

**Proposal for  
Pipestone, MN City Council Chambers  
1-16-25**

This proposal is to update the technology in the Council Chambers to include microphones, cameras, and the control system. This will allow the City to use the Council Chambers to hold meetings with amplified audio, audio recording, streaming and video conferencing with an easy to use control interface.

AVI will perform the necessary work around Council meetings assuring little to no disruption to the normal work of the City. However, we will need access to the Council Chambers and other parts of the City building to install, program, and test the equipment.

City Representatives have been appraised of the warranty periods of the equipment that is to be installed, and AVI will forward all warranty information to the city upon completion of the project. AVI will include a binder of the manuals of all installed equipment, including all make, model, and serial numbers (if available) of the installed equipment.

AVI will contact the City 1 month after finalization of the project to check in on the functionality of the system to see if any issues arise. AVI will also perform an additional check after 6 months to check for any issues or make any changes to the functionality of the system. These checks are included in the price of the system and are looked at as AVI completing the installation of the system. These checks are for adjustments and tweaks of settings, or minor system changes. They are not meant to be a reconfiguration of the system.

AVI will also set up a service agreement with the City (if wanted) to maintain the equipment (firmware updates, lingering issues, changes, etc.). These service visits can be scheduled at set time periods, initially at 6 months, possibly moving to yearly. Routine maintenance of AV systems is critical to the longevity of the systems.

Some of the equipment we will include:

- Crestron TS-1070-B-S tabletop touchscreen
- PTZ camera 12x
- Biamp Parle Celing Microphone

\* A full list of equipment will be available

**Payment Terms**

Project down payment = 50% of materials (TBD). Project will formally start after receipt of initial payment.

Final payment = 50% of materials & 100% of labor. The final payment will be due upon completion and full system performance test, excluding some change orders.

Pricing is good for 30 days from proposal date. Pricing includes equipment and labor as listed above. This proposal does not include any additional provisions for items out of the identified scope of work. Any additional changes, and/or modifications will result in project scope change orders. Financial charges for change orders will be determined on a case-by-case basis, charges will be determined on a time + material basis.

The Client is responsible for providing 110v/220v power at the predetermined locations to power equipment. The Client is also responsible for providing an internet connection, Wi-Fi and or LAN, and necessary access to the network, and/or personnel to access the network, including the ability to manage ports and set up subnets if needed. For projects that require a computer, the client will need to provide the computer. AVI is not responsible for acquiring, updating, setting up, assuring compatibility, or any other matter related to computers. Because of security concerns, compatibility, and many other reasons selecting, setting up, and maintaining a computer is solely the responsibility of the client.

AVI is not responsible for filling holes, or refinishing surfaces where materials were removed, disposing of removed materials, or any other work not explicitly stated in this proposal.

A breakout of items is on a separate document

Material cost: \$32,103

Labor Cost: \$8,192.38

Project total: \$40,300.38

Sincerely,  
Jeremy Rensink  
President

Audio Video Integrations  
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Approved By \_\_\_\_\_ Date \_\_\_\_\_