Town of Windsor

Memorandum

March 9, 2021

7 PM

TO:	The Honorable Mayor and Town Council	
FROM:	William G. Saunders, IV, Town Manager	
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

				12266 Comet Ro		VA 23430
	Suffolk Audio Ser	vices		Fax	757.238.2836 757.925.9490	
CUSTOMER NAME	Town of Windsor - Community Center		-	QUOTE DATE	01/23/21 01/00/00	
BILLING ADDRESS CITY, STATE, ZIP	0			ORDER DATE	01/00/00 01/00/00	
PHONE, FAX, CELL			- 1	P.O. #	0	
SHIP TO				ISSUED BY	01/00/00 01/00/00	
ADDRESS CITY, STATE, ZIP	0			STARTED	01/00/00	
PHONE, FAX, CELL				COMPLETED		
NOTES				INVOICE #		
contact name	William Saunders - Town Manager		=		asap please	
phone	0			TERMS	asap please	
lioites	o e			DATE PAID	each biceac	
project information	for us to offer the most competitive pricing possible to our				-	
	ument is protected by United States Copyright Protection La					
EASE NOTE OUR NEV	W ADDRESSII 12266 COMET ROAD, SMITHFIELD, VA 23430	(for both 'SHIP	TO' a	nd 'BILL TO')		
manufacturer	model# & description	count -	E	MISC -	UNIT SELL	TOTAL SE
AKG	DMM14 U Auto Mixer	1.00	E	-	2,535.09	2,535.0
second						
Newark	Rack Case	1.00	F		150.00	150.0
Newark	Rack Case	1.00			150.00	150.0
		1.00 - - -			150.00 - - -	150.0
Audix	ADX18HC - Gooseneck Microphone	1.00 - - 12.00 -			150.00	150.0 - - 2,295.0
Audix Audix	ADX18HC - Gooseneck Microphone ATS10 Microphone Base	1.00 - - 12.00 - 12.00 -			150.00 	150.0
Audix	ADX18HC - Gooseneck Microphone	1.00 - - - 12.00 - 12.00			150.00 	150.0
Audix Audix	ADX18HC - Gooseneck Microphone ATS10 Microphone Base	1.00 12.00 12.00 12.00			150.00 	150.0
Audix Audix ACT	ADX18HC - Gooseneck Microphone ATS10 Microphone Base Mic Cables	1.00 			150.00 	150.0
Audix Audix	ADX18HC - Gooseneck Microphone ATS10 Microphone Base	1.00 			150.00 	150.0
Audix Audix ACT ACT	ADX18HC - Gooseneck Microphone ATS10 Microphone Base Mic Cables Custom Input Panel (AC - IO)	1.00 			150.00 	150.0
Audix Audix ACT ACT RAT Sound	ADX18HC - Gooseneck Microphone ATS10 Microphone Base Mic Cables Custom Input Panel (AC - IO) CAT Box (4 Ch - female)	1.00 			150.00 	150.0 2,295.0 907.2 210.0 - - - - - - - - - - - - - - - - - -
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Audix Audix ACT ACT RAT Sound RAT Sound	ADX18HC - Gooseneck Microphone ATS10 Microphone Base Mic Cables Custom Input Panel (AC - IO) CAT Box (4 Ch - female) CAT Tail (XLR Male)				150.00 191.25 75.60 17.50 17.50 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 150.00 1	150.0 2,295.0 907.7 2110.0 150.0 150.0 125.0 125.0 - - - - - - - - - - - - - - - - - - -
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	Community Center		\$	7,272.29	
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