

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ADDISON, TEXAS APPROVING AN AGREEMENT WITH DATA PROJECTIONS, INC. (DPI) FOR TOWN HALL AND ADDISON TREEHOUSE AUDIO/VIDEO UPGRADES IN AN AMOUNT NOT TO EXCEED \$98,217.86; AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City Council desires to authorize an agreement with Data Projections, Inc. (DPI) to provide services and maintenance in connection with the necessary upgrades to the audio and video equipment within Town Hall and the Addison Treehouse.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE TOWN OF ADDISON, TEXAS:**

**SECTION 1.** The recitals set forth above are true and correct and are incorporated as if fully set forth herein.

**SECTION 2.** The City Council hereby approves the agreement between the Town and Data Projections, Inc., for Town Hall and Addison Treehouse AV Upgrades in an amount not-to-exceed of \$98,217.86, a copy of which is attached to this Resolution as **Exhibit A**. The City Manager is hereby authorized to execute the agreement.

**SECTION 3.** This Resolution shall take effect from and after its date of adoption.

**DULY RESOLVED AND ADOPTED** by the City Council of the Town of Addison, Texas, on this the **12<sup>th</sup>** day of **October** **2021**.

**TOWN OF ADDISON, TEXAS**

\_\_\_\_\_  
Joe Chow, Mayor

**ATTEST:**

\_\_\_\_\_  
Irma Parker, City Secretary



# DATA PROJECTIONS

## **Addison Treehouse and Town Hall AV Upgrades**

Quote # 010284  
Version 3

Prepared for:

### **Town of Addison**

Chad Hancock  
chancock@addisontx.gov



DATA  
PROJECTIONS

615 E State Hwy 121  
Ste 300  
Coppell, TX 75019  
www.dataprojections.com  
972.386.7686

Friday, August 20, 2021

Town of Addison  
Chad Hancock  
16801 Westrgrove Dr  
Addison, TX 75001  
chancock@addisontx.gov

RE: Addison Treehouse and Town Hall AV Upgrades

Dear Chad,

Thank you for allowing Data Projections the opportunity to present this solution for the Town of Addison.

As a leading audio visual communications design/build firm, Data Projections is uniquely qualified for a project of this scope. Our experience includes solutions for:

- Multipurpose rooms and auditoriums equipped with large-venue audio visual technology solutions
- Videoconferencing systems incorporating control and complete room collaboration, allowing for on-demand decision making and communication among remote locations
- Conference, board rooms and training rooms of all shapes and sizes
- Digital signage implementations across enterprise, university, and district campuses for immediate message distribution
- Operation Center's (NOC's, EOC's, SOC's) audio visual command and control systems
- College and university classrooms, lecture halls and labs
- Individual school classrooms to entire districts
- And many more unique applications

Because we partner with the best technology companies in the industry, we're able to provide a wide range of comprehensive solutions built around the specific needs of our customers, while taking into account the technical, capital and logistical factors involved in each project and solution.

Rapid and effective communication is key to staying ahead of the competition. Better communication leads to better decisions - and better results. How do you maintain consistent communication across your organization as well as external audiences? Data Projections' team of professionals will keep you simply connected.

Kind regards,

Matt Gallagher  
Account Executive  
Dallas



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## Executive Summary

### Summary

Data Projections (DPI) will install AV systems for the Town of Addison. These will include systems in the Council chambers and Parlor located at the Town Hall, and the Large Meeting Room at the Addison Treehouse.

Each of these systems will enable users in the rooms to connect their laptops to the systems using HDMI and USB connections which will enable them to connect to virtual meetings and videoconferences on their device using the rooms installed microphones, speakers, displays, and Swagit camera systems.

A tabletop touchpanel at the control desk in the Council Chambers will enable users to control the AV systems in the Council Chambers and the Parlor. This will include display input selection, volume control, etc., as well as the ability to mute all speakers not located in the Council Chambers.

A tabletop touchpanel at the AV rack in the Large Meeting Room at the Treehouse will enable users to control the projector input selection, room volume, etc. HDMI and USB connectivity for users' laptops will be available on wallplates located beside the existing projector screen.

These systems will be configured to interoperate with the Swagit systems installed onsite, providing audio and program video feeds to the Swagit system, and receiving video feeds from the Swagit cameras which will be usable in videoconference meeting on users' laptops when connected to the in-room HDMI and USB connections.

