



## **REQUEST FOR QUOTATIONS**

**Title:** City of Surrey Audio Visual Service and Maintenance

**Reference No.:** 1220-040-2015-033

**FOR THE SUPPLY OF GOODS AND SERVICES**

(General Services)

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## REQUEST FOR QUOTATIONS

### 1. INTRODUCTION

The City of Surrey (the "City") invites contractors to provide a quotation on the form attached as Schedule B to Attachment 1 (the "Quotation") for the supply of the goods (if any) and services described in Schedule A to Attachment 1 (the "Goods and Services"). The description of the Goods and Services sets out the minimum requirements of the City. A person that submits a Quotation (the "Contractor") should prepare a Quotation that meets the minimum requirements, and may as it may choose, in addition, also include goods, services or terms that exceed the minimum requirements.

### 2. ADDRESS FOR DELIVERY

A Quotation should be labelled with the Contractor's name, RFQ title and number. A Quotation should be submitted in the form attached to this RFQ as Schedule B – Quotation.

The Contractor may submit a Quotation either by email or in a hard copy, as follows:

#### (a) Email

If the Contractor chooses to submit by email, the Contractor should submit the Quotation electronically in a single pdf file to the City by email at: [purchasing@surrey.ca](mailto:purchasing@surrey.ca)

PDF emailed Quotations are preferred and the City will confirm receipt of emails. Note that the maximum file size the City can receive is 10Mb. If sending large email attachments, Contractors should phone to confirm receipt. A Contractor bears all risk that the City's equipment functions properly so that the City receives the Quotation.

#### (b) Hard Copy

If the Contractor chooses NOT to submit by email, the Contractor should submit one original unbound Quotation and two (2) copies (three (3) in total) which should be delivered to the City at the office of:

Name: Richard D. Oppelt, Purchasing Manager  
at the following location:

Address: Surrey City Hall  
Finance & Technology Department – Purchasing Section  
Reception Counter, 5<sup>th</sup> Floor West  
13450 – 104 Avenue, Surrey, B.C., Canada, V3T 1V8

### 3. DATE

The City would prefer to receive Quotations on or before **June 29, 2015**. The City's office hours are 8:30 a.m. to 4:00 p.m., Monday to Friday, except statutory holidays.

#### **4. INQUIRIES**

All inquiries related to this RFQ should be directed in writing to the person named below (the “**City Representative**”). Information obtained from any person or source other than the City Representative may not be relied upon.

Name: Richard D. Oppelt, Purchasing Manager  
E-mail: [purchasing@surrey.ca](mailto:purchasing@surrey.ca)  
Reference: 1220-040-2015-033

#### **5. ADDENDA**

If the City determines that an amendment is required to this RFQ, the City's Representative will issue a written addendum by posting it on the BC Bid Website at [www.bcbid.gov.bc.ca](http://www.bcbid.gov.bc.ca) (the “BC Bid Website”) and the City Website at [www.surrey.ca](http://www.surrey.ca) (the “City Website”) that will form a part of this RFQ. It is the responsibility of Contractor to check the BC Bid Website and the City Website for addenda. The only way this RFQ may be added to, or amended in any way, is by a formal written addendum. No other communication, whether written or oral, from any person will affect or modify the terms of this RFP or may be relied upon by any Contractor. By delivery of a Quotation, the Contractor is deemed to have received, accepted and understood the entire RFQ, including any and all addenda.

#### **6. NO CONTRACT**

This RFQ is simply an invitation for quotations (including prices and terms) for the convenience of all parties. It is not a tender and no obligations of any kind will arise from this RFQ or the submission of Quotations. The City may negotiate changes to any terms of a Quotation, including terms in Attachment 1 and Schedules A and B and including prices, and may negotiate with one or more Contractors or may at any time invite or permit the submission of quotations (including prices and terms) from other parties who have not submitted Quotations.

#### **7. ACCEPTANCE**

A Quotation will be an offer to the City which the City may accept at any time by signing the copy of the Quotation and delivering it to the Contractor. A Quotation is not accepted by the City unless and until both the authorized signatory and the purchasing representative have signed on behalf of the City. Delivery of the signed Quotation by the City may be by fax or pdf email.

#### **8. CONTRACTOR'S EXPENSES**

Contractors are solely responsible for their own expenses in preparing and submitting Quotations, and for any meetings, negotiations or discussions with the City or its representatives and consultants, relating to or arising from the RFQ. The City will not be liable to any Contractor for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, incurred by the Contractor in preparing and submitting a Quotation, or participating in negotiations for a contract, or other activity related to or arising out of this RFQ.

## **9. CONTRACTOR'S QUALIFICATIONS**

By submitting a Quotation, a Contractor represents that it has the expertise, qualifications, resources, and relevant experience to supply the Goods and Services.

## **10. CONFLICT OF INTEREST**

A Contractor must disclose in its Quotation any actual or potential conflicts of interest and existing business relationships it may have with the City, its elected or appointed officials or employees. The City may rely on such disclosure.

## **11. SOLICITATION OF COUNCIL MEMBERS, CITY STAFF AND CITY CONSULTANTS**

Contractors and their agents will not contact any member of the City Council, City staff or City consultants with respect to this RFQ, other than the contact person named in Section 4, at any time prior to the award of a contract or the cancellation of this RFQ.

## **12. CONFIDENTIALITY**

All Quotations become the property of the City and will not be returned to the Contractor. All Quotations will be held in confidence by the City unless otherwise required by law. Contractors should be aware the City is a "public body" defined by and subject to the *Freedom of Information and Protection of Privacy Act* of British Columbia.

## **13. SIGNATURE**

The legal name of the person or firm submitting the Quotation should be inserted in the Quotation. The Quotation should be signed by a person authorized to sign on behalf of the Contractor and include the following:

- (a) If the Contractor is a corporation then the full name of the corporation should be included, together with the names of authorized signatories. The Quotation should be executed by all of the authorized signatories or by one or more of them provided that a copy of the corporate resolution authorizing those persons to execute the Quotation on behalf of the corporation is submitted;
- (b) If the Contractor is a partnership or joint venture then the name of the partnership or joint venture and the name of each partner or joint venturer should be included, and each partner or joint venturer should sign personally (or, if one or more person(s) have signing authority for the partnership or joint venture, the partnership or joint venture should provide evidence to the satisfaction of the City that the person(s) signing have signing authority for the partnership or joint venture). If a partner or joint venturer is a corporation then such corporation should sign as indicated in subsection (a) above; or
- (c) If the Contractor is an individual, including a sole proprietorship, the name of the individual should be included.

#### **14. MULTIPLE PREFERRED CONTRACTORS**

The City reserves the right and discretion to divide up the Goods and Services, either by scope, geographic area, or other basis as the City may decide, and to select one or more Contractors to perform a portion or portions of the Goods and Services as described in Schedule A. If the City exercises its discretion to divide up the Goods and Services, the City will do so reasonably having regard for the RFQ and the basis of Quotations.

In addition to any other provision of this RFQ, Quotations may be evaluated on the basis of advantages and disadvantages to the City that might result or be achieved from the City dividing up the Goods and Services and entering into one or more agreements with one or more Contractors.

#### **15. INFORMATION MEETING**

An information meeting will be hosted by the City Representative to discuss the City's requirements under this RFQ (the "Information Meeting"). While attendance is at the discretion of Contractors, Contractors who do not attend will be deemed to have attended the Information Meeting and to have received all of the information given at the Information Meeting. At the time of issuance of this RFQ a meeting has been scheduled as follows:

Date: Thursday June 18, 2015  
Time: 1:00 pm (local time)  
Location: Main Reception Desk – Surrey City Hall, 13450 – 104<sup>th</sup> Avenue,  
Surrey, BC V3T 1V8

Contractors are to examine the site prior to submitting a Quotation to fully acquaint themselves with all existing conditions reasonably inferable from examination of the site and its surroundings and the RFQ and to make allowance for such conditions in the Quotation. By submitting a Quotation, a Contractor represents that it has examined the site fully as to all conditions, contingencies, risks and circumstances, local or otherwise, which might influence or affect the performance or the cost of the work, including but not limited to: location of the work, location of buildings on the site, adjacent properties, Contractor occupancy during the work, access and all other conditions that a competent Contractor experienced in work similar to the work would consider and take into account, and is further deemed to have included in the contract price all costs occasioned thereby.

**ATTACHMENT 1**



**DRAFT QUOTATION AGREEMENT**

**Title:** City of Surrey Audio Visual Service and Maintenance

**Reference No.:** 1220-040-2015-033

**FOR THE SUPPLY OF GOODS AND SERVICES**

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SCHEDULE A – SPECIFICATIONS OF GOODS AND SCOPE OF SERVICES.....

SCHEDULE B – QUOTATION.....

## DRAFT QUOTATION AGREEMENT

Reference RFQ Title: **City of Surrey Audio Visual Service and Maintenance**

**THIS AGREEMENT** dated for reference this \_\_\_\_\_ day of \_\_\_\_\_, 201\_.

RFQ #1220-040-2015-033

### BETWEEN:

**CITY OF SURREY**  
13450 - 104 Avenue  
Surrey, B.C., Canada, V3T 1V8  
(the "**City**")

### AND:

\_\_\_\_\_  
*(Insert Full Legal Name and Address of Contractor)*

(the "**Contractor**")

**WHEREAS** the City wishes to engage the Contractor to provide Goods and Services and the Contractor agrees to provide Goods and Services.

**THEREFORE** in consideration of the payment of one (\$1.00) dollar and other good and valuable consideration paid by each of the parties to the other (the receipt and sufficiency of which is hereby acknowledged) the City and the Contractor agree as follows:

## 1. DEFINITIONS AND INTERPRETATION

### 1.1 In these General Terms and Conditions:

- (a) "Agreement" means this agreement and all schedules attached hereto;
- (c) "City" means the City of Surrey;
- (d) "Contractor" means a contractor whose Quotation has been accepted by the City and who is providing the Goods and Services under this Agreement;
- (e) "Disbursements" means the actual out-of-pocket costs and expenses as identified in Section B-2, which the Contractor incurs in providing the Goods and Services;
- (f) "Fees" means the price set out in Section B-2 for the provision of the Goods and Services, unless otherwise agreed by the parties in writing, and includes all taxes;
- (g) "Goods" means the equipment or materials (if any) as described generally in Schedule A, to Attachment 1, including anything and everything required to be done for the fulfilment and completion of this Agreement;
- (h) "Indemnities" has the meaning described in Section 11.2;
- (i) "RFQ" means the Request for Quotations;
- (j) "Services" means the services as described generally in Schedule A, to Attachment 1 including anything and everything required to be done for the fulfilment and completion of this Agreement; and
- (k) "Term" has the meaning described in Section 3.1.

- 1.2 This Agreement may be modified only by express and specific written agreement. In the event of a conflict between the provisions of any documents listed below, then the documents shall govern and take precedence in the following order:
- (a) this Agreement;
  - (b) Addenda (if any);
  - (c) the RFQ; and
  - (d) other terms, if any, that are agreed to by the parties in writing.

- 1.3 The following attached Schedules are a part of this Agreement:

Schedule A – Specifications of Goods & Scope of Services; and

Schedule B – Quotation.

## **2. GOODS AND SERVICES**

- 2.1 The Contractor covenants and agrees with the City to provide the Goods and Services in accordance with this Agreement. The Goods and Services provided will meet the specifications and scope set out in Schedule A, to Attachment 1, and as described in Schedule B, to Attachment 1.
- 2.2 The City may from time to time, by written notice to the Contractor, make changes in the specifications of Goods and scope of Services. The Fees will be increased or decreased by written agreement of the City and the Contractor according to the rates set out in Schedule B, to Attachment 1.
- 2.3 The Contractor will, if required in writing by the City, provide additional goods or services. The terms of this Agreement will apply to any additional goods or services, and the fees for additional goods or services will generally correspond to the fees as described in Schedule B, to Attachment 1. The Contractor will not provide any additional goods or services in excess of the specification of Goods and scope of Services requested in writing by the City.
- 2.4 The Contractor will perform the Services with that degree of care, skill and diligence normally provided by a qualified and experienced practitioner performing services similar to the Services, and on the understanding that the City is relying on the Contractor's experience and expertise. The Contractor represents that it has the expertise, qualifications, resources, and relevant experience to supply the Goods and Services.
- 2.5 The Contractor will deliver the Goods free and clear of all liens and encumbrances in the manner and to the destination stipulated. In the event of the Contractor's failure to meet this condition, the Contractor will, on written notice from the City, forthwith return all monies paid by the City on account of the Goods and in addition the City may by written notice terminate this Agreement without liability, and in such event, in addition to the above, the Contractor will be liable for any and all expenses or losses incurred by the City resulting from such failure.

## **3. TERM**

- 3.1 The Contractor will provide the Goods and Services for the twelve-month period commencing on (START DATE) and terminating on (END DATE) (the "Term").

3.2 The City may at any time prior to thirty (30) days before the end of the Term, by written notice to the Contractor, extend the Term for a period of time not to exceed four additional twelve (12) month periods. If the City elects to extend the Term, the provisions of this Agreement will remain in force, including the Fees, except where amended in writing by the parties.

