

# Memorandum

To: Honorable Mayor Bill Agan and members of the Richland Hills City Council  
From: Jason Moore, Assistant to the City Manager  
Date: August 16, 2016  
Subject: Authorize the installation and construction for A/V upgrades at City Council Chambers

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**Council Action:** Authorize the installation and construction for A/V upgrades at City Council Chambers in the amount of \$54,564.94 to Lantek.

**Background Information:** This project addresses the audio visual issues we have routinely faced in the Council Chambers regarding both audio and video feeds. The contractor, Lantek, is a highly reputable A/V firm and are proposing to replace our analog infrastructure with HD digital switching along with new PTZ cameras that have a touch panel for control. The feeds to the cable channel and internet capturing will be enhanced.

This equipment and installation services are procured using a cooperative purchasing arrangement TCPN, thus satisfying state procurement laws. See attached quote for your review.

**Board/Citizen Input:** N/A

**Financial Impact:** \$54,564.94

**Staff Contacts:** Jason Moore, Assistant to the City Manager, [jmoore@richlandhills.com](mailto:jmoore@richlandhills.com)

**Attachments:** Lantek Quote



City of Richland Hills

City Council Chambers Upgrades

Rev 4

July 14, 2016





HUB Vendor ID # 1463735670100  
TCPN Vendor ID R5192

Thank you for the opportunity for LanTek to provide a proposal to The City of Richland Hills. LanTek Communications submits for your review the attached proposal, which covers the scope and details of the system requirements.

The system we are proposing is based on our understanding of your requirements as discussed in the documents provided. Please let us know of any changes that need to be made, if any, to better suit your needs.

Sincerely,

Elec Winner  
Business Development Manager

Voice: 972-642-9994  
E-mail: [elec@lantekavc.com](mailto:elec@lantekavc.com)  
Website: [www.lantekavc.com](http://www.lantekavc.com)

2780 N. Great Southwest Parkway, Grand Prairie, TX  
Office 972-642-9994 Fax 972-642-9993



## Scope of Work

Lantek shall remove existing analog FSR controlled video switching infrastructure and replace it with an HD digital switching infrastructure with Crestron control system and wireless touch panel.

Lantek shall install four (4) HDMI/VGA with 3.5mm audio inputs. Locations shall replace existing VGA inputs at dais (x2), podium floor box, and rear room wall input plate.

Lantek shall install two (2) Vaddio PTZ cameras with 10" Crestron touch panel for control.

Lantek shall connect two (2) PTZ cameras to video matrix.

Lantek shall install one (1) Crestron digital video matrix system with four (4) HDMI/VGA with 3.5mm audio inputs at dais (x2), podium, and rear room, two (2) PTZ cameras, and OFE Tascam DV-D6500 DVD player.

Lantek shall output video matrix to OFE Tascam BD-R2000 Blu-Ray recorder,

Lantek shall install one (1) 1x4 HDMI distribution amplifier.

Lantek shall output video from matrix to HDMI distribution amplifier.

Lantek shall output video from HDMI distribution amplifier to four (4) OFE Sharp displays.

Lantek shall install four (4) Shure UHF wireless handheld microphones with desk stands.

Lantek shall install one (1) DSP system. Inputs to DSP system shall be nine (9) OFE dais microphones, one (1) OFE podium microphone, four (4) audio inputs from AV wallplates, OFE DVD player, two (2) OFE XLR wall input plates, and four (4) new wireless microphones.

Lantek shall replace existing TOA amplifier with new appropriately sized amplifier.

Lantek shall connect OFE 70V speakers to new amplifier.

Lantek shall output composite analog video to cable access.

Lantek shall install one (1) Crestron control system. System shall control video matrix, audio DSPs, OFE Blu-Ray recorder, OFE DVD player, OFE CD player, and four (4) OFE Sharp displays.

Lantek shall install one (1) 10" wireless Crestron touch panel on dais.