### Project Location:

16801 Westgrove Dr  
Addison, TX 75001

### Project Onsite Point of Contact:

Chad Hancock  
(972) 450-2854 (Direct)  
(Mobile)  
[chancock@addisontx.gov](mailto:chancock@addisontx.gov)

### System Description

#### Council Chambers/Parlor

##### Functionality Description:

Meeting space with gooseneck microphones on the dais and lectern, OFE wall mounted display, HDMI connectivity at the lectern for sharing content locally, and HDMI/USB connections at the control desk in council chambers and on display cart in parlor for sharing content locally as well as videoconferencing from users' laptops. Rooms to be controlled by touchpanel at control desk.

##### Source Devices:

- 7 gooseneck microphones along dais, 1 on lectern
- HDMI connection at lectern
- HDMI and USB connection at control desk
- Camera feeds from 2 in room cameras via Swagit system

##### Displays:



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### Executive Summary

- 1 OFE wall mounted display (already installed)

#### Audio:

- Existing Speakers will be re-used

#### Conferencing:

- Lectern and dais mics, in room camera system, display and speakers will all be usable through the control desk HDMI/USB connections for videoconferencing on users' laptops. A remote controllable power outlet will be provided and configured so as to power on an OFE "On Air" light for use during videoconferences

#### Controls:

- Tabletop touchpanel will control systems in Council Chambers and Parlor
- Wall controllers in parlor will enable users to mute mics in the parlor

#### Equipment Location:

- 7 mics on dais, 1 on lectern in Council Chamber
- Ceiling mounted mic in Parlor
- HDMI connection at council chamber lectern
- HDMI/USB connection at Council Chamber control desk, and on display cart in parlor
- Touchpanel on control desk in Council Chamber
- All other equipment to be located in rack in basement

### **Treehouse Large Meeting Room**

#### Functionality Description:

Meeting space with wireless microphones stored on AV rack, new projector and OFE screen, HDMI/USB connections in wallplates next to the screen for sharing content locally as well as videoconferencing from users' laptops. Room to be controlled by touchpanel at AV rack.

#### Source Devices:

- 2 MXA 910 ceiling tile array microphones
- 1 wireless handheld/bodypack microphone kit
- HDMI and USB connection on wallplates
- Camera feeds from 2 in room cameras via Swagit system

#### Displays:

- 1 new projector and 1 OFE projector screen
- \*DPI to remove 2 existing projectors and 1 existing screen

#### Audio:

- Existing Speakers will be re-used

#### Conferencing:

- wireless mics, in room camera system, projector and speakers will all be usable through the wallplate HDMI/USB connections for videoconferencing on users' laptops. A remote controllable power outlet will be provided and configured so as to power on an OFE "On Air" light for use during videoconferences

#### Controls:

- Tabletop touchpanel located at AV rack

#### Equipment Location:

- Projector on ceiling
- HDMI/USB wallplates next to OFE screen
- All other equipment in existing AV rack



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#### **Data Projections Service and Maintenance Agreement:**

- Our **Silver Service and Maintenance Agreement** will give you peace of mind knowing if an issue does arise, our dedicated service team will address it quickly and efficiently, at no additional cost, to provide you with optimal usage of your audio/visual solutions. Data Projections covers all services and hardware purchased through Data Projections through the life of the Service and Maintenance agreement even if it is no longer covered under the manufacturer warranty.

#### **Exclusions**

The following work is **not included** in our Scope of Work:

- All conduit, high voltage, wiring panels, breakers, relays, boxes, receptacles, etc.
- Concrete saw cutting and/or core drilling.
- Fire wall, ceiling, roof and floor penetration.
- Necessary gypsum board replacement and/or repair.
- Necessary ceiling tile or T-bar modifications, replacements and/or repair.
- All millwork (moldings, trim, cut outs, etc.).
- Patching and Painting.
- Permits (unless specifically provided for and identified within the contract).

