fully operational and integrated systems. Large multi-room project deployments may require that rooms be brought online in a pre-determined schedule for warranty, service, or maintenance.
- Proposed changes to this document or additional labor charges resulting from changes to scope, assumptions, or schedule are subject to a Change Order according to the prescribed change management process and *may* result in additional charges or credits.
- Control system or programming source code shall be provided by Pearl Technology to the client in an unlocked and editable format.
- All required permits or additional fees are the responsibility of the client and will be billed additionally.
- If any responsibilities or assumptions are not met as required additional charges may apply.

Audiovisual Support Offerings

Pearl Technology offers a variety of service and maintenance plans to fit any budget and maximize this audiovisual system investment. Our Silver SLA maintenance is included during the first year. Discounts for additional years as well as upgrades to other plans (Gold/Platinum) are available. Examples are outlined here but pricing will be custom tailored to meet each client’s requirements. Plans include but are not limited to:

- Pre-Paid Discounted Service Labor
- Recurring System Checkup and Tuning
- Extended Warranties
- Emergency Service Plans

Example Support Offerings

Pearl Technology is a service provider for all major manufactures in the audiovisual industry. The manufactures specified support requirements are always provided as a portion of our managed services offering. Pearl Technology offers multiple levels of coverage for professional audiovisual systems and is detailed on the supplementary chart below:

- *Silver SLA*– Includes Remote Phone Support, hardware replacement labor (included 1st Year – See Supplementary Service Agreement Upon Order)
- *Gold SLA* – Includes Remote Phone Support, hardware replacement labor, prioritized response times, and preventative maintenance
- *Platinum SLA* – Includes all silver and gold services along with managed services and consumables replacement. The “Worry-Free” support option.

Description	Silver	Gold	Platinum
Technical Phone Support (Business Hours within 4 Hours)	X		
Technical Phone Support (Business Hours within 2 Hours)		X	
Technical Phone Support (24/7 within 4 Hours)			X
On-Site Service Response (Within 40 Business Hours)	X		
On-Site Service Response (Within 24 Business Hours)		X	
Priority On-Site Service Response (Next Day)			X
Advanced Replacement Parts*	X	X	X
Standard Parts Pearl Tech Repair/Replacement Labor	X	X	
All Parts Pearl Tech Repair/Replacement Labor			X
Parts Cost for Repair/Replacement (Outside of Manufacturer Warranty)			
On-Site Software/Firmware Updates/Upgrades			X
Remote Troubleshooting and Diagnostics**			X
Annual Preventative Maintenance		X	X

*Advanced replacement parts and warranty repair subject to manufacturer policies and programs

**Requires remote VPN/Cloud access by Pearl Technology to building audiovisual VLAN

Our Story

In 2021, IAS Technology, a leader in audiovisual systems integration since 1993 was acquired by Pearl Technology. Pearl Technology serves as the comprehensive IT and av solutions provider for your business. We serve a wide variety of markets including corporate enterprise, higher education, medical simulation, command and control centers, conference and training rooms, house of worship, tour guide and any other facility with audiovisual systems. Although our central Illinois headquarters gives us the advantage to have a quick response time to regional clients.



Pearl Technology provides *worldwide* conferencing and system solutions with our strategic APEX global partners. Pearl Technology will standardize solutions and the user experience locally to ensure quality while managing and implementing integrated solutions across the country and throughout the world. The Pearl Technology has a team of certified design and installation professionals who follow all AVIXA International Standards, and we have been designated as an Audiovisual and Integrated Experience Association APEX (Audiovisual Provider of Excellence) company.

Our Passion

Pearl Technology provides a unique experience to our clients. One that focuses primarily on client satisfaction. We understand that finding an audiovisual solution for complex problems can be a daunting task. Our goal is to develop world class solutions using quality equipment, professional installation, and intuitive system operation.



At Pearl Technology, our mission is simple: make technology an asset for your business or organization and not a problem. We strive to make technology integrate seamlessly with your business to help you spend more time on your business. Pearl Technology has worked directly with a wide variety of clients small and large including several Fortune 100's.