#### **4. TIME**

4.1 Time is of the essence.

#### **5. FEES**

5.1 The City will pay the Fees to the Contractor in accordance with this Agreement. Payment by the City of the Fees will be full payment for the Goods and Services and the Contractor will not be entitled to receive any additional payment from the City.

5.2 For greater certainty, costs of general management, non-technical supporting services and general overhead are deemed to be covered by the Fees and will not be subject to additional payment by the City. The Fees shall also include without limitation all costs of boxing, packing, crating, and loading and unloading the Goods at the prescribed destination.

#### **6. PAYMENT**

6.1 Subject to any contrary provisions set out in Schedule B, to Attachment 1, the Contractor will submit a monthly invoice to the City requesting payment of the portion of the Fees and Disbursements relating to the Goods and Services provided in the previous month. Invoices must include the Contractor's name, address and telephone number, the City's purchase order number <□ insert purchase order or contract reference number> , the Contractor's invoice number, the names, charge-out rates and number of hours worked in the previous month of all employees of the Contractor that have performed Services during the previous month; the percentage of Services completed and Goods delivered at the end of the previous month; the total budget for the Goods and Services and the amount of the budget expended to the date of the invoice; taxes (if any); and grand total of the invoice. The Contractor will on request from the City provide receipts and invoices for all Disbursements claimed.

6.2 If the City reasonably determines that any portion of an invoice is not payable, then the City will so advise the Contractor.

6.3 The City may hold back from payments 10% of the amount the City determines is payable to the Contractor until such time as the Contractor provides its final report to the City, if applicable.

6.4 The City will pay the invoice, in the amount as the City determines is correct less any deductions for setoffs or holdbacks permitted by this Agreement within 30 days of the receipt of the invoice, unless the parties have agreed in writing to other payment terms. The payment by the City of any invoice will not bind the City with respect to any subsequent payment or final payment and will not mean that the City has accepted Goods

and Services that are not in accordance with the requirements of this Agreement, or that the Contractor is in any manner released from its obligation to comply with this Agreement.

- 6.5 In an effort to support sustainability, reduce risk and improve customer service, the City has introduced an electronic fund transfer (EFT) option for Contractors. Electing to participate in this program will allow Contractors to receive their payments directly into their bank accounts, reducing risk of fraud and improving the timeliness of their payment receipt.
- 6.6 To receive your payments electronically, fax your request on company letterhead to 604-591-4488. You may contact us at 604-592-7010 (Accounts Payable General Inquiries) for more information.

### **SUBMITTING YOUR ELECTONIC INVOICE**

Please send electronic invoices to the City of Surrey by email to [surreyinvoices@surrey.ca](mailto:surreyinvoices@surrey.ca)

In order to process your payment, the following submission guidelines **must** be met:

- Invoice(s) must be sent as attachments.
- Attachment(s) must be in PDF format.
- PDF attachment(s) must be named: <Company name>\_<Invoice Number>.
- Email(s) must not exceed 2MB.

**Please Note:** failure to meet the guidelines above may result in payment processing delays or in your payment not being processed.

### **SUBMITTING YOUR INVOICE BY HARD COPY**

Mail hard copy invoices to:

Surrey City Hall – Accounts Payable  
13450 – 104 Avenue  
Surrey, B.C., Canada, V3T 1V8

- Submit only invoices to this address.
- Submit any supporting documents to your City of Surrey business contact.
- Don't send duplicate hard copy or soft-copy invoices in any manner. Should a need arise to submit an invoice copy, ensure it is clearly labeled COPY.
- Incomplete invoices will be returned.

- 6.6 Unless otherwise provided, all dollar amounts referred to in this Agreement are in lawful money of Canada.
- 6.7 If the Contractor is a non-resident of Canada and does not provide to the City a waiver of regulation letter, the City will withhold and remit to the appropriate governmental authority the greater of:
- (a) 15% of each payment due to the Contractor; or
  - (b) the amount required under applicable tax legislation.

## **7. USE OF WORK PRODUCT**

- 7.1 The Contractor hereby sells, assigns and transfers to the City the right, title and interest required for the City to use and receive the benefit of all the reports, drawings, plans, designs, models, specifications, computer software, concepts, products, designs or processes or other such work product produced by or resulting from the Services rendered by the Contractor. This section does not give the City the right to sell any such work product to any third party and the City may sell the work product only with the prior approval of the Contractor. The Contractor may retain copies of the work product.

## **8. PERSONNEL AND SUBCONTRACTORS**

- 8.1 The Contractor will provide only personnel who have the qualifications, experience and capabilities to provide the Goods and perform the Services.
- 8.2 The Contractor will provide the Goods and Services using the personnel and sub-contractors as may be listed in the Quotation, and the Contractor will not remove any such listed personnel or sub-contractors from the Services without the prior written approval of the City.
- 8.3 If the City reasonably objects to the performance, qualifications, experience or suitability of any of the Contractor's personnel or sub-contractors then the Contractor will, on written request from the City, replace such personnel or sub-contractors.
- 8.4 Except as provided for in Section 8.2, the Contractor will not engage any personnel or sub-contractors, or sub-contract or assign its obligations under this Agreement, in whole or in part, without the prior written approval of the City.
- 8.5 The Contractor will preserve and protect the rights of the City with respect to any Services performed under sub-contract and incorporate the conditions of this Agreement into all sub-contracts as necessary to preserve the rights of the City under this Agreement. The Contractor will be as fully responsible to the City for acts and omissions of sub-contractors and of persons directly or indirectly employed by them as for acts and omissions of persons directly employed by the Contractor.

## **9. LIMITED AUTHORITY**

- 9.1 The Contractor is not and this Agreement does not render the Contractor an agent or employee of the City, and without limiting the above, the Contractor does not have authority to enter into any contract or reach any agreement on behalf of the City, except for the limited purposes as may be expressly set out in this Agreement, or as necessary in order to provide the Goods and Services. The Contractor will make such lack of authority clear to all persons with whom the Contractor deals in the course of providing the Goods and Services. Every vehicle used by the Contractor in the course of providing the Goods and Services shall identify the Contractor by name and telephone number.
- 9.2 The Contractor is an independent contractor. This Agreement does not create the relationship of employer and employee, a partnership, or a joint venture. The City will not control or direct the details, means or process by which the Contractor performs the Services. The Contractor will determine the number of days and hours of work required to properly and completely perform the Services. The Contractor is primarily responsible for

performance of the Goods and Services and may not delegate or assign any Services to any other person except as provided for in section 8.4. The Contractor will be solely liable for the wages, fringe benefits, work schedules and work conditions of any partners, employees or sub-contractors.

## **10. CONFIDENTIALITY AND DISCLOSURE OF INFORMATION**

- 10.1 Except as provided for by law or otherwise by this Agreement, the Contractor will keep strictly confidential any information supplied to, obtained by, or which comes to the knowledge of the Contractor as a result of the provision of the Goods or performance of the Services and this Agreement, and will not, without the prior express written consent of the City, publish, release, disclose or permit to be disclosed any such information to any person or corporation, either before, during or after termination of this Agreement, except as reasonably required to complete the Goods and Services.
- 10.2 The Contractor acknowledges that the City is subject to the *Freedom of Information and Protection of Privacy Act* of British Columbia and agrees to any disclosure of information by the City required by law.
- 10.3 The Contractor agrees to return to the City all of the City's property at the completion of this Agreement, including any and all copies or originals of reports provided by the City.

## **11. WARRANTIES**

- 11.1 The Contractor warrants that the Goods shall be free from defects in design, materials, workmanship and title, shall conform in all respects to the terms of this Agreement, shall be fit and suitable and perform satisfactorily for the purposes and under the conditions made known to the Contractor by the City or which were reasonably inferable. The Goods shall be at least equal to the higher of national standards or codes (such as, by way of illustration, CSA or ASTM), or standards and codes customarily applicable at the place where the City will use the Goods. The Goods shall be of the best quality, if no quality is specified. This general warranty is independent of and without prejudice to any specific warranty or service guarantee offered by the Contractor or third party manufacturer or supplier of the Goods in connection with the purpose for which the Goods were purchased. The Contractor shall assign to the City any warranty or service guarantee offered by a third party manufacturer or supplier of the Goods. Notwithstanding this assignment, if at any time up to one year from the date of delivery or installation (if applicable) the City determines the Goods or any part do not conform to these warranties, the City shall notify the Contractor within a reasonable time after such discovery, and the Contractor shall then promptly correct such nonconformity at the Contractor's expense. Goods used to correct a nonconformity shall be similarly warranted for one year from the date of installation. The Contractor's liability shall extend to all liabilities, losses, damages, claims and expenses incurred by the City caused by any breach of any of the above warranties.
- 11.2 The Contractor warrants and guarantees that Goods and Services delivered under this Agreement do not infringe any valid patent, copyright or trademark, foreign or domestic, owned or controlled by any other corporation, firm or person, and agrees to indemnify and save harmless the City and all of its elected and appointed officials, officers, employees, servants, representatives and agents (collectively the "Indemnitees"), from and against any and all claims, demands, causes of action, suits, losses, damages and costs,

liabilities, expenses and judgments (including all actual legal costs) by reason of any claim, action or litigation arising out of any alleged or actual infringement of any patent, copyright or trademark, foreign or domestic, relating to the Goods and Services supplied under this Agreement.

## **12. INSURANCE AND DAMAGES**

- 12.1 The Contractor will indemnify and save harmless the Indemnitees from and against all claims, demands, causes of action, suits, losses, damages and costs, liabilities, expenses and judgments (including all actual legal costs) for damage to or destruction or loss of property, including loss of use, and injury to or death of any person or persons which any of the Indemnitees incur, suffer or are put to arising out of or in connection with any failure, breach or non-performance by the Contractor of any obligation of this Agreement, or any wrongful or negligent act or omission of the Contractor or any employee or agent of the Contractor.
- 12.2 The indemnities described in Sections 11.2, 12.1 and 18.3 will survive the termination or completion of this Agreement and, notwithstanding such termination or completion, will continue in full force and effect for the benefit of the Indemnitees.
- 12.3 The Contractor will, without limiting its obligations or liabilities and at its own expense, provide and maintain throughout this Agreement the following insurances in forms and amounts acceptable to the City from insurers licensed to conduct business in Canada:
- (a) commercial general liability insurance on an occurrence basis, in an amount not less than five million (\$5,000,000) dollars inclusive per occurrence against death, bodily injury and property damage arising directly or indirectly out of the work or operations of the Contractor, its employees and agents. The insurance will include cross liability and severability of interests such that the coverage shall apply in the same manner and to the same extent as though a separate policy had been issued to each insured. The insurance will include, but not be limited to: premises and operators' liability, broad form products and completed operations, owners and contractors protective liability, blanket contractual, employees as additional insureds, broad form property damage, non-owned automobile, contingent employers liability, broad form loss of use, personal injury, and incidental medical malpractice. The City will be added as additional insured;
  - (b) automobile liability insurance on all vehicles owned, operated or licensed in the name of the Contractor in an amount not less than three million (\$3,000,000) dollars per occurrence for bodily injury, death and damage to property; and
  - (c) contractors' equipment insurance in an all risks form covering construction machinery and equipment used for the performance of the Services.
- 12.4 The Contractor will provide the City with evidence of the required insurance prior to the commencement of this Agreement. Such evidence will be in the form of a completed certificate of insurance acceptable to the City. The Contractor will, on request from the City, provide certified copies of all of the Contractor's insurance policies providing coverage relating to the Services, including without limitation any professional liability insurance policies. All required insurance will be endorsed to provide the City with thirty (30) days advance written notice of cancellation or material change restricting coverage.

To the extent the City has an insurable interest, the builder's risk policy will have the City as first loss payee. The Contractor will be responsible for deductible amounts under the insurance policies. All of the Contractor's insurance policies will be primary and not require the sharing of any loss by the City or any insurer of the City.

- 12.5 The Contractor acknowledges that any requirement by the City as to the amount of coverage under any policy of insurance will not constitute a representation by the City that the amount required is adequate and the Contractor acknowledges and agrees that the Contractor is solely responsible for obtaining and maintaining policies of insurance in adequate amounts. The insurance policy coverage limits shall not be construed as relieving the Contractor from responsibility for any amounts which may exceed these limits, for which the Contractor may be legally liable.
- 12.6 The Contractor shall place and maintain, or cause any of its sub-contractors to place and maintain, such other insurance or amendments to the foregoing policies as the City may reasonably direct.
- 12.7 The Contractor hereby waives all rights of recourse against the City for loss or damage to the Contractor's property.

