

## **CITY OF BELLEVUE**

# BELLEVUE 2013 AV SYSTEMS REPLACEMENT PROJECT REQUEST FOR PROPOSAL

**RFP # 13166** 

CFDA #97.067 - UASI

### OFFICIALS OF THE CITY OF BELLEVUE

## $\frac{\text{MAYOR}}{\text{CONRAD LEE}}$

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DEPARTMENT DIRECTOR
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## ADVERTISEMENT FOR PROPOSALS BELLEVUE 2013 AV SYSTEMS REPLACEMENT PROJECT RFP #13166

Notice is hereby given that proposals will be received by the City of Bellevue, Washington, for the replacement of:

**Project Name:** Bellevue 2013 AV Systems Replacement Project

**RFP Number:** 13166

by filing with the Service First Desk on the First Floor lobby of Bellevue City Hall at 450 110<sup>th</sup> Ave. NE until October 25, 2013 at 2:00 pm. Proposals received later than October 25, 2013 at 2:00 PM may not be considered.

**Mandatory Site Visit**: A mandatory site visit by each Prime Contractor, and Major Subcontractor who intends to submit a proposal for work on this project, will be held on October 3, 2013 at 9:30AM in City Hall Conference Room 1E-110 at 450 110<sup>th</sup> Ave NE, Bellevue, WA.

Work contemplated to be performed under this contract is as follows: The City of Bellevue Washington has undertaken a project to replace selected audio and video systems within the City Hall Building. Many of these AV systems were originally installed as part of the New City Hall Project which completed in 2006. The replacement project aims to address issues with aged equipment and replace older technologies with newer systems that enhance the user experiences and increase operational efficiencies. In conjunction with the replacement project, some AV Systems are being augmented with new hardware or software to address new functional requirements.

The project involves the design, provision, removal and installation of selected audio systems, video presentation systems and AV control systems throughout the facility. In some cases, the contractor will design and install systems that properly integrate existing and new AV equipment and AV control software. The equipment that the awarded contractor shall be required to provide as new or reuse will be described in the RFP documents. The project also includes decommissioning and removal of Owner-identified audiovisual equipment to be retired as part of the project.

The City of Bellevue reserves the right to reject any and all proposals and to waive irregularities and informalities in the RFP process.

The RFP, drawings, images and plans for this project are available on-line at <a href="www.bellevuewa.gov">www.bellevuewa.gov</a> under "Departments", "Finance", "Bid Information" then "Current Bid Opportunities, RFPs and RFQs".

The successful proposer must comply with the City of Bellevue equal opportunity requirements. The City of Bellevue is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality, or disability.

Dated this 24th day of September 2013

Jamie Robinson Procurement Services Supervisor

Published Dates: Seattle Times: September 24<sup>th</sup> and 30th, 2013

Daily Journal of Commerce: September 24th and 30th, 2013

## TIMELINE AND SCHEDULE BELLEVUE 2013 AV SYSTEMS REPLACEMENT PROJECT RFP# 13166

Timelines and schedules: These are estimated, although not guaranteed by Bellevue, and are provided for background information.

Milestone	Date and Time
RFP Issue Date	September 24, 2013
Mandatory Site Visit	October 3, 2013 at 9:30 am
Last Day On Which Questions Can Be Submitted	October 10, 2013
City Responses to Contractor Questions	October 16, 2013
RFP Due Date	October 25, 2013 at 2:00 pm
Short-Listed Contractor Names Released	October 30, 2013
Short-Listed Contractor Interviews	November 1-4, 2013
Evaluation Complete	November 7, 2013
Apparently Successful Contractor Released	November 8, 2013

#### SECTION 1 – RFP INSTRUCTIONS

1. **SUBMITTAL DEADLINES**: Submit your proposal on or before 2:00 p.m. on October 25, 2013, to Bellevue using one of the following delivery methods.

Attention: City of Bellevue Service First Desk, RFP #13166

Hand Deliver: 450 110<sup>th</sup> Ave NE, Bellevue, WA 98004, Service First Desk

Mail: 450<sup>th</sup> 110<sup>th</sup> Ave. NE, Bellevue, WA 98009

Contractors should allow normal mail delivery time to ensure timely receipt by Bellevue. Contractors assume the risk for the method of delivery chosen. Bellevue assumes no responsibility for delays caused by delivery. Contractor must include three (3) hard copies and one (1) electronic copy of the described documentation in PDF file format.

2. **RFP COORDINATOR/COMMUNICATIONS**: All communications regarding this RFP must be directed in writing to: Dave Kelly, Client Services & Multimedia Manager

Address; PO Box 90012, Bellevue, WA 98009-9012

Phone: 425.452.7195

E-Mail: dkelly@bellevuewa.gov

Unless authorized by the RFP documents, no other Bellevue official or employee can speak for Bellevue regarding this RFP. Bellevue is not bound by information, clarification, or interpretations from other Bellevue officials or employees. Submitters should not contact Bellevue officials or employees, other than the designated person. Failure to observe this requirement may be grounds for rejection of the Contractor's proposal.

#### 3. **BUILDING ENINGEERING SYSTEMS**

This RFP solicitation is based off of RCW 39.04.290 – Contracts for Building Engineering Systems.

#### 4. CODE OF CONDUCT FOR COMPETITIVE SOLICITATIONS

**Definitions:** 

Solicitations - A method of acquiring goods, services, and construction for public use in which offers are made to the City between two or more sources. Typical documents used by the City are titled: Invitation to Bid, Invitation to Quote, Request for Proposals, Request for Qualifications Request for Information, or any other method of obtaining competitive offers.

**Blackout Period:** The period between the time a solicitation is issued by the City and the time the City awards the contract.

**Lobbying:** The attempt to persuade or influence any City employees, officials, or representatives responsible for reviewing, evaluating, ranking or awarding the work or contract for goods or services for or against any solicitation; provided, however, that lobbying shall not include the submission of required materials in direct response to the solicitation according to the instructions to respondents in such solicitation.

**Conduct of Participants:** After the issuance of any **solicitation**, all bidders, proposers, contractors, Vendors or individuals acting on their behalf are hereby prohibited from **lobbying** any City employee, official or representative at any time during the **blackout period**.

**Sanctions:** The City may reject the submittal of any bidder, proposer, contractor and/or Vendor who violates the policy set forth herein.

- 5. **MANDATORY PRE-PROPOSAL CONFERENCE:** There will be a mandatory pre-proposal conference at 9:30AM on October 3rd, 2013 in 1E-110 at the Bellevue City Hall located at 450 110<sup>th</sup> Ave NE, Bellevue, WA 98004. This conference is mandatory due to the complexity of this project.
- 6. **QUESTIONS & INTERPRETATION OF RFP:** Bellevue will not provide binding oral interpretations to Contractors as to meaning of the RFP or Contract documents; oral communication is not binding upon Bellevue. Requests for interpretation shall be made to the City contact person by October 10th, 2013. Requests received after this date may not be answered. Bellevue will provide an Addendum for any substantial interpretation or change, which will be included in the contract documents and sent promptly to parties who received the RFP.

Questions regarding this RFP document, drawings or specifications should be addressed to the RFP Coordinator listed in "RFP Coordinator/Communications" above. Request for interpretation or clarification must be made to the RFP Coordinator and will be answered by addenda addressed to all Contractors on the City of Bellevue website (www.bellevuewa.gov/BidInfo/). The RFP Coordinator will not be responsible for oral interpretations.

- 7. **ADDENDA:** The City reserves the right to clarify or change the RFP or issue addendums to the RFP at any time. The City also reserves the right to cancel or reissue the RFP. All such addenda will become part of the RFP. In the event that it becomes necessary to revise any part of this RFP, the City will issue Addenda on the City's website at <a href="www.bellevuewa.gov">www.bellevuewa.gov</a> under "Departments", "Finance", "Bid Information", "Current Bid Opportunities, RFPs and RFQs". It is the Contractor's responsibility to insure that they have received all Addenda, although Bellevue will make reasonable effort to provide Addenda to all invited Contractors.
- 8. **ALL OR NONE RFPS:** "All or none" proposals are required. No exceptions or alteration will be accepted. Acceptable alternates shall be specified and requested by Bellevue, if any.
- 9. **RFP FORM**: All proposals shall be submitted using the RFP Offer Form enclosed herein.
- 10. **RFP PRICE:** The proposal shall include everything necessary for the prosecution and completion of the Contract including, but not limited to, furnishing all material, labor, shipping, delivery, equipment, software and Subcontractors, and other facilities and all management, superintendent's labor and service, except as may be provided otherwise in the Contract documents. The Bellevue tax rate shall prevail over any calculated tax provided on the RFP Forms. If tax is calculated improperly, Bellevue shall utilize the Bellevue tax rate and calculate accordingly.
- 11. **SIGNATURES:** Proposals shall be signed by one of the legally authorized officers of said corporation. If awarded the contract, the Contract shall also be so executed. If a proposal or Contract is signed by an agent, the agent shall provide satisfactory evidence of authority to sign as legal representative of Contractor, upon request of Bellevue. An authorized partner of a copartnership may sign the contract, subject to the approval of the attorney, who may at his discretion, require each and every member of the co-partnership to sign the contract.
- 12. **INCURRED COSTS:** Bellevue is not liable in any way for any costs incurred by respondents in replying to this request.
- 13. **WITHDRAWAL OF PROPOSAL:** Contractors may withdraw their proposal before the RFP submittal deadline.
- 14. **ALTERATION OF PROPOSAL:** A proposal already submitted to Bellevue may be changed in writing, if the notice of change is received before the RFP deadline. Such changes need to be signed by an individual authorized to submit proposals on behalf of the firm.

- 15. **ERRORS AND OMISSIONS:** Bellevue will not consider a claim of an error in a proposal unless the claim is presented in writing within 24 hours after the proposals are opened. Additionally, Contractors claiming error must present supporting evidence, including but not limited to cost breakdown sheets, no later than 48 hours after the proposals are opened.
- 16. **EXPIRATION:** Submittal of a proposal certifies that proposal remains valid until Bellevue completes award and enters a Contract with an awarded Contractor.
- 17. **RIGHT TO REJECT PROPOSALS:** Bellevue reserves the right to reject any or all proposals, waive technicalities or irregularities, and to accept any proposal if such action is believed to be in the best interest of Bellevue. Proposals may be rejected by Bellevue, with or without cause, in the best interest of Bellevue and/or in the discretion of the Bellevue Finance Director. Causes for rejection may include, but are not limited to: (a) if prices are excessively unbalanced in the opinion of Bellevue, (b) if proposals are not in ink; (c) if prices are not evident; if addenda is not acknowledge.
- 18. **NON-RESPONSIVE:** Any proposal that does not comply with these instructions, is not signed, supplements or deviates from the specifications herein, or is incomplete, may be declared non-responsive by the Finance Director or designee and not further considered.
- 19. **RESPONSIBLE CONTRACTORS:** Bellevue shall consider only responsible Contractors. The City of Bellevue may reject proposals from Contractors that are not considered responsible, in the opinion of Bellevue. Responsible Contractors are those that have, in the sole judgment of Bellevue, the financial ability, experience, resources, skills, capability, reliability and business integrity necessary to perform Contract work. Bellevue may also consider references and quality to determine responsibility. Contractors are ineligible to submit a proposal if any owner has been convicted within the past ten years of a crime that impugns honest or integrity, or if the Contractor has unsatisfied tax or judgment liens. Contractors must have the required insurance at time of award, must have a Contractor's license if appropriate to the work at time of proposal, and must have satisfactory business experience. Other factors, including but not limited to, delivery, materials, quality, and equipment may also be considered by Bellevue to determine responsibility. Bellevue reserves the right to use any information, whether supplied through the proposal or otherwise obtained, in determining responsibility.
- 20. **PUBLIC INFORMATION:** All proposals are public information once they are received and posted for public information.
- 21. **FEDERAL & STATE GRANT REQUIREMENTS:** A portion of funding for this contract is provided by a grant with the U.S. Department of Homeland Security administered by the Washington State Military Department (CFDA #97.067). Contractors must meet all requirements as described in the grant agreement.
- 22. **NON-SEGREGATED FACILITIES:** Contractor agrees that the company does not maintain or provide for employees any segregated facilities, and that the Contractor does not allow employees to perform services at any such facility (reference Attachment "E"). Contractors agree that a breach of this shall constitute a Contract violation.
- 23. **RFP AWARD INFORMATION**: It is the City's intent to award the project to the most qualified Contractor for the Total RFP. While price is a factor in the evaluation process, it is not the only consideration. If optional items are provided in the RFP, these will be evaluated separately.
- 24. **GIFTS AND GRATUITIES:** Businesses must not, nor Bellevue employees accept, gifts, gratuities, loans, trips, favors, special discounts, services, or anything of economic value in conjunction with Bellevue business practices. Contractors and Bellevue employees must strictly adhere to the statutes and ordinances for ethics in contracting and purchasing, including Bellevue Ethics Code, RCW 42.23 (Code of Ethics for Municipal Officers) and RCW 42.52 (Ethics in

Public Service). This is applicable to any business practice, whether a Contract condition, RFP practice, or at any activity related Bellevue business.

## **END OF SECTION 1 – RFP INSTRUCTIONS**

#### SECTION 2 – SCOPE OF WORK OVERVIEW

#### 2.01 DESCRIPTION OF WORK

- A. It is the intention of this RFP and the accompanying reference drawings to describe and provide for the completion of design, furnishings, installing, testing and placing in satisfactory and fully operational condition all equipment, materials, devices and necessary appurtenances to provoke complete and fully operational audiovisual (AV) systems, together with such other miscellaneous installations and equipment hereinafter specified and/or shown on the reference drawings (a detailed Scope of Work and Performance Requirements included in **Section 7**)
- B. The successful Contractor will need to demonstrate expertise in similar audiovisual systems design, installation, setup and software programming work per specified requirements and to the satisfaction of the Owner and the Owner's Representative.
- C. The Owner requires the Contractor to efficiently use resources to the fullest extent possible in the completion of this Project.
- D. The Contractor is encouraged to include additional resource efficient methods in the Project.

#### 2.02 LOCATION OF WORK

- A. The work is located at: Bellevue City Hall, 450 110th Ave NE, Bellevue, Washington 98004.
- B. Bellevue Services Center, 2901 115<sup>th</sup> Ave NE, Bellevue, Washington.

#### 2.03 TIME FOR COMPLETION

The Contract time for completion is one hundred twenty (120) calendar days from the completion of the contract. Work inside the building can start following contract execution and appropriate scheduling with the Owner's Representative, however, all parts and any other work under this contract can be executed upon the contract completion and City of Bellevue Council Award. The detailed project schedule will be determined during the contract portion of the project.

#### 2.04 TYPE OF CONTRACT

This is a lump sum contract. All prices are to be in U.S. dollars. All applicable taxes to be paid by the City must be separately shown. Specific model numbers and capacities should be included in RFP response. Contractors should quote optional components as individual and separate items.

#### 2.05 PERMITS

A Permit will be required for this work. The Contractor shall obtain all necessary permits.

#### 2.06 EVIDENCE OF QUALIFICATION

Contractor whose proposal is under consideration shall, upon request, promptly furnish satisfactory evidence of his/her financial resources, his/her expertise, manufacturers certifications of those involved in the project, his/her experience, resources to be assigned to the project, and the organization he/she has available for the performance of the Contract.

#### END OF SECTION 2 – SCOPE OF WORK OVERVIEW

#### SECTION 3 – PROPOSAL EVALUATION & CONTRACTOR SELECTION

#### 3.01 EVALUATION PROCEDURES

Proposals will be evaluated by the Selection Committee. The Selection Committee will consider the completeness of a vendor's proposal and how well the proposal meets the needs of the City. In evaluating the proposals, the City will be using a criteria evaluation process. Evaluations will be based on criteria as outlined in **Section 3.02**.

#### 3.02 SCORING & EVALUATION FACTORS

The evaluation factors reflect a wide range of considerations. While cost is important, other factors are also significant. Consequently, the City may select other than the lowest cost proposal. The objective is to choose the vendor capable of providing quality vendor services that will help the City achieve the goals and objectives of the requested services within a reasonable budget.

Evaluations will be based on criteria as defined below. All proposals will be evaluated using the same criteria and possible points.

Evaluation Criteria	Possible Points
Responsiveness/Completeness of Proposal (i.e., Were all the forms completed and everything included that was required by the RFP? Were explanations in Comments or Additional Information areas adequate?)	5
Experience/Qualifications (i.e., Vendor's experience working within the requested services arena; vendor's experience working with municipalities and/or Utilities; vendor's ability to successfully complete the scope of services on time and on budget; vendor's ability to successfully work with City staff)	20
<u>Vendor References</u>	10
Proposed Solution and Scope of Services (i.e., Does the vendor understand what it will take to successfully achieve the goals and objectives of the requested services? Did the vendor propose any revisions and/or changes to the Scope of Work that would better serve the City? How well does the Vendor meet the technical and functional requirements as described in the Scope of Work?)	35
Budget (i.e., does the budget seem reasonable for the scope of services proposed; does the budget provide the City good value?)	30
Total Points Possible	100

#### 3.03 SELECTION PROCESS

After the proposals are evaluated, the Selection Committee will determine whether formal presentations or interviews are necessary for short-listed Contractors. At this time, The City may choose to contact officials from other jurisdictions regarding the vendor, their prior work experience and their ability to successfully complete the scope of services. The City may request clarification or additional information from a specific Contractor in order to assist in the City's evaluation of the proposed solution. Upon completion of presentations or interviews, and reference checks, the Selection Committee will formulate their recommendation for award of the Contract.

#### 3.04 CONTRACT AWARD & EXECUTION

The City reserves the right to make to make an award without further discussion of the proposal submitted. Therefore, the proposal should be initially submitted on the most favorable terms the Contractor can offer.

The City may require changes in the scope of services as deemed necessary by the City, before execution of the Contract. The City shall not be bound or in any way obligated until both parties have executed a Contractor agreement.

The general conditions and specification of the RFP and the successful Contractor's response, as amended by Contract between the City and the successful Contractor, including e-mail or written correspondence relative to the RFP, will become part of the Contract documents. Additionally, the City will verify Contractor representations that appear in the proposal. Failure of a Contractor to perform services as represented may result in elimination of the Contractor from further competition or in Contract cancellation or termination.

The Contractor selected as the apparently successful Contractor will be expected to enter into a contract with the City. The City uses its standard System Purchase Agreement, Software License Agreement and Software Maintenance Agreement templates. Those Contractors qualifying as 'short list' Contractors may receive these templates. The foregoing should not be interpreted to prohibit either party from proposing additional contract terms and conditions during negotiations of the final contract.

If the selected Contractor fails to sign the Contract within ten (10) business days of delivery of the final Contract, the City may elect to cancel the award and award the Contract to the next-highest ranked Contractor.

No parties may incur any cost chargeable to the proposed contract before the date of execution of the Contract.

END OF SECTION 3 – PROPOSAL EVALUATION & CONTACTOR SELECTION

#### SECTION 4 – SCOPE & DRAWING NOTES

#### 4.01 NUMBER OF SPECIFIED ITEMS REQUIRED

Whenever in these specifications, an article, device or piece of equipment is referred to in the singular number, such reference applies to all and as many such articles as are shown on the drawings or required to complete the installation.

#### 4.02 SPECIFICATION OF MANUFACTURER

Wherever in these Specifications an article, device or piece of equipment is referred to by Manufacturer Model Number, Serial Number or Manufacturer's standard product indication, the specification of that article, device or piece of equipment shall hereby be considered to be included within these Specifications. For purposes of substitution, such specification will be deemed the basis for the Owner's decision for substitution approval or disapproval.

#### 4.03 DIMENSIONS AND MEASUREMENTS

Contractor shall check all dimensions in the field and verify them with respect to adjacent or incorporated work. Dimensions govern. Do not scale drawings unless otherwise indicated.

#### 4.04 FORMAT OF THESE DRAWINGS & SCOPE

The following specifications for the greater part, are of the abbreviated type and frequently include incomplete sentences. Omission of words such as "the Contractor," "shall be," "as noted on the drawings," "a," "an," "the," "shall," are implied in the same manner as they are in a note on the drawings.

#### 4.05 ORGANIZATION OF DRAWINGS & SCOPE

Division of these specifications is for convenience only, and does not imply that the Owner or his/her Representative is attempting to define the limits of any subcontract. Coordination and definition of subcontractor responsibility is entirely the responsibility of the Contractor.

All sections of Part 1, RFP Information, Contract Requirements, City of Bellevue Standard Provisions and General Conditions, of these specifications shall be a part of all Technical Divisions and Sections the same as if specifically called for in each section.

#### 4.06 DEFINITIONS & ABBREVIATIONS

"ASTM" shall mean specifications, standards, and methods of test issued by the American Society for Testing Materials, 1916 Race Street, Philadelphia, Pennsylvania.

"Federal Specifications" shall mean "United States Federal Specification" prepared by the Federal Services Administration and distributed by the Superintendent of Documents, Government Printing Office, Washington, D.C.

"Commercial Standard" and "Simplified Practice Recommendation" shall mean those publications recording voluntary standards and practices of various trades made available by the United States Department of Commerce and distributed by the Superintendent of Documents, Government Printing, Washington, D.C.

"ACI Building Code" shall mean Building Code requirements for Reinforced Concrete (ACI 318-63) issued by the American Concrete Institute, Detroit, Michigan.

#### **SECTION 5 – STANDARD PROVISIONS**

#### 5.01 NON-COLLUSION CERTIFICATE & DEBARMENT AFFIDAVIT

As a condition precedent to award of the contract for this work, there shall be filed a sworn statement executed by, or on behalf of, the person, firm, association, or corporation that he/she has not (they have not), either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with such contract.

This sworn statement shall be in the form of an affidavit executed and sworn to by the successful Respondent before a person who is authorized by the Laws of this State to administer oaths. The original of such sworn statement shall be filed with the City of Bellevue prior to the award of the contract.

The Non-Collusion Certificate will be a part of the RFP proposal (reference Attachment "A"). By signing his/her proposal, the Contractor will be deemed to have signed and agreed to the provisions of the Non-Collusion Certificate.

#### 5.02 INSURANCE REQUIREMENTS FOR CONTRACTORS

The Contractor shall procure and maintain for the duration of this Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, their agents, representatives, employees or subcontractors. The cost of such insurance shall be paid by the Contractor. Insurance shall meet or exceed "Appendix B"-Insurance Requirements, unless otherwise approved by the City.

#### 5.03 CITY TAXATION

- A. The Contractor awarded this contract will be subject to City of Bellevue business registration and business taxation as presented in Chapter 4.02 and 4.08 of the Bellevue City Code.
- B. Every Business operating in the City of Bellevue must be registered with the City's Treasury & Tax Division and file business & occupation (B& O) tax returns. This includes businesses located in the City limits of Bellevue and those coming into Bellevue to do business. Questions may be directed to the City's Treasury & Tax Division at (425) 452-6851.

#### 5.04 HOLD HARMLESS

A. The Contractor will protect, defend, indemnify, and save harmless the City, its officers, employees, Engineer and agents from any and all costs, claims, judgments, and/or awards of damages, arising out of, or in any way resulting from, the negligent acts or omissions of the Contractor, its officers, employees, and/or agents in the performing this agreement. The Contractor agrees that its obligations under this subparagraph extends to any claim, demand, and/or cause of action brought by, or on behalf of any of its employees or agents. For this purpose, the Contractor, by mutual negotiation, hereby waives, as respects the City only, any immunity that would otherwise be available against such claims under the Industrial Insurance provisions of Title 51 RCW. In the event the City incurs any judgment, award, and/or cost arising therefrom including attorney's fees to enforce the provisions of this article, all such fees, expenses, and costs shall be recoverable from the Contractor.

B. The City shall protect, defend, indemnify and save harmless the Contractor, its officers, employees, Engineer, and agents from any and all costs, claims, judgments and/or awards of damages, arising out of or in any way resulting from the negligent acts or omissions of the City, its officers, employees and agents in performing this agreement. The City agrees that its obligations under this subparagraph extend to any claim, demand, and/or cause of action brought by, or on behalf of, any of it employees or agents. For this purpose, the City, by mutual negotiation, hereby waives, as respects of the Contractor only, any immunity that would otherwise be available against such claims under the Industrial Insurance provisions of Title 51 RCW. In the event the Contractor incurs any judgment, award, and/or cost arising therefrom including attorneys' fees to enforce the provisions of this article, all such fees, expenses, and costs shall be recoverable from the City.

#### 5.05 DAVIS BACON WAGE RATES

The Contract is subject to RCW 39.12 and amendments and additions thereto relating to minimum wages. On Federal aid projects, Federal wage laws and regulations are also applicable. NO WORKER, LABORER, OR MECHANIC EMPLOYED IN THE PERFORMANCE OF ANY PART OF THIS CONTRACT SHALL BE PAID LESS THAN THE PREVAILING RATE OF WAGE as determined by the Industrial Statistician of the Department of Labor and Industries. The schedule of prevailing wage rates for the locality or localities where this Contract will be performed is attached hereto and by reference made a part of this Contract as though fully set forth herein.

Prior to making any payment under this Contract, the City must receive an approved copy of the "Statement of Intent to Pay Prevailing Wages on Public Works Contracts" from the Department of Labor and Industries. It is the Contractor's responsibility to obtain and file this statement. Each progress payment voucher claim shall include a signed statement that prevailing wages have been paid. Following the final acceptance of a project, each Contractor and Subcontractor shall submit an "Affidavit of Wages Paid" before the funds retained under the retained percentage statute (RCW 60.28.010) are released, which must be certified by the Industrial Statistician of the Department of Labor and Industries.

#### 5.06 TIME FOR COMPLETION

- A. Time for completion is as specified in the Agreement.
- B. Final Completion shall be when the project in its entirety is completed to the satisfaction of the Owner and no further work, including minor incidental work or correction and repair as identified by the Owner and Owner's Representative in a punchlist, is necessary for the Contractor to meet all requirements of the Contract.

#### **5.07 SIGNS**

No signs or advertising will be permitted except as otherwise approved by Owner.

#### 5.08 SALES TAX

The work included in the Contract will cover all that is necessary for the complete design and proper installation at said dispatch facility. Included as part of this RFP, the Contractor shall determine the correct amount of sales tax to be included as part of the City's obligation for WSST and/or the Contractor's obligation for use tax resulting from WAC 458-20-171 (Rule 171), Retail Sales Tax Exemption.

#### 5.09 OCCUPATION DURING CONSTRUCTION

A. The Owner's site and all existing facilities thereon will be occupied by the Owner or Owner representatives during work. The Contractor shall accommodate, to the best of his/her

- ability, the occupation of the site and facilities. The Contractor shall notify the Owner one week in advance of his/her need to limit the Owner's use of any interior or exterior space.
- B. Certain areas within Bellevue facilities such as the 911 Dispatch Center, Data Centers, Police Operations, Utility reservoirs and Pump Stations all have some level of security required. Because of these security needs, Contractor employees may be required to pass a background check and be issued a City identification badge before they can start work. Background checks may include fingerprinting. Failure to submit to, and/or have enough staff qualified to do the work pass this background check, may result in the Contractor being considered "Non Responsive".
- B. The Contractor shall erect and maintain, as required by existing conditions and progress of the work, all reasonable safeguards for safety and protection of the Owner and owner representatives, including posting danger signs and other warnings against hazards, promulgating safety regulations and notifying the Owner and users of the site.

**END OF SECTION 5 – STANDARD PROVISIONS** 

#### SECTION 6 - CONTRACTOR'S CHECKLIST

#### CONTRACTOR'S RESPONSIBILITY STATEMENT

IT IS THE RESPONSIBILITY OF EACH CONTRACTOR TO ASCERTAIN IF ALL THE DOCUMENTS LISTED ON THE ATTACHED INDEX ARE INCLUDED IN THEIR COPY OF THE RFP SPECIFICATIONS.

IF DOCUMENTS ARE MISSING, IT IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR TO CONTACT THE OWNER TO OBTAIN THE MISSING DOCUMENTS PRIOR TO THE RFP DUE DATE.

ALL CONTRACTORS SHALL FAMILIARIZE THEMSELVES WITH ALL NECESSARY PERMITS, FEES, CODES, APPROVALS, INSPECTION PROCEDURES, CITY OF BELLEVUE DEVELOPMENT STANDARDS AND RELATED REQUIREMENTS. CONFORMANCE WITH THESE REQUIREMENTS SHALL BE INCLUDED IN THE CONTRACT. ALL REQUIRED PERMITS (except Building Permit) WILL BE ACQUIRED AND PAID FOR BY THE CONTRACTOR.

IMPORTANT NOTE: All Contractors must fill out all blanks to be submitted at time of RFP due date.

#### CONTACTOR'S CHECKLIST

Forms below must be executed by <u>ALL CONTRACTORS</u> and submitted with their proposal.

- A. RFP OFFER FORM Proposal prices must be shown in the spaces provided and signed by Contracor.
- B. PROPOSED SOLUTIONS DESCRIPTION FORM Form must be completely filled out, in the format requested and signed by Contractor.
- C. NON-COLLUSION CERTIFICATE & DEBARMENT AFFIDAVIT Must be subscribed to and sworn before a Notary Public (see SECTION 5- STANDARD PROVISIONS).
- D. CONTRACTOR'S QUALIFICATION CERTIFICATE To be filled in and signed by each Contractor. Similar information will be required for each of the subcontractors of the successful Contractor
- E. AFFIDAVIT OF EQUAL OPPORTUNITY & TITLE VI COMPLIANCE Must be completed and signed.
- F. NON-DISCLOSURE AGREEMENT Must be completed and signed.
- G. INSURANCE REQUIREMENTS Contractor must provide evidence of meeting required insurance coverages and amounts (See Appendix B).

#### **END OF SECTION 6 - CONTRACTOR'S CHECKLIST**

All Contractors must complete and submit this form

TO:	Bellevue City	Council, Bellevue, Washington	RFP NO.	13166	
CONTRACT	OR:				
PROJECT:		Bellevue 2013 AV Systems Replacement	Project		
PROJECT AI	DDRESS:	450 110th Ave NE, Bellevue, Washington	98004		
DATE:					

Pursuant to and in compliance with your RFP and all other documents relating thereto, the undersigned hereby certifies that he/she has examined the documents for the BELLEVUE 2013 AV SYSTEMS REPLACEMENT PROJECT in Bellevue, Washington, and that Contractor has read and thoroughly understands the terms of the contract and the cost to complete work at the place where the work is to be done, and that Contractor proposes and agrees to perform the contract, within the time stipulated, including all of its component parts, and to provide and furnish any and all labor, materials, tools, expendable equipment, affidavits of prevailing wages paid, utility and transportation services necessary to perform the complete contract, in a workmanlike manner, complete and in place, as required by and in strict conformance with the Statement of Work, Addenda and Reference Drawings, all for the following rates and lump sum prices below:

We require respondents to include pricing for Baseline and Optional components, however the City may choose not to purchase optional items.

- □ The RFP Offer Form must be signed.
- □ Use ink and print legibly.
- □ Initial and date any changes, erasures or cross-outs.

## **Baseline Statement of Work Items**

Line Item #	Description	Unit of Measure	Labor	Materials	Subtotal
#1	Council Chambers Area Broadcast Systems	1 LS	\$	\$	\$
#2	Council Chambers AV Systems	1 LS	\$	\$	\$
#3	Council Conference Room AV Systems	1 LS	\$	\$	\$
#4	Emergency Operations Center 3E-106 AV Systems	1 LS	\$	\$	\$
#5	Police Training Room 3W-109 AV Systems	1 LS	\$	\$	\$
#6	Police Training Room 3W-110 AV Systems	1 LS	\$	\$	\$
#7	HR Training Room 3W-119 AV Systems	1 LS	\$	\$	\$
#8	IT Training Room 3W-114 AV Systems	1 LS	\$	\$	\$
#9	IT Training Room 3W-115 AV Systems	1 LS	\$	\$	\$
#10	IT Training Room 3W-116 AV Systems	1 LS	\$	\$	\$
#11	Meeting Room 1E-108 AV Systems	1 LS	\$	\$	\$
#12	Meeting Room 1E-109 AV Systems	1 LS	\$	\$	\$
#13	Meeting Room 1E-112 AV Systems	1 LS	\$	\$	\$
#14	Meeting Room 1E-120 AV Systems	1 LS	\$	\$	\$
#15	Meeting Room 1W-118 AV Systems	1 LS	\$	\$	\$
#16	Meeting Room 2E-106 AV Systems	1 LS	\$	\$	\$
#17	Meeting Room 2E-127 AV Systems	1 LS	\$	\$	\$
#18	Meeting Room 3E-105 AV Systems	1 LS	\$	\$	\$

#19	Meeting Room 3E-109 AV Systems	1 LS	\$ \$	\$
#20	Meeting Room 4E-107 AV Systems	1 LS	\$ \$	\$
#21	Meeting Room 4W-103 AV Systems	1 LS	\$ \$	\$

### **Baseline Statement of Work Items (continued)**

#22	Meeting Room 5E-105 AV Systems	1 LS	\$		\$ \$
#23	Meeting Room 5E-106 AV Systems	1 LS	\$		\$ \$
#24	Meeting Room 5W-103 AV Systems	1 LS	\$		\$ \$
#25	Meeting Room 6W-107 AV Systems	1 LS	\$		\$ \$
#26	Meeting Room 7W-107 AV Systems	1 LS	\$		\$ \$
#27	Mixed Media Distribution System	1 LS	\$		\$ \$
Total of above twenty-seven (27) items			\$		
9.5% Washington State Sales Tax			\$		
		\$			

In addition to the breakdown of costs described above, please provide a list of quoted hourly rates for professional services that may be required to complete this project. The quoted rate(s) is expected to be applied for the duration of the project (as described herein). Rates listed should include, but are not limited to: project management, technician, installer, programmer/analyst, and support/maintenance.

Name of Company	У

## **Optional Statement of Work Items**

### Option #1

Line Item #	Description	Unit of Measure	Labor	Materials	Subtotal
#1	BSC Meeting Room A AV Systems	1 LS	\$	\$	\$
	Total of above one (1) item				
	9.5% Washington State Sales Tax				
Total for Option #1					

#### Option #2

Line Item #	Description	Unit of Measure	Labor	Materials	Subtotal
#1	BSC Meeting Room B AV Systems	1 LS	\$	\$	\$
Total of above one (1) item					
9.5% Washington State Sales Tax					

Line Item #	Description	Unit of Measure	Labor	Materials	Subtotal
#1	BSC Parquet Room AV Systems Replacement	1 LS	\$	\$	\$
Total of above one (1) item					
9.5% Washington State Sales Tax					
Total for Option #3					

## **Optional Scope of Work Items (continued)**

### Option #4

Line Item #	Description	Unit of Measure	Labor	Materials	Subtotal
#1	Meeting Room 1E-108 Interview AV System Additions	1 LS	\$	\$	\$
	Total of above one (1) item				
	9.5% Washington State Sales Tax				
	Total for Option #4				

#### Option #5

Line Item #	Description	Unit of Measure	Labor	Materials	Subtotal
#1	Police Meeting Room 3W-112 AV Systems Additions	1 LS	\$	\$	\$
		Total of	above one (1) item		
9.5% Washington State Sales Tax					
	Total for Option #5				

Line Item #	Description	Unit of Measure	Labor	Materials	Subtotal
#1	Meeting Room 4W-103 Video and Audio Conferencing Support AV Systems Upgrade	1 LS	\$	\$	\$
		Total of	above one (1) item		
	9.5% Washington State Sales Tax				
	Total for Option #6				

## Optional Scope of Work Items (continued)

Option #7

Line Item #	Description	Unit of Measure	Labor	Materials	Subtotal
#1	Meeting Room 1E-112 AV Systems Upgrades	1 LS	\$	\$	\$
	Total of above one (1) item				
	9.5% Washington State Sales Tax				
Total for Option #7					

Option #8

Option	πυ				
Line	Description	Unit of	Labor	Materials	Subtotal
Item #		Measure			
#1	Year 2 AV Systems Labor and Materials Warranty	1 LS	\$	\$	\$
	Total of above one (1) item				
9.5% Washington State Sales Tax					
Total for Option #8					

Line Item #	Description	Unit of Measure	Labor	Materials	Subtotal
#1	Emergency Operations Center Quad Video Processor and Meeting Room Support Additions	1 LS	\$	\$	\$
	Total of above one (1) item				
9.5% Washington State Sales Tax					
Total for Option #9					

## **Optional Scope of Work Items (continued)**

### Option #10

Line Item #	Description	Unit of Measure	Labor	Materials	Subtotal
#1	Emergency Operations Center VTC Systems Additions	1 LS	\$	\$	\$
	Total of above one (1) item				
	9.5% Washington State Sales Tax				
	Total for Option #10				

### Option #11

Line	Description	Unit of	Labor	Materials	Subtotal
Item #		Measure			
#1	Basic Meeting Room AV Systems Addition	1 LS	\$	\$	\$
9.5% Washington State Sales Tax					
Total for Option #11					

Line Item #	Description	Unit of Measure	Labor	Materials	Subtotal
#1	Council Chambers Area Audio DSP Replacement	1 LS	\$	\$	\$
	Total of above one (1) item				
	9.5% Washington State Sales Tax				
Total for Option #12					

#### Option #13

Line Item #	Description	Unit of Measure	Labor	Materials	Subtotal
#1	Council Chambers Area Broadcast System Upgrades	1 LS	\$	\$	\$
	Total of above one (1) item				
	9.5% Washington State Sales Tax				
	Total for Option #13				

#### TIME FOR COMPLETION

The Contractor agrees to perform the complete contract work as specified for final completion, including corrections, finish, and cleanup within one hundred twenty (120) calendar days, beginning on the execution of the contract.

#### **CONTRACT**

The System Purchase Agreement, together with a Work Schedule chart, Contract Documents, Statement of Work, Addenda and Reference Drawings, when endorsed by the City Manager of the City of Bellevue, Washington, shall become a Contract binding on both parties thereto, whereby the Contractor agrees to perform the complete contract work, as specified, and the City of Bellevue agrees to make payments to the Contractor, as specified for said completed and accepted work.

