

Project Design and Installation Proposal

7/26/2012

Davis Design

Renaldo Davis

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Client: City of Lawrence
Contact: Megan Gilliland
Location: City of Lawrence, Kansas

General Job Description Installation/Project Supervision

As Designer Davis Design will oversee the acquisition and then install equipment for the purpose of televising live meetings for the City of Lawrence. The date of the project will be determined by the City of Lawrence.

Job Description Installation Contractor/Training

Davis Design proposes to install the said equipment for completion of proposed project. Supervise the acquisition of equipment as per the designed bid spec. As designer install the said equipment to design specifications. After complete delivery of equipment, installation should take approximately 20 – 45 days, due to availability of facilities additional time maybe needed. Train staff and persons hired to operate equipment during Commission Meetings and its production according to the overall project proposal.

Installation date: To be determined by the City of Lawrence.

Job Breakdown

Davis Design working as installation contractor will prepare a work schedule working closely with the City of Lawrence. This schedule will allow Davis Design to work around the daily schedules of the City of Lawrence possibly evening and weekends. Construction of the area for the purpose of a production booth will be constructed by the City of Lawrence. Davis Design will work with the facilities maintenance and IT departments for the running of cables and any special needs to get behind walls and secured areas.

Acquisition of Equipment:

The City of Lawrence will purchase the said equipment through manufactures and venders. After delivery of said equipment the City of Lawrence will store equipment until it is installed.

Contractor Clearance:

Davis Design will need special clearance to remove equipment from the facilities to do adjustments and calibration. Due to the availability of schedules and space, there may need to be some calibration of the remote camera system. Having this clearance will be helpful.

Consultation/Meetings:

Davis Design will meet with the City of Lawrence to prepare for installation and during the installation process. These meetings are covered in the cost.

System Testing:

Davis Design after installation will test the equipment to make sure it is working and according to the overall proposed design.

60 Hours of Training:

Davis Design after installation will train the designated staff. This training will consist of remote camera operation, live production switching, graphic overlay design, recording and playback systems workflows. All training is in conjunction with overall project design for the City of Lawrence.

Installation Contractor Fee

\$22,000.00

Includes:

Consultation

Complete installation

60 hours of Training

**Payment: We accept payment by check. Please make checks payable to Renaldo Davis
(Due to travel cost that will accrue a 25% payment is due to start project)**