



# RFA GOVERNANCE BOARD REGULAR MEETING AGENDA

10:00 A.M. – Monday, December 9, 2019

Renton City Hall, 7<sup>th</sup> Floor Council Chambers – 1055 South Grady Way, Renton

- Call Meeting to Order
- Flag Salute
- Roll Call
- Agenda Modifications
- Announcements, Proclamations, and Presentations
  - Unit Citation Ceremony
  - Medal of Valor Ceremony
  - Promotion Ceremony
  - Appreciation Presentation
- Public Comment

*Members of the audience may comment on items relating to any matter related to RFA business under the Public Comment period. Comments are limited to three (3) minutes per person, and a total of fifteen (15) minutes per topic pursuant to the rules established under Section 8 of the Bylaws. Citizens may also speak on individual agenda items on the printed agenda at the time they are considered by the Board as requested by the Chair.*
- Consent Agenda
  - Approval of [Minutes from the November 12, 2019](#) Special Meeting
  - Approval of [Vouchers](#): AP Check Register 10/16/19 – 11/15/19, Payroll 10/16/19 - 10/31/19
- Signing of Vouchers
- Board Committee Reports
- [Chiefs Report](#)
- Division Reports
- Correspondence
- Unfinished Business
- New Business

## GOVERNANCE BOARD REGULAR MEETING AGENDA

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- [2018 Financial and Accountability Audit Report/SAO](#)
- [FS 14 Training Rooms AV Equipment Request](#)
- [Request to Cancel December 23, 2019 Sub-Committee Meetings](#)
  
- Good of the Order
  
- Executive Session
  
- Future Meetings:
  - Monday, January 13, 2019, 10:00 a.m., Governance Board Regular Meeting, Fire Station #13 (18002 108<sup>th</sup> Ave SE, Renton)
  
- Adjournment



**Renton Regional Fire Authority**

18002 108<sup>th</sup> Ave SE  
Renton, WA 98055  
Office: (425) 430-7000  
Fax: (425) 430-7044

**MINUTES**

**RFA Governance Board Special Meeting**

**10:00 A.M. – Tuesday, November 12, 2019**

**Fire Station #13 – 18002 108<sup>th</sup> Ave S.E., Renton**

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**CALL TO ORDER AND FLAG SALUTE**

Governance Board Vice Chair Abercrombie called the Regular Meeting to order at 10:03 a.m. and led the Pledge of Allegiance.

**ROLL CALL**

**Governance Board Members Present:**

Kerry Abercrombie, Vice Chair (Fire District 25)  
Don Persson (City of Renton)  
Marcus Morrell (Fire District 25)  
Linda Sartnurak (Nonvoting Advisory Position, Fire District 40)

**Governance Board Members Not Present:**

Armondo Pavone, Chair (City of Renton)  
Ed Prince (City of Renton)  
Myron Meikle (Fire District 25)

**Administrative Staff Present:**

Chief Rick Marshall, Deputy Chief Chuck DeSmith, Fire Marshal Anjela Barton, Chief Administrative Officer Samantha Babich, Captain Dan Hawkins, Lieutenant Rick Laycock, Facilities Manager Kyle Kauzlarich, Fleet Manager Brice Callaway, Lead Plans Reviewer Corey Thomas, Deputy Fire Marshals Donnerstag, and Johnson, Sr. Finance Analyst Jennifer Zhou, and Administrative Secretaries Dudley Jackson, and Linda Mann.

A **MOTION** was made by Board Member Morrell and **SECONDED** by Board Member Persson to excuse the absent Board Members from the meeting. **MOTION CARRIED (3-0)**

At 10:06 a.m., Board Member Meikle arrived.

At 10:43 a.m., Board Chair Pavone arrived.

**AGENDA MODIFICATIONS**

There were no agenda modifications.

**ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS**

There were no announcements, proclamations, or presentations.

**PUBLIC COMMENT**

There were no public comments.

**CONSENT AGENDA**

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A **MOTION** was made by Board Member Meikle and **SECONDED** by Board Chair Pavone to approve the consent agenda for November 12, 2019. **MOTION CARRIED (5-0)**

### SIGNING OF VOUCHERS

The members of the Finance Committee signed the Voucher Approvals for November 12, 2019.

### BOARD COMMITTEE REPORTS

There were no Board Committee reports.

### CHIEF'S REPORT

Chief Marshall's report included the following:

- Report on Process for Setting Annual Benefit Charge: A report of the process for setting this year's benefit charge is included in this meeting's packet.
- Partners for Equity Breakfast: On October 23<sup>rd</sup>, Chief Marshall attended this inspirational event to learn about how *Communities in Schools of Renton* help to remove barriers and create opportunities for students directly inside ten schools in Renton and Tukwila. The organization's work is guided by its three core values (Equity, Opportunity and Collaboration) to connect kids to caring adults and community resources designed to empower students to stay in school and realize their potential. Renton RFA is dedicated to the education of our community's youth, and Chief Marshall looks forward to attending more of these events to give back to your community.
- Meeting with Renton Police Chief: One of the most important opportunities Chief Marshall has is to meet with Renton's Police Chief, Ed VanValey. Renton enjoys a supportive and collaborative relationship between its two public safety entities, which is unique. We met this month to continue conversation regarding collaborative training and policy to ensure that our community gets a unified and effective team to protect and serve.
- King County Fire Chief's Association Nomination: Chief Marshall has been nominated to take over in 2020 as the Treasurer for KCFCA. Chief Marshall looks forward to continuing his commitment to the KCFCA and supporting the collaboration of Fire Chiefs throughout King County.
- City of Renton Transition: We met with several members of the City of Renton leadership with regard to the expiring ILA this year. We discussed the transition of our Fleet, Facilities, and IT departments—all are looking good. There are a few issues related to transfer of assets and fueling that we still need to resolve.
- Valley Comm Dispatch Fees: Chief Marshall has been meeting with Valley Communications for several months regarding dispatch rates, service, and representation on the Administrative Board. At the last Admin Board meeting, they adopted the recommendations from the Funding Model Task Force to "True-Up" the existing model to apply non-owner rates to fire districts outside the original owner cities. This will mean higher costs for dispatching that occurs in FD25 and FD40. There have also been small strides in representation, but we continue to look at other options for dispatch services and will bring them to the Board in the future.
- Renton Chamber of Commerce Board Meeting: Chief Marshall continues to be involved in the Chamber, recognizing that a strong and vibrant business community and their ability to access their fire department is critical to the health of the city and success of the RRFA. In

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addition, Chief Marshall has been working to get the City of Renton Police Chief involved as well, and he thinks we have that fish on our line.