CONTRACTOR:		
ADDRESS:		
TELEPHONE:		
WA STATE CONTRACTOR'S LICENSE#:		
CITY OF BELLEVUE LICENSE #:		
ATTEST: (If Corporation)	By:	
TITIEST. (II Corporation)	<i>D</i> <sub>j</sub> .	(Signature)
	Title:	
	Date:	
	****	
	Witness:	(If Individual or Partnership)

ALL CONTRACTORS MUST SIGN THE PROPOSAL IN THE SPACE PROVIDED ABOVE

**END OF RFP OFFER FORM** 

#### PROPOSED SOLUTIONS DESCRIPTION FORM

All Contractors must complete and submit the requested information below.

Contractor RFP response must include a Proposed Solutions Description with the following contents, in the following format.

- 1. **Executive Summary** Prepare a brief summary of your proposed solution that demonstrates your understanding of the requirements and your ability to meet them (max 2 pgs.)
- 2. System Descriptions Prepare a brief description of your proposed solution for each of the items in the RFP OFFER FORM highlighting proposed equipment, feature capabilities, benefits and performance characteristics. You may include simple block diagrams and selected product literature, cut sheets or other information for major components as needed to communicate your design intent.
- 3. **Key Benefits of Your Proposal** Include a brief narrative that describes the key benefits of your proposal highlighting technical benefits, financial benefits, operational benefits and performance benefits related to supporting future change (max 2 pgs.).

By:		Title:	
	(Authorized Signature)		

ALL CONTRACTORS MUST SIGN THE PROPOSAL IN THE SPACE PROVIDED ABOVE

END OF PROPOSED SOLUTIONS DESCRIPTION FORM

## NON-COLLUSION CERTIFICATE AND DEBARMENT AFFIDAVIT

STATE OF)	
COUNTY OF)	
The undersigned, being duly sworn, deposes and says that the co-partnership or corporation herein named, has not, either dir agreement, participated in any collusion, or otherwise taken ar competitive bidding in the preparation and submission of a proconsideration in the award of a contract on the improvement d	rectly or indirectly, entered into any action in restraint of free oposal to the City of Bellevue for
Project Title: Bellevue 2013 AV Systems Rep	placement Project
<b>CFR Number:</b> 97.067 - UASI	
Federal Aid Number:	
The undersigned further certifies that, except as noted on a separation or any person in a controlling capacity associated involving the administration of federal funds; is not currently avoluntary exclusion, or determination of ineligibility by any feasuspended, debarred voluntarily excluded, or determined ineligible the past three years; does not have a proposed debarment pendiconvicted, or had a civil judgment rendered against said personal by a court of competent jurisdiction on any manner involving the last three years.	ed therewith or any position under suspension, debarment, ederal agency; has not been gible by any federal agency within ling; and has not been indicted, n, firm, association, or corporation
I further acknowledge that by signing this page of the proposa the provisions of the affidavit.	l, I am deemed to have agreed to
(Name of Firm)	
(Authorized Signature)	
(Title)	

Sworn to before me this	day of	, 20	
Notary Public			
CORPORATE SEAL:			

## CONTRACTOR"S 'S QUALIFICATION CERTIFICATE

•	Name and Address						
. ;	State of Wash	ington Registration	#	Expires:	/	/	
					mo day	yr	
. ]	Number of year	ars in contracting b	usiness under present r	name:			
. (	•				uired prior to ract award)		
]	Particular type	es of construction w	ork performed by you	r company:			
_							
_							
 [. ]	List several re	cent similar AV pro	ojects performed:				
	mount	Туре	Owner	Name	Phone	e	
. (	Gross amount	of contracts now in	hand \$				
. (	Gross amount	of contracts now in	n hand \$				
. (	Gross amount	of contracts now in	n hand \$				
3y:	Gross amount	of contracts now in	n hand \$	Title:			

### **EQUAL OPPORTUNITY & TITLE VI REQUIREMENTS**

<u>Applications</u>: The following materials pertain to the Equal Opportunity Requirements of the City of Bellevue as set forth in Chapter 4.28.143 of the Bellevue City Code. These requirements are imposed upon all contractors, subcontractors, consultants, vendors, and suppliers who contract with the City in a total amount of thirty five thousand dollars or more with any given year.

**Affidavit:** Before being considered for a contract of the magnitude listed above, all contractors etc. will be required to submit the "Affidavit of Equal Opportunity Compliance" as part of their proposal or upon the request of the Purchasing Manager.

<u>Compliance</u>: The City of Bellevue reserves the right to randomly select contractors, subcontractors, consultants, vendors or suppliers to be audited for compliance of the requirements listed. During this audit, the contractors, etc., will be asked for a specific demonstration of compliance with the requirements.

<u>Non-compliance</u>: A finding of non-compliance may be considered a breach of contract and suspension or termination of the contract may follow.

<u>City Contact</u>: The City's Compliance Officer is the Procurement Services Division, and specific questions pertaining to this section may be directed to the Procurement Services Division at (425) 452-7876.

Section 4.28.143 of the Bellevue City Code (BCC) establishes the requirements for all contractual service providers. All contractors, subcontractors, consultants, vendors and suppliers who contract with the City of Bellevue in a total amount of \$35,000 or more within any given year are required to take affirmative action and comply with the following requirements of this section. There shall be included in any contract between such contractual service provider and the City of Bellevue the following provisions.

- 1. Contractor shall make specific and constant recruitment efforts with minority and women's organizations, schools, and training institutions. This shall be done by notifying relevant minority and women's organizations.
- Contractor shall seek out eligible minority and women contractors to receive sub-contract awards.
   Appropriate minority and women contractors shall be notified in writing of any RFPs advertised for sub-contract work.
- 3. Contractor shall provide a written statement to all new employees indicating commitment as an equal opportunity employer and the steps taken to equal treatment of all persons.
- 4. Contractor shall actively consider for promotion and advancement available minorities and women.
- 5. Contractor is encouraged to make specific efforts to encourage present minority and women employees to help recruit qualified members of protected groups.
- 6. Contractor is encouraged to provide traditional and non-traditional employment opportunities to female and minority youth through after school and summer employment.
- Contractor is encouraged to assist in developing the skills of minorities and women by providing or sponsoring training programs.

Willful disregard of the City's non-discrimination and Equal Opportunity requirements shall be considered breach of contract and suspension or termination of all or part of the contract may follow.

All contractors, subcontractors, vendors, consultants or suppliers of the City required to take affirmative action must sign the affidavit of compliance and submit with the RFP proposal or upon the request of the Procurement Services Division. All documents related to compliance steps listed above shall be presented upon the request of the Procurement Services Division. The Procurement Services Division shall serve as the compliance officer for the City and is authorized to develop and issue procedures for the administration of this section.

#### **Interpretations:**

In order to more readily determine compliance with BCC 4.28.143 the following guidelines are provided:

Requirement 1. When a contractor needs to recruit they must notify minority and women's organizations, schools and training institutions. Such "notification" can be in the form of an advertisement in newspapers or trade journals or general circulation in the metropolitan Seattle area.

When the Contractor hires through a union hiring hall the Contractor must be able to provide confirmation, upon request by the City, that the hiring hall has an equal opportunity policy in effect.

- Requirement 2. When a contractor intends to subcontract out any work they shall notify minority and women contractors for the subcontract work. The requirements to notify minority and women contractors of any RFPs can be satisfied by advertising in newspapers or trade journals that are of general circulation in the metropolitan Seattle area.
- Requirement 3. If and when a contractor hires new employees or contracts with subcontractors, the contractor must alert such employees and subcontractors to the contractor commitment as an equal opportunity employer, etc. This requirement may be complied with by posting a notice of equal opportunity employment in the job shack, or by the time clock.
- Requirement 4. If and when a contractor promotes or advances employees, the contractor must consider ALL eligible employees.

The guidelines above shall apply to all audits of compliance with the requirements set forth in BCC 4.28.143

# TITLE VI REQUIREMENTS

# ASSURANCES FOR CONSULTANTS, CONTRACTORS, SUBCONTRACTORS, SUPPLIERS AND MANUFACTURERS

- 1. **COMPLIANCE WITH REGULATIONS:** The Vendor shall comply with the Regulations relative to nondiscrimination in Federally assisted programs of the Department of Transportation (hereinafter DOT), Title 49, Code of Federal Regulations, part 21, as they may be amended from time to time, (hereinafter referred to as Regulations), which are herein incorporated by reference and made part of this contract.
- 2. **NONDISCRIMINATION:** The Vendor, with regard to the work performed during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection and retention of subcontractor, including procurement of materials and leases of equipment. The Vendor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program, set forth in Appendix B of the Regulations.
- 3. SOLICITATION FOR SUBCONTRACTORS, INCLUDING PROCUREMENT OF MATERIALS AND EQUIPMENT: In all solicitations either by competitive bidding or negotiations made by the Vendor for the work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Vendor's obligations under this contract and the Regulations relative to the nondiscrimination on the ground of race, color, sex, or national origin.
- 4. **INFORMATION AND REPORTS:** The Vendor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the City of Bellevue or the Washington State Department of Transportation to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a Vendor is an exclusive possession of another who fails or refuses to furnish this information, the Vendor shall so certify to the City of Bellevue or the Washington State Department of Transportation as appropriate, and shall set forth what efforts it has made to obtain the information.
- 5. **SANCTIONS FOR NONCOMPLIANCES:** In the event of the Vendor's noncompliance with the nondiscrimination provisions of this contract, the City of Bellevue and the Washington State Department of Transportation shall impose such contract sanctions as it, or the Federal Highway Administration may determine to be appropriate, including, but not limited to:
  - a. Withholding of payments to the Vendor under the contract until Vendor complies, and/or;
  - b. Cancellation, termination, or suspension of the contract, in whole or in part.
- 6. **INCORPORATION OF PROVISIONS:** The Vendor shall include in provisions of paragraphs (1) through (6) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Vendor shall take such action with respect to any subcontractor or procurement as the City of Bellevue or the U.S. Department of Transportation, Federal Highway Administration, may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event a Vendor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Vendor may request the City of Bellevue enter into such

litigation to protect the interests of the City and, in addition, the Vendor may request the United States to enter into such litigation to protect the interests of the United States.

# AFFIDAVIT OF EQUAL OPPORTUNITY & TITLE VI COMPLIANCE

#### NON-DISCLOSURE AGREEMENT

This Non-Disclosure Agreement (the "Agreement") is made and entered into as of the later of the two signature dates below by and between CITY OF BELLEVUE, a Municipal corporation ("COB"), and "Company Name" ("Company") and is entered into for the replacement of Bellevue City Hall A/V Systems IN CONSIDERATION OF THE MUTUAL PROMISES AND COVENANTS CONTAINED IN THIS AGREEMENT AND THE MUTUAL DISCLOSURE OF CONFIDENTIAL INFORMATION, THE PARTIES HERETO AGREE AS FOLLOWS:

#### 1. Definition of Confidential Information and Exclusions.

- "Confidential Information" means nonpublic information that a party to this Agreement (a) ("Disclosing Party") designates as being confidential to the party that receives such information ("Receiving Party") or which, under the circumstances surrounding disclosure ought to be treated as confidential by the Receiving Party. "Confidential Information" includes, without limitation, information in tangible or intangible form relating to and/or including released or unreleased Disclosing Party software or hardware products, the marketing or promotion of any Disclosing Party product, Disclosing Party's business policies or practices, and information received from others that Disclosing Party is obligated to treat as confidential. For purpose of this agreement, this confidential information also includes but is no limited to the following types of information, whether in writing or not: all documentation, other tangible or intangible discoveries, ideas, concepts, drawings, specifications, techniques, data or any other information including any information the Disclosing Party obtains from another party which the Disclosing Party treats as proprietary or designates as confidential information whether or not it is owned by the Disclosing Party. Except as otherwise indicated in this Agreement, the term "Disclosing Party" also includes all Affiliates of the Disclosing Party and, except as otherwise indicated, the term "Receiving Party" also includes all Affiliates of the Receiving Party. An "Affiliate" means any person, partnership, joint venture, corporation or other form of enterprise, domestic or foreign, including but not limited to subsidiaries, that directly or indirectly, controls, are controlled by, or are under common control with a party.
- (b) Confidential Information shall not include any information, however designated, that:

  (i) is or subsequently becomes publicly available without Receiving Party's breach of any obligation owed Disclosing Party; (ii) became known to Receiving Party prior to Disclosing Party's disclosure of such information to Receiving Party pursuant to the terms of this Agreement; (iii) became known to Receiving Party from a source other than Disclosing Party other than by the breach of an obligation of confidentiality owed to Disclosing Party; (iv) is independently developed by Receiving Party.

#### 2. <u>Obligations Regarding Confidential Information</u>

- (a) Receiving Party shall:
  - (i) Refrain from disclosing any Confidential Information of the Disclosing Party to third parties for two (2) years following the date that Disclosing Party first discloses such Confidential Information to Receiving Party, except as expressly provided in Sections 2(b) and 2(c) of this Agreement;
  - (ii) Take reasonable security precautions, at least as great as the precautions it takes to protect its own confidential information, but no less than prevailing standard of reasonable care in the Receiving Party's industry, to keep confidential the Confidential Information of the Disclosing Party;
  - (iii) Refrain from disclosing, reproducing, summarizing and/or distributing Confidential Information of the Disclosing Party except in pursuance of Receiving Party's business relationship with Disclosing Party, and only as otherwise provided hereunder; and
  - (iv) Refrain from reverse engineering, decompiling or disassembling any software code and/or pre-release hardware devices disclosed by Disclosing Party to Receiving Party under the terms of this Agreement, except as expressly permitted by applicable law.
- (b) Receiving Party may disclose Confidential Information of Disclosing Party in accordance with judicial action, federal or state public disclosure requirements, state or federal regulations, or other governmental order or requirement of law, provided that Receiving Party either (i) gives the undersigned Disclosing Party reasonable notice prior to such disclosure to allow Disclosing Party a reasonable opportunity to seek a protective order or equivalent, or (ii) obtains written assurance from the applicable judicial or governmental entity that it will afford the Confidential Information the highest level of protection afforded under applicable law or regulation. In the event the Disclosing Party elects to obtain a protective order or equivalent, or legally contest and avoid such disclosure, the Receiving Party shall fully cooperate with the Disclosing Party.
- (c) The undersigned Receiving Party may disclose Confidential Information only to Receiving Party's employees and consultants on a need-to-know basis. The undersigned Receiving Party will have executed or shall execute appropriate written agreements with third parties sufficient to enable Receiving Party to enforce all the provisions of this

#### Agreement.

- (d) Receiving Party shall notify the undersigned Disclosing Party immediately upon discovery of any unauthorized use or disclosure of Confidential Information or any other breach of this Agreement by Receiving Party and its employees and consultants, and will cooperate with Disclosing Party in every reasonable way to help Disclosing Party regain possession of the Confidential Information and prevent its further unauthorized use or disclosure. Upon discovery of an inadvertent or accidental disclosure, the Receiving Party shall promptly notify the Submitting Party of such disclosure and shall take all reasonable steps to retrieve the disclosure and prevent further such disclosures. If the foregoing requirements are met, a Receiving Party shall not be liable for inadvertent disclosure.
- (e) The restrictions herein shall not apply with respect to Confidential Information which:
  - (i) Is or becomes known to the general public without breach of this Agreement; or
  - (ii) Is or has been lawfully disclosed to a Receiving Party by a third party without an obligation of confidentiality;
  - (iii) Is independently developed by a Party without access to or use of the Confidential Information; or
  - (iv) At the end of the period of confidentiality set forth in this agreement.
- (f) All tangible information, including drawings, specifications and other information submitted hereunder, by the Receiving Party to the other shall remain the property of the Disclosing Party. The Receiving Party promptly shall return Confidential Information, including all originals, copies, reproductions and summaries of Confidential Information and all other tangible materials and devices provided to the Receiving Party, and shall cease any further use thereof, upon the first to occur of the following events:
  - (i) written request of the Submitting Party;
  - (ii) termination of this Agreement; or
  - (iii) completion of the purpose for which the Confidential Information was disclosed. In lieu of the foregoing, the Receiving Party, upon mutual consent, may destroy all copies of the Confidential Information and certify to the Submitting Party in writing that it has done so.
- (g) The receiving Party shall not export, directly or indirectly, any Confidential Information or any products utilizing such data unless it first complies with any applicable laws and regulations pertaining thereto, including, but not limited to, U.S. export laws or traffic in arms regulations.

#### 3. Remedies

The parties acknowledge that monetary damages may not be a sufficient remedy for unauthorized disclosure of Confidential Information and that Disclosing Party shall be entitled, without waiving any other rights or remedies, to such injunctive or equitable relief as may be deemed proper by a court of competent jurisdiction.

#### 4. Miscellaneous

- (a) All Confidential Information is and shall remain the property of Disclosing Party. By disclosing Confidential Information to Receiving Party, Disclosing Party does not grant any express or implied right to Receiving Party to or under any patents, copyrights, trademarks, or trade secret information except as otherwise provided herein. Disclosing Party reserves without prejudice the ability to protect its rights under any such patents, copyrights, trademarks, or trade secrets except as otherwise provided herein. Except as expressly herein provided, no rights, licenses or relationships whatsoever are to be inferred or implied by the furnishing of Confidential Information specified above or pursuant to this Agreement.
- (b) The terms of confidentiality under this Agreement shall not be construed to limit either the Disclosing Party or the Receiving Party's right to independently develop or acquire products without use of the other party's Confidential Information. Further, the Receiving Party shall be free to use for any purpose the residuals resulting from access to or work with the Confidential Information of the Disclosing Party, provided that the Receiving Party shall not disclose the Confidential Information except as expressly permitted pursuant to the terms of this Agreement. The term "residuals" means information in intangible form, which is retained in memory by persons who have had access to the Confidential Information, including ideas, concepts, know-how or techniques contained therein. The Receiving Party shall not have any obligation to limit or restrict the assignment of such persons or to pay royalties for any work resulting from the use of residuals. However, this sub-paragraph shall not be deemed to grant to the Receiving Party a license under the Disclosing Party's copyrights or patents.
- (c) This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof. It shall not be modified except by a written agreement dated subsequent to the date of this Agreement and signed by both parties. None of the provisions of this Agreement shall be deemed to have been waived by any act or acquiescence on the part of Disclosing Party, the Receiving Party, their agents, or employees, but only by an instrument in writing signed by an authorized employee of Disclosing Party and the Receiving Party. No waiver of any provision of this Agreement

shall constitute a waiver of any other provision(s) or of the same provision on another occasion.

- (d) If either Disclosing Party or the Receiving Party employs attorneys to enforce any rights arising out of or relating to this Agreement, the prevailing party shall be entitled to recover reasonable attorneys' fees and costs. This Agreement shall be construed and controlled by the laws of the State of Washington, and the parties further consent to exclusive jurisdiction and venue in the federal courts sitting in King County, Washington, unless no federal subject matter jurisdiction exists, in which case the parties consent to the exclusive jurisdiction and venue in the Superior Court of King County, Washington. Company waives all defenses of lack of personal jurisdiction and forum non-conveniens. Process may be served on either party in the manner authorized by applicable law or court rule.
- (e) This Agreement shall be binding upon and inure to the benefit of each party's respective successors and lawful assigns; provided, however, that neither party may assign this Agreement (whether by operation of law, sale of securities or assets, merger or otherwise), in whole or in part, without the prior written approval of the other party. Any attempted assignment in violation of this Section shall be void.
- (f) If any provision of this Agreement shall be held by a court of competent jurisdiction to be illegal, invalid or unenforceable, the remaining provisions shall remain in full force and effect.
- (g) Either party may terminate this Agreement with or without cause upon ninety- (90) days prior written notice to the other party. All sections of this Agreement relating to the rights and obligations of the parties concerning Confidential Information disclosed during the term of the Agreement shall survive any such termination.
- (h) This Agreement is not intended to constitute, create, give effect to, or otherwise recognize a joint venture, partnership or formal business entity of any kind and the rights and obligations of the Parties shall be limited to those expressly set forth herein. Any exchange of Confidential Information under this Agreement shall not be deemed as constituting any offer, acceptance, or promise of any further contract or amendment to any contract which may exist between the Parties. Nothing herein shall be construed as providing for the sharing of profits or losses arising out of the efforts of either or both Parties. Each Party shall act as an independent contractor and not as an agent of the other for any purpose whatsoever and neither shall have any authority to bind the other. Moreover, this Agreement shall create no obligation by either Party to disclose any particular kind or quantity of information to the other.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

COMPANY:	CITY OF BELLEVUE
Address:	450 110 <sup>th</sup> Ave. NE
	Bellevue, WA 98004
By:	By:
Name:	Name:
Title:	Title:
Date:	Date:

# SECTION 7 – SCOPE OF WORK & PERFORMANCE REQUIREMENTS PART 1 – GENERAL PROJECT SCOPE

#### 1.1 Work Included

- A. The selected Contractor shall provide complete, turnkey Audiovisual Systems performing all of the functions as described herein, together with all other apparatus, cable, material, design and installation labor, software, tools, transportation, and any other resources necessary to provide complete systems inclusive of any properly operating Owner Supplied Contractor Installed equipment.
- B. The Contractor shall communicate and coordinate directly with the Owner Representative and trades, complying with all requirements as described under Scope of Work and elsewhere, to fulfill all requirements of this RFP.
- C. Specifically, the work shall include, but is not limited to:
  - 1. Creating final system designs that meet or exceed the requirements described in this RFP.
  - 2. Generating and submitting system descriptions, AV System Design Documentation and cut sheets necessary to document the system designs for Owner approval prior to providing equipment or software.
  - 3. Creating AV System Design Documentation. AV System Design Documentation will include, but not be limited to: AV and AV Control System block diagrams, shop drawings, AV device locations in plan- view, AV-related equipment elevations where required to communicate requirements to others, equipment lists, cable run lists and equipment rack elevations.
  - 4. Coordination of the review of, and obtainment of approval for, all Shop Drawings with Owner Representative prior to providing.
  - 5. Generating "As-Built Record Set" final AV System Design Documentation package as specified herein.
  - 6. Reviewing and documenting changes, additions or clarifications to the AV or IT infrastructure systems as needed to support the final AV and AV Control System designs.
  - 7. Where required, coordinating with the Owner Representative to ensure that the AV solutions preserve or enhance the desired aesthetic of the installation locations.
  - 8. Where required, coordinating voice, data, lighting control, window treatment control, satellite and television service requirements related to audiovisual systems with Owner Representatives.
  - 9. Providing wired and wireless data equipment that is specifically required by the Contractor-Supplied AV and AV Control System and not a part of the existing Owner's wired or wireless data systems. During design and before procurement or installation, verify make, model, use, connections and configuration of this equipment with Owner.
  - 10. Coordinating with the Owner Representative and/or furniture supplier(s) as needed to ensure proper integration of the AV systems and various furniture components. Coordinating the modification of conference tables or other furniture or casework as needed for the seamless and proper integration of AV-related equipment.
  - 11. Coordinating with the Owner Representative on color selection, and/or the painting of any exposed loudspeakers or other exposed system components to match space finishes.

- 12. Coordinating the exact and final locations of the AV Systems components with the Owner Representative.
- 13. When supplied as a component of the Contractor-supplied AV Systems, coordinating with the Owner Representative on the location of all video cameras within the spaces to ensure that the camera position meets the requirements of the owner for the field of view.
- 14. Coordinating the work or the AV Contractor with other trades and the Owner Representative as needed.
- 15. Coordinating with local entities as necessary (manufacturer, Owner, Owner agencies or partners, FCC, etc.) to determine final channel selection for all wireless devices and resolve conflicts where they may occur.
- 16. Providing all Installation Materials required for the AV and AV Control Systems. Providing plenum rated cable, as required. Terminating/Interconnecting all cabling and system components both internal and external to rack cabinets. Providing all cable management hardware as required.
- 17. Decommissioning Existing AV System In-Room Cable: "In-Room" shall mean those AV System-related low voltage cables that interconnect equipment or terminations within a particular room including where the cable traverses other rooms to make these interconnections. Where existing In-Room AV cables in floors, ceilings, walls, tray or conduit are to be abandoned or otherwise replaced or not reused the Contractor shall remove those cables. Contractor shall be responsible for removal of these cables from the site and appropriate disposal offsite.
- 18. Where decommissioned cable is removed from conduit, a nylon pull string shall be left in every conduit. In the event additional cables are pulled in after the initial cable pull or in with existing reused cable, a nylon pull string shall be pulled with the added cable.
- 19. Decommissioning Existing AV System Equipment: Where existing AV System equipment is to be abandoned or otherwise replaced or not reused the Contractor shall remove that equipment and place the equipment in a TBD on-site location for Owner review and Owner removal from the site. Contractor shall take necessary care when removing and moving this equipment to preserve the current condition of this equipment. Contractor shall work with the Owner's Representative to identify an appropriate on-site storage location for this equipment.
- 20. Decommissioning Existing AV Connections: Where existing AV termination locations (e.g. AV-1, AV-2, AV-3) are to be completely or partially abandoned, the contractor shall recover the location as described.
  - a. As reference, see drawing AV9.0 for record set drawings and notes related to the existing AV System connection locations.
  - b. AV-1 connection locations that will not be replaced shall have the Extron device removed, cables decommissioned as described herein and a new blank cover installed. Where existing Mixed Media System audio and video tie lines to the BEC are installed, the tie lines shall not be decommissioned and a new termination plate that will properly mount the AV tie line connections shall be installed.
  - c. AV-2 connection locations that will not be replaced shall have the existing Extron device removed and cables decommissioned as described herein.

- d. AV-3 connection locations where the AV-1, AV-2 and VGA terminations are to be abandoned shall have the associated cables decommissioned as described herein, connectors removed from the AV-3 plate and a matching metal cover plate shall be fabricated and attached to the existing AV-3 plate to cover the connector openings. The tie-line, CATV, speaker and ALS connections shall not be covered and should remain available for use.
- 21. Providing and installing all required display or projector mounting hardware unless noted otherwise herein.
- 22. Providing all technical furniture as required herein.
- 23. Coordinating all technical furniture colors, finishes, quantities, and sizes with the Owner Representative unless noted otherwise.
- 24. Ensuring that all equipment is installed in accordance with accepted industry standards, approved shop drawings, and manufacturer's recommendations.
- 25. Ensuring that all individual components function as intended by this RFP.
- 26. Installing, configuring, adjusting, programming and calibrating all components in order to optimize the performance of all individual subsystems and the entire AV System and AV Control System as a whole.
- 27. Ensuring that the entire AV Systems and AV Control Systems function as intended by this RFP.
- 28. Testing, adjusting, and fine-tuning all components and complete systems.
- 29. Assisting in the preparation of Owner-developed and supplied user guides by supplying required sequence of operation and appropriate system usage information when requested by Owner Representative.
- 30. Coordinating and conducting training sessions in systems operation for the Owner's designated representatives as described herein.
- 31. Conducting final system tests and demonstrating the system capabilities to the Owner at a time that is mutually acceptable to the Contractor and Owner.
- 32. Providing all cutting, patching, caulking, fire caulking, and painting required to restore finishes if damaged during installation.
- 33. Warrantying the AV System and AV Control System for one calendar year from the date of acceptance with a parts and labor inclusive warranty as described herein.
- 34. Supplying 32 hours of on-site assistance during normal business hours on a TBD schedule with the Owner's representative to be used for system training, Record Set documentation familiarization and assistance in the creation by Owner of operating instructions.

#### 1.2 Work Excluded

- A. Work not included under this contract shall be:
  - 1. Providing conduit, power receptacles, junction boxes, cable raceways, electrical back boxes, floor boxes, lighting fixtures, lighting dimming systems, blocking, strapping or millwork except where otherwise specified herein or on infrastructure drawings accompanying this RFP.

- 2. Providing data and voice network distribution systems, satellite service distribution systems or cable television distribution systems.
- 3. Providing modifications to conference tables, special construction, millwork, rough or finished trim, and blocking required for system mounts unless otherwise specified herein.
- 4. Providing workstation or server computers unless specified otherwise herein.
- 5. Providing projection screens unless specified otherwise herein.
- 6. Providing systems for anchoring projector mounts or projector lifts to structure unless specified otherwise herein.

# PART 2 – GENERAL SYSTEM REQUIREMENTS

# 2.1 General Background Information

A. The City of Bellevue is seeking a relationship with the selected AV integrator to help them install, support and maintain their AV systems and become part of the Team that helps them achieve their audio and video system goals.

B. The 2013 AV Systems Replacement Project will be funded from a finite systems replacement fund that was initiated when the existing systems were installed. Creative, appropriate, reliable and cost-conscious solutions are required.

C. In addition to delivering appropriate, reliable and cost-conscious solutions, there are more specific guiding principles that should be applied to this project.

- 1. The currently-installed AV systems are largely analog-based systems. This project should begin to migrate AV systems towards being digital-ready without abandoning analog sources.
- 2. With the lessons learned since the original installation in mind, address any functional deficiencies where they exist and maintain existing functionality when no change is warranted.
- 3. Replace End-of-Life and failing AV systems.
- 4. Remove unused AV equipment and cabling where appropriate.
- 5. Begin to develop an understanding of VTC support requirements and benefits by installing simple VTC and ATC systems in selected locations.
- 6. Begin to study and build support for remote monitoring and control of selected AV System locations.
- 7. Leave behind accurate and usable documentation for replacements AV Systems.
- 8. Delivered solutions must be reliable, very simple to use and minimize user (re)training,
- 9. Enhance Meeting Room presentations by adding simple audio solutions in every location.

# 2.2 Typical Replacement Video Projector Requirements

A. Unless specified otherwise herein, replacement video projectors shall have minimum performance parameters of: 1024x768 native resolution; support for source signals up to 1600x1200; 3000-3500 lumens; 16:9\10 and\or 4:3 aspect ratio support; audio presentation capability from internal speaker(s); HDMI and VGA inputs.

# 2.2 Consistency in Installation Approach and Equipment Selection

A. In order to help reduce the ongoing cost of supporting AV Systems and user familiarity when moving from location to location, consistency with regards to equipment, user connections, installation practices and user interfaces is strongly encouraged. However, delivering cost-effective solutions appropriate to the problem should always be considered.

#### PART 3 - BASELINE SYSTEM DESCRIPTIONS

### 3.1 Council Chambers Area Broadcast Systems

The City of Bellevue Council Chambers and Council Conference Room are used for City Council Meetings, occasional internal staff multimedia presentations and by the public for various types of meetings. For at least the public Council Meetings, proceedings in these two spaces are captured, enhanced and forwarded offsite for live presentation on local cable television, streamed to the City of Bellevue website or archived for future access.

The current audio and video technologies are somewhat above typical for many chambers AV installations, but not for a City of the size of Bellevue. Workflow is very typical for a council chambers environment. The current production staff is extremely experienced and has been working with the current, and previous, installation for many years. Production, signal distribution and technical support are delivered through a partnership with Bellevue College.

The general goals for the Council Chambers Area Broadcast AV System replacements are consistent with those noted for all other AV replacements included in the project. More specific to this location, through Baseline, Optional and perhaps other future initiatives, an additional goal for the Council Chambers Area Broadcast AV System is to upgrade from the existing standard definition to high definition technologies, support systems and associated infrastructure.

The key consideration for this location is that systems must be completely reliable and highly available. Reasonable accommodation for growth and flexibility should be considered. Without going overboard, the City would like to install technologies that can be adapted to an evolving production style and workflow. Like the rooms served (Council Chambers and Council Conference Room), given the unique and public nature of this location, all systems must work properly when they need to and be extremely easy to use by knowledgeable, but possibly temporary group of users (Bellevue College support). There is no tolerance for unreliable or difficult to use systems in this installation.

A. EXISTING AV SYSTEM: The Council Chambers Area Broadcast Systems currently include AV technologies with the following general devices and functionality.

- 1. As reference, see drawing AV1.0, AV1.1, AV8.4, AV8.5, AV8.6, AV8.13 and AV9.0 for record set drawings and notes related to the existing AV System and replacements. Record set drawings for the Council Chambers and Council Conference Room should also be reviewed.
- 2. AV Record set drawings AV8.5 and AV8.6 present a reasonably complete and accurate depiction of the existing installation and should be studied to understand the current technologies and capabilities of the Council Chambers Area Broadcast Systems. The remainder of this section will focus on less-obvious information as reference.
- 3. The Media Control Room is Room Number 1E-127.
- 4. Video infrastructure cable in this location and related is assumed to be Belden 1695A. Audio channels are on Belden and other shielded, twisted pair cables.
- 5. Existing camera platforms, support mounts and Pan-Tilt mechanisms are by Vextor model VX-50 in all locations.
- 6. The existing character generator is a Chyron Duet/LEX with v6.5 of Lyric software.
- 7. One of the existing Control Room Monitors is not functioning.

- 8. The existing AMX touch panel controls selected pieces of Council Chambers Area Broadcast Systems equipment.
- 9. During a normal production, either the Council; Chambers or the Council Conference Room is live. The typical workflow, and to a degree the supporting AV Systems, has one room active at a time. Although possible, it would be highly unusual to have both rooms live at the same time. The current installation (and Media Control Room physical size and layout) would likely be incapable of supporting two simultaneous, live events.
- 10. Existing camera lens systems are presented in the following table as reference. All location references are facing the video screen in the associated room.

ID	Location	Description Of Equipment
1	Council Chambers Rear Left	Fujinon AW-LZ16MD73P
		1-1.9/7.3-117mm
2	Council Chambers Rear Right	Fujinon AW-LZ16MD73P
		1-1.9/7.3-117mm
3	Council Chambers Front Left	Fujinon AW-LZ16MD73P
		1-1.9/7.3-117mm
4	Council Chambers Front Right	Canon YH14x7.3 KTS Ix12
		7.3-102mm 1:1.4
		Macro TV Zoom Lens 14x CCD
5	Council Conference Room Rear	Canon YH14x7.3 KTS Ix12
		7.3-102mm 1:1.4
		Macro TV Zoom Lens 14x CCD
6	Council Conference Room Left	Canon YH14x7.3 KTS Ix12
		7.3-102mm 1:1.4
		Macro TV Zoom Lens 14x CCD
7	Council Conference Room Right	Canon YH14x7.3 KTS Ix12
		7.3-102mm 1:1.4
		Macro TV Zoom Lens 14x CCD
8	Council Conference Room Front	Canon YH14x7.3 KTS Ix12
		7.3-102mm 1:1.4
		Macro TV Zoom Lens 14x CCD

11. Regarding distribution of the Program Audio and Video signals to Comcast for presentation on the Bellevue Channel. The Program AV signals are sent from the Media Control Room to the Data Center over the Mixed Media System. Multidyne DVM2500 Fiber equipment and connections in the Data Center distribute the signals to the Bellevue

College Head-End over a Comcast-supplied fiber connection. The signal is then routed towards Bellevue College storage systems and the Comcast POP. If required the inbound signal can also be routed through additional Bellevue College systems before distribution to Comcast. The resultant signal is routed to Comcast for distribution and back to the Data Center-Media Control Room path. When there are no events for broadcast from the City Hall, this back-feed from the Bellevue College is used to send other content to the Granicus Encoder\Server.

- 12. In the Data Center the AV signal that is sent back from Bellevue College is routed to a server\encoder system supplied by Granicus. This interface supports playback of live and archived content on the City of Bellevue website via the Granicus services.
- 13: Equipment installed in the Media Control Room is mounted in a Winsted workstation with attached 19" equipment rack. Equipment is mounted under the desk surface in racks, above the desk surface in racks and in the attached equipment rack. This entire system is placed on a mobile platform to allow the system to be moved out into the room for rear of rack access.
- B. REPLACEMENT AV SYSTEM: One of the stated goals for the Council Chambers Area Broadcast Systems is an upgrade from the current standard definition capabilities to high definition. It is understood that this replacement may be beyond existing replacement program budgets. A two phase approach is presented, but not most desirable. Therefore, there are both Baseline and Optional AV systems being considered for this location as presented in the Optional System Requirements section of this document. Please note that since the real goal is to do both the Baseline and Optional projects, significant expenditures on equipment that can do both SD and HD functions are undesirable. There is no real requirement to support both SD and HD long term.
  - 1. Summary: If replacement project budgets require that the replacements and HD upgrade be split between two phases, the general approach is to: replace the existing cameras, control and infrastructure into Phase 1 (Baseline AV System for this location), once additional funding is secured, replace and upgrade the remainder of the currently-installed Council Chambers Area Broadcast Systems.
  - 2. All eight (8) cameras shall be replaced with camera systems that are at minimum similar in quality and performance to the camera bodies currently installed. Since a delayed two-phase approach may be required, multi-format cameras such the Panasonic model HE870N/E or similar are interesting as they support both SD and HD output types and are of a form factor consistent with the currently-installed bodies. However, systems such as the Panasonic AW-HE120 are also interesting due to their overall capabilities and lower relative cost.
  - 3. If required, all eight (8) lens systems shall be replaced with optics and controls at least similar to the quality and capabilities of the currently-installed systems. Smooth, quiet and reliable operations are critical characteristics.

- 4. The existing camera positions shall be reused. If possible, the existing camera mount <u>platforms</u> shall be reused.
- 5. If required, the existing pan-tilt systems shall be replaced.
- 6. Where required, the existing control, power and video cables shall be replaced. The replacement shall support the temporary and final video signal type (assumed to be HD-SDI but shall be confirmed with Owner).
- 7. The existing camera controller shall be replaced.
- 8. All replacement camera equipment shall integrate with the remainder of the currently installed audio, standard definition video and AV control systems in the applicable locations until a phase 2 replacement and upgrade project is initiated.

# 3.2 Council Chambers AV Systems

The City of Bellevue Council Chambers is used for weekly City Council Meetings, occasional internal staff multimedia presentations and by the public for various types of meetings. Where the adjacent Council Conference Room is used for both public and private Council meetings, the Council Chambers is the most "public facing" of the meeting facilities used by the City Council and others.

In addition to supporting audio and video presentation within the Council Chambers space, there are several AV outputs that send content from this location towards the Council Chambers Area Broadcast System for further distribution towards Comcast and the Bellevue Channel. Several of the systems installed within this space and really considered to be part of the Council Chambers Area Broadcast Systems. For example, the four (4) cameras installed in the Council Chambers are considered to be part of the Council Chambers Area Broadcast Systems. The lines here can be a bit confusing. The reader is encouraged to rely on the reference drawings noted below to help sort out appropriate system boundaries. The Existing AV System presented later in this section will also try to help clarify these boundaries.

