



Mendon Public Library Procurement Policy

This resolution sets forth the policies and procedures of the Mendon Public Library to meet the requirements of General Municipal Law, Section 104-b.

PURPOSE

Goods and services which are not required by law to be procured pursuant to competitive bidding must be procured in a manner so as to assure the prudent and economical use of public moneys, in the best interest of the taxpayers, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, to guard against favoritism, improvidence, extravagance, fraud and corruption. To further these objectives, the Library Board is adopting internal policies and procedures governing all procurements of goods and services which are not required to be made pursuant to the competitive bidding requirements of General Municipal Law, Section 103 or of any other general, special or local law.

PROCEDURES FOR DETERMINING WHETHER PROCUREMENTS ARE SUBJECT TO BIDDING

Every purchase made will be initially reviewed to determine whether it is a *purchase contract** or a *public works contract**. Once that determination is made, a good faith effort will be made to determine whether it is known or can reasonably be expected that the aggregate amount to be spent on the item of supply or services is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in the year.

METHODS OF COMPETITION TO BE USED FOR PROCUREMENTS

All goods and services, which are subject to required competitive bidding, will be secured by use of written requests for proposals, written quotations, verbal quotations, or any other method that assures that the goods will be purchased at the lowest price and that favoritism will be avoided.

The methods of procurement to be used are as follows:

Estimated Amount of Purchase

Contract	Method
Under \$1,000	Discretion of Library Director or Designee
\$1000-\$7,499	Documentation of three suppliers' prices-written or verbal, and formal approval of Board of Trustees
\$7,500-\$19,999	Three written, fax, email quotations, or written requests for proposals and formal approval of Board of Trustees

Estimated Amount of Public Works

Mendon Public Library Procurement Policy; adopted by the Mendon Public Library Board of Trustees, September 7, 1999, reviewed December 1, 2014, revised May 7, 2018

Contract	Method
Under \$1,000	Discretion of Library Director or Designee
\$1,000-\$2,999	Two verbal quotations and formal approval of Board of Trustees
\$3,000 - \$4,999	Two written fax or email quotations and formal approval of Board of Trustees
\$5,000-\$19,999	Three written, fax, or email quotations, or written requests for proposals and formal approval of Board of Trustees
\$20,000 +	Formal bid process approved by the Board of Trustees

ITEMS EXCEPTED FROM POLICIES AND PROCEDURES BY BOARD

The following items are not subject to competitive bidding pursuant to Section 3 of General Municipal Laws:

1. Purchase contracts under \$20,000
2. Public works contracts under \$35,000
3. Emergency purchases
 - a. Emergency purchases pursuant to Section 103(4) of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek alternate proposals may threaten the life, health, safety, or welfare of the patrons and/or staff. This section does not preclude alternate proposals if time permits.
4. Certain municipal hospital purchases, goods purchased from agencies for the blind or disabled.
5. Goods purchased from correctional institutions.
6. Purchases under State and County contracts; and surplus and second-hand purchases from another governmental entity.
 - a. If alternative proposals are required when purchasing surplus and second-hand goods, the Mendon Public Library is precluded from purchasing surplus and second-hand goods at auctions or through specific advertised sources where the best prices are usually obtained. It is difficult to try and compare prices of used goods and a lower price may indicate an older product.

The following items are not subject to competitive bidding pursuant to General Municipal Law Section 104-b(2)(f)

1. Professional services or services requiring special or technical skill, training or expertise. The individual or company must be chosen based upon accountability, reliability, responsibility, skill, education and training, judgment and integrity. These qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of these services is such that they do not readily lend themselves to competitive procurement procedures.
 - a. In determining whether a service fits into this category, the Mendon Public Library Board shall take into consideration the following guidelines:
 - i. Whether the services are subject to State licensing or testing requirements.
 - ii. Whether substantial formal education or training is a necessary prerequisite to the performance of the service
 - iii. Whether the services require a personal relationship between the individual and Library officials
 - iv. Whether the services to be rendered can be more effectively provided by a professional possessing a continuity of representation.

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- b. Professional or technical services shall include, but not be limited to, the following: services of an attorney; services of a physician; technical services of an engineer engaged to prepare plans, maps and estimates; securing insurance coverage and/or services of an insurance broker; services of a certified public accountant; investment management services, printing services involving extensive writing, editing or art work; and computer software or programming services for customized programs, or services for customized programs, or services involved in substantial modification and customizing of prepackaged software.
2. Goods or services under \$1,000. The time and documentation required to purchase through this policy may be costlier than the item itself and would therefore not be in the best interests of the taxpayer. In addition, it is not likely that such contracts would be awarded based on favoritism.

The decision that a purchase not be subject to competitive bidding will be documented in writing by the individual making the purchase. This documentation may include written or verbal quotes from vendors, a memo from the purchaser indicating how the decision was arrived at, why the purchase is not subject to competitive bidding, a copy of the contract indicating the source which makes the item or service exempt, or a memo detailing the circumstances which require an emergency purchase, or any other written documentation as appropriate.

ADEQUATE DOCUMENTATION

For purchases in excess of \$1,000 documentation is required of each action taken in connection with each procurement. This documentation will be reviewed by the Library Board when approving payment.

A good faith effort shall be made to obtain the required number of quotations or proposals. If the purchaser is unable to obtain the required number of quotations or proposals, the Board will document the attempt made at obtaining the quotations or proposals. However, in no event, shall the failure to obtain the required number of quotations or proposals prevent the procurement.