- Our First Newsletter: Chief Marshall is proud to have included our first newsletter in the Governing Board Packet. This newsletter has been three years in the making, and is now set to be sent out in October and April each year. It is designed to highlight the people and work of the RRFA, and is targeted largely toward populations that appreciate paper to electronic communication.

### **DEPARTMENT REPORTS**

#### *Administrative Update:*

Chief Administrative Officer Samantha Babich provided an update on the IT transition. She also mentioned that the State Auditor was on site and both the financial and accountability audits are complete.

#### *Support Services Update:*

Deputy Chief Chuck DeSmith provided an update on Fleet and Facilities.

### **CORRESPONDENCE**

There was no correspondence.

### **UNFINISHED BUSINESS**

There was no unfinished business.

### **NEW BUSINESS**

#### *Resolution 2019-04: Property Tax 2020*

The Renton Regional Fire Authority Governance Board establishes that an increase in the regular property tax levy is required. This resolution authorizes a levy increase of \$409,026 which is a 2.4% increase from the previous year.

A **MOTION** was made by Board Member Meikle and **SECONDED** by Board Chair Pavone to adopt Resolution No. 2019-04 authorizing an increase in the regular property tax levy for 2020 in the amount of \$409,026 which is a 2.4% increase from the previous year. **MOTION CARRIED (5-0)**

#### *Resolution 2019-05: Certifying Property Tax Levy and Adopting an Operating Budget for the FY 2020*

Renton Regional Fire Authority has drafted a preliminary budget that establishes a benchmark for necessary revenues. The 2020 preliminary budget indicates needed revenues of \$42,608,431 for projected expenses of \$42,608,431 in order to maintain the level of services set by the Board. The budget is subject to change. The Renton Regional Fire Authority Governance Board adopts the preliminary 2020 budget of \$42,608,431 and establishes the 2020 tax levy based upon the estimated assessed valuation of property within the boundaries of the Renton Fire Authority based upon information from the King County Assessor's Office.

A **MOTION** was made by Board Chair Pavone and **SECONDED** by Board Vice Chair Abercrombie to adopt Resolution No. 2019-05 adopting the preliminary 2020 budget in the amount of \$42,608,431 and establishing the 2020 tax levy in the amount of \$17,555,123 for the Renton Regional Fire Authority AND to direct staff to provide certified copies of this resolution to the appropriate King County agencies. **MOTION CARRIED (5-0)**

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### Resolution 2019-06: Benefit Charge 2020

The Renton Regional Fire Authority Governance Board establishes the 2020 Benefit Charge in the total amount of \$17,203,489 to be apportioned in accordance with the “2020 Schedule for Benefit Charges”.

A **MOTION** was made by Board Chair Pavone and **SECONDED** by Board Member Morrell to adopt Resolution No. 2019-06 establishing the 2020 Benefit Charge in the total amount of \$17,203,489 to be apportioned in accordance with the “2020 Schedule for Benefit Charges”. **MOTION CARRIED (5-0)**

### Resolution 2019-07: Establishing Regular Meeting Schedule

The Governing Board is currently scheduled to hold the December 9, 2019 meeting at Station 13. Staff recommends moving the meeting to City Hall, 7<sup>th</sup> Floor Council Chambers.

A **MOTION** was made by Board Chair Pavone and **SECONDED** by Board Member Meikle to adopt Resolution No. 2019-07 moving the December 9, 2019 Governing Board meeting to City Hall, 7<sup>th</sup> Floor Council Chambers. **MOTION CARRIED (5-0)**

### 2020 PSRFA/RRFA FD CARES ILA

In order to continue our highly successful FD CARES program established in 2019, we need to enter into an ILA with PSRFA. PSRFA will provide nurse staffing and administrative support for our FD CARES unit.

Staff worked to develop the cost of needed support to run our FD CARES unit and worked with our legal counsel to draft an ILA.

A **MOTION** was made by Board Chair Pavone and **SECONDED** by Board Member Meikle to approve the ILA between Renton RFA and Puget Sound RFA for FD CARES support and authorize the Chief to sign on behalf of the Board. **MOTION CARRIED (5-0)**

### AFSCME Local 2170 Collective Bargaining Agreement

Management (with Summit Law) and AFSCME local representatives (with Council 2 legal) have been engaged in bargaining for several months and have arrived at a tentative agreement. This agreement has been ratified by Local 2170 members. The Fire Chief is requesting approval of the contract by the Governing Board.

A **MOTION** was made by Board Chair Pavone and **SECONDED** by Board Member Morrell to approve the CBA between the RRFA and AFSCME Local 2170 and authorize the Chief to sign on behalf of the Board. **MOTION CARRIED (5-0)**

### PSERN End User Agreement

Effective in 2021/2022 the Puget Sound Emergency Radio Network will take over emergency radio operations for King County. As a new entity, they are requiring us to enter into this agreement. An agreement was drafted by PSERN committee and vetted through legal.

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A **MOTION** was made by Board Chair Pavone and **SECONDED** by Board Member Meikle to approve acceptance of the PSERN End User agreement and authorize the Chief to sign on behalf of the Board. **MOTION CARRIED (5-0)**

### **GOOD OF THE ORDER**

Board Member Sartnurak spoke about the Open House/FD40 Anniversary that took place at Station 17 on October 19, 2019. She stated that there was a great turnout and wanted to thank the RFA for their help in making it a successful event.

Board Member Abercrombie attended an event which reunited the Station 17 crew members with the citizen they rescued at an incident that took place on July 4<sup>th</sup>.

Board Member Abercrombie wanted to thank Board Chair Pavone for all of his hard work on the Board these past three years.

Chief Marshall mentioned that the RFA will have one more person join the Citizen Advisory Panel.

### **EXECUTIVE SESSION**

There was no executive session.

### **FUTURE MEETINGS**

Monday, November 25, 2019, 10:00 a.m., Operations and Capital Committee Meeting, Fire Station #13 (18002 108<sup>th</sup> Ave. S.E., Renton)

Monday, November 25, 2019, 10:30 a.m., Budget and Finance Committee Meeting, Fire Station #13 (18002 108<sup>th</sup> Ave. S.E., Renton)

Monday, December 9, 2019, 10:00 a.m., Governance Board Regular Meeting, City Hall, 7<sup>th</sup> Floor Council Chambers (1055 South Grady Way, Renton)

### **ADJOURNMENT**

The meeting was adjourned at 11:08 a.m.

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Armondo Pavone, Board Chair

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Linda Mann, Administrative Secretary

**VOUCHER APPROVAL FOR DECEMBER 9<sup>TH</sup>, 2019 MEETING**

**AUDITING OFFICER CERTIFICATION**

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the Renton Regional Fire Authority, and that I am authorized to authenticate and certify said claim.

