



5367 Locust Court
Noblesville, IN 46062

Quotation #1001

Quotation Date:

6/1/2022

Customer Address:

Town of McCordsville / Tim Gropp
6280 W. 800 N
McCordsville, IN 46055

About Us: Municipal Creative is a professional video production company specializing in the installation and operation of broadcast equipment for the purpose of providing transparency to the community through the streaming of local government meetings. We create compelling visuals to communicate the goals and purpose behind projects, both local and municipal.

Project Description: Municipal Creative proposes for the Town of McCordsville (the "Client") the replacement of all current equipment with the purchase and installation of a three camera production system, an upgraded audio system, and online streaming capabilities. These systems will include Panasonic 4K robotic cameras, a Ross Video Production Switcher, Yamaha audio system, upgraded ceiling speakers, and upgraded webcams for the Town Hall conference rooms.

This proposal includes a Municipal Creative technician installing the equipment, running all corresponding cabling, and setting up the new equipment.

This proposal also includes six months of Municipal Creative producing up to five monthly meetings with a technical producer on site or logging in remotely.



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| Item | Qty | Price Per Unit | Total |
|--|-----|-----------------|--------------------|
| Panasonic 4K Robotic Camera, Mounting Hardware, and Accessories | 3 | \$4,208.00 | \$12,624.00 |
| Panasonic Camera Controller | 1 | \$2,640.00 | \$2,640.00 |
| Ross Video Carbonite Switcher Engine, HDMI Switcher, and Signal Converters | 1 | \$7,280.00 | \$7,280.00 |
| Yamaha Audio System, 2 Digital Control Panels, and iPad for Control | 1 | \$6,121.00 | \$6,121.00 |
| Bogen Ceiling Tile Speakers (2 Speakers per item) | 4 | \$194.50 | \$778.00 |
| SDI Cable, Speaker Cable, Microphone Cable, Ethernet Cable, and connectors | 1 | \$1,757.00 | \$1,757.00 |
| 13 Tabletop Microphones | 1 | \$4,900.00 | \$4,900.00 |
| 55" Commercial Monitor and Wall Mount | 1 | \$2,010.00 | \$2,010.00 |
| UPS Battery Backup | 1 | \$1,480.00 | \$1,480.00 |
| Computer for Council Chambers, Laptop for Video Production, and Web Cams | 1 | \$3,000.00 | \$3,000.00 |
| BrightSign Technology Monitor Scroll System | 1 | \$410.00 | \$410.00 |
| Installation | 1 | \$10,000.00 | \$10,000.00 |
| 1 Year Maintenance Contract | 1 | \$5,000.00 | \$5,000.00 |
| 6 Month Production Contract | 6 | \$2,000.00 | \$12,000.00 |
| | | Subtotal | \$70,000.00 |
| | | Tax | \$0.00 |
| | | TOTAL | \$70,000.00 |

Project Agreement: This project agreement will constitute an agreement of the services and goods to be provided by Municipal Creative. Elements including equipment, labor, and logistics not specifically addressed in this agreement will be considered change orders and may result in additional charges and timeline extensions.



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Changes and timeline extensions due to construction limitations, construction completion, site access, and necessary equipment changes may also result in additional charges and changes to this agreement. Any change orders will be invoiced immediately and must be paid before project completion. Municipal Creative requests full access to the worksite during pre-scheduled normal work hours. Limited access to the site during scheduled work hours that inhibits the ability for Municipal Creative to perform installation duties relative to this project is subject to additional labor charges not covered in this agreement. Upon completion of installation, the system will be fully tested and commissioned by Municipal Creative to ensure that all equipment is working properly. The Client will then be trained to operate the system and will sign off on the project stating that the installation work of Municipal Creative has been completed to the specifications listed in this document. Once the project is signed off, the installation tasks of Municipal Creative are considered to be complete. The remaining balance for the project installation is due within twenty (20) days of completion and Client acceptance. The maintenance contract begins when installation is completed and the balance is due within twenty (20) days of installation completion. The production contract shall commence on the date of the first public meeting after completion of installation.