AWARDS TO OTHER THAN THE LOWEST RESPONSIBLE DOLLAR OFFER

Under normal circumstances, contracts will be awarded to the lowest bidder. However, pursuant to General Municipal Law Section 04-b(2)(g), the procurement policy may contain circumstances or types of procurements for which, in the sole discretion of the Library Board, the solicitation of alternative proposals or quotations will not be in the best interest of the Library. Documentation or explanation is required whenever a contract is awarded to other than the lowest responsible offeror. The documentation will include an explanation of why awarding will achieve savings or how the offeror was not responsible. If the Board determines the offeror is not responsible, this decision may not be challenged under any circumstance. The following circumstances will be considered when accepting or soliciting quotations:

1. Vendor cannot guarantee delivery of goods or services within the time frame or under the conditions established by the Library
2. Vendor's terms of payment are disadvantageous to the Library
3. Vendor cannot comply with the full specifications set forth in the bid or request
4. Vendor's after purchase support services are deemed inadequate

UNINTENTIONAL FAILURE TO COMPLY

The unintentional failure to fully comply with the provisions of General Municipal Law, Section 104-b shall not be grounds to void action taken or give rise to a cause of action against the Mendon Public Library or any officer or employee thereof.

ANNUAL REVIEW

The Board of Trustees shall annually review these policies and procedures.

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SUMMARY OF AUDIOVISUAL PROCUREMENT PROCESS

READING ROOM AND STUDY ROOM A

Project: In Reading Room, replace existing 55" TV with larger TV and add wall hookups for presentations. In Study Room A, mount 55" TV from Reading Room and add video conferencing capabilities.

VENDOR:	TOTAL QUOTED:	PLUS OR MINUS ANYTHING NEEDED OR NOT NEEDED ON QUOTE?	ADDITIONAL SERVICE NEEDED?	NOTE:
Functional Communications	\$5,945.00	+ Streaming Device, such as a Roku (\$100) Adjusted \$6,045.00	Installation of standard 110 VAC outlet in Study Room A	
DAVE	\$5,963.28 (includes window shades)	-\$1439 shades quoted Adjusted \$4,524.28	Installation of standard 110 VAC outlet in Study Room A	
Demco (library vendor, online purchasing, no service)	\$3250.51 for 65" TV, 2 soundbars, 1 wall mount + shipping	-installation, cables, plates, etc. Estimated cost for all components would go over other vendors.	Yes, everything would need to be installed.	

AN INDEPENDENT AFFILIATE OF
MOOD:MEDIA™

**Functional
Communications
Corporation**
Business Audio & Video

AV Updates

May 2, 2024

This Agreement is between:

Mendon Public Library

22 North Main Street
Honeoye Falls, NY 14472
585-624-6067 x 2002

and

Functional Communications Corporation

100 Victor Heights Parkway
Victor, NY 14564 United States
585-924-3520
moodmediafcc.com

Lyla Grills
Director
Lyla.Grills@libraryweb.org

RE: AV Updates

Scope of Work and System Design:

Dear Lyla,

Reading Room:

FCC will provide and install one 75" display and mount, one audio sound bar, one digital wall plate, and all necessary cables and hardware. FCC will remove the existing 55" display and mount off the wall and relocate it into Study Room A. This application will allow for end users to connect a laptop, tablet, or phone for local presentation. For local presentation use; the user connects their device via HDMI or USB-C to the wall plate and commences the presentation. The display will need to be put onto the presentation source. The client digital signage application will be installed as well. This system does not have video conferencing, but can accommodate it. The display will be controlled via the handheld remote control.

Study Room A:

FCC will provide and install one video conference bar, one digital wall plate, and all necessary cables and hardware. On the wall opposite the door, FCC will remove two existing acoustic absorption panels off the wall and install the existing Reading Room display and mount on that wall. This application will allow for end users to connect a laptop, tablet, or phone for video conferencing and local presentation. For video conference use; the user connects their device via USB-C to the digital wall plate. The user directs their device to use the video conference bar's camera, speaker, and microphone, and commence the video meeting. For local presentation use; the user connects their device via HDMI to the wall plate and commences the presentation. The display will need to be put onto the presentation source. The display will be controlled via the handheld remote control. Others will need to install a standard 110 VAC outlet on that wall for the display and video conference bar to connect to.

Price: plus tax

The above scope of work can be completed for: \$5,945.00.

Terms: Initial deposit of current pricing. Due to supply issues, prices may vary until time of equipment order. Equipment lead times vary.



QTY	MANUFACTURER	PART #	DESCRIPTION
Reading Room			
2	Comprehensive	HD18-HD18-10ST	Standard Series HDMI 18G High Speed Cable 10ft
2	Comprehensive	USB31-CC-10ST	USB 3.1 C Male to C Male Cable 10ft.
1	Comprehensive	WPD-HD-U3C-AW	HDMI and USB-C 3.0 Pass Thru single gang Decorative Wallplate w/ pigtails
1	Crestron Electronics	SAROS SB-200-P-B	Saros® Sound Bar 200, Powered, Black
1	Sharp	E758	75" Ultra High Definition Commercial Display
1	Strong	SM-T-XL	Mount Tilt - 47-90 Inch Displays
1	WattBox	WB-200-CE-4	Power Conditioner with Coax and Ethernet Protection - 4 Outlets

Study Room A

1	Bose Professional	Videobar Display Mounting Kit - Black	Videobar Display Mounting Kit
1	Bose Professional	Videobar VB1 - Black	All-In-One USB Conferencing Device
2	Comprehensive	HD18-HD18-10ST	Standard Series HDMI 18G High Speed Cable 10ft
1	Comprehensive	MPS-MJS-6ST	Standard Series 3.5mm Stereo Mini Plug to Jack Audio Cable 6ft
2	Comprehensive	USB31-CC-10ST	USB 3.1 C Male to C Male Cable 10ft.
1	Comprehensive	WPD-HD-U3C-AW	HDMI and USB-C 3.0 Pass Thru single gang Decorative Wallplate w/ pigtails
1	WattBox	WB-200-CE-4	Power Conditioner with Coax and Ethernet Protection - 4 Outlets

Scope of Work:	Equipment Sub Total	\$5,478.11
Please refer to Scope of Work and System Design for details.	Labor: Dsgn/Prgm/Install/Tes	\$0.00
	Misc Hrdwre, Freight, & Admin	\$466.89
	Grand Total	\$5,945.00