Auditing Officer: \_\_\_\_\_

Rick Marshall, Fire Chief

**AUDIT COMMITTEE**

The vouchers below have been reviewed and certified by individual departments and the RFA's Auditing Officer as required by RCW's 42.24.080 & 090, and a list of vouchers has been provided for review by the Finance Committee.

The undersigned members of the Finance Committee of the Renton Regional Fire Authority do hereby approve for payment accounts payable vouchers totaling \$3,693,228.12, payroll vouchers and direct deposits totaling \$562,600.38

<b>A/P VOUCHERS</b>	<b>Payment Date</b>	<b>Numbers</b>	<b>Amount</b>
Checks	10/16/2019 - 11/15/2019	11471-11569	\$2,599,827.85
EFTs	10/16/2019 - 11/15/2019		\$261,370.89
Bank Drafts	10/16/2019 - 11/15/2019		\$832,029.38
<b>TOTAL A/P</b>			<b>\$3,693,228.12</b>
		<b>No. of Vouchers</b>	<b>Amount</b>
<b>PAYROLL VOUCHERS</b>			
Direct Deposits	11/8/2019	175	\$546,942.52
Payroll Checks	11/8/2019	2	\$331.08
Direct Deposits	11/13/2019	11	\$15,326.78
Payroll Checks	11/13/2019		
<b>TOTAL PAYROLL</b>		<b>188</b>	<b>\$562,600.38</b>
<b>TOTAL CLAIMS</b>			<b>\$4,255,828.50</b>

Renton Regional Fire Authority Finance Committee:

\_\_\_\_\_  
Kerry Abercrombie, Board Member

\_\_\_\_\_  
Ed Prince, Board Member

\_\_\_\_\_  
Myron Meikle, Board Member

\_\_\_\_\_  
Marcus Morrell, Board Member

\_\_\_\_\_  
Don Persson, Board Member

\_\_\_\_\_  
Armondo Pavone, Chairperson





## RENTON REGIONAL FIRE AUTHORITY

# M E M O R A N D U M

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**DATE:** December 9, 2019

**TO:** Armondo Pavone, Chairperson (City of Renton)  
Myron Meikle (Fire District 25)  
Kerry Abercrombie (Fire District 25)  
Marcus Morrell (Fire District 25)  
Ed Prince (City of Renton)  
Don Persson (City of Renton)  
Linda Sartnurak (Non-Voting Advisory Position, Fire District 40)

**FROM:** Roy Gunsolus, Deputy Fire Chief

**SUBJECT:** **Renton Regional Fire Authority Chief's Report**

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**1. Salvation Army Red Kettle Day**

Volunteers are the difference between an empty kettle and one that raises about \$30 per hour – enough to provide a family with two bags of groceries, or shelter an individual for a night. On Saturday, December 7<sup>th</sup>, volunteers from Renton RFA stood together in the front of Fred Meyer on Rainier Avenue to ring the bell and support the Renton Community this holiday season.

**2. 2019 Firefighter Holiday Adopt-A-Family Program**

Again this year, our members, in partnership with the Renton Firefighters Union and Communities in Schools, will be providing families in need with holiday gifts and meals. Each fire station and Admin/Office of the Fire Marshal sponsors one family. The gifts will be delivered to each of the families by Santa and his driver in the Union Pumper on December 22<sup>nd</sup>.

**3. New Promotions**

Later on in this meeting, the Renton Regional Fire Authority will have the pleasure of promoting 32 members to Engineer, one member to Lieutenant, and one member to Deputy Fire Marshal III. In addition, we will be presenting two Medals of Valor and 3 Unit Citations to those who have gone above and beyond the call of duty.

**4. Purchases**

Per policy, I am notifying the Board of the following purchases:

- SCBA Air Cylinders – \$28,414.32
- New Recruit PPE for Winter 2019 – \$26,432.45



## Governing Board Agenda Item

SUBJECT/TITLE: 2018 Financial and Accountability Audit/SAO

STAFF CONTACT: S. Babich

### SUMMARY STATEMENT:

Our 2018 Financial and Accountability Audit is complete. The State Auditor will presenting the results the the Board.

### FISCAL IMPACT:

Expenditure \_\_\_\_\_ Revenue \_\_\_\_\_

Currently in the Budget Yes ☐ No ☐

### SUMMARY OF ACTION:

Reviewed by Legal Yes ☐ No ☒

### EXHIBITS:

### RFA GOVERNANCE BOARD RECOMMENDED ACTION:

No action required.



## Governing Board Agenda Item

SUBJECT/TITLE: FS 14 Training Rooms AV Equipment Request

STAFF CONTACT: S. Babich

### SUMMARY STATEMENT:

Station 14 training rooms require AV equipment for both classrooms. Staff are requesting approval for new AV equipment similar to that installed in the Station 13 conference room.

### FISCAL IMPACT:

Expenditure \$115,000

Revenue

Currently in the Budget Yes ☒ No ☐

### SUMMARY OF ACTION:

AV equipment for the St 14 divided training rooms have been a significant issue for several years. We have engaged the AV vendor used for St 13 to install new AV equipment in both training rooms similar to that installed in St 13 conference room: Replace projections systems (x2), display panels (x2), equipment rack (1), microphones, speakers, touch-panel user interface (x3), and 1 year service plan.

This will allow for each room to be used independently or opened and used as a single training room.

Reviewed by Legal Yes ☐ No ☐

### EXHIBITS:

Avidex proposal for Station 14 training rooms.

### RFA GOVERNANCE BOARD RECOMMENDED ACTION:

Move to approve the training room AV system upgrade and one year service plan option as proposed in the amount of \$115,000.00 and authorize the staff to sign the authorization to proceed.

# Renton Regional Fire Authority

## Fire Station 14 Divisible Training Room AV System

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### AUDIOVISUAL SOLUTION PROPOSAL

Avidex Project. 190445 Version 1

STATE OF WASHINGTON  
DES MASTER CONTRACT NO. 03418



Submitted by

Dave Crace  
425-274-7916  
[dcrace@avidex.com](mailto:dcrace@avidex.com)

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13555 Bel-Red Road, Suite #226 | Bellevue, WA 98005 | 425.643.0330

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## INTRODUCTION

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This proposal describes the audio video system upgrade for the Renton Regional Fire Authority, (RFA) Training Room located in Renton, WA.

The information presented in this proposal is based on our understanding of the requirements communicated to us in a site visit held on October 24<sup>th</sup>, 2109. The proposed solution is designed to meet the expressed needs and to meet specific performance requirements as listed in this proposal.