The Council Chambers is sometimes served by the Concourse area directly outside the Council Chambers entrance as an "overflow" area. Portable AV systems can be used to support that space and will be included in this room's presentations.

The goals for the Council Chambers AV System replacements are consistent with those noted for all other AV replacements included in the project. Additionally, in support of the Council Chambers Area Broadcast Systems and the goal for that system to be upgraded from its current standard definition video format to high definition, some of the systems to be replaced in the Council Chambers may need to be adapted to properly support the high definition signals to\from the Council Chambers Area Broadcast Systems.

The key consideration for this location is that systems must be completely reliable and highly available. Given the unique and public nature of this location, all systems must work properly when they need to and be extremely easy to use by a wide variety of users. There is no tolerance for unreliable or difficult to use systems in this installation.

- A. EXISTING AV SYSTEM: The Council Chambers currently includes an AV system with the following general devices and functionality.
  - 1. As reference, see drawing AV1.0, AV1.1, AV8.1, AV8.2, AV8.4, AV8.13 and AV9.0 for record set drawings and notes related to the existing AV System and replacements.
  - 2. Audio System Components
    - a. A BiAmp Flex audio DSP is installed to support this room and installed in racks in the Media Control Room 1E-127. This system is shared with the Council Conference Room. However, when considering where DSP hardware is to be burdened, it is generally associated with the Council Chambers. Obviously the DSP programming is generally more specific to the functional requirements of each space.
    - b. Approximately 17 hard wired microphones and 1 channel of wireless microphone are connected to the audio DSP in support of the Council Chambers. All hard-wired microphone locations support MUTE ON\OFF with a local LED status indicator.
    - c. The room includes an RF Assisted Listening System.

d. Ceiling mounted speakers and amplification reinforces audio presentation in the space.

#### 3. Source Components and AV Distribution Systems

- a. At each of the Staff Area position, there is a one gang plate with VGA and PC Audio connections included. AV user cables are attached for connection of staff computers. Extron RGB192 transmitters located under the desk position are connected to each plate. AV signals are then distributed to the local Staff Area RGBHV AV Router.
- b. A small equipment cabinet and rack approximately 12 rack units tall is included at the Staff Area. Sources installed at this location include a guest AV connection panel, a VCR\DVD player and a cassette tape player. An 8x4 RGBHV\Audio Autopatch router is also included in this equipment cabinet. This router support one (1) guest panel input, six (6) staff area VGA\PC Audio locations and an AV output from a small Extron pre-router used to switch the remaining guest panel inputs, cassette player and VCR\DVD player. The outputs from the RGBHV\Audio router are inputs to a second, dedicated RGBHV\Audio Autopatch router installed in racks in the Media Control Room.
- c. In addition to AV sources from the Staff Area Router, the second 8x4 RGBHV\Audio router has as inputs: a Document Camera (VGA) and PC (VGA\PC\Audio) at the Council Chambers podium location; a VCR, DVD and Cable Television Tuner in the Media Control Room; and several Broadcast Production and Edit System patch panel and router feeds.
- d. The outputs from the second 8x4 RGBHV\Audio router feed the audio DSP for the Council Chambers support. Video outputs from this router feed an Extron DVS204 that normalizes all video types to VGA for distribution to an Extron VGA DA.
- e. The Extron DA-4 RGBHV DA feeds the Council Chambers Video Projector, a Scan Converter, and an Extron VTT001 that is used to transmit the Program Video signal.
- f. The output from the Extron VTT001 feeds a series of two (2) Extron MTP-DA8s that distribute the Program Video signal to nine (9) Council Chambers Dais Confidence Monitor receivers, two (2) Program Video receivers in the Concourse Area and a Staff Area Confidence Monitor receiver.
- g. The Scan Converter is used to modify the Program Video RGBHV signal to a composite video signal that is distributed to an Extron DA12/6V DA that feeds Council Chambers Area Broadcast System press panels in the Council Chambers, a feed into the Council Chambers Area Broadcast System patch panel and router.

#### 4. Video Presentation Systems

- a. At each of the nine (9) Council Chambers Dais locations and at one (1) Staff Area position there is an Extron VTR001 receiver and a ViewSonic VE510 (15" 4:3 diagonal) VGA display that presents program video to Council Members and Staff.
- b. A Sanyo PLC-XF45 video projector is installed at the back (main entrance side) of the Council Chambers and presents an approximately 12'Wx9'H video image onto a custom drop-down screen.

#### 5. AV Control System

- a. Control of the Council Chambers AV Systems is from a dedicated AMX Accent 3 with a supporting AMX-NI-2000 and AMX AXC-MINI control systems installed in the media Control Room. An AMX NXF-MINI is located in the Staff Equipment Cabinet for device control. Users interact with the system through an AMX AXT-CA10 touch panel located at the main Staff Area position.
- b. The AV Control System in the Council Chambers is responsible for controlling all sources and routing equipment, the video projector, the portable Concourse displays, the audio DSP, Video Confidence Monitor MUTE, hardwired microphone MUTE and is integrated with the Lutron Lighting System.
- c. User controls on the touch panel allow for very fast access to the most commonly-used items. Going deeper in to touch panel menu allow for more device control, audio level settings, and other controls. There are approximately 16 user pages in the current touch panel system at this location.
- B. REPLACEMENT AV SYSTEM: The existing system components are to be modified, augmented or replaced as described herein. There are optional AV systems being considered for this location as presented in the Optional System Requirements section of this document.
  - 1. Summary: In general, the audio systems installed in the Council Chamber shall remain intact. The majority of Source Components and Distribution systems will be replaced as will all Video Presentation systems and the AV Control System.

#### 2. Audio System Components

- a. The existing BiAmp Audio DSP shall be reused. Very little reconfiguration or programming is assumed, but there may be some adjustments required. The existing system is the culmination of several years of fine tuning and any changes to this system should not be taken lightly. The existing Audio DSP relative to this room shall be completely QC'ed and reprogrammed as required. Review any planned modifications with the Owner. All DSP Audio configuration files are to be delivered to the Owner at the end of this project.
- b. The existing hardwired microphones are to be reused. All locations shall be confirmed for proper mechanical and audio performance and any failing units shall be replaced with like devices.
- c. The existing RF Assisted Listening System shall be reused. The system shall be reviewed for proper operation and shall be replaced only if failures or unreliable behavior is experienced.
- d. The existing ceiling mounted speakers and amplification shall be reused.
- e. The existing wireless microphone systems shall be replaced by two (2) Sennheiser model EW-145-G3 Wireless Microphone Systems each with a hand held microphone. There shall be one (1) Sennheiser SK-100-G3 Body Pack Transmitter and ME-4 (cardioid) lavalier microphone included with this system.
- f. Unless directed otherwise herein, the audio endpoints on floor box and wall panels and any supporting equipment and hardware in the Council Chambers are to remain active and shall be verified as properly operational as part of this project. See reference drawings for information on applicable locations.

- 3. Source Components and AV Distribution Systems
  - a. The existing Staff Area equipment rack shall be reused.
  - b. The existing Cassette Player at the Staff Area Equipment Rack shall be removed from the system and decommissioned.
  - c. The existing VHS\DVD player at the Staff Area Equipment Rack shall be removed from the system and decommissioned. DVD playback will be from user computer equipment.
  - d. The existing RGBHV AV router at the Staff Area Equipment Rack is to be replaced, removed from the system and decommissioned. AV sources at the Staff Area shall be extended to the Media Control Room for connection to a new Council Chambers AV Router.
  - e. The second RGBHV AV Router in the Media Control Room associated with the Council Chambers shall also be replaced by the new Council Chambers AV Router. The new router shall be sized to support the input and output requirements specific to the Council Chambers requirements plus a very small amount of growth. The device shall be installed in an existing equipment rack in the Media Control Room. The device shall include redundant power supplies.

#### f. Staff Area AUX Inputs:

- 1. Pass-through panel-mounted connections for VGA with Audio and DVI\HDMI with Audio shall be included at the Staff Area Equipment Rack on a one rack unit high AUX Input panel. All user connections shall be clearly labeled.
- 2. AV cables from the AUX input panel shall be connected to signal processing equipment that shall be installed at the Staff Area Equipment Rack location and shall reliably auto detect the connected AV signal, transcode the selected AV signals and extend the AV signals to the Media Control Room.
- 3. New cable shall route from the AV processing equipment\transmitter to the Media Control Room via existing, concealed routes. If required, a receiver shall be installed at the Media Control Room to accept the AV signal and the output of the device shall be an input to the Council Chambers AV Router. New cable to support this path and connections to the all equipment shall be installed by Contractor.
- g. A spare component shelf of approximately 2-3 rack units tall shall be included in the Staff Area Equipment Rack to support temporary equipment.

#### h. Staff Position PC Inputs:

- 1. Each of six (6) existing Staff position one gang VGA\VGA Audio pass-through plates shall be replaced with a single gang pass-through plate that includes VGA, VGA Audio and HDMI connections. Audio and video User Cables of an appropriate length shall be installed for HDMI\DVI\Audio and VGA\PC audio connections at each of the six (6) Staff positions. Verify cable routing with Owner.
- 2. Install new cables to support the connections between the Staff position plate and AV signal processing equipment that shall be installed under the desk at each of the six (6) Staff positions. Each of the six (6)

AV signal processors shall reliably auto detect the connected AV signal, transcode the selected AV signals and extend the AV signals to the Media Control Room. New cable shall route from the AV processing equipment\transmitter to receivers in the Media Control Room equipment cabinet via existing, concealed routes.

3. The appropriate receivers for the six (6) Staff position signals shall be included at the equipment cabinet and their outputs shall be installed as sources to the Council Chambers AV Router. New cable(s) shall be installed to support these connections.

#### i. Podium Position PC Inputs:

- 1. Two (2) sets of Audio and video User Cables of an appropriate length shall be installed for HDMI\DVI\Audio and VGA\PC audio connections at the Podium position. Verify cable routing with Owner.
- 2. The User Cables shall connect to two (2) AV signal processors that shall be installed under the desk at the Podium positions. Each of the two (2) AV signal processors shall reliably auto detect the connected AV signal, transcode the selected AV signals and extend the two (2) AV signals to the Media Control Room. New cable shall route from the AV processing equipment\transmitter to receivers in the Media Control Room equipment cabinet via existing, concealed routes.
- 3. The existing PFB plate that supports two (2) existing Podium position VGA\VGA Audio pass-throughs shall be replaced with a new pass-through plate that supports the two (2) podium transmitters as well as the existing audio connections.
- 4. The appropriate receivers for the two (2) Podium position signals shall be included at the Media Control Room and their outputs shall be installed as sources to the Council Chambers AV Router. New cable(s) shall be installed to support these connections.

#### i. Shared AV Sources

- 1. The one (1) existing CATV Tuner installed in the Media Control Room and connected to the Council Chambers RGBHV Router 2 shall be replaced by the a OSCI TBD model Comcast Cable Television Tuners and installed as sources to the Council Chambers Router and integrated into the AV Control System. The make and model for these devices shall be specified by Contractor.
- 2. The existing VCR source installed in the Media Control Room and connected to the Council Chambers RGBHV Router 2 shall be removed from the system and decommissioned.
- 3. The existing DVD player installed in the Media Control Room and connected to the Council Chambers RGBHV Router 2 shall be removed from the system and decommissioned. DVD playback will be from user computer equipment.
- 4. Pass-through panel-mounted connections for VGA with Audio and DVI\HDMI with Audio shall be included at Media Control Room area of the Council Chambers equipment on a one rack unit high AUX Input panel. All user connections shall be clearly labeled. AV cables from the

AUX input panel shall be connected to signal processing equipment that shall be installed at the Equipment Rack location and shall reliably auto detect the connected AV signal, transcode the selected AV signals and shall send the selected signals to the Council Chambers AV Router as an input. A 2-3 rack unit shelf shall be included at this location to support temporary equipment.

- k. Unless directed otherwise herein, the RGBHV inputs and endpoints on specialty floor box and wall panels and any supporting equipment and hardware in the Council Chambers are to be properly decommissioned. Review replacement options with Owner. See reference drawings for details on applicable locations.
- 1. Video Wall Plates and Connections to Broadcast System: At the output of the existing RGBHV DA 1 for the Council Chambers, the existing Scan Converter, Video DA, AV6-1 and AV6-2 wall plate (Press Plates) video connections are components of the Council Chambers Area Broadcast System and will be addressed in that section of this document.

#### 4. Video Presentation Systems

- a. Confidence Monitors
  - 1. The existing RGBHV DA equipment, TP Interface equipment, VGA Confidence Monitors and associated cabling shall be replaced, removed from the system and decommissioned.
  - 2. An HDMI or DVI output from the Council Chambers Router shall feed the required number of distribution amplifiers to support nine (9) Dais locations and one (1) Staff Area locations. Outputs from these Distribution Amplifiers shall feed the required number of signal extenders to move the signals from the Media Control Room to the ten (10) Confidence Monitor locations. All equipment shall support presentation of the same image simultaneously with no variation in signal quality between destinations. EDID and key management shall be included to support simultaneous presentation of any source on all displays. New cables shall be installed to support these connections.
  - 3. New AV signal receivers and cables shall be installed at each of nine (9) Council Dais positions and one (1) Staff Area position. Displays shall be in widescreen aspect ratio and shall be sized at approximately 18'-21" diagonal. No manufacturer logos shall be visible to the audience or any typical camera view in the room. Confirm display selection and location with Owner. Preview and pre-fit testing of the selected monitor as part of the design and approval process shall be included.
  - 4. The ability to control image MUTE and UNMUTE on all Council Dais Confidence Monitors (simultaneously) shall be included in the supporting equipment and AV Control System functionality.
  - 5. During the design process, investigate moving the DA device(s) to the Dais position with one incoming feed.

# b. Video Projector

1. The existing video projector and optics shall be replaced. The replacement projector shall support both HD (HD-SDI input or HDMI from HD-SDI) and the current Standard Definition composite inputs.

Care must be taken to supply a projector that will fit in the space provided. The existing projector should be a guide to appropriate (maximum) size and weight.

An ideal replacement candidate will have video signal compatibility, resolution, connection, control, light output and operating noise level characteristics at least consistent with the existing system when first installed. Since ambient light levels in this space are often higher than ideal, a reasonable increase in light output performance will be beneficial. The replacement projector system shall project an image in the current 4:3 aspect ratio and image size. A system that is also capable projecting a 16:9 or 16:10 aspect image would be beneficial. In addition to an RGBHV input to support current signal requirements, the replacement projector shall include an HDCP compatible DVI and/or HDMI input to support future input requirements and HD sources. Reasonable access to typical maintenance locations on the projector while the device is mounted is also desirable.

- 2. The existing video screen shall be reused. There is concern that the Council Chambers Area Broadcast Systems change to HD and the potential for a wide-screen aspect ratio may yield an image that is too small for this space. This concern shall be studied during the design process. There is little or no room to increase the screen chassis size. The ability to widen the screen fabric inside the existing container for a larger 16:9\10 aspect image can be investigated during design. Assume that scaling equipment shall be required to be installed before the projector that will modify the aspect ratio (from 16:9 to the screen's 4:3) and to an acceptable resolution.
- 3. An HDMI or DVI or other digital output from the Council Chambers Router for use by the projector shall be installed. If required a signal transmitter shall be installed in the Media Control Room. Cable shall be installed to support the connection from the transmitter to a new receiver installed at the projector. All necessary video and control interconnect cable shall be installed between the receiver and the projector. All equipment shall support EDID and key management shall be included to support presentation of any typical source on the projector.

### 5. AV Control System

- a. The existing AMX equipment is nearing end of life and shall be replaced with a control system of similar capabilities. AV Control Systems from Crestron or AMX and consistent with other control systems within the City of Bellevue installation should be considered.
- b. The existing AMX touch panel at the main Staff Position shall be replaced with a device similar to, and slightly larger than, the existing device (approximately 12-14' diagonal).
- b. The AV Control System shall be programmed to replicate all applicable (equipment not decommissioned and support new equipment) functionality

presented by the current AV Control System. This functionality includes, but is not limited to, and shall be limited to the capabilities of the selected new or existing AV equipment:

System Power ON/OFF with Status

Source Selection with Status

Full Matrix Routing with Status

Program Audio Level Adjustments with Status

Program Audio Level MUTE/UNMUTE

Individual and Aggregated Microphone Level Adjustments with Status

Individual Microphone MUTE/UNMUTE

Individual Line Level Adjustments with Status

Individual Line Level MUTE/UNMUTE

All source component device transport and tuning controls

Projector Image MUTE/UNMUTE

Projector Power ON/OFF with Status

Projector Technician Controls and Maintenance Status

Council Dais Confidence Monitor MUTE/UNMUTE.

Screen Controls

**Drapery Controls** 

Lighting System Controls Specific to the Council Chambers with Status

Control of Concourse Portable Display and Audio Systems

- c. User controls on the touch panel shall have approximately 2-3 easy to access, menu driven pages that contain the most commonly used functions. An additional approximately 12-14 additional menu driven pages will allow for more specialized system controls and monitoring.
- d. In addition to in-room touch panel controls, all touch panel pages shall be made available in EXE and HTML formats for remote, real-time control and monitoring of the Council Chambers AV Control System.

#### 6. Portable AV Equipment and Support

a. Two (2) existing portable 42" displays and stands for portable use in the Council Chambers Area (Concourse, 1E-108, Council Conference Room) shall be replaced by two (2) similarly-sized displays and carts. Audio speakers shall be included on the display or cart that will properly support the area near the monitor location. The cable, Extron equipment and connections indicated on Record Set Reference drawings AV8.2 (shown as Lobby) shall be replaced to support the required signal. In addition, a wireless AV system capable of distributing the required signals from the Media Control Room to the portable equipment possibly located in the Council Chambers Area (Concourse, 1E-108, Council Conference Room) shall be included.

7. Decommission all unused AV System and AV Control System cables and equipment as described herein	

# 3.3 Council Conference Room AV Systems

The City of Bellevue Council Conference Room is used for periodic City Council Meetings, occasional internal staff multimedia presentations and by the public for various types of meetings. Whereas the adjacent Council Chambers is used as a more public venue, the Council Conference Room is used for both public and private Council meetings

In addition to supporting audio and video presentation within the Council Conference Room space, there are several AV outputs that send content from this location towards the Council Chambers Area Broadcast System for further distribution towards Comcast and the Bellevue Channel. Several of the systems installed within this space are really considered to be part of the Council Chambers Area Broadcast Systems. For example, the four (4) cameras installed in the Council Conference Room are considered to be part of the Council Chambers Area Broadcast Systems. The lines here can be a bit confusing. The reader is encouraged to rely on the reference drawings noted below to help sort out appropriate system boundaries. The Existing AV System presented later in this section will also try to help clarify these boundaries.

The goals for the Council Conference Room AV Systems replacements are consistent with those noted for all other AV replacements included in the project. Additionally, in support of the Council Chambers Area Broadcast Systems and the goal for that system to be upgraded from its current standard definition video format to high definition, some of the systems to be replaced in the Council Conference Room may need to be adapted to properly support the high definition signals to\from the Council Chambers Area Broadcast Systems.

The key consideration for this location is that systems must be completely reliable and highly available. Given the unique and public nature of this location, all systems must work properly when they need to and be extremely easy to use by a wide variety of users. There is no tolerance for unreliable or difficult to use systems in this installation.

- A. EXISTING AV SYSTEM: The Council Conference Room currently includes an AV system with the following general devices and functionality.
  - 1. As reference, see drawing AV1.0, AV1.1, AV8.1, AV8.3, AV8.4, AV8.13 and AV9.0 for record set drawings and notes related to the existing AV System and replacements.
  - 2. Audio System Components
    - a. The BiAmp Flex audio DSP installed to support the Council Chambers also supports the Council Conference Room.
    - b. Approximately eleven (12) hard wired microphone positions and one (1) channel of wireless microphone) are connected to the audio DSP in support of the Council Conference Room at the conference table and Clerk Desk. All hardwired microphone locations support MUTE ON\OFF with a local LED status indicator. All microphone connections are connected to wall or floor box terminations and can be disconnected to support reconfiguration of the room.
    - c. The room includes an RF Assisted Listening System.
    - d. Ceiling mounted speakers and amplification reinforces audio presentation in the space.
    - e. Program audio can be sent to the ceiling speakers in 1E-108 when overflow is required.
  - 3. Source Components and AV Distribution Systems

- a. A small equipment rack approximately 16 rack units tall is included at the Clerk Desk in the room. Sources installed at this location include a guest AV connection panel, a VCR\DVD player, a PC\Pc Audio connection and a cassette tape player. A local 8x4 RGBHV\Audio Autopatch router is also included in this equipment cabinet (Clerk's AV Router). This router support one (1) guest panel input, one (1) clerk VGA\PC Audio location, one (1) VGA connection, one VGA\VGA Audio floor box connection and one (1) staff VGA\Document camera connection. A set of AV outputs from the RGBHV\Audio router are inputs to a second, dedicated RGBHV\Audio Autopatch router installed in a rack in the Media Control Room.
- b. There is one (1) VGA and PC Audio User Cable at the Clerk's Equipment Rack for connection of a staff computer. The User Cable is attached to an Extron RGB192 Computer Interface located in the Clerk's Equipment Rack that supports connection to the local Clerk's AV Router.
- c. There is one (1) VGA Cable at the Clerk's Equipment Rack for connection of a staff Document Camera or PC. The User Cable is attached to an Extron RGB190 Computer Interface located in the Clerk's Equipment Rack that supports connection to the local Clerk's AV Router.
- d. There are two (2) Cable Television Tuners attached to the Council Conference Room Router in the Media Control Room.
- e. The Council Conference Room Router has inputs from the Broadcast Video Patch Panel, Audio Patch Panel and AV connections from the Broadcast AV Router.
- f. A video output from the Council Conference Room Router feeds an Extron DVS-204 Scaler which then feeds an Extron DA12/6V DA.
- e. The Extron DA-4 RGBHV DA feeds the Council Conference Room Video Projector, a Scan Converter, and a RGBHV panel in the room (AV5-5).
- g. The Scan Converter is used to modify the Program Video RGBHV signal to a composite video signal that is distributed to an Extron DA12/6V DA. That DA feeds the Council Chambers Area Broadcast System wall plates in the Council Conference Room, a feed into the Council Chambers Area Broadcast System patch panel and router.

#### 4. Video Presentation Systems

a. A Mitsubishi ULZ400U video projector is installed and presents a 104"Wx65"H video image onto a custom drop-down Draper screen with an image area of 104"Wx77"H.

#### 5. AV Control System

- a. Control of the Council Conference Room AV Systems is from a dedicated AMX Accent 3 with a supporting AMX-NI-2000 control systems installed in the media Control Room. An AMX NXF-MINI is located in the Staff Equipment Cabinet for device control. Users interact with the system through an AMX NXT-CA12 touch panel located at the main Staff Area position.
- b. The AV Control System in the Council Chambers is responsible for controlling all sources and routing equipment, the video projector, the portable

Concourse displays, the audio DSP, Video Confidence Monitor MUTE, hardwired microphone MUTE and is integrated with the Lutron Lighting System.

- c. User controls on the touch panel allow for very fast access to the most commonly-used items. Going deeper in to touch panel menu allow for more device control, audio level settings, and other controls. There are approximately 16 user pages in the current touch panel system at this location.
- B. REPLACEMENT AV SYSTEM: The existing system components are to be modified, augmented or replaced as described herein. There are optional AV systems being considered for this location as presented in the Optional System Requirements section of this document.
  - 1. Summary: In general, the audio systems installed in the Council Conference Room shall remain intact. The majority of Source Components and Distribution systems will be replaced or modified. Most of the Video Presentation systems will be reused. The AV Control System will be replaced.

#### 2. Audio System Components

- a. The existing BiAmp Audio DSP shared with the Council Chambers shall be reused. Very little reconfiguration or programming is assumed, but there may be some adjustments required. The existing system is the culmination of several years of fine tuning and any changes to this system should not be taken lightly. The existing Audio DSP relative to this room shall be completely QC'ed and reprogrammed as required. Review any planned modifications with the Owner.
- b. The existing hardwired microphones are to be reused. All locations shall be confirmed for proper mechanical and audio performance and any failing units shall be replaced with like devices.
- c. The existing RF Assisted Listening System shall be reused. The system shall be reviewed for proper operation and shall be replaced only if failures or unreliable behavior is experienced.
- d. The existing ceiling mounted speakers and amplification shall be reused.
- e. The existing wireless microphone system shall be replaced by two (2) Sennheiser model EW-145-G3 Wireless Microphone System each with a hand held microphone. This system shall also include one (1) Sennheiser SK-100-G3 Body Pack Transmitter and ME-4 (cardioid) lavalier microphone.
- f. Unless directed otherwise herein, the audio endpoints on floor box and wall panels and any supporting equipment and hardware in the Council Conference Room are to remain active and shall be verified as properly operational as part of this project. See reference drawings for information on applicable locations. See reference drawings for information on applicable locations.
- g. Audio for overflow in 1E-108 shall remain active.
- 3. Source Components and AV Distribution Systems
  - a. The existing Clerk Desk Equipment Rack shall be reused.
  - b. The existing Cassette Player at the Clerk Desk Equipment Rack shall be removed from the system and decommissioned.

- c. The existing VHS\DVD player at the Clerk Desk Equipment Rack shall be removed from the system and decommissioned. DVD playback will be from user computer equipment.
- d. The existing RGBHV AV router at the Clerk Desk Equipment Rack shall be removed from the system and decommissioned. AV sources at the Clerk Desk (area) shall be extended to the Media Control Room for connection to a new Council Conference Room AV Router.
- e. The second RGBHV AV Router in the Media Control Room associated with the Council Conference Room shall also be replaced by the new Council Room AV Router. The new router shall be sized to support the input and output requirements specific to the Council Conference Room requirements plus a very small amount of growth. The device shall be installed in an existing equipment rack in the Media Control Room. The device shall include redundant power supplies.

#### f. Clerk Desk AUX Inputs:

- 1. Pass-through panel-mounted connections for VGA with Audio and DVI\HDMI with Audio shall be included at the Clerk Desk Equipment Rack on a one rack unit high AUX Input panel. All user connections shall be clearly labeled.
- 2. AV cables from the AUX input panel shall be connected to signal processing equipment that shall be installed at the Clerk Desk Equipment Rack location and shall reliably auto detect the connected AV signal, transcode the selected AV signals and extend the AV signals to the Media Control Room.
- 3. New cable shall route from the AV processing equipment\transmitter to the Media Control Room via existing, concealed routes. If required, a receiver shall be installed at the Media Control Room to accept the AV signal and the output of the device shall be an input to the Council Conference Room AV Router. New cable to support this path and connections to the all equipment shall be installed by Contractor.
- g. A spare component shelf of approximately 2-3 rack units tall shall be included in the Clerk Desk Equipment Rack to support temporary equipment.

#### h. Council Work Table PC Inputs:

- 1. The one (1) existing Council Work Table VGA\PC Audio position shall be replaced and one (1) additional shall be added.
- 2. Audio and video User Cables of an appropriate length shall be installed for HDMI\DVI\Audio and VGA\PC audio connections at the Council Work Table sufficient to reach any seating position at the table. Verify cable length and routing with Owner.
- 3. User Cables shall connect to AV signal processing equipment that shall be installed under the desk at (2) Council Work Table positions. Each of the two (2) AV signal processors shall reliably auto detect the connected AV signal, transcode the selected AV signals and extend the AV signals to the Media Control Room. New cable shall route from the AV processing equipment\transmitter to receivers in the Media Control Room equipment cabinet via existing, concealed routes.

3. The appropriate receivers for the two (2) Council Work Table position signals shall be included at the equipment cabinet and their outputs shall be installed as sources to the Council Chambers AV Router. New cable(s) shall be installed to support these connections.

#### i. Shared AV Sources

- 1. The two (2) existing CATV Tuners installed in the Media Control Room and connected to the Council Conference Room RGBHV Router 2 shall be replaced by One (1) OSCI TBD model Comcast Cable Television Tuner and installed as a source to the Council Conference Room AV Router and integrated into the AV Control System. The make and model for these devices shall be specified by Contractor.
- 2. Pass-through panel-mounted connections for VGA with Audio and DVI\HDMI with Audio shall be included at Media Control Room area of the Council Conference Room equipment on a one rack unit high AUX Input panel. All user connections shall be clearly labeled. AV cables from the AUX input panel shall be connected to signal processing equipment that shall be installed at the Equipment Rack location and shall reliably auto detect the connected AV signal, transcode the selected AV signals and shall send the selected signals to the Council Conference Room AV Router as an input. A 2-3 rack unit shelf shall be included at this location to support temporary equipment.

#### j. Video Wall Plates and Connections to Broadcast System

1. At the output of the existing RGBHV AV Router for the Council Conference Room, the existing Scaler, RGBHV DA, Scan Converter, Video DA, AV5-4 and AV-5-5 wall plate video connections are components of the Council Chambers Area Broadcast System and will be addressed in that section of this document.

#### 4. Video Presentation Systems

#### a. Video Projector

- 1. The existing video projector shall be reused.
- 2. The existing video screen shall be replaced to support the appropriate aspect ratio and image size. The existing screen housing shall be reused if possible.
- 3. An HDMI or DVI or other digital output from the Council Conference Room AV Router shall be installed for use to the projector. If required a signal transmitter shall be installed in the Media Control Room. Cable shall be installed to support the connection from the transmitter to a new receiver installed at the projector. All necessary video and control interconnect cable shall be installed between the receiver and the projector. All equipment shall support EDID and key management shall be included to support presentation of any typical source on the projector.

#### 5. AV Control System

a. The existing AMX equipment is nearing end of life and shall be replaced with a control system of similar capabilities. AV Control Systems from Crestron or

AMX and consistent with other control systems within the City of Bellevue installation should be considered.

- b. The existing AMX touch panel at the Clerk Desk shall be replaced with a device identical to the replacement device in the Council Chambers.
- b. The AV Control System shall be programmed to replicate all applicable (equipment not decommissioned and support new equipment) functionality presented by the current AV Control System. This functionality includes, but is not limited to, and shall be limited to the capabilities of the selected new or existing AV equipment:

System Power ON/OFF with Status

Source Selection with Status

Full Matrix Routing with Status

Program Audio Level Adjustments with Status

Program Audio Level MUTE/UNMUTE

Individual and Aggregated Microphone Level Adjustments with Status

Individual Microphone MUTE/UNMUTE

Individual Line Level Adjustments with Status

Individual Line Level MUTE/UNMUTE

All source component device transport and tuning controls

Projector Image MUTE/UNMUTE

Projector Power ON/OFF with Status

Projector Technician Controls and Maintenance Status

Screen Controls

Lighting System Controls Specific to the Council Chambers with Status

Controls for 1E-108 when overflow mode is ACTIVATED/DEACTIVATED

- c. User controls on the touch panel shall have approximately 2-3 easy to access, menu driven pages that contain the most commonly used functions. An additional approximately 6-10 additional menu driven pages will allow for more specialized system controls and monitoring.
- d. In addition to in-room touch panel controls, all touch panel pages shall be made available in EXE and HTML formats for remote, real-time control and monitoring of the Council Chambers AV Control System.
- 6. Decommission all unused AV System and AV Control System cables and equipment as described herein

# 3.4 Emergency Operations Center 3E-106 AV Systems

The Emergency Operations Center (EOC) is used by the City of Bellevue Fire Department and other agencies to monitor and coordinate responses to emergency situations.

- A. EXISTING AV SYSTEM: As reference, the existing AV system includes the originally-installed AV components with several changes and additions.
  - 1. As reference, see drawing AV3.1, AV8.8 and AV8.13 for record set drawings and notes related to the existing AV System and replacements.
  - 2. The EOC is equipped with one (1) ceiling-mounted Sanyo model PLC-PLC-WM5500 projector that projects an approximately 84"Wx50"H image onto a Draper, electrically operated projection screen with a viewing area of approximately 91"Wx51"H. The second video projector shown in drawing AV8.8 has been removed from service.
  - 3. The EOC is equipped with five (5) Sharp model PN-L702B Interactive LCD Displays not included in drawing AV3.1 or AV8.8. Each display has a direct HDMI connection from an adjacent desk\laptop location. These devices are not currently included in the video routing system.
  - 4. The Public Information Office desk includes 2 wall mounted television sets. These display present CATV, and Satellite TV channels, as selected by the PIO. Two of the displays shown in drawing AV8.8 have been removed from service.
  - 5. The audiovisual system in the EOC is controlled from an AMX touch panel located at Table 2. The system allows an operator to perform all AV control functions. An AMX keypad at Table 4 allows the PIO to directly control the displays at that location.
- B. REPLACEMENT AV SYSTEM: The existing system components are to be modified, augmented or replaced as described herein. Some OSCI equipment is to be integrated into the final design and installation. There are optional AV systems being considered for this location as presented in the Optional System Requirements section of this document.
  - 1. The following OSCI equipment (new in box) shall be integrated by the Contractor into the replacement system. These devices shall be augmented as required to fulfill the requirements described for their use.
    - a. Two (2) Sennheiser model EW-145-G3 Wireless Microphone Systems with Hand Held Microphones.
    - b. One (1) Sennheiser SK-100-G3 Body Pack Transmitter and ME-4 (cardioid) Lavalier Microphone.
    - c. One (1) Crestron TPMC-8X-GA Wireless Touch Panel with TPMC-8X-DS base.
    - d. One (1) Crestron PRO2 AV System Control Processor.
    - e. Two (2) Sharp PN-E421 displays.
    - f. Two (2) OmniMount ULPC-L Low Profile Articulating Display Mounts.
    - g. One (1) BiAmp NexiaCS Audio DSP.

- h. Three (3) TBD Comcast Cable Television Tuners.
- 2. The five (5) currently installed Sharp model PN-L702B LCD Displays shall be reused and installed as destinations from the AV Routing System and integrated into the AV Control System. Cabling to these devices is currently wall surface mounted and shall be replaced with in-wall cabling to in-wall cut-in box locations with appropriate cover plates behind each display.
- 3. The currently installed ceiling-mounted projector shall be reused and installed as a destination from the video routing system and integrated into the AV Control System. The video image should be adjusted to try to better-fit the available viewing area.
- 4. The two (2) existing CATV Tuners shall be replaced by the three (3) OSCI TBD model Comcast Cable Television Tuners and installed as sources to the AV Routing System and integrated into the AV Control System. The make and model for these devices shall be specified by Contractor.
- 5. If required, the two (2) existing DirecTV Satellite Receivers shall be replaced with two (2) new Satellite Receivers with the appropriate output types and control capabilities. The replacement devices shall be installed as sources to the AV Routing System and integrated into the AV Control System. Coordinate DirecTV satellite service requirements with Owner.
- 6. The two (2) OSCI Sennheiser microphone systems and OSCI Lavalier microphone with body pack shall replace the existing wireless microphone system and installed by the Contractor as inputs to the Audio DSP.
- 7. The one (1) OSCI BiAmp NexiaCS Audio DSP and additional NexiaCS devices as required shall replace the existing Audio DSP system. All devices shall be integrated into the AV Control System.
- 8. The existing ceiling mounted speakers and power amplifier shall be reused.
- 9. The two (2) OSCI Sharp PN-E421 displays and OmniMount display mounts shall replace the two (2) existing LCD televisions and mounts. Devices shall be installed by the Contractor as destinations from the AV routing system and integrated into the AV Control System.
- 10. The OSCI Crestron PRO2 augmented with additional cards as required shall replace the existing AMX NI-4000, AXB-IRS4 and related control system devices.
- 11. The OSCI Crestron TPMC-8X-GA Wireless Touch Panel with TPMC-8X-DS base shall replace the existing AMX keypad at Table 4.
- 12. A wired Crestron TPMC-8X shall replace the existing AMX touch panel at Table 2.
- 13. The existing video projection screen shall be reused.
- 14. A properly configured Crestron DM 8G+ routing matrix shall replace the existing Sierra Video RGBHV Switcher as the AV Routing System switcher. The preliminary IO map for this device is presented here. The system shall support presentation of any input to any destination as well as a single input to multiple destinations.

ID	Sources (Inputs)	Destinations (Outputs)
1	Cabinet AV Source: CATV Tuner 01	Sanyo Ceiling Mounted Projector

	Cabinet AV Source: CATV Tuner 02	Chara DN I 702D I CD Diamless 01
2		Sharp PN-L702B LCD Display 01
3	Cabinet AV Source: CATV Tuner 03	Sharp PN-L702B LCD Display 02
4	Cabinet AV Source: Satellite Receiver 01	LCD PN-L702B Display 03
5	Cabinet AV Source: Satellite Receiver 02	LCD PN-L702B Display 04
6	Cabinet AV Source Auxiliary DVI\HDMI\Audio Connection	LCD PN-L702B Display 05
7	Cabinet AV Source Auxiliary VGA\Audio Connection	LCD Sharp PN-E4211 PIO Display 01
8	TBD Mixed Media Source	LCD Sharp PN-E4211 PIO Display 02
9	TBD Table Location PC Connection 01	Spare Cabinet HDMI Output
10	TBD Table Location PC Connection 02	AV Output to Meeting Room 3E-105
		(SEE OPTIONAL)
11	TBD Table Location PC Connection 03	
12	TBD Table Location PC Connection 04	Output to QUAD processor 01 (SEE OPTIONAL)
13	TBD Table Location PC Connection 05	Output to QUAD processor 02
	7	(SEE OPIONAL)
14	TBD Table Location PC Connection 06	Output to QUAD processor 03
		(SEE OPTIONAL)
155	TBD Table Location PC Connection 07	Output to QUAD processor 04
		(SEE OPTIONAL)
16 <sub>A</sub>	Input From QUAD Processor (SEE OPTIONAL)	

signal paths from table locations to the AV Routing System shall be made with Crestron DM 8G+ transmitters, receivers and required cabling. A total of seven (7) PC locations shall be supported. One location may be occasionally used to support an Owner Supplied VGA document camera. User cables at the table for VGA\PC audio and HDMI connections shall be installed. Confirm PC location and user cable locations with Owner.