2780 N. Great Southwest Pkwy. Grand Prairie, TX 75050  
Office: 972-642-9994 Fax: 972-642-9993  
<http://www.lantekcommunications.com>

## Richland Hills City Council Chambers Upgrade

| Qty                           | Description                                      | Manufacturer | Part/Model No.      | Each Price  | Ext. Price       |
|-------------------------------|--------------------------------------------------|--------------|---------------------|-------------|------------------|
| <b>Switching and Control</b>  |                                                  |              |                     |             |                  |
| 1                             | Control System Processor                         | Crestron     | CP3                 | \$ 1,035.00 | \$ 1,035.00      |
| 1                             | Com Port Expansion                               | Crestron     | C2N-IO              | \$ 172.50   | \$ 172.50        |
| 1                             | Wireless Touch Panel                             | Crestron     | TST-902             | \$ 2,280.00 | \$ 2,280.00      |
| 1                             | 8x8 Matrix Frame                                 | Crestron     | DM-MD8X8            | \$ 2,580.00 | \$ 2,580.00      |
| 1                             | Digital Media Power Supply                       | Crestron     | DM-PSU-8            | \$ 720.00   | \$ 720.00        |
| 1                             | 10 Port Cisco Network Switch with POE            | Cisco        | SG300-10MPP-K9-NA   | \$ 386.60   | \$ 386.60        |
| 5                             | Digital Media Input Card                         | Crestron     | DMC-4K-C            | \$ 660.00   | \$ 3,300.00      |
| 3                             | HDMI Input Card                                  | Crestron     | SG300-10MPP-K9-NA   | \$ 480.00   | \$ 1,440.00      |
| 2                             | HDMI Output Card                                 | Crestron     | DMC-HDO             | \$ 420.00   | \$ 840.00        |
| 1                             | Wireless Access Point                            | Crestron     | CEN-WAP-1500        | \$ 456.00   | \$ 456.00        |
| 1                             | RF Gateway                                       | Crestron     | CEN-RFGW-EX-PWE     | \$ 330.00   | \$ 330.00        |
| <b>Audio</b>                  |                                                  |              |                     |             |                  |
| 1                             | Digital Signal Processor                         | BSS          | Blue-100            | \$ 1,572.00 | \$ 1,572.00      |
| 1                             | Digital Signal Processor Break In Box            | BSS          | Blue-Bib            | \$ 559.20   | \$ 559.20        |
| 1                             | Digital Signal Processor Break In Box Rack Mount | BSS          | Bib Rack            | \$ 62.40    | \$ 62.40         |
| 9                             | Owner Furnished Dais Microphone                  | OFE          | OFE                 | \$ -        | \$ -             |
| 1                             | Owner Furnished Podium Microphone                | OFE          | OFE                 | \$ -        | \$ -             |
| 2                             | Owner Furnished XLR Audio Plate                  | OFE          | OFE                 | \$ -        | \$ -             |
| 4                             | Wireless Hand Held Transmitter and Receiver      | Shure        | SLX24/SM86          | \$ 541.20   | \$ 2,164.80      |
| 4                             | Desktop Microphone Stand                         | Atlas        | DS7E                | \$ 27.32    | \$ 109.28        |
| 1                             | Audio Amplifier                                  | Lab Gruppen  | C10:8X              | \$ 1,848.00 | \$ 1,848.00      |
| <b>End User Sources</b>       |                                                  |              |                     |             |                  |
| 5                             | HDMI/VGA In Wall Transmitter                     | Crestron     | DM-TX-200-2G-W      | \$ 840.00   | \$ 4,200.00      |
| 1                             | Owner Furnished Blu Ray Player                   | OFE          | OFE                 | \$ -        | \$ -             |
| <b>Displays</b>               |                                                  |              |                     |             |                  |
| 1                             | 1x4 HDMI DA                                      | Crestron     | HD-DA4-4K-E         | \$ 300.00   | \$ 300.00        |