The pricing included in this proposal is based on the Washington State Department of Enterprise Service, (DES) Master Contract Number: 03418 available for use by the Renton Regional Fire Authority.

Our work will be completed at address of the job site location in the following space.

- Training Room located at 1900 Lind Avenue SW, Renton, WA. 98057

## SCOPE

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### Overview

The Renton RFA has requested that the audio video system in the Training Room be upgraded. The refresh will include the following:

- Projection systems replacement
- Flat panel display additions
- Video input additions
- New distributed audio system
- Microphone additions
- New equipment rack
- New control system with touchpanel user-interfaces
- Upgrade to the Battalion Chief's office display and system connectivity
- Option for adding an audio/video conferencing system
- Option for decommissioning existing audio/video equipment

The Training Room measures approximately 49' 4" wide by x 28' 3" deep with a 11' 11" inch suspended ceiling. There is a movable "air-wall" room partition that, when closed, divides this space into two approximately equally-sized rooms. These spaces are primarily used for meetings, training classes, and other events that take place in the room, with the air-wall open, or in either of the smaller room divisions, when the air-wall is closed. The goal is to have an audio video system that easily supports the uses listed and is simple to operate for end users. There is an adjoining space, the Battalion Chief's office, which figures into the Training Rooms' AV system features and function.

## Display

The training room currently has two (2) older projection systems installed. Installation of new projection screens have been included in this quote.

Two (2) new 113" diagonal, 16:10 projection screens will be provided and mounted on the wall opposite the main Training Room entry. Both screens will be mounted on this same wall. This screen size is appropriate for the size of these rooms, offering clear legibility of medium detailed content for viewers up to 30' away from the screen. Avidex proposes to de-install the existing screens and turnover to RFA prior to the installation of new projection screens.

The existing projectors will also be replaced. Avidex will attempt to preserve the existing mounting location from the projections screens in order to minimize disruption of the existing ceiling tile. Two (2) new 5K lumen laser projectors with a throw distance range of 10'11" to 17'5" will be provided and installed.

Two (2) new wall mounted 65" 4K LED flat panel displays will be provided and installed to be used as confidence monitors for the presenters. The display will be on an articulating mount which will allow for optimized positioning. The displays are expected to be mounted on the rear wall (the wall of the main entry) in each half of the room. Please note that the display will protrude approximately 5.5" off the wall. Assuming the ceiling height is accurate, Avidex will be able to mount the display 80" above the finished floor in order to meet ADA requirements. Avidex assumes that existing power drops for the new projectors will be retained and re-used. However, electrical power will be required at the locations of the two new 65-inch flat-panel displays.

The Battalion Chief's office will have a new 32-inch flat-panel display mounted on an articulated wall-mount. The display will mirror the presentation displayed in the selected Training Room.

## Video Sources

A total of three (3) video inputs have been designed into the system for each half of the Training Room:

1. Wireless sharing
2. Local wired sharing from a 'bring your own device' laptop
3. In-room PC

In addition, one (1) Cable-TV receiver will be mounted in the rack and be available as a content source.

The Battalion Chief's office will be capable to sending laptop or computer video to the selected Training Room system via a proposed HDMI/VGA computer video interface.

## Wireless Presentation

One (1) wireless sharing device will be provided and installed serving each room half. Users will be required to plug a dongle into their laptop in order to connect and present. Please note that this device is not intended to be used for two-way communication, such as conferencing.

## Wired Presentation

There will be one (1) wired input into the system at the Owner-Furnished lectern in each half of the room. A panel with an HDMI and a VGA+Audio connection will allow users to bring in a laptop, set it on the lectern, and plug directly into the system for content sharing.

### *Dedicated PC*

One (1) Owner Furnished rack mounted PC will be integrated into the system in each half of the room and will be a content source for the AV systems. The PC will be running a soft codec software solution, enabling users to conduct audio and video training calls should that functionality be required (please note that this requires additional hardware included in this proposal as an option). One (1) owner furnished wireless keyboard and mouse will be available for use that utilize a USB connection on the lectern's connection panel. An additional USB connection will be provided to accommodate file transfers from portable thumb drives.

### *Video Routing*

Only one (1) video source will be available for viewing at a time. Both the projector and the flat-panel display will provide the same content for viewing. The system architecture is fully scalable and will allow for additional sources and output destinations to be easily be added in the future.

When the air-wall is closed, the system programming and logic will associate the displays in each half of the Training Room with content sources originating in that half of the room. When the wall is closed, two completely independent events will be able to occur simultaneously, with full use of AV system functionality in each half. When the air-wall is open, event content will be routed to all room projectors and displays. The Battalion Chief's fire simulation system will interact with either room half, or the room as a whole, depending on the state of the air-wall.

### *Audio*

The audio associated with the source device's signal that is selected and being displayed will be de-embedded and routed through a digital signal processor (DSP), amplified, and distributed to in-ceiling speakers installed throughout the training room.

### *Microphones*

Presenter microphones are included in the baseline proposal. These include one (1) wireless lavalier/headset combo packages and one (1) wired lectern-type microphone, with a tripod type stand. When the air-wall is open, presenter microphone audio will be amplified into the combined space's overhead speakers.

### *Speakers*

Six (6) in ceiling speakers will be provided and installed in each half of the room (12 speakers total to be installed). These will be mapped and laid-out to provide even coverage throughout the space.

### *Digital Signal Processor (DSP)*

One audio Digital Signal Processor will be provided and integrated so that the audio being routed through the speakers can be processed.

### *Control*

Three (3) 10" tabletop control touch panel will be provided. One touchpanel will be located at each of the two lecterns. The third touchpanel will be provided in the Battalion Chief's office. The lectern touch panels will work in conjunction with a new control processor to enable control of the following functions:



- System on/off
  - Projector on/off
  - Screen up/down
  - Display on/off
- Video input source selection
- Basic CATV menu
- Speaker volume up/down/mute

The control system will be “informed” by the detection of air-wall state (i.e., open/closed) via an Infrared proximity sensor to be installed at the air-wall track. Based on this state, control system commands will “address” the appropriate AV system that relates to the active room state. and routing of video and audio signals will follow suit.

The third touchpanel, in the Battalion Chief’s office, will facilitate the operation of training sessions by offering touchpanel options that are specific to the needs of Training activities.

### Equipment Rack

One (1) new locking equipment rack will be provided and installed to house all of the new hardware. Further coordination with the RFA is required to finalize location, finish, and any additional features that may be required. It is assumed that data and power will be made available (by others) at the rack location prior to installation.

