



PROPOSAL

City of Sandy, OR

Council AV r2a

Date

Monday, September 28, 2026

Prepared by

Brad Robison

Design Consultant



Scope of Work

Proposal Number: J26390192

Proposal Date: 9/14/2026

Prepared for: City of Sandy, OR

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Bill to:

City of Sandy, OR

39250 Pioneer Blvd.

Sandy, OR 97055-8016

Ship to:

City of Sandy, OR

39250 Pioneer Blvd.

Sandy, OR 97055-8016

Executive Summary

The new audiovisual (A/V) system is designed to support both in-room and remote meeting participants. Multiple cameras provide clear views of council members and speakers at the public testimony lectern, while strategically configured microphones and speakers deliver high-quality sound with minimal noise and other audio artifacts.

System operation is automated wherever practical to reduce operator interaction and provide a seamless, professional presentation of council proceedings.

System

Audio

Microphones at each council position and at the testimony lectern are routed through a digital signal processor (DSP). The DSP provides the audio processing required for in-room sound reinforcement and acoustic echo cancellation (AEC), supporting clear audio and video conferencing.

Audio is distributed through dedicated amplifier channels serving different speaker zones. Sound near active microphones is reduced to help prevent feedback.

Microphone activity is continuously monitored and used to select the appropriate camera by recalling predefined camera presets.

An Assistive Listening System (ALS) provides audio support for the hearing impaired.

Components:

- Dais Microphones (audio over IP)
- Lectern Wireless Microphone
- Ceiling Microphone Array (worktable)
- Ceiling Speakers (zoned)
- Audio Processing and Amplification

Control

An intuitive touch-panel graphical user interface (GUI) at the clerk's position provides control of audio levels, video-source selection, and system power. A smaller control panel at the council president's position allows muting of audio and/or video enables the president to take control of a meeting if necessary.

Components:

- Control Touch panel (clerk)
- Control Panel (council president)
- Control System Processor (networked)

Video

Cameras operate and receive power over standard network cabling. Two cameras provide left and right views of the dais, while a third covers the public testimony position. The system automatically selects and positions cameras based on microphone activity.

A video input at the dais allows content from a locally connected PC to be displayed through the system when selected by the clerk.

Video conferencing is supported through a laptop connected at the clerk's position. A single USB-C connection provides local display of incoming video and audio from remote participants, transmission of local camera feeds and audio, and audio/video content shared from the clerk's laptop.

Components:

- Pan/Tilt/Zoom Cameras
- Video Conversion and Distribution
- Network Switching
- Audience Video Monitor
- Dais Video Monitors

Your Investment

Below is the cost of this solution based on the outlined scope of work. If you have questions about the complete solution, please let us know how we can help align this investment with additional needs or changes in scope.

Audio & Control Summary

Description	Price
Equipment	\$23,890.02
Implementation Services	\$14,955.51
Installation Materials	\$750.00
Freight	\$1,313.95
CTI Complete	\$1,853.51
Audio & Control Sub-Total	\$42,762.99

Video Summary

Description	Price
Equipment	\$10,866.26
Implementation Services	\$9,766.34
Installation Materials	\$500.00
Freight	\$597.64
CTI Complete	\$973.83
Video Sub-Total	\$22,704.07

Proposal Summary

Description	Price
Equipment	\$34,756.28
Implementation Services	\$30,710.78
Grand Total	\$65,467.06