Payment Schedule	Amount
Initial Deposit	\$2,972.50
Final	\$2,972.50

Equipment Purchase Agreement: Terms and Conditions

1. SERVICE LEVEL AGREEMENT/SYSTEM MAINT. ("SLA")

In the event this Equipment Purchase Agreement ("Agreement") includes a SLA, the coverage is as follows: once per year, Functional Communications Corporation ("FCC") will perform preventive maintenance checks & services to only the system equipment provided in this Agreement or Bill of Materials to ensure the system is operating as designed and intended. The maintenance check will include review, cleaning and inspection of, and not limited to display devices (projector, projector screen, monitors, etc.), audio devices (amplifiers, speakers, digital signal processors, microphones, etc.), control devices (capacitive touch panels, push button panels), signal processing devices (control processors, network switches, patch panels, signal switching and routing devices, LAN devices, etc.), video & audio conferencing interfaces (CODEC's; phone hybrids, etc.) all cabling (terminations, jackets, ends, etc.), power management (power conditioners, power strips, etc.) & surveillance devices (network video recorders, surveillance cameras, etc.). FCC's ability to perform service support on certain video conference devices will be limited to the Client's then current service maintenance agreement status with that manufacture. Programming changes to the graphic user interface control panels & operational changes to push button panels will be submitted as a time and materials quotation to Client. Programming changes to update general software compliances for system performance & device communication will be conducted in the SLA visit. Projector lamps, filters, & such supplies to be provided by Client. FCC is not responsible to maintain, integrate, or ensure proper operation of equipment or devices added to the system outside of original agreed upon scope of work & system design. This SLA covers any routine unscheduled service calls during the year. FCC reserves the right to combine and co-schedule a semi-annual SLA visit with an unscheduled service call request. After two attempts to schedule with client a Service Maintenance visit, FCC reserves the right to forego that visit.

2. WARRANTY

FCC agrees to warrant the equipment identified above (the "Equipment") (excluding microphones, batteries, & other ancillary items) to be free from original defects in material & workmanship for a period of one year after installation at above-referenced Installation Address. In the event of any defect in material or workmanship occurring within said period, FCC will repair or replace the defective Equipment at its sole option, at no additional charge to Client, during FCC's regular working hours. Repair or replacement of defective Equipment shall be FCC's liability under this warranty, & it is not & shall not be liable or responsible for any damages, direct indirect, incidental or consequential. This warranty doesn't cover the repair or replacement of Equipment without cost which may be required by reason of misuse, abuse, theft, vandalism, accident, or negligence of Client, its employees, agents or invitees, or damage by fire, earthquake, lightning, tornado or any other act of God. FCC'S OBLIGATIONS UNDER THIS SECTION ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESSED OR IMPLIED, RELATING TO THE EQUIPMENT, INCLUDING IMPLIED WARRANTIES OF MERCHANTABILITY & FITNESS FOR A PARTICULAR PURPOSE. Except for FCC's repair or replacement obligations resulting from defects in material or workmanship as set forth above, Client shall indemnify FCC and hold it harmless from and against any and all losses, claims and expenses relating to the Equipment, including, without limitation, losses caused by misuse, abuse, theft, vandalism, accident, or negligence or damage by fire, earthquake, lightning, tornado, or any other act of God.

3. BILLING

Client acknowledges FCC is selling Equipment under this Agreement that will be installed by FCC over a period of time. Notwithstanding anything to the contrary in this Agreement, FCC shall be entitled to invoice Client for such Equipment and installation services as the same are being provided and installed based on FCC's determination of percentage of completion. Client shall be obligated to pay such amounts within ten (10) days of invoicing. For example, should FCC determine that fifty percent (50%) of the Equipment and installation services to be provided under this Agreement have been provided and installed, FCC shall be entitled to invoice Client & Client shall be obligated to pay FCC fifty percent (50%) of the Balance Due under the Agreement. FCC is not obligated to procure Equipment without bank clearance of initial 50% deposit.

4. PAYMENT ELECTIONS FOR RECURRING SLA CHARGES

SLA recurring billing will be conducted on a semi-annually basis. Said billing cycle is not intended to be in sequence with the fulfillment of SLA scheduled visits. By selecting automated payments by either credit card or EFT-ACH, Client hereby authorizes FCC to automatically deduct from Client's financial institution account or charge Client's credit card with all amounts payable under the Agreement as such amounts come due. Client represents & warrants that Client will notify FCC in writing in advance if Client's account information on file for automated payments changes at any time during the term of the Agreement. Client agrees that if FCC does not receive any automated payment then due and payable hereunder for any reason, FCC may send Client a paper invoice within ten (10) days following the invoice date. If no payment method is selected immediately above or if FCC does not receive a completed automated payment authorization form and account information from Client prior to the first billing date, invoicing by paper invoice shall be deemed selected and a \$3.00 per invoice administrative fee shall apply for a monthly billing interval.

5. TERM

This Agreement shall remain in effect with respect to each Serviced Premises for sixty (60) months effective upon installation. Billing shall commence on the installation date. With respect to the Installation Address upon completion of the initial term, either party hereto may cancel the SLA provisions of this Section for such Serviced Premises by delivering written notice by certified mail of non-renewal to the other party at least ninety (90) days prior to the expiration of the initial or any subsequent term(s) then applicable to such Serviced Premises.

6. TERMINATION

Upon the termination of this Agreement for any reason or cause whatsoever, Client, shall forthwith surrender to FCC all of said FCC's equipment & FCC shall have the right to remove said equipment at any time thereafter & shall have no obligation to repair, replace or otherwise reestablish the original set of conditions at the Installation Address on or after the removal of said equipment. Client consents to the removal and repossession of such equipment & consents to FCC entering the Serviced Premises for such purpose.