- 16. Existing VGA signal paths from the existing AV Routing System to all display and projector locations shall be made with Crestron DM 8G+ transmitters, receivers and required cabling for AV signal distribution and device control.
- 17. The existing AV equipment cabinet is to be reused and relocated to the adjacent storage closet. AV and AV Control System cables are to be replaced as required to support the new location.
- 18. The existing VCR source shall be removed from the system and decommissioned.

- 19. The existing DVD player shall be removed from the system and decommissioned. DVD playback will be from user computer equipment.
- 19. The existing audio stations installed at the table locations and all associated support equipment shall be reused and incorporated into the Audio and AV Control Systems as required. Confirm input selections with Owner.
- 20. The existing DVD player shall be replaced with a device that conforms to the AV signal and control requirements described herein.
- 21. The existing AV Connection from the Mixed Media System shall be reused and installed as an input to the AV Routing System. The specific configuration of the signal from the Mixed Media System is TBD. An HDSDI input should be assumed and confirmed with the Owner.
- 22. The AV Control System and the Touch Panel at Table 2 shall be programmed to deliver status and control functionality similar to that installed currently. Confirm specific control user interface requirements with Owner.
  - a. System ON/OFF
  - b. Room Volume UP/DOWN
  - c. Source Selection: any source to any destination with status
  - d. Projection Screen UP/DOWN
  - e. LOCK-OUT/ENABLE Table 4 Extended Functionality
  - f. Satellite Receiver Controls
  - g. Control of PIO Displays
  - g. Cable Television Receiver Controls
  - f. Access to equipment status and setup technical pages (microphone level status and adjustment, line levels status and adjustments, display parameters, projector parameters, etc.).
- 23. The AV Control System and the Touch Panel at Table 4 shall be programmed to deliver status and control functionality identical to Table 2 unless Table 2 has been locked out. When LOCKED-OUT this location has functionality limited to control of PIO display-specific (audio, video, power, channel, etc.) status and controls. Confirm specific control user interface requirements with Owner.
- 24. In addition to in-room touch panel controls, all touch panel pages shall be made available in EXE and HTML formats for remote, real-time control and monitoring of the Council Chambers AV Control System.
- 25. Decommission all unused AV System and AV Control System cables and equipment as described herein.

# 3.5 Police Training Room 3W-109 AV Systems

This Training Room supports multimedia training and informational presentations made by the Police Department and others. It is a large (long) room that can accommodate over 50 participants seated at rows of tables.

- A. EXISTING AV SYSTEM: This Police Training Room currently includes an AV system with the following devices and functionality.
  - 1. As reference, see drawings AV3.0, AV3.2 and AV8.7 for record set drawings of the existing cable infrastructure and device locations.
  - 2. The originally installed AV support included a minimal amount of cable, connections and ceiling-mounted speakers as shown in AV8.7. Later a small rack of AV equipment and video projectors were added to the installation.
  - 3. The currently-installed AV System includes two Hitachi ceiling mounted projector model CP-X445. Both projectors present an image of approximately 80"Wx60"H onto two manually operated screens. Both projectors present the same image. The VGA video signal is routed to the first projector then passed through to the second projector.
  - 4. Source components include two (2) wall mounted Extron VGA PC connections, one (1) DVD\VCR player, two (2) channels of wireless microphones and one (1) cable television tuner. The DVD\VCR device manages the cable television tuner AV signal.
  - 5. The wireless microphone system includes two (2) Shure SLX4 receivers, two (2) Shure SCX2\SM58 hand held microphones and one (1) Shure SLX1 body pack with a lavalier microphone kit.
  - 6. The AV system is controlled by two (2) Extron model MLC-104 iP Plus wall mounted devices that support basic control functionality.
    - a. Display ON/OFF
    - b. Volume UP/DOWN
    - c. Source Selection: PC1, PC2, DVD\VCR
  - 7. Audio is presented onto ten (10) ceiling speakers powered by two (2) TOA A724 amplifiers. One amplifier has failed.
  - 8. Audio signals are processed by the TOA A724.
  - 9. Two (2) floor boxes include connections for one (1) each hard wired microphone and line connections.
- B. REPLACEMENT AV SYSTEM: Other than a very small amount of reuse, the existing AV system is to be replaced.
  - 1. Summary: The primary sources for AV presentations will be up to two (2) user-supplied laptop computers from two (2) locations in the room, a cable television tuner, two (2) AV Aux Inputs and two (2) channels of wireless microphone. The AV system shall present appropriately sized images from two (2) ceiling-mounted projectors. The projector images shall be presented onto existing screens. Presentation audio shall be presented to listeners through the existing ceiling-mounted speakers. System routing and audio control shall be delivered by manual control of the AV processor in the equipment cabinet. Two control locations in the room what allow for remote control similar to the existing wall stations. Power for the cabinet shall be managed and controlled by a rack-mounted power distribution device.

- 2. The existing projectors shall be replaced by two (2) new, identical projectors. Both video projectors shall present appropriately sized images. The projector images shall be presented onto the existing screens. Both projectors shall present the same video image.
- 3. The existing equipment cabinet in the room shall be reused.
- 4. Equipment Cabinet power shall be managed and controlled by a rack-mounted power distribution device. The device shall include a front mounted power switch for user control of cabinet power. Reuse of the existing PDU is acceptable if contractor determines the device to be suitable for the replacement application.
- 5. An integrated presentation system or separate AV control, AV routing, AV processing equipment and AV signal distribution shall be installed at the equipment cabinet to support HDMI inputs, VGA AV inputs, audio inputs, AV signal transcoding, audio amplification, digital signal outputs to the projectors, system control and audio DSP functions. The selected equipment shall have easy-to-use, labeled manual user controls.
- 6. The minimum Input and Output map for AV Routing System device is presented here.

ID	Sources	Destinations
1	Wall HDMI\VGA\PC Audio AV Connection 01	Projector AV Connection 01
2	Wall HDMI\VGA\PC Audio AV Connection 02	Projector AV Connection 02
3	Cabinet AV Source Auxiliary DVI\HDMI\Audio Connection	Audio Amplifier or Speakers
4	Cabinet AV Source Auxiliary VGA\Audio Connection	
5	Cabinet Cable Television Tuner AV Source	
6	Wireless Microphone Audio Input 01	
7	Wireless Microphone Audio Input 02	

- 7. Audio and video User Cables of an appropriate length shall be installed for HDMI\DVI\Audio and VGA\PC audio connections at two (2) of the existing wall-mounted PC connections. Verify wall locations and cable routing with Owner.
- 8. AV signal processing equipment shall be integrated into the wall PC connection locations and shall reliably auto detect the connected AV signal, transcode the selected AV signals and extend the AV signals to the equipment cabinet. New cable shall route from the AV processing equipment\transmitter to the equipment cabinet via existing, concealed routes.
- 9. The appropriate receivers for the wall PC connection location signals shall be included at the equipment cabinet and their outputs shall be installed as sources to the AV Routing System. New cable(s) shall be installed to support this connection.
- 10. The currently installed DVD\VCR device shall be removed from the system and decommissioned. DVD AV playback will be from User computer equipment.

- 11. The existing Cable Television Tuner shall be replaced by an OSCI TBD model Comcast Cable Television Tuners and installed as a source to the AV routing system. The make and model for this device shall be specified by Contractor.
- 12. Panel-mounted connections for VGA with Audio and DVI\HDMI with Audio shall be included at the equipment cabinet on a one rack unit high AUX Input panel. These shall be sources to the AV Routing System. All connections shall be clearly labeled.
- 13. The existing wireless microphone systems shall be replaced by two (2) Sennheiser model EW-145-G3 Wireless Microphone Systems each with a hand held microphone and one (1) Sennheiser SK-100-G3 Body Pack Transmitter and ME-4 (cardioid) lavalier microphone.
- 14. Audio from any selected audio source shall be presented on the existing ceiling-mounted speakers. Audio amplification and manual volume control shall be included at the equipment cabinet.
- 15. Audio signals from the two (2) wireless microphone systems shall be mixed with the selected audio source.
- 16. AV signals shall be transmitted from the equipment cabinet to the projectors by AV extension equipment. Cable will be routed from transmitters in the equipment cabinet to a receiver at each of the projectors. New cable(s) shall be installed to support this connection.
- 17. Basic room AV controls similar to those currently presented on the wall stations shall be presented via user two (2) wall mounted user control stations at the existing locations. Reuse of the existing devices with required label changes is acceptable, but not required. In addition, control of the Equipment Cabinet power, AV Routing System selections and audio volume controls shall be from user accessible, easy to use, clearly labeled, manual controls in the equipment cabinet. Beyond those controls presented at the user station, additional control of the video projector shall be from the hand-held remote control supplied with the projector.
- 18. Currently installed, unused cables, equipment and connections shall be properly decommissioned.

# 3.6 Police Training Room 3W-110 AV Systems

This Training Room supports multimedia presentations for the Police Department and other training classes.

- A. EXISTING AV SYSTEM: This Police Training Room currently includes an AV system with the following devices and functionality.
  - 1. As reference, see drawings AV3.0, AV3.2 and AV8.7 for record set drawings of the existing cable infrastructure and device locations.
  - 2. The originally installed AV support included a minimal amount of cable, connections and 2 wall-mounted speakers as shown in AV3.2 and AV8.7. Later a small rack of equipment and video projector was added to the installation.
  - 3. The currently-installed AV System includes one (1) Mitsubishi VLT-XD560LP ceiling mounted projector The projector presents an image of approximately 80"Wx60"H onto a manually operated screen.
  - 4. Source components include 1 VGA\ PC Audio connection, a DVD\VCR player and a cable television tuner. The DVD\VCR device manages the cable television tuner AV signal.
  - 5. The AV system is controlled by the projector and DVD\VCR device's hand held remote controls.
  - 6. Audio is presented onto two (2) wall mounted speakers powered by one (1) TOA A706 amplifier.
  - 7. One (1) floor boxes include connections for two (2) VGA component connections.
  - 8. A 12' VGA jumper cable is installed from the wall box table to BNC connections on the AV-3 wall plate. Component cables carry the VGA and composite video signals from the wall plate to the projector.
- B. REPLACEMENT AV SYSTEM: The existing AV system is to be replaced.
  - 1. Summary: The primary sources for AV presentations will be up to one (1) user-supplied laptop computers from one (1) location in the room, a cable television tuner, two (2) AV Aux Inputs and one (1) channel of wireless microphone. The AV system shall present appropriately sized images from the ceiling-mounted projector. The projector image shall be presented onto the existing screen. Presentation audio shall be presented to listeners through the existing wall-mounted speakers. System routing and audio control shall be delivered by manual control of the AV processor in the equipment cabinet. Power for the cabinet shall be managed and controlled by a rack-mounted power distribution device.
  - 2. The existing projector shall be reused. The projector image shall be presented onto the existing screen.
  - 3. The existing equipment cabinet in the room shall be reused.
  - 4. The currently installed DVD\VCR device shall be removed from the system and decommissioned. DVD AV playback will be from User computer equipment.
  - 5. Reuse of the existing PDU is acceptable if contractor determines the device to be suitable for the replacement application.

- 6. Separate components or integrated AV signal routing equipment such as the Extron MPS-602 or similar shall be installed at the equipment cabinet to support mixed AV signal inputs and a digital signal output to the projector. The selected equipment shall have easy-to-use, labeled, manual user controls.
- 7. The minimum Input and Output map for AV Routing System device is presented here.

ID	Sources	Destinations
1	User PC AV Connection	Projector AV Connection
2	Cabinet AV Source Auxiliary DVI\HDMI\Audio Connection	Audio Amplifier or Speakers
3	Cabinet AV Source Auxiliary VGA\Audio Connection	
4	Wireless Audio Receiver 01	

- 8. Audio and video User Cables of an appropriate length shall be supplied and installed by the Contractor for HDMI and VGA\ PC audio connections. Cables will route from at TBD table location near the front of the room to the equipment cabinet location for connection to the AV Router. Verify cable location and cable routing with Owner.
- 9. Panel-mounted connections for VGA with Audio and DVI with Audio shall be included at the equipment cabinet on a one rack unit high AUX Input panel. These shall be sources to the AV Routing System. All connections shall be clearly labeled.
- 10. One (1) channel of wireless microphone shall be installed using one (1) Sennheiser model EW-145-G3 Wireless Microphone Systems each with a hand held microphone and one (1) Sennheiser SK-100-G3 Body Pack Transmitter and ME-4 (cardioid) lavalier microphone.
- 11. Audio from any selected audio source shall be presented on the existing wall-mounted speakers. Audio amplification and manual volume control shall be included at the equipment cabinet.
- 12. Audio signals from the wireless microphone system shall be mixed with the selected audio source.
- 13. An AV receiver at the projector, and if required a transmitter at the equipment cabinet, shall be installed. New cable(s) shall be installed to support this connection.
- 14. Control of the Equipment Cabinet power, AV Routing System selections and audio volume controls shall be from user accessible, easy to use, clearly labeled, manual controls in the equipment cabinet. Control of the video projector shall be from the handheld remote control supplied with the projector.
- 15. Currently installed, unused cables, equipment and connections including those in the existing AV floor box shall be properly decommissioned.

# 3.7 HR Training Room 3W-119 AV Systems

This Training Room supports multimedia presentations used during Human Resource department and other training classes.

- A. EXISTING AV SYSTEM: This Training Room currently includes an AV system with the following devices and functionality.
  - 1. As reference, see drawings AV3.0, AV3.2 and AV9.0 for record set drawings of the existing cable infrastructure, system configuration and device locations.
  - 2. The originally installed AV support system included a minimal amount of cable, connections and wall-mounted speakers as shown in AV3.2 and AV9.0. In addition, a small rack of AV equipment as represented in AV8.7 and AV8.13 was also allocated for use in this room. Later, a small rack of AV source equipment, amplification equipment and a video projector was added to the installation.
  - 3. The currently-installed AV System includes one (1) Mitsubishi ceiling mounted projector model VLT-XD600DLP. The projector presents an image of approximately 80"Hx60"W onto a manually operated screen.
  - 4. An equipment cabinet is included to support AV sources, AV switching and AV processing equipment.
  - 5. Source components include one (1) VCR\DVD Player and one VGA PC connections
  - 6. Audio is presented onto two (2) wall-mounted LBL Control 1 speakers powered by an Atlas PAG01 amplifier.
  - 7. An approximately 24' VGA jumper cable from the source PC location is routed from the PC to the rack location then connected to the AV-3 position.
  - 8. Component video cable caries the VGA signal from the AV-3 wall plate to the projector. Additional audio and video cables connect the AV-3location to the associated BEC as tie-lines in the Mixed Media System.
- B. REPLACEMENT AV SYSTEM: Some of the equipment at this location will be replaced and some will be reused as described.
  - 1. Summary: The primary sources for AV presentations will be a user-supplied laptop computer from one (1) location in the room, a DVD player and two (2) AV Aux Inputs. The AV system shall include an appropriately sized image from the existing ceiling-mounted projector. The projector image shall be presented onto the existing screen. Presentation audio shall be presented to listeners through the existing wall-mounted speakers. System routing and audio control shall be delivered by manual control of the AV switch and volume controls. Projector control shall be by the projector's hand-held remote control. Power for the cabinet shall be managed and controlled by a rack-mounted power distribution device.
  - 2. The existing video projector shall be reused.
  - 3. The existing equipment cabinet in the room shall be reused.
  - 4. The currently installed DVD\VCR device shall be removed from the system and decommissioned. DVD AV playback will be from User computer equipment.
  - 5. Reuse of the existing PDU is acceptable if contractor determines the device to be suitable for the replacement application.

- 6. AV signal routing equipment such as the Extron MPS-602 or similar shall be installed at the equipment cabinet to support mixed AV signal inputs and a digital signal output to the projector. The selected equipment shall have easy-to-use, labeled manual user controls.
- 7. The minimum Input and Output map for AV Routing System device is presented here.

ID	Sources	Destinations
1	User PC AV Connection	Projector AV Connection
2	Cabinet AV Source Auxiliary DVI\HDMI\Audio Connection	Audio Amplifier or Speakers
3	Cabinet AV Source Auxiliary VGA\Audio Connection	
4	Cabinet DVD AV Source	

- 8. Audio and video User Cables of an appropriate length shall be supplied and installed by the Contractor for HDMI and VGA\ PC audio connections. Cables will route from a TBD location at the front of the room to the equipment cabinet location for connection to the AV Router. Where required, DVI\PC audio support will be from an adapter to the HDMI cable. Verify cable location and routing with Owner.
- 9. Panel-mounted connections for VGA with Audio and DVI with Audio shall be included at the equipment cabinet on a one rack unit high AUX Input panel. These shall be sources to the AV Routing System. All connections shall be clearly labeled.
- 10. Audio from any selected audio source shall be presented on the existing wall-mounted speakers. Audio amplification and manual volume control shall be included at the equipment cabinet. Unless reuse is required, the currently installed audio amplifier device shall be removed from the system and decommissioned.
- 11. An AV receiver at the projector, and if required a transmitter at the equipment cabinet, shall be installed. New cable(s) shall be installed to support this connection.
- 12. Control of the Equipment Cabinet power, AV Routing System selections and audio volume controls shall be from user accessible, easy to use, clearly labeled, manual controls in the equipment cabinet. Control of the video projector shall be from the handheld remote control supplied with the projector.
- 13. Currently installed, unused cables, equipment and connections including those in the existing AV floor box shall be properly decommissioned.

# 3.8 IT Training Room 3W-114 AV Systems

This Training Room supports multimedia presentations used during IT application and other training classes.

- A. EXISTING AV SYSTEM: This IT Training Room currently includes an AV system with the following devices and functionality.
  - 1. As reference, see drawings AV3.0, AV3.2, AV8.7 and AV9.0 for record set drawings of the existing cable infrastructure and device locations.
  - 2. The currently-installed AV System includes a Hitachi ceiling mounted projector model CP-X445.
  - 3. A VGA jumper cable from the source PC is connected to an Extron model 1x2 distribution amplifier at the presenter's table at the back of the room. The DA outputs are connected to a local VGA display and BNC connections on a wall plate. A component video cable caries the VGA signal from a wall plate to the projector.
  - 4. The projector presents an image of approximately 88W"x66H" onto the wall. The image is currently over-sized for the available wall area.
  - 4. There is an alternate presenter location at the front of the room. This location includes a wall plate with an alternate cable path to the projector. This location is currently not connected at the projector (cable unconnected in the ceiling area).
  - 5. There are currently no audio presentation capabilities in the room.
- B. REPLACEMENT AV SYSTEM: The existing AV system is to be replaced.
  - 1. Summary: The primary source for AV presentations will be a user-supplied laptop or a built-in computer at the back of the room. The AV system shall include an appropriately sized image from a ceiling-mounted projector. The projector image shall be presented onto the existing screen. Presentation audio shall be presented to listeners through speakers included in the projector. Control will be from a hand held remote control.
  - 2. The existing video projector shall be replaced with a new projector.
  - 3. Either VGA\PC Audio or HDMI\DVI\PC Audio AV signals (auto select one) from the user supplied computer shall be presented on the local Owner Supplied Owner Installed confidence monitor and speakers at the back-of-room presenter location. Either AV source shall also be routed from the back-of-room presenter table to the projector via AV signal auto-switching\transcoding\extension equipment. This equipment shall be installed at the back-of-room presenter location. New cable(s) shall be installed to support this connection.
  - 4. An AV receiver at the projector, and if required a transmitter at the rear presenter table, shall be installed.
  - 5. New cable(s) to support all audio and video paths and connections to the computer, confidence monitor, DA and projector shall be supplied and installed by Contractor. Verify cable location and routing with Owner.
  - 6. Control of the audiovisual system shall be from the hand-held remote control supplied with the projector.

7. Decommission all unused AV System and AV Control System cables and equipment as described herein including cables and terminations installed at the front-of-room presenter location.

# 3.9 IT Training Room 3W-115 AV Systems

This Training Room supports multimedia presentations used during IT application and other training classes.

- A. EXISTING AV SYSTEM: This IT Training Room currently includes an AV system with the following devices and functionality.
  - 1. As reference, see drawings AV3.0, AV3.2, AV8.7 and AV9.0 for record set drawings of the existing cable infrastructure and device locations.
  - 2. The currently-installed AV System includes a Hitachi ceiling mounted projector model CP-X445.
  - 3. A VGA jumper cable from the source PC is connected to an Extron model 1x2 distribution amplifier at the presenter's table at the back of the room. The DA outputs are connected to a local VGA display and BNC connections on a wall plate. A component video cable caries the VGA signal from a wall plate to the projector.
  - 4. The projector presents an image of approximately 88W"x66H" onto the wall. The image is currently over-sized for the available wall area.
  - 4. There is an alternate presenter location at the front of the room. This location includes a wall plate with an alternate cable path to the projector. This location is currently not connected at the projector (cable unconnected in the ceiling area).
  - 5. There are currently no audio presentation capabilities in the room.
- B. REPLACEMENT AV SYSTEM: The existing AV system is to be replaced.
  - 1. Summary: The primary source for AV presentations will be a user-supplied laptop or a built-in computer at the back of the room. The AV system shall include an appropriately sized image from a ceiling-mounted projector. The projector image shall be presented onto the existing screen. Presentation audio shall be presented to listeners through speakers included in the projector. Control will be from a hand held remote control.
  - 2. The existing video projector shall be replaced with a new projector.
  - 3. Either VGA\PC Audio or HDMI\DVI\PC Audio AV signals (auto select one) from the user supplied computer shall be presented on the local Owner Supplied Owner Installed confidence monitor and speakers at the back-of-room presenter location. Either AV source shall also be routed from the back-of-room presenter table to the projector via AV signal auto-switching\transcoding\extension equipment. This equipment shall be installed at the back-of-room presenter location. New cable(s) shall be installed to support this connection.
  - 4. An AV receiver at the projector, and if required a transmitter at the rear presenter table, shall be installed.
  - 5. New cable(s) to support all audio and video paths and connections to the computer, confidence monitor, DA and projector shall be supplied and installed by Contractor. Verify cable location and routing with Owner.
  - 6. Control of the audiovisual system shall be from the hand-held remote control supplied with the projector.

7. Decommission all unused AV System and AV Control System cables and equipment as described herein including cables and terminations installed at the front-of-room presenter location.

# 3.10 IT Training Room 3W-116 AV Systems

This Training Room supports multimedia presentations used during IT application and other training classes.

- A. EXISTING AV SYSTEM: This IT Training Room currently includes an AV system with the following devices and functionality.
  - 1. As reference, see drawings AV3.0, AV3.2, AV8.7 and AV9.0 for record set drawings of the existing cable infrastructure and device locations.
  - 2. The currently-installed AV System includes a Hitachi ceiling mounted projector model CP-X445.
  - 3. A VGA jumper cable from the source PC is connected to an Extron model 1x2 distribution amplifier at the presenter's table at the back of the room. The DA outputs are connected to a local VGA display and BNC connections on a wall plate. A component video cable caries the VGA signal from a wall plate to the projector.
  - 4. The projector presents an image of approximately 88W"x66H" onto the wall. The image is currently over-sized for the available wall area.
  - 4. There is an alternate presenter location at the front of the room. This location includes a wall plate with an alternate cable path to the projector. This location is currently not connected at the projector (cable unconnected in the ceiling area).
  - 5. There are currently no audio presentation capabilities in the room.
- B. REPLACEMENT AV SYSTEM: The existing AV system is to be replaced.
  - 1. Summary: The primary source for AV presentations will be a user-supplied laptop or a built-in computer at the back of the room. The AV system shall include an appropriately sized image from a ceiling-mounted projector. The projector image shall be presented onto the existing screen. Presentation audio shall be presented to listeners through speakers included in the projector. Control will be from a hand held remote control.
  - 2. The existing video projector shall be replaced with a new projector.
  - 3. Either VGA\PC Audio or HDMI\DVI\PC Audio AV signals (auto select one) from the user supplied computer shall be presented on the local Owner Supplied Owner Installed confidence monitor and speakers at the back-of-room presenter location. Either AV source shall also be routed from the back-of-room presenter table to the projector via AV signal auto-switching\transcoding\extension equipment. This equipment shall be installed at the back-of-room presenter location. New cable(s) shall be installed to support this connection.
  - 4. An AV receiver at the projector, and if required a transmitter at the rear presenter table, shall be installed.
  - 5. New cable(s) to support all audio and video paths and connections to the computer, confidence monitor, DA and projector shall be supplied and installed by Contractor. Verify cable location and routing with Owner.
  - 6. Control of the audiovisual system shall be from the hand-held remote control supplied with the projector.

7. Decommission all unused AV System and AV Control System cables and equipment as described herein including cables and terminations installed at the front-of-room presenter location.

# 3.11 Meeting Room 1E-108 AV Systems

This Meeting Room supports large group meetings and multimedia presentations. This room can also be used as an overflow area for the Council Conference Room. This room is often reconfigured.

- A. EXISTING AV SYSTEM: This Meeting Room currently includes an AV system with the following devices and functionality.
  - 1. As reference, see drawings AV1.0, AV1.1, AV8.3 and AV9.0 for record set drawings of the existing cable infrastructure and device locations.
  - 2. The originally installed AV support system included a minimal amount of cable, two (2) electrically-operated screens, wall and floor box connections and ceiling-mounted speakers as shown in AV1.1 and AV9.0. The original intent was that if video was required in the room when in stand-alone mode projectors fed from floor boxes would be used. When in use as overflow to the Council Conference Room, portable monitors on stands would connect to various wall box positions (AV5-5 locations). Later, two (2) ceiling-mounted video projectors were added to the installation.
  - 3. The currently-installed AV System includes two (2) Sanyo PLC-XT21 ceiling mounted projector model CP-X445. The projector presents an image of approximately 96W"x76H"onto Draper electrically-operated screens.
  - 4. Video connections to the projectors are located at a floor box at the front (screen) side of the room. A connection is available for Projector 1 and Projector 2. Connections to Projector 1 go to Projector 1 then pass through to Projector 2. This is the normal operating mode. Connections for Projector 2 go directly to a second input on Projector 2. This configuration does not seem to have ever been used and generally the same image is presented on both displays. There is no audio presentation capability at these PC connections. All connections are component RGBHV cable.
  - 5. The ceiling speakers in this space are used when the room is in overflow mode in support of the Council Conference Room.
  - 6. Projector control is from the projector hand held remote controls.
- B. REPLACEMENT AV SYSTEM: The existing AV system is to be partially reused and augmented with new equipment. There are optional AV systems being considered for this location as presented in the Optional System Requirements section of this document.
  - 1. Summary: The primary source for AV presentations will be a user-supplied laptop at the front of the room. The AV system shall include appropriately sized images from two ceiling-mounted projectors. The projector image shall be presented onto the existing screen. The same image shall be presented on both screens. Presentation audio shall be presented to listeners through speakers included in the projector. Control will be from a hand held remote control.
  - 2. The existing video projectors shall be reused.
  - 3. User Cables shall be installed for HDMI\DVI\Audio and VGA\PC audio connections at the top of the front of room table to AV signal processing equipment mounted on the underside of the table. Verify table, cable location and routing with Owner.
  - 4. AV signal processing equipment shall be installed at the underside of the conference table and shall reliably auto detect the connected AV signal, transcode the selected AV signals and extend the AV signals to the projectors. The resultant signal shall be distributed to both projectors. New cable shall route from the AV processing

equipment\transmitter to the projectors via an existing floor box with power. All connections at the floor box must be disconnectable. Verify floor-box and cable routing with Owner.

- 5. A receiver shall be installed at each projector to accept the AV signal. New cable to support this path and connections to the projector shall be installed by Contractor.
- 6. Control of the audiovisual system shall be from the hand-held remote control supplied with the projector(s).
- 7. The four (4) AV5-5 wall locations in this room shall be reused and made operational with the appropriate video signals. If required, extension systems to these locations and on the portable carts noted in the Council Chambers section of this document can replace the existing video and control connectivity.
- 8. Unless directed otherwise herein, the RGBHV video and audio inputs and endpoints on specialty floor box and wall panels are to be properly decommissioned. Review replacement options with Owner. See reference drawings for details on applicable locations.
- 9. Decommission all unused AV System cables and equipment as described herein.

# 3.12 Meeting Room 1E-109 AV Systems

- A. EXISTING AV SYSTEM: The currently installed AV system has the following components and functionality.
  - 1. As reference, the currently-installed AV System includes a Hitachi ceiling mounted projector model CP-X445. A VGA jumper cable is installed from the conference table to BNC connections on a custom wall plate (AV-3). Component cable caries the VGA signal from the wall plate to the projector. The projector presents an image of approximately 80"H x 60"W onto a wall surface. System control is from the projector hand-held remote control. There is currently no audio presentation supported in this room.
- B. REPLACEMENT AV SYSTEM: The existing AV system shall be replaced.
  - 1. Summary: The primary source for AV presentations will be a user-supplied laptop computer. The AV system shall include an appropriately sized image from a ceiling-mounted projector. The projector image is presented onto a wall surface. Presentation audio shall be presented to listeners through speakers included in the projector. Control will be from a hand held remote control.
  - 2. The existing video projector shall be replaced with a new projector.
  - 3. User Cables shall be installed for HDMI\DVI\Audio and VGA\PC audio connections at the top of the conference table to AV signal processing equipment mounted on the underside of the table. Verify cable location and routing with Owner.
  - 4. AV signal processing equipment shall be installed at the underside of the conference table and shall reliably auto detect the connected AV signal, transcode the selected AV signals and extend the AV signals to the projector. New cable shall route from the AV processing equipment\transmitter to the projector via an existing floor box with power. Verify cable routing with Owner.
  - 5. A receiver shall be installed at the projector to accept the AV signal. New cable to support this path and connections to the projector shall be installed by Contractor.
  - 6. Control of the audiovisual system shall be from the hand-held remote control supplied with the projector.
  - 7. Decommission all unused AV System and AV Control System cables and equipment as described herein.

# 3.13 Meeting Room 1E-112 AV Systems

This Meeting Room supports group meetings and multimedia presentations. From time-to-time this room is reconfigured. This room is also used for City of Bellevue Leadership Team meetings.

- A. EXISTING AV SYSTEM: The currently installed AV system has the following components and functionality.
  - 1. As reference, the currently-installed AV System includes a Hitachi ceiling mounted projector model CP-X445. A VGA jumper cable is installed from a table to BNC connections in a floor box. Component cable caries the VGA signal from the wall plate to the projector. The projector presents an image of approximately 80"H x 60"W onto a wall surface. System control is from the projector hand-held remote control. There is currently no audio presentation supported in this room (but unused ceiling speakers are installed).
- B. REPLACEMENT AV SYSTEM: The existing AV system shall be replaced. There are optional AV systems being considered for this location as presented in the Optional System Requirements section of this document.
  - 1. Summary: The primary source for AV presentations will be a user-supplied laptop computer. The AV system shall include an appropriately sized image from a ceiling-mounted projector. The projector image is presented onto a white board wall surface. Presentation audio shall be presented to listeners through speakers included in the projector. Control will be from a hand held remote control.
  - 2. The existing video projector shall be replaced with a new projector.
  - 3. User Cables shall be installed for HDMI\DVI\Audio and VGA\PC audio connections at the top of one of the tables to AV signal processing equipment mounted on the underside of the table. Verify table, cable location and cable routing with Owner.
  - 4. AV signal processing equipment shall be installed at the underside of the table and shall reliably auto detect the connected AV signal, transcode the selected AV signals and extend the AV signals to the projector. New cable shall route from the AV processing equipment\transmitter to the projector via an existing floor box with power. Verify floor box and cable routing with Owner.
  - 5. A receiver shall be installed at the projector to accept the AV signal. New cable to support this path and connections to the projector shall be installed by Contractor.
  - 6. Control of the audiovisual system shall be from the hand-held remote control supplied with the projector.
  - 7. Decommission all unused AV System and AV Control System cables and equipment as described herein.

# 3.14 Meeting Room 1E-120 AV Systems

This Meeting Room supports group meetings and multimedia presentations. From time-to-time this room is reconfigured.

- A. EXISTING AV SYSTEM: The currently installed AV system has the following components and functionality.
  - 1. As reference, the currently-installed AV System includes a Hitachi ceiling mounted projector model CP-X445. A VGA jumper cable is installed from the conference table to BNC connections on a custom wall plate (AV-3). Component cable caries the VGA signal from the wall plate to the projector. The projector presents an image of approximately 80"H x 60"W onto a wall surface. System control is from the projector hand-held remote control. There is currently no audio presentation supported in this room.
- B. REPLACEMENT AV SYSTEM: The existing AV system shall be replaced.
  - 1. Summary: The primary source for AV presentations will be a user-supplied laptop computer. The AV system shall include an appropriately sized image from a ceiling-mounted projector. The projector image is presented onto a white board wall surface. Presentation audio shall be presented to listeners through speakers included in the projector. Control will be from a hand held remote control.
  - 2. The existing video projector shall be replaced with a new projector.
  - 3. User Cables shall be installed for HDMI\DVI\Audio and VGA\PC audio connections at the top of one of the tables to AV signal processing equipment mounted on the underside of the table. Verify table, cable location and cable routing with Owner.
  - 4. AV signal processing equipment shall be installed at the underside of the table and shall reliably auto detect the connected AV signal, transcode the selected AV signals and extend the AV signals to the projector. New cable shall route from the AV processing equipment\transmitter to the projector via an existing floor box with power. Verify floor box and cable routing with Owner.
  - 5. A receiver shall be installed at the projector to accept the AV signal. New cable to support this path and connections to the projector shall be installed by Contractor.
  - 6. Control of the audiovisual system shall be from the hand-held remote control supplied with the projector.
  - 7. Decommission all unused AV System and AV Control System cables and equipment as described herein.

### 3.15 Meeting Room 1W-118 AV Systems

- A. EXISTING AV SYSTEM: The currently installed AV system has the following components and functionality.
  - 1. As reference, the currently-installed AV System includes a Hitachi ceiling mounted projector model CP-X445. A VGA jumper cable is installed from a table at the back of the room to BNC connections on a custom wall plate (AV-3). Component cable caries the VGA signal from the wall plate to the projector. The projector presents an image of approximately 80"H x 60"W onto a wall surface. System control is from the projector hand-held remote control. There is currently no audio presentation supported in this room.
  - 2. A workstation PC is installed on a table at the back of the room.
- B. REPLACEMENT AV SYSTEM: The existing AV system shall be replaced.
  - 1. Summary: The primary source for AV presentations will be a user-supplied laptop computer at the rear table or the conference table. The AV system shall include an appropriately sized image from a ceiling-mounted projector. The projector image is presented onto a wall surface. Presentation audio shall be presented to listeners through speakers included in the projector. Control will be from a hand held remote control.
  - 2. The existing video projector shall be replaced with a new projector.
  - 3. User Cables shall be installed for HDMI\DVI\Audio and VGA\PC audio connections at the table at the rear of the room. These cables shall be long enough to reach mid-point on the conference room table. At the rear table, AV signal processing equipment shall be mounted on the underside of the table. Verify table, cable location, equipment location and cable routing with Owner.
  - 4. AV signal processing equipment shall be installed at the underside of the table and shall reliably auto detect the connected AV signal, transcode the selected AV signals and extend the AV signals to the projector. New cable shall route from the AV processing equipment\transmitter to the projector via a connection on the AV-3 wall plate. Verify cable routing with Owner.
  - 5. A receiver shall be installed at the projector to accept the AV signal. New cable to support this path and connections to the projector shall be installed by Contractor.
  - 6. Control of the audiovisual system shall be from the hand-held remote control supplied with the projector.
  - 7. Decommission all unused AV System and AV Control System cables and equipment as described herein.

### 3.16 Meeting Room 2E-106 AV Systems

- A. EXISTING AV SYSTEM: The currently installed AV system has the following components and functionality.
  - 1. As reference, the currently-installed AV System includes a Hitachi ceiling mounted projector model CP-X445. A VGA jumper cable is installed from the conference table to BNC connections on a custom wall plate (AV-3). Component cable caries the VGA signal from the wall plate to the projector. The projector presents an image of approximately 80"H x 60"W onto a wall surface. System control is from the projector hand-held remote control. There is currently no audio presentation supported in this room.
- B. REPLACEMENT AV SYSTEM: The existing AV system shall be replaced.
  - 1. Summary: The primary source for AV presentations will be a user-supplied laptop computer. The AV system shall include an appropriately sized image from a ceiling-mounted projector. The projector image is presented onto a wall surface. Presentation audio shall be presented to listeners through speakers included in the projector. Control will be from a hand held remote control.
  - 2. The existing video projector shall be replaced with a new projector.
  - 3. User Cables shall be installed for HDMI\DVI\Audio and VGA\PC audio connections at the top of one of the tables to AV signal processing equipment mounted on the underside of the table. Verify table, cable location and cable routing with Owner.
  - 4. AV signal processing equipment shall be installed at the underside of the table and shall reliably auto detect the connected AV signal, transcode the selected AV signals and extend the AV signals to the projector. New cable shall route from the AV processing equipment\transmitter to the projector via an existing floor box with power. Verify floor box and cable routing with Owner.
  - 5. A receiver shall be installed at the projector to accept the AV signal. New cable to support this path and connections to the projector shall be installed by Contractor.
  - 6. Control of the audiovisual system shall be from the hand-held remote control supplied with the projector.
  - 7. Decommission all unused AV System and AV Control System cables and equipment as described herein.

# 3.17 Meeting Room 2E-127 AV Systems

This Meeting Room supports group meetings and multimedia presentations. It includes all typical Meeting Room AV accommodations as well as additional AV sources and upgraded audio support.