### UC / Video Teleconferencing Option

The RFA has requested that a video teleconferencing option be included with this proposal. The ‘Display’, ‘Video Sources’ and ‘Video Routing’ sections above will remain the same. The conferencing option focuses on ease of use and integration by having a single manufacturer solution. The conferencing system will be comprised of three (3) wall-mounted pan tilt zoom (PTZ) cameras and a second audio DSP built by the same manufacturer to work together. Two of the cameras are slated to be mounted on the rear wall and will nominally be used to capture the presentation, centered at each lectern. The third camera is expected to be mounted in a location to optimally capture audience participation, as well as the “presentation-in-the-round” event scenario that has been discussed.

All components are connected to a network switch giving the PC and the control system access to the camera and audio content. New flush-mount ceiling microphone arrays will be provided and installed in the ceiling; two of these microphones per room half. The microphone features eight aimable lobes increasing the overall coverage of the microphone and improving overall performance. The baseline proposal’s presenter microphone complement will be doubled up so that both room halves, when the airwall is closed will have presenter microphones in order to ensure high-quality presenter audio is presented to remote UC session participants.

Additionally, the touch panel graphics and menus will incorporate additional features and control options specific to the added UC functionality of this proposal option.

Further coordination with the RFA is required to define seating arrangements in order to ensure that most configurations are supported during a conferencing session.

It should be mentioned that any session or event capture capabilities are outside the scope of the Avidex proposed AV system upgrades. Our research has shown that both Microsoft Teams, and

Zoom (and undoubtedly other UC platforms as well) offer cloud-based session recording and capture options for their respective UC platforms. Our recommendation is that UC-based event capture will be the most cost-effective and easily-managed solution should RFA be interested in this functionality.

### Decommissioning Option

Avidex includes an option to provide labor and project management to decommission the existing AV system and components currently in place in the Training Room. Avidex will deposit all collected equipment and materials to an on-site location of RFA's choosing.

## SCHEDULE

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Avidex will work with Renton RFA to finalize a schedule that meets the implementation requirements of the project.

This project is anticipated to take approximately 7 weeks from receipt of a valid Purchase Order or an executed contract referring to this proposal document. This is not a guarantee of delivery or installation time. Actual delivery and installation schedules will be finalized after receipt of the purchase order and mobilization payment.

## PRICING

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### TRAINING ROOM – AV SYSTEM UPGRADE

<b>EQUIPMENT AND MATERIALS</b>	\$51,190.37
<b>TECHNICAL SERVICES</b> - includes project administration, project management, audiovisual design and engineering, senior design engineering, CAD, offsite and on-site installation, programming, field engineering, system testing, training, G&A and New System Warranty. This proposal includes <b>non-union</b> labor for all activities.	\$48,723.88
<b>PROJECT SUBTOTAL</b>	<hr/> \$99,914.25 <hr/>
<b>SHIPPING</b> – Ground shipping included per DES contract.	\$0.00
<b>SALES TAX ESTIMATE</b> Applicable sales tax will be added to invoices based on current tax rates on the invoice date as required by state law	\$9,991.43
<b>PROJECT SUBTOTAL</b>	<hr/> <b>\$109,905.68</b> <hr/>

**360° SERVICE PLAN OPTIONS**

<b>360° SERVICE PLAN OPTIONS 1 Year Essential Plan</b>	\$4,950.00
<b>360° SERVICE PLAN OPTIONS 2 Year Essential Plan</b>	\$9,900.00
<b>360° SERVICE PLAN OPTIONS 3 Year Essential Plan</b>	\$14,850.00

**UNIFIED COMMUNICATIONS (UC) VIDEO CONFERENCING – OPTION**

<b>EQUIPMENT AND MATERIALS</b>	\$36,241.33
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<b>TECHNICAL SERVICES</b> - includes project administration, project management, audiovisual design and engineering, senior design engineering, CAD, offsite and on-site installation, programming, field engineering, system testing, training, G&A and New System Warranty. This proposal includes <b>non-union</b> labor for all activities.	\$14,908.48
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<b>PROJECT SUBTOTAL</b>	<hr/> \$51,149.81 <hr/>
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<b>SHIPPING</b> – Ground shipping included per DES contract.	\$0.00
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<b>SALES TAX ESTIMATE</b> Applicable sales tax will be added to invoices based on current tax rates on the invoice date as required by state law	\$5,114.98
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<b>PROJECT SUBTOTAL</b>	<hr/> <b>\$56,264.79</b> <hr/>
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**360° SERVICE PLAN OPTIONS**

<b>360° SERVICE PLAN OPTIONS 1 Year Essential Plan</b>	\$3,208.00
<b>360° SERVICE PLAN OPTIONS 2 Year Essential Plan</b>	\$6,415.00
<b>360° SERVICE PLAN OPTIONS 3 Year Essential Plan</b>	\$9,620.00

## DECOMMISSIONING – OPTION

<b>EQUIPMENT AND MATERIALS</b>	\$0.00
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<b>TECHNICAL SERVICES</b> - includes field de-installation services. This proposal includes <b>non-union</b> labor for all activities.	\$2,476.36
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<b>PROJECT SUBTOTAL</b>	<hr/> \$2,476.36 <hr/>
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<b>SHIPPING</b> – Ground shipping included per DES contract.	\$0.00
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<b>SALES TAX ESTIMATE</b> Applicable sales tax will be added to invoices based on current tax rates on the invoice date as required by state law	\$247.64
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<b>PROJECT SUBTOTAL</b>	<hr/> <b>\$2,724.00</b> <hr/>
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<b>TOTAL PROJECT</b>	<hr/> <b>\$168,894.46</b> <hr/>
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**1. Equipment Pricing**

Equipment pricing will be calculated on a 13.00% cost plus mark-up based on the manufacturer's current published dealer unit cost.

- Shipping and Handling (Ground Delivery) included.
- Avidex will accept returned equipment within 30 days of delivery in original factory sealed packaging and may be subject to manufacturer re-stocking fees.

**2. Hourly Rates**

Hourly not to exceed service rates to be used to support design engineering, CAD drafting, project management, control system programming, wiring, cabling, installation, and training.

**2.a Design**

Description	Rate
Senior Designer	\$ 110.00
Designer/Project Engineer	\$ 95.00
CAD Drafting	\$ 70.00
Project Manager	\$ 95.00
Contract Administrator	\$ 70.00
Project Administration	\$ 70.00

**2.b Installation**

Description	Rate
Project Manager	\$ 95.00
Contract Administrator	\$ 70.00
Project Foreman	\$ 70.00
Field Engineering/System Testing	\$ 95.00
Programmer	\$ 110.00
Training	\$ 95.00
CAD Drafting	\$ 70.00
De-installation/Move	\$ 70.00
Custom Fabrication	\$ 70.00
Shop Technician	\$ 70.00
Documentation	\$ 70.00
Project Administration	\$ 70.00

**Field Installation - Electronic Technician – 200% of Prevailing Wage Hourly Rate**

## PRICING – LEASE OPTION

Avidex can provide Renton RFA with a leasing option financing the system using operating funds.