7. TERMINATION BY DEFAULT

If Client fails to permit installation of FCC equipment listed above or attempts to remove, sell, or encumber in any way any of FCC's equipment, or vacate or dispose of the designated premises or discontinue its business there, or discontinue FCC's SLA or defaults in timely paying the monthly payments due hereunder or violate any other term or condition of this Agreement, or enter into any arrangement or composition with its creditors, or if any levy or attachment is made or any proceeding in bankruptcy or insolvency is instituted by or against Client or its business or property, then & in such event this Agreement may be terminated at the option of FCC, without requirement for any notice to Client, & Client agrees to pay FCC as liquidated damages eighty five (85%) of the amount of all unaccrued monthly payments under the original term of this Agreement or the then current renewal term hereof, said, liquidated damages to be in addition to any sums already due for services rendered at or prior to the date of breach. All said sums shall bear interest at the highest legal rate from date of said breach. The right of FCC to collect liquidated damages shall be in addition to the right of FCC to enter any premises where its equipment is located & to repossess same in the event of default of Client without due process of law or without any liability whatsoever arising therefrom. Client hereby consents to such repossession & grants FCC the right to enter upon the premises to accomplish such repossession.

8. INSTALLATION OF EQUIPMENT

Client hereby grants to FCC or its agent the right to install the Equipment, to the extent such installation is specified above. Client represents and warrants that all necessary governmental and third-party approvals for installation of the Equipment have been obtained. Any such installation by FCC shall be made in a good & workmanlike manner. Delays in installation caused by public agencies, manufacturers, suppliers, acts of God, strikes or other union bargaining, & all acts not directly attributable to FCC shall not in any way affect the obligations of Client and FCC's obligations with respect to such installation shall be suspended during the event the delay. FCC shall not be responsible in damages for any such delay.

9. CHANGES AND ADDITIONS

Any changes, alterations or deviations from the Equipment and Installation and/or the SLA obligations, requested by the Client & performed by FCC, specified herein involving extra cost for labor or material will be executed only on written or verbal orders for the same. The cost of any added labor or material will become an extra charge over & above the total specified in this Agreement. The total specified in this Agreement is based upon installation by employees of FCC. If it is necessary, for any reason, for FCC to use outside labor, the total specified in this Agreement shall be subject to renegotiation.

10. LOCATION OF EQUIPMENT

Equipment, labor and prices specified in this Agreement are based upon the adequate provision of space and access to the Installation Address. Cabinetry, partitions or special enclosures shall be the responsibility of Client but shall be submitted for technical approval to FCC before construction.

11. PROTECTION OF EQUIPMENT

Upon the delivery to the Installation Address, the Equipment is entrusted to Client & Client shall be responsible for the protection of Equipment & labor performed by FCC & the Client shall provide adequate insurance to protect said equipment from damage, fire, theft, vandalism & other forms of injury to or loss of said Equipment and shall, upon request, present evidence of such insurance to FCC. Until completely paid for, Client agrees to be responsible for loss of the Equipment or for its damages by any of the causes described in Section 2 hereof, or any other cause whatsoever, notwithstanding that the title to & ownership of said Equipment remains in FCC, and will not create or suffer any liens or adverse claims of any kind with respect to the Equipment & will not permit or suffer the Equipment to be removed from the Installation Address.

12. OWNERSHIP OF EQUIPMENT

Title and ownership of all Equipment shall remain in FCC until the total specified in this Agreement is paid in full. In the event that for any reason FCC is compelled to obtain payment through legal or other professional services, then all such legal & collection fees, whether or not suit is filed, shall be paid by Client, including, but not limited to, all attorney's fees & costs incurred in the prosecution and/or appeal of any legal or equitable action. In addition to, but not by way of limitation, if Client defaults in payment, FCC without prior demand, legal process or waiver of any other remedies may declare all payments hereunder immediately due & payable. FCC may repossess the Equipment in whole or part without liability for trespass or damages for such removal. Said equipment may be sold if FCC desires & FCC may apply the proceeds less any expenses for sale, retaking repair or collection against the unpaid balance.

13. ESCALATION

Except for increases in manufacture fees pursuant to Section 1 above, in the event that the monthly charge payable hereunder shall, at any time during the term hereof, be increased by FCC by more than ten percent (10 pct.) during any one-year period, the Client and FCC shall have the right at any time within sixty (60) days after the date upon which written notice of such increased monthly rate is mailed by Supplier, to terminate this Agreement upon seven (7) days written notice, by certified mail to FCC at its address hereinabove, of the Client's election to do so.

14. ELECTRICAL

Client shall supply all required electrical outlets, adequate power, & suitable space with a controlled environment to allow for installation & operation of the Equipment Client shall supply and install all conduits necessary for the installation and operation of the Equipment, if any.

15. NETWORK CONNECTIVITY

Client acknowledges and agrees that Client is solely responsible at all times for ensuring that their respective network facilities, internet connections, network configurations, & associated network hardware & software are capable of receiving any network delivered content service from FCC error-free & without degradation. Client expressly acknowledges & agrees that FCC shall have no responsibility or liability for any degrading or failure of the network delivered content service originating within Client's network facilities, internet connections or other equipment as may be applicable. Client expressly acknowledges & agrees that FCC shall have no responsibility or liability for any failure or degradation of Clients network facilities, peripheral network communications systems, internet connections, network configurations, and associated network hardware and software. FCC's ability to deliver network-based content service updates is dependent upon the resources of the network or internet connection provided by Client.

16. TIME LIMIT FOR ACCEPTANCE

The terms of this Agreement will be valid for thirty days (30) following the Proposal Date set forth above. If not accepted by Client within that time, the offer of such terms is revoked without further action by FCC.

17. TAXES

Client shall pay any sales, use, property, excise or other taxes or governmental charges arising from this Agreement.

18. PARTIES

This Agreement shall be binding upon the parties hereto, their heirs, executors, administrators, successors & assigns. A sale or transfer by the Client of the Installation Address of the business herein designated shall not affect or eliminate the obligations of this Agreement unless an equivalent new Agreement be entered into between FCC & the Client or Transferee. Upon the sale or transfer by the Client of the business at the Installation Address herein designated, the Client shall provide for the assumption by the Client or Transferee of all Client's obligations herein provided & shall notify the Client or Transferee of all obligations. In the event that such sale or transfer is affected through escrow, the Client shall place the within Agreement in escrow in order to ensure the direct assumption of such obligations by the Client or Transferee.