#### **This Scope of Work is delivered on the basis of the following Assumptions:**

- Site preparation by the Customer includes electrical, wall reinforcement, telephone and data network infrastructure placement per Data Projections specification.
- All work areas should be clean and dust free prior to the beginning of on-site integration of electronic equipment.
- Customer communication of readiness will be considered accurate and executable by Data Projections project manager.
- In Room(s) where installation is to be completed are to be made available for Data Projections exclusive use on the days of the scheduled installation. Unless specifically arranged in advance, rooms will be available during normal business hours, defined as Monday through Friday, 8:00 AM to 5:00 PM excluding holidays. All required spaces (rooms, access points, etc.) must be available at the start of the installation and remain available for the duration of the Project. Any required space that is unavailable during the scheduled installation timeframe may result in delayed delivery of the Project and/or additional charges. Additional rates will only be applied after execution of Data Projections generated Project Change Request according to the Change Management Procedure section following and signed approval by Owner or Owner's representative.
- The project schedule must allow for sufficient time for completion of all installation and final testing of systems prior to occupancy of the site. If sufficient time is not allowed, Data Projections will be held harmless for systems that do not meet requirements. In this case, all costs associated with completion of work, including overtime labor rates, will be considered outside the scope of this offering and billable to the Client. Unless otherwise stated, the installation shall be scheduled contiguously from start to finish. Projects requiring multiple site visits and/or intervals of inactivity between events must be noted as such prior to acceptance of this SOW. If notification is made after initial acceptance of this SOW, Change Management Procedure section following shall be implemented and additional charges may apply. Data Projections



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### Executive Summary

- reserves the right to revise the proposal/scope of work based upon information obtained from subsequent site surveys and other sources not available at the time of that the original proposal was issued.
- Data Projections reserves the right to substitute equipment of similar specifications should any of the specified equipment be unavailable at time of order from the manufacturer. This will be done in an effort to maintain the completeness of the proposed audiovisual system and meet the anticipated installation schedule. Data Projections will notify the client in the event there is a need for any equipment substitutions.
  - There is secure storage for equipment during a multiple-day integration. If secure storage is not available for the duration of the multiple day integration period, Data Projections reserves the right to; delay the installation until secure storage is available which could result in project completion delays and additional storage and delay fees; payment in full for the materials and equipment that cannot be secured thus constituting transfer of ownership and relieving Data Projections of its responsibility and liability for security and protection of said materials and equipment against damage and theft.
  - If Customer furnished equipment and existing cabling is to be used, Data Projections assumes that these items are in good working condition and will integrate into the designed solution. Any repair, replacement and/or configuration of these items that may be necessary will be made at an additional cost.
  - All Network configurations including IP addresses are to be provided, operational and functional before Data Projections' integration begins. Data Projections will not be responsible for testing the LAN connections.
  - Cable or Satellite drops must be in place with converter boxes operational before the completion of integration. Any delay resulting in extra work caused by late arrival of these items will result in a change order for time and materials.
  - Document review / feedback on touch panel layout / correspondence will be completed by the Customer within two business days **{unless otherwise noted}**

### Integration Project Management Processes

Data Projections will follow a foundational project management process which may include the following actions/deliverables (based on the size/complexity/duration of the integration project):

- Needs Analysis – performed prior to Scope of Work
- Project Welcome Notice – emailed upon receipt of Purchase Order/Notice to proceed
- Project Kick-Off meeting with Customer Representative(s) – either by phone or in-person
- Project Status updates – informal or formal – either by phone, email or in-person (based on the size/complexity/duration of the project)
- Project Change Control – comprised of Field Directed Change Order and/or Contract Change Order submittals
- Substantial Completion – Customer walk-through and user acceptance training – prior to Service transition (if purchased)

### User Acceptance Training

This is geared specifically towards the end-user / operator. The purpose of this training is to provide operators with the necessary knowledge to confidently and comfortably operate all aspects of the integrated system.

Areas covered include the following:

- Equipment and system overview
- Equipment operation and function
- Equipment start up, stop, and shut Down



Executive Summary

- Equipment automatic and manual operation
- Discussion and documentation relating to control system operation
- Discussion and documentation relating to system processor and its control applications
- Powering up, powering down AV system via control system
- Manual operation of display systems, audio system and all other related components
- Use/operation of patch panels, when and where to be used
- Who to call when help is required