### **13. CITY RESPONSIBILITIES**

- 13.1 The City will, in co-operation with the Contractor, make efforts to make available to the Contractor information, surveys, and reports which the City has in its files and records that relate to the Goods and Services. The Contractor will review any such material upon which the Contractor intends to rely and take reasonable steps to determine if that information is complete or accurate. The Contractor will assume all risks that the information is complete and accurate and the Contractor will advise the City in writing if in the Contractor's judgment the information is deficient or unreliable and undertake such new surveys and investigations as are necessary.
- 13.2 The City will in a timely manner make all decisions required under this Agreement, examine documents submitted by the Contractor and respond to all requests for approval made by the Contractor pursuant to this Agreement.
- 13.3 If the City observes or otherwise becomes aware of any fault or defect in the delivery of Goods or the provision of Services, it may notify the Contractor, but nothing in this Agreement will be interpreted as giving the City the obligation to inspect or review the Contractor's performance with regards to delivering Goods or the performance of the Services.

### **14. DEFICIENCIES**

- 14.1 The City shall have a reasonable time to inspect and to accept the Goods and Services. The City may reject any Goods or Services not in accordance with this Agreement, whether due to damage resulting from improper packing, loading, unloading or otherwise. The City shall notify the Contractor of rejection of the Goods whereupon the Goods will be held subject to the disposition by the Contractor. Any costs or expenses incurred by the City as a result of the rejection of the Goods or Services are, immediately upon written demand by the City, payable by the Contractor, and may be set off against any payments owing by the City to the Contractor.

14.2 The City may hold back from payments otherwise due to the Contractor up to 150% of a reasonable estimate, as determined by the City, on account of deficient or defective Goods or Services. This holdback may be held, without interest, until replacement Goods are received or such deficiency or defect is remedied.

## **15. DEFAULT AND TERMINATION**

15.1 In the event the Contractor does not deliver the Goods or perform the Services by the date specified in this Agreement, then:

- (a) the City reserves the right to terminate this Agreement, in whole or in part, and in the event of such termination no payment will be owing by the City on account of this Agreement and the Contractor will be liable for any and all expenses or loss resulting from such failure or delay and will return all monies paid by the City; or
- (b) if the City does not terminate this Agreement for late delivery or performance, the City may deduct and setoff from any payments owing to the Contractor all additional costs the City reasonably incurs on account of the late delivery or performance.

15.2 The City may by written notice at any time cancel this Agreement with respect to Goods which, as of the date of cancellation, have not been shipped.

15.3 The City may at any time and for any reason by written notice to the Contractor terminate this Agreement before the completion of all the Goods and Services, such notice to be determined by the City at its sole discretion. Upon receipt of such notice, the Contractor will perform no further Goods and Services other than the work which is reasonably required to complete the Goods and Services. Despite any other provision of this Agreement, if the City terminates this Agreement before the completion of all the Goods and Services, the City will pay to the Contractor all amounts owing under this Agreement for Goods and Services provided by the Contractor up to and including the date of termination, plus reasonable termination costs in the amount as determined by the City in its sole discretion. Upon payment of such amounts no other or additional payment will be owed by the City to the Contractor, and, for certainty, no amount will be owing on account of lost profits relating to the portion of the Goods and Services not performed or other profit opportunities.

15.4 The City may terminate this Agreement for cause as follows:

- (a) If the Contractor is adjudged bankrupt, or makes a general assignment for the benefit of creditors because of its insolvency, or if a receiver is appointed because of its insolvency, the City may, without prejudice to any other right or remedy the City may have, terminate this Agreement by giving the Contractor or receiver or trustee in bankruptcy written notice; or
- (b) If the Contractor is in breach of any term or condition of this Agreement, and such breach is not remedied to the reasonable satisfaction of the City within 5 days after delivery of written notice from the City to the Contractor, then the City may, without prejudice to any other right or remedy the City may have, terminate this Agreement by giving the Contractor further written notice.

15.5 If the City terminates this Agreement as provided by Section 15.4 then the City may:

- (c) enter into contracts, as it in its sole discretion sees fit, with other persons to complete the Goods and Services;

- (d) withhold payment of any amount owing to the Contractor under this Agreement for the performance of the Goods and Services;
- (e) set-off the total cost of completing the Goods and Services incurred by the City against any amounts owing to the Contractor under this Agreement, and at the completion of the Goods and Services pay to the Contractor any balance remaining; and
- (f) if the total cost to complete the Goods and Services exceeds the amount owing to the Contractor, charge the Contractor the balance, which amount the Contractor will forthwith pay.

## **16. CURING DEFAULTS**

- 16.1 If the Contractor is in default of any of its obligations under this Agreement, then the City may without terminating this Agreement, upon 5 days written notice to the Contractor, remedy the default and set-off all costs and expenses of such remedy against any amounts owing to the Contractor. Nothing in this Agreement will be interpreted or construed to mean that the City has any duty or obligation to remedy any default of the Contractor.

## **17. DISPUTE RESOLUTION**

- 17.1 The parties will make reasonable efforts to resolve any dispute, claim, or controversy arising out of this Agreement or related to this Agreement (“Dispute”) using the dispute resolution procedures set out in this section.
- 17.2 Negotiation: The parties will make reasonable efforts to resolve any Dispute by amicable negotiations and will provide frank, candid and timely disclosure of all relevant facts, information and documents to facilitate negotiations.
- 17.3 Mediation: If all or any portion of a Dispute cannot be resolved by good faith negotiations within 30 days, either party may by notice to the other party refer the matter to mediation. Within 7 days of delivery of the notice, the parties will mutually appoint a mediator. If the parties fail to agree on the appointment of the mediator, then either party may apply to the British Columbia International Commercial Arbitration Centre for appointment of a mediator. The parties will continue to negotiate in good faith to resolve the Dispute with the assistance of the mediator. The place of mediation will be Surrey, British Columbia. Each party will equally bear the costs of the mediator and other out-of-pocket costs, and each party will bear its own costs of participating in the mediation.
- 17.4 Litigation: If within 90 days of the request for mediation the Dispute is not settled, or if the mediator advises that there is no reasonable possibility of the parties reaching a negotiated resolution, then either party may without further notice commence litigation.

## **18. WCB AND OCCUPATIONAL HEALTH AND SAFETY**

- 18.1 The Contractor agrees that it shall, at its own expense, procure and carry, or cause to be procured, carried and paid for, full Workers' Compensation Board coverage for itself and all workers, employees, servants and others engaged in or upon any work or service which is the subject of this Agreement. The Contractor agrees that the City has the unfettered right to set off the amount of the unpaid premiums and assessments for the Workers' Compensation Board coverage against any monies owing by the City to the Contractor.

The City shall have the right to withhold payment under this Agreement until the Workers' Compensation Board premiums, assessments or penalties in respect of the work done or service performed in fulfilling this Agreement have been paid in full.

- 18.2 The Contractor shall provide the City with the Contractor's Workers' Compensation Board registration number and a letter from the Workers' Compensation Board confirming that the Contractor is registered in good standing with the Workers' Compensation Board and that all assessments have been paid to the date thereof prior to the City having any obligations to pay monies under this Agreement.
- 18.3 Without limiting the generality of any other indemnities granted by the Contractor in this Agreement, the Contractor shall indemnify and hold harmless the City, its elected and appointed officials, employees and agents, from all manner of claims, demands, costs, losses, penalties and proceedings (including all actual legal costs) arising out of or in any way related to unpaid Workers' Compensation Board assessments owing from any person or corporation engaged in the performance of this Agreement or arising out of or in any way related to the failure to observe safety rules, regulations and practices of the Workers' Compensation Board, including penalties levied by the Workers' Compensation Board.
- 18.4 The Contractor agrees that it is the "prime contractor" for the work as defined in the *Workers' Compensation Act*, R.S.B.C. 1996, c. 492 as amended and will ensure compliance with the *Workers' Compensation Act* and Regulations in respect of the workplace. Without limiting its responsibilities under the legislation, the Contractor will coordinate the activities of employers, workers and other persons at the workplace relating to occupational health and safety. The Contractor shall have a safety program acceptable to the Workers' Compensation Board, shall provide first aid services, and shall ensure that all Workers' Compensation Board safety rules and regulations are observed during the performance of this Agreement, not only by the Contractor, but by all sub-contractors, workers, material personnel and others engaged by the Contractor in the performance of this Agreement. The prime contractor shall appoint a qualified coordinator for the purpose of ensuring the coordination of health and safety activities for the workplace. Prior to commencement of Construction, the Contractor shall complete and file a "Construction Notice of Project" with the Workers' Compensation Board and shall provide a copy of the same to the City confirming that the Contractor shall be the prime contractor responsible for coordination of safety and health under Part 3 of the *Workers' Compensation Act* and Part 20 of the WCB Occupational Health and Safety Regulations. That person will be the person so identified in this Agreement, and the Contractor will advise the City immediately in writing if the name or contact number of the qualified coordinator changes.
- 18.5 The Contractor will ensure compliance with and conform to all health and safety laws, by-laws or regulations of the Province of British Columbia, including without limitation any regulations requiring installation or adoption of safety devices or appliances.
- 18.6 The Contractor shall fulfill all its duties, obligations, and responsibilities in such a manner that it ensures the safety of the public and in accordance with the safety regulations of the Workers' Compensation Board and shall install signs and barriers as required to ensure the safety of the public and of its employees in the use of the City facilities.
- 18.7 The Contractor understands and undertakes to comply with all the WCB Occupational Health and Safety Regulations for hazardous materials and substances, and in particular with the "Workplace Hazardous Materials Information System (WHMIS)" Regulations. All

"Material Safety Data Sheets (MSDS)" shall be shipped along with the Goods, materials, products and any future MSDS updates will be forwarded.

## **19. BUSINESS LICENSE**

- 19.1 The Contractor will obtain and maintain throughout the term of this Agreement a valid City of Surrey business license.

## **20. GENERAL PROVISIONS FOR GOODS**

- 20.1 Documentation for shipments of Goods from outside Canada shall be provided by a Contractor by airmail and shall include all documents as required by law or customary practice. All packages shall be marked as follows:

"Upon arrival, please contact customs broker:  
Livingston International Inc.  
Telephone: +1-604-685-3555  
Fax: +1-604-605-8231  
Email: cst19@livingstonintl.com"

- 20.2 If this Agreement pertains to the fabrication, assembly or other processing of the Goods, representatives of the City shall be permitted free access at all reasonable times for the purpose of inspection, testing or obtaining information as to the progress of the fabrication, assembly or processing.
- 20.3 The City may require that shop drawings be submitted by the Contractor for review prior to the delivery of the Goods. The City may require that a qualified registered professional engineer stamp and approve a shop drawing prior to submission. Any review of shop drawings by the City will not relieve the Contractor from its obligation to deliver Goods in full compliance with all requirements of this Agreement.

## **21. COMPLIANCE**

- 21.1 The Contractor will provide the Services in full compliance with all applicable laws, building codes and regulations.
- 21.2 The Contractor will, as a qualified and experienced practitioner, interpret applicable codes, laws and regulations applicable to the performance of the Services. If an authority having jurisdiction imposes an interpretation which the Contractor could not reasonably have verified or foreseen prior to entering into this Agreement, then the City will pay the additional costs, if any, of making alterations so as to conform to the required interpretation.

## **22. JURISDICTION OF COUNCIL AND NON-APPROPRIATION**

- 22.1 Nothing in this Agreement limits or abrogates, or will be deemed to limit or abrogate, the jurisdiction of the Council of the City in the exercise of its powers, rights or obligations under any public or private statute, regulation or by-law or other enactment.
- 22.2 The Contractor recognizes and agrees that the City cannot make financial commitments beyond the City's current fiscal year. The City will annually make bonafide requests for

appropriation of sufficient funds to cover all payments covered by this Agreement. If City Council does not appropriate funds, or appropriates insufficient funds, the City will notify the Contractor of its intention to terminate or reduce the services so affected within 30 days after the non-appropriation becomes final. Such termination shall take effect 30 days from the date of notification, shall not constitute an event of default and shall relieve the City, its officers and employees, from any responsibility or liability for the payment of any further amounts under this Agreement.

## **23. WAIVER**

23.1 Any failure of the City at any time or from time to time to enforce or require the strict keeping or performance of any of the terms and conditions contained in this Agreement shall not constitute a waiver of the terms and conditions and shall not affect or impair the terms or conditions in any way or the City's right at any time to avail itself of any remedies as the City may have for any breach of the terms and conditions.

## **24. APPLICABLE LAW**

24.1 This Agreement shall be governed by and construed in accordance with the laws of the Province of British Columbia. The City and the Contractor accept the jurisdiction of the courts of British Columbia and agree that any action under this Agreement shall be brought in such courts.

## **25. NOTICES**

25.1 Any notice, report or other document that either party may be required or may wish to give to the other must be in writing, unless otherwise expressly provided for, and will be deemed to be validly given to and received by the addressee:

- (a) by hand, on delivery;
- (b) by facsimile, on transmission; or
- (c) by mail, five calendar days after posting.

25.2 The addresses for delivery will be as shown in the Quotation. In addition, the City may give notice to the Contractor by email at the Contractor's email address as shown in the Quotation, which email will be deemed to be validly given and received by the Contractor on transmission. The Contractor may not give notice to the City by email.

## **26. MERGER AND SURVIVAL**

26.1 The representations, agreements, covenants and obligations set out in this Agreement shall survive the delivery of the Goods and performance of the Services and payment of the Fees and Disbursements.