19. WHOLE AGREEMENT

This Agreement constitutes the entire Agreement between the parties with respect to the subject matter hereof and supersedes all prior agreements, conversations, representations or warranties (express or implied) whether verbal or written. No failure to enforce any of the provisions of this Agreement shall be deemed a valid waiver thereof. No modification of the Agreement shall be valid unless in writing signed by both Client and FCC.

20. LAW GOVERNING

The rights of the parties under this Agreement shall be governed by the laws of the State of New York. Client consents to the personal jurisdiction of the state & federal courts in the State of New York for purposes of litigation involving this Agreement.

21. IDENTITY OF CLIENT

Client agrees that FCC may disclose the identity of Client in connection with the marketing of its products & services to potential customers & in connection there with may disclose any terms, other than the financial terms, of this Agreement.

Terms: 50% down of current pricing. Due to supply issues, prices may vary until time of equipment order. Equipment lead times vary.

IN WITNESS WHEREOF the parties have entered into this Agreement as of the day and year first above written.

Functional Communications Corp.

Client

Tom Romig

Mendon Public Library

AE Signature - Accepted

Company Name

Tom Romig

Authorized Signature

Print Name

Print Name

Same

Title

Manager's Signature - Approved

Purchase Order #

Date

- Wireless
- Cat5a/ControlPoE
 - HDMI/Video
 - USB
 - Audio
 - Power

Not to scale.

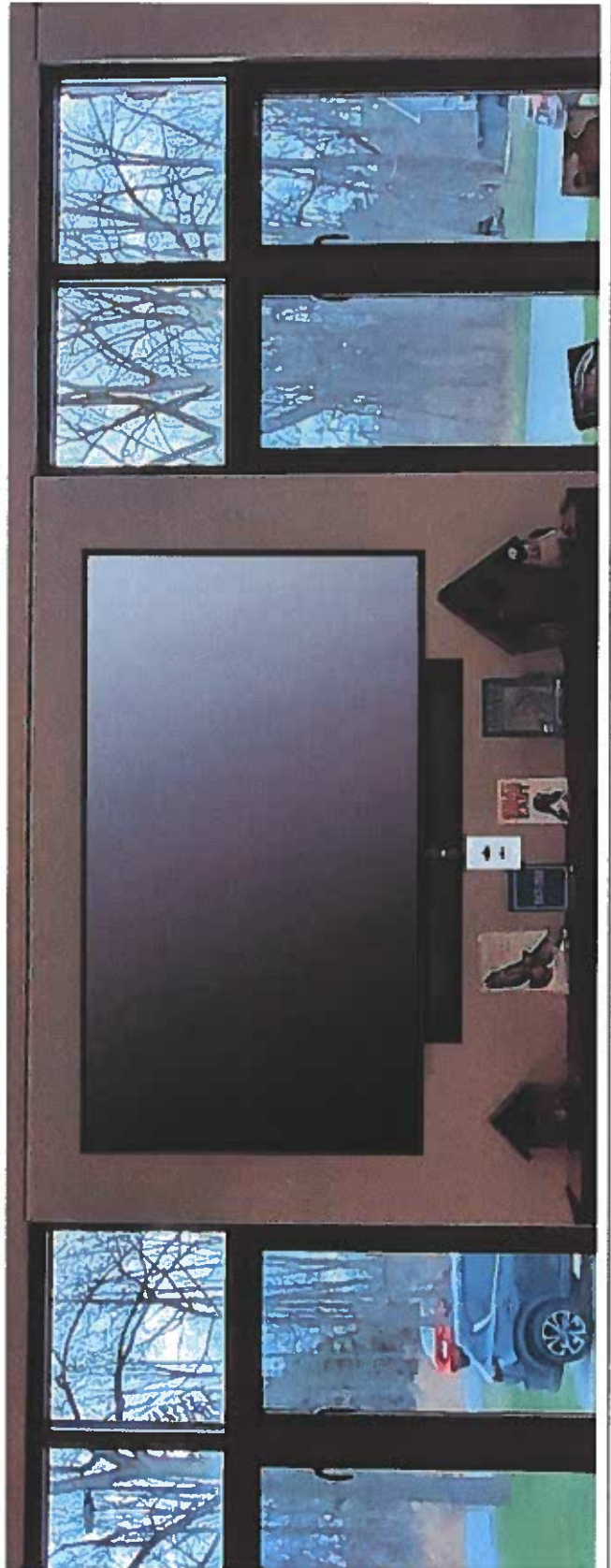
Created 5/2/2024
Modified 5/2/2024
Printed 5/2/2024

AV Updates
Lya Grills
22 North Main Street
Honeoye Falls, NY 14472

Reading Room-Plan View



Current



Proposed



Behind Display:



Strong
SM-T-XL
Mount, Tilt, 47-90" Displays



Cilent digital signage
media player



Power Conditioner, 4 Outlets
WattBox
WB-200-CE-4

Comprehensive
WPD-HD-U3C-AW
HDMI and USB-C 3.0 Pass-Through Single Gang
Decorative Wall Plate with Pigtail – White
Allows connection of laptop, tablet, phone

