

Town of Windsor

Memorandum

March 9, 2021

7 PM

TO: The Honorable Mayor and Town Council

FROM: William G. Saunders, IV, Town Manager WGSW

SUBJECT: Windsor Town Center Sound System Improvements

Background

The pandemic and associated physical distancing requirements in the Governor's Executive Orders have required the use of the Windsor Town Center gymnasium for Town public meetings; this use has revealed the limitations and challenges of using the general purpose sound system components there for a boardroom-type set up. The acquisition of microphones of the type installed in the Council Chambers, along with an automatic mixer and associated hardware, will largely improve the ability to communicate effectively in this environment.

Specifics

Enclosed, you will find a proposal for the aforementioned items for the improvement of the sound system at the Windsor Town Center for use with future public meetings. The items include 12 microphones and bases, an auto-mixer, and associated hardware and cables. The total cost is \$7,446.82. The vendor who provided the proposal, Suffolk Audio Services, has been an ongoing provider of audio services to the Town and research indicates this is a very competitive price. Per the Isle of Wight County Finance Department, this acquisition will meet the requirements for reimbursement with Cares Act funds.

Recommendations

Recommend approval to acquire components

Enclosures

Sound System Improvement Component Proposal

LABOR - (non taxable)	unit (hours)	PER UNIT	SELL PRICE
	-	\$ -	\$ -
BASE INSTALLATION LABOR	-	\$ 75.00	\$ -
	-	\$ -	\$ -
TECHNICAL LABOR	-	\$ 87.50	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
SOUND	-	\$ -	\$ -
LIGHTING	-	\$ -	\$ -
VIDEO	-	\$ -	\$ -
	-	\$ -	\$ -
SERVICE LABOR	-	\$ 87.50	\$ -
	-	\$ -	\$ -
PER UNIT TOTAL FROM WORKSHEET	-	\$ 87.50	\$ -
	-	\$ -	\$ -
	TOTAL	\$ -	\$ -

ADMINISTRATIVE	unit	PER UNIT	TOTAL
	-	\$ -	\$ -
MANAGEMENT	-	\$ -	\$ -
ENGINEERING	-	\$ -	\$ -
DESIGN	-	\$ -	\$ -
CAD	-	\$ -	\$ -
ELECTRICAL	-	\$ -	\$ -
	-	\$ -	\$ -
Miscellaneous	-	\$ -	\$ -
	-	\$ -	\$ -
TRAVEL	-	\$ -	\$ -
PER DIEM	-	\$ -	\$ -
HOTEL	-	\$ -	\$ -
CAR RENTAL	-	\$ -	\$ -
	-	\$ -	\$ -
SCAFFOLDING / LIFTS	-	\$ -	\$ -
	-	\$ -	\$ -
	-	\$ -	\$ -
	TOTAL	\$ -	\$ -

Town of Windsor - Community Center EQUIPMENT	\$ 7,272.29
LABOR	\$ -
ADMIN. / MISC. / FREIGHT	\$ 174.53
VA STATE SALES TAX	\$ -
QUOTATION TOTAL	\$ 7,446.82

THIS IS NOT AN INVOICE
THIS IS A QUOTATION FOR THE
WORK AS SPECIFIED ABOVE

NOTE! This quotation does not include the terms of purchase, deposit or down payment amounts - it simply reflects a total system

Visit us on the web at www.suffolkaudio.com

Suffolk Audio Services thanks you for allowing us this opportunity to work with you!
If there are questions, or if we may be of service to you in any way,
please call us at 757.238.2836

PLEASE NOTE! OUR STANDARD TERMS - EQUIPMENT, ADMIN, AND FREIGHT ARE DUE UPON ACCEPTANCE OF CONTRACT - LABOR NET 10 DAYS FROM COMPLETION. PAYMENTS NOT RECEIVED ARE SUBJECT TO A \$20.00 LATE FEE - PER 14 DAY BILLING CYCLE - AND INTEREST OF 0.5% (1.5%) PER MONTH