The lease pricing below is an estimate only, subject to final credit review and approval. If this finance option is selected, this proposal shall become the SoW and shall be incorporated into a formal agreement between Client and Avidex's client financing partner, CSI Leasing, Inc.

Amount Financed:

Lease Term: 36 months

Lease Type: Fair Market Value (FMV)

Monthly Payment: TBD

Payments: Monthly in advance

At the end of lease, Renton RFA will have the option to extend, rewrite, buy out or return equipment on an asset level, depending on the lease type selected. All buy out and lease extension pricing is based on fair market value.

### Lease Type Definitions

Fair Market Value (FMV) is an operating lease. At the end of term, Client has the option to purchase the Avidex-provided system at fair market value, return or upgrade to new equipment under a new lease.

\$1 Buyout is a capital lease. At the end of term, Client purchases the Avidex-provided system for \$1.00.

## TECHNICAL SERVICES

Project Management  
Engineering  
Control System Programming  
Integration Labor  
Project Documentation  
Training & Documentation

## TECHNICAL SERVICES

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The integration process incorporates the necessary steps to provide a complete, “turn-key” audiovisual solution including equipment, materials, labor and services to complete the systems as outlined within this document.

Avidex follows industry-certified and documented processes which have been proven successful in assuring each system will be installed as developed.

The following describes our scope of work and project deliverables for Integration Services:

## PROJECT MANAGEMENT

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- Responsible for client communication throughout the project duration.
- Coordinate all activities with designated client representative.
- Avidex will participate in meetings as required to complete the project and coordinate with other trades.
- Monitor project implementation.
- Provide scheduling for and oversight of the Avidex team.
- Coordinate project equipment ordering, staging and pre-installation fabrication of equipment for the project.
- Coordinate any site conditions that may necessitate audiovisual system changes.
- Coordinate with any general contractor and/or any specialty contractors related to the audiovisual system integration.
- Coordinate audiovisual system connections and interfaces as they relate to any lighting, electrical, or mechanical systems.
- Verify project completion.
  - Confirm completion of system testing.
  - Assure completion of any punch list items.

## ENGINEERING

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- Prepare all system documentation necessary for the installation of the project.
  - System functional diagrams.
  - Facilities drawings (equipment locations).
  - Control system program requirements.
- Provide and implement control systems programming.
- Test and debug system.
- Oversee final systems testing and commissioning.
  - Adjust and balance system settings.
  - Mark and record final system settings.
  - Assure the finished system meets the design criteria and functions per the developed content.



## CONTROL SYSTEM PROGRAMMING

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- Create AV control system code.
- Design and create user interface (UI).
- Test and debug control system.

## INTEGRATION LABOR

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- Pull, terminate, and label all low voltage cables.
- Install structural mounting systems for all audio-visual equipment.
- Mount and terminate all AV connection plates.
- Install all AV equipment.
- Site clean-up and trash disposal, etc.
- Assure that all installed systems are operating as proposed.
- Assist engineering with systems testing and debugging.
- Provide or assist in providing end-user training.

## TRAINING & DOCUMENTATION

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Training will be provided to operational and maintenance personnel at the end of the project. This training will provide the users with an understanding of daily system use. The provided training will consist of instruction and hands-on experience with the system.

Documentation will include record drawings and manufacturers equipment manuals. These will be assembled and delivered as an electronic copy. The documentation will include any and all information provided to Avidex that comes standard with the equipment from the original manufacturer.

Maintenance manuals for most electronic components are only available to factory certified and trained personnel. Maintenance manuals are not included in final documentation.

## GENERAL CONDITIONS

Provisions  
Work & Products Provided by Others

## PROVISIONS

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- Rooms are to be made available for exclusive use on the day(s) of the scheduled installation. Unless specifically arranged in advance, room(s) will be available during Normal Business Hours in eight (8) contiguous hour segments. "Normal Business Hours" are defined as Monday through Friday, 8:00am to 5:00pm.
- Client will provide all electrical outlets floor boxes, conduits and core drills in the area(s) where audiovisual equipment is to be installed as specified by Avidex prior to Avidex beginning on-site work.
- Jobsite building structures including ceilings, walls and floors; used to support audiovisual equipment are assumed to be vibration free.
- Client will provide adequate parking for vehicle(s) in a location conducive to access to the vehicle(s) for retrieval of tools and supplies throughout the workday. If such parking is within a secured facility, Client will validate the parking tickets for the vehicle(s). Parking fees will be added to invoices.
- If installation occurs in any room in which suspended ceiling tiles are installed, Client will provide a reasonable number of spare tiles of the same pattern and batch number as those of the tiles already installed in the room.
- Client accepts responsibility for all merchandise sold and provided for this installation, delivered to the job site. Client will provide secure storage for such merchandise. Avidex will not be responsible for any loss or damage, except loss or damage caused by an Avidex employee during the act of installation, which occurs after delivery and acceptance by the client.
- Existing hardware, wiring, programming or configuration files are anticipated to be in good working order. Client shall provide programming and configuration files in editable formats. If, during the installation process, existing hardware, wiring, programming or configuration are found to be defective, the completion date of the project may be affected, and a change order may be required to overcome the obstacle(s) created by such defects.
- Client shall identify the presence of any pre- or post-tensioned ceilings or floors within the area of installation. If Avidex is to be held responsible for the integrity of such pre- or post-tensioned ceilings or floors, they shall obtain, at Client's expense, one or more x-rays of the area(s) in which mounting hardware is to be attached to structure of the building. Any expense incurred for x-rays shall be passed on to the Client, in the form of a change order or a line item on the purchase contract.
- Any standard merchandise that has been ordered for the job, and is not used as a result of any customer changes to the design, or refused by the client at the time of delivery will be subject to a minimum of 30% of the sales price restocking fees, plus any incurred freight charges. Any custom merchandise will be subject to a 100% of the sales price restocking fee, plus any incurred freight.
- Should Avidex be delayed at any time in the progress of the work, by material changes ordered in the work, by labor disputes, fire, unusual delay in deliveries, construction delays, unavoidable casualties or causes beyond Avidex's control, the agreed upon time for completion shall be extended by Change Order for such reasonable time as the Project manager may determine.
- Such Change Orders may include charges to cover additional costs incurred by Avidex due to the delay.