Crestron
SAROS SB-200-P-B
Saros® Sound Bar 200, Powered, Black

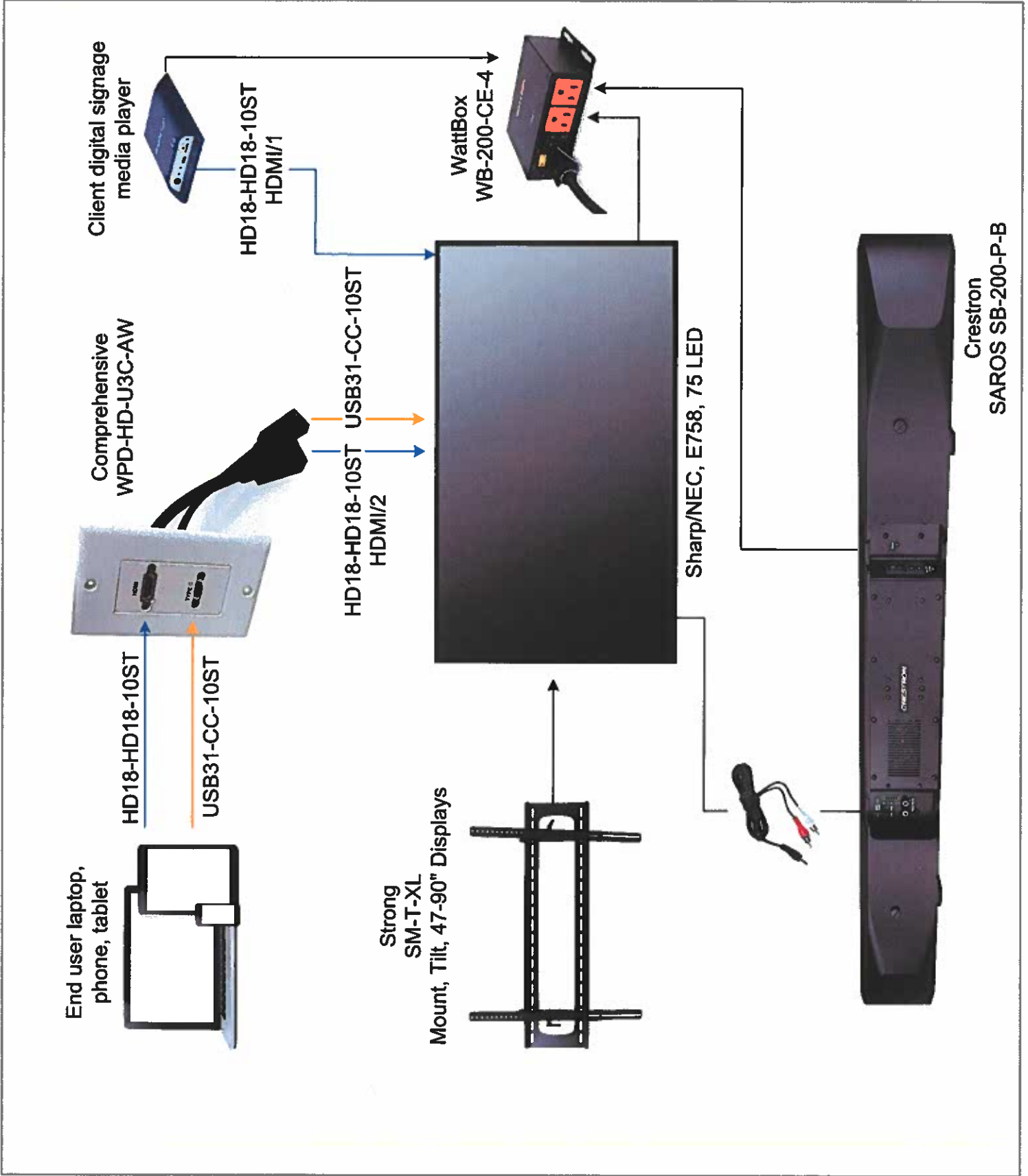
Sharp/NEC
E758, 75 LED
LCD Public Display Monitor
3840 x 2160 (UHD), 18/7

LED Control:

Via handheld remote:

- On/Off
- Source selection
- Volume up/down
- Etc.





Proposed



Current



Proposed



AC Power outlet to be installed behind display by others.

Remove two existing acoustic absorption panels.

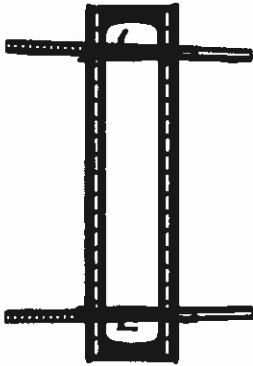
Relocate existing 55" display, mount, and remote control from Reading Room to Study Room A.

Install Bose VB1 with mount bracket for video conferencing.

Install wall plate for connection of end user laptop, tablet, phone for video conferencing. The host device (laptop, tablet, phone) provides all connectivity for the video conferencing via USB-C. HDMI used for local presentations. HDMI is not needed for video conference connection.

Wall Plate:
Comprehensive
WPD-HD-U3C-AW
HDMI and USB-C 3.0 Pass-Through Single Gang
Decorative Wall Plate with Pigtail – White

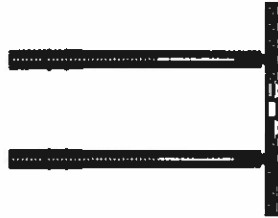
Behind Display:



Existing Display Mount



WattBox
WB-200-CE-4
Power Conditioner, 4 Outlets

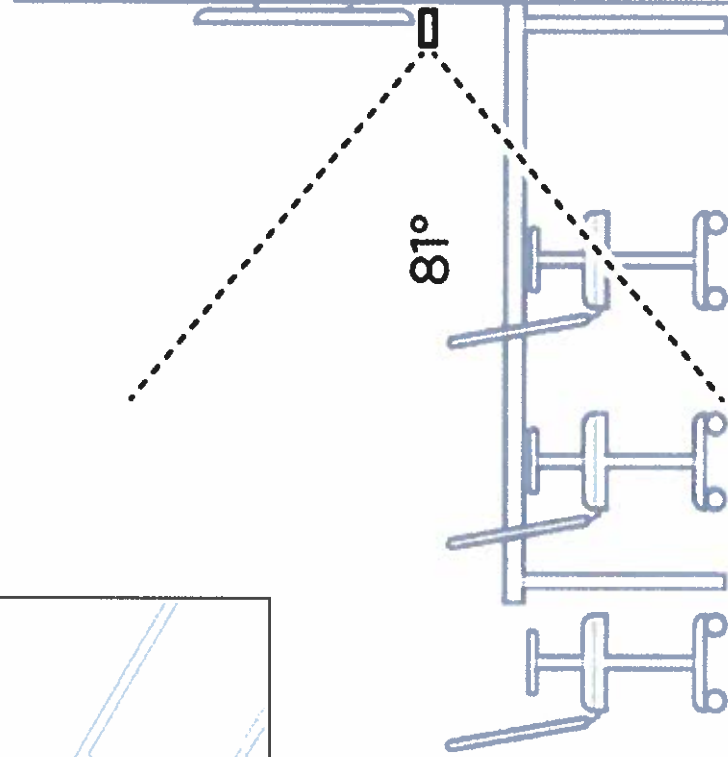
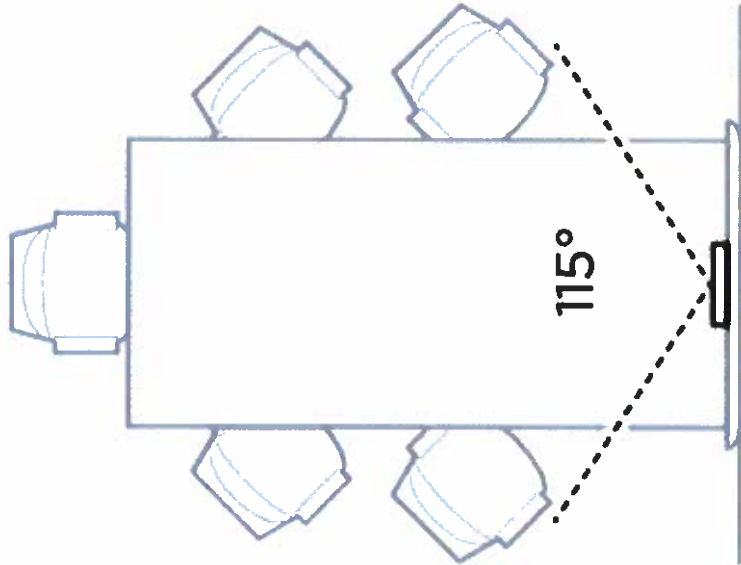
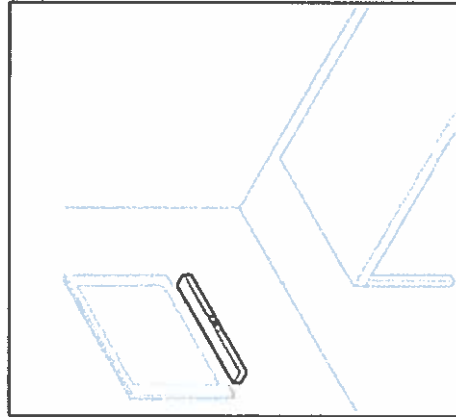


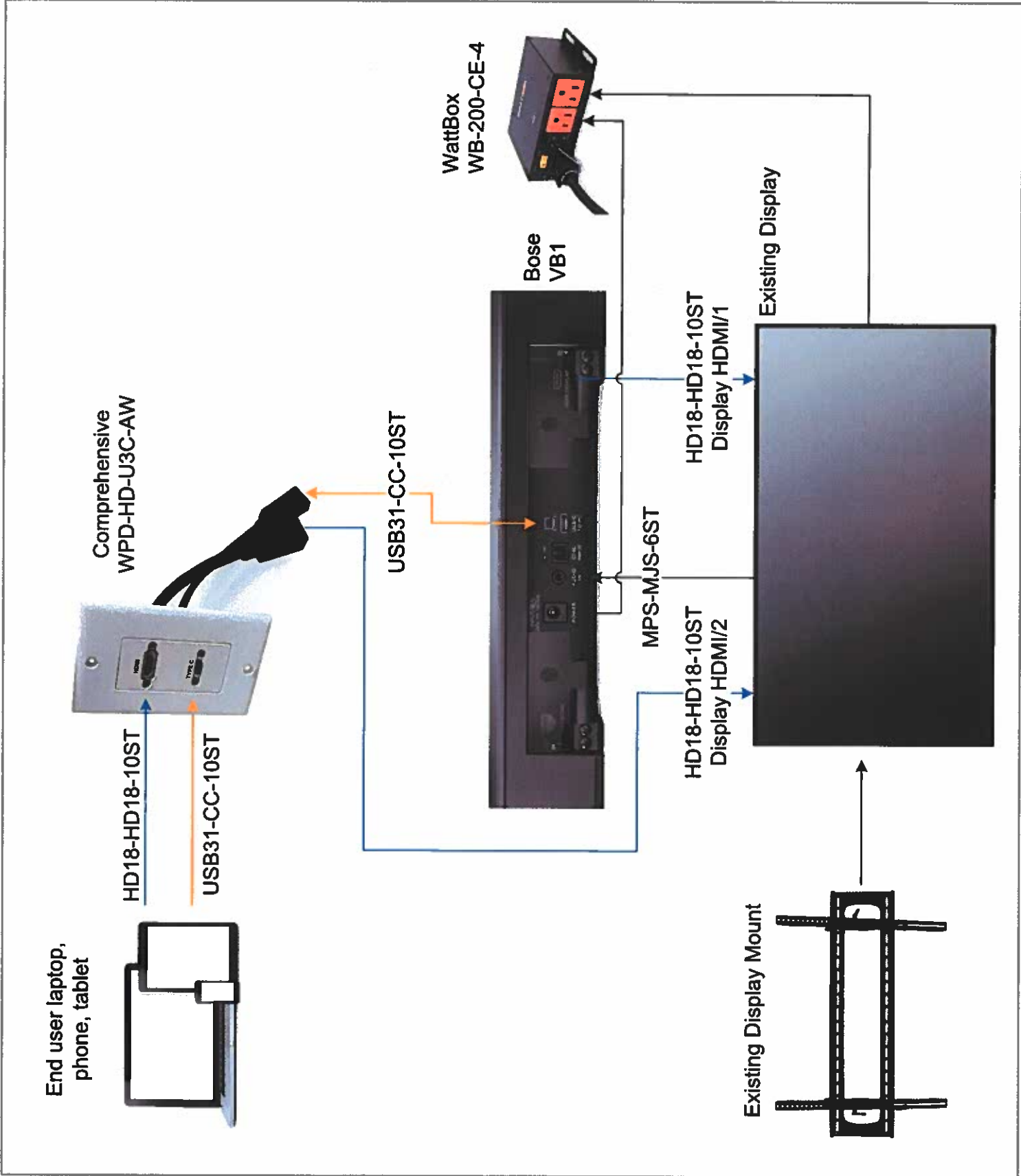
Videobar Display Mounting
Bose Professional Kit - Black



- Existing LED Control:
Via handheld remote:
- On/Off
 - Source selection
 - Volume up/down
 - Etc.