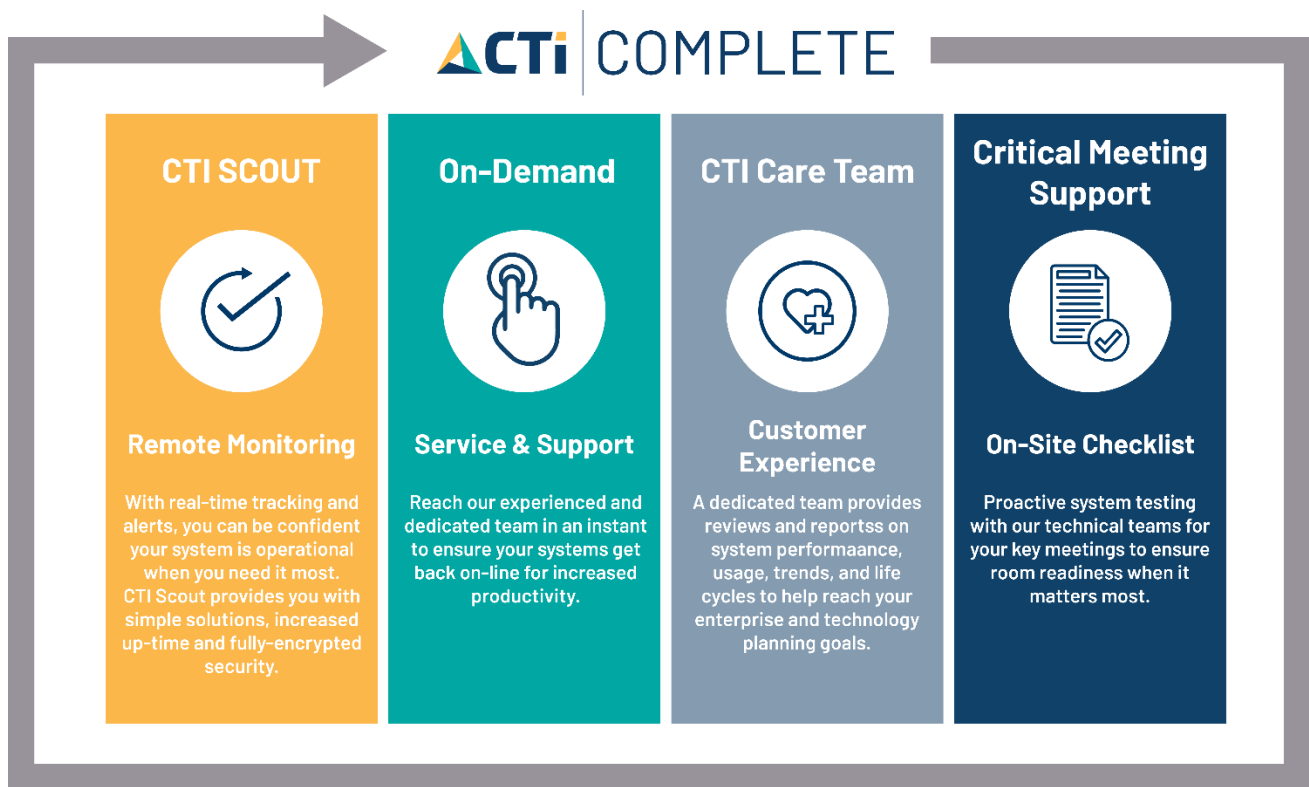
Down Payment Requirements

Down payment of 60% required to initiate order.

CTI Complete

Your **relationship with CTI** doesn't end when the integration is finished: every CTI integration includes a year of CTI COMPLETE support from our CTI CARE Team

- Built around your team and your needs!
- Proactive Monitoring and Preventive Maintenance
- On-Demand Service & Support
- CTI Care Team
- Critical Meeting support



AV Managed Services and Support

- Service plans tailored to your environment, goals, and systems
- Preventive maintenance, along with proactive monitoring and service
- Available for all systems, not just those integrated by CTI
- From on-call to fully managed with embedded staff. Let's talk about what you need.

Standard Disclaimer

CTI provides for twelve (12) months of **CTI Complete** on all system purchases. CTI warrants the system implemented is free from defects in material and workmanship, in accordance with the contract, drawings, specifications, alterations and additions thereto, for a period of twelve (12) months from the date of commencement of use, substantial completion, or date of notice of completion, whichever occurs first. This coverage does not protect against consumables, severe weather, and acts of God.

Terms

Terms are NET 30 with approved credit. For orders that exceed ten thousand dollars; 60% to initiate order, 30% upon substantial completion, and 10% upon completion, or progress billing based on purchase agreement at time of order. Payments made by credit card are subject to a 3.0% fee. All applicable taxes are the responsibility of the purchaser and will be added to the final invoice. Any cancelled orders or returns are subject to manufacturer acceptance; shipping and restocking fees may apply. This proposal is valid for fourteen (14) days.

Taxes and Tariffs

City of Sandy, OR is responsible for all applicable taxes, including but not limited to sales tax, value-added tax (VAT), and goods and services tax (GST), as well as any import duties, tariffs, and customs fees imposed by the destination location. These charges are not included in the product price or freight and must be paid by City of Sandy, OR. The Seller will provide all necessary documentation for customs clearance, and both parties agree to comply with all relevant laws and regulations regarding these charges.

Installation Description and Requirements

Provided by CTI: If installation is purchased, CTI will install all A/V components. CTI will also perform all programming, alignments, and end-user training. CTI will provide A/V project management, and provide drawings as required. This install price assumes a Monday through Friday 8:00am to 5:00pm install time. Room availability must be in consecutive 8-hour blocks. Any required changes or rushes may affect the final price.

Provided by Others

Electrical requirements are to be provided by others unless specifically included in CTI Scope of Work.

Statement

This system proposal is the property of CTI and is delivered with the sole intent of being viewed by management of City of Sandy, OR for evaluation purposes only. This proposal or any part of this proposal is not to be presented to, or viewed by any other party, vendor, or CTI competitor without the written consent of CTI. Any effort to do so will be considered a violation of copyright law.

Next Steps

- 1. Upon Notice to Proceed, CTI will begin executing the project plan with an internal handoff of the project to our operations team.
- 2. If you have questions about the process as we move forward, please contact me at brad.robison@cti.com or .
- 3. You will be contacted by a CTI Project Manager to schedule a project kickoff meeting to review the project scope and schedule.

Total
J26390192 - \$65,467.06

Customer Signature

Printed Name

Title

Date

CTI Signature

Printed Name

Title

Date