



Memorandum

TO: Fox Cities Transit Commission
FROM: Ron McDonald, General Manager
DATE: September 19, 2023
RE: Authorization to purchase AV Equipment per VT Specification S2444

Valley Transit broke ground for the Whitman Ave. rehabilitation and construction in early August. New Audio-Visual (AV) equipment is necessary for this project. AV equipment lead-times are extensive. By placing an order well in advance of when it is needed, allows the vendor greater expectation the AV equipment will be delivered when it is needed.

ANALYSIS

Valley Transit received two proposals for similar Audio-Visual equipment. Extensive AV equipment is necessary to equip conference and training rooms as part of the building renovation.

FISCAL IMPACT

Smart Spaces provided a quote for \$118,701.88 and ASI provided a quote for \$137,676.20, including delivery and installation. Valley Transit has sufficient grant funds to purchase this equipment.

RECOMMENDATION

Staff recommends issuing a purchase order to Smart Spaces for \$118,701.88 plus contingency (10%) \$11,870. The project maximum should not exceed \$130,571.

Project Summary

Equipment:	\$81,794.29
Installation Labor:	\$26,772.59
Programming Labor:	\$4,680.00
Project Management Labor:	\$2,035.00
Design and Engineering Labor:	\$1,740.00
Drawings & Documentation Labor:	\$1,680.00
Grand Total:	\$118,701.88 plus applicable tax

* Price Includes Accessories

Presented By: Smart Spaces

6/15/2023

Project Name: S2444 - Valley Transit AV

Project No.: S2444

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Retail Sales Agreement



Proposal Number: 1197141
Prepared For: City of Appleton
Attn: Steven Schrage

Prepared By: Alec Nathan
Phone:
Email: alec.nathan@avisystems.com

Proposal Date: August 04, 2023
City of Appleton - Valley Transit New Building

AVI Systems Inc.
3275 Intertech Drive, Suite 500, Brookfield, WI 53045
Phone: (262)207-1300
Fax: (262)207-1301

INVOICE TO

Attn: Steven Schrage
City of Appleton
100 North Appleton St
Appleton, WI 54911

Phone: (920) 832-6173
Email: steven.schrage@appleton.org
Customer Number: COA0023

SITE

Attn: Steven Schrage
City of Appleton - Valley Transit Building
801 South Whitman Avenue
Appleton, WI 54914

Phone: (920) 832-5972
Email: steven.schrage@appleton.org

COMMENTS

Pricing and Terms per DOA Contract # 505ENT-M23-AUDIOVIDEO-00. Discount off MSRP: Barco 5%, C2G 40%, Chief 40%, Crestron 40%, Extron 42%, Liberty AV 35%, Logitech 10%, Middle Atlantic 43%, QSC 30%, Samsung 25%, Shure Wireless 30%, Viewsonic 24%

No Charge for Shipping

Pro Support 1 YR Option: \$8,555.00

PRODUCTS AND SERVICES SUMMARY

Equipment	\$81,249.95
Integration	\$56,426.25
PRO Support	\$0.00
Shipping & Handling	\$0.00
Tax	\$6,574.60
Grand Total	\$144,250.80

Unless otherwise specified. The prices quoted reflect a discount for a cash payment (i.e., check, wire transfer) made by Customer in full within the time stated for payment on each invoice. Discount only applies to new items included on the invoice, and only applies if the balance on the invoice is paid in full.

All returned equipment is subject to a restocking charge. The prices are valid for 15 days and may be locked in by signing this Retail Sales Agreement.

Overdue balances are subject to a finance charge of 1.5% per month, or interest at the highest rate permitted by applicable law. In the event AVI must pursue collection of unpaid invoices, Customer agrees to pay all of AVI's costs of collection, including its attorneys' fees.

INVOICING AND PAYMENT TERMS

Customer and AVI have agreed on the payment method of CASH. Payment must be remitted by stated method. To the extent Customer seeks to use of any payment methods other than stated, and that payment method results in an increased transaction cost to AVI, the new payment must be approved in writing, and the Customer shall be responsible for paying the increased transaction cost to AVI associated with the change in payment method. Payments shall be made 30 days from invoice date. So long as the invoice has been sent and the Customer's payment is made within the terms work will continue.