- A. EXISTING AV SYSTEM: This Meeting Room currently includes an AV system with the following devices and functionality.
  - 1. As reference, see drawings AV2.0, AV2.1, AV8.7, AV8.13 and AV9.0 for record set drawings of the existing cable infrastructure, system configuration and device locations.
  - 2. The originally installed AV support system included a minimal amount of cable, connections and wall-mounted speakers as shown in AV2.1 and AV9.0. In addition, a small rack of AV equipment as represented in AV8.7 and AV8.13 was also allocated for use in this room. Later, a video projector was added to the installation and the rack was made operational.
  - 3. The currently-installed AV System includes one Hitachi ceiling mounted projector model CP-X445. The projector presents an image of approximately 80W"x60H"onto a wall surface.
  - 4. An equipment cabinet is included to support in-room room AV sources, AV switching and AV processing equipment.
  - 5. Source components include one (1) VCR, one (1) DVD Player, one (1) Comcast Cable Television Tuner, a position for a Line In from the Mixed Media System (if patched in for use) and two Extron VGA PC connections (AV-1 and AV-2). The VCR manages the cable television tuner AV signal.
  - 6. An Extron MLS-406MA processes AV source routing and audio processing.
  - 7. The AV system source selection and volume adjustments are controlled manually at the Extron MLS-406MA. The projector is controlled by the projector's hand-held remote control.
  - 8. Audio is presented onto two (2) wall-mounted LBL Control 1 speakers powered by the Extron MLS-406MA device.
  - 9. Currently, a 24' VGA jumper cable from the source PC location is connected to the AV-1 position.
  - 10. Component video cable caries the VGA signal from the AV-3 wall plate to the projector. Additional audio and video cables connect the AV-3 and AV-1 location to the associated BEC as tie-lines in the Mixed Media System.
- B. REPLACEMENT AV SYSTEM: Other than a small amount of reuse as described, the existing AV system shall be replaced.
  - 1. Summary: The primary sources for AV presentations will be a user-supplied laptop computer from one (1) location in the room, a cable television tuner and two (2) AV Aux Inputs. The AV system shall include an appropriately sized image from a ceiling-mounted projector. The projector image shall be presented onto a wall surface. Presentation audio shall be presented to listeners through the existing wall-mounted speakers. System routing and audio control shall be delivered by manual control of the AV switch and volume controls. Projector control shall be by the projector's hand-held remote control. Power for the cabinet shall be managed and controlled by a rack-mounted power distribution device.

- 2. The existing video projector shall be replaced with a new projector.
- 3. The existing equipment cabinet in the room shall be reused.
- 4. Equipment Cabinet power shall be managed and controlled by a rack-mounted power distribution device. The device shall include a front mounted power switch for user control of cabinet power. Reuse of the existing PDU is acceptable if contractor determines the device to be suitable for the replacement application.
- 5. Separate components or integrated AV signal routing equipment such as the Extron MPS-602 or similar shall be installed at the equipment cabinet to support HDMI and VGA AV signal inputs and a digital signal output to the projector. The selected equipment shall have easy-to-use, labeled manual user controls.
- 6. The minimum Input and Output map for AV Routing System device is presented here.

ID	Sources	Destinations
1	Table AV Connection	Projector AV Connection
2	Cabinet AV Source Auxiliary DVI\HDMI\Audio Connection	Support for external audio amplification if required.
3	Cabinet AV Source Auxiliary VGA\Audio Connection	
4	Cabinet Cable Television Tuner AV Source	

- 7. Audio and video User Cables of an appropriate length shall be installed for HDMI\DVI\Audio and VGA\PC audio connections at the top of the tables to AV signal processing equipment mounted on the underside of the conference table. Verify table, cable location and routing with Owner.
- 8. AV signal processing equipment shall be installed at the underside of the table shall auto detect the incoming AV signals, transcode the selected AV signals and extended the AV signals to the equipment cabinet. Cable shall route from the AV processing equipment\transmitter to the equipment cabinet via an existing floor box with power. Verify floor box and cable routing with Owner.
- 9. The appropriate receiver for the table signal shall be included at the equipment cabinet and shall be a source to the AV Routing System. New cable(s) shall be installed to support this connection. Verify cable locations and routing with Owner.
- 10. The currently installed DVD\VCR device shall be removed from the system and decommissioned. DVD AV playback will be from User computer equipment.
- 11. The existing Cable Television Tuner shall be replaced by an OSCI TBD model Comcast Cable Television Tuners and installed as a source to the AV routing system. The make and model for this device shall be specified by Contractor.
- 12. Panel-mounted connections for VGA with Audio and DVI with Audio shall be included at the equipment cabinet on a one rack unit high AUX Input panel. These shall be sources to the AV Routing System. All connections shall be clearly labeled.

- 13. Audio from any selected audio source shall be presented on the existing wall-mounted speakers. Audio amplification and manual volume control shall be included at the equipment cabinet.
- 14. AV signals shall be transmitted from the equipment cabinet to the projector by AV extension equipment. Cable will be routed from a transmitter in the equipment cabinet to a receiver at the projector via the AV-3 wall plate. New cable(s) shall be installed to support this connection.
- 15. Control of the Equipment Cabinet power, AV Routing System selections and audio volume controls shall be from user accessible, easy to use, clearly labeled, manual controls in the equipment cabinet. Control of the video projector shall be from the handheld remote control supplied with the projector.
- 16. Currently installed, unused cables, equipment and connections shall be properly decommissioned.

# 3.18 Meeting Room 3E-105 AV Systems

This Meeting Room supports group meetings and multimedia presentations. It includes all typical Meeting Room AV accommodations as well as additional AV sources and upgraded audio support. This location also acts as an Emergency Operations Center-specific Meeting Room when required during an EOC event.

- A. EXISTING AV SYSTEM: This Meeting Room currently includes an AV system with the following devices and functionality.
  - 1. As reference, see drawings AV3.0, AV3.1, AV8.7, AV8.13 and AV9.0 for record set drawings of the existing cable infrastructure, system configuration and device locations.
  - 2. The originally installed AV support system included a minimal amount of cable, connections and wall-mounted speakers as shown in AV3.1 and AV9.0. In addition, a small rack of AV equipment as represented in AV8.7 and AV8.13 was also allocated for use in this room. Later, a video projector was added to the installation and the rack was made operational. Sometime later, an additional special-purpose Sony display was installed.
  - 3. The currently-installed AV System includes one Hitachi ceiling mounted projector model CP-X445. The projector presents an image of approximately 80"x60"onto a wall surface.
  - 4. A SONY model SS-SP50FW display with an optional input card was installed into the room for a special application. The display is currently tied to the AV Routing System in the EOC.
  - 5. An equipment cabinet is included to support in-room room AV sources, AV switching and AV processing equipment.
  - 6. Source components include one (1) VCR, one (1) DVD Player, one (1) Comcast Cable Television Tuner, a position for a Line In from the Mixed Media System (if patched in for use) and two (2) Extron VGA PC connections (AV-1 and AV-2). The VCR manages the cable television tuner AV signal.
  - 7. An Extron MLS-406MA processes AV source routing and audio processing.
  - 8. The AV system source selection and volume adjustments are controlled manually at the Extron MLS-406MA. The projector is controlled by the projector's hand-held remote control.
  - 9. Audio is presented onto two (2) wall-mounted LBL Control 1 speakers powered by the Extron MLS-406MA device.
  - 10. Currently, a 24' VGA jumper cable from the source PC location is connected to the AV-1 position.
  - 11. Component video cable caries the VGA signal from the AV-3 wall plate to the projector. Additional audio and video cables connect the AV-3 and AV-1 location to the associated BEC as tie-lines in the Mixed Media System.
- B. REPLACEMENT AV SYSTEM: Other than a small amount of reuse as described, the existing AV system shall be replaced.
  - 1. Summary: The primary sources for AV presentations will be a user-supplied laptop computer from one (1) location in the room, a cable television tuner and

two (2) AV Aux Inputs. The AV system shall include an appropriately sized image from a ceiling-mounted projector. The projector image shall be presented onto a wall surface. Presentation audio shall be presented to listeners through the existing wall-mounted speakers. System routing and audio control shall be delivered by manual control of the AV switch and volume controls. Projector control shall be by the projector's hand-held remote control. Power for the cabinet shall be managed and controlled by a rack-mounted power distribution device.

- 2. The existing video projector shall be replaced with a new projector.
- 3. The existing equipment cabinet in the room shall be reused.
- 4. Equipment Cabinet power shall be managed and controlled by a rack-mounted power distribution device. The device shall include a front mounted power switch for user control of cabinet power. Reuse of the existing PDU is acceptable if contractor determines the device to be suitable for the replacement application.
- 5. Separate components or integrated AV signal routing equipment such as the Extron MPS-602 or similar shall be installed at the equipment cabinet to support HDMI and VGA AV signal inputs and a digital signal output to the projector. The selected equipment shall have easy-to-use, labeled manual user controls.
- 6. The minimum Input and Output map for AV Routing System device is presented here.

ID	Sources	Destinations
1	Table AV Connection	Projector AV Connection
2	Cabinet AV Source Auxiliary DVI\HDMI\Audio Connection	Support for external audio amplification if required.
3	Cabinet AV Source Auxiliary VGA\Audio Connection	
4	Cabinet Cable Television Tuner AV Source	

- 7. Audio and video User Cables of an appropriate length shall be installed for HDMI\DVI\Audio and VGA\PC audio connections at the top of the conference table to AV signal processing equipment mounted on the underside of the table. Verify table, cable location and routing with Owner.
- 8. AV signal processing equipment shall be installed at the underside of the table shall auto detect the incoming AV signals, transcode the selected AV signals and extended the AV signals to the equipment cabinet. Cable shall route from the AV processing equipment\transmitter to the equipment cabinet via an existing floor box with power. Verify floor box and cable routing with Owner.
- 9. The appropriate receiver for the table signal shall be included at the equipment cabinet and shall be a source to the AV Routing System. New cable(s) shall be installed to support this connection. Verify cable locations and routing with Owner.

- 10. The currently installed DVD\VCR device shall be removed from the system and decommissioned. DVD AV playback will be from User computer equipment.
- 11. The existing Cable Television Tuner shall be replaced by an OSCI TBD model Comcast Cable Television Tuners and installed as a source to the AV routing system. The make and model for this device shall be specified by Contractor.
- 12. Panel-mounted connections for VGA with Audio and DVI with Audio shall be included at the equipment cabinet on a one rack unit high AUX Input panel. These shall be sources to the AV Routing System. All connections shall be clearly labeled.
- 13. Audio from any selected audio source shall be presented on the existing wall-mounted speakers. Audio amplification and manual volume control shall be included at the equipment cabinet.
- 14. AV signals shall be transmitted from the equipment cabinet to the projector by AV extension equipment. Cable will be routed from a transmitter in the equipment cabinet to a receiver at the projector via the AV-3 wall plate. New cable(s) shall be installed to support this connection.
- 15. Control of the Equipment Cabinet power, AV Routing System selections and audio volume controls shall be from user accessible, easy to use, clearly labeled, manual controls in the equipment cabinet. Control of the video projector shall be from the hand-held remote control supplied with the projector.
- 16. Currently installed, unused cables, equipment and connections shall be properly decommissioned.
- 17. The wall mounted Sony display may be reused and should not be decommissioned. Requirements for supporting that device are presented in the Optional System Requirements, Emergency Operations Center Quad Video Processor and Meeting Room Support Additions section of this document.

### 3.19 Meeting Room 3E-109 AV Systems

- A. EXISTING AV SYSTEM: The currently installed AV system has the following components and functionality.
  - 1. As reference, the currently-installed AV System includes a Hitachi ceiling mounted projector model CP-X445. A 8' VGA jumper cable is installed from the conference table to BNC connections on a custom wall plate (AV-3). Component cable caries the VGA signal from the wall plate to the projector. The projector presents an image of approximately 80"H x 60"W onto a wall surface. System control is from the projector hand-held remote control. There is currently no audio presentation supported in this room.
- B. REPLACEMENT AV SYSTEM: The existing AV system shall be replaced.
  - 1. Summary: The primary source for AV presentations will be a user-supplied laptop computer. The AV system shall include an appropriately sized image from a ceiling-mounted projector. The projector image is presented onto a wall surface. Presentation audio shall be presented to listeners through speakers included in the projector. Control will be from a hand held remote control.
  - 2. The existing video projector shall be replaced with a new projector.
  - 3. User Cables shall be installed for HDMI\DVI\Audio and VGA\PC audio connections at the top of the conference table to AV signal processing equipment mounted on the underside of the table. Verify table, cable location and cable routing with Owner.
  - 4. AV signal processing equipment shall be installed at the underside of the table and shall reliably auto detect the connected AV signal, transcode the selected AV signals and extend the AV signals to the projector. New cable shall route from the AV processing equipment\transmitter to the projector via an existing floor box with power. Verify floor box and cable routing with Owner.
  - 5. A receiver shall be installed at the projector to accept the AV signal. New cable to support this path and connections to the projector shall be installed by Contractor.
  - 6. Control of the audiovisual system shall be from the hand-held remote control supplied with the projector.
  - 7. Decommission all unused AV System and AV Control System cables and equipment as described herein.

### 3.20 Meeting Room 4E-107 AV Systems

- A. EXISTING AV SYSTEM: The currently installed AV system has the following components and functionality.
  - 1. As reference, the currently-installed AV System includes a Hitachi ceiling mounted projector model CP-X400. A 12' VGA jumper cable is installed from the conference table to BNC connections on a custom wall plate (AV-3). Component cable caries the VGA signal from the wall plate to the projector. An alternate Extron PC connection is installed on a separate wall location but does not seem to be operable at this time (AV-1). The projector presents an image of approximately 77"x58"onto a wall surface. System control is from the projector hand-held remote control. Audio presentation is currently not supported in this room.
  - 2. Additional AV equipment is installed on a cart in this room and is not included in this project.
- B. REPLACEMENT AV SYSTEM: The existing AV system shall be replaced.
  - 1. Summary: The primary source for AV presentations will be a user-supplied laptop computer. The AV system shall include an appropriately sized image from a ceiling-mounted projector. The projector image is presented onto a wall surface. Presentation audio shall be presented to listeners through speakers included in the projector. Control will be from a hand held remote control.
  - 2. The existing video projector shall be replaced with a new projector.
  - 3. User Cables shall be installed for HDMI\DVI\Audio and VGA\PC audio connections at the top of one of the tables to AV signal processing equipment mounted on the underside of the table. Verify table, cable location and routing with Owner.
  - 4. AV signal processing equipment shall be installed at the underside of the table and shall reliably auto detect the connected AV signal, transcode the selected AV signals and extend the AV signals to the projector. New cable shall route from the AV processing equipment\transmitter to the projector via an existing floor box with power. Verify floor box and cable routing with Owner.
  - 5. A receiver shall be installed at the projector to accept the AV signal. New cable to support this path and connections to the projector shall be installed by Contractor.
  - 6. Control of the audiovisual system shall be from the hand-held remote control supplied with the projector.
  - 7. Decommission all unused AV System and AV Control System cables and equipment as described herein.

### 3.21 Meeting Room 4W-103 AV Systems

- A. EXISTING AV SYSTEM: The currently installed AV system has the following components and functionality.
  - 1. As reference, the currently-installed AV System includes a Hitachi ceiling mounted projector model CP-X445. A VGA jumper cable is installed from the conference table to BNC connections on a custom wall plate (AV-3). Component cable caries the VGA signal from the wall plate to the projector. The projector presents an image of approximately 57W"x43H"onto a wall-mounted interactive white board surface of approximately 65"Wx42"H. System control is from the projector hand-held remote control. Audio presentation is currently not supported in this room.
  - 2. Additional AV equipment is installed on a cart in this room and is not included in this project.
- B. REPLACEMENT AV SYSTEM: The existing AV system shall be replaced. There are optional AV systems being considered for this location as presented in the Optional System Requirements section of this document.
  - 1. Summary: The primary source for AV presentations will be a user-supplied laptop computer. The AV system shall include an appropriately sized image from a ceiling-mounted projector. The projector image is presented onto the existing interactive white board surface. Presentation audio shall be presented to listeners through speakers included in the projector. Control will be from a hand held remote control.
  - 2. The existing video projector shall be replaced with a new projector.
  - 3. Removal of the existing interactive white board system is being considered by the Owner. The removal of this system will allow for a video image sized more appropriately for this room. Review the removal of the interactive white board system with the Owner.
  - 4. User Cables shall be installed for HDMI\DVI\Audio and VGA\PC audio connections at the top of one of the tables to AV signal processing equipment mounted on the underside of the table. Verify table, cable location and cable routing with Owner.
  - 5. AV signal processing equipment shall be installed at the underside of the table and shall reliably auto detect the connected AV signal, transcode the selected AV signals and extend the AV signals to the projector. New cable shall route from the AV processing equipment\transmitter to the projector via an existing floor box with power. Verify floor box and cable routing with Owner.
  - 6. A receiver shall be installed at the projector to accept the AV signal. New cable to support this path and connections to the projector shall be installed by Contractor.
  - 7. Control of the audiovisual system shall be from the hand-held remote control supplied with the projector.
  - 8. Decommission all unused AV System and AV Control System cables and equipment as described herein.

# 3.22 Meeting Room 5E-105 AV Systems

- A. EXISTING AV SYSTEM: The currently installed AV system has the following components and functionality.
  - 1. As reference, the currently-installed AV System includes a Hitachi ceiling mounted projector model CP-X445. A 14' VGA jumper cable is installed from the conference table to BNC connections on a custom wall plate (AV-3). Component cable caries the VGA signal from the wall plate to the projector. The projector presents an image of approximately 74W"x55H"onto a wall surface. System control is from the projector hand-held remote control. Audio presentation is currently not supported in this room.
- B. REPLACEMENT AV SYSTEM: The existing AV system shall be replaced.
  - 1. Summary: The primary source for AV presentations will be a user-supplied laptop computer. The AV system shall include an appropriately sized image from a ceiling-mounted projector. The projector image is presented onto a wall surface. Presentation audio shall be presented to listeners through speakers included in the projector. Control will be from a hand held remote control.
  - 2. The existing video projector shall be replaced with a new projector.
  - 3. User Cables shall be installed for HDMI\DVI\Audio and VGA\PC audio connections at the top of the conference table to AV signal processing equipment mounted on the underside of the table. Verify table, cable location and cable routing with Owner.
  - 4. AV signal processing equipment shall be installed at the underside of the table and shall reliably auto detect the connected AV signal, transcode the selected AV signals and extend the AV signals to the projector. New cable shall route from the AV processing equipment\transmitter to the projector via an existing floor box with power. Verify floor box and cable routing with Owner.
  - 5. A receiver shall be installed at the projector to accept the AV signal. New cable to support this path and connections to the projector shall be installed by Contractor.
  - 6. Control of the audiovisual system shall be from the hand-held remote control supplied with the projector.
  - 7. Decommission all unused AV System and AV Control System cables and equipment as described herein.

# 3.23 Meeting Room 5E-106 AV Systems

This Meeting Room supports group meetings and multimedia presentations. It includes all typical Meeting Room AV accommodations as well as additional AV sources and upgraded audio support.

- A. EXISTING AV SYSTEM: This Meeting Room currently includes an AV system with the following devices and functionality.
  - 1. As reference, see drawings AV2.0, AV2.1, AV8.7, AV8.13 and AV9.0 for record set drawings of the existing cable infrastructure, system configuration and device locations.
  - 2. The originally installed AV support system included a minimal amount of cable, connections and wall-mounted speakers as shown in AV2.1 and AV9.0. In addition, a small rack of AV equipment as represented in AV8.7 and AV8.13 was also allocated for use in this room. Later, a video projector was added to the installation and the rack was made operational.
  - 3. The currently-installed AV System includes one Hitachi ceiling mounted projector model CP-X445. The projector presents an image of approximately 80W"x60H"onto a wall surface.
  - 4. An equipment cabinet is included to support in-room room AV sources, AV switching and AV processing equipment.
  - 5. Source components include one (1) VCR, one (1) DVD Player, one (1) Comcast Cable Television Tuner, a position for a Line In from the Mixed Media System (if patched in for use) and two (2) Extron VGA PC connections (AV-1 and AV-2). The VCR manages the cable television tuner AV signal.
  - 6. An Extron MLS-406MA processes AV source routing and audio processing.
  - 7. The AV system source selection and volume adjustments are controlled manually at the Extron MLS-406MA. The projector is controlled by the projector's hand-held remote control.
  - 8. Audio is presented onto two (2) wall-mounted LBL Control 1 speakers powered by the Extron MLS-406MA device.
  - 9. Currently, a 26' VGA jumper cable from the source PC location is connected to the AV-3 position.
  - 10. Component video cable caries the VGA signal from the AV-3 wall plate to the projector. Additional audio and video cables connect the AV-3 and AV-1 location to the associated BEC as tie-lines in the Mixed Media System.
  - 11. A workstation PC is installed on a separate table at the AV-2 wall connection location.
- B. REPLACEMENT AV SYSTEM: Other than a small amount of reuse as described, the existing AV system shall be replaced.
  - 1. Summary: The primary sources for AV presentations will be a user-supplied laptop computer from two (2) locations in the room, a cable television tuner and two (2) AV Aux Inputs. The AV system shall include an appropriately sized image from a ceiling-mounted projector. The projector image shall be presented onto a wall surface. Presentation audio shall be presented to listeners through the existing wall-mounted speakers. System routing and audio control shall be delivered by manual control of the AV switch and volume controls. Projector control shall be by the projector's hand-held

remote control. Power for the cabinet shall be managed and controlled by a rack-mounted power distribution device.

- 2. The existing video projector shall be replaced with a new projector.
- 3. The existing equipment cabinet in the room shall be reused.
- 4. Equipment Cabinet power shall be managed and controlled by a rack-mounted power distribution device. The device shall include a front mounted power switch for user control of cabinet power. Reuse of the existing PDU is acceptable if contractor determines the device to be suitable for the replacement application.
- 5. Separate components or integrated AV signal routing equipment such as the Extron MPS-602 or similar shall be installed at the equipment cabinet to support HDMI and VGA AV signal inputs and a digital signal output to the projector. The selected equipment shall have easy-to-use, labeled manual user controls.
- 6. The minimum Input and Output map for AV Routing System device is presented here.

ID	Sources	Destinations
1	Table HDMI\VGA\PC Audio AV Connection 01	Projector AV Connection
2	Wall HDMI\VGA\PC Audio AV Connection 01	Support for external audio amplification if required.
3	Cabinet AV Source Auxiliary DVI\HDMI\Audio Connection	
4	Cabinet AV Source Auxiliary VGA\Audio Connection	
5	Cabinet Cable Television Tuner AV Source	

- 7. Audio and video User Cables of an appropriate length shall be installed for HDMI\DVI\Audio and VGA\PC audio connections at the top of the conference table to AV signal processing equipment mounted on the underside of the table. Verify table, cable location and routing with Owner.
- 8. Audio and video User Cables of an appropriate length shall be installed for HDMI\DVI\Audio and VGA\PC audio connections at the one (1) existing one wall-mounted PC connection location (AV-1). Verify wall locations and cable routing with Owner.
- 9. AV signal processing equipment shall be integrated into the wall PC connection location and shall reliably auto detect the connected AV signal, transcode the selected AV signals and extend the AV signals to the equipment cabinet. New cable shall route from the AV processing equipment\transmitter to the equipment cabinet via existing, concealed routes.
- 10. The appropriate receiver for the wall PC connection location signal shall be included at the equipment cabinet and their outputs shall be installed as sources to the AV Routing System. New cable(s) shall be installed to support this connection.

- 11. AV signal processing equipment shall be installed at the underside of the table shall auto detect the incoming AV signals, transcode the selected AV signals and extended the AV signals to the equipment cabinet. Cable shall route from the AV processing equipment\transmitter to the equipment cabinet via an existing floor box with power. Verify floor box and cable routing with Owner.
- 12. The appropriate receiver for the table PC connection location signal shall be included at the equipment cabinet and their outputs shall be installed as sources to the AV Routing System. New cable(s) shall be installed to support this connection. Verify cable locations and routing with Owner.
- 13. The currently installed DVD\VCR device shall be removed from the system and decommissioned. DVD AV playback will be from User computer equipment.
- 14. The existing Cable Television Tuner shall be replaced by an OSCI TBD model Comcast Cable Television Tuners and installed as a source to the AV routing system. The make and model for this device shall be specified by Contractor.
- 15. Panel-mounted connections for VGA with Audio and DVI with Audio shall be included at the equipment cabinet on a one rack unit high AUX Input panel. These shall be sources to the AV Routing System. All connections shall be clearly labeled.
- 16. Audio from any selected audio source shall be presented on the existing wall-mounted speakers. Audio amplification and manual volume control shall be included at the equipment cabinet.
- 17. AV signals shall be transmitted from the equipment cabinet to the projector by AV extension equipment. Cable will be routed from a transmitter in the equipment cabinet to a receiver at the projector via the AV-3 wall plate. New cable(s) shall be installed to support this connection.
- 18. Control of the Equipment Cabinet power, AV Routing System selections and audio volume controls shall be from user accessible, easy to use, clearly labeled, manual controls in the equipment cabinet. Control of the video projector shall be from the handheld remote control supplied with the projector.
- 19. Currently installed, unused cables, equipment and connections shall be properly decommissioned.

### 3.24 Meeting Room 5W-103 AV Systems

- A. EXISTING AV SYSTEM: The currently installed AV system has the following components and functionality.
  - 1. As reference, the currently-installed AV System includes a Hitachi ceiling mounted projector model CP-X445. A VGA jumper cable is installed from the conference table to BNC connections on a custom wall plate (AV-3). Component cable caries the VGA signal from the wall plate to the projector. The projector presents an image of approximately 57W"x43H"onto a wall-mounted interactive white board surface of approximately 65"Wx42"H. System control is from the projector hand-held remote control. Audio presentation is currently not supported in this room.
  - 2. Additional AV equipment is installed on a cart in this room and is not included in this project.
- B. REPLACEMENT AV SYSTEM: The existing AV system shall be replaced. There are optional AV systems being considered for this location as presented in the Optional System Requirements section of this document.
  - 1. Summary: The primary source for AV presentations will be a user-supplied laptop computer. The AV system shall include an appropriately sized image from a ceiling-mounted projector. The projector image is presented onto a wall surface. Presentation audio shall be presented to listeners through speakers included in the projector. Control will be from a hand held remote control.
  - 2. The existing video projector shall be replaced with a new projector.
  - 3. User Cables shall be installed for HDMI\DVI\Audio and VGA\PC audio connections at the top of one of the tables to AV signal processing equipment mounted on the underside of the table. Verify table, cable location and cable routing with Owner.
  - 4. AV signal processing equipment shall be installed at the underside of the table and hall reliably auto detect the connected AV signal, transcode the selected AV signals and extend the AV signals to the projector. New cable shall route from the AV processing equipment\transmitter to the projector via an existing floor box with power. Verify floor box and cable routing with Owner.
  - 5. A receiver shall be installed at the projector to accept the AV signal. New cable to support this path and connections to the projector shall be installed by Contractor.
  - 6. Control of the audiovisual system shall be from the hand-held remote control supplied with the projector.
  - 7. Decommission all unused AV System and AV Control System cables and equipment as described herein.

### 3.25 Meeting Room 6W-107 AV Systems

- A. EXISTING AV SYSTEM: The currently installed AV system has the following components and functionality.
  - 1. As reference, the currently-installed AV System includes a Hitachi ceiling mounted projector model CP-X445. A 12' VGA jumper cable is installed from the conference table to BNC connections on a custom wall plate (AV-3). Component cable caries the VGA signal from the wall plate to the projector. Two (2) alternate VGA inputs are included at Extron wall (AV-1) and floor box (AV-2) locations. The projector presents an image of approximately 80W"x60H"onto a wall surface. System control is from the projector hand-held remote control. Audio presentations are currently not supported in this room.
  - 2. Additional AV equipment is installed on a cart in this room and is not included in this project.
- B. REPLACEMENT AV SYSTEM: The existing AV system shall be replaced.
  - 1. Summary: The primary source for AV presentations will be a user-supplied laptop computer. The AV system shall include an appropriately sized image from a ceiling-mounted projector. The projector image is presented onto a wall surface. Presentation audio shall be presented to listeners through speakers included in the projector. Control will be from a hand held remote control.
  - 2. The existing video projector shall be replaced with a new projector.
  - 3. User Cables shall be installed for HDMI\DVI\Audio and VGA\PC audio connections at the top of one of the tables to AV signal processing equipment mounted on the underside of the table. Verify table, cable location and cable routing with Owner.
  - 4. AV signal processing equipment shall be installed at the underside of the table and shall auto detect the incoming AV signals, transcode the selected AV signals and extend the AV signals to the projector. New cable shall route from the AV processing equipment\transmitter to the projector via an existing floor box with power. Verify floor box and cable routing with Owner.
  - 5. A receiver shall be installed at the projector to accept the AV signal. New cable to support this path and connections to the projector shall be installed by Contractor.
  - 6. Control of the audiovisual system shall be from the hand-held remote control supplied with the projector.
  - 7. Decommission all unused AV System and AV Control System cables and equipment as described herein.

# 3.26 Meeting Room 7W-107 AV Systems

This Meeting Room supports group meetings and multimedia presentations.

- A. EXISTING AV SYSTEM: The currently installed AV system has the following components and functionality.
  - 1. As reference, the currently-installed AV System includes a Hitachi ceiling mounted projector model CP-X445. A VGA jumper cable is installed from the conference table to BNC connections on a custom wall plate (AV-3). Component cable caries the VGA signal from the wall plate to the projector. There are two (2) alternate Extron PC connections installed on separate wall (AV-1) and floor box (AV-2) locations. The projector presents an image of approximately 80W"x60H"onto an electrically-operated screen. System control is from the projector hand-held remote control. Audio presentation is currently presented through a pair of portable PC-type speakers at the presenter location.
  - 2. Additional AV equipment is installed on a cart in this room and is not included in this project.
- B. REPLACEMENT AV SYSTEM: The existing AV system shall be replaced.
  - 1. Summary: The primary source for AV presentations will be a user-supplied laptop computer. The AV system shall include an appropriately sized image from a ceiling-mounted projector. The projector image is presented onto a wall surface. Presentation audio shall be presented to listeners through speakers included in the projector. Control will be from a hand held remote control.
  - 2. The existing video projector shall be replaced with a new projector.
  - 3. User Cables shall be installed for HDMI\DVI\Audio and VGA\PC audio connections at the top of one of the tables to AV signal processing equipment mounted on the underside of the table. Verify table, cable location and cable routing with Owner.
  - 4. AV signal processing equipment shall be installed at the underside of the table and shall reliably auto detect the connected AV signal, transcode the selected AV signals and extend the AV signals to the projector. New cable shall route from the AV processing equipment\transmitter to the projector via an existing floor box with power. Verify floor box and cable routing with Owner.
  - 5. A receiver shall be installed at the projector to accept the AV signal. New cable to support this path and connections to the projector shall be installed by Contractor.
  - 6. Control of the audiovisual system shall be from the hand-held remote control supplied with the projector.
  - 7. The existing projection screen limits should be adjusted to the appropriate stop position.
  - 8. Decommission all unused AV System and AV Control System cables and equipment as described herein.

# 3.26 Mixed Media Distribution System

This system of cable, AV Router and patch panels moves audio and video signals between selected locations.

- A. EXISTING MIXED MEDIA SYSTEM: The currently installed AV system has the following components and functionality.
  - 1. As reference, see drawings AV8.10a-c, AV8.11a-c, AV8.13 for record set drawings of the existing cable infrastructure and router. In addition, see drawings AV2.1, AV3.2, AV4.1 and AV8.7 for examples of where the Mixed Media System is presented in rooms.
  - 2. The simple concept was that some meeting rooms would like to share their AV content with equipment in MEC01 or other locations in the building. For example, this infrastructure could be used to move a traffic camera output in MEC02 to a cable television channel modulator in MEC01. Someday it was assumed that this infrastructure could be used to send AV content from selected training or Meeting Rooms to shared encoders in MEC01. A simple, shared infrastructure of cables and a little routing was installed to fulfill those assumed needs.
  - 3. Many Meeting Rooms and Specialty spaces include audio and video "Tie Lines" that typically run from an AV1 or AV-3 location to the supporting BEC. These cables are generally shielded, twisted pair monaural audio cables terminated in the field at XLR connections or Belden 1695A video cable terminated on a BNC in the field. In selected larger meeting rooms 4 audio and 4 video cables are installed between the Meeting Room and the supporting BEC.
  - 4. In the cables are patched through on bulkhead connections to Belden 1694A cables and shielded, twisted audio pairs and connected to mating configuration in MEC01.
  - 5. In MEC01 cable infrastructure moves from the BEC connection wall field to patch panels in an equipment cabinet. As needs arise, patches can be made between locations, or patches can be made in or out of a small router for multipoint or controlled distribution.
  - 6. To date little of this system has been used. Some is used to move Broadcast-related signals between the Media Control Room and MEC01, some of this path is actually used to move traffic camera signals to MEC01 channel encoders, some has been repurposed to move Comcast service to BEC locations. Possibly 18 connections in total are actively used.
- B. REPLACEMENT AV SYSTEM: The existing AV system shall be studied and documented or reused as required. No replacement is included in this Scope of Work.
  - 1. Summary: The use of the current Mixed Media System shall be documented onto existing Mixed Media Record set information. The Contractor shall supply a small amount of labor to review and document this information.
  - 2. There is currently no plan to update the Mixed Media Router from standard definition to high definition. As part of this project, if the Mixed media cable infrastructure is to be used to move HD-SDI or other signals, those signal paths should be manually patched around the router and the application documented.

## PART 4 – OPTIONAL SYSTEM DESCRIPTIONS

# 4.1 BSC Meeting Room A AV Systems Addition

This Meeting Room supports group meetings at the Bellevue Service Center location. The room is approximately 24'DX16'W and supports seating for approximately 16 at a single conference room table. The intent of this optional system is being considered to add AV presentation support in this room.

- A. EXISTING AV SYSTEM: There is no AV equipment currently installed in this room that is used for general AV presentations as desired.
  - 1. Special Application AV equipment is installed in a wall mounted shelf in this room and is not included in this project.
- B. REPLACEMENT AV SYSTEM: A new AV system capable of supporting multimedia presentations in this space shall be supplied
  - 1. Summary: The primary source for AV presentations will be a user-supplied laptop computer. The AV system shall include an appropriately sized display on a mobile cart. Presentation audio shall be presented to listeners through speakers included at or in the display. Control will be from a hand held remote control.
  - 2. A new display and movable cart shall be installed.
  - 3. User Cables shall be installed for HDMI\DVI\Audio and VGA\PC audio connections at the top of the conference table. No signal processing equipment is assumed, but shall be confirmed by Contractor. The User Cable shall route to the display location for connection.
  - 4. Control of the audiovisual system shall be from the hand-held remote control supplied with the display.

# 4.2 BSC Meeting Room B AV Systems

This Meeting Room supports group meetings at the Bellevue Service Center location. The room is approximately 24'DX16'W and supports seating for approximately 16 at a single conference room table. The intent of this optional system is being considered to replace existing AV presentation equipment installed in this room.

- A. EXISTING AV SYSTEM: The currently installed AV system has the following components and functionality.
  - 1. As reference, the currently-installed AV System includes a Hitachi ceiling mounted projector model CP-X410. An approximately 24' VGA jumper cable is installed from the conference table to BNC connections on a Extron WP-170 PC\AV connections installed on a wall. In wall and ceiling cables route the signals from the connection plate to the projector location. The projector presents an image of approximately 92W"x62H"onto an (old) ceiling surface mounted, electrically-operated screen. The distance from the current projector location to the screen location is approximately 14'. System control is from the projector hand-held remote control. Audio presentation is currently presented through speakers in the projector.
  - 2. Special Application AV equipment is installed in a wall mounted shelf in this room and is not included in this project.
- B. REPLACEMENT AV SYSTEM: With the exception of the screen, the existing AV system shall be replaced.
  - 1. Summary: The primary source for AV presentations will be a user-supplied laptop computer. The AV system shall include an appropriately sized image from a ceiling-mounted projector. The projector image will be presented onto a replacement, Owner Supplied, Owner Installed electrically-operated screen. Presentation audio shall be presented to listeners through speakers included in the projector. Control will be from a hand held remote control.
  - 2. The existing video projector shall be reused.
  - 3. The Owner will supply and install a replacement video screen. Coordinate distance from projector with Owner.
  - 3. User Cables shall be installed for HDMI\DVI\Audio and VGA\PC audio connections at the top of the conference table to AV signal processing equipment mounted in the wall at the existing wall plate location (make 2-gang if required). Verify table, cable location and cable routing with Owner.
  - 5. AV signal processing equipment shall be installed in the wall box location and shall reliably auto detect the connected AV signal, transcode the selected AV signals and extend the AV signals to the projector. If applicable, AV extender equipment for HDMI\DVI\Audio and VGA\PC audio may be installed instead of AV processing equipment. New cable shall route from the AV processing equipment\transmitter to the projector via existing in wall and ceiling routes.
  - 6. A receiver(s) shall be installed at the projector to accept the AV signal. New cable to support this path and connections to the projector shall be installed by Contractor.
  - 7. Control of the audiovisual system shall be from the hand-held remote control supplied with the projector.

8. Decommission all unused AV System and AV Control System cables and equipment as described herein.

# 4.3 BSC Parquet Room AV Systems Replacement

This Meeting Room supports small-very large group meetings and multimedia presentations. The room is approximately 75'x75". The room is reconfigured as required to support the needs of various applications.