Room 1 - Hardware

Mfr.	Description	Price	Qty	Ext. Price
<b>Council Chambers and Parlor</b>				
Crestron	DM-MD8X8- 8x8 DigitalMedia Switcher CPU3	\$2,621.95	1	\$2,621.95
Crestron	DMC-4KZ- HD HDMI 4K60 4:4:4 HDR Input Card for DM Switchers	\$487.80	3	\$1,463.40
Crestron	DMC-4KZ-C DigitalMedia 8G 4K60 4:4:4 HDR Input Card for DM Switchers, HDBaseT Compatible	\$670.73	3	\$2,012.19
Crestron	DMC-4KZ- HDO 2-Channel HDMI 4K60 4:4:4 HDR Scaling Output Card for DM Switchers	\$1,097.56	2	\$2,195.12
Crestron	DMC-4KZ- CO-HD 2-Channel DigitalMedia 8G 4K60 4:4:4 HDR Output Card for DM Switchers	\$792.68	1	\$792.68
Crestron	HD-MD4X2- 4x2 4K60 4:4:4 HDR AV Switcher 4KZ-E	\$853.66	1	\$853.66
Crestron	DM-TX-4KZ- 202-C DigitalMedia 8G 4K60 4:4:4 HDR Transmitters 202	\$914.63	3	\$2,743.89
Crestron	DM-RMC- 4KZ-SCALER- C DigitalMedia 8G 4K60 4:4:4 HDR Receiver and Room Controller with Scaler	\$1,097.56	3	\$3,292.68





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Room 1 - Hardware

Mfr.	Description	Price	Qty	Ext. Price
Crestron	TS-770-B-S 7 in. Tabletop Touch Screen, Black Smooth	\$1,219.51	1	\$1,219.51
Crestron	CP4N 4-Series Control System	\$1,707.32	1	\$1,707.32
Crestron	CEN-IO-DIGIN-104 Wired Ethernet Module with 4 Digital Inputs	\$225.61	1	\$225.61
Crestron	CEN-IO-RY-104 Wired Ethernet Module with 4 Relay Ports	\$225.61	1	\$225.61
Magewell	32090 USB Capture HDMI 4K Plus	\$548.78	2	\$1,097.56
Black Magic Design	CONVCMIC/HS03G/WPS U Blackmagic Design Micro Converter HDMI to SDI 3G (with Power Supply)	\$91.46	4	\$365.84
Biamp	TesiraFORTÉ AVB AI Fixed I/O DSP with 12 analog inputs, 8 analog outputs, 8 channels configurable USB audio, and 128 x 128 channels of AVB	\$1,828.05	1	\$1,828.05
Biamp	Tesira EX-IN 4 channel mic/line input expander PoE+	\$852.44	2	\$1,704.88
Biamp	TesiraCONNECT TC-5D 5-port expansion device AVB/Dante	\$975.61	1	\$975.61
Shure	MX418D/C Cardioid-18" Desktop Gooseneck Condenser Microphone, Attached 10' XLR Cable, Logic Functions, Programmable Switch and LED Indicator, Attached Desktop Base	\$256.10	10	\$2,561.00
Shure	MXA710W-2FT LINEAR ARRAY MIC, WHITE, 2 FT	\$1,828.05	1	\$1,828.05



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**Room 1 - Hardware**

Mfr.	Description	Price	Qty	Ext. Price
JBL	NCSA2120Z- U-US 2 x 120W DriveCore Amplifier, Fanless, 4ohm/8ohm/70V/100V, 1U Half-Rack, Mounting kit	\$543.00	1	\$543.00
C2G	CTG-53880 USB 2.0 OVER CAT5 SUPERBOOSTER DONGLE KIT	\$421.16	2	\$842.32
C2G	29144 5m ULTIMA USB 2.0 A/B CBL	\$10.20	1	\$10.20
C2G	50612 15ft/4.5M High Speed HDMI Cable w/ Eth	\$10.65	1	\$10.65
Furman	PL-8C 15A Advanced Power Cond/Lights W/SMP, 9 Outlets, 1RU, 10Ft Cord	\$155.59	1	\$155.59
Cisco Systems	CSC-SG350-28MP-K9-NA CISCO SG350-28MP 28-PORT GIGABIT POE MAN	\$1,347.38	1	\$1,347.38
Crestron	C2N-CBD-P-W-T Cameo Keypad, Standard Mount, White Textured	\$219.51	1	\$219.51
Wiremold	Custom Custom on-wall and on-ceiling cable raceway	\$199.00	1	\$199.00
Middle Atlantic	RLNK-215 15A,2 OUT,IP CTRL POWER	\$156.51	2	\$313.02