| 4                             | Owner Furnished LCD Display                      | Sharp        | OFE Display         | \$ -        | \$ -             |
| 4                             | HDMI Male to HDMI Male Plenum (23M or 75' Cable) | FSR          | DR-PCB-H23M         | \$ 311.22   | \$ 1,244.88      |
| <b>Pan Tilt Zoom Cameras</b>  |                                                  |              |                     |             |                  |
| 2                             | Roboshot 12 PTZ Camera with CCU                  | Vaddio       | 999-9909-000        | \$ 4,220.40 | \$ 8,440.80      |
| 1                             | Wired 10" Touch Panel                            | Crestron     | TSW-1052-B-S        | \$ 1,440.00 | \$ 1,440.00      |
| 1                             | Desktop Adaptor                                  | Crestron     | TTK-TSW-1050        | \$ 150.00   | \$ 150.00        |
| <b>Video Recording</b>        |                                                  |              |                     |             |                  |
| 1                             | OFE Blu Ray DVD Recorder                         | OFE          | OFE                 | \$ -        | \$ -             |
| 1                             | OFE Cable TV Modulator                           | OFE          | OFE                 | \$ -        | \$ -             |
| 1                             | HDMI to Composite Scaler                         | Gefen        | GTV-HDMI-2-COMPSVII | \$ 249.77   | \$ 249.77        |
| <b>Cabling</b>                |                                                  |              |                     |             |                  |
| 1                             | DigitalMedia™ Cable, Plenum Type , 500 ft        | Crestron     | DM-CBL--P-SP500     | \$ 360.00   | \$ 360.00        |
| 8                             | Crestron® Certified HDMI® Interface Cable, 12 ft | Crestron     | CBL-HD-12           | \$ 42.00    | \$ 336.00        |
| 0.5                           | Speaker Cable Plenum 1000'                       | Liberty      | 16-2C-P-BLK         | \$ 228.00   | \$ 114.00        |
| 0.5                           | Mic/Control Cable Plenum 1000'                   | Liberty      | 22-2C-PSH-BLK       | \$ 115.20   | \$ 57.60         |
| 1                             | Wireless Presenter Mouse                         | Logitech     | R400                | \$ 50.00    | \$ 50.00         |
| <b>MATERIAL SUBTOTAL</b>      |                                                  |              |                     | <b>\$</b>   | <b>36,798.83</b> |
| <b>MISCELLANEOUS</b>          |                                                  |              |                     |             |                  |
| 1                             | General Supplies                                 | 1LANtek      |                     | \$ 883.18   | \$ 883.18        |
| 1                             | Storage, Freight, Handling and Delivery          | 1LANtek      |                     | \$ 1,766.35 | \$ 1,766.35      |
| 1                             | 1 Year Service Warranty                          | 1LANtek      |                     | \$ 662.38   | \$ 662.38        |
| <b>MISCELLANEOUS SUBTOTAL</b> |                                                  |              |                     | <b>\$</b>   | <b>3,311.91</b>  |
| <b>LABOR</b>                  |                                                  |              |                     |             |                  |
| 1 Lt                          | Installation Technician                          | 1LANtek      |                     | \$ 5,122.00 | \$ 5,122.00      |
| 1 Lt                          | Project Management                               | 1LANtek      |                     | \$ 512.20   | \$ 512.20        |
| 1 Lt                          | Customer Training                                | 1LANtek      |                     | \$ 195.00   | \$ 195.00        |
| 1 Lt                          | Documentation & Design Services                  | 1LANtek      |                     | \$ 325.00   | \$ 325.00        |
| 1 Lt                          | Audio System Programming                         | 1LANtek      |                     | \$ 800.00   | \$ 800.00        |
| 1 Lt                          | Control System Programming and Commissioning     | 1LANtek      |                     | \$ 7,500.00 | \$ 7,500.00      |
| <b>LABOR SUBTOTAL</b>         |                                                  |              |                     | <b>\$</b>   | <b>14,454.20</b> |