- Avidex's proposals for installation costs are based upon 8-hour days and 40-hour workweeks, Monday through Friday, between the hours of 8:00AM and 5:00PM. Installation costs for work outside of normal business hours or business days may be subject to overtime rates, when mutually agreed upon in writing.
- Avidex shall make all reasonable efforts to inspect and review the existing project site physical and audiovisual infrastructure conditions. Existing site conditions needing to remain intact, along with the Client or End-User direction for the audiovisual design may result in other required audiovisual infrastructure requirements (raceways, conduit, AC power, structural backing-blocking, structural engineer stamped drawings, etc.) and/or changes to the audiovisual equipment and integration labor, leading to pricing adjustments.
- Freight fees are estimated for ground freight service. Expedited freight, as required by the client, will be prepaid and added to invoices.
- The pricing information provided within this proposal is solely for the benefit of the Client listed on the title page. Award of work to Avidex by a 3rd party will require Avidex credit and contract term review and approval as well as pricing confirmation for the new contract terms.
- The Client will furnish Avidex such financial information as Avidex may reasonably request to establish credit terms for the project. Such financial information shall be proprietary and confidential to the Client. Avidex agrees not to disclose this information to any other party or use the information other than for the internal credit check. Avidex may, at its sole discretion, cancel this agreement at any time if the Client fails to meet credit requirements established by Avidex.
- The Americans with Disabilities Act (ADA) and California Building Code require the provision of Assistive Listening Systems in assembly areas, training rooms, and meeting rooms. Hardware and services may be required for ADA-compliance. Client or its contractor should review project requirements for ALS with Avidex for each project to determine if portable or fixed systems are required. ALS hardware, if provided, will be identified in the Equipment List appendix.
- Where applicable, Avidex will provide the Client or End-User with an irrevocable, royalty-free license and full access to control systems and other software source code(s) that have been written by Avidex specifically for this project. All software program(s) or code(s) will be provided with an explicit understanding that no modification, no duplication, nor distribution of the software by the Client or End-User shall be allowed. Software source code modifications by the Client or End-User, resulting in audiovisual systems malfunction shall be the responsibility of the Client or End-User to remedy.
- Changes in project scope and timeline may require additional hardware, equipment and labor may be necessary to complete the project. These additions will be considered change orders. Avidex will notify the Client in writing if Avidex determines an increase or decrease in the project fees or timeline will be required. Change orders will include a change request number, reason for the change request, narrative description of the modified scope of work, schedule and cost impact. The Client will provide written approval to proceed with the change and any needed updated purchase order or signed agreement as a record for both organizations. Should the Client in whole cancel project in whole or in part, prior to final completion, the Client agrees to pay Avidex for all reasonable costs incurred to date and/or to bring the project to an acceptable close.

## WORK & PRODUCTS PROVIDED BY OTHERS (EXCLUSIONS)

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- All required architectural floor, reflected ceiling, building elevation, and section plans in an agreed upon AutoCAD format at no charge to Avidex.
- Any and all related electrical work, including but not limited to 110VAC, conduit, raceway, and boxes. This includes all conduits, high voltage wiring panels, breakers, relays, boxes, receptacles, etc.
- All network connectivity, routing, switching and port configuration necessary to support audiovisual equipment, unless specifically addressed elsewhere in this document.
- Voice and data infrastructure and systems.
- Necessary sheet rock replacement and or repair.
- Necessary ceiling tile or T-bar modifications, replacement, and/or repair.
- All millwork, moldings, trim, etc., or modifications to project millwork necessary to accommodate the installation of the audiovisual equipment unless otherwise noted in this proposal.
- Rough-in, bracing, framing, or finish trim carpentry for installation.
- Backing required to support wall mounted equipment including display, loudspeakers, camera, et cetera.
- Painting, patching or finishing of architectural surfaces.
- Core drilling and/or concrete saw cutting.
- HVAC, plumbing, sprinkler head, and lighting fixture relocation.
- Ceiling, roof, firewall, and/or floor penetration(s).
- Removal or patching, of fire stopping.
- Structural welding, cutting, or reinforcement of structural steel members required for support of assemblies.
- Work in asbestos treated areas and asbestos abatement. If asbestos is discovered during our work, Avidex will notify Client and will stop work until asbestos abatement work is completed by Client or its contractor.
- Any subscription services, cabling, and equipment.
- Provision and configuration of client furnished computers and software.
- Acquisition of permits.
- All Union Labor unless specifically addressed separately in proposal pricing.

## POST INSTALLATION WARRANTY & SUPPORT

New System Warranty  
360° Service Plans

## NEW SYSTEM WARRANTY

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Avidex warrants the integrated system(s) furnished are free of defects in workmanship and materials for a period of one year from the date of acceptance or date of first beneficial use whichever occurs first. Remedy for such defects during the warranty period shall be provided at no additional expense to the client and shall be handled as expeditiously as is feasible during normal business hours and days of operation.

Under this warranty, Avidex will troubleshoot, uninstall and reinstall any equipment within the Avidex audiovisual system except for the cost to service and/or repair Client Furnished Equipment or equipment out of manufacturer's warranty. Avidex will broker and process the repair of that equipment at the standard Avidex rate.

Avidex reserves the right to charge for a service visit at standard Avidex service time and material rates (minimum of 2 hours onsite plus travel) if a service call results in a No Fault Found (NFF) or No Trouble Found (NTF) during a dispatched site visit.

### **Avidex Services Provided Under the New System Warranty**

- Avidex will respond to requests for assistance due to client-reported issues and, if warranted, dispatch a technician during normal business hours (8:00AM to 5:00PM Pacific Time, Monday – Friday, excluding Avidex holidays) to troubleshoot the AV system problem based on our available resources
- Avidex will identify and uninstall the defective equipment and return such equipment to the manufacturer or authorized repair center for warranty processing
- Avidex will reinstall the repaired or replaced equipment and test the system
- Avidex will pay the shipping costs associated with the repair of the equipment, except for Client Furnished Equipment and/or equipment out of manufacturer warranty

### **Avidex Services Not Provided Under the New System Warranty**

- Extend or provide additional repair services for manufacturer warranty coverage
- Repair of Client Furnished Equipment
- After hours 24x7 Helpdesk support
- Guaranteed on-site response time
- Remote system monitoring, management, and reporting
- Before- or after-hours on-site response
- Proactive support or preventive maintenance
- Training
- Spare or loaner equipment during equipment repair period
- Warranty coverage for client acts of negligence or misuse

## 360° SERVICE PLAN <sup>SM</sup>

Avidex recommends the Essential 360° Service Plan less remote monitoring for this project. Avidex 360° Service enhances the new systems warranty coverage with proactive support services for worry-free operation. See Appendix A for further details on the proposed 360° Service Plan.