Video conference camera coverage pattern. Speaker and microphone will cover the entire room.







DAVE™



**Mendon Public Library
AV Upgrades**
22 North Main Street
Honeoye Falls, NY 14472

Digital Audio Visual Environments
3445 Winton Place
Rochester, NY 14623













Joel Ruben
JoelRuben@ComeSeeDave.com
C (585) 454-9668





Reading Room

In the Reading Room, we will install 4 new roller screens in Palmira Teak to control light coming through the four large lower windows. The new 75" TV and soundbar will be installed in place of the smaller TV. There will be a steel wall plate with USB and HDMI connectivity for connecting thumb drives or any HDMI device like a laptop or Bluray DVD player.

	1	Samsung BE75C-H 75" Commercial TV	\$1,099.90	\$1,099.90
	1 Each	Rapid Mount 74TOP175 Tilt Mount	\$149.90	\$149.90
	1	Sony HTA5000 Soundbar	\$899.90	\$899.90
	1 Each	Roku ULTRA STREAMER	\$99.90	\$99.90
	1	Comprehensive Steel HDMI USB-A Plate-Grey HDMI & USB-A Steel Wall Plate	\$49.90	\$49.90
	1 Each	Arlington CE1-white WHITE SINGLE GANG NOSE PLATE	\$4.99	\$4.99
	1 Each	Snap AV BUSB2AA4M 4M USB 2.0 A to A Cable (from wall plate to TV)	\$13.90	\$13.90
	2 Each	Snap AV B64K2-4 4M HDMI (from wall plate to TV and PC to wallplate)	\$59.90	\$119.80
	4 Each	Hunter Douglas SHADES Hunter Douglas Window Treatments (Roller Screen in Palmira Teak)	\$359.90	\$1,439.60
	1	Miscellaneous Installation materials	\$40.00	\$40.00
	1	Finish Installation Labor		\$800.00







Reading Room

Study Room A

In Study Room A, the table would be pushed to the end of the room against the wall in a typical "huddle room" arrangement. Power will need to be installed in the wall up behind the TV prior to our installation. The room will then have the 55" TV and mount from the Reading Room, plus an all in one "conference bar" mounted on the far wall. There will be a USB and HDMI wall plate which will allow connectivity to the TV for any content as well as connectivity to the conference bar so people can have remote meetings using their own laptop.

1	Existing (use existing 55" and mount from the Reading Room)		
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	1	Logitech Meetup SoundBar with Camera	\$699.90	\$699.90
	1	Comprehensive Steel HDMI USB-A Plate-Grey HDMI & USB-A Steel Wall Plate	\$49.90	\$49.90
	1 Each	Arlington CE1-white WHITE SINGLE GANG NOSE PLATE	\$4.99	\$4.99
	1 Each	Snap AV BUSB2AA2M 2M USB 2.0 A to A Cable from PC to Wall Plate	\$10.90	\$10.90
	2	Snap AV B64K2-2 HDMI 2M (from wall plate to TV and PC to Wall Plate	\$29.90	\$59.80
	1	Miscellaneous Installation materials	\$20.00	\$20.00
	1	Finish Installation Labor		\$400.00

Study Room A



Agreement Contract

Parts Subtotal:	\$4,763.28
Labor Subtotal:	\$1,200.00
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Tax:	\$0.00
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Grand Total:	\$5,963.28

By signing this form I agree to all items listed in the quote. I understand that I will be billed for all additional labor and parts resulting from installation of items not listed in this quote, changes to the quote, or additional parts required to complete the installation. I agree that the Seller retains title to the equipment and materials furnished until final payment has been made. If payment is not made as agreed, Seller can remove said equipment and materials at the Seller's expense. Any damage resulting from said removal shall not be the responsibility of the seller.

LIFETIME SUPPORT - YOU MUST BE REGISTERED TO BE COVERED.
you have 60 days to register for LIFETIME SUPPORT.

RETURN POLICY:

We will take back any standard stock unopened items within 30 days of purchase. Opened or installed products products may be returned on a case by case basis within 30 days of the original purchase. The return will be in store credit and there will be a 15% restocking fee on any opened or installed items returned. Your original receipt is required for all returns. There is no restock fee if the product is unopened and the return falls within the 30 day window. There will be no refund for special order items or custom built items.

Mendon Public Library

Date: _____




Shopping Cart

Products in Cart



Cart Summary

Item Price Qty


LG UHD Commercial TV 65" w/ Smart Function
 Item # W13798430

\$2,079.00 1

Cart ID: 12478883

PRINT SHARE

\$2,079.00

Contract Used: [View Terms](#)

NYS Informal offer

This product ships directly from the manufacturer in approximately 10 working days.

HamiltonBuhl Amplitude 39" HD Soundbar
 Item # W13760970

\$179.00 2


Merchandise Total \$2,636.00

Shipping \$614.51

Tax \$0.00

This product ships directly from the manufacturer in approximately 20 working days.

Cart Total **\$3,250.51**


Wall Mount for BrightShow Digital Sign 17.8 x 24.8 x 1.3
 Item # W13775180

\$199.00 1

\$199.00

This product ships directly from the manufacturer in approximately 5 working days.

Shipping Address

LYLA GRILLS EDIT
 Mendon Public Library
 MENDON PUBLIC LIBRARY, 22 North Main St
 22 North Main St
 Honeoye Falls NY 14472

Billing Address

Town of Mendon Public Library EDIT
 22 N Main St
 Honeoye Falls NY 14472-1014