- A. EXISTING AV SYSTEM: The currently installed AV system has the following components and functionality.
  - 1. As reference, the currently-installed AV System includes a NEC ceiling mounted projector model NP3250W. A VGA jumper cable is installed from a podium location to an Extron RGB-198. A component video cable caries the VGA signal from the podium to the projector. Audio is sent to audio processing and amplification equipment. A VCR is installed in the equipment area behind the podium and the composite video signal routes to the projector. The projector presents an image of approximately 90"x70"onto an electrically-operated screen. System control is from the projector hand-held remote control. Audio presentation is by approximately 18 ceiling mounted speakers.
  - 2. The very old audio processing (mixing) and amplification equipment associated with the ceiling speakers may have issues. Parts of the room have poor coverage. Audio level is inconsistent.
  - 3. A small (6-8 rack units high) equipment rack is installed in a wall opening behind the podium at the stage. Additional audio amplification and processing equipment is located nearby.
- B. REPLACEMENT AV SYSTEM: The existing AV system shall be replaced.
  - 1. Summary: The primary sources for AV presentations will be a user-supplied laptop computer from one (1) podium on the stage location, two (2) AV Aux Inputs, a VCR\DVD player, and two (2) channel of wireless microphone. The AV system shall include an appropriately sized image from the existing ceiling-mounted projector. The projector image shall be presented onto the existing screen. Presentation audio shall be presented to listeners through replacement ceiling-mounted speakers. System routing and audio control shall be delivered by manual control of the AV switch and volume controls. Projector control shall be by the projector's hand-held remote control. Power for the equipment location shall be managed and controlled by a rack-mounted power distribution device.
  - 2. The existing video projector shall be reused.
  - 3. If required, a new equipment rack in the equipment cubby behind the podium location shall be installed. A small rack for audio and any other processing equipment shall also be supplied. Confirm equipment location with Owner.
  - 4. The currently installed VCR device shall be removed from the system and decommissioned. A replacement VCR\DVD player shall be installed. In addition, DVD AV playback will be from User computer equipment.
  - 5. A simple PDU shall be installed in the equipment rack to support the installed equipment rack suitable for the replacement application.
  - 6. AV signal routing and transcoding equipment shall be installed at one of the equipment cabinets to support video signal transcode, mixed AV signal inputs and a digital signal output to the projector. The selected equipment shall have easy-to-use, labeled manual user controls.

7. The minimum Input and Output map for AV Routing System device is presented here.

ID	Sources	Destinations
1	Cabinet AV Source Auxiliary DVI\Audio Connection	Projector AV Connection
2	Cabinet AV Source Auxiliary VGA\Audio Connection	Audio Amplifier or Speakers
3	Cabinet DVD\VCR Av Connection	
4	Wireless Microphone Receiver 01	
5	Wireless Microphone Receiver 02	

- 8. Audio and video User Cables of an appropriate length shall be supplied and installed by the Contractor for HDMI and VGA\PC audio connections. Cables will route from a TBD location at the podium to the equipment cabinet location for connection to one of the AUX input ports. Verify cable location and routing with Owner.
- 9. Panel-mounted connections for VGA with Audio and DVI with Audio shall be included at the equipment cabinet on a one rack unit high AUX Input panel. These shall be sources to the AV Routing System. All connections shall be clearly labeled.
- 10. The existing ceiling speakers, cable and audio processing equipment shall be removed from the system and decommissioned. Audio from any selected source and\or wireless microphone receiver shall be presented on new ceiling speakers (assume 18-24 devices will be required), amplification and cable shall be installed as required in the equipment cabinet to support the room.
- 11. The existing wireless microphone shall be removed from the system and decommissioned. A replacement system shall be installed that included two (2) channels of wireless microphone support. The system shall include two (2) Sennheiser model EW-145-G3 Wireless Microphone Systems each with a hand held microphone and one (1) Sennheiser SK-100-G3 Body Pack Transmitter and ME-4 (cardioid) lavalier microphone.
- 15. AV signals shall be transmitted from the equipment cabinet to the projector by AV extension equipment. Cable will be routed from a transmitter in the equipment cabinet to a (Baseline supplied) receiver at the projector via the AV-3 wall plate. New cable(s) shall be installed to support this connection.
- 17. Control of the Equipment Cabinet power, AV Routing System selections and audio volume controls shall be from user accessible, easy to use, clearly labeled, manual controls in the equipment cabinet behind the podium. The ability to control volume at the

front half vs. rear half of the room would be desirable. Control of the video projector shall be from the hand-held remote control supplied with the projector.

18. Decommission all unused AV System and AV Control System cables and equipment as described herein.

# 4.4 Meeting Room 1E-108 Interview AV System Additions

The intent of this optional system is to build a simple, live interview location in this room that can be used to support interviews by press or others. The approach is to add camera and microphone equipment to the Council Chambers Area Broadcast Systems to support this function. The added functionality will be IN ADDITION to the functionality already included in this room. This replacement is to be considered optional additions to the Baseline Council Chambers, Council Conference Room, 1E-108 and Council Chambers Area Broadcast Systems Baseline and Optional descriptions elsewhere in this document. For this optional item, the basis of design should be an HD system as described as the Council Chambers Area Broadcast Systems Optional description elsewhere in this document.

# A. Upgrade System Description

- 1. Two (2) HD cameras, and if required lenses, identical to those included in the Council Chambers Area AV System Upgrade shall be installed in TBD locations in 1E-108 to support interviews. Assume that the cameras will be placed on the wall outside the BEC directed across the room towards the screen location. Confirm camera locations with Owner.
- 2. Two (2) channels of wireless microphone from two (2) Sennheiser model EW-145-G3 Wireless Microphone System each with a hand held microphone and one (1) Sennheiser SK-100-G3 Body Pack Transmitter and ME-4 (cardioid) lavalier microphone shall be added for this application. These new wireless microphone channels shall be shall be added to the Council Chambers Audio DSP to support this application.
- 4. If required, install two camera pan-tilt heads identical to those included in the Council Chambers Area AV System Upgrade to support the new cameras.
- 4. Install the required video, control and power cables between the camera locations and the applicable equipment in the Media Control Room. Inputs on associated equipment shall be upgraded to support these new inputs as required.
- 5. Program and configure the system as required to deliver a completely integrated AV-VTC system to support this application.

# 4.5 Police Meeting Room 3W-102 AV Systems Additions

The intent of this optional system addition is to add a cost-conscious display solution and PC inputs to a Meeting Room 3W-102 that currently has no AV support installed.

- A. EXISTING AV SYSTEM: The currently installed AV system has the following components and functionality.
  - 1. No AV system was planned, or currently installed, in this Meeting Room
- B. ADDED AV SYSTEM: The following AV System and functionality shall be to this Meeting Room.
  - 1. Summary: The primary source for AV presentations will be a user-supplied laptop computer. The AV system shall include a reasonably sized image on a wall mounted display. Presentation audio shall be presented to listeners through speakers included in the display. Control will be from a hand held remote control.
  - 2. A new, reasonably sized display relative to the typical viewing distances shall be installed. Confirm wall location with Owner
  - 3. User Cables shall be installed for HDMI\DVI\Audio and VGA\PC audio connections at the top of the conference table to AV signal processing equipment mounted on the underside of the table. Verify table, cable location and cable routing with Owner.
  - 4. AV signal processing equipment shall be installed at the underside of the table and shall reliably auto detect the connected AV signal, transcode the selected AV signals and extend the AV signals to the display. New cable shall route from the AV processing equipment\transmitter to the display via an existing floor or wall box with power. Verify appropriate box location and cable routing with Owner.
  - 5. A receiver shall be installed at the display to accept the AV signal. New cable to support this path and connections to the display shall be installed by Contractor.
  - 6. Control of the audiovisual system shall be from the hand-held remote control supplied with the display.

# 4.6 Meeting Room 4W-103 Video and Audio Conferencing Support AV Systems Upgrade

The City of Bellevue currently has no installed video or audio teleconference systems. The intent of this optional system addition is to install a simple, Microsoft Lync-ready VTC and ATC system to act as an introductory, test VTC system to develop an understanding of possible applications and benefits for future VTC installations within other Meeting Rooms. The described upgrades are to be an integrated addition to the Meeting Room 4W-103 Baseline AV Systems described elsewhere in this document.

## A. Upgrade System Description

- 1. A simple, integrated Lync-ready unified collaboration system like the Crestron RL (without display) or Vaddio Group Station or similar system shall be installed.
- 2. Video output from the VTC system shall be to the ceiling mounted projector installed in the room.
- 3. The HDMI\DVI\VGA\VGA System installed in the room shall be integrated into the VTC System as required.
- 4. Install any required camera\speaker components mounting hardware associated with the VTC system components.
- 5. Extend VTC microphone audio and system control to the conference table location. Route cables from the conference table top to the supporting components via AV floor boxes with power currently installed under the conference table.
- 6. Required table-top microphone(s) shall be installed on the conference table top and connected to the supporting system via AV floor boxes currently installed under the conference table.
- 7. Any necessary docking and control cables from the conference table top to the supporting hardware cables shall be installed via the currently-installed AV floor boxes under the table.
- 8. If required, install a small equipment cabinet at the front of the room and configure system support components and route cables accordingly.
- 9. Program and configure the system as required to deliver a completely integrated AV-VTC system in this room.

# 4.7 Meeting Room 1E-112 AV Systems Upgrades

The intent of this optional item is to add AV sources, audio reinforcement support and enhanced assisted listening support to the Baseline Av System described elsewhere in this document.

# A. Modified System Description

- 1. Summary: The primary sources for AV presentations will be a user-supplied laptop computer from one (1) location in the room (supplied in Baseline), a cable television tuner, one (1) channel of wireless microphone and two (2) AV Aux Inputs. The AV system shall include an appropriately sized image from a ceiling-mounted projector. The projector image shall be presented onto a wall surface. Presentation audio shall be presented to listeners through the existing ceiling-mounted speakers. System routing and audio control shall be delivered by manual control of the AV switch and volume controls. Projector control shall be by the projector's hand-held remote control. Power for the cabinet shall be managed and controlled by a rack-mounted power distribution device.
- 2. The new video projector installed by the Meeting Room 1E-112 Baseline SOW is to be used in this upgraded system.
- 3. A new equipment cabinet similar to those included in other Meeting Rooms shall be installed. The planned location for the cabinet is at the currently-unused AV-1 wall location.
- 4. Equipment cabinet power shall be managed and controlled by a rack-mounted power distribution device. The device shall include a front mounted power switch for user control of cabinet power.
- 5. Separate components or integrated AV signal routing equipment such as the Extron MPS-602 or similar shall be installed at the equipment cabinet to support HDMI and VGA AV signal inputs and a digital signal output to the projector. The selected equipment shall have easy-to-use, labeled manual user controls.
- 6. The minimum Input and Output map for AV Routing System device is presented here.

ID	Sources	Destinations
1	Table AV Connection (supplied in Baseline)	Projector AV Connection
2	Cabinet AV Source Auxiliary DVI\Audio Connection	Speakers or audio amplification if required.
3	Cabinet AV Source Auxiliary VGA\Audio Connection	Assisted Listening System
4	Cabinet Cable Television Tuner AV Source	
5	Wireless Microphone System 01	

- 7. (Supplied in Baseline) Audio and video User Cables of an appropriate length shall be installed for HDMI\DVI\Audio and VGA\PC audio connections at the top of a table to AV signal processing equipment mounted on the underside of the table. Verify table, cable location and cable routing with Owner.
- 8. (Supplied in Baseline) AV signal processing equipment shall be installed at the underside of the table and shall reliably auto detect the connected AV signal, transcode the selected AV signals and extended the AV signals to the equipment cabinet. New cable shall route from the AV processing equipment\transmitter to the equipment cabinet via an existing floor box with power. Verify floor box and cable routing with Owner.
- 9. A wireless microphone systems shall be installed. The receiver shall be installed in the equipment cabinet. The system shall include one (1) Sennheiser model EW-145-G3 Wireless Microphone Systems each with a hand held microphone and one (1) Sennheiser SK-100-G3 Body Pack Transmitter and ME-4 (cardioid) lavalier microphone.
- 10. A wireless (RF) assisted listening system in the equipment cabinet. Include two (2) wireless receiver devices.
- 11. The appropriate receiver for the table signal shall be included at the equipment cabinet and shall be a source to the AV Routing System. New cable(s) shall be installed to support this connection. Verify cable locations and routing with Owner.
- 12. An OSCI TBD model Cable Television Tuner shall installed as a source to the AV routing system. The make and model for this device shall be specified by Contractor.
- 13. Panel-mounted connections for VGA with Audio and DVI with Audio shall be included at the equipment cabinet on a one rack unit high AUX Input panel. These shall be sources to the AV Routing System. All connections shall be clearly labeled.
- 14. Audio from any selected audio source shall be presented on the eight (8) existing ceiling-mounted speakers. Audio amplification and manual volume control shall be included at the equipment cabinet.
- 15. AV signals shall be transmitted from the equipment cabinet to the projector by AV extension equipment. Cable will be routed from a transmitter in the equipment cabinet to a (Baseline supplied) receiver at the projector via the AV-3 wall plate. New cable(s) shall be installed to support this connection.
- 16. Cable to move the existing CATV service at the AV-3 location to the equipment cabinet location should be installed.
- 17. Control of the Equipment Cabinet power, AV Routing System selections and audio volume controls shall be from user accessible, easy to use, clearly labeled, manual controls in the equipment cabinet. Control of the video projector shall be from the hand-held remote control supplied with the projector.
- 18. Decommission all unused AV System and AV Control System cables and equipment as described herein.

# 4.8 Year 2 AV Systems Labor and Materials Warranty

The intent of this optional item is to make available a second year of the same AV System warranty supplied during year one with the same terms and conditions.

- A. The same AV Systems installation, equipment and software is to be included in the year one warranty as was included in the year one coverage.
- B. The same service level, availability and response times applicable to the year one warranty shall be included in the year two warranty.
- C. If AV components are added or removed during the year one warranty period, a pro-rated value for the unwarranted portion of the second year shall be calculated and added to the second year warranty payment.
- D. Payment for the second year warranty is not due until the end of the year one warranty period and shall be billed at the proposed amount by the Contractor at that time.
- E. Include as documentation with this item any modifications or exclusions applicable to the requested year two warranty coverage.

# 4.9 Emergency Operations Center Quad Video Processor and Meeting Room Support Additions

The intent of this optional item is to add specific AV equipment and functionality to the Emergency Operations Center and Meeting Room 3E-105. These additions are to be considered optional additions to the Baseline EOC and Meeting Room 3E-105 descriptions elsewhere in this document.

- A. Addition of a Quad Video Processor to the EOC.
  - 1. A quad video processor shall be added to the Emergency Operations Center AV System to allow any four (4) EOC AV Routing System sources to be processed to a at least a quad image.
  - 2. The resultant image shall be installed as a source to the EOC AV Routing System for presentation onto any EOC AV Routing System destination.
  - 3. The processing device shall be integrated into the AV Control System and associated touch panels.
  - 4. All cables and connections required to support this device shall be installed.
- B. Addition of an AV Signal Path between the EOC AV Routing System and the Sony model SS-SP50FW display currently installed in Meeting Room 3E-105.
  - 1. A Crestron DM 8G+ transmitter shall be installed in the EOC AV Routing System.
  - 2. A Crestron DM 8G+ receiver shall be installed at the Meeting Room 3E-105 existing Sony model SS-SP50FW display.
  - 3. New cables between the EOC and Meeting Room 3E-105 shall be installed to support this signal path.
  - 4. New cables at the Sony display will be installed to connect the receiver to the display.
  - 5. Control of the display in Meeting Room 3E-105 will be from the Sony hand held remote control. If that device is not available, a similar replacement device shall be installed.
  - 6. Meeting Room 3E-105 as an available destination will be integrated into the EOC AV Control System and associated touch panels.
  - 7. Audio presentation for the EOC source in Meeting Room 3E-105 will be from the speakers installed in the display.

# 4.10 Emergency Operations Center VTC System Addition

The intent of this optional system addition is to install a simple, cost-conscious Microsoft Lync-ready VTC system into the Emergency Operations Center. The described upgrades are to be added to one of the workstation locations in the Emergency Operations Center Baseline AV Systems described elsewhere in this document.

## A. Upgrade System Description

- 1. A simple, integrated Lync-ready unified collaboration system like the Vaddio HUDDLEStation or similar system shall be installed.
- 2. Video output from the VTC system shall be to one of the existing Sharp model PN-L702B Interactive LCD Displays installed in the room. Confirm location with Owner.
- 3. The HDMI\DVI\VGA\VGA System installed at the selected location in the room shall be integrated into the VTC System as required.
- 4. Install any required camera\speaker components mounting hardware associated with the VTC system components.
- 5. Extend VTC microphone audio and system control to the selected workstation location. Route cables from the table top to the supporting components via concealed cable pathways installed under the table and in the wall.
- 6. Program and configure the system as required.
- 7. This VTC system is intended to be dedicated to one display and support participants at the associated workstation location. Integration of this system with the audio, AV Routing System or AV Control System installed in the EOC is not a requirement of this addition.

# 4.11 Basic Meeting Room AV System Addition

The intent of this optional system addition is to add a typical projector solution and PC inputs to a TBD Meeting Room. Budget permitting, this AV System configuration may be added to one or more Meeting Rooms without current AV support.

- A. EXISTING AV SYSTEM: The currently installed AV system has the following components and functionality.
  - 1. Although an AV system was planned for the target room, there is currently no AV System installed in the room.
- B. ADDED AV SYSTEM: The following AV System and functionality shall be to this Meeting Room.
  - 1. Summary: The primary source for AV presentations will be a user-supplied laptop computer. The AV system shall include an appropriately sized image from a ceiling-mounted projector. The projector image is presented onto a wall surface. Presentation audio shall be presented to listeners through speakers included in the projector. Control will be from a hand held remote control.
  - 2. A new video projector and required mounting hardware to an existing mounting pole shall be installed.
  - 3. User Cables shall be installed for HDMI\DVI\Audio and VGA\PC audio connections at the top of the conference table to AV signal processing equipment mounted on the underside of the table. Verify table, cable location and routing with Owner.
  - 4. AV signal processing equipment shall be installed at the underside of the table and shall reliably auto detect the connected AV signal, transcode the selected AV signals and extend the AV signals to the projector. New cable shall route from the AV processing equipment\transmitter to the projector via an existing floor box with power. Verify floor box and cable routing with Owner.
  - 5. A receiver shall be installed at the projector to accept the AV signal. New cable to support this path and connections to the projector shall be installed by Contractor.
  - 6. Control of the audiovisual system shall be from the hand-held remote control supplied with the projector.
  - 7. If required, decommission all unused AV System and AV Control System cables and equipment as described herein.

# 4.12 Council Chambers Area Audio DSP Replacement

The intent of this optional system addition is to replace the existing BiAmp DSP with a current DSP. This replacement is to be considered optional additions to the Baseline Council Chambers, Council Conference Room, 1E-108 and Council Chambers Area Broadcast Systems descriptions elsewhere in this document.

## A. Upgrade System Description

- 1. The existing audio digital signal processor that servers all audio DSP requirements for the Council Chambers, Council Conference Room, 1E-108 and Council Chambers Area Broadcast Systems shall be replaced.
- 2. As reference, all existing functionality shall be maintained. Confirm any required functional modifications with Owner during design.
- 3. The replacement system shall be integrated with the AV control system in all applicable locations.
- 4. The replacement system shall include audio conferencing capabilities for each the Council Chambers and Council Conference Room (one location live, not simultaneously live).
- 5. The replacement system shall include capacity to integrate with a future video teleconference system (VTC System and those connections and configurations are NIC).
- 6. Where required, decommission all unused AV System and AV Control System cables and equipment as described herein.

# 4.13 Council Chambers Area Broadcast System Upgrades

One of the stated goals for the Council Chambers Area Broadcast Systems is an upgrade from the current standard definition capabilities to high definition video. It is understood that this replacement may be beyond existing replacement program budgets. A two phase approach is presented, but not most desirable. Therefore, there are both Baseline and Optional AV systems being considered for this location. Please note that since the real goal is to do both the Baseline and Optional projects, significant expenditures on equipment that can do both SD and HD functions are undesirable. There is no real requirement to support both SD and HD long term.

The intent of this optional system is to further upgrade and replace the Council Chambers Area Broadcast Systems beyond the replacements and upgrades presented in the Baseline Systems section of this document. This replacement is to be considered optional additions to the Baseline Council Chambers, Council Conference Room, 1E-108 and Council Chambers Area Broadcast Systems descriptions elsewhere in this document.

## A. Upgrade System Description

- 1. The assumed video format for the upgraded system is HD-SDI without imbedded audio as typical. Confirm both audio and video formats and configuration with Owner during design.
- 2. The eight (8) cameras (assume installed temporarily as SD) shall be upgraded from SD to HD as HD-SDI.
- 3. The equipment to be installed in the existing workstation furniture configuration shall be minimized to whatever degree possible above the work surface. The Owner is investigating furniture replacement options. Although furniture is NIC for this scope of work, installation of equipment into new rack location(s) in the media Control Room shall be included. The general goal is to remove all rack-mounted equipment above the existing workstation desk surface level and place audio and video monitors directly on the wall directly behind the workstation position. In general, all Council Chambers Area Broadcast Systems equipment shall be installed below the workstation desk level, and in 1-2 separate Council Chambers Area Broadcast Systems Equipment Racks as required. The new equipment racks and furniture is NIC relative to this scope of work.
- 4. The existing Production Switcher and associated work surface shall be replaced with an HD-capable device. The device shall have input capability capable of all cameras, room feed (one (1) per each or 2 rooms), CG and a minimum of two (2) spare inputs. Outputs shall be consistent with the current configuration plus one (1) additional Program Output.
- 5. The existing AV Council Chambers Area Broadcast Router shall be replaced. The device shall have input capability capable of all cameras, room feed (one (1) per each or 2 rooms), local sources, patch I/O, minimum of two (2) spare inputs. Outputs shall be consistent with the current configuration plus one (1) additional Program Output.
- 6. The existing DVD Player local source shall be replaced.
- 7. The existing VHS Tape Deck local source shall be removed from the system and decommissioned.

- 8. The existing CATV Tuner local source shall be replaced by an OSCI TBD model Comcast Cable Television Tuner and installed as a source to the Council Chambers Area Broadcast Router and integrated into the AV Control System. The make and model for these devices shall be specified by Contractor.
- 9. The existing Character Generator shall be replaced with a simpler device. The replacement CG should function through the switcher as an upstream or downstream key, with the capability to create lower third or full page graphics using text and other graphic elements. It should also have the capability to import and manipulate graphic files such as PNG, TIFF and JPEG. A display, keyboard, mouse and other required peripherals for this device shall be supplied and installed at the CG station position.
- 10. The existing rack-mounted confidence monitors shall be removed from the system, decommissioned and replaced with two (2) approximately 50" diagonal, wall-mounted flat panel displays. The source for these devices shall be source and program multi-view capabilities preferably from the Production Switcher, but outboard processing is acceptable.
- 11. The existing audio monitors are to be replaced and wall mounted.
- 12. The existing audio mixer is to be reused.
- 13. All existing signal generators, frame Syncs, Distribution Amplifiers shall be removed from the system, decommissioned and replaced as required to support the replacement system. Existing audio DA equipment shall be reused where possible.
- 14. The existing Waveform/Vectorscope shall be removed from the system, decommissioned and replaced as required to support the replacement system HD signal type.
- 15. Existing Video Patch Panels are to be replaced as required to support the replacement system HD signal type. Existing Audio Patch Panels shall be reused.
- 16. The existing Panasonic AG3200 take deck shall be reused.
- 17 A network-attached, digital AV recorder with the appropriate AV input types plus AV playback and monitor outputs shall be added to the system. The device shall have a minimum of approximately six (6) hours of record time for acceptable HD quality content.
- 18. The fiber equipment that delivers Program AV to\from Bellevue College shall be replaced.
- 16. The connections in the Data Center from the Bellevue College return path fiber equipment into the Granicus Server\Encoder location shall be upgraded (approximately 100' jumper cable change and connections) to support the new HD video signal format from the fiber equipment. Modification to the Granicus Server\Encoder is NOC relative to this Scope of Work.

#### 17. AV Control System

a. If required, an AV Control System shall be installed dedicated to the Council Chambers Area Broadcast Systems control. All applicable Council Chambers Area Broadcast Systems shall be controlled by this device as required.

- b. The existing AMX touch panel at the Media Control Room shall be replaced with a device similar to, and slightly larger than, the existing device (approximately 12-14' diagonal).
- c. The AV Control System shall be programmed with a simple, menu driven system that allows this location to control: applicable Council Chambers Area Broadcast System components; the same UI as presented for the Council Chambers with simultaneous controls and status; the same UI as presented for the Council Chambers with simultaneous controls and status.
- d. In addition to in-room touch panel controls, all touch panel pages shall be made available in EXE and HTML formats for remote, real-time control and monitoring of the Council Chambers AV Control System.

#### 18. AV Distribution

- a. Reuse of the existing audio distribution amplification equipment to feed audio connections at the Council Chambers Press Plates as depicted in Record Set reference drawing AV8.1 is acceptable. Replace if required.
- b. The scan converter (if required), video distribution amplification equipment, video cables (if required assumed to be Belden 1995A) and connectors required to feed video connections at the Council Chambers Press Plates as depicted in Record Set reference drawing AV8.2 shall be replaced.
- c. A portable 1x8 audio and video DA and input patch cables shall be supplied to supply additional audio and video connection to Program Audio and Program Video at the Council Chambers Press Plate (or other) location.
- d. The scaler, scan converter (if required), video distribution amplification equipment, video cables (if required assumed to be Belden 1995A) and connectors required to feed video connections at the AV5-4 and AV5-5 and connections to Council Chambers Area Broadcast System as depicted in Record Set reference drawing AV8.3 shall be replaced.
- e. The required DA equipment, video cables (if required assumed to be Belden 1995A) and connectors required to feed video connections at the AV5-5 plates in 1E-108 shall be replaced to support the appropriate video signal (assumed HD-SDI).
- f. A small count of video patch cables in the appropriate format for use at video patch bays, press plate connections and similar shall be supplied by the contractor.
- 19. Three (3) transcode devices capable of taking the AV signaling at AV5-5 type wall plates and converting the signals to HDMI shall be supplied for use on the two (2) portable cart systems plus one (1) spare unit.
- 20. Contractor shall install all required AV replacement cables and connectors required to support this work.
- 21. Decommission all unused AV System and AV Control System cables and equipment as described herein.

#### APPENDIX A - STANDARD CONTRACT TERMS & CONDITIONS

#### **ARTICLE 1 - WORK INCLUDED:**

1.1 The work included in this Contract covers all that is necessary for the complete and proper installation at said facilities which includes, but is not limited to supplying all equipment, materials and labor to complete this project. Any and all terms referenced as, "future", "N.I.C.", (not in contract), "NIC" (not in contract), or "by others" are not included in this Contract.

## **ARTICLE 2 - DEFINITIONS:**

- 2.1 The Contract Documents consist of: This RFP document and all attachments and appendices, Contract Requirements, Forms of RFP, Insurance Requirements, the Contract, In addition, Contract Documents include all addenda issued prior to RFP and all modifications and/or Amendments thereof incorporated in the documents.
- 2.3 The term Subcontractor, as employed herein, includes only those having a direct contract with the Contractor and it includes one (i.e. manufacturer) who furnished the material worked to a special design according to the plans or specifications of this contract work.
- Written notice shall be deemed to have been duly serviced if delivered in person to the individual or to a member of the firm or to an officer of the corporation for whom it is intended, or if delivered at or sent by U.S. Mail postage prepaid to the last business address known to the one giving notice.
- 2.5 The term "work" of a Contractor or Subcontractor includes labor or material or both.
- **2.6** The term "site" refers to the area indicated in the working drawings.
- Where the words "approved" or "for approval" are used, they shall mean "approved by the Owner, by and through the Owner's Representative," and "for the Owner's approval, by and through the Owner's Representative."
- **2.9** The term 'Contractor' or "AV Contractor" is used to indicate the successful bidder to whom the City has awarded the contract.
- **2.10** This contract shall be construed for all purposes as a contract entered into pursuant to the laws of the State of Washington.
- **2.11** The term "furnished" shall mean delivered to the job sites, freight pre-paid for receipt and installation by the Contractor.
- 2.12 The term "install" or "installation" shall mean entered permanently into the project.
- **2.13** The term "provide" shall mean to furnish and install.
- **2.14** The date of "final acceptance" shall mean the date of formal action by the Owner accepting the work.

- **2.15** The term "shall" shall mean "mandatory."
- **2.16** The term "selected" shall mean "as chosen by the Owner or Owner's Representative from manufacturer's recognized standard grade of materials and colors, unless another grade is called for in the documents."
- 2.17 The term "as directed" shall mean "as directed by the Owner or Owner's Representative."
- **2.18** The term "coordinate" means satisfactorily combine the work of all trades for a complete and operating installation.
- 2.19 The term "should" or "beneficial" are advisory.
- **2.20** Where the terms "or approved equal" or "or approved" are used, the Owner is the sole judge of the quality and suitability.
- 2.21 The term "indicated" means "as indicated in these Contract Documents."
- 2.22 "Concealed" means items referred to are hidden from normal sight. This includes items in partly excavated or crawl spaces and in service tunnels used solely for repairs and maintenance.
- **2.23** "Exposed" means items are not concealed.
- 2.24 "Recognized manufacturer" means an individual, firm or corporation of recognized ability engaged in manufacturing the specified equipment for a minimum of 3 years unless otherwise specified.
- 2.25 The term "OFCI" or "Owner Furnished Contractor Installed" indicates any items that the Owner will furnish for installation by the Contractor.
- **2.26** The term "NIC" or "Not In Contract" indicates Provided by Others.
- 2.27 The term "Installation Materials" shall reference installed cables, loose cables, cable terminations, cable management, patch cords, I/O panels, adapters, lacing bars, equipment shelves, blank rack filler panels, rack mounting equipment, power strips, power cords and other miscellaneous materials required by the Contractor to install the system as described herein.

#### **ARTICLE 3 - DETAIL DRAWINGS AND INSTRUCTIONS**

- 3.1 The Owner's Representative shall furnish with reasonable promptness additional instructions by means of descriptions, drawings or otherwise, necessary for the proper execution of the work. All such drawings and instructions shall be consistent with the Contract Documents, true developments thereof and reasonably inferable therefrom.
- 3.2 The work shall be executed in conformity therewith and the Contractor shall do no work without approved permit, drawings and instructions from the City of Bellevue.
- 3.3 At the pre-construction meeting the Contractor shall have prepared an estimated Project Schedule and submit same for Owner's Representative's approval. It shall indicate the dates for the starting and completion of the various stages of construction.

- 3.4 Where the word "similar" occurs on the drawings, it shall be used in its general sense and not as meaning identical, and all details shall be worked out in relation to their location and their connection to other parts of the work.
- 3.5 Where on any drawing a portion of the work is drawn out and the remainder is indicated in outline, the drawn out parts shall apply also to other like portions of the work. Where ornament or other detail is indicated by starting only, such detail shall be continued throughout the courses or parts in which it occurs and shall apply to all other similar parts of the work, unless otherwise indicated.
- 3.6 The information included in the Scope of Work and Performance Requirements is intended to guide the Contractor in their development of the AV Systems Design Documentation for Owner approval. The Scope of Work and Performance Requirements are not to be considered a component of the AV Systems Design Documentation package developed by the Contractor. Contractor is responsible for the resolution of any conflicts or technical issues that may exist in the Scope of Work and Performance Requirements.

## **ARTICLE 4 - DRAWINGS AND SPECIFICATIONS OF THE WORK**

#### 4.1 As-Built Record Set Documentation

- A. The Contractor shall keep at the site of work an accurately marked as-built record set of approved AV System Design Documents as the job progresses, with all changes or deviations from the approved AV System Design Documents recorded thereon for work under the Contract. Ensure entries are complete and accurate, enabling future reference by Owner.
- B. The Contractor shall mark all cables as installed in the record set and shall keep record drawings of all cable terminations, rack face drawings, and system interconnection diagrams.
- D. Record information concurrent with A/V replacement progress and store record documents separate from documents used for work. The record set shall be kept up to date at all times and shall be reviewed by the City at each pay request meeting. Failure to have the record set up to date shall, at the discretion of the City, be reason to withhold payment in accordance with the Contract Terms until such information is recorded.
- E. Upon completion of the project and prior to final payment, the Contractor shall forward the final and accurate Record Set to the Owner's Representative for their approval and use. Such record set shall be clean, easily readable and carry the Contractor's name, date and notation that it is the as-built Record Set for the project. The Record Set document set shall be comprised, a minimum of:
  - 1. Three (3) hard copies and one (1) electronic copy in PDF and native, editable file format Equipment Listing showing each supplied item with manufacturer, model number, installation location, ID, warranty start and end dates, and value..
  - 2. One (1) electronic copy in PDF file format Operator's Manuals for each piece of equipment supplied by the Contractor.

3. Three (3) hard copies and one (1) electronic copy in PDF and native, editable CAD file format with driver, font and other required CAD setup files, a complete set of final, accurate as-built AV Systems Design Documents.

#### 4.2 Permit Set of Documents

A. Not required.

## 4.3 Software Documentation

- A. Where software is developed or customized as a deliverable for of this project, one (1) electronic copy of the system source code and any associated files, referenced files, information describing development software (and related documentation and licenses) used to compile, develop, and build, etc. the executable code or "source code" must be provided to the Owner with other Record Set Documentation.
- B. The source code should be well documented in accordance with industry software engineering practices.
- C. The software developer shall retain intellectual property rights. The City shall have a license for perpetuity for use as it applies solely to this project, including the right to modify, enhance or reuse. The software code may not be sold or used, in part or in whole, in any other project or application other than that intended by this RFP, in part or in whole, by the City or any other party.
- D. The Contractor shall include, as part of the "Record Set" documentation, a signed letter on Contractor letterhead, granting the City ownership, use, and modification rights of the code and documentation as defined herein. If a Subcontractor is used to write all or part of the software, the Contractor shall include, as part of the "Record Set" documentation, a signed letter on Subcontractor letterhead, granting the City ownership, use, and modification rights of the code and documentation as defined herein.

#### ARTICLE 5 - OWNERSHIP OF OWNER SUPPLIED MATERIALS

5.1 All drawings, hardware and software and specified copies thereof, furnished by the Owner's Representative and the Contractor are the property of the Owner and are not to be used on other work by the Contractor or their Subcontractors.

## <u>ARTICLE 6 - ROYALTIES AND PATENTS</u>

6.1 The Contractor shall pay all royalties and license fees. He/she shall defend all suits or claims for infringement of any patent rights and shall save the Owner harmless from loss on account thereof, except that the Owner shall be responsible for all such loss when a particular process or the product of a particular manufacturer or manufacturers is specified, but if the Contractor has information that the process or article specified is an infringement of a patent, he/she shall be responsible for such loss unless he/she promptly gives such information to the Owner's Representative or Owner.

## **ARTICLE 7 - PERMITS, LAWS, AND REGULATIONS**

7.1 All permits and licenses necessary for the execution of the work shall be secured and paid for by the Contractor unless otherwise specified on the Contractor's checklist.

- 7.2 Any re-inspection fees charged to the Owner for inspection of work that fails to pass the initial inspection will be deducted from the Contract amount.
- 7.3 The Contractor shall give all notices and comply with all laws, ordinances, rules and regulations bearing on the conduct of the work as drawn and specified. If the Contractor observes that the drawings and specifications are at variance therewith, he/she shall promptly notify the Owner's Representative in writing and any necessary changes shall be adjusted as provided in the Contract for changes in the work. If the Contractor performs any work knowing it to be contrary to such laws, ordinances, rules and regulations, and without such notice to the Owner's Representative, he/she shall bear all costs arising therefrom.

## **ARTICLE 8 - ACCESS TO WORK**

- 8.1 The Owner's Representative, the Owner or their chosen representatives shall at all times have access to the work wherever it is in preparation or progress and the Contractor shall provide facilities for such access so that the Owner's Representative or Owner may perform their functions under the Contract Documents. If the specifications, the Owner's Representative instructions, laws, ordinances, or any public authority require any work to be specially tested or approved, the Contractor shall give the Owner's Representative timely notice of its readiness for observation by the Owner's Representative or inspection by another authority, and if the inspection is by an authority other than the Owner's Representative, of the date fixed for such inspection, required certificates of inspection being secured by the Contractor. Observations by the Owner's Representative shall be promptly made, and where practicable at source of supply.
- **8.2** If any work should be covered up without approval or consent of the Owner's Representative, it must, if required by the Owner's Representative, be uncovered for examination at the Contractor's expense.
- **8.3** Re-examination of questioned work may be ordered by the Owner's Representative and if so ordered, the work must be uncovered by the Contractor. If such work be found in accordance with the Contract Documents, the Owner shall pay the cost of re-examination and replacement.

## ARTICLE 9 - SUPERINTENDENCE: SUPERVISION AND EMPLOYEES

- 9.1 The Contractor shall keep on his/her work, during its progress, a competent superintendent, and any necessary assistants, all satisfactory to the Owner's Representative. The superintendent shall not be changed except with the consent of the Owner's Representative, unless the superintendent proves to be unsatisfactory to the Contractor, or ceases to be in his/her employ. The superintendent shall represent the Contractor in his/her absence and all directions given to him shall be as binding as if given to the Contractor. All directions shall be confirmed in writing to the Contractor. The Owner's Representative shall not be responsible for the acts or omissions of the superintendent or his/her assistants.
- 9.2 The Contractor shall give efficient supervision to the work, using his/her best skill and attention. He/she shall carefully study and compare all drawings, specifications and other instructions and shall at once report to the Owner's Representative any errors, inconsistencies or omissions which he/she may discover but he/she shall not be liable to the Owner for any damage resulting from any errors or deficiencies in the Contract Documents or other instructions by the Owner's Representative.

**9.3** The Contractor shall enforce strict discipline and good order among his/her employees and shall not employ on the work any unfit person or anyone not skilled in the work assigned to him/her.