Our desire at is to provide a friendly, fair, creative, rewarding, and profitable work environment for our team. This includes not only quality of life and benefits, but a continued investment in the education and training of each team member. Our belief is that our team of skilled professionals is our most important asset and what makes Pearl Technology successful.

Industry & Certification

Pearl Technology supports and seeks to elevate the audiovisual industry worldwide. For this reason, we are heavily involved with Audiovisual and Integrated Experience Association (AVIXA) including all standards, education, and certification. We follow all industry standards as detailed in the following websites:



www.avixa.org
www.aqav.org
www.nasca.org





Pearl Technology will meet one on one to understand our client's challenges, needs and desires. This is the most important part of the process as it will help us to determine the nature of the AV system, infrastructure, budget, and the impact of AV related expenses on the building. Once a solution has been designed our team will deliver a clear and understandable proposal. Our goal is to create cost conscious solutions for each one of our clients. Each system we create will enhance the user experience and minimize setup or down time. Pearl Technology will be your audiovisual partner providing audiovisual sales and services.



Design

Our team of design engineers hold and maintain a variety of manufacturer and industry certifications including AVIXA CTS-D. Special attention is taken to ensure the system and components meet our clients' needs and budget while maintaining quality and ease of operation.



Staging

Our staging technicians will build each system in shop prior to installation onsite. This process allows for full system testing and to ensure it meets design specifications. This will minimize on-site installation time, reducing the amount of room down time and cost.



Installation

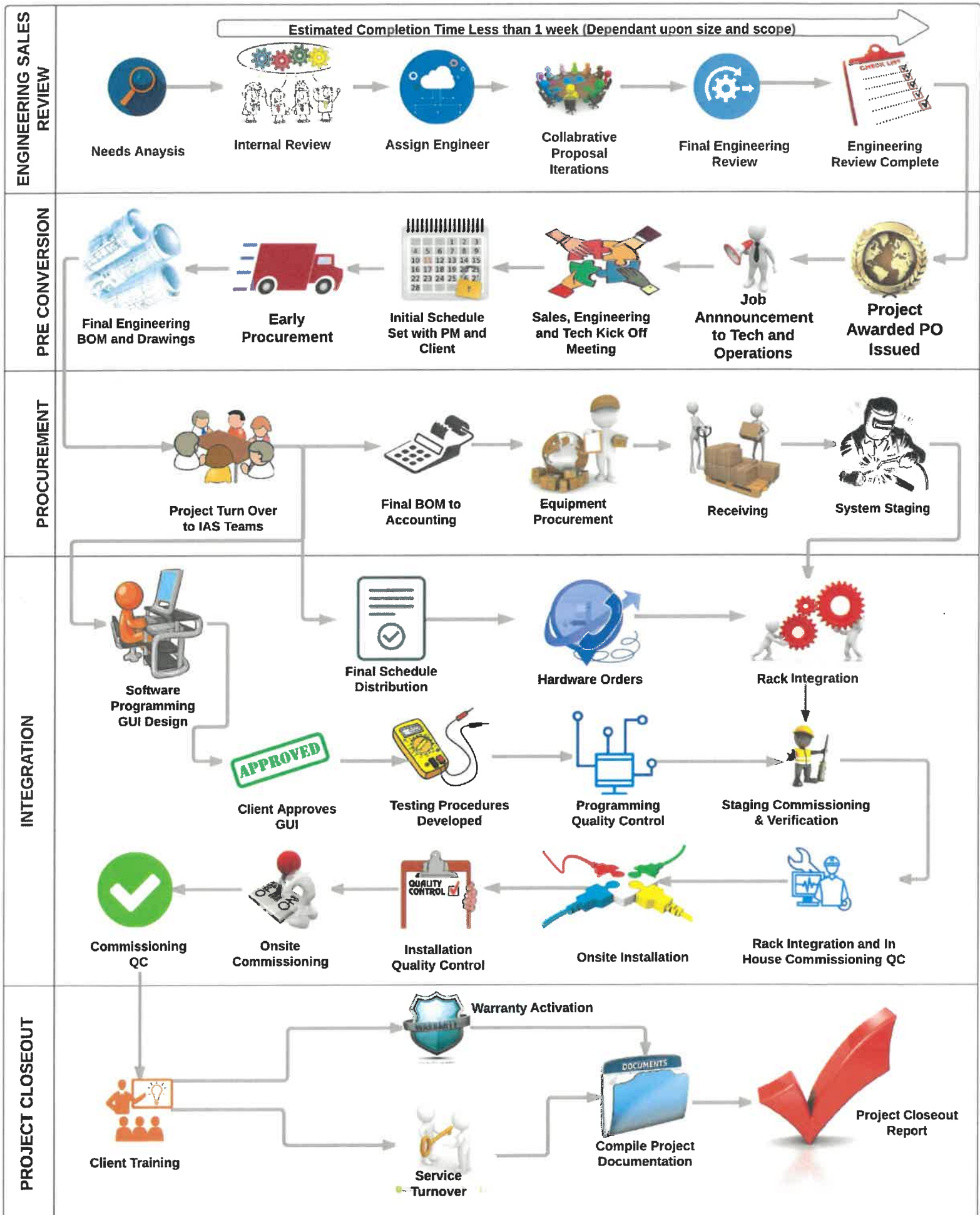
Our entire professional installation team holds all the top manufacturer and industry certifications including the AVIXA CTS-I. Our technicians pay special attention to detail and ensure a system is installed and operating to the design team and client's specifications.

