

**Audio/Visual Systems  
Design and Installation  
Proposal Summary**

for

**<Client Name>**



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## Executive Summary

<enter Executive Summary details here>

## Statement of Performance

The statement of performance is intended to provide <Client Name> with Data Projections' working standards and expectations while designing and integrating the proposed audio/visual presentation system.

## Integration of AV Equipment/System

### Client Responsibilities

- <Client Name> shall be responsible for providing the following services to ensure compliance with the installation and operation of the equipment:
  - **Electrical** – Installation, connection and service of all high voltage services equal to or greater than 70 VAC shall be the responsibility of the <Client Name>. Data Projections does not supply nor have certified high voltage electricians on staff. **Data Projections does not install any high-voltage wiring and; therefore, cannot install, connect, repair or add electrical outlets.**
  - **Floor Penetrations** – Installation of any box, poke-thru, core/wire path, or other devices requiring modification of floor surface that are required for cable path.
  - **Wall & Ceiling Trim Work** – Finish out-of-wall/ceiling area as a result of the installation of projection screens, projector lifts, speakers, cameras, etc. This includes ceiling grid, gypsum, sheet-rock, concealed spine, masonry, wood and all types of wall and ceiling surfaces.
  - **Subscription-Based Services** – Services such as satellite, cable television, ISDN, etc.
- Delays providing the above services that affect the work of Data Projections may result in additional charges.

### Data Projections' Responsibilities

- Data Projections will install all equipment in accordance with the manufacturers' specifications, national and local regulation ordinances and codes, and will be in strict conformity with good engineering practices as established by the International Communications Industries Association (ICIA.)
- All equipment will be installed with provisions for the safety of the operator, with all controls accessible as specified under the Americans with Disabilities Act (ADA) guidelines.
- All Data Projections staff and contractors will conduct themselves in a professional, courteous manner, maintaining a clean-cut appearance and acceptable dress. All Data Projections staff are expected to check in and out with the client or an assigned contact upon arrival and departure.
- Data Projections staff will maintain a clean and safe work environment. All unused materials, containers, tools and equipment will be removed when possible. Data Projections will take



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precautions to protect all floors, walls, windows and other surfaces from stains, marring or other damage.

- Data Projections will notify you of any hum or distortions beyond Data Projections' control caused by interference with the building structure, electrical or existing equipment and advise <Client Name> of alternatives to alleviate the problem.
- Data Projections lists all equipment to be installed as part of the proposal. Unless specifically stated, Data Projections does not intend to install equipment other than that shown in the proposal. If <Client Name> has any other equipment installation needs, please contact us for consultation. If the product is not installed or supplied by Data Projections, Data Projections will not be held responsible for warranty of those products.

### Terms and Conditions

#### Client-Owned Furniture/Equipment

- Modifications to Client-owned furniture/equipment shall require a signed waiver authorizing the changes. This includes changes to existing tables, credenzas, podiums, equipment racks, etc.
- Data Projections assumes no responsibility for the condition and/or functionality of Client-owned furniture/equipment.
- Data Projections cannot assume responsibility for furniture/equipment that is unable to be removed. In all cases, Data Projections will exercise caution to protect furniture/equipment, fixtures, etc. in the area where work is taking place.

#### Access to Facility

- Upon arrival for installation or unless specifically stated, Data Projections must have uninterrupted access to the areas where equipment shall be installed. Interference by other trades may result in delays and/or increased labor time and expense to the <Client Name>.
- For the safety of all entities involved, Data Projections requests work areas be free of other trades, <Client Name> employees or customers, and scheduled activities during installation period.
- Please contact your project manager if there is an issue with accessibility to site.

#### Condition of Facility

- Data Projections shall be provided a secure area on-site to store equipment during the installation period. Data Projections cannot assume responsibility for the condition or adequacy of the facility in which the system is to be stored, installed or operated.
- Data Projections shall not perform any installation in an area where asbestos is located. If asbestos has been removed, proper documentation shall be required.
- No installation shall take place in a room that has been painted within the past 48 hours.



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- Data Projections may advise <Client Name> of any unsatisfactory operating condition due to temperature, humidity, ventilation, mechanical structure or other safety concern beyond Data Projections' control and will advise of alternatives to alleviate the condition. Data Projections reserves the right to refuse installation in any facility where the safety of the installation staff is of concern.

#### **Delivery of Equipment**

- <Client Name> shall take possession and responsibility of all equipment upon delivery. Any loss due to theft or vandalism is <Client Name>'s responsibility and shall be replaced at the client's expense. Data Projections is not liable for storage of the products once they have been delivered to <Client Name> location(s)/property.
- Larger equipment/furniture orders may be drop shipped directly to the client's facility. These could include projector screens, interactive whiteboards or high quantity orders.