Subtotal: **\$33,355.28**

**Room 1 Services**

Product Details	Ext. Price
Installation Labor	\$9,000.00
Commission Labor	\$3,000.00
Project Management	\$1,000.00
Design/Engineering	\$3,600.00
Programming Labor	\$4,200.00

Subtotal: **\$20,800.00**



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Room 2- Hardware

Mfr.	Description	Price	Qty	Ext. Price
<b>Tree House</b>				
EPSON	V11HA2602 0 EPSON PowerLite L630U Projector	\$3,523.17	1	\$3,523.17
CHIEF	RPAUW UNIVERSAL RPA WHITE	\$152.93	1	\$152.93
CHIEF	CMS440 8" CEILING PLATE WITH ONE SLOT	\$93.15	1	\$93.15
Chief	CMS012W Fixed Pipe 12"	\$31.71	1	\$31.71
Crestron	DMPS3-4K-350-C 3-Series 4K DigitalMedia Presentation System 350	\$6,097.56	1	\$6,097.56
Crestron	DM-TX-4KZ-100-C-1G-W-T DigitalMedia 8G 4K60 4:4:4 HDR Wall Plate Transmitter, White	\$609.76	1	\$609.76
Crestron	DM-RMC-4KZ-SCALER-C DigitalMedia 8G 4K60 4:4:4 HDR Receiver and Room Controller with Scaler	\$1,097.56	1	\$1,097.56
Crestron	DM-RMC-4KZ-100-C DigitalMedia 8G 4K60 4:4:4 HDR Receiver and Room Controller 100	\$548.78	1	\$548.78
Crestron	HD-TX-101-C-E DM Lite Transmitter for HDMI Signal Extension over CATx Cable	\$201.22	2	\$402.44
Crestron	HD-RX-101-C-E DM Lite HDMI over CATx Receiver, Surface Mount	\$201.22	2	\$402.44
Crestron	TSW-770-W-S 7 in. Wall Mount Touch Screen, White Smooth	\$1,285.71	1	\$1,285.71
Black Magic Design	CONVCMIC/HS03G/WPSU Blackmagic Design Micro Converter HDMI to SDI 3G (with Power Supply)	\$91.46	1	\$91.46
Magewell	32090 USB Capture HDMI 4K Plus	\$548.78	1	\$548.78



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**Room 2- Hardware**

Mfr.	Description	Price	Qty	Ext. Price
Biamp	TesiraCONN 5-port expansion device ECT TC-5D AVB/Dante	\$975.61	1	\$975.61
Shure	QLXD124/85 Bodypack and Vocal Combo -G50 System with WL185 and SM58	\$1,403.66	1	\$1,403.66
Shure	QLXD24/B58 Beta 58 Vocal System -G50	\$1,029.27	1	\$1,029.27
JBL	NCSA2120Z- 2 x 120W DriveCore Amplifier, U-US Fanless, 4ohm/8ohm/70V/100V, 1U Half-Rack, Mounting kit	\$543.00	1	\$543.00
C2G	53878 Trulink USB 2.0 WP Lex Dongle Rex Kit	\$422.44	1	\$422.44
C2G	29144 5m ULTIMA USB 2.0 A/B CBL	\$10.20	1	\$10.20
C2G	50612 15ft/4.5M High Speed HDMI Cable w/ Eth	\$10.65	1	\$10.65
Cisco Systems	CSC-SG350- CISCO SG350-10MP 10-PORT 10MP-K9-NA GIGABIT POE MAN	\$585.54	1	\$585.54
Furman	PL-8C 15A Advanced Power Cond/Lights W/SMP, 9 Outlets, 1RU, 10Ft Cord	\$155.59	1	\$155.59
Shure	MXA910W- Ceiling Array Microphone US	\$3,657.32	2	\$7,314.64
Middle Atlantic	RLNK-215 15A,2 OUT,IP CTRL POWER	\$156.51	1	\$156.51

Subtotal: **\$27,492.56**

**Room 2 Services**

Product Details	Ext. Price
Installation Labor	\$4,800.00
Commission Labor	\$1,000.00
Project Management	\$1,000.00



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Room 2 Services

Product Details	Ext. Price
Design/Engineering	\$1,800.00
Programming Labor	\$2,800.00
Subtotal: <b>\$11,400.00</b>	

