

2013  
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Dave Corliss  
City Manager  
Lawrence, Kansas

Dear Dave and Commissioners:

The Lawrence Arts Center is in need of an improved kitchen space and a new phone system. Please find included with this letter of request two bids from Avaya for a phone system and an itemized cost list for a kitchen upgrade. During our May 20 meeting, we will briefly discuss these capital requests as well as our current Vendor Services applications.

Our Vendor Service funding applications are for Facilities Maintenance and Scholarships. City funding in these areas has remained steady while we continue to fund higher numbers of students through scholarships. In 2012-13, the Arts Center will give approximately \$100,000 in scholarships, a number that is growing each year. We have over 4,500 students enrolled in dance, theater, preschool, and visual arts during this fiscal year ending July 31, nearly double the number of students in 2008-2009. We're committed to open access for all families of Lawrence in this city-owned facility, and scholarship support is crucial. We've requested an increase from \$25,000 to \$50,000 for 2014.

Along with increasing numbers of students, we continue to see growth in attendance at Arts Center events, cultural district Final Fridays, theater productions, and exhibition openings. We have also continued to provide free or low cost space for community arts groups, non profits, and the City of Lawrence while tripling the number of rentals over a two and ½ year period. We are open 12 hours, seven days a week, experience extremely high-volume traffic, and have 1 and 1/2 time FTE janitorial staff. We have one facilities manager, in addition, who pitches in for cleaning, but his main tasks are the basic technical and mechanical functions of the building, maintaining relationships with the hvac companies etc., and solving problems in ingenious and cost-efficient ways. Our requested \$51,000 funding increase for Facilities Maintenance represents the addition of one FTE custodian, technical staff, and additional underwriting for facilities maintenance.

Increased usage, longer hours, greater demand on a smaller staff, and a commitment to efficiency and safety motivate our requests for a kitchen upgrade and a phone system replacement.

Rationale for Kitchen.



- The Lawrence Arts Center has approximately 100 rentals per year by outside groups. Between March 26<sup>th</sup> and May 23<sup>rd</sup> 2013 alone, there will have been 17 rentals, and an additional 14 Arts Center events.
- Without a full catering kitchen, events that require catering space inhibit the workflow of Arts Center staff as our back office space must be a staging room for caterers – printing, copying, postage, and general office needs cannot be met while the space is being used.
- Without a catering kitchen, we incur additional catering expense for our own events.
- We are not able to rent to users who wish to have onsite sink space, refrigerator space, warming ovens, or burners.
- The dishwasher in use in our lower kitchen is not a commercial dishwasher, and glasses cannot be fully sanitized and cleaned with the residential dishwasher we currently have.
- Since 2010, usage of the Arts Center by outside groups has increased by 300% and revenue from rentals has doubled.

#### Phone system Rationale.

Our current phone system is 15+ years old, is obsolete( Current operating system is Windows 98, and could crash at any time. When the system goes down we would not be able to get up and running again for several days as parts are not readily available.

The new phone system will allow

- Service and maintenance –less down time as parts are readily available
- System for announcements inside the building, a safety consideration
- Easier and faster upgrading and configuring
- Retrieve phone messages from remote locations
- Direct dial to staff members, alleviating pressure on front desk personnel
- Video capability for meetings
- More avenues of networking.

Thank you.

On behalf of the Lawrence Arts Center.