Commissioning



The commissioning process will allow Pearl Technology to perform a complete system analysis utilizing yearly calibrated audiovisual testing equipment. This will objectively confirm the system is operating as intended and designed. By testing all audio, video and control connections and parameters we can ensure a quality result. This result is then printed in document form and given to our clients. Pearl Technology follows systems performance and verification standards set forth by the Audiovisual and Integrated Experience Association (AVIXA) as well as the Association for Quality in AV Technology (AQAV). Our commissioning technicians are CQT and CTS-I certified.

INTEGRATION PROCESS



Company: Caterpillar
Contact: Alex Marshall
Email: Marshall_Alex@cat.com
Phone: 309-675-5150
Projects: Global Security Enterprise Crisis Operations Center, Global Learning Center, Tinaja Demonstration & Learning Center, Edwards Demonstration Center, Administration Standardization Project, Global World Headquarters



Company: Peoria Riverfront Museum
Contact: John Morris, CEO
Email: jmorris@peoriariverfrontmuseum.org
Phone: 309-686-7000
Projects: Auditorium, Giant Screen Cinema, Museum Experience Displays, Boardroom, Multipurpose Space, Facility-wide AV

Jason Frank, IT Director

jfrank@peoriariverfrontmuseum.org

Company: Illinois College
Contact: Patrick Brown
Email: patrick.brown@ic.edu
Phone: 217-245-3176
Projects: Crispin Collaborative Learning Space, Campus Wide Audiovisual

Jeremy Hommowun

jeremy.hommowun@ic.edu

Company: Advanced Medical Transport
Contact: Pierre Anyansi
Email: panyansi@amtci.org
Phone: 309-999-4044
Projects: Executive Boardroom, Classrooms, Training Auditorium, Medical Simulation Center, Emergency Dispatch & Operations Center



Company: First United Methodist Church
Contact: Diane Broe
Email: dbroe@fumcpeoria.org
Phone: 309-673-3641
Projects: Contemporary/Traditional Worship Center Camera Production Systems, Digital Signage, Contemporary/Traditional Worship Video Presentation Upgrades



Providing Audiovisual Solutions to Help Business Grow

We believe we can provide advanced audiovisual solutions that help businesses and individuals succeed in today's ever-changing technological world. Our solutions are designed to make life easier, more efficient, and more productive.