#### **Workmanship and Staffing**

- Unless specifically stated, all work will be performed during the normal business hours of Monday through Friday, between 8:00 a.m. and 5:00 p.m., except for recognized holidays. Any work performed outside normal business hours may incur additional costs.
- All of Data Projections' workmanship will be neat and detailed during and upon completion of the system integration.

#### **Project Coordination**

- During the system integration, all communication relative to the project should be directed to the Data Projections' project manager.
- Data Projections will coordinate and cooperate with other trades to ensure satisfactory work progress. Data Projections will notify <Client Name> if other contractors or delays impede our work so that additional charges may be avoided.
- Data Projections will provide <Client Name> with change order documents for work deviating from original approved proposal for specified equipment, location or design. Change orders will be billed at the normal hourly labor rates plus materials, shipping, restocking and other charges within normal business hours.
- Data Projections cannot be held responsible for project delays resulting from changes in scope of project, room availability, unforeseen acts of nature or other circumstances beyond control of Data Projections.

#### **Additional Costs, Payment and Rights of Ownership**

- Shipping and taxes will be handled in accordance with Sections 4 E and F of DIR Contract No. DIR-SDD-2011.
- Upon delivery of all or any equipment included in this proposal, title and risk of loss to the delivered equipment will be passed on to <Client Name>.



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### Delay in Shipping and Delivery

- If manufacturer delivery or installation is delayed, in whole or in part by forces beyond the control of Data Projections, time for performance will be extended by at least the duration of the delay.

### Returns

- Goods returned to Data Projections require a return authorization number. Goods returned for reasons other than warranty or defect must be in original, undamaged and untarnished condition and must include all original packaging, documentation and accessories. Restocking fees may apply to the items being returned. Please consult Data Projections for specifics.

## Documentation

### Warranty Documents and Drawings

- To aid our efforts in protecting the environment, Data Projections will only provide a compact disc (CD) with all operation manuals, warranty documents, system schematics and wiring diagrams in Adobe Acrobat (PDF) format upon completion of project. Paper copies of manuals can be provided upon request for an additional charge.

## Warranty

- All new equipment provided by Data Projections includes each manufacturer's full warranty from the date of invoice. Data Projections will honor all warranty requirements as depot service. Any additional fees outside the manufacturer warranty will be charged accordingly.
- Data Projections supplies a 90-day workmanship warranty from the date of completion of said system, unless superseded by an extended warranty, service agreement and/or preventative maintenance agreement.
- During the initial workmanship warranty period of 90 days, Data Projections will respond within 24 business hours of the initial service call during the normal business hours of Monday through Friday, between 8:00 a.m. and 5:00 p.m., except for recognized holidays. Service required outside of normal working hours will be billed at the normal hourly rates for overtime work.
- All additional or custom maintenance agreements purchased will supersede the basic or manufacturer warranty as stipulated in the agreement.
- Data Projections warrants the system to be free of defects in materials and workmanship and fit for the intended purpose. This warranty does not cover equipment or system abuse, misuse including, but not limited to, operating outside of environmental, electrical, temperature or humidity specifications, system alterations neither approved nor performed by Data Projections; or repair by a service facility other than those authorized by the manufacturer.



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### **Training**

- Data Projections will provide an initial training session to include hands-on operation and basic maintenance. All presenters are encouraged to attend this user training session. Additional training sessions may be subject to an additional charge.

### **Publicity**

- Data Projections may request to photograph the installed presentation system/equipment and request to publicize its relationship with and work for <Client Name> to promote Data Projections business to other customers. Acceptance of our request is at <Client Name>'s sole discretion.
- Data Projections may also ask to provide individual references for the promotion of Data Projections business. Acceptance of this request is also at the Client's sole discretion.



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### Acceptance Form

**Project Title:**

**Project Location/Address:**

**Date of Acceptance:**

Contact Information	Name	Email Address	Phone Number	Fax Number
Client				
DPI Account Exec				
Project Manager				
Designer				

**Terms:**

Terms are in accordance to Appendix A, Section 7C of DIR Contract No. DIR-SDD-2011.

I have read and verified this proposed design summary and DIR Contract No. DIR-SDD-2011 and accept the Scope of Work proposed herein including the Statement of Performance. I understand that any changes occurring after the acceptance date will directly affect the completion date and may incur costs beyond the original proposed design. In addition, expedite fees for accelerated projects may apply. All changes will require an additional signature from the Owner and will not be implemented without such authorization. Should there be conflict between this document and DIR Contract NO. DIR-SDD-2011, DIR-SDD-2011 shall supersede.

\_\_\_\_\_  
Client Name

\_\_\_\_\_  
Data Projections Representative Name

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Data Projections Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Acceptance Date