## **ARTICLE 10 - CHANGES IN THE WORK**

- An Amendment is a written order to the Contractor signed by the Owner or Owner's Representative, issued after execution of the Contract, authorizing a change in the Work or an adjustment in the Contract Sum or the Contract End Date. The Contract Sum and the Contract End Date may be changed only by an Amendment. An Amendment signed by the Contractor indicates his/her agreement therewith, including the adjustment in the Contract Sum or the Contract End Date.
- 10.2 The Owner, without invalidating the Contract, may order changes in the Work within the general scope of the contract consisting of additions, deletions, or other revisions, the Contract Sum and the Contract End Date being adjusted accordingly. All such changes in the Work shall be authorized by an Amendment, and shall be performed under the applicable conditions of the Contract Documents.
- 10.3 The cost or credit to the Owner resulting from a change in the Work shall be determined in one or more of the following ways:
  - A. By mutual acceptance of a lump sum properly itemized and supported by sufficient substantiating data to permit evaluation.
  - C. By cost to be determined in a manner agreed upon by the parties and a mutually acceptable fixed percentage fee.
  - D. By the method provided in the following paragraph:
    - If none of the methods set forth in Clauses 11.1, 11.2, or 11.3 is agreed upon, the Contractor, provided he/she receives a written order signed by the Owner, shall promptly proceed with the Work involved. The cost of such work shall then be determined by the Owner's Representative on the basis of the reasonable expenditures and savings of those performing the Work attributable to the change, including in the case of an increase in the Contract Sum, a maximum 10% allowance for overhead and profit. In such case and also under Clauses 11.1, 11.2, and 11.3 above, the Contractor shall keep and present, in such form as the Owner's Representative may prescribe, an itemized accounting together with appropriate supporting data for inclusion in a Change Order. Unless otherwise provided in the Contract Documents, cost shall be limited to the following: cost of material, including sales tax and cost of delivery; cost of labor, including social security, old age and unemployment insurance, and fringe benefits required by agreement or custom; cost of workers' or workman's compensation insurance; cost of other insurance required by the Contract; bond premiums; rental value of equipment and machinery; the additional costs of supervision and field office personnel directly attributable to the change; and cost of subcontractor's invoices (subcontractor's overhead and profit limited to 10%).
- 10.4 Pending final determination of cost to the Owner, payment on account shall be made on the Owner's Representative's Certificate for Payment. The amount of credit to be allowed by the

Contractor to the Owner for any deletion or change which results in a net decrease in the Contract Sum will be the amount of the actual net cost as confirmed by the Owner's Representative. When both additions and credits covering related Work or substitutions are involved in any one change, the allowance for overhead and profit shall be figured on the basis of the net increase with respect to that change.

- 10.5 If unit prices are stated in the Contract Documents or subsequently agreed upon, and if the quantities originally contemplated are so changed in a proposed Change Order that application of the agreed unit prices to the quantities of Work proposed will cause substantial inequity to the Owner or the Contractor, the applicable unit prices shall be equitably adjusted. Should concealed conditions encountered in the performance of the work below the surface of the ground or should concealed or unknown conditions in an existing structure be at variance with the conditions indicated by the Contract Documents, or should unknown physical conditions below the surface of the ground or should concealed or unknown conditions in an existing structure of an unusual nature, differing materially from those ordinarily encountered and generally recognized as inherent in work of the character provided for in the contract be encountered, then the Contract Sum shall be equitably adjusted by Change Order upon claim by either party made within fifteen (15) calendar days after the first observance of the conditions.
- 10.6 The Owner's Representative will have authority to order minor changes in the Work not involving an adjustment in the Contract Sum or an extension of the Contract End Date and not inconsistent with intent of the Contract Documents. Such changes shall be effected by written order, and shall be binding on the Owner and the Contractor. The Contractor shall carry out such written orders promptly.

#### **ARTICLE 11 - CLAIMS FOR EXTRA COST**

11.1 If the Contractor claims that any instructions by drawings or otherwise involve extra cost under this Contract, he/she shall give the Owner's Representative written notice thereof no longer than ten (10) calendar days after the receipt of such instructions, and in any event before proceeding to execute the work, except in emergency endangering life or property, and the procedure shall then be as provided for changes in the work. NO CLAIM SHALL BE VALID UNLESS SO MADE. Amount of cost claim shall be finalized with Owner's Representative within fifteen (15) calendar days of receipt of notice.

# **ARTICLE 12 - DEDUCTIONS FOR UNCORRECTED WORK**

**12.1** If the Owner's Representative and Owner deem it inexpedient to correct work not done in accordance with the Contract, an equitable deduction from the contract price shall be made therefore.

#### ARTICLE 13 - CORRECTION OF WORK BEFORE FINAL COMPLETION

- 13.1 The Contractor shall promptly remove from the premises all work condemned by the Owner's Representative as failing to conform to the Contract, whether incorporated or not, and the Contractor shall promptly replace and re-execute his/her own work in accordance with the Contract and without expense to the Owner and shall bear the expense of making good all work of other contractors destroyed or damaged by such removal or replacement.
- 13.2 If the Contractor does not remove such condemned work within a reasonable time, fixed by written notice, the Owner may remove it and may store the material at the expense of the

Contractor. If the Contractor does not pay the expenses of such removal within ten (10) calendar days' time thereafter, the Owner may upon ten (10) calendar days' written notice, sell such materials at auction or at private sale and shall account for the net proceeds thereof, after deducting all the costs and expenses that should have been borne by the Contractor.

#### **ARTICLE 14 - GUARANTEE OF WORK**

- 14.1 Neither Project Acceptance by the Owner, Final Certificate of Completion issued by the Owner's Representative, nor final payment by the Owner, shall be a waiver by the Owner of defects in either materials or workmanship in any part of the Contractor's work which are discovered within one (1) year from Final Completion except where longer guarantee periods are specified in the General and Technical Sections of these specifications. The Owner shall give notice of observed defects with reasonable promptness and the Contractor shall correct the defects with reasonable promptness. The Contractor shall save the Owner harmless from any and all damages and expenses suffered or incurred by reasons of any such defects and any damages the consequence of such defects, and he/she shall repair such defects and consequences.
- **14.2** Obtain warranties, executed in duplicate by responsible Subcontractors within ten (10) calendar days after completion of the applicable item of work.

## ARTICLE 15 - INSURANCE DURING GUARANTEE PERIOD

15.1 In the event the Contractor is required to make corrections on the premises after the project has been inspected and accepted, he/she shall obtain at his/her own expense, and prior to commencement of any corrective work, such insurance coverage as is required in Appendix B of this contract and which shall be carried only during period corrective operations are being performed.

#### ARTICLE 16 - THE OWNER'S RIGHT TO DO WORK

- 16.1 If the Contractor should neglect to prosecute the work properly or fail to perform any provision of this contract, the Owner after three (3) calendar days' written notice to the Contractor may, without prejudice to any other remedy he/she may have, make good such deficiencies and may deduct the cost thereof from the payment then or thereafter due the Contractor.
- **16.2** The Owner retains the right to work on the site while construction is underway.

## ARTICLE 17 - OWNER'S RIGHT TO TERMINATE CONTRACT

17.1 If the Contractor should make a general assignment for the benefit of his/her creditors, or if a receiver should be appointed on account of his/her insolvency, or if he/she should persistently or repeatedly refuse or should fail except in cases for which extension of time is provided, to supply enough properly skilled workers or proper materials, or if he/she should fail to make prompt payment to subcontractors or for material or labor, or persistently disregard laws, ordinances or the instructions of the Owner's Representative or otherwise be guilty of a substantial violation of any provision of the Contract, then the Owner upon the certificate of the Owner's Representative that sufficient cause exists to justify such action, may without prejudice to any other right or remedy and after giving the Contractor, and his/her surety if any, seven (7) calendar days' written notice, terminate the employment of the Contractor and take possession of the premises and all materials, tools, and appliances thereon and finish the work by whatever method he/she may deem expedient. In such case the Contractor shall not be entitled to receive any further

payment until the work is finished. If the unpaid balance of the contract price shall exceed the expense of finishing the work including compensation for additional architectural, managerial and administrative services, such excess shall be paid to the Contractor. If such expense shall exceed the unpaid balance, the Contractor shall pay the difference to the Owner. The expense incurred by the Owner as herein provided, and the damage incurred through the Contractor's default, shall be certified by the Owner.

## ARTICLE 18 - CONTRACTOR'S RIGHT TO STOP OR TERMINATE THE CONTRACT

18.1 If the work should be stopped under an order of any court, or other public authority, for a period of thirty (30) calendar days, through no act or fault of the Contractor or of anyone employed by him, then the Contractor may, upon seven (7) calendar days' written notice to the Owner and the Owner's Representative, terminate this contract and recover from the Owner payment for all work executed and any proven loss sustained.

## **ARTICLE 19 - PAYMENTS**

**19.1** Below are the Owner's standard payment terms. At the time of Contract, the City and Contractor will negotiate the payment terms and schedule.

The Contractor warrants that title to all Work, materials and equipment covered by an Application Payment will pass to the Owner either by incorporation in the construction or upon the receipt of payment by the Contractor, whichever occurs first, free and clear of all liens, claims, security interest or encumbrances, hereinafter referred to in the Contract Terms" as "liens", and that no Work, materials or equipment covered by an Application for Payment will have been acquired by the Contractor, or by any other person performing Work at the site or furnishing materials and equipment of the Project subject to an agreement under which an interest therein or an encumbrance thereon is retained by the seller or otherwise imposed by the Contractor or such other person.

- 19.2 The Contractor shall promptly pay each Subcontractor, upon receipt of payment from the Owner, out of the amount paid to the Contractor on account of such Subcontractor's Work, the amount to which said Subcontractor is entitled, reflecting the percentage actually retained, if any, from payments to the Contractor on account of such Subcontractor's work. The Contractor shall, by an appropriate agreement with each subcontractor, require each Subcontractor to make payments to his/her Subcontractors in similar manner.
- 19.3 The Owner's Representative may, on request and at his/her discretion, furnish to any Subcontractors, if practicable, information regarding the percentages of completion or the amounts applied for by the Contractor and the action taken thereon by the Owner's Representative on account of Work done by such subcontractor.
- 19.4 Neither the Owner nor the Owner's Representative shall have any obligation to pay or to see to the payment of any moneys to any Subcontractor except as may otherwise be required by law.
- 19.5 No Certificate for a progress payment, nor any progress payment, nor any partial or entire use or occupancy of the Project by the Owner, shall constitute an acceptance of any Work not in accordance with the Contract Documents.

- 19.6 The Owner's Representative may decline to certify payment and may withhold his/her Certificate in whole or in part, to the extent necessary and reasonable to protect the Owner, if in his/her opinion he/she is unable to make representations to the Owner as provided herein. If the Owner's Representative is unable to make representations to the Owner as provided herein and to certify payment in the amount of the Application, he/she will notify the Contractor as provided herein. If the Contractor and the Owner's Representative cannot agree on a revised amount, the Owner's Representative will promptly issue a Certificate for Payment for the amount for which he/she is able to make such representations to the Owner. The Owner's Representative may also decline to certify payment or, because of subsequently discovered evidence or subsequent observations, he/she may nullify the whole or any part of any Certificate for Payment previously issued to such extent as necessary in his/her opinion to protect the Owner from loss because of:
  - A. Defective work not remedied.
  - B. Third party claims filed or reasonable evidence indicating probable filing of such claims.
  - C. Failure of the Contractor to make payments properly to Subcontractors or for labor, materials, or equipment.
  - D. Reasonable evidence that the Work cannot be completed for the unpaid balance of the Contract Sum.
  - E. Damage to the Owner or another contractor.
  - F. Reasonable evidence that the Work will not be completed within the Contract Time.
  - G. Persistent failure to carry out the work in accordance with Contract Documents.

When the above grounds herein are removed, payment shall be made for amounts withheld because of them.

## **ARTICLE 20 COMPLETION**

#### **20.1** Preliminary and Final Punch Lists

- A. When the Contractor considers that the Work, or a designated portion thereof which is acceptable to the Owner, is complete, the Contractor shall inform the Owner's Representative who shall schedule a preliminary punch list inspection. The Owner's representative and/or Owner will perform inspections of the work and provide to the Contractor a list of items found to be deficient, if any exist.
- B. All items appearing on any punch list shall be corrected and the Architect notified in writing prior to the request for additional punch list inspections or Final Inspection.
- C. The Contractor shall notify the Architect in writing that they have completed the work and request Final Inspection. The Architect will arrange for the date and time of this inspection.

## **20.2** Substantial Completion:

- A. When the Owner's Representative on the basis of an inspection determines that the Work or designated portion thereof is substantially complete, he/she will then prepare a Certificate of Substantial Completion which shall establish the Date of Substantial Completion, and shall state the responsibilities of the Owner and the Contractor for completion of remaining punch list items, security, maintenance, heat, utilities, damage to the Work, and insurance, and shall fix the time within which the Contractor shall complete any remaining Contract requirements. The Certificate if Substantial Completion shall be submitted to the Owner and the Contractor for their written acceptance of the responsibilities assigned to them in such Certificate.
- B. Project is Substantially Complete when the majority of punch list items are complete, the facility is safe for public use/occupancy, all permits are signed-off as being complete or a Temporary Certificate of Occupancy is issued by the City Building Official, City staff training period/commissioning is complete, utilities are in service, and Owner's representative's Certificate of Substantial Completion receives all required signatures.

# **20.3** Final Completion

- A. At such time the Contractor has fulfilled all conditions of the Contract Documents, the Owner shall determine the date of Final Completion. All Contract requirements are to be 100% complete-this includes final inspection, repair/completion of newly discovered punch list items, O&M manuals, as-built record drawings, issuance of Final Certificate of Occupancy, all permits/utility requirements signed-off, extra stock delivered to Owner, Owner's representative's Certificate of Final Completion issued, and final pay request delivered to Owner's representative.
- B. Upon receipt of written notice that the Work is ready for final inspection and acceptance and upon receipt of a final Application for Payment, the Owner's Representative will promptly make such inspection, and, when he/she finds Work is found acceptable under the Contract Documents and the Contract fully performed, the Owner's Representative will promptly issue a final Certificate for Payment stating that to the best of his/her knowledge, information and belief, and on the basis of his/her observations and inspections, the Work has been completed in accordance with the terms and conditions of the Contract Documents and that the entire balance found to be due the Contractor, and noted in said final Certificate, is due and payable. If, after Substantial Completion of the Work, final completion thereof is materially delayed through no fault of the Contractor or by the issuance of Change Orders affecting final completion, and the Owner's Representative so confirms, the Owner shall, upon application by the Contractor and certification by the Owner's Representative, and without terminating the Contract, make payment of the balance due for that portion of the Work fully completed and accepted. If the remaining balance for Work not fully completed or corrected is less than the retainage stipulated in the Contract Documents, and if bonds have been furnished (covering the faithful performance of the Contract and the payment of all obligations arising thereunder if and as required in the Bidding Documents or in the Contract Documents), the written consent of the surety to the payment of the balance due for that portion of the Work fully completed and accepted shall be submitted by the contractor to the Owner's Representative prior to certification of such payment. Such payment shall be made under the terms and conditions governing final payment, except that it shall not constitute a waiver of claims.
- C. The making of final payment shall constitute a waiver of all claims by the Owner except those arising from:

- 1. Unsettled liens.
- 2. Faulty or defective Work appearing after completion.
- 3. Failure of the Work to comply with the requirements of Contract Documents.
- 4. Terms of any special warranties required by the Contract Documents.
- D. The acceptance of final payment shall constitute a waiver of all claims by the Contractor except those previously made in writing and identified by the Contractor as unsettled at the time of the final Application for Payment.
- E. Upon Final Completion of the Work or designated portion thereof and upon application by the contractor and certification by the Owner's Representative, the Owner shall make payment, reflecting adjustment in retainage, if any, for such Work or portion thereof, as provided in the Contract Documents.

## **20.4** Project Acceptance

- A. Project is accepted by the City as being 100% complete after Department review and internal financial audit. Final payment request is processed.
- B. The City sends letters to the State Department of Revenue, Labor and Industry, Employment Security, and any other department or agency having jurisdiction over activities of the Contractor.

#### **ARTICLE 21 - ASSIGNMENT**

21.1 Neither party to the Contract shall assign the Contract or sublet it as a whole without the written consent of the other, nor shall the Contractor assign any moneys due to him hereunder, without the previous written consent of the Owner.

## **ARTICLE 22 - MUTUAL RESPONSIBILITY OF CONTRACTORS**

22.1 Should any separate contractor on the work make claim against the Owner which arises as a result of any wrongful act, omission or failure to perform on the part of the Contractor, the Contractor agrees upon due notice to defend the Owner thereon, including submitting such claim to arbitration if demanded, and to pay all costs on account thereof, including but not limited to an arbitration award or court judgment, provided, however, that the Contractor shall be reimbursed by the Owner all of his/her costs and expenses in the event it is ultimately determined that the Contractor is not responsible for payment of such claim of any separate Contractor. Should the Contractor on the work make claim against the Owner which arises as a result of any wrongful act, omission, or failure to perform on the part of a separate contractor, the Contractor agrees to arbitrate such claim with such separate contractor if arbitration is demanded, and in the event the Contractor shall bring any arbitration proceedings or other action against the Owner, the Contractor agrees to reimburse the Owner for all costs and expenses incurred in the defense of such action in the event it is determined that the Contractor is not entitled to recover such claim.

# **ARTICLE 23 - SEPARATE CONTRACTS**

- 23.1 The Owner reserves the right to let other contracts in connection with this work under similar General Conditions. The Contractor shall afford other contractors reasonable opportunity for the introduction and storage of their materials and the execution of their work, and shall properly connect and coordinate his/her work with theirs. If any part of the Contractor's work depends for proper execution or results upon the work of any other contractor, the Contractor shall inspect and promptly report to the Owner's Representative any defects in such work that render it unsuitable for proper execution and results. His/her failure so to inspect and report such shall constitute an acceptance of the other contractor's work as fit and proper for the reception of his/her work, except as to defects which may develop in the other contractor's work after the execution of his/her work.
- 23.2 To insure the proper execution of his/her subsequent work, the Contractor shall measure work already in place and shall at once report to the Owner's Representative any discrepancy between the executed work and the drawings.

## **ARTICLE 24 - SUBCONTRACTS**

- As soon as practicable and before <u>awarding any subcontracts</u>, the Contractor shall notify the Owner's Representative in writing of the names of the subcontractors proposed for the work, and for such other parts as the Owner's Representative may direct, and shall not employ any to whom the Owner's Representative or the Owner may have a reasonable objection. The rejection of a Subcontractor based on his/her lack of qualifications, as perceived by the Owner's Representative, shall have no bearing on, and shall not affect the cost of the Work as RFP. City and Federal Equal Opportunity Requirements are applicable in solicitation of subcontracts.
- 24.2 The Contractor agrees that he/she is as fully responsible to the Owner for the acts and omissions of his/her subcontractors and of persons either directly or indirectly employed by them as the Contractor is for the acts and omissions of persons directly employed by him/her.
- 24.3 Nothing contained in the Contract Documents shall create any contractual relation between subcontractor and the Owner.

## ARTICLE 25 - RELATIONS OF CONTRACTOR AND SUBCONTRACTOR

- 25.1 The Contractor agrees to bind every Subcontractor and every Subcontractor agrees to be bound by the terms of the Contract Documents as far as applicable to his/her work, including the following provisions of this Article, unless specifically noted to the contrary in a subcontract approved in writing as adequate by the Owner or Owner's Representative.
  - A. The Subcontractor agrees:
    - 1. To be bound to the Contractor by the terms of the Contract Documents and to assume toward the Contractor all the obligations and responsibilities that he/she, by those documents assumes toward the Owner.
    - 3. To make all claims for extras, for extensions of time and for damages for delays or otherwise to the Contractor in the manner provided in the General Conditions of the Contract for like claims by the Contractor upon the Owner.

## B. The Contractor agrees:

- 1. To be bound to the Subcontractor by all the obligations that the Owner assumes to the Contractor under the Contract Documents and by all the provisions thereof affording remedies and redress to the Contractor from the Owner.
- 3. To pay the Subcontractor, upon the payment of certificates that at all times his/her total payments shall be in proportion to the value of the work done by him as the total amount certified to the Contractor is to the value of the work done by him/her.
- 4. To pay the Subcontractor to such extent as may be provided by the Contract Documents or the subcontract, if either of these provides for earlier or larger payments than the above.
- 5. To make no demand for liquidated damages or penalty for delay in any sum in excess of such amount as may be specifically named in the subcontract.
- 6. That no claim for services rendered or materials furnished by the Contractor to the Subcontractor shall be valid unless written notice thereof is given by the Contractor to the Subcontractor during the first ten (10) calendar days of the calendar month following that in which the claim originated.
- 7. To give the Subcontractor an opportunity to be present and to submit evidence in any arbitration involving his/her rights.
- 8. To name as arbitrator under arbitration proceedings as provided in the General Conditions the person nominated by the Subcontractor, if the sole cause of dispute is the work materials, rights or responsibilities of the Subcontractor, or if the Subcontractor and any other subcontractor jointly, to name as such arbitrator the person upon whom they agree.
- C. The Contractor and the Subcontractor agree that:
  - 1. In the matter of arbitration, their rights and obligations and all procedures shall be analogous to those set forth in the Contract; provided, however, that a decision by the Owner's Representative shall not be a condition precedent to arbitration.
- 25.2 Nothing in the Article shall create any contractual relations between any Subcontractor and the Owner or create any obligation on the part of the Owner to pay or to see to the payment of any sums to any Subcontractor.

# **ARTICLE 26 - USE OF PREMISES**

**26.1** The Contractor shall confine his/her apparatus, the storage of materials, and the operation of his/her worker to limits indicated by law, ordinances, permits or directions of the Owner's Representative and shall not unreasonably encumber the premise with his/her materials.

## **ARTICLE 27 - CUTTING, PATCHING**

- 27.1 The Contractor shall do all cutting, fitting, or patching of his/her work that may be required to make its several parts come together properly and fit it to receive or be received by work of other contractors shown upon, or reasonably implied by the Drawings and Specifications for the completed project, and the Contractor shall make good after them as the Owner may direct.
- 27.2 Any cost caused by defective or ill-timed work shall be borne by the party responsible therefore. The Contractor shall not endanger any work by cutting, excavating or otherwise altering the Work and shall not cut or alter the work of any other contractor save with the consent of the Owner.

## **ARTICLE 28 - CLEANING UP**

- 28.1 The Contractor shall at all times keep work sites, access points, public rights of ways and other areas free from accumulation of waste materials or rubbish caused by his/her employees or work, and at the completion of the work he/she shall remove all his/her rubbish from and about these areas and all his/her tools, scaffolding, and surplus materials and shall leave his/her work "broomclean" or its equivalent, unless more exactly specified. In case of dispute, the Owner may remove the rubbish and charge the cost to the Contractor as the Owner's Representative shall determine to be just. BURNING IS NOT PERMITTED ON THE SITE.
- 28.2 The Contractor shall select his/her own sites for disposal of debris and unsuitable materials not upon the job site or any property contiguous thereto. The Contractor is solely and alone responsible for any and all damages done or regulations violated in the disposal of waste material, and for any other actions which she/he performs. Contractor holds the Owner faultless and free from liability for any and all damages and costs incurred as a result of Contractor's actions. It shall be the responsibility of the Contractor to pay all fees and costs incurred in the disposal of waste material.

#### **ARTICLE 29 - PRIOR OCCUPATION**

29.1 The Owner shall have the right to occupy such part or parts of the project in or which the work is being done, as he/she may see fit, before the final acceptance of same, and such occupation shall not be construed as an acceptance by the Owner of the works.

## **ARTICLE 30 - LIST OF MATERIALS**

- 30.1 Immediately after execution and delivery of the Contract and before orders are placed for materials and equipment to be incorporated in the work, the Contractor shall submit to the Owner and the Owner's Representative a complete list of items of equipment and materials, and the name of the manufacturer for approval by the Owner.
- 30.2 The Contractor shall notify the Owner of any capital personal inventory equipment at the time of installation; and shall furnish the make, model, serial number, complete description and cost.

## **ARTICLE 31 - TAXES**

31.1 All applicable taxes which the Contractor is required to pay other than the Washington State retail sales tax as hereinafter specified shall be included by him/her in his/her various RFP prices or any other compensation to be paid to him/her under the contract. No adjustment will be made in the

amount to be paid by the Owner under the contract because of any change in law or regulations covering any applicable taxes, or because of any misunderstanding by the Contractor as to his/her liability for or the amount of any taxes.

# **ARTICLE 32 - STORAGE AND HANDLING OF MATERIALS**

- **32.1** Each Contractor shall be responsible for the proper care and protection of all his/her equipment, etc., delivered at the site.
- 32.2 Building materials, Contractor's equipment, etc., may be stored on the premises, but the placing of same shall be subject to approval of the Owner's Representative.
- 32.3 Each contractor shall protect and be responsible for any damage to his/her work or material from the date of the Agreement to the date of final acceptance, and shall make good without cost to the Owner any damage or loss, that may occur during this period.
- **32.4** Each contractor shall handle all material as directed, so it may be inspected by the Owner's Representative.
- 32.5 Lumber, plants, sod, topsoil, and other materials affected by the weather shall be covered and protected to keep them free from damage while they are being transported to the site.
- 32.6 Should any material be found defective, or in any way contrary to the contract, this material, no matter in what stage of completion, may be rejected by the Owner's Representative and shall be removed from the premises at once.

# **ARTICLE 33 - EQUAL PRODUCTS**

- 33.1 Unless otherwise specifically provided in this contract, reference to any equipment, material, article, or patented process by trade, name, make, or catalog number, shall be regarded as establishing a standard of quality and shall not be construed as limiting competition and equal products may be substituted if approved in writing by the Owner. If deemed necessary by the Owner, the Contractor shall, at his/her own expense, have tests made to prove the equality of the products he/she wishes to substitute.
- 33.2 The Contractor shall furnish complete detailed specifications on all materials he/she wishes to substitute.
- 33.3 The Owner decision as to the quality of the materials shall be final. The cost of any redesign caused by a substitution shall be borne by the Contractor.
- When the Owner approves a substitution by the Contractor, it is with the understanding that the Contractor guarantees the substituted article or materials to be equal to, or better than those specified. Any item or material not specified or approved which is used in the Work is at the Contractor's own risk and the Owner has the right to order it removed and replaced by the specified item or material without challenge from the Contractor and without additional cost to the Owner. Requests may be submitted to the Owner for approval of substitute products, but such requests will be considered with proper identification of the proposed substitution and date substantiating its conformance with the Contract Documents.

33.5 After award of contract, the Contractor may submit written requests providing he/she specifically states his/her proposed changes to the Contract Sum for such substitution. However, the consideration of such request will be made only in rare instances when the specified product is no longer available or when such consideration will clearly be of benefit to the project as judged applicable by the Owner.

# ARTICLE 34 - PROTECTION OF PERSONS AND PROPERTY

- 34.1 The Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the work.
- 34.2 The Contractor shall take all reasonable precautions for the safety of, and shall provide all reasonable protection to prevent damage, injury or loss to:
  - A. All employees on the site and other persons who may be affected thereby, including the general public.
  - B. All the work and all materials and equipment to be incorporated therein, whether in storage on or off the site, under the care, custody or control of the Contractor or any of his/her Subcontractors or Sub-subcontractors.
  - C. Other property at the site or adjacent thereto, including trees, shrubs, lawns, walks, pavements, roadways, structures, and utilities not designated for removal, relocation or replacement in the course of construction.
- 34.3 The Contractor shall give all notices and comply with all applicable laws, ordinances, rules and regulations and lawful orders of any public authority bearing on the safety of persons or property or their protection from damage, injury or loss.
- 34.4 The Contractor shall erect and maintain, as required by existing conditions and progress of the work, all reasonable safeguards for safety and protection, including posting danger signs and other warnings against hazards, promulgating safety regulations and notifying owners and users of adjacent utilities.
- 34.5 When the use or storage of explosives or other hazardous materials or equipment is necessary for the execution of the work, the Contractor shall exercise the utmost care and shall carry on such activities under the supervision of properly qualified personnel.
- 34.6 The Contractor shall promptly repair and/or replace all damage to any property referred to in this Article caused in whole or in part by the Contractor, any Subcontractor, and Sub-subcontractor, or anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable and for which the Contractor is responsible except damage or loss attributable to the acts or omissions of the Owner or anyone directly or indirectly employed by either of them, or by anyone for whose acts either of them may be liable, and not attributable in the fault or negligence of the Contractor are in addition to his/her obligations previously stated herein. The Contractor shall designate a responsible member of his/her organization at the site whose duty shall be the prevention of accidents. This person shall be the Contractor's superintendent unless otherwise designated by the Contractor in writing to the Owner.

- 34.7 The Contractor shall not load or permit any part of the work to be loaded so as to endanger its safety.
- 34.8 The Contractor shall ensure that the work site is free of workers and others whose job performance is impaired by the abuse of drugs and/or alcohol and that he/she shall comply with the provisions of the Federal Drug Free Workplace Act of 1988 (P.L. 100-690).
- 34.9 In any emergency affecting the safety of persons or property, the Contractor shall act, at his/her discretion, to prevent threatened damage, injury or loss. Any additional compensation or extension of time claimed by the Contractor on account of emergency work shall be determined as provided in these General Conditions.

# **ARTICLE 35 - PRE-CONSTRUCTION CONFERENCE**

- **35.1**. A pre-installation conference shall be held at a time and place fixed by the Owner's Representative which will be within seven (7) calendar days from date of contract execution. The Contractor must be prepared for a thorough discussion and review, as well as revisions which may be deemed necessary in the opinion of the Owner's Representative, of the following agenda:
  - A. Submission by Contractor of proposed project schedule
  - B. Submission by Contractor of Contractor and subcontractors list of project (on site) personnel.
  - C. Designation of personnel representing the parties in contract; Contractor, Owner Representative and Subcontractors.
  - D. Review project procedures and processing of field decisions, submittals, substitutions, applications for payments, proposal request, change orders, and contract closeout procedures.
  - E. Review Contractor example format for Design Documentation and Record Set Documentation.
  - F. Other matters pertaining to performance of the Work
- 35.2 Acceptance by the Owner's Representative of the proposed project schedule shall not in any event excuse the Contractor of the obligation to complete the work within the time specified in the agreement or of complying with all terms, conditions and provisions of the Contract Documents.
- 35.3 Owner's Representative shall record minutes and distribute copies of same within seven (7) calendar days after meeting, with one copy to Owner, participants, and those affected by decisions made.

# <u>ARTICLE 36 – PROGRESS MEETINGS</u>

**36.1** Schedule and administer meetings throughout progress of Work at maximum bi-weekly intervals. Contractor will make arrangements for meetings and prepare agenda with copies for participants.

Attendance is required by job superintendent, major subcontractors, Owner's representative, and/or engineer as appropriate to agenda topics for each meeting. The agenda shall be as follows:

- A. Review minutes of previous meeting.
- C. Review work in progress.
  - C. Field observations, problems, and decisions
- D. Identification of problems that impede planned progress.
  - E. Review of submittal schedule and status of submittals.
- E. Maintenance of progress schedule.
  - G. Corrective measures to regain projected schedules.
  - H. Planned progress during succeeding work period.
  - I. Maintenance of quality and work standards.
  - J. Effect of proposed changes on progress schedule and coordination.
  - K. Other business relating to Work.
  - L. Review record drawings.
- Owner shall record minutes and distribute copies of same within seven (7) calendar days after meeting with one copy each to Owner, participants, and those affected by decisions made.

# **APPENDIX B**

# **INSURANCE REQUIREMENTS**

The Contractor shall procure and maintain for the duration of this Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be paid by the Contractor. Insurance shall meet or exceed the following unless otherwise approved by the City.

## A. Minimum Insurance

- 1. Commercial General Liability coverage with limits not less than \$1,000,000 per occurrence / \$2,000,000 annual aggregate.
- 2. Stop Gap/Employers Liability coverage with limits not less than \$1,000,000 per accident/disease,
- 3. Business Automobile Liability coverage with limits not less than \$1,000,000 per accident for any auto.
- 4. Workers' Compensation coverage as required by the Industrial Insurance Laws of the State of Washington.
- 5. Consultant's Errors and Omissions or Professional Liability with limits not less than \$1,000,000 per claim and as an annual aggregate.
- 6. Employee Dishonesty coverage endorsed for third party fidelity coverage for the City or endorsed to cover Client Property with limits not less than \$100,000 per occurrence and as an annual aggregate.

## **B.** Self-Insured Retentions

Self-insured retentions must be declared to and approved by the City.

### C. Other Provisions

- 1. Commercial General Liability policies shall be endorsed to:
  - a. Include the City, its officials, employees and volunteers as additional insureds,
  - b. Provide that such insurance shall be primary as respects any insurance or self-insurance maintained by the City,
- 2. Contractor or its Insurance Agent/Broker shall notify the City of any cancellation, or reduction in coverage or limits, of any insurance within seven (7) days of receipt of insurers' notification to that effect.

### D. Acceptability of Insurers

Insurance shall be placed with insurers with a rating acceptable to the City.

# E. Verification of Coverage

Contractor shall furnish the City with certificates of insurance required by this clause. The certificates are to be received and approved by the City before work commences. The City reserves the right to require complete, certified copies of all required insurance policies at any time.

### F. Subcontractors

Contractor shall require subcontractors to provide coverage which complies with the requirements stated herein.

## APPENDIX C

## CITY OF BELLEVUE TECHNOLOGY RESOURCE USAGE POLICY

Contractor will be required to abide by the terms of this policy.

# **Executive Summary**

This policy is designed to establish acceptable and appropriate use of computer and information systems, networks and other information technology resources at the City of Bellevue. The purpose of these policies is to safeguard and protect all technology resources from anything other than authorized and intended use. The main points to remember are:

- 1. The City provides network, communications systems, equipment and devices. ("technology resources") to carry out legitimate City business. By using the City's technology resources, an employee consents to disclosing the contents of any data files, information and communications created on, stored on, transmitted, received or exchanged via its network, communications systems, equipment or devices.
- 2. There is no right to privacy in the use of City technology resources. By using the City's technology resources an employee consents to monitoring, recording, and reviewing the use of that technology resource.
- 3. Users are expected to act lawfully, ethically and professionally, and to exercise common sense. Actions that are embarrassing to explain to the public, City Council, City Manager or media should be avoided.
- 4. Users who are granted access to critical data are responsible for its protection.
- 5. Incidental use for personal needs is allowed as long as that activity does not interfere with City business or conflict with any City policy or work rule.
- 6. Use of technology in violation of this policy is subject to disciplinary action up to and including termination.

(Technology definitions provided in section 12)

### 1. Scope

1.1. The following policies define appropriate use of the City of Bellevue network, computers, mobile computing devices, smart phones, all related peripherals, software, electronic communications, and Internet access. They apply to the access of the City's network and use of computing technology resources at any location, from any device, via wired or wireless connection. They apply to all users of City technology resources regardless of employment status. Access to all networks and related resources require that each user be familiar with these policies and associated work rules. The City of Bellevue authorizes the use of computing and network resources by City staff, contractors, volunteers and others to carry out legitimate City business. All users of City computing and network resources will do so in an ethical, legal, and responsible manner. All use of technology resources must be consistent with the intent and requirements of all City policies and work rules. Technology resources may not be used to facilitate operation of a personal business such as sale of cosmetics, consulting, etc.

# 2. Ownership of Data

2.1. The City owns all data, files, information, and communications created on, stored on, transmitted, received or exchanged via its network, communications systems, equipment and devices (including e-mail, voicemail, text messages and Internet usage logs even if such communications resides with a third party provider) and reserves the right to inspect and monitor any and all such communications at any time, for any business purpose and with or without notice to the employee. The City may conduct random and requested audits of employee accounts (including accounts with commercial or other third party providers if used in the course of conducting City business) in order to ensure compliance with policies and requirements, to investigate suspicious activities that could be harmful to the organization, to assist Departments in evaluating performance issues and concerns, and to identify productivity or related issues that need additional educational focus within the City. Internet, e-mail, voicemail, text message communications and Internet usage logs may be subject to public disclosure and the rules of discovery in the event of a lawsuit. The City's Internet connection and usage is subject to monitoring at any time with or without notice to the employee. There is no right to privacy in the use of City technology resources.

### 3. Personal Use

3.1. Technology resources may be used for incidental personal needs as long as such use does not result in or subject the city to additional cost or liability, interfere with business, productivity or performance, pose additional risk to security, reliability or privacy, cause or tend to cause damage to the City's reputation or credibility, or conflict with the intent or requirements of any City policy or work rule. Incidental personal usage should generally conform to limits typically associated with personal phone calls. This document does not attempt to address every possible situation that may arise. Professional judgment, etiquette, and common sense should be exercised while using City technology resources. Please note that any data stored on City systems including but not limited to email, word documents, and photos may be subject to public disclosure requests.

# 4. Internet/Intranet Usage

- 4.1. This technology usage agreement outlines appropriate use of the Internet/Intranet. Usage should be focused on business-related tasks. Incidental personal use is allowed as discussed under this section, but there is no right to privacy in an employee's use of the Internet/Intranet. Employee Internet usage is monitored. Web Usage Reports are provided to Directors to help them monitor their staff's use of the Internet.
- 4.2. Use of the Internet, as with use of all technology resources, should conform to all City policies and work rules. Filtering software will be used by the City to preclude access to inappropriate web sites unless specific exemptions are granted as a requirement of work duties (e.g., police have the ability to access sites on criminal activity, weapons etc.). Attempts to alter or bypass filtering mechanisms are prohibited. When it is available BellevueConnectStaff should be used for wireless access. Staff using City equipment should not use BellevueConnect, BellevueConnectOutdoor or other outside wireless services to bypass web filtering and monitoring.
- 4.3. Except for City business related purposes, visiting or otherwise accessing the following types of sites is prohibited:
  - "adult" or sexually-oriented web sites
  - sites associated with hate crimes or violence

- personal dating sites
- gambling sites
- sites that would create discomfort to a reasonable person in the workplace
- 4.4. The City recognizes that public Internet communications technologies (Web 2.0) are effective tools to promote community and government interaction and that employees want to participate in public communication via blogging, discussion forums, wikis, mashups, social networking, message boards, e-mail groups and other media that are now commonplace tools by which people share ideas and information.

However, since activities on public Internet communication sites are electronically associated with City network addresses and accounts that can be easily traced back to the City of Bellevue, the following rules must be followed for participation on these interactive public Internet communication sites:

- a. When expressing staff's personal view, make it clear that it does not necessarily represent the views of the City of Bellevue. Opinions or views other than those reflective of City policy must contain the following disclaimer: "The content of this electronic communication does not necessarily reflect the official views of the elected officials or citizens of the City of Bellevue."
- b. Always protect the confidentiality, integrity, and availability of all critical information.
- c. Employees must not post any material that is obscene, defamatory, profane, libelous, threatening, harassing, abusive, hateful, or embarrassing to or of any other employee, person, and/or entity.
- d. To protect staff's privacy and the privacy of others, phone numbers or email addresses must not be included in the content body.
- e. Public Internet communications activity should contribute to staff's body of work as an employee of the City and must not interfere with or diminish productivity.