Miscellaneous Materials

Product Details	Ext. Price
Miscellaneous Materials	\$2,001.30
Subtotal: <b>\$2,001.30</b>	

Service & Maintenance

Product Details	Ext. Price
Service & Maintenance - 1 Year, Silver	\$2,001.32
Subtotal: <b>\$2,001.32</b>	



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## Addison Treehouse and Town Hall AV Upgrades



### Prepared by:

#### Dallas

Matt Gallagher  
713.781.1999  
Fax 972.386.7685  
mgallagher@dataprojections.com

### Prepared for:

#### Town of Addison

16801 Westgrove Dr  
Addison, TX 75001  
Chad Hancock  
(972) 450-2854  
chancock@addisontx.gov

### Quote Information:

#### Quote #: 010284

Version: 3  
Delivery Date: 08/20/2021  
Expiration Date: 09/17/2021

### Quote Summary

Description	Amount
Room 1 - Hardware	\$33,355.28
Room 1 Services	\$20,800.00
Room 2- Hardware	\$27,492.56
Room 2 Services	\$11,400.00
Miscellaneous Materials	\$2,001.30
Service & Maintenance	\$2,001.32

Subtotal: **\$97,050.46**  
 Shipping: **\$1,167.40**  
 Total: **\$98,217.86**

### Payment Options

Description	Payments	Interval	Amount
Payment Options			
Net 30	1	One-Time	\$98,217.86

Other service options available. Contact your sales representative.


By signing this agreement, you are accepting our Terms and Conditions. This does not negate the need for a purchase order or any other purchasing requirement which your company necessitates. Data Projections reserves the right to require a customer down payment/deposit contingent on the creditworthiness of the customer.



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Dallas

Signature:   
Name: Matt Gallagher  
Title: Account Executive  
Date: 08/20/2021

Town of Addison

Signature: \_\_\_\_\_  
Name: Chad Hancock  
Date: \_\_\_\_\_



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## Statement of Performance

### TERMS AND CONDITIONS

#### Notice

##### **This Scope of Work is delivered on the basis of the following Assumptions:**

- Site preparation by the Customer includes electrical, wall reinforcement, telephone and data network infrastructure placement per Data Projections specification.
- All work areas should be clean and dust free prior to the beginning of on-site integration of electronic equipment.
- Customer communication of readiness will be considered accurate and executable by Data Projections project manager.
- In Room(s) where installation is to be completed are to be made available for Data Projections exclusive use on the days of the scheduled installation. Unless specifically arranged in advance, rooms will be available during normal business hours, defined as Monday through Friday, 8:00 AM to 5:00 PM excluding holidays. All required spaces (rooms, access points, etc.) must be available at the start of the installation and remain available for the duration of the Project. Any required space that is unavailable during the scheduled installation time frame may result in delayed delivery of the Project and/or additional charges. Additional rates will only be applied after execution of Data Projections generated Project Change Request according to the Change Management Procedure section following and signed approval by Owner or Owner's representative.
- The project schedule must allow for sufficient time for completion of all installation and final testing of systems prior to occupancy of the site. If sufficient time is not allowed, Data Projections will be held harmless for systems that do not meet requirements. In this case, all costs associated with completion of work, including overtime labor rates, will be considered outside the scope of this offering and billable to the Client. Unless otherwise stated, the installation shall be scheduled contiguously from start to finish. Projects requiring multiple site visits and/or intervals of inactivity between events must be noted as such prior to acceptance of this SOW. If notification is made after initial acceptance of this SOW, Change Management Procedure section following shall be implemented and additional charges may apply. Data Projections reserves the right to revise the proposal/scope of work based upon information obtained from subsequent site surveys and other sources not available at the time of that the original proposal was issued.
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- There is secure storage for equipment during a multiple-day integration. If secure storage is not available for the duration of the multiple day integration period, Data Projections reserves the right to; delay the installation until secure storage is available which could result in project completion delays and additional storage and delay fees; payment in full for the materials and equipment that cannot be secured thus constituting transfer of ownership and relieving Data Projections of its responsibility and liability for security and protection of said materials and equipment against damage and theft.
- If Customer furnished equipment and existing cabling is to be used, Data Projections assumes that these





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### Statement of Performance