## **27. ENTIRE AGREEMENT**

27.1 This Agreement, including the Schedules and any other documents expressly included by reference in this Agreement, contains the entire agreement of the parties regarding the provision of the Goods and Services, and no understandings or agreements, oral or otherwise, exist between the parties except as expressly set out in this Agreement. This

Agreement supersedes and cancels all previous agreements between the parties relating to the Goods and Services.

27.2 In the event that the Contractor issues an invoice, packing slip, sales receipt, or any like document to the City, the City accepts the document on the express condition that any terms and conditions in it which constitute terms and conditions which are in addition to or which establish conflicting terms and conditions to those set out in this Agreement are expressly rejected by the City.

**28. SIGNATURE**

28.1 This Agreement shall be signed by a person authorized to sign on behalf of the Contractor.

28.2 This Agreement may be executed in or one or more counterparts all of which when taken together will constitute one and the same Agreement, and one or more of the counterparts may be delivered by fax transmission or as a PDF file.

**29. ENUREMENT**

29.1 This Agreement shall enure to the benefit of and be binding upon the respective successors and permitted assigns of the City and the Contractor.

**IN WITNESS WHEREOF** the parties hereto have executed this Agreement on the day and year first above written.

**CITY OF SURREY**

by its authorized signatory(ies):

\_\_\_\_\_  
(Signature of Authorized Signatory)

\_\_\_\_\_  
(Signature of Authorized Signatory)

\_\_\_\_\_  
(Print Name and Position of Authorized Signatory)

\_\_\_\_\_  
(Print Name and Position of Authorized Signatory)

< **NAME OF CONTRACTOR**>

**I/We have the authority to bind the Contractor.**

\_\_\_\_\_  
(Legal Name of Contractor)

\_\_\_\_\_  
(Signature of Authorized Signatory)

\_\_\_\_\_  
(Signature of Authorized Signatory)

\_\_\_\_\_  
(Print Name and Position of Authorized Signatory)

\_\_\_\_\_  
(Print Name and Position of Authorized Signatory)

**SCHEDULE A**  
**SPECIFICATIONS OF GOODS AND SCOPE OF SERVICES**

**1.0 Project Objectives:**

The Goods and Services include without limitation the supply and delivery of material, the provision of skilled labour, and equipment to perform Audio Visual Service and Maintenance and any other requirements. The City of Surrey wishes to enter into an agreement to provide ongoing service and maintenance, as outlined below, for the audio visual equipment in three locations: Surrey City Hall, Surrey City Centre Library and the Surrey Works Yard (as of 2016).

The agreement Term is intended to be for a one-year period with options for the City to renew for up to an additional four separate one-year periods.

**2.0 Scope of Services:**

**Service requirements to be addressed:**

- **Priority Telephone Support**

If technical support of any type is required, AV Contractor will respond by phone to call within 30 minutes of call request between the hours of 8:00am and 5:00pm

- **Priority Onsite Support**

If telephone support cannot resolve concerns, AV Contractor will dispatch a technician to be onsite. The City of Surrey would prefer respondents to provide details and pricing options for 'normal priority' and 'emergency onsite' support levels as described below. Please indicate number of each type of support call included in pricing plans and cost per hour after included callouts are exceeded.

- Normal Priority – technician guaranteed to be onsite within 24 hours Monday through Friday
- Emergency Priority – technician guaranteed to be onsite within 4 hours between 6:00am and midnight seven days a week

- **Spare Parts Inventory**

Contractor should have ability to provide spare parts for loan or rental of key items, if available, while replacements are sourced. Key items will be identified by the City and AV Contractor.

- **Program Tweaking Hours**

Programming hours for changes/"tweaks" to allow AV system enhancements/changes over time.

- **As-built Drawing Maintenance**

If Contractor makes changes to as-built drawings, Contractor is responsible for providing updated copies to the City.

- **Preventative Maintenance Service Call**

Proactive preventive maintenance visits to be cooperatively scheduled quarterly in order

to prevent premature failures reducing downtime and potentially voiding warranties. For all installed AV hardware, a check of connections, equipment functionality and event logs for devices will be performed and system defaults will be verified. Any firmware or software updates that will enhance systems performance will be performed with the written approval of the City.

- The service for a **projector** includes cleaning of the filter and fan, in addition to a cleaning of interior electronics. For **screens**, clean front projection screen surfaces, check for security and safety of mounting hardware, and limit adjustments..

A list of items to be inspected/maintained will be developed by the City with the AV Contractor in advance of visit.

- **Quarterly Reports**

Contractor should have ability to provide summary of incidents and pro-active service performed, equipment statuses and plan balances where applicable.

## SCHEDULE A-1 - INCLUDED EQUIPMENT FOR SUPPORT AND SERVICE

### City Hall Council Chambers Equipment

Qty	Manu	Part #	Description
1	AMX	AVS-ENOVDGX16-ENC* [FG1058-16]	Enova DGX Matrix Switcher Enclosure with Integrated NetLink Controller, 4RU compatible with Enova DG
4	AMX	AVS-ENOVDGX32-VI-DXLINK* [FG1058-570]	4 DXLink input Enova DGX Board, includes HDCP compliance, compatible with Enova DGX 16 or 32 Enclosure
3	AMX	AVS-ENOVDGX32-VO-DXLINK* [FG1058-580]	4 DXLink output Enova DGX Board includes HDCP compliance, compatible with Enova DGX 16 or 32 Enclosure
1	AMX	AVS-ENOVDGX32-AUD-INS-EXT* [FG1058-700]	Enova DGX Audio Insert / Extract Expansion Board allows audio insertion or extraction on 16 video channels
1	AMX	AVS-ENOVDGX8ENC	Enova® DGX 8 Enclosure
2	AMX	AVS-ENOVDGX32-VI-DXLINK* [FG1058-570]	4 DXLink input Enova DGX Board, includes HDCP compliance, compatible with Enova DGX 16 or 32 Enclosure
1	AMX	AVS-ENOVDGX32-VO-DXLINK* [FG1058-580]	4 DXLink output Enova DGX Board includes HDCP compliance, compatible with Enova DGX 16 or 32 Enclosure
1	AMX	AVS-ENOVDGX32-AUD-INS-EXT* [FG1058-700]	Enova DGX Audio Insert / Extract Expansion Board allows audio insertion or extraction on 16 video channels
16	AMX	AVB-TX-MULTI-DXLINK* [FG1010-310]	DXLink Multi-Format Twisted Pair Transmitter, HDCP compliant on digital input
2	AMX	AVB-WP-TX-MULTI-DXLINK (FG1010-320-BL)	DXLink™ Multi-Format Wallplate Transmitters, Black
9	AMX	AVB-RX-DXLINK-HDMI* [FG1010-500]	DXLink HDMI Twisted Pair Receiver with SmartScale, HDCP Compliant
1	AMX	NI-3100 [FG2105-06]	NI-3100 - Integrated Master/NetLink Controller
4	AMX	MXT-1000 [FG5968-03]	10.1" Modero X Series Widescreen Tabletop Touch Panel
1	AMX	EXB-REL10	Relay Card 10-Channel
1	AMX	MXD-430	Wall/Flush Mount Touch Panel
1	AMX	NXA-PDU-1508-8 [FG673-01]	110 V/220V - Allows remote reset of devices via power cycle. Includes 8 individually monitored AC outlets
1	D Link	DGS121016	16-port Gigabit Smart Switch
1	AJA Video	GEN10	HD/SD Sync Generator 10 Blackburst and Tri-Level Sync Generator
1	Sennheiser	ADN CU1	Discussion central unit
2	Sennheiser	ADN C1	Chairperson unit
27	Sennheiser	ADN D1	Delegate unit
1	AtlasSound	AT35D	ATN 35W 3DB 1GNG DECORA IV/WHT
2	Audio Technica	ATW-3131bC	ATW-R3100 receiver and ATW-T31
2	Audio Technica	ATW-3171bl	ATW-R3100 receiver and ATW-T37
2	Audio Technica	ATW-3131bC	ATW-R3100 receiver and ATW-T31
2	Audio Technica	ATW-3171bl	ATW-R3100 receiver and ATW-T37
2	Audio Technica	ATW-DA49	UHF Antenna Distribution System
2	BSS	BLU-102 [26454]	10 analog mic/line input, 8 analog output,
1	BSS	BLU-100 [26073]	12 analog mic/line input, 8 analog output, networked signal processor with fault-tolerant bus
1	Christie Digital	020-000404-01	L2K1500, 3LCD large venue applications projector, 15,000 ANSI lumens
1	Christie Digital	3880904452	2.6-3.5:1 lens for L2K1500 projector.
1	Christie D	103-029102-01	DHD800 1-DLP, HD 1920x1080 8000lm, 43.4lbs-- no lens *
1	Christie	003-120577-01	Lamp 330W NSHA, DHD800

	Digital		
1	Christie	103-120104-02	Len s PRO J 1.8-2.8:1 Standard
	Digital		
1	Clear-Com	MS-702	Party Line Main Station
1	Clear-Com	GM-18	18" Gooseeck Microphone for MS702
1	Clear-Com	KB-702GM	2-Channel Select Flush-Mount Headset / Speaker Station w/ Microphone Jack & VOX
8	Clear-Com	RS-701	1-CHANNEL STANDARD BELTPACK ; 4-PIN XLR MALE HEADSET CONNECTOR
2	Clear-Com	RS702	Two Channel Beltpack
11	Beyer Dynamic	DT108/200/400/black [402966]	Single-Ear Headset 200/400 Black Out Cable
2	Crown	CTS1200 [22940]	Dual channel amplifier.
1	Denon	DBT-1713UDP	Blu-Ray Player
1	Elmo	Elmo P30HD	Document Camera
1	Extron	60-849-01	XPA 1002
6	Extron	60-525-01	Cable Cubby 600 with retractors.
1	Extron	60-525-01	Cable Cubby 600 without retractors
20	JBL	Control 321CT [14142]	Control 321C w/pre-attached 60 Watt 70V/100V Multi-Tap Transformer.
20	JBL	MTC-300SG12 [14151]	Contemporary Square Grille for 12" Models. Fashionable upscale look, white, metal, 16.3" x 16.3" x 0
8	JBL	JBL VRX9 32LAP	Self-amplified Speakers
2	JBL	JBL VRX9 32LAP	Rigging Hardware and Materials
4	K & M	K&M 260	Microphone Floorstand
1	Kramer	VS-41HD	4x1:2 SDI/HD-SDI Digital Video Switcher
1	Kramer	VM-4Hxl	1:4 HDMI Distribution Amplifier
1	Kramer	6420N	Analog to Digital Audio Format Converter
2	Kramer	6809 HD	HD-SDI AES Audio Embedder KRA-6809HD
2	Kramer	VM12HDC	1:12 HDCP Compliant DVI Distribution Amplifier
1	Kramer	VM-1120	1:10 (B) Audio Distribution Amplifier (XLRs)
1	Listen Technologies	Listen LT-800	RF Hearing Assist System, 72 Mhz
10	Listen Technologies	LR-500	Portable Programmable Display FM Receiver
10	Listen Technologies	LA-164	Ear Speaker
2	Listen Technologies	LA-321	Charging Case
10	Listen Technologies	LA-362	NIMH AA Rechargeable
1	Listen Technologies	LA-304	Assistive Listening Notification Signage Kit
1	NEC	E553	E553 - 55" LED LCD Public Display Monitor w/built in ATSC tuner, 1920x1080 (FHD) native resolution,
1	Samsung	UN22F5000AFXZC	22" LCD Monitor.
2	Sharp	PNE802	80" Professional Monitor; Full 16:9 HD Resolution 1920 X 1080, Max Display Colours (approx)1,06
1	Shure	SCM262 [10979]	Half Rack Stereo Mixer with 2 Mic & 3 Line Inputs
5	Sony	EVIH100S	Full HD PTZ, HDSDI, 20x zoom - Black SONY-EVIH100S
1	Soundcraft	Soundcraft Si Performer 2	Digital Audio Mixing Console
1	Soundcraft	Soundcraft Custom Stagebox	Custom Stage Box 32x 16
1	Soundcraft	Soundcraft MADI card	MADI Card
2	Tannoy	Di5 DC Black [80016600]	4.5" Dual Concentric driver; fully weatherized. Yoke bracket supplied. 8-ohm operation

3	Tannoy	CVS4 [8001 4230]	4" LF driver w/coaxially mounted 3/4" HF unit; 6 ohm operation. THP30W/70Volt multi-tap transformer
2	Tascam	CD-200i	Rackmount CD Player with Integrated iPod Dock
1	TOA	BG-235 CU	35W, three inputs mixer/amplifier, one Mic, Two line inputs, MOH output, 4 ohm, 25V, 70V
1	TOA	MB-25B-BK	Rack mounting brackets for single BA-200 or BG-200 Series (2 RU)
1	TV One	C2-2355A	HD-SDI to SD-SDI Converter
1	Vaddio	999-55 20-022	TeleTouch 22" HD Touch Screen LCD Monitor with Base
1	Vaddio	999-5655-000	ProductionVIEW HD-SDI MV
2	Middle Atlantic	MRK-4431 Pro	Equipment rack – 44RU, 31-inch deep floor standing
2	SKB	SKB 1SKB19-6U	Portable AV equipment rack 6-RU rack space,