### 5. E-Mail Usage

- 5.1. E-mail content must be consistent with the same standards as expected in any other form of written (or verbal) communication occurring in a business setting where documents are subject to public disclosure.
- 5.2. Users must manage their e-mail in accordance with records retention policies and procedures as defined and identified by the City Clerk's Office.
- 5.3. Use of the "Everyone\_COB" or "Everyone\_Staff" distribution lists is restricted to the City Manager's Office, Department Directors and their specific designees. Under no circumstances should an employee "Reply to All" to an Everyone\_COB or Everyone\_Staff message.
- 5.4. External mass distribution e-mails to 50 or more recipients are prohibited from City e-mail accounts. Staff communicating to distribution lists of 50 or more recipients should utilize GovDelivery "E-Mail Alerts," (which allow people to sign up to receive e-mails whenever substantive changes are made to city web pages) or listsery technology.
- 5.5. The City provides staff access to and support of the Exchange/Outlook messaging (e-mail) system. Access or usage of any other messaging systems is not allowed unless it is web based. Subject to the personal use limitations explained above, staff may access web-based personal

- email but should not download personal documents or attachments from these sites. Staff may not install client based software such as AOL for internet service on city equipment.
- 5.6. Users should be attentive to emails that have unusual or questionable subject lines to mitigate spam, phishing and script born viruses that come into the network through email attachments or by clicking on links that lead to hostile web sites. If you suspect phishing or script born viruses in email attachments immediately contact the support desk.
- 5.7. The use of e-mail to send or solicit the receipt of inappropriate content such as sexually oriented materials, hate mail, content that a reasonable person would view as obscene, harassing or threatening and having no legitimate or lawful purpose or contents falling within the inappropriate categories for internet usage is prohibited.
- 5.8. The incidental personal use of e-mail from a City account to express opinions or views other than those reflective of City policy must contain the following disclaimer: "The contents of this electronic mail message do not necessarily reflect the official views of the elected officials or citizens of the City of Bellevue."

## 6. Security

- 6.1. ITD must authorize all access to central computer systems. Each user is responsible for establishing and maintaining a password that meets City requirements as described in the City's password policy. The use of another user's account or attempt to capture other users' passwords is prohibited. Each user is responsible for restricting unauthorized access to the network by locking their computer or logging out of their computer account when leaving their computer unattended. Staff who discovers unauthorized use of their accounts must immediately report it to IT Support at support@bellevuewa.gov or call x2886.
- 6.2. The City of Bellevue will take the necessary steps to protect the confidentiality, integrity, and availability of all of its critical information. Critical information is defined as information which if released could damage the City financially; put employees at risk; put facilities at risk; or could cause legal liability. Examples of critical data include: employee health information, social security numbers, credit card holder information, banking information, police crime investigation information, etc.
- 6.3. Staff with access to critical information are responsible for its protection. Staff must take reasonable steps to ensure the safety of critical information including: avoid putting critical data on laptops; encrypting data any time it is electronically transported outside the City network; not storing, saving, or transmitting critical data to a home computer or other external computer; ensuring inadvertent viewing of information does not take place, and destroying or rendering the information unreadable when done with it.
- 6.4. Staff should not transport critical City data on unencrypted devices such as thumb drives, CD's, or Smartphones. The City has standards for encrypted USB drives that should be used for this purpose. Information about these standards can be obtained from ITD Support at support@bellevuewa.gov or call x2886.
- 6.5. Department ITGC representative approval is required prior to moving any and all physical media containing critical data (as defined in the City's <u>Data Classification Policy</u>) from a secured area.
- 6.6. The City will restrict access to critical information only to staff who have a legitimate business need-to-know. Each system owner is responsible for keeping an inventory of critical information and ensuring that access to it is limited.

- 6.7. Staff will be assigned unique user IDs and passwords for network access. Access to systems and applications containing critical information will only be allowed via unique user IDs. Access will be monitored and actions will be traceable to authorized users.
- 6.8. Staff are prohibited from sharing their passwords or allowing anyone else to use their network account for any reason.

# 7. Network Access and Usage

- 7.1. The Information Technology Department (ITD) must approve connecting devices to the City's network. This includes PCs, network hubs and switches, printers, handhelds, scanners, remote connections, and wireless or wired devices The use of personal routers and wireless access points on the City network is not allowed.
- 7.2. The installation, removal, or altering of any software on City-owned equipment is prohibited without authorization from a department manager or designee.
- 7.3. Smart phones (Internet and/or e-mail capable cell phones) must meet and adhere to the current standards for those devices as established by ITD. Personally owned smart phones may be connected to the City's network after ITD approval. This approval will only be granted after verification that the phone meets City standards and staff have signed applicable smart phone and/or stipend agreements per the smart phone policy.
- 7.4. Exploiting or attempting to exploit any vulnerability in any application or network security is prohibited. Sharing of internal information with others that facilitates their exploitation of a vulnerability in any application or network security is also prohibited. It is also prohibited to knowingly propagate any kind of spyware, and/or denial of service attack or virus onto the City network or computers. Staff who encounter or observe vulnerability in any application or network security must immediately report it to IT Support at support@bellevuewa.gov or call x2886.
- 7.5. Staff must follow the privacy and rules governing the use of any information accessible through the network, even if that information is not securely protected.
- 7.6. Non-City staff (e.g. vendors, contractors) are required to have their personal computers (PC) scanned by ITD for virus detection prior to connecting to the City's network. If the PC is going to continue to be connected (even occasionally) to the City's network it must be scanned a minimum of every 30 days. Representatives of the contracting departments are responsible for assisting their contractors to engage ITD to perform these services by contacting ITD Support at support@bellevuewa.gov or calling x2886.
- 7.7. Disabling, altering, over-riding, or turning off any mechanism put in place for the protection of the network and workstation environments is strictly forbidden. This includes the installation of any software designed to circumvent security measures.
- 7.8. Because of band-width limitations inherent in any network system, use of the City's network to download non-business related information is prohibited. Examples include streaming video of baseball games, streaming audio of radio programs, MP3 files, on-line games, etc.
- 7.9. Transmission, distribution, or storage of any information or materials in violation of federal, state or municipal law is prohibited. Software that is copyrighted or licensed may not be shared or illegally distributed. Copyright violations are federal offenses that may result in civil and criminal penalties to employees and the City of Bellevue.
- 7.10. Users must manage their electronic documents in accordance with records retention policies and procedures as defined and identified by the City Clerk's Office. Documents past their

- retention schedules should be deleted from the network to save space and eliminate the need to backup unnecessary files.
- 7.11. Access to the City's network via VPN requires approval from ITD. VPN accounts will be audited quarterly. Accounts not actively being used will be deactivated or removed. Reactivation of intermittently used VPN accounts for vendor support purposes will be accommodated upon request. VPN users must have commercial up-to-date anti-virus software. Vendors accessing the City network via VPN must adhere to the rules in the Vendor VPN Access SOP
- 7.12. Remote access to the City's applications via Citrix requires approval from the employee's manager or supervisor.
- 7.13. At least annually, departments need to review and approve network accounts and accounts for their applications. ITD will assist as needed in doing these reviews.

## 8. Administration, Reporting and Violations/Discipline

- 8.1. Each Department will designate specific employees who have the authority to authorize ITD to provide accounts and access to technology resources. Suspected violations or concerns should be reported to IT Support at support@bellevuewa.gov or by calling x2886.
- 8.2. ITD, the Departments, and HR share responsibilities in enforcing the Technology Resource Usage Policy (TRUP) as follows

### 9. ITD Responsibilities

- 9.1. ITD is responsible for recommending TRUP guidelines that are enforceable.
- 9.2. ITD is responsible for enterprise monitoring of technology resources using security and monitoring tools. Security and monitoring information will be provided to HR as requested to support the investigation of TRUP or other policy violations.
- 9.3. If, in the normal course of business activities, ITD discovers violations of the TRUP, ITD will report the activities to the employee's supervisor, Director of HR, and/or to the City Manager depending upon the severity of the infraction.

# 10. Departments Responsibilities

- 10.1. Departments assist in the development and adoption of the TRUP through ITGC.
- 10.2. If, in the course of normal business activities, department management suspects an employee has or is violating the TRUP they must report the suspected infractions to Human Resources.
- 10.3. Departments are responsible for carrying out any disciplinary actions in response to TRUP violations.
- 10.4. Assist in education and communication on an ongoing basis

### 11. Human Resources Responsibilities

- 11.1. Human Resources assists in the development and adoption of the TRUP through ITGC.
- 11.2. Human Resources is responsible for integrating the TRUP into new hire orientation and training and ongoing training of City work rules and policies.
- 11.3. Human Resources is responsible for the evaluation of reported TRUP infractions, and may request additional monitoring information (e.g., security logs) from ITD as part of their investigation and evaluation process

- 11.4. Human resources is responsible for providing necessary information to Department Directors to facilitate and coordinate with department management the consistent application of disciplinary action when TRUP infractions occur.
- 11.5. As with any set of policies or rules, exceptions may be granted and documented on a case-by-case basis. These require authorization from the Department involved as well as from ITD. Some exceptions may also require City Manager approval.
- 11.6. Violations of the TRUP, work rules, or otherwise inappropriate use of technology resources are subject to disciplinary action up to and including termination. Actions that demonstrate a clear disregard for these policies and requirements and either resulted or could have resulted in damage or serious disruption to the City's network, systems, services, or data; or either resulted or could have resulted in damage to the City's credibility or reputation with the public may result in immediate discharge.

# 12. <u>Definitions: (Courtesy of WebOpida.com and WikiPedia.com)</u>

- 12.1. Blog Short for Web log, a Blog is a Web page that serves as a publicly accessible personal journal for an individual. Typically updated daily, blogs often reflect the personality of the author. Blogging is when one posts to a Blog.
- 12.2. Incidental use The use of City systems for limited personal use such as Internet browsing to look for and order personal items. This use should be limited to personal time such as lunch and breaks.
- 12.3. Mashup a Web page or application that uses and combines data, presentation or functionality from two or more sources to create new services.
- 12.4. Media see Physical Media
- 12.5. Phishing The act of sending an e-mail to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft. The e-mail directs the user to visit a Web site where they are asked to update personal information, such as passwords and credit card, social security, and bank account numbers, that the legitimate organization already has. The Web site, however, is bogus and set up only to steal the user's information.
- 12.6. Physical Media Media which is utilized to store data and could potentially be used to transport information out of secure areas. These include but are not limited to paper reports, faxes, thumb drives, and CDs.
- 12.7. Spyware Any software that covertly gathers user information through the user's Internet connection without his or her knowledge, usually for advertising purposes. Spyware applications are typically bundled as a hidden component of freeware or shareware programs that can be downloaded from the Internet; however, it should be noted that the majority of shareware and freeware applications do not come with Spyware. Once installed, the Spyware monitors user activity on the Internet and transmits that information in the background to someone else. Spyware can also gather information about e-mail addresses and even passwords and credit card numbers.
  - Spyware is similar to a Trojan horse in that users unwittingly install the product when they install something else. A common way to become a victim of Spyware is to download certain peer-to-peer file swapping products that are available today.
- 12.8. VPN Short for virtual private network, a network that is constructed by using public wires to connect nodes. For example, there are a number of systems that enable you to create networks using the Internet as the medium for transporting data. These systems use encryption and other

security mechanisms to ensure that only authorized users can access the network and that the data cannot be intercepted. VPN is used by outside computers to connect to the City of Bellevue network.

# APPENDIX D

# WAGE RATE REQUIREMENTS

#### I. PAYMENT OF PREDETERMINED MINIMUM WAGE

(Applicable to all Federal-aid construction contracts exceeding \$2,000 and to all related subcontracts, except for projects located on roadways classified as local roads or rural minor collectors, which are exempt.)

#### 1. General:

- All mechanics and laborers employed or working upon the site of the work will be paid unconditionally and not less often than once a week and without subsequent deduction or rebate on any account [except such payroll deductions as are permitted by regulations (29 CFR 3) issued by the Secretary of Labor under the Copeland Act (40 U.S.C. 276c)] the full amounts of wages and bona fide fringe benefits (or cash equivalents thereof) due at time of payment. The payment shall be computed at wage rates not less than those contained in the wage determination of the Secretary of Labor (hereinafter "the wage determination") which is attached hereto and made a part hereof, regardless of any contractual relationship which may be alleged to exist between the contractor or its subcontractors and such laborers and mechanics. The wage determination (including any additional classifications and wage rates conformed under paragraph 2 of this Section IV and the DOL poster (WH-1321) or Form FHWA-1495) shall be posted at all times by the contractor and its subcontractors at the site of the work in a prominent and accessible place where it can be easily seen by the workers. For the purpose of this Section, contributions made or costs reasonably anticipated for bona fide fringe benefits under Section 1(b)(2) of the Davis-Bacon Act (40 U.S.C. 276a) on behalf of laborers or mechanics are considered wages paid to such laborers or mechanics, subject to the provisions of Section IV, paragraph 3b, hereof. Also, for the purpose of this Section, regular contributions made or costs incurred for more than a weekly period (but not less often than quarterly) under plans, funds, or programs, which cover the particular weekly period, are deemed to be constructively made or incurred during such weekly period. Such laborers and mechanics shall be paid the appropriate wage rate and fringe benefits on the wage determination for the classification of work actually performed, without regard to skill, except as provided in paragraphs 4 and 5 of this Section IV.
- b. Laborers or mechanics performing work in more than one classification may be compensated at the rate specified for each classification for the time actually worked therein, provided, that the employer's payroll records accurately set forth the time spent in each classification in which work is performed.
- c. All rulings and interpretations of the Davis-Bacon Act and related acts contained in 29 CFR 1, 3, and 5 are herein incorporated by reference in this contract.

### 2. Classification:

- a. The contracting officer shall require that any class of laborers or mechanics employed under the contract, which is not listed in the wage determination, shall be classified in conformance with the wage determination.
- b. The contracting officer shall approve an additional classification, wage rate and fringe benefits only when the following criteria have been met:
  - 1. the work to be performed by the additional classification requested is not performed by a classification in the wage determination;
  - 2. the additional classification is utilized in the area by the construction industry;

- 3. the proposed wage rate, including any bona fide fringe benefits, bears a reasonable relationship to the wage rates contained in the wage determination; and
- 4. with respect to helpers, when such a classification prevails in the area in which the work is performed.
- c. If the contractor or subcontractors, as appropriate, the laborers and mechanics (if known) to be employed in the additional classification or their representatives, and the contracting officer agree on the classification and wage rate (including the amount designated for fringe benefits where appropriate), a report of the action taken shall be sent by the contracting officer to the DOL, Administrator of the Wage and Hour Division, Employment Standards Administration, Washington, D.C. 20210. The Wage and Hour Administrator, or an authorized representative, will approve, modify, or disapprove every additional classification action within 30 days of receipt and so advise the contracting officer or will notify the contracting officer within the 30-day period that additional time is necessary.
- d. In the event the contractor or subcontractors, as appropriate, the laborers or mechanics to be employed in the additional classification or their representatives, and the contracting officer do not agree on the proposed classification and wage rate (including the amount designated for fringe benefits, where appropriate), the contracting officer shall refer the questions, including the views of all interested parties and the recommendation of the contracting officer, to the Wage and Hour Administrator for determination. Said Administrator, or an authorized representative, will issue a determination within 30 days of receipt and so advise the contracting officer or will notify the contracting officer within the 30-day period that additional time is necessary
- e. The wage rate (including fringe benefits where appropriate) determined pursuant to paragraph 2c or 2d of this Section IV shall be paid to all workers performing work in the additional classification from the first day on which work is performed in the classification.

# 5. Payment of Fringe Benefits:

- a. Whenever the minimum wage rate prescribed in the contract for a class of laborers or mechanics includes a fringe benefit which is not expressed as an hourly rate, the contractor or subcontractors, as appropriate, shall either pay the benefit as stated in the wage determination or shall pay another bona fide fringe benefit or an hourly case equivalent thereof.
- b. If the contractor or subcontractor, as appropriate, does not make payments to a trustee or other third person, he/she may consider as a part of the wages of any laborer or mechanic the amount of any costs reasonably anticipated in providing bona fide fringe benefits under a plan or program, provided, that the Secretary of Labor has found, upon the written request of the contractor, that the applicable standards of the Davis-Bacon Act have been met. The Secretary of Labor may require the contractor to set aside in a separate account assets for the meeting of obligations under the plan or program.

# 6. Withholding:

The agency shall upon its own action or upon written request of an authorized representative of the DOL withhold, or cause to be withheld, from the contractor or subcontractor under this contract or any other Federal contract with the same prime contractor, or any other Federally-assisted contract subject to Davis-Bacon prevailing wage requirements which is held by the same prime contractor, as much of the accrued payments or advances as may be considered necessary to pay laborers and mechanics, including apprentices, trainees, and helpers, employed by the contractor or any subcontractor the full amount of wages required by the contract. In the event of failure to pay any laborer or mechanic, including any apprentice, trainee, or helper, employed or working on the site of the work, all or part of the wages required by the contract, the contracting officer may, after written notice to the contractor, take such

action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds until such violations have ceased.

# 7. **Overtime Requirements:**

No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers, mechanics, watchmen, or guards (including apprentices, trainees, and helpers described in paragraphs 4 and 5 above) shall require or permit any laborer, mechanic, watchman, or guard in any workweek in which he/she is employed on such work, to work in excess of 40 hours in such workweek unless such laborer, mechanic, watchman, or guard receives compensation at a rate not less than one-and-one-half times his/her basic rate of pay for all hours worked in excess of 40 hours in such workweek.

## 8. **Violation:**

Liability for Unpaid Wages; Liquidated Damages: In the event of any violation of the clause set forth in paragraph 7 above, the contractor and any subcontractor responsible thereof shall be liable to the affected employee for his/her unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory) for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer, mechanic, watchman, or guard employed in violation of the clause set forth in paragraph 7, in the sum of \$10 for each calendar day on which such employee was required or permitted to work in excess of the standard work week of 40 hours without payment of the overtime wages required by the clause set forth in paragraph 7.

# 9. Withholding for Unpaid Wages and Liquidated Damages:

The agency shall upon its own action or upon written request of any authorized representative of the DOL withhold, or cause to be withheld, from any monies payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other Federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph 8 above.

### II. STATEMENTS AND PAYROLLS

(Applicable to all Federal-aid construction contracts exceeding \$2,000 and to all related subcontracts, except for projects located on roadways classified as local roads or rural collectors, which are exempt.)

## 1. Compliance with Copeland Regulations (29 CFR 3):

The contractor shall comply with the Copeland Regulations of the Secretary of Labor which are herein incorporated by reference.

### 2. Payrolls and Payroll Records:

a. Payrolls and basic records relating thereto shall be maintained by the contractor and each subcontractor during the course of the work and preserved for a period of 3 years from the date of completion of the contract for all laborers, mechanics, apprentices, trainees, watchmen, helpers, and guards working at the site of the work.

- b. The payroll records shall contain the name, social security number, and address of each such employee; his or her correct classification; hourly rates of wages paid (including rates of contributions or costs anticipated for bona fide fringe benefits or cash equivalent thereof the types described in Section 1(b)(2)(B) of the Davis Bacon Act); daily and weekly number of hours worked; deductions made; and actual wages paid. In addition, for Appalachian contracts, the payroll records shall contain a notation indicating whether the employee does, or does not, normally reside in the labor area as defined in Attachment A, paragraph 1. Whenever the Secretary of Labor, pursuant to Section IV, paragraph 3b, has found that the wages of any laborer or mechanic include the amount of any costs reasonably anticipated in providing benefits under a plan or program described in Section 1(b)(2)(B) of the Davis Bacon Act, the contractor and each subcontractor shall maintain records which show that the commitment to provide such benefits is enforceable, that the plan or program is financially responsible, that the plan or program has been communicated in writing to the laborers or mechanics affected, and show the cost anticipated or the actual cost incurred in providing benefits. Contractors or subcontractors employing apprentices or trainees under approved programs shall maintain written evidence of the registration of apprentices and trainees, and ratios and wage rates prescribed in the applicable programs.
- c. Each contractor and subcontractor shall furnish, each week in which any contract work is performed, to the resident engineer a payroll of wages paid each of its employees (including apprentices, trainees, and helpers, described in Section IV, paragraphs 4 and 5, and watchmen and guards engaged on work during the preceding weekly payroll period). The payroll submitted shall set out accurately and completely all of the information required to be maintained under paragraph 2b of this Section V. This information may be submitted in any form desired. Optional Form WH-347 is available for this purpose and may be purchased from the Superintendent of Documents (Federal stock number 029-005-0014-1), U.S. Government Printing Office, Washington, D.C. 20402. The prime contractor is responsible for the submission of copies of payrolls by all subcontractors.
- d. Each payroll submitted shall be accompanied by a "Statement of Compliance," signed by the contractor or subcontractor or his/her agent who pays or supervises the payment of the persons employed under the contract and shall certify the following:
  - 1. that the payroll for the payroll period contains the information required to be maintained under paragraph 2b of this Section V and that such information is correct and complete;
  - 2. that such laborer or mechanic (including each helper, apprentice, and trainee) employed on the contract during the payroll period has been paid the full weekly wages earned, without rebate, either directly or indirectly, and that no deductions have been made either directly or indirectly from the full wages earned, other than permissible deductions as set forth in the Regulations, 29 CFR 3;
  - 3. that each laborer or mechanic has been paid not less that the applicable wage rate and fringe benefits or cash equivalent for the classification of worked performed, as specified in the applicable wage determination incorporated into the contract.
- e. The weekly submission of a properly executed certification set forth on the reverse side of Optional Form WH-347 shall satisfy the requirement for submission of the "Statement of Compliance" required by paragraph 2d of this Section V.
- f. The falsification of any of the above certifications may subject the contractor to civil or criminal prosecution under 18 U.S.C. 1001 and 31 U.S.C. 231.
- g. The contractor or subcontractor shall make the records required under paragraph 2b of this Section V available for inspection, copying, or transcription by authorized representatives of the agency, or the DOL, and shall permit such representatives to interview employees during working hours on the job. If the contractor or subcontractor fails to submit the required records or to make them available, the agency, the DOL, or all may, after written notice to the contractor, sponsor, applicant, or owner, take such actions as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds. Furthermore, failure to submit the required records upon request or to make such records available may be grounds for debarment action pursuant to 29 CFR 5.12.

## **APPENDIX E**

## NON-SEGREGATED FACILITIES

(Applicable to all Federal-aid construction contracts and to all related subcontracts of \$10,000 or more.)

- 1. By submission of this proposal, the execution of this contract or subcontract, or the consummation of this material supply agreement or purchase order, as appropriate, the bidder, Federal-aid construction contractor, subcontractor, material supplier, or vendor, as appropriate, certifies that the firm does not maintain or provide for its employees any segregated facilities at any of its establishments, and that the firm does not permit its employees to perform their services at any location, under its control, where segregated facilities are maintained. The firm agrees that a breach of this certification is a violation of the EEO provisions of this contract. The firm further certifies that no employee will be denied access to adequate facilities on the basis of sex or disability.
- 2. As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, time clocks, locker rooms, and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive, or are, in fact, segregated on the basis of race, color, religion, national origin, age or disability, because of habit, local custom, or otherwise. The only exception will be for the disabled when the demands for accessibility override (e.g. disabled parking).
- 3. The contractor agrees that it has obtained or will obtain identical certification from proposed subcontractors or material suppliers prior to award of subcontracts or consummation of material supply agreements of \$10,000 or more and that it will retain such certifications in its files.

# **APPENDIX F**

# DAVIS BACON WAGE RATE REQUIREMENTS

Grant money, including federal dollars from the American Recovery and Reinvestment Act (ARRA) when routed through the state or a local government agency for allocation to projects, private non-profits, etc. become a cost to the state or local government which will trigger state prevailing wage requirements when used for work, construction, alteration, repair or improvement that utilizes the work of a laborer, worker or mechanic.

For projects where both the state prevailing wage law and the federal Davis-Bacon and related Acts apply, contractors and subcontractors must pay the higher of the state or the federal wage rates, on a classification by classification basis. This requirement should be stated in the bid specifications and contracts. <u>WAC 296-127-025</u>

Davis Bacon Wage Determinations: <a href="http://www.wdol.gov/">http://www.wdol.gov/</a>

Washington State Department of Labor and Industries: <a href="https://fortress.wa.gov/lni/wagelookup/prvWagelookup.aspx">https://fortress.wa.gov/lni/wagelookup/prvWagelookup.aspx</a>

General Decision Number: WA130036 09/06/2013 WA36

Superseded General Decision Number: WA20120036

State: Washington

Construction Type: Building

County: King County in Washington.

BUILDING CONSTRUCTION PROJECTS (does not include single family homes or apartments up to and including 4 stories).

Modification Number	Publication Date
0	01/04/2013
1	01/18/2013
2	01/25/2013
3	02/01/2013
4	02/15/2013
5	02/22/2013
6	03/08/2013
7	03/22/2013
8	04/05/2013
9	04/12/2013
10	04/26/2013
11	06/07/2013
12	06/21/2013
13	07/05/2013
14	07/12/2013
15	07/26/2013
16	08/23/2013
17	08/30/2013
18	09/06/2013

ASBE0007-002 06/01/2013

	Rates	Fringes	
ASBESTOS WORKER/HEAT & FROST INSULATOR	\$ 42.46	16.35	
BRWA0001-011 06/01/2012			

Rates Fringes

Bricklayers,	Caulkers\$	35.10	13.57
	0 0 0 1 0 0 1 0 0 1 0		

CARP0770-020 07/07/2012

	Rates	Fringes
CARPENTER (Acoustical Installation)	\$ 35.97	13.60
Formwork, Drywall Hanging, Cabinet Installation;		
Insulator-Batt and Metal Stud		
Installation)	\$ 35.97	13.60
MILLWRIGHT	\$ 37.07	13.60
PILEDRIVERMAN	\$ 36.22	13.60

(HOURLY ZONE PAY: WESTERN AND CENTRAL WASHINGTON - ALL CLASSIFICATIONS EXCEPT MILLWRIGHTS AND PILEDRIVERS

Hourly Zone Pay shall be paid on jobs located outside of the free zone computed from the city center of the following listed cities:

Seattle	Olympia	Bellingham
Auburn	Bremerton	Anacortes
Renton	Shelton	Yakima
Aberdeen-Hoquiam	Tacoma	Wenatchee
Ellensburg	Everett	Port Angeles
Centralia	Mount Vernon	Sunnyside
Chelan	Pt. Townsend	

# Zone Pay:

0 -25 radius miles	Free
26-35 radius miles	\$1.00/hour
36-45 radius miles	\$1.15/hour
46-55 radius miles	\$1.35/hour
Over 55 radius mil	es \$1.55/hour

(HOURLY ZONE PAY: WESTERN AND CENTRAL WASHINGTON - MILLWRIGHT AND PILEDRIVER ONLY)

Hourly Zone Pay shall be computed from Seattle Union Hall, Tacoma City center, and Everett City center

## Zone Pay:

0 -25 radius miles Free

26-45 radius miles	\$ .70/hour
Over 45 radius miles	\$1.50/hour

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ELEC0046-006 02/04/2013

	Rates	Fringes
ELECTRICIAN	\$ 42.61	3%+15.96

ELEC0046-007 11/05/2012

	Rates	Fringes
ELECTRICIAN (Alarm		
Installation Only)	.\$ 28.12	3%+9.71
ELECTRICIAN (Low Voltage		
Wiring Only)	.\$ 28.12	3%+9.71
Installation Only) ELECTRICIAN (Low Voltage		

ELEV0019-005 01/01/2013

	1	Rates	Fringes
ELEVATOR	MECHANIC\$	47.00	25.185+a+b

#### FOOTNOTE:

- a. Employer contributes 8% of the basic hourly rate for over 5 year's service and 6% of the basic hourly rate for 6 months to 5 years' of service as vacation paid credit.
- b. Eight paid holidays: New Year's Day; Memorial Day; Independence Day; Labor Day; Veteran's Day; Thanksgiving Day; Friday after Thanksgiving and Christmas Day

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<sup>\*</sup> ENGI0302-019 06/01/2013

R	ates	F'ringes
Power equipment operators:		
Group 1A\$	37.39	16.65
Group 1AA\$	37.96	16.65
Group 1AAA\$	38.52	16.65
Group 1\$	36.84	16.65
Group 2\$	36.35	16.65
Group 3\$	35.93	16.65

Group 4.....\$ 33.57 16.65

# POWER EQUIPMENT OPERATORS CLASSIFICATIONS

GROUP 1AAA - Cranes-over 300 tons, or 300 ft of boom (including jib with attachments)

GROUP 1AA - Cranes 200 to 300 tons, or 250 ft of boom (including jib with attachments); Excavator/Trackhoe: Over 90 metric tons

GROUP 1A - Cranes, 100 tons thru 199 tons, or 150 ft of boom (including jib with attachments); Loaders-overhead, 8 yards and over; excavator/Trackhoe: over 50 metric tons to 90 metric tons

GROUP 1 - Cranes 45 tons thru 99 tons, under 150 ft of boom (including jib with attachments); Excavator/Trackhoe: over 30 metric tons to 50 metric tons; Loader- overhead 6 yards to, but not including 8 yards; Dozer D-10; Screedman; Scrapers: 45 yards and over; Grader/Blade

GROUP 2 - Cranes, 20 tons thru 44 tons with attachments; Drilling machine; Excavator/Trackhoe: 15 to 30 metric tons; Horizontal/directional drill operator; Loaders-overhead under 6 yards; Crane Oiler-100 Tons and Over; Compactor; Scraper: under 45 tons

GROUP 3 - Cranes-thru 19 tons with attachments; Dozers-D-9 and under; Motor patrol grader-nonfinishing; Roller-Plant Mix; Crane Oiler under 100 tons; Excavator/Trackhoe: under 15 metric tons; Forklift: 3000 lbs and over with attachments; Service Oiler; Concrete Pump; Outside Hoist (Elevators and Manlifts); Pump Grout

GROUP 4 - Roller-other than plant mix; Forklift: under 3000 lbs with attachments; Bobcat; Rigger/Bellman

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IRON0086-010 07/01/2013

Rates Fringes

IRONWORKER (Reinforcing,
Structural and Ornamental)......\$ 38.14 21.35

# LABO0001-016 06/01/2013

# ZONE 1:

	Rates	Fringes	
Laborers:  GROUP 2	\$ 31.76 \$ 32.53	9.85 9.85 9.85 9.85	
ZONE DIFFERENTIAL (ADD TO ZONE 1 ZONE 2 - \$1.00 ZONE 3 - \$1.30	RATES):		
BASE POINTS: BELLINGHAM, MT. VERNON, EVERETT, SEATTLE, KENT, TACOMA, OLYMPIA, CENTRALIA, ABERDEEN, SHELTON, PT. TOWNSEND, PT. ANGELES, AND BREMERTON			
ZONE 1 - Projects within 25 radius miles of the respective city hall ZONE 2 - More than 25 but less than 45 radius miles from the respective city hall ZONE 3 - More than 45 radius miles from the respective city hall			
LABORERS CLASSIFICATIONS			
GROUP 2: Flagman			
GROUP 3: General Laborer; Mason Tender-Cement/Concrete; Chipping Gun (under 30 lbs.); Form Stripping; Roof Tearoff			
GROUP 4: Chipping Gun (over 30 lbs.); Concrete Saw Operator; Grade Checker; Gunite; Pipe Layer; Vibrating Plate			
GROUP 5: Mason Tender-Brick			
PAIN0005-029 07/01/2012			
	Rates	Fringes	
DRYWALL FINISHER/TAPER	\$ 34.18	15.31	

# PAIN0005-030 07/01/2013

	Rates	Fringes
Painters: Parking Lot and Highway Striping Only		14.33
PAIN0005-031 07/01/2013		
	Rates	Fringes
PAINTER (Including Brush, Roller, Spray and Prep Work)	.\$ 28.15	10.39
PAIN0188-005 07/01/2013		
	Rates	Fringes
GLAZIER	.\$ 38.75	14.90
PAIN1238-002 07/01/2013		
	Rates	Fringes
SOFT FLOOR LAYER (Including Vinyl and Carpet)	.\$ 28.00	13.87
PLAS0528-002 06/01/2013		
	Rates	Fringes
PLASTERER	.\$ 36.63	14.55
PLAS0528-004 06/01/2013		
	Rates	Fringes
CEMENT MASON/CONCRETE FINISHER	.\$ 36.63	14.55
PLUM0032-009 01/01/2013		
	Rates	Fringes
PIPEFITTER PLUMBER (Including HVAC Pipe	.\$ 50.36	20.78

	MECHANIC		20.78 20.04
ROOF0054-008	3 06/01/2012		
		Rates	Fringes
Off, Waterpro	of Metal Roofs)	\$ 31.32	12.56
SFWA0699-006			
		Rates	Fringes
SPRINKLER FIT Sprinklers)	TTER (Fire	\$ 45.87	23.17
SHEE0066-023	3 06/01/2012		
		Rates	Fringes
HVAC Duct Wor	Norker (Includin rk and of HVAC Systems		22.49
* TEAM0174-00	05 06/29/2012		
		Rates	Fringes
Truck drivers ZONE A: GROUP 2	3: 2:	\$ 31.68	16.23
ZONE B (25- per hour to ZONE C (ove	-45 miles from c Zone A rates.	enter of liste centr of list	ed cities*): Add \$.70
	vill be calculat isted cities:	ed from the ci	ty center of the
EVERETT	CENTRALIA SHELTON PORT ANGELES PORT TOWNSEND	ANACORTES MT. VERNON	KENT

#### TRUCK DRIVERS CLASSIFICATIONS

GROUP 2 - Semi-Trailer Truck

### HAZMAT PROJECTS

Anyone working on a HAZMAT job, where HAZMAT certification is required, shall be compensated as a premium, in addition to the classification working in as follows:

LEVEL C: +\$.25 per hour - This level uses an air purifying respirator or additional protective clothing.

LEVEL B: +\$.50 per hour - Uses same respirator protection as Level A. Supplied air line is provided in conjunction with a chemical "splash suit."

+\$.75 per hour - This level utilizes a fullyencapsulated suit with a self-contained breathing apparatus or a supplied air line.

## SUWA2009-024 05/22/2009

		Rates	Fringes
LABORER:	Driller	\$ 17.17	5.36
LABORER:	Irrigation	\$ 11.58	0.00
LABORER:	Landscape	\$ 9.73	0.00
	Overhead Door	\$ 22.31	3.44
	Backhoe		7.20
	Mechanic		4.33
			4.05
ROOF ER.	Metal Roof	\$ 24.30	4.05
TILE SETT	ER	\$ 18.72	3.35
TRUCK DRI	VER: Dump Truck	\$ 27.43	0.00

WELDERS - Receive rate prescribed for craft performing operation to which welding is incidental.

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Unlisted classifications needed for work not included within the scope of the classifications listed may be added after award only as provided in the labor standards contract clauses (29CFR 5.5 (a) (1) (ii)).

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The body of each wage determination lists the classification and wage rates that have been found to be prevailing for the cited type(s) of construction in the area covered by the wage determination. The classifications are listed in alphabetical order of "identifiers" that indicate whether the particular rate is union or non-union.

### Union Identifiers

An identifier enclosed in dotted lines beginning with characters other than "SU" denotes that the union classification and rate have found to be prevailing for that classification. Example: PLUM0198-005 07/01/2011. The first four letters , PLUM, indicate the international union and the four-digit number, 0198, that follows indicates the local union number or district council number where applicable , i.e., Plumbers Local 0198. The next number, 005 in the example, is an internal number used in processing the wage determination. The date, 07/01/2011, following these characters is the effective date of the most current negotiated rate/collective bargaining agreement which would be July 1, 2011 in the above example.

Union prevailing wage rates will be updated to reflect any changes in the collective bargaining agreements governing the rates.

0000/9999: weighted union wage rates will be published annually each January.

# Non-Union Identifiers

Classifications listed under an "SU" identifier were derived from survey data by computing average rates and are not union rates; however, the data used in computing these rates may include both union and non-union data. Example: SULA2004-007 5/13/2010. SU indicates the rates are not union majority rates, LA indicates the State of Louisiana; 2004 is the year of the survey; and 007 is an internal number used in producing the wage determination. A 1993 or later date, 5/13/2010, indicates the classifications and rates under that identifier were issued as a General Wage Determination on that date.

Survey wage rates will remain in effect and will not change until a new survey is conducted.

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### WAGE DETERMINATION APPEALS PROCESS

- 1.) Has there been an initial decision in the matter? This can be:
- \* an existing published wage determination
- \* a survey underlying a wage determination
- \* a Wage and Hour Division letter setting forth a position on a wage determination matter
- \* a conformance (additional classification and rate) ruling

On survey related matters, initial contact, including requests for summaries of surveys, should be with the Wage and Hour Regional Office for the area in which the survey was conducted because those Regional Offices have responsibility for the Davis-Bacon survey program. If the response from this initial contact is not satisfactory, then the process described in 2.) and 3.) should be followed.

With regard to any other matter not yet ripe for the formal process described here, initial contact should be with the Branch of Construction Wage Determinations. Write to:

Branch of Construction Wage Determinations Wage and Hour Division
U.S. Department of Labor
200 Constitution Avenue, N.W.

Washington, DC 20210

2.) If the answer to the question in 1.) is yes, then an interested party (those affected by the action) can request review and reconsideration from the Wage and Hour Administrator (See 29 CFR Part 1.8 and 29 CFR Part 7). Write to:

Wage and Hour Administrator U.S. Department of Labor 200 Constitution Avenue, N.W. Washington, DC 20210

The request should be accompanied by a full statement of the interested party's position and by any information (wage payment data, project description, area practice material, etc.) that the requestor considers relevant to the issue.

3.) If the decision of the Administrator is not favorable, an interested party may appeal directly to the Administrative Review Board (formerly the Wage Appeals Board). Write to:

Administrative Review Board U.S. Department of Labor 200 Constitution Avenue, N.W. Washington, DC 20210

4.) All decisions by the Administrative Review Board are final.

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END OF GENERAL DECISION