August 16, 2016  
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## Richland Hills City Council Chambers Upgrade

| Qty | Description | Manufacturer | Part/Model No. | Each Price | Ext. Price |
|-----|-------------|--------------|----------------|------------|------------|
|-----|-------------|--------------|----------------|------------|------------|

This quote is valid for 60 days

SUB TOTAL \$ 54,564.94  
TAX  
GRAND TOTAL \$ 54,564.94

PAYMENT AND PERFORMANCE BOND IF REQUIRED \$ 1,364.12

## **CONTRACT TERMS**

**TERMS:** An authorized signature and/or a Purchase Order is required to execute the Work Agreement. The Purchase Order issued by the Principal or Owner shall incorporate by reference this Work Agreement and all attachments without exception.

Final invoice due Net 30.

**PRICE:** The price stated above for this project is based upon the complete system being purchased and installed at one time. In the event the Customer selects to purchase less than the total project, delays purchase of any portion of the system, requires that the system be installed in phases, or delays the installation, Lantek reserves the right to charge for additional labor, travel, and overhead. The price is valid for 60 days from the date of this proposal.

**TAXES:** Taxes are the responsibility of the client. When invoiced, Lantek Communications will include taxes unless we are provided a Tax Exception Form or is a listed Government agency.

## **INSTALLATION INITIATION**

Lantek must receive the signed contract, and a Purchase Order or down payment prior to the contract being initiated by Lantek. Without the signed contract, purchase order or down payment being received by Lantek, no work on the contract will begin, including the purchase of equipment and scheduling the work crews for installation.

**CHANGES:** Any Customer Change Orders (CCO) must be approved in writing by the customer prior to execution by Lantek and are subject to the credit terms of this agreement.

## **INSTALLATION SCHEDULE**

In addition to the installation, Lantek will create system drawings, purchase the equipment, assemble the equipment in our staging lab, program the control software as required and do in-shop testing. This work will take approximately 6 weeks prior to the beginning of actual installation at your facility.

Lantek schedules its work force weeks in advance in order to meet the installation completion dates of all of its customers. As a consequence, it is vital that the Customer notify your Lantek Project Manager in the event there is a change in the schedule or the Customer's other contractors fall behind in completing their portion of the work. If these delays cause labor overages for Lantek, the customer is responsible to pay for those labor overages in addition to the proposed total.

Lantek business hours are Monday – Friday from 7am to 5pm. If during the installation the client requests installation to occur after business hours or weekends, Lantek will charge for the overtime labor in addition to the quoted labor unless included in the scope of work and quote.

## **LANTEK COMMUNICATIONS GUARANTEES THE FOLLOWING**

All work completed by Lantek Communications, Inc. will meet or exceed the following standards published by the American National Standards Institute and the National Electrical Code:

American National Standards Institute (ANSI)  
The Construction Specifications Institute (CSI)  
BICSI  
InfoComm International (CTS)

A full time project manager will be responsible for this project and will attend all meetings associated with this project.

Lantek Communications, Inc. will provide appropriate Project Management to insure a successful installation. Quality Assurance and Quality Control Inspections will be performed during the project and after the installation is complete.

Lantek Communications, Inc. adopts a dynamic, innovative and participative approach to its coordinating multiple tasks with different members of an organization. Our staff is supported in the field by extensive management systems, technology and resources. This represents a commitment to quality services and successful outcomes.

## **SERVICE WARRANTY**

Included with the purchase of the system, Lantek provides an onsite, 1 year service warranty. This warranty only covers equipment that Lantek provides and installs.

During the first year: Included

In the event of equipment failure during the first year, a Lantek service technician will arrive onsite within 48 hours of receiving the service call and diagnose the issue and remove or repair the broken equipment. The broken equipment will be shipped back to the manufacturer and there it will be repaired or replaced based upon the manufacturer covered warranty. If the equipment is outside of the warranty period, Lantek shall request a quote from the manufacturer for the repair and then communicate that quote to the client before further action is taken. Lantek shall make every reasonable effort to configure the system to work without the broken piece of equipment including but not limited to using available loaner equipment, patch cables and any other reasonable means to satisfy the clients' requirements.

## **OWNER FURNISHED EQUIPMENT (OFE)**

Materials or equipment provided by the Customer/Owner (OFE), if any, to be included within the work, will be done with no warranty or guarantee by Lantek Communications. Use of OFE is solely for the convenience and benefit of the Customer.

Lantek Communications will take reasonable care in handling OFE and will install it according to standard industry practices. Lantek Communications takes no responsibility for the operation, performance, appearance, or effects of OFE before, during, or after its integration into the system

Lantek reserves the right to assess additional fees for integration of unexpected OFE equipment. If we find the OFE equipment unsuitable for the installation, Lantek will reject it.

If while installation agreed upon OFE equipment and Lantek find that equipment faulty or non operational, Lantek may charge additional labor hours associated with handling.

The Customer is responsible for installation and registration of all software on OFE computers. Lantek Communications will provide the customer with system requirements for Lantek Communications-provided software, but the Customer is responsible for installing it on the OFE PCs and/or OFE Network. All software-related customer support shall be directly provided by the software manufacturer.

## **INSURANCE**

Lantek maintains insurance coverage's that exceed industry standards.