**Loose equipment de livered.**

2	Shure	MX415/C [58695]	15 Inch Cardioid Podium Mic with Preamp & Accessories
2	Shure	MX890 Base	Desk-top Base
12	Shure	BETA58A [9689]	Handheld Dynamic Microphone - Super-Cardioid
6	Shure	BETA57A [9688]	Handheld Dynamic Microphone - Super-Cardioid
2	AKG	C 480 B comb ULS/61 [23224]	as above but combined with CK 61-ULS. Incl. SA60 & W32 windscreen
4	Shure	MX391/C [10903]	Cardioid Boundary Mic with In-line Preamp - Black
4	Radial	Radial JDI	Passive direct box
4	Radial	Radial PROAV2	Passive stereo direct box
12	K & M	K&M 201A/2	Tripod microphone floor stand, black
4	K & M	K&M	Short microphone stands, black
16	K & M	K&M 211/1	Telescopic boom arm for microphone floor stand, black
2	K & M	K&M 260	Microphone floor stands with round base, black
6	K & M	K&M 232	Microphone STAND
4	K & M	K&M 238	Microphone holder
6	K & M	K&M 232	Table microphone stand, black
4	Custom	LMXD-06	XLRM to XLR Cable, 6ft.
4	Custom	LMXD-10	XLRM to XLR Cable, 10ft.
16	Custom	LMXD-15	XLRM to XLR Cable, 15ft.
12	Custom	LMXD-25	XLRM to XLR Cable, 25ft.
4	Custom	Presonus AudioBox 1818 VSL	XLRM to XLR Cable, 50ft.
1	Custom	Presonus AudioBox 1818 VSL	USB Mixer
2	BSS	BSS AR133	Active Di Box
1	Custom	Custom	Portable rack snake
1	Lenovo	ThinkPad T530 Laptop	Laptop

## City Hall Council Chambers System Description

The Council Chamber will be used for both Council meetings and performing arts events. There are two distinct AV systems provided for each of these purposes which share some common equipment.

There are Five touchscreens for council chambers one each, for AV Tech (in the control room), Clerk's desk, Mayor' desk, the Podium and the Staff desk that would be used during council meetings. The touchscreen however has limited functionality on the Podium and the Staff desk, which is based on the control requirements for the respective end users. The AV Tech Touchscreen has maximum functionality. The AV Tech could however input password "2014" in the Clerks' Touchscreen and access Service functionalities that are normally available on AV Tech Touchscreen but not accessible as Clerk' touchscreen.

Additionally there is another touchscreen in the control room that would be used during performing arts by AV tech during Performing Arts events.

There is a discussion system with 29 microphone stations comprising of *One* Chairman unit for the Mayor, *Eight* Delegate units for the Councilors, *Twelve* Delegate units for the Staff, *Two* Delegate units each for the Left Podium, Centre Podium, Right Podium. One of the Two Podium units is for people with special needs placed at a lower level and accessible while on a wheelchair. There is a additional spare Delegate and a Chairman unit on a floating desk that may be connected either to the right or the left side of the council desk to a dedicated socket when necessary.

### **Council Chambers:**

The Council Chamber AV system provides the following features and capabilities:

A microphone discussion system that provides a means of managing discussions among participants by controlling the mode of discussion and offering a speaker queuing system. In addition, this system provides local sound reinforcement to allow participants to listen to program audio and speech during meetings. This consists of 27 (1 Chairman and 26 delegate) desktop microphone units. 2 additional (1 Chairman and 1 delegate) are available that may be connected to a input plate located on both ends of the council desks. Chairman at the council desk will always take precedence.

A/V input sockets on the Council Table, Staff Table, and Center Podium allows users to connect an HDMI or analog VGA source that can be displayed on the large projection screen and two large LCD displays on the side walls. In addition, this will also provide the same video signal feed to owner supplied desk-top LCD displays located on the Council and Staff desks. As well, there are there are Digital video inputs at the Center Stage area, left & right seats by the council desks that may be used in conjunction with two portable digital video switchers/transmitters.

Audio systems provides facilities to mix, route, and process audio signals from microphone and program audio sources. It provides a general mix of audio signals to the microphone discussion system, ceiling speakers, Shaw community broadcast, and the web streaming and archiving service by Neulion.

A dedicated CD player/IPOD dock is located within the Control Room and a dedicated digital video document camera is provided at the City Clerk's seating position on the Staff Desk.

There is a high-definition CCTV system with 5 Pan/Tilt/Zoom (PTZ) cameras that provide a means of archiving videos of meetings and events in the Council Chamber. It provides a video feed to the Green Room LCD display to allow participants in that room to monitor the status of meetings in the Council Chamber. It also provides a baseband analog video feed to a mobile community broadcast facility, Shaw Cable and provides a digital video signal feed to a 3rd party webcast and content archiving system that is installed and serviced by Neulion.

### **Performing Arts:**

The Performing Arts AV System provides the following features and capabilities:

Multiple wired microphone input facilities, multiple audio send and return lines and multiple digital video inputs on the stage.

Display system consisting of a second large motorized projection screen and a second high brightness digital video projector mounted under in the rear part of the Council Chamber. Digital audio sound system consisting of a mobile digital audio mixing console, breakout box, patch bays, digital signal processing for loudspeaker management, and a pair of self-amplified speaker clusters mounted on motorized lifts (lifts provided by others). The mobile digital mixing console that can be operated in the Control Room desk, on stage, and on the left or right sides of the Council Chamber.

Dedicated program audio and video sources such as a Blu-ray Player and CD/IPOD dock deck in the Control Room

Production intercom system with portable belt packs and headsets and multiple intercom stations located in the Control Room, Council Chamber, Green Room, Lighting Control Room, Catwalk, and Closed Council Meeting Room.

The Council Chamber and the Performance Arts AV systems function independently of each other except for some commonalities as below.

The Green Room display and the CCTV system can be used during performing arts events to allow participants present in the Green Room to visually view the status on the stage on the monitor located on the wall.

There are some lighting pre-sets that may be recalled during council meetings or performing arts to illuminate some presentation elements, from the touchscreen control panel located in the control room. The touchscreen for the performing arts is a separate touchscreen.

There are cluster speakers suspended in the ceiling that would be used during performing arts events. Additionally there are also ceiling speakers that are surface mounted at the gallery that are mainly used during council chamber meetings however they would also be used as back-fill speakers for program audio sound and speech reinforcement.

There is a hearing assist system (RF-based) with receivers that are available for end users during council chamber and performing arts events.

There are monitor speakers in the control room that are also shared by council chambers and performing arts systems.

The Control room desk is shared between the Council chamber and performing arts system technicians/operators, but each system has their own touchpanel for system operation and control.

## City Hall Meeting Room Equipment

Qty	Manu	Part #	Description
<b>Fitness Studio P132</b>			
1	Denon	DBT-1713UDP	Blu-ray Player
1	Extron	60-1271-12	DTP HDMI 230 Tx
1	Extron	60-1271-13	DTP HDMI 230 Rx
1	Tascam	CD-200i	Rackmount CD Player with Integrated iPod Dock
1	Audio Technica	ATW-3192bC	ATW-R3100 receiver and ATW-T31
1	Shure	SQM262 [10979]	Half Rack Stereo Mixer with 2 Mic & 3 Line Inputs
1	Crown	CTS4200A [22885]	Four channel amplifier.
4	JBL	CONTROL 28T-60 [13548]	Two-way vented system w/ switchable internal 70/100 Volt transfor
1	Sharp	LC60LE550U	60IN Full HD 1080p Resolution 120HZ LED TV
<b>Weight Room P120</b>			
1	Denon	DBT-1713UDP	Blu-ray Player
1	Extron	60-841-01	SW2 HDMI
1	Extron	60-1271-12	DTP HDMI 230 Tx
1	Extron	60-1271-13	DTP HDMI 230 Rx
1	Tascam	CD-200i	Rackmount CD Player with Integrated iPod Dock
1	Shure	SQM262 [10979]	Half Rack Stereo Mixer with 2 Mic & 3 Line Inputs
1	Extron	60-850-01	XPA 2001-70V
10	JBL	CONTROL 26CT [10021]	Control 26C w/transformer for use on a 70.7V or 100V Distributed li
1	Sharp	LC60LE550U	60IN Full HD 1080p Resolution 120HZ LED TV
<b>Closed Council 110 &amp; Meeting 108</b>			
4	Extron	60-525-01	Cable Cubby 600
3	Christie Digital	103-030104-01	LWU505 (White) 3LCD, WUXGA, 5000lm, single lamp, 21.4lbs - incl
3	Christie Digital	003-120507-01	Lamp 330W NSHA, LX605, LW555, LWU505
1	Christie Digital	103-127101-01	Lens PROJ 2.89-4.60 Long
1	Dæ-Lite	84327LS	ADVANTAGE,119D 58X104NPA MW + 950mm Black Drop
1	Dæ-Lite	84327LS	ADVANTAGE,119D 58X104NPA MW + 950mm Black Drop
1	Dæ-Lite	84327LS	ADVANTAGE,119D 58X104NPA MW + 950mm Black Drop
14	JBL	CONTROL 26CT [10021]	Control 26C w/transformer for use on a 70.7V or 100V Distributed li
2	Apple		iPAD with Retina Display (16GB)
1	AMX	AVS-ENOVADGX16-ENC* [FG1058-1]	Enova DGX Matrix Switcher Enclosure with Integrated NetLinx Contr
1	AMX	AVS-ENOVADGX32-VI-HDMI* [FG114]	4 HDMI input Enova DGX Board includes HDCP compliance, compatil
2	AMX	AVS-ENOVADGX32-VI-DXLINK* [FG:4]	DXLink input Enova DGX Board, includes HDCP compliance, compa
2	AMX	AVS-ENOVADGX32-VO-DXLINK* [FG:4]	DXLink output Enova DGX Board includes HDCP compliance, comp
1	AMX	AVS-ENOVADGX32-AUD-INS-EXT* [	Enova DGX Audio Insert / Extract Expansion Board allows audio inser
4	AMX	AVB-TX-MULTI-DXLINK* [FG1010-3]	DXLink Multi-Format Twisted Pair Transmitter, HDCP compliant on d
3	AMX	AVB-RX-DXLINK-HDMI* [FG1010-50]	DXLink HDMI Twisted Pair Receiver with SmartScale, HDCP Compliar
1	AMX	NI-3000	Netlinx Control Processor
2	AMX	TPC-IPAD [FG 2263-06]	TPControl application license for iPad
1	Extron	60-1054-01	DMP 64
1	JBL	CSA2120 [15146]	2 channel professional grade power amplifier w/a switch mode pow
1	JBL	CST2120 [15197]	transformer module provides impedance and voltage matching for t
<b>Rooms 164/432/528/632</b>			
4	Extron	60-525-01	Cable Cubby 600
4	AMX	AVB-TX-MULTI-DXLINK* [FG1010-3]	DXLink Multi-Format Twisted Pair Transmitter, HDCP compliant on d
8	AMX	AVB-RX-DXLINK-HDMI* [FG1010-50]	DXLink HDMI Twisted Pair Receiver with SmartScale, HDCP Compliar
3	Sharp	LC80LE757U (For rooms 164, 528 &	80" Quattron 3D LED, 240 Hz Panel (with Aquo Motion 480 ) and 2 p
1	Sharp	LC60LE650U (For room 432)	60" 1080P LED with Network / Built in wifi
4	JBL	Qnema SB100	Two-channel soundbar

4 AMX CP-3008-BL [FG1302-08-B] Novara 8 Button ControlPad, Black

Committee Rooms 204 & 206

4 Extron 60-525-01 Cable Cubby 600  
 4 AMX AVB-TX-MULTI-DXLINK\* [FG1010-3:DXLink Multi-Format Twisted Pair Transmitter, HDCP compliant on d  
 3 Christie Digital 103-030104-01 LWU505 (White) 3LCD, WUXGA, 5000lm, single lamp, 21.4lbs - incl  
 3 Christie Digital 003-120507-01 Lamp 330W NSHA, LX605, LW555. LWU505  
 2 Christie Digital 103-127101-01 Lens PROJ 2.89-4.60 Long  
 1 Da-Lite 79013LS COSMO,119D 58X104NPA MW + 550mm Black Drop (Black Case)  
 1 Da-Lite 79013LS COSMO,119D 58X104NPA MW + 550mm Black Drop (Black Case)  
 1 Da-Lite 84327LS ADVANTAGE,119D 58X104NPA MW + 260mm Black Drop  
 12 JBL CONTROL 26CT [10021] Control 26C w/transformer for use on a 70.7V or 100V Distributed lii  
 2 Apple IPAD with Retina Display (16GB)  
 1 AMX AVSENOVADGX8ENC Enova DGX Matrix Switcher Enclosure with Integrated NetLink Contr  
 1 AMX AVS-ENOVADGX32-VI-HDMI\* [FG1010-3:4 HDMI input Enova DGX Board includes HDCP compliance, compati  
 1 AMX AVS-ENOVADGX32-VI-DXLINK\* [FG:4 DXLink input Enova DGX Board, includes HDCP compliance, compa  
 1 AMX AVS-ENOVADGX32-VO-DXLINK\* [FG:4 DXLink output Enova DGX Board includes HDCP compliance, comp  
 1 AMX AVS-ENOVADGX32-AUD-INS-EXT\* [ Enova DGX Audio Insert / Extract Expansion Board allows audio inse  
 3 AMX AVB-RX-DXLINK-HDMI\* [FG1010-50DXLink HDMI Twisted Pair Receiver with SmartScale, HDCP Compliar  
 1 AMX NI-3000 Netlinx Control Processor  
 2 AMX TPC-IPAD [FG 2263-06] TPControl application license for iPad  
 1 Extron 60-1054-01 DMP 64  
 1 JBL CSA2120 [15146] 2 channel professional grade power amplifier w/a switch mode pow  
 1 JBL CST2120 [15197] transformer module provides impedance and voltage matching for t