360° Coverage	Essential	Advanced	Elite
Help Desk Support Availability	8x5*	24x7	24x7
Priority Call Response Time SLA	4 hours	2 hours	1 hour
Priority On-Site Response Time SLA	2 business days	1 business day	4 business hours*
RMA Management of OEM Hardware	•	•	•
Annual Preventive Maintenance & Reporting	One	One	One
Assigned Service Management with Escalation Access		•	•
On-Site AV Service Assurance Technician	Optional	Optional	Optional
Emergency Loaners for Business Critical Devices			•
The below items: Remote Monitoring, Fault Detection, Analytics & Reporting and Remote Management of Devices may require the implementation of hardware and software applications. Refer to the proposed scope of work to confirm if these features have been included.			
Remote Monitoring with Fault Detect & Reporting	•	•	•
Remote Monitoring with Fault Diagnoses & Troubleshooting		•	•
AV Solution Analytics & Reporting		•	•
Remote Management of Device Firmware, Configurations & Changes			•

\* Standard Business Hours in Pacific Time

### Initial Term and Automatic Renewal

The initial term of the specified 360° Service Plan Agreement is identified in the pricing section. Unless written termination is requested by either party thirty (30) days in advance of the anniversary expiration date of the current 360° Service Plan term, the Agreement between the parties shall automatically renew for successive one (1) year periods. Written termination requests by the client should be sent to: Attn. Contract Admin 13555 Bel-Red Road, Bellevue, WA, 98005.

At any time within the current term or renewal period should adjustments in work responsibilities and/or price be deemed necessary, proposal and agreement revisions shall be exchanged between the parties, be mutually agreed upon in writing and once executed become part of the current Agreement or understanding between the parties.



**TERMS** 

Payment Terms  
Authorization to Proceed-Integration Services  
Terms & Conditions

## PAYMENT TERMS

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This proposal is valid for 60 days from the date appearing on the cover page.

- Monthly progress invoices will be issued with net 30-day terms.
- The 360° Service Plan will be invoiced annually, in advance or at the date of commencement.
- Freight and sales tax will be added to invoices based on current tax rates as required by state law on the invoice date.
- Avidex reserves the right to charge for stored materials and/or equipment.
- Avidex reserves the right to charge a 1.5% fee for late payment of invoices.

## AUTHORIZATION TO PROCEED – INTEGRATION SERVICES

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Avidex will begin the implementation phase of this project upon receipt of the client purchase order or executed contract referring to this proposal and the mobilization fee.

I have reviewed the available post-installation 360° Service Plan offerings with my account executive.

☐ I elect to decline the 360° Service Plan offering. By checking this box, I understand that I am declining the proposed service and support coverage for my audiovisual system.

Submitted by: Avidex Industries, LLC

				11/12/2019
	Name		Signature	Date

Client Approval:

	Client Name/Title		Signature	Date


Internal Avidex Approval:

	Name		Signature	Date

### Attachments:

Terms & Conditions  
Appendix A – Support Agreement



## TERMS & CONDITIONS

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The Terms & Conditions are based on State of Washington DES Master Contract No. 0318.

<https://apps.des.wa.gov/DESContracts/Home/ContractSummary/03418>

## APPENDIX A: 360° SERVICE PLAN<sup>SM</sup>

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### ESSENTIAL (INCLUDED AND PRICED)

Under Essential coverage, Avidex warrants the furnished integrated system(s) are free of defects for the priced term period from the date of acceptance or date of first beneficial use, whichever occurs first. This coverage includes the remote monitoring, troubleshooting, uninstallation and reinstallation of the equipment integrated by Avidex. Remedy for such defects during the coverage period shall be provided at no additional expense to the client. The following services are included under this coverage:

### REACTIVE SUPPORT

#### Avidex 360° Service Helpdesk will:

- Provide a dedicated toll-free number to report and request technical support for the integrated equipment.
- Avidex 360° Service Helpdesk is operated during standard Avidex hours of Monday – Friday 8:00AM to 5:00PM Pacific Time except for Avidex holidays
- Respond to the initial support request within 4 business hours
- Contact the client in an effort to resolve the issue remotely to ensure the quickest possible resolution
- Use the integrated remote monitoring equipment to assist with fault detection and reporting, dependent upon the specific scope of the proposed project.
- Administer the repair process for defective or broken equipment including processing of any manufacturer RMA.

#### On-Site Support will:

- Provide a qualified Field Support Technician during standard Avidex hours within two business days of the support request
- Troubleshoot the system and make the best effort to resolve the issue(s) while at the client site.
- Return defective equipment to an authorized repair center or directly to the manufacturer for warranty repair or exchange. All fees related to shipping are included.
- Provide a suitable replacement to ensure full system operability in the event the item is no longer repairable.
- Install the repaired or replacement equipment and test to ensure the system is operable per the original system intent.

#### Lamp Replacement:

- Labor (only) is covered under this support agreement.

### PROACTIVE SUPPORT

#### Preventive Maintenance

- Avidex will perform periodic maintenance for your integrated audiovisual system including system check, cleaning, and tweaking of all appropriate equipment. Avidex will also provide a summary report detailing the status of the audiovisual system and troubleshoot and repair any discovered audiovisual problems.
- This proposal includes one (1) preventive maintenance visit per year of the agreement.

- Upon completion of each preventive maintenance visit, the Field Support Technician will conduct a system operations training session if requested.

#### **SERVICES NOT PROVIDED UNDER THIS COVERAGE**

- Repair to Client Furnished Equipment and/or components unless included in Appendix B
- Before or after hours on-site support
- Repairs due to customer acts of negligence or misuse
- Coverage for projection screen material, plasma glass assembly, lamps, bulbs, furniture, LCD panels, optical engines, batteries, and accessories. Such parts will be provided at a 10% discount off our list price
- Image burn-in caused by static images displayed over an extended period of time on any display device





## Governing Board Agenda Item

SUBJECT/TITLE: Request to cancel December 23, 2019 Sub-committee meetings

STAFF CONTACT: S. Babich

### SUMMARY STATEMENT:

The next sub-committee meetings are scheduled for Monday, December 23, 2019 which falls on a holiday week in which staffing is reduced significantly. Staff is requesting to cancel the Finance and Operations & Capital subcommittee meetings for that day.

### FISCAL IMPACT:

Expenditure \_\_\_\_\_ Revenue \_\_\_\_\_

Currently in the Budget Yes ☐ No ☐

### SUMMARY OF ACTION:

Reviewed by Legal Yes ☐ No ☒

### EXHIBITS:

### RFA GOVERNANCE BOARD RECOMMENDED ACTION:

Move to cancel the sub-committee meetings scheduled for December 23, 2019.