Deposits & Payments: On projects that require a deposit, a fee will be collected in advance to secure equipment, materials, and ensure that work begins on time. Deposits will be paid in full before equipment is ordered and work begins. Equipment delivery may exceed 4 - 6 weeks depending on availability from the date of equipment deposit. Municipal Creative cannot be held responsible for missed deadlines or project delays due to equipment availability. Some projects may require multiple mid-project payments, in which case amounts and a potential payment schedule will be specifically addressed in this agreement. The remaining total balance will be due within twenty (20) days from the date of completion and client acceptance. Deposits and payments are subject to cancellation fees. Cancellation Policy: Client cancellation of a project post-agreement will result in a 15%-25% restocking fee on all returned equipment. The Client will be charged in full for any items considered non-returnable including but not limited to: structured and custom cabling, equipment racks, built-to-order or custom configured items (including but not limited to wood and ATA racks and cases, custom snakes and cables, built to order trussing), closeout or discontinued items, personal items (including but not limited to in-ear buds, headphones, and certain microphones), replacement parts (including raw speakers and drivers), software, training videos, and used items. The Client will also be charged \$95.00 per man hour spent on-site up until the time of cancellation. Any amount not covered by the deposit will be billed to the Client. The remaining deposit amount post-cancellation fees will be refunded to the Client.



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Project Guarantee: Municipal Creative guarantees the systems they design, sell, and install to be free of defects in materials and workmanship for a period of one (1) year from the date of completion of installation. The date of completion will be specified at the end of the project in the functionality and completion portion of the project documents. Completion is the stage in the progress of the project when the installation responsibilities of Municipal Creative are considered to be sufficiently complete in accordance with the project documents. At that time the Client can occupy or utilize the space and system for its intended use. If during that time, the system fails to perform as specified due to defective materials or workmanship, Municipal Creative will correct the issue without additional charge. Municipal Creative is not responsible for the condition or functionality of the Client's existing equipment. This includes equipment that is to be modified or changed from its current functionality and integrated into the system that Municipal Creative is installing. All equipment to be provided by Municipal Creative will be new, A-stock product, and eligible for all manufacturer warranties against defects unless otherwise stated and approved by the Client. Municipal Creative cannot be held liable for parts and equipment installed in this system that are determined to be defective at the fault of the manufacturer. Municipal Creative will assist the Client in obtaining a remedy under the manufacturer's warranty for system equipment. Additional service visits, manufacturer's repair fees, shipping charges, and bench time, however, may be billed at the prevailing labor and travel rates.

Client Responsibilities: Any necessary construction or additional work required for completion not specifically addressed in this proposal is considered the responsibility of the Client. Client responsibilities not completed previous to the start of on-site installation may result in timeline extensions and change orders. Additional specifications for the Client's responsibilities may be provided by Municipal Creative upon execution of this agreement. Client responsibilities include but are not limited to: all electrical provisions required to support the system, data network infrastructure as it pertains to connection of the proposed system to a client network, all necessary infrastructure conduit (it is assumed that all plenum spaces will have sufficient conduit to account for riser cable), cable trays, and/or raceway if requested, clear pathways for system cabling, necessary core-drilling, structural engineering, structural modifications, and structurally sound mounting points for mounting equipment. This includes any provisions that must be made to existing structure for mounting speakers, projectors, monitors, etc., custom carpentry & trim work, modifications and/or replacement and patchwork of ceiling tiles, grid, and drywall. Electrical Circuits: Municipal Creative will inform the Client of power requirements to perform the install upon acceptance. Any and all installation or modification of electrical circuits, outlets, or cabling is the sole responsibility of the Client or the Client's arranged electrical contractor. It is suggested



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that all power meet the following requirements: properly installed per National Electrical Code (NEC), isolated ground (IG) circuits with orange IG receptacles, and clear identification of electrical panel and breaker on each receptacle. In some instances, it may be necessary for the system to be separated from the rest of the power in the building by an isolation transformer. Municipal Creative cannot be held responsible for “hum, buzz, & interference” in a system due to faulty power. Extensive troubleshooting of these issues discovered to be at fault of the Client provided electrical may result in additional charges.