2E IT Training Room 208

1 Extron 60-525-01 Cable Cubby 600  
 1 Extron 60-841-01 SW2 HDMI  
 1 AMX AVB-TX-MULTI-DXLINK\* [FG1010-3:DXLink Multi-Format Twisted Pair Transmitter, HDCP compliant on d  
 1 AMX AVB-RX-DXLINK-HDMI\* [FG1010-50DXLink HDMI Twisted Pair Receiver with SmartScale, HDCP Compliar  
 1 Sharp LC90LE745U 90" 3D Ready Full Array LED with Aquo Motion 240  
 1 JBL Cinema SB100 Two-channel soundbar  
 1 AMX CP-3008-BL [FG1302-08-B] Novara 8 Button ControlPad, Black

3E HR (RM 335) & 3W GM (RM 361)

2 Extron 60-525-01 Cable Cubby 600  
 2 AMX AVB-TX-MULTI-DXLINK\* [FG1010-3:DXLink Multi-Format Twisted Pair Transmitter, HDCP compliant on d  
 2 AMX AVB-RX-DXLINK-HDMI\* [FG1010-50DXLink HDMI Twisted Pair Receiver with SmartScale, HDCP Compliar  
 2 Sharp LC60LE650U 60" 1080P LED with Network / Built in wifi  
 2 JBL Cinema SB100 Two-channel soundbar  
 2 AMX CP-3008-BL [FG1302-08-B] Novara 8 Button ControlPad, Black

3W Large Meeting Rm 355

1 Extron 60-525-01 Cable Cubby 600  
 1 AMX AVB-TX-MULTI-DXLINK\* [FG1010-3:DXLink Multi-Format Twisted Pair Transmitter, HDCP compliant on d  
 1 AMX DVX-3155HD-T [FG1905-18] 10x4 All-In-One Presentation Switchers (Multi-Format, HDMI, DXLin  
 6 JBL CONTROL 26CT [10021] Control 26C w/transformer for use on a 70.7V or 100V Distributed lii  
 1 Apple IPAD with Retina Display (16GB)  
 1 AMX TPC-IPAD [FG 2263-06] TPControl application license for iPad  
 1 SurgeX SU-1000Li 15A 600W UPS  
 1 AMX AVB-RX-DXLINK-HDMI\* [FG1010-50DXLink HDMI Twisted Pair Receiver with SmartScale, HDCP Compliar  
 1 Sharp LC90LE745U 90" 3D Ready Full Array LED with Aquo Motion 240

3W STAFF Lounge 359

1	Xantech	WL-85	LCD/CFL J-Box Receiver
1	Extron	60-1271-12	DTP HDMI 230 Tx
1	Extron	60-1271-13	DTP HDMI 230 Rx
1	Audio Technica	ATW-3171bC	ATW-R3100 receiver and ATW-T37
1	Crown	1160MA [23158]	Commercial Audio mixer/amplifiers deliver legendary Crown quality
3	JBL	CONTROL 28T-60 [13548]	Two-way vented system w/ switchable internal 70/100 Volt transfor
1	Sharp	PN-E471R	47" Professional Monitor, Full 16:9 HD Resolution 1920 x 1080. 19.5i

#### 4E IT Project Rm 430

1	Extron	60-525-01	Cable Cubby 600
1	AMX	AVB-TX-MULTI-DXLINK* [FG1010-3]	DXLink Multi-Format Twisted Pair Transmitter, HDCP compliant on d
1	AMX	AVB-RX-DXLINK-HDMI* [FG1010-50]	DXLink HDMI Twisted Pair Receiver with SmartScale, HDCP Compliant
1	Sharp	SHA-LC80LE757U	80" Quattron 3D LED, 240 Hz Panel (with Aquo Motion 480 ) and 2 p
1	JBL	Cinema SB100	Two-channel soundbar
1	AMX	CP-3008-BL [FG1302-08-B]	Novara 8 Button ControlPad, Black

#### 4W GM Office 462

1	Extron	60-525-01	Cable Cubby 600
1	AMX	AVB-TX-MULTI-DXLINK* [FG1010-3]	DXLink Multi-Format Twisted Pair Transmitter, HDCP compliant on d
1	AMX	AVB-RX-DXLINK-HDMI* [FG1010-50]	DXLink HDMI Twisted Pair Receiver with SmartScale, HDCP Compliant
1	Extron	60-1271-12	DTP HDMI 230 Tx
1	Extron	60-1271-13	DTP HDMI 230 Rx
1	Sharp	PN-E471R	47" Professional Monitor, Full 16:9 HD Resolution 1920 x 1080. 19.5i
1	JBL	Cinema SB100	Two-channel soundbar

#### 4W (455/456) & 5W (556/557) Large Meeting Rooms

4	Extron	60-525-01	Cable Cubby 600
4	AMX	AVB-TX-MULTI-DXLINK* [FG1010-3]	DXLink Multi-Format Twisted Pair Transmitter, HDCP compliant on d
2	AMX	DVX-3155HD-SP [FG1905-16]	10x4 All-In-One Presentation Switchers (Multi-Format, HDMI, DXLink)
4	AMX	AVB-RX-DXLINK-HDMI* [FG1010-50]	DXLink HDMI Twisted Pair Receiver with SmartScale, HDCP Compliant
4	Sharp	LC80LE757U	80" Quattron 3D LED, 240 Hz Panel (with Aquo Motion 480 ) and 2 p
4	JBL	Cinema SB100	Two-channel soundbar
4	Apple		iPAD with Retina Display (16GB)
4	AMX	TPC-IPAD [FG2263-06]	TPControl application license for iPad
2	SurgeX	SU-1000Li	15A 600W UPS

#### 4W Small Meeting Rm 473

1	AMX	AVB-TX-MULTI-DXLINK* [FG1010-3]	DXLink Multi-Format Twisted Pair Transmitter, HDCP compliant on d
1	AMX	AVB-RX-DXLINK-HDMI* [FG1010-50]	DXLink HDMI Twisted Pair Receiver with SmartScale, HDCP Compliant
1	Sharp	LB-T422U	42" Class (42" diagonal) Commercial Grade HDTV LED display.
1	AMX	CP-3008-BL [FG1302-08-B]	Novara 8 Button ControlPad, Black

#### 4W Small Meeting Rm 447

1	Extron	60-525-01	Cable Cubby 600
1	AMX	AVB-TX-MULTI-DXLINK* [FG1010-3]	DXLink Multi-Format Twisted Pair Transmitter, HDCP compliant on d
1	AMX	AVB-RX-DXLINK-HDMI* [FG1010-50]	DXLink HDMI Twisted Pair Receiver with SmartScale, HDCP Compliant
1	Sharp	LB-T422U	42" Class (42" diagonal) Commercial Grade HDTV LED display.
1	AMX	CP-3008-BL [FG1302-08-B]	Novara 8 Button ControlPad, Black

#### 5E Councillors Library 522

1	Sharp	LB-T422U	42" Class (42" diagonal) Commercial Grade HDTV LED display.
1	JBL	Cinema SB100	Two-channel soundbar

6E City Manager's Office 614

1	Extron	60-525-01	Cable Cubby 600
1	AMX	AVB-TX-MULTI-DXLINK* [FG1010-3]	DXLink Multi-Format Twisted Pair Transmitter, HDCP compliant on d
1	AMX	AVB-RX-DXLINK-HDMI* [FG1010-50]	DXLink HDMI Twisted Pair Receiver with SmartScale, HDCP Compliar
1	Sharp	LC80LE757U	80" Quattron 3D LED, 240 Hz Panel (with Aquo Motion 480 ) and 2 p
1	JBL	Onema SB100	Two-channel soundbar
1	Denon	DBT-1713UDP	Blu-ray Player
1	Xantech	WL-85	LCD/CFL J-Box Receiver

6E City Manager's Boardroom 609

2	Extron	60-525-01	Cable Cubby 600
2	AMX	AVB-TX-MULTI-DXLINK* [FG1010-3]	DXLink Multi-Format Twisted Pair Transmitter, HDCP compliant on d
1	AMX	DVX-2155HD-SP [FG1905-12]	6x3 All-In-One Presentation Switchers (Multi-Format, HDMI, DXLink
1	AMX	AVB-RX-DXLINK-HDMI* [FG1010-50]	DXLink HDMI Twisted Pair Receiver with SmartScale, HDCP Compliar
1	Sharp	LC90LE745U	90" 3D Ready Full Array LED with Aquo Motion 240
1	JBL	Onema SB100	Two-channel soundbar
1	Apple		IPAD with Retina Display (16GB)
1	AMX	TPC-IPAD [FG 2263-06]	TPControl application license for iPad
1	SurgeX	SU-1000Li	15A 600W UPS

6W Large Meeting Rm 653

1	Extron	60-525-01	Cable Cubby 600
1	AMX	AVB-TX-MULTI-DXLINK* [FG1010-3]	DXLink Multi-Format Twisted Pair Transmitter, HDCP compliant on d
4	JBL	CONTROL 26CT [10021]	Control 26C w/transformer for use on a 70.7V or 100V Distributed li
1	Apple		IPAD with Retina Display (16GB)
1	AMX	AVSENOVADGX8ENC	Enova DGX Matrix Switcher Enclosure with Integrated NetLinx Contr
1	AMX	AVS-ENOVADGX32-VI-DXLINK* [FG:4]	DXLink input Enova DGX Board, includes HDCP compliance, compa
1	AMX	AVS-ENOVADGX32-VO-DXLINK* [FG:4]	DXLink output Enova DGX Board includes HDCP compliance, comp:
1	AMX	AVS-ENOVADGX32-AUD-INS-EXT*	[ Enova DGX Audio Insert / Extract Expansion Board allows audio inser
1	AMX	AVB-RX-DXLINK-HDMI* [FG1010-50]	DXLink HDMI Twisted Pair Receiver with SmartScale, HDCP Compliar
1	Sharp	LC90LE745U	90" 3D Ready Full Array LED with Aquo Motion 240
1	AMX	TPC-IPAD [FG 2263-06]	TPControl application license for iPad
1	SurgeX	SU-1000Li	15A 600W UPS

## City Hall Meeting Room System Description:

### Divisible Rooms

**Room 108/110 - 1E.30.06 / 1E.20.04**

**Room 204/206 - 2E.30.08 / 2E.20.08**

These are divisible rooms that are used as one large room or two smaller independent rooms for presentation and meetings.

The AV equipment for both rooms is located in one of the two rooms, housed in a rack in the credenza.

A projector and a motorized projection screen, is mounted on the ceiling in each one of the two rooms. A third projector and a slightly larger motorized projection screen, is also mounted on the ceiling but perpendicular to the other two.

The projector and the motorized projection screen in each one of the rooms are used to display image during presentation when the rooms are divided. Table monument located on the table is used for connecting end user laptop for presentation.

The third projector and the larger projection screen is used to display image on the larger projection screen during presentation when the rooms are combined. Any table monument from any of the two rooms is used for connecting end user laptop.

A wall bracket in the room, houses an IPAD which controls various functionalities of the system such as raising and lowering of the motorized projection screen, volume control and switching the system 'on' or 'off'. The IPAD may be drawn out of the wall bracket and placed on the table. Room selection in combined or divisible mode is done on the IPAD. During room combined mode either of the two IPADs may be used for controls. During divisible room mode, the IPADs work independently for the respective rooms. The IPAD is used only for controls and not as a presentation source.

Each one of the motorized screens has a manual switch located in the rack that may be used during unforeseen circumstances for raising and lowering of the projection screens.

When the rooms are divided, the ceiling speakers located in both rooms work as two independent zones and when the rooms are combined they work as one single zone. There is a dedicated cable box in the rack, one for each one of the two rooms for TV viewing. When the rooms are combined, TV channel is viewed on the third projection screen common to both rooms.

### Divisible Rooms

**Room 455/456-4W.90.04/4W.80.01**

**Room 556/557-5W.80.01/5W.80.02**

These rooms are divisible rooms that are used as one larger room or two smaller independent rooms for presentation and meetings.

The AV equipment for both rooms is located in one of the two rooms, housed in a rack in the credenza.

A monitor is mounted on the wall in each one of the rooms.