Who We Are

Pearl Technology is a regional leader providing audiovisual solutions focused on the user experience. Pearl Technology provides a unique experience to our clients. One that focuses primarily on client satisfaction. We understand that finding an audiovisual solution for complex problems can be a daunting task. Our goal is to develop world class solutions using quality equipment, professional installation, and intuitive system operation. At Pearl Technology, our mission is simple: make technology an asset for your business or organization and not a problem. We strive to make technology integrate seamlessly with your business to help you spend more time on your business.

Why Choose Us



Deep Industry Experience

We are committed to providing innovative solutions that will help create a better experience for everyone. We do this by focusing on our processes including client communication, staging, installation, commissioning & training.



Professionalism & Expertise

We are committed to continuing education of our staff, adherence to industry standards, and promoting industry certifications. Following our core values to ensure client satisfaction is at the forefront of all we do.



Service & Support

Our service department offers prompt incident response and a variety of continuing support options are available for our systems and even those systems provided by others.

Our Services

Commerical

- Conference Rooms
- Training Rooms
- Collaboration Spaces
- Lobby Entry
- Digital Signage
- Enterprise Standardization

Education, Performing Arts, & Entertainment

- Interactive Classrooms
- Auditoriums
- Gymnasium's, Athletic Fields, & Arenas
- Performing Arts Centers & Theaters
- Night Club & Entertainment Venues
- Restaurants & Coffee Houses

House of Worship

- Sanctuary Audiovisual
- Acoustical Treatment
- Community Rooms/Fellowship Halls

Medical & Industrial

- Medical Simulation & Training
- IPTV/CATV Distribution
- Video Surveillance
- Emergency Notification & Paging
- Sound Masking
- Command & Control Centers
- Tour Guide Systems

Connect Your Business Seamlessly




Audiovisual (AV) integration is more important to keeping businesses connected than ever before. That's why Pearl Technology offers custom AV technology solutions for a variety of special markets, with products designed for each, including high-tech conference rooms, performing arts centers, medical facilities, collaborative spaces, digital signage, systems integration, and more.

Our AV integration specialists create custom solutions for complex problems focused on **user experience** and **enterprise standardization**. So, whether the technology is implemented in one location or several, it's uniform throughout to ensure simple, seamless use.

CUSTOM SOLUTIONS FOCUSED ON QUALITY AND EASE OF USE

- ✓ *Award-Winning Team*
- ✓ *Professional Design Engineers and Installation Team*
- ✓ *Solutions to Meet Your Objectives and Budget*
- ✓ *Custom Design*
- ✓ *Service and Support*
- ✓ *Wide Range of AV Partners and Products*
- ✓ *Strategic Global Partnerships*
- ✓ *Complete AV Systems*
- ✓ *Minimal Downtime*
- ✓ *Maximum Service*
- ✓ *My-iQ Online Directory*

The Pearl Tech Difference

-  Responsive and accessible to meet dynamic business needs
-  Focused on innovative solutions for an ever-changing technology landscape
-  Privately held and backed by over 65 years of experience as one of the Pearl Companies

Pearl Technology... The connection that matters most.

Connect with us.

Jeremy Caldera, CTS-D, CTS-I
Executive Vice President,
Audiovisual Technology
Pearl Technology

Email:
jeremy.caldera@
pearltechnology.com

Call:
309.453.9105

Engage:
pearltechnology.com



Specialized Solutions

To meet unique requirements for each industry...

Commercial (*conference rooms and systems*)

Education, Performing Arts, & Entertainment (*interactive classrooms, auditoriums, gymnasiums & arenas, performing arts centers & theaters, athletic facilities, night club & entertainment venues, coffee houses, restaurants, and more*)

House of Worship (*sanctuary audiovisual, audio reinforcement, video presentation, user-friendly control, acoustical treatment, community rooms, fellowship halls, and more*)

Medical & Industrial (*medical simulation and training, IPTV/CATV distribution, sound masking, emergency notification, paging, and more*)

Tour Guide (*executive systems, plant floor communication, RF resistant, high-noise environment equipment, interpretation systems, and more*)