- items are in good working condition and will integrate into the designed solution. Any repair, replacement and/or configuration of these items that may be necessary will be made at an additional cost.
- All Network configurations including IP addresses are to be provided, operational and functional before Data Projections' integration begins. Data Projections will not be responsible for testing the LAN connections.
  - Cable or Satellite drops must be in place with converter boxes operational before the completion of integration. Any delay resulting in extra work caused by late arrival of these items will result in a change order for time and materials.
  - Document review / feedback on touch panel layout / correspondence will be completed by the Customer within two business days. {unless otherwise noted}

### **Integration Project Management Processes**

Data Projections will follow a foundational project management process which may include the following actions/deliverables (based on the size/complexity/duration of the integration project):

- Needs Analysis – performed prior to Scope of Work
- Project Welcome Notice – emailed upon receipt of Purchase Order/Notice to proceed
- Project Kick-Off meeting with Customer Representative(s) – either by phone or in-person
- Project Status updates – informal or formal – either by phone, email or in-person (based on the size/complexity/duration of the project)
- Project Change Control – comprised of Field Directed Change Order and/or Contract Change Order submittals
- Substantial Completion – Customer walk-through and user acceptance training – prior to Service transition (if purchased)

### **User Acceptance Training**

This is geared specifically towards the end-user / operator. The purpose of this training is to provide operators with the necessary knowledge to confidently and comfortably operate all aspects of the integrated system.

Areas covered include the following:

- Equipment and system overview
- Equipment operation and function
- Equipment start up, stop, and shut Down
- Equipment automatic and manual operation
- Discussion and documentation relating to control system operation
- Discussion and documentation relating to system processor and its control applications
- Powering up, powering down AV system via control system
- Manual operation of display systems, audio system and all other related components
- Use/operation of patch panels, when and where to be used



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615 E State Hwy 121  
Ste 300  
Coppell, TX 75019  
www.dataprojections.com  
972.386.7686

## Statement of Performance

- Who to call when help is required

### **Change Management Procedure**

Any changes to the Scope of the project that effect the contractual value of the project must be in writing signed by the Customer and an authorized representative of Data Projections, Inc. Oral changes to the project scope, equipment or materials shall not be binding upon the parties. Changes may impact the ability of Data Projections, Inc. to deliver the desired solution per the original terms of the Contract. After acceptance of this Scope of Work, such signed and approved change orders will be incorporated by reference into and become part of this Contract and will be processed in accordance with the Change Management Procedure detailed below.

### **Proprietary Notice**

This proposal contains confidential information and intellectual property of Data Projections and may be legally privileged. Recipient agrees not to reproduce or make this information available in any manner to persons outside the group directly responsible for evaluation of its contents.

### **Payment Schedule**

The total for this proposal/project is presented as a "not to exceed" unless Data Projections and the "client" agree to add hardware, software or functionality not specifically addressed in this Statement of Work/Executive Summary. The payment schedule outlined in the Payment Options section is contingent on the established line of credit approved by the company. If credit terms are extended, the standard terms are NET 30 days. If credit terms are not requested or extended, payment will be required in full before hardware is ordered or installation dates are scheduled.

### **Returns**

The approval of product returns is at the discretion of Data Projections and requires a return authorization number. Products that are defective will be repaired, replaced or credited in accordance with the manufacturer's warranty. Goods returned for reasons other than warranty or defect must be in original, undamaged and untarnished condition and must include all original packaging, documentation and accessories. Restocking fees may apply to the items being returned. Any custom ordered products cannot be returned. Please consult Data Projections for additional details.

### **Warranty**

All new equipment provided by Data Projections includes each manufacturer's full warranty from the date of invoice. Data Projections will honor all warranty requirements as depot service. Data Projections supplies a 90-day workmanship warranty from the date of completion of said system, unless superseded by an extended warranty, service agreement and/or preventative maintenance agreement. If a Data Projections service agreement is purchased all hardware purchased through Data Projections will be covered with no additional service or replacement fees throughout the life of the agreement even if the hardware is no longer covered under the manufacturer's warranty. Data Projections warrants the system to be free of defects in materials and workmanship and fit for the intended purpose. This warranty does not cover equipment or system abuse, misuse including, but not limited to, operating outside of environmental, electrical, temperature or humidity specifications, system alterations neither approved nor performed by Data Projections; or repair by a service facility other than those authorized by the manufacturer.



