

June 1, 2023

Sheryl Walsh
City of Novi
45175 West Ten Mile Road
Novi, MI 48375

Re: City of Novi – Studio Proposal

Dear Sheryl,

We are pleased to provide you with this breakdown for the broadcast studio at the City of Novi building. The below pricing is based on James Yates Design V2 dated 3/11/2023.

Project Breakdown

<u>Item:</u>	<u>Proposed Cost:</u>
Main Studio Set – Walls, Desk, Riser, and Furniture	\$193,725.00
Studio Grade Flooring	\$46,385.00
Green Screen Area	\$30,545.00
Studio Lighting (Lighting fixtures, labor, and grid)	\$211,188.00
Mobilization & Installation (Site Survey, Freight, Installation)	\$62,668.00

<u>Proposed Total:</u>	<u>Summary:</u>
Proposal Total (Does not include sales tax):	\$544,511.00
Keycode Media – Studio AV – Monitors, Cable, Connectors (City of Novi to directly purchase through Keycode):	\$27,005.00
Keycode Media Tech Quote (City of Novi to directly purchase through Keycode):	\$136,148.20

- All labor is non-union during standard hours Monday – Friday 8AM – 4:30PM.
- Exact dates to be determined, project lead time may increase due to rapidly changing market conditions.
- A timeline for this project to be produced for the client upon approval of the budget. This will include considerations the lighting, flooring, AV, and set.
- A complete site survey of the room will need to be performed once the room is ready. This would mean any ceiling work would be done and the room would be clear of anything currently being stored there.

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We thank you for the opportunity to provide this proposal. We look forward to working together. Please contact me with any questions or concerns you may have.

Sincerely,

Jeff Lavery

Jeff Lavery
Director, Experiential Branding
Creative Dimensions, Inc.

Payment Terms: 66% Deposit, Balance Net 30.

- This agreement shall be governed by and constructed in accordance with the laws of the State of Connecticut.
- State Sales Taxes will be separately stated and billed on the final invoice for the project.
- Certificate of insurance will be furnished upon request.
- Due to rapidly changing economic conditions, this quote is valid for 30 days.
- Payment terms: 66% Deposit / Net 30
- Due to the Covid Pandemic, global shortages of a wide range of building materials exist. The estimated lead time for this project is currently **18-20 weeks**, based upon receipt of your deposit payment no later than 6/30/23. An updated new lead time will be calculated on the date we receive the initial deposit payment.
- If the availability of any originally planned material will prevent the project from being completed by the due date, Creative Dimensions may modify and substitute the materials used in manufactured items in order to deliver the finished product in a timely manner provided the modification or substitution is consistent with the concept of the original design. The client will be notified of any such changes in writing and provided with a choice of materials, if available. Alternatively, the client may choose to delay the due date so that the originally chosen materials can be used.
- If a project is canceled by the customer, Creative Dimensions will bill for work performed to date.
- Above pricing assumes one mobilization for installation of all items quoted. Additional mobilizations will require a change order.
- Pricing is based on installation during normal business hours.
- Pricing is based on a non-labor union installation unless otherwise specified above.

DATE: _____

ACCEPTED: _____
Company Name

BY: _____



**Creative
Dimensions**