Lantek Communications, Inc. utilizes "The Travelers" insurance company for all commercial business liability insurance coverage's. The Travelers maintains a minimum AM Best composite rating of "A" and a financial rating greater than or equal to XIII.

Lantek Communications, Inc. carries Workers Compensation Insurance fully compliant with all applicable laws, both State and Federal, covering its officers, employees and agents; and Employers Liability Insurance with minimum limits of \$500,000 per occurrence.

Lantek Communications, Inc. carries Commercial General Liability Insurance (CGL) fully insuring against liability imposed by law for injury or death of any person or persons, including customer employees and third parties, or loss or damage to property with minimum limits of:

\$2,000,000 combined single limit; or  
\$10,000,000 excess liability umbrella coverage for any one accident, and  
\$500,000 for injury or death of each person; and  
\$2,000,000 for any one accident; and  
\$500,000 for property damage for any one accident

## **SYSTEM TRAINING**

### **STANDARD TRAINING INCLUDED:**

Lantek Communications agrees to conduct a training session at the completion of installation. All system operators or interested parties should attend this training so that all questions can be answered during this period.

Lantek Communications personnel will assist and supervise Customer personnel in a run-through to acquaint them with "hands on" operation of equipment.

## **SYSTEM INSTALLATION**

### **EXISTING BUILDING CONDITIONS**

This proposal is based on a visual inspection of the installation site. It is agreed that some buildings may have existing design and/or construction that is not visibly recognizable and is outside of normal standard and customary building procedures. If the walls, floors or ceiling are found to be constructed in a manner that wire cannot be pulled or equipment cannot be mounted or otherwise installed without labor or materials in excess of those anticipated by both parties and proposed herein, the customer agrees to be responsible for any adjustments in the labor and materials required to perform the installation. If additional labor or materials are required, Lantek will communicate this with your designated onsite representative, provide this representative with a change order quote, and wait for further instructions on how to proceed.

## **CUSTOMER RESPONSIBILITIES**

The Customer will provide a representative available throughout the installation to make decisions on behalf of the Customer concerning the installation. We would like to assure that communication between the Customer and Lantek Communications is accurate and responsive in the event of questions or problems that may arise during installation.

The Customer will have a clear facility during the installation. Lantek Communications will work with the Customer to schedule the installation. Hours or days of work lost by the installation crew due to the inability to work as planned will be charged to the Customer based on the extra labor and expenses required.

The Customer will provide a location that is prepared for the installation of electronic equipment. This includes a clean, dust free and air conditioned environment that is secure. The customer is responsible for providing a secure job site and for the cost of loss or damage to audio, video, and lighting equipment delivered by Lantek Communications to the job site.

Lantek Communications is not licensed for and does not perform any AC electrical, carpentry, painting, masonry, or carpet laying work. In some cases, when replacing existing speakers, projectors, etc. new ceiling tiles are required and must be provided by The Customer at their expense.

Electrical AC Power:

In the event that AC electrical power is required to be installed or conduit systems are required to support the audio/video systems, it is the responsibility of the Customer, at their expense, to provide complete and adequate electrical power.

**INSTALLATION SIGNOFF**

The onsite appointed contact will be notified by Lantek Communications upon completion of the installation.

A demonstration of the system performance will be conducted between Lantek and the appointed contact.

Participants at the performance demonstration shall include personnel representing Lantek Communications and personnel representing the customer who are authorized to accept the system as complete and make final payment.

The onsite appointed contact will be asked to sign a "Customer Sign Off" form to document that the installation is complete. A copy of this form will be sent along with the Final Invoice.



**SYSTEM INSTALLATION AGREEMENT**

By signing below, LanTek Audio Video and Communications signify that they agree to the scope of work and terms described in this document for the amount \$54,564.94.

The City of Richland Hills and LanTek Audio Video and Communications , by and through their respective signatories to the agreement, each represent to the other that they are authorized to enter into this agreement. Signature on the Work Agreement indicates that the Principal or Owner has waived its rights to any consequential damages that has or may have the right to seek against LanTek arising from or related to the work to be performed under this Work Agreement.

We do both agree to abide by the scope, terms and conditions of this agreement.

LANTEK AUDIO VIDEO AND COMMUNICATIONS

City of Richland Hills

\_\_\_\_\_  
Elec Winner  
Business Development Manager

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Jim Cole  
National Sales Manager

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date