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## Statement of Performance

### **Indemnification**

Data Projections agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Client, its officers, director and employees (Collectively, Client) against all damages, liabilities or costs, including reasonable attorney's fees and defense costs, to the extent caused by the Data Projections' negligent performance of professional services under this Agreement and that of its subcontractors or anyone for whom Data Projections is legally liable. The Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless Data Projections, its officers, directors, employees and sub-consultants (collectively, Data Projections) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the Client's negligent acts in connection with the Project and the acts of its contractors, subcontractors or consultants or anyone for whom the Client is legally liable. Neither the Client nor Data Projections shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence.

### **No Hire Policy**

During the term of the Contract, and for a period of one (1) year after the termination of the Contract, or the completion of the Project, whichever is later, the Client agrees that it will not directly solicit the employment of any individual that was employed by Data Projections during the term of the Contract. In the event Client breaches this provision, the parties agree that it would be difficult to establish the precise amount of damages incurred by Data Projections as a result of such conduct, and therefore the parties agree that immediately upon hiring said individual, Client shall pay to Data Projections an amount equal to 50% of the gross annual salary or wages paid to the individual in question during the twelve months prior to the termination of that individual's employment with Data Projections. This fee shall not apply if the individual responds to a general employment advertisement through newspapers, on-line job boards or postings, agencies, open house, or job fairs.



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## SILVER Service Maintenance Agreement - Full Hardware Warranty

The Maintenance Agreement for Audio/Visual Presentation Systems

Our **Silver Maintenance Program** minimizes risk and solves service issues quickly and efficiently to provide our clients with optimal usage of their audio/visual solution without extended delay. As an authorized reseller and service center for many manufacturers, Data Projections has built an infrastructure of qualified and experienced service technicians. Our technicians receive a series of audio/visual industry certifications and intensive manufacturer training to obtain product knowledge and provide exceptional service.

### On-Site Technical Response

The Service Department hours of operation are 8:00AM to 5:00PM Monday through Friday excluding holidays. Data Projections will request preliminary diagnostic information from the client related to the service request prior to a technician being dispatched to a client's facility. If the issue is unresolved, a technical representative will arrive within eight business hours of the call to assess the issue(s) with the A/V solution. Any client outside of a 50-mile radius from the nearest Data Projections location will require adjustment to the above on-site technical response time, depending on travel requirements. All after-hour, weekend, and holiday service charges are billed at time and a half.

### Remote Technical Assistance

Data Projections will provide unlimited toll-free technical assistance by phone (1.866.225.5374) or email [DPIServiceTeam@dataprotections.com](mailto:DPIServiceTeam@dataprotections.com) Monday through Friday 8:00AM - 5:00PM. Messages left after hours will be returned by 10:00AM on the following business day.

### Shipping

Data Projections will provide any UPS ground shipping associated with the return of A/V product to the manufacturer repair center. Crating or special packaging required for the return of products will be included at no additional charge to the client.

### Manufacturer Warranties

Data Projections will process all manufacturer warranty claims for hardware purchased through Data Projections. Data Projections will cover all costs associated with the submission, parts, and labor, and return of hardware requiring repair. If the hardware cannot be repaired, Data Projections will replace the defective unit at no additional cost to the customer even if the hardware is outside the manufacturer warranty period. Owner furnished equipment (OFE) not purchased through Data Projections is not eligible for manufacturer warranty services.

### Training

Data Projections will provide an additional training overview session during the agreement period upon request from the client. The session can be used to refresh existing skills, train new employees or help you achieve maximum performance of your A/V system.

[www.dataprojections.com/](http://www.dataprojections.com/) 1.866.CALL.DPI

Austin – Dallas – Houston – San Antonio.

### Troubleshooting

If it is determined that the client network is causing the issue, our technicians will troubleshoot and work directly with the client's IT department to help resolve any issues. All reasonable efforts will be made to ensure video quality and reliability are upheld.

### Owner Furnished Equipment (OFE) Coverage

Any owner furnished equipment (OFE) integrated with a Data Projections maintenance agreement excludes manufacturer warranty support. Non-warranty repair fees and shipping for OFE are the responsibility of the client.

### Service Maintenance Agreement Effective Date

The service maintenance agreement shall commence on the first day of system completion or customer use, whichever is earlier, and continue for one full year unless specified for a different duration.

Simply  
Connected.