The monitor in each one of the rooms is used to display image during presentation when the rooms are divided. Table monument located on the table is used for connecting end user laptop for presentation.

The monitors in both rooms project same image when the rooms are combined. Any table monument from any of the two rooms is used for connecting end user laptop.

A wall bracket in the room, houses an IPAD which controls various functionalities of the system such as volume control, switching the system 'on' or 'off'. Room selection in combined or divisible mode is done on the IPAD. During room combined mode either of the two IPADs may be used for controls. During divisible room mode, the IPADs work independently for the respective rooms. The IPAD is used only for controls and not as a presentation source.

When the rooms are divided, the sound bars located underneath monitors in both rooms work as two independent zones, and when the rooms are combined, they work as one single zone.

### Recreational Room

**Room P132 Fitness Room - P1.04.10**

**Room P120 Weight Room - P1.02.30**

These are recreational rooms that are used for leisure activities and entertainment.

A LCD Monitor is mounted on the wall or suspended from the ceiling, which displays image from the presentation source.

An AV equipment rack is located in the room, which houses a Cable box, DVD player and a CD player.

The speakers are mounted on the wall or on the ceiling that deliver audio from any of the source devices.

The DVD player located in the rack is used to play Blu-ray discs, DVDs, CDs, and other popular disc formats.

A CD player located in the equipment rack is used to play CDs and other popular disc formats.

A wireless microphone receiver is located in the AV equipment rack that is connected wirelessly to a headset in P132 room. The headset is worn by the presenter and is used to deliver audio from the Microphone to the speakers.

Keypad or iPad is not available in these rooms, therefore IR remote control provided with the monitor and the source devices is used for various control functionalities of the system.

### Basic System Description: Standalone Presentation Rooms

**Room 164 - 1W.90.06**  
**Room 361 - 3W.60.09**  
**Room 430 - W.90.14**  
**Room 473 - 4W.40.02**  
**Room 528 - 5E.00.01**  
**Room 632 - 6E.00.01**  
**Room 208 (IT) - 2E.20.05**

These are small rooms that are used for meetings and presentation from the laptop.

A LCD Monitor is mounted on the wall that displays image from the presentation source.

Table monument located on the table is used for connecting end user laptop for presentation on the LCD monitor.

Room 473 - 4W.40.02 does not have a table monument.

A keypad control panel is mounted on the wall and connected to the monitor. The keypad controls various functionalities, such as volume control, switching 'on' and 'off' of the monitor.

Room 208 (IT) - 2E.20.05- In addition to above this room has a HDMI Switcher located underneath the desk which is used to switch input for image display. Three HDMI sources and one VGA source may be connected for presentation. The VGA input is converted to HDMI signal before being fed as HDMI input to the switcher. The switcher input buttons located under the desk are used to select desired inputs.

## City Hall Traffic Operations Centre Equipment

Qty	Manu	Part #	Description
<b>CONTROL ROOM</b>			
18	NEC	X463UN	X463UN, 46" LED LCD, Ultra Narrow Bezel Public Display Monitor, 1920x1080 (FHD), Direct LED back lig
18	Chief	LSMVU	FUSION PULL-OUT, LARGE
3	Chief	FCA101	FUSION SECURITY COLLAR KIT
7	RDL	TXJ2	Unbalanced Input Transformer
2	JBL	CONTROL28	8" Two-Way Vented System, Built-In Invisibal® Installation System, 176W Power Program, 8 ohms. Bla
1	Extron	60-849-01	XPA 1002-Two Channel Amp - 60 Watts/Ch
1	AMX	NI700	NetLinx NI-700 - Small Room Integrated Master/NetLinx Controller, 1 IR Port, 4 I/O Ports, 1 IR Input
1	AMX	NXTCA7	7" Modero Tabletop Touch Panel
1	D LINK	DES1024D	24-Port 10/100 Rackmountable Switch
1	D LINK	DES1008PA	8-Port Desktop Switch with 4 PoE Ports
<b>MULTIPURPOSE ROOM</b>			
1	SHARP	LC70LE55OU	70" 1080P 120Hz LED (No Network)
1	PEERLESS	SF680	Security Universal Flat Wall Mount 61-102" Black
1	AMX	AVBTXMULTIDLINK	DXLink Multi-Format Twisted Pair Transmitter, HDCP compliant on digital input;
1	AMX	AVBRXDLINKHDMI	DXLink HDMI Twisted Pair Receiver Module with SmartScale, HDCP compliant;

### Basic System Description

#### Multipurpose Room:

The Multipurpose room contains an 80" wall mounted video monitor allowing for simple presentations by connecting a user provided source via either an analog VGA or digital HDMI connection from input cables located within the table monument. These cables are connected to a digital transmitter which feeds a receiver housed behind the video display.

System control is solely from the video display's infrared remote control.

#### Video Wall:

A 6x3 video wall is located on the wall by means of pull out mounts. There are two wall mounted speakers on either side of the video wall for audio.

A Touchscreen is mounted on the desk that controls selection of TV channels and audio selection of specific workstation inputs, and on/off control of the video wall monitors.

Barco Video System is located in the rack behind the video wall that is connected to each one of the monitors. Barco Video Wall is a virtual matrix on the CoS (City of Surrey) network that allows routing of input from the Cameras, Seven Workstations and a Cable Box.

There are 104 cameras located all over the City. The video feed from the cameras are fed into the input of the Barco Video Wall System via the CoS network. The cameras may be displayed on the Barco Video Wall by selecting appropriate side bar pre-sets.

In addition to the cameras, there are Seven Workstations under the desks in the room that are connected to the video wall.

A cable box is located in the rack, which is also connected to the video wall system.

The Workstations or the Cable box may also be displayed on the video wall by selecting appropriate side bar pre-sets.

The Audio for the cable TV and the Workstations is delivered through the two wall mounted speakers. The audio volume for the workstations and the Cable TV, and selection of TV Channels is done from the touchscreen mounted on the front desk.

All monitors may also be shut down by using the touchscreen control panel.

## Surrey Works Yard meeting room category typical equipment (as of 2016):

Qty	Manu	Part #	Description
<b>Lunch room 135</b>			
1	Sharp	LC70LE660U	70" 1080P LED with Network / Built in wifi
2	Chief Mfg	RXF2	40"-63" UNIVERSAL FIXED MOUNT
2	JBL	CINEMASB200 [SB200]	Plug -And-Play 60 watt Soundbar with Bluetooth Connectivity
<b>Training Room 115</b>			
1	Epson	V11H616920	PowerLite Pro Z9750UNL Projector WUXGA, 7500 Lumens, White
1	Epson	V12H004W04	Wide Lens for All Pro Z Series (Throw Ratio: 1.31 - 1.80)
1	Epson	V13H010L82	Replacement Lamp (Dual) for Pro Z9000-Z11000 Series
1	Epson	V13H134A46	Replacement Air Filter for Pro Z9000-Z11000 Series
1	Chief Mfg	VCMU	VCMU, INCL CUSTOM HBU, BLK
1	Chief Mfg	CMA330	OFFSET FIXED CEILING PL. 1-1/2 NPT
1	Genesis	MISCPARTS	Projector pipe
1	Dæ-Lite	35190L	ADVANTAGE, 18 4D 90X160NPA MW
1	AMX	DX-RX FG1010-500	DX Receiver Unit
1	AMX	DX-TX FG1010-310	DX Transmitter Unit
6	Tannoy	8001 4240	CVS6
1	Extron	60-1302-01	XPA 100 2-70V
1	Extron	60-1095-01	DMP 44 LC
1	WePresent	WiPG 2000	Wireless interactive gateway
1	AMX	CP-3008-BL [FG1302-08-B]	Novara8 Button ControlPad, Black
1	Middle Atl	RK8	8 SPACE (14"), 16" DEEP BLACK LAMINATE KD RAC
1	Panasonic	UB-5838C	Whiteboard
<b>Medium Meeting Rooms 252 336</b>			
2	Extron	60-525-01	Cable Cubby 600- Black
2	Extron	70-1076-02	AAP SuperPlate 100 (HDMI, VGA, Audio, USB)-Black
2	Extron	70-100-14	Two Shielded RJ-45 Female to Female Barrel for CAT 5e
2	Extron	60-871-62	USB Extender Tx
2	Extron	60-871-72	USB Extender Rx
2	AMX	DX-RX FG1010-500	DX Receiver Unit
2	AMX	AVB-VSTYLE-SURFACE-MNT	V Style Single Module Surface Mount Brackets, use with VStyle
2	AMX	DX-TX FG1010-310	DX Transmitter Unit
2	AMX	CP-3008-BL [FG1302-08-B]	Novara8 Button ControlPad, Black
2	Sharp	PNY555	55" Professional Monitor;
2	Chief Mfg	RXT2	XL UNIVERSAL TILT MOUNT
2	JBL	CINEMASB100	Soundbar
<b>Large Meeting Rooms 111 121 123 141 Type 1</b>			
4	Extron	60-525-01	Cable Cubby 600
4	Extron	70-1076-02	AAP SuperPlate 100 (HDMI, VGA, Audio, USB)-Black
4	Extron	70-100-14	Two Shielded RJ-45 Female to Female Barrel for CAT 5e

4	Extron	60-871-62	USB Extender Tx
4	Extron	60-871-72	USB Extender Rx
4	AMX	DX-RX FG1010-500	DX Receiver Unit
4	AMX	DX-TX FG1010-310	DX Transmitter Unit
4	AMX	CP-3008-BL [FG1302-08-B]	Novara8 Button ControlPad, Black
4	Sharp	LC70LE660U	70" 1080P LED with Network / Built in wifi
4	Chief Mfg	RXT2	XL UNIVERSAL TILT MOUNT
4	JBL	CINEMASB100	Soundbar

#### Large Meeting Room 220 Type 2

1	Extron	60-1371-11	WPB 109
1	AMX	CP-3008-BL [FG1302-08-B]	Novara8 Button ControlPad, Black
1	Sharp	LC70LE660U	70" 1080P LED with Network / Built in wifi
1	Chief Mfg	RXT2	XL UNIVERSAL TILT MOUNT
1	JBL	CINEMASB100	Soundbar

#### Reception Corridor 110

1	Sharp	PNY555	55" Professional Monitor;
1	Chief Mfg	RXT2	XL UNIVERSAL TILT MOUNT

#### Fitness Studio 163

2	Chief Mfg	RXT2	XL UNIVERSAL TILT MOUNT
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#### Combinable Rooms 125

1	Epson	V11H616920	PowerLite Pro Z9750UNL Projector WUXGA, 7500 Lumens, Whit
1	Epson	V12H004W04	WideLens for All Pro Z Series (Throw Ratio: 1.31 - 1.80)
1	Epson	V13H134A46	Replacement Air Filter for Pro Z9000-Z11005 Series
1	Epson	V13H010L82	Replacement Lamp (Dual) for Pro Z9000-Z11000 Series
1	Chief Mfg	VCMU	VCMU, INCL CUSTOM HBU, BLK
1	Chief Mfg	CMA330	OFFSET FIXED CEILING PL. 1-1/2 NPT
1	Genesis	MISCPARTS	Projector pipe
1	Epson	V11H513020	PowerLite Pro G6550WU Projector w/Std Lens WUXGA, 5200 Lu
1	Epson	V12H004M04	Middle Throw Zoom Lens #1 for PowerLite Pro G5200WNL/G51
1	Epson	V13H010L76	Optional Lamp for Pro G 6xxx Series Projectors
1	Epson	V13H134A43	Optional Air Filter for Pro G 6xxx Series Projectors
1	Chief Mfg	RPAUW	UNIVERSAL RPA, White
1	Chief Mfg	CMA330	OFFSET FIXED CEILING PL. 1-1/2 NPT
1	Genesis	MISCPARTS	Projector pipe
1	Da-Lite	84329L	ADVANTAGE,159D 78X139NPA MW
1	Da-Lite	84326LS	ADVANTAGE,106D 52X92NPA MW
2	AMX	DX-RX FG1010-500	DX Receiver Unit
2	AMX	DX-TX FG1010-310	DX Transmitter Unit
2	Extron	60-525-01	Cable Cubby 600
1	Extron	70-1076-02	AAP SuperPlate 100 (HDMI, VGA, Audio, USB)-Black
2	Extron	60-871-62	USB Extender Tx
2	Extron	60-871-72	USB Extender Rx
2	Extron	70-100-14	Two Shielded RJ-45 Female to Female Barrel for CAT 5e
1	Extron	70-101-73	One 15-pin HD Female to Female Gender Changer, One 3.5 mm
1	Extron	70-616-12	One HDMI Female to Female on 10" Pigtail

1	AMX	DVX-3155HD-SP [FG1905-1E	10x4 All-In-One Presentation Switcher (Multi-Format, HDMI, 2 D
2	AMX	TPC-IPAD [FG2263-06]	TPControl application license for one Apple iPad
2	Apple	iPad Air 16G	Touchscreen
2	Crestron	CRS-IDOCPADLCADSWCBS	iPanel™ In-Wall Docking Station for iPad
1	Extron	60-1302-01	XPA 100 2-70V
8	Tannoy	8001 4240	CVS6
1	Middle Atl	DTRK-1818	18SP/18D DSKTP RK, NO DRS
1	Eaton	EVLL650R-1U [8 439BQ]	650 RACKMOUNT 1U 5-15P 5-15R 650 VA/420W UPS