AWARD-WINNING TEAM FOLLOWS ALL INDUSTRY STANDARDS

- ✓ *Multiple CTS Certifications*
- ✓ *Display Image Size for 2D Content in AV Systems*
- ✓ *Cable Labeling for AV Systems*
- ✓ *Audio Coverage Uniformity in Enclosed Listener Areas*
- ✓ *Standard Guide for AV Systems Design and Coordination Process*
- ✓ *Projected Image System Contrast Ratio*
- ✓ *AV System Energy Management*
- ✓ *AV Systems Performance Verification*
- ✓ *Audio, Video, and Control Architectural*

MAXIMIZE YOUR INVESTMENT

- ✓ *Choice of Service and Maintenance Plans*
- ✓ *Prepaid, Discounted Service Labor Rewards Program*
- ✓ *Planned Technology Refresh Cycles*
- ✓ *Worry-Free Solutions*





Pearl Technology welcomes you to watch the following videos and podcasts. These videos help to outline quality of Pearl Technology as well as our dedication to staying on the cutting edge of technology.

The Power of Q-SYS

Experience the power of collaboration with Pearl Technology, Illinois College, and Q-SYS. Our recent partnership resulted in a cutting-edge audiovisual experience for faculty and students. Want to see how Pearl Technology can elevate your learning environment? Watch now and discover how we can transform your institution today! [#PearlTech](#) [#IllinoisCollege](#) [#QSYS](#) [#Collaboration](#) [#Innovation](#) [#Education](#)



[Watch the Video Here!](#)

Designing Conference Rooms

Jeremy Caldera and Pat Venditte go through the in and outs of designing an audiovisual system for the everyday conference room. What goes into choosing displays or the art of the audio design.



[Watch or Listen to this Podcast!](#)

Partnering with Pearl Technology

John Morris, president and CEO of the Peoria Riverfront Museum, sits down with Pat Venditte and Jeremy Caldera. John talks about how technology is used as a tool to enhance the experience of visitors to create an environment of learning and inspiration for all. See what the museum, and museum technology, has to offer now and in the future on this episode of the VC Project.



[Watch or Listen to this Podcast!](#)



<u>Labor Item</u>	<u>Day (Type)</u>	<u>2023 Rate/Hr</u>	<u>Hourly Min</u>	<u>Travel & Expenses</u>
Remote Support: Normal Business Hours	Per incident up to 2 hours	\$100.00	1/2 hour	N/A
	Monday- Friday 9AM-5PM ET			
Remote Support After Hours, Weekends/holidays	Per Incident up to 2 hours	\$150.00	1 hour	NA
Engineering	Monday-Friday 9AM-5PM ET	\$140.00	1 hour	Additional Charges May Apply
Project Management	Monday-Friday 9AM-5PM ET	\$130.00	1 hour	Additional Charges May Apply
On-site Technician	Monday – Friday (Non-Holiday)	\$125.00	1 hour	Additional Charges May Apply
On-site Technician	Saturday/3rd Shift (Non-Holiday)	\$187.50	Four (4) Hours	Additional Charges May Apply
On-site Technician	Sunday/Holiday	\$250.00	Four (4) Hours	Additional Charges May Apply
On-site Technician Prevailing Wage	Monday – Friday (Non-Holiday)	\$135.00	1 hour	Additional Charges May Apply
On-site Technician Prevailing Wage	Saturday/Sunday (Non-Holiday)	\$202.50	Four (4) Hours	Additional Charges May Apply
On-site Technician Prevailing Wage	Holiday	\$270.00	Four (4) Hours	Additional Charges May Apply
Programming Technician	Monday-Friday 9AM-5PM ET	\$150.00	Four (4) Hours	Additional Charges May Apply
Service Technician	Monday – Friday (Non-Holiday)	\$135.00	1 hour	Shipping and Handling Not Included
Expedited Repair	Expedited Bench Repair Service	\$202.50	1 hour	Shipping and Handling Not Included

*Rates provided are for locations within most regions. Rates in major metropolitan areas, nationally and globally will vary.

**Pearl Technology uses non-union labor and any requirements for the use of union labor will be at the expense of the client and additional.

*** Third Shift and Saturday work shall be billed at 1.5X, Sunday and Holiday work shall be billed at 2x