Susan Tate, Executive Director

John Bullock, Board Chair

Dan Schriener, Vice Chair

Jack Gaumnitz, Advisor



Prepared For: Lawrence Arts Center Date: April 26, 2013	Contact: Luke Lenahan - NC Phone: (800) 882-7779 ext. 7222
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Material code	QTY	Description	Purchase Price	Extended Price
LUC-700476005	1	AVAYA IPO IP500 V2 CONTROL UNIT	\$405.31	\$405.31
LUC-700479710	1	AVAYA IPO IP500 V2 SYSTEM SD CARD MU-LAW	\$31.17	\$31.17
AVA-700503230	1	AVAYA IPO R8.1 USER/ADMIN DVD	\$11.86	\$11.86
LUC-700417231	1	AVAYA IPO 500 EXTENSION CARD PHONE 8	\$617.33	\$617.33
LUC-700417389	1	AVAYA IPO 500 MC VCM 32	\$561.21	\$561.21
LUC-700417439	1	AVAYA IPO 500 TRNK PRI UNI SINGLE	\$592.38	\$592.38
LUC-215181	2	AVAYA IPO LIC IP500 T1 CHANNELS ADD 8 RFA	\$455.21	\$910.41
LUC-700289770	1	AVAYA IP OFFICE Power Lead (Earthed) US	\$11.14	\$11.14
LUC-700429202	1	AVAYA IPO 500 RACK MOUNTING KIT	\$37.42	\$37.42
AVA-267786	1	AVAYA IPO R8+ ESSENTIAL EDITION+ LIC	\$308.66	\$308.66
LUC-229423	1	AVAYA IPO LIC ESSNTL EDITION ADD 2CH RFA	\$249.43	\$249.43
LUC-229444	3	AVAYA IPO LIC AV IP ENDPOINT 1 RFA	\$46.76	\$140.29
LUC-229445	3	AVAYA IPO LIC AV IP ENDPOINT 5 RFA	\$218.25	\$654.74
LUC-700480585	30	AVAYA IP PHONE 9608 GRAY	\$197.48	\$5,924.44
LUC-700383326	30	AVAYA CAT5 ETHERNET CORD (14 FT)	\$7.17	\$215.21
AVA-271683	1	Avaya IPO RTS 8X5 APR NBD - 500 V2 3YPP	\$628.06	\$628.06
SKC-Install	1	Programming/Install/Training	\$3,130.00	\$3,130.00
				<b>\$14,429.05</b>

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AVA-267786	1	AVAYA IPO R8+ ESSENTIAL EDITION+ LIC	\$308.66	\$308.66
AVA-269480	1	AVAYA IPO R8+ PREFRD EDITION VM PRO RFA LIC:DS	\$1,181.64	\$1,181.64
LUC-229444	3	AVAYA IPO LIC AV IP ENDPOINT 1 RFA	\$46.76	\$140.29
LUC-229445	3	AVAYA IPO LIC AV IP ENDPOINT 5 RFA	\$218.25	\$654.74
LUC-229428	1	AVAYA IPO LIC PWR USER 20 RFA	\$1,686.13	\$1,686.13
LUC-700480585	30	AVAYA IP PHONE 9608 GRAY	\$197.48	\$5,924.44
LUC-700383326	30	AVAYA CAT5 ETHERNET CORD (14 FT)	\$7.17	\$215.21
AVA-271683	1	Avaya IPO RTS 8X5 APR NBD - 500 V2 3YPP	\$628.06	\$628.06
SKC-Install	1	Programming/Install/Training	\$3,700.00	\$3,700.00
				<b>\$17,617.39</b>

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## **Kitchen Equipment and Improvements Lawrence Arts Center 2013**

Ice Maker with Bin, Cube Style, Scotsman Model CU1526SA \$1951.00

With ADS-AP1 Aqua Patrol Water Filtration System \$136.00

With Little Giant condensation pump model VCMA15ULS \$63.00

Stainless Steel 60" Undercounter Dishtable Left CMA SL-60 \$893.00

Under Sink Hobart High Temp Dish Machine LXIH4 \$4898.89

With T&S Brass B-0133 Pre Rinse Faucet unit \$256.00

Estimate for the plumbing and electrical \$3000.00

10' x 32" Stainless Steel Countertop with backsplash back and left sides and one leg \$3000.00

True Deep Undercounter Refrigerator TCU-67 with 2 ½" casters and barrel locks \$2623.00

2- 24" x 60" Stainless Steel work Tables \$368.00ea = \$736.00

Microwave Shelf 24" x 20" \$139.00

True TD-36-12 Portable Bottle Cooler \$1369.00 \*

Otherwise known as "Jerry's Bar" holds eleven cases of bottled beer!

Moffat E32D5 Turbofan Electric Convection Oven Full Size 5 Pan Digital \$2954.12

Grand Total    \$22019.01

All Items are Energy Star rated except Portable Bottle Cooler True TD-36-12 \*