#### Fleet Maintenance Lunch Room 102

1	Sharp	LC70LE660U	70" 1080P LED with Network / Built in wifi
1	Chief Mfg	RXT2	XL UNIVERSAL TILT MOUNT
1	JBL	CINEMASB200 [SB200]	Plug -And-Play 60 watt Soundbar with Bluetooth Connectivity

#### EOC Meeting Room 101

1	Epson	V11H5 420 20	PowerLite Pro G6750WU w/Std. Lens WUXGA, 6000 Lumens HD
1	Epson	V13H0 10L76	Optional Lamp for Pro G 6xxx Series Projectors
1	Epson	V13H134A43	Optional Air Filter for Pro G 6xxx Series Projectors
1	Chief Mfg	RPAUW	UNIVERSAL RPA, White
1	Chief Mfg	CMA330	OFFSET FIXED CEILING PL. 1-1/2 NPT
1	Genesis	MISCPARTS	Projector pipe
1	Da-Lite	84327LS	ADVANTAGE, 119D 58X10 4NPA MW
1	AMX	DX-RX FG1010-500	DX Receiver Unit
1	AMX	DX-TX FG1010-310	DX Transmitter Unit
1	Extron	60-1302-01	XPA 100 2-70V
1	Extron	60-8 71-62	USB Extender Tx
1	Extron	60-1252-73	USB Extender D Rx
4	Tannoy	8001 4240	CVS6
1	Extron	60-1095-01	DMP 44 LC
1	Extron	60-525-01	Cable Cubby 600
1	Extron	70-1076-02	AAP SuperPlate 100 (HDMI, VGA, Audio, USB)-Black
1	Extron	70-100-14	Two Shielded RJ-45 Female to Female Barrel for CAT 5e
1	RDL	TX-J2	Unbalanced Input Transformer
1	AMX	CP-3008-BL [FG1302-08-B]	Novara 8 Button ControlPad, Black
2	Sharp	LC70LE660U	70" 1080P LED with Network / Built in wifi
2	Chief Mfg	LTMU	LARGE UNIVERSAL TILT MOUNT
1	Middle Atl	RK8	8 SPACE (14"), 16" DEEP BLACK LAMINATE KD RAC

#### Displatch 111

1	Sharp	LC70LE660U	70" 1080P LED with Network / Built in wifi
1	Chief Mfg	RXT2	XL UNIVERSAL TILT MOUNT
1	Extron	60-841-21	SW2 HDMI
1	Extron	26-663-15	HDMI Ultra/15
1	Extron	26-650-35	HDMI Pro/35
1	Extron	26-663-09	HDMI Ultra/9
1	Extron	26-663-06	HDMI Ultra/6

#### Additional items supplied by City of Surrey

- Sharp LC-80LE757U LCD screen for Lunch Room 135
- 2 70" LCD displays for Fitness Studio
- Shaw boxes with IR sensor

**City Centre Library meeting room equipment:**

Room 120 Sanyo WXGA projector  
Atlas Amplifier  
JBL Speakers (wall-mounted)  
Extron AAP102 input panel and MLC 226 control panel

Room 306 Epson PowerLite 435W projector  
Atlas Amplifier (? in locked, wall-mounted cabinet)  
Tannoy speakers (wall-mounted)  
Extron input and MLC 206 control panels

Room 418 Sanyo WXGA projector  
Atlas Amplifier  
Tannoy speakers (wall-mounted)  
Extron input and MLC 206 control panels



## SCHEDULE B - QUOTATION

RFQ Title: **City of Surrey Audio Visual Service and Maintenance**

RFQ No: **1220-040-2015-033**

### CONTRACTOR

Legal Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### CITY OF SURREY

City Representative: Richard D. Oppelt, Purchasing Manager

Address: Surrey City Hall  
Finance & Technology Department – Purchasing Section  
Reception Counter – 5<sup>th</sup> Floor West  
13450 - 104 Avenue, Surrey, B.C., Canada, V3T 1V8

E-mail for PDF Files: [purchasing@surrey.ca](mailto:purchasing@surrey.ca)

1. If this Quotation is accepted by the City, a contract will be created as described in:
  - (a) the Agreement;
  - (b) the RFQ; and
  - (c) other terms, if any, that are agreed to by the parties in writing.
  
2. Capitalized terms used and not defined in this Quotation will have the meanings given to them in the Agreement and RFQ. Except as specifically modified by this Quotation, all terms, conditions, representations, warranties and covenants as set out in the Agreement and RFQ will remain in full force and effect.

3. I/We have reviewed the RFQ Attachment 1 – Draft Agreement. If requested by the City, I/we would be prepared to enter into that Agreement, amended by the following departures (list, if any):

**Section**

**Requested Departure(s) / Alternative(s)**

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4. The City requires that the successful Contractor have the following in place **before providing the Goods and Services**:
- (a) Workers' Compensation Board coverage in good standing and further, if an "Owner Operator" is involved, personal operator protection (P.O.P.) will be provided,  
Workers' Compensation Registration Number \_\_\_\_\_;
  - (b) Prime Contractor qualified coordinator is Name: \_\_\_\_\_  
and Contact Number: \_\_\_\_\_;
  - (c) Insurance coverage for the amounts required in the proposed Agreement as a minimum, naming the City as additional insured and generally in compliance with the City's sample insurance certificate form available on the City's Website [Standard Certificate of Insurance](#);
  - (d) City of Surrey or Intermunicipal Business License: Number \_\_\_\_\_;
  - (e) If the Contractor's Goods and Services are subject to GST, the Contractor's GST Number is \_\_\_\_\_; and
  - (f) If the Contractor is a company, the company name indicated above is registered with the Registrar of Companies in the Province of British Columbia, Canada, Incorporation Number \_\_\_\_\_.

As of the date of this Quotation, we advise that we have the ability to meet all of the above requirements **except as follows** (list, if any):

**Requested Departure(s) / Alternative(s)**

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5. The Contractor acknowledges that the departures it has requested in Sections 3 and 4 of this Quotation will not form part of the Agreement unless and until the City agrees to them in writing by initialing or otherwise specifically consenting in writing to be bound by any of them.

SECTION B-1

**Changes and Additions to Specifications:**

6. In addition to the warranties provided in the Agreement, this Quotation includes the following warranties:

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7. I/We have reviewed the RFQ Attachment 1, Schedule A – Specifications of Goods and Scope of Services, to Attachment 1. If requested by the City, I/we would be prepared to meet those requirements, amended by the following departures and additions (list, if any):

**Requested Departure(s) / Alternative(s) / Addition(s)**

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SECTION B-2

**Fees and Payments**

8. The Contractor offers to supply to the City of Surrey the Goods and Services for the prices plus applicable taxes as follows:

Payment Terms: A cash discount of ____% will be allowed if invoices are paid within ____ days, or the ____ day of the month following, or net 30 days, on a best effort basis.		F.O.B. Destination, Freight Prepaid	
<b>The Contractor will provide all labour, plant, materials, tools and equipment necessary for audio visual services and maintenance.</b>	Fee - \$ (a)	Services per annum (b)	Annual Fee - \$ (a) x (b)
<b>Annual Labour Fee - City Hall</b>			
City Hall Council Chambers		4	
Fitness Studio P132		4	
Weight Room P120		4	
Closed Council 110 & Meeting 108		4	
Rooms 164/432/528/632		4	
Committee Rooms 204 & 205		4	
2E IT Training Room 208		4	
3E HR (Room 335) & 3W GM (Room 361)		4	
3W Large Meeting Room 355		4	
3W Staff Lounge 359		4	
4E IT Project Room 430		4	
4W GM Office 462		4	
4W (455/456) & 5W (556/557) Large Meeting Rooms		4	
4W Small Meeting Room 473		4	
4W Small Meeting Room 447		4	
5E Councillors Library 522		4	
6E City Manager's Office 614		4	
6E City Manager's Boardroom 609		4	
6W Large Meeting Room 653		4	
Traffic Operations Centre Control Room		4	
Traffic Operations Centre Multipurpose Room		4	
<b>Annual Labour Fee - Works Yard (services to be started as of mid-2016 - fees will be pro-rated depending on Services start date)</b>			
Lunchroom 135		4	
Training Room 115		4	
Medium Meeting Rooms 252 336		4	
Large Meeting Room 111 121 123 141 Type 1		4	
Large Meeting Room 220 Type 2		4	
Reception Corridor 110		4	
Fitness Studio 163		4	
Combinable Rooms 125		4	
Fleet Maintenance Lunch Room 102		4	
EOC Meeting Room 101		4	
Dispatch 111		4	
<b>City Centre Library</b>			
Room 120		4	
Room 306		4	
Room 418		4	
Note: Overheads, General Conditions and Profit are to be included in the above amounts.  Currency: Canadian	Subtotal:		\$
	GST 5%:		\$
	Total Quotation Price:		\$

Contractors should supplement the above with the following information (attach additional pages if necessary):

- number of normal priority calls included and number of emergency priority calls included (note: emergency calls required for Council Chambers only)
- cost per hour outside of included calls
- whether or not unused included calls, normal or emergency priority, are carried forward to the next billing cycle
- Contractors may append or attach additional information with various pricing and service level options that they believe the City may be interested in. The Contractor should ensure that all pricing and options are clear, complete, and understandable.

**SECTION B-3**

[Intentionally deleted]

**SECTION B-4**

**Key Personnel & Sub-Contractors:**

9. Contractor should provide information on the background and experience of all key personnel proposed to provide the Goods and Services including a description of common certifications/qualifications of factory trained technicians (use the spaces provided and/or attach additional pages, if necessary):

**Key Personnel**

Name: \_\_\_\_\_

Experience: \_\_\_\_\_

Dates: \_\_\_\_\_

Project Name: \_\_\_\_\_

Responsibility: \_\_\_\_\_

10. Contractor should provide the following information on the background and experience of all sub-contractors and material suppliers proposed to undertake a portion of the Goods and Services (use the spaces provided and/or attach additional pages, if necessary):

<i>Description Of Goods &amp; Services</i>	<i>Sub-Contractors &amp; Material Suppliers Names</i>	<i>Years Of Working With Contractor</i>	<i>Telephone Number And Email</i>

**SECTION B-5**

**Experience and References:**

11. Contractor's relevant experience and qualifications in delivering Goods and Services similar to those required by the Agreement including repairs on site or in local support

facility and ability to perform software developments/updates (use the spaces provided and/or attach additional pages, if necessary):

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12. Contractor's relevant references (name and telephone number) (use the spaces provided and/or attach additional pages, if necessary). The City's preference is to have a minimum of three references. Previous clients of the Contractor may be contacted at the City's discretion.

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**SECTION B-6**

**Technical Information:**

13. Have you provided a sample service level agreement(s) as an attachment?  
 Yes  No
14. Have you provided samples of annual review, quarterly reports and equipment warranty status reports?  
 Yes  No
15. Have you provided an attachment with your documented incident response process?  
 Yes  No
16. Have you provided an attachment with your documented process of escalation support?  
 Yes  No

17. Provide a description of the availability of a help desk queue and hours of technical phone support in addition to a description of how you will have adequate staffing to ensure services (use the spaces provided and/or attach additional pages, if necessary):

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18. Provide a description of the different points of contact for service requests that the City may have a need to use (use the spaces provided and/or attach additional pages, if necessary):

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19. Provide a description of your parts replacement/repair on select equipment and warranty parts repair/replacement program (use the spaces provided and/or attach additional pages, if necessary):

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20. Provide a description of your equipment loaner or rental program including costs (use the spaces provided and/or attach additional pages, if necessary):

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21. I/We the undersigned duly authorized representatives of the Contractor, having received and carefully reviewed the RFQ and the Agreement, submit this Quotation in response to the RFQ.

**This Quotation** is offered by the Contractor this \_\_\_\_\_ day of \_\_\_\_\_, 201\_.

**CONTRACTOR**

**I/We have the authority to bind the Contractor**

\_\_\_\_\_  
(Legal Name of Contractor)

\_\_\_\_\_  
(Signature of Authorized Signatory)

\_\_\_\_\_  
(Signature of Authorized Signatory)

\_\_\_\_\_  
(Print Name and Position of Authorized Signatory)

\_\_\_\_\_  
(Print Name and Position of Authorized Signatory)

**This Quotation** is accepted by the City this \_\_\_\_\_ day of \_\_\_\_\_, 201\_.

**CITY OF SURREY**

\_\_\_\_\_  
(Signature of Authorized Signatory)

\_\_\_\_\_  
(Signature of Purchasing Representative)

\_\_\_\_\_  
(Print Name and Position of Authorized Signatory)

\_\_\_\_\_  
(Print Name of Purchasing Representative)

\_\_\_\_\_  
(Signature of Authorized Signatory)

\_\_\_\_\_  
(Print Name and Position of Authorized Signatory)