

# County of San Mateo ~ Contract Amendment

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Contract Number:  
84700-19-R076005

Amendment Number:  
1

Agreement between the County of San Mateo and dba Spinitar

## THE AGREEMENT IS CHANGED AS FOLLOWS

### Agreement Amount

Original Amount:	Current Amount:	Addition or Reduction:	New Total Amount:
\$2,155,962	2,155,962	\$44,998.03	\$2,200,960.03

### Agreement Term:

Original Start Date:	Original End Date:	New Start Date:	New End Date:
7/10/2018	12/31/2019	7/10/2018	12/31/2019

Paragraph: 3 is hereby  added  amended as follows:

In no event shall County's total fiscal obligation under this Agreement exceed TWO MILLION TWO HUNDRED THOUSAND NINE HUNDRED SIXTY DOLLARS AND THREE CENTS.

Other changes: Add Exhibit A-1 as additional Scope of Work "PSC Video Wall Move" dated August 13, 2019.

This change is effective as of: 8/28/2019

ALL OTHER PRICES, TERMS AND CONDITIONS OF THE AGREEMENT REMAIN UNCHANGED

  
Contractor Signature

8/30/19  
Date

P. Daniel Tompkins  
Contractor Name (please print)

\_\_\_\_\_  
Purchasing Agent Signature  
{Department Head or Authorized  
Designee}  
County of San Mateo

\_\_\_\_\_  
Date

Adam Ely, PDU  
\_\_\_\_\_  
Purchasing Agent Name (please print)  
(Department Head or Authorized  
Designee)  
County of San Mateo

***Scope of Work:***

**County of San Mateo  
Regional Operations  
Center – PSC Video Wall  
Move**



***Prepared by:***

**Spinitar**

**5066 Commercial Cir.  
Concord CA 94520**

**August 13, 2019**





August 13, 2019

Chris Flatmoe

County of San Mateo  
555 County Center,  
CA 94063

**Subject: Audio Visual Systems Scope of Work – PSC Video Wall Move – Revision 2**

Dear Chris,

We have prepared this proposal to help you implement the move of the PSC Video Wall within the Regional Operations Center. It includes a summary of our recommendations and the scope of our design/build services for the project.

We have prepared an overview of the functional approach to meet the audiovisual capabilities recommended for the facility. Included in this proposal is a scope of work, summary of system investment, AV support services and payment terms.

This proposal represents our understanding of how the system will perform based on our review of the initial equipment recommendations. The intention of this package is to capture the design intent of your room(s). Please review the documentation to confirm all details are captured.

Spinitar is committed to providing you with multimedia systems that will serve as models for innovative environments. We are confident that our participation on the Regional Operations Center will contribute to its success. Please feel free to contact me to discuss this proposal further. We look forward to working with you and your team on this venture.

Sincerely,

Greg Goddard  
Systems Account Manager  
Greg.goddard@spinitar.com

## SCOPE OF WORK

Based on our discussions with you, Spinitar recommends the following approach to meet the functional needs and basic requirements defined for the project.

### **The following locations are included in this Scope of Work:**

#### **PSC**

- **PSC:**

- **Video Wall:**

The existing floor-standing structure for the video wall shall be removed and recycled by Spinitar. The existing swing-arm mounts shall be property of County of San Mateo. New wall mounts shall be provided and installed on South soffit wall. The wall mounts allow for front serviceability. Placement and alignment of video wall displays to be performed as per original Scope of Work. The video wall shall function as per original Scope of Work.

- Patch and/or painting of existing wall behind the video wall structure to be provided by others.
- Conduit per drawings is to be provided by others.
- Wall penetrations/cablings access per drawings is to be provided by others.
- Wall backing/support per drawings is to be provided by others.
- Reasonable access for removal of video wall structure is required.

The schedule will need to be revised upon acceptance of this change.

#### **Exclusions:**

The following work is not included in our scope of work:

- All conduit, high voltage, wiring panels, breakers, relays, boxes, receptacles, etc.
- Concrete saw cutting and /or core drilling.
- Fire wall, ceiling, roof and floor penetration.
- Necessary sheet rock replacement and/or repair.
- Necessary ceiling tile or T-bar modifications, replacements and/or repair.
- Millwork (table cuts, moldings, trim, etc.)
- Painting and patching
- Permits (unless specifically provided for and identified within the contract).
- Data drops
- Crestron App is required for iPad control and is to be provided by client.
- A server is required for running Crestron Fusion scheduling system and is to be provided by client.

**NOTICE: This Scope of Work is delivered on the basis of the following Assumptions:**

- The room(s) match the drawings provided
- Site preparation by the Customer and their contractors includes electrical and data placement per general contractor specification.
- Site preparation will be verified by general contractor project manager or representative before scheduling of the installation. All work areas should be clean and dust free prior to the beginning of on-site integration of electronic equipment.
- Customer communication of readiness will be considered accurate and executable by general contractor project manager.
- There is ready access to the building / facility and the room(s) for equipment and materials.
- There is secure storage for equipment during a multiple-day integration.
- Cable or Satellite drops must be in place with converter boxes operational before the completion of integration. Any delay resulting in extra work caused by late arrival of these items will result in a change order for time and materials.
- Document review / feedback on drawings / correspondence will be completed by the Customer within two business days (unless otherwise noted)
- In developing a comprehensive proposal for equipment and integration services Spinitar's Sales Representatives and Engineering teams must make some assumptions regarding the physical construction of your facility, the availability of technical infrastructure and site conditions for installation. If any of the conditions we have indicated in the site survey form are incorrect or have changed for your particular project or project site, please let your Sales representative know as soon as possible. Conditions of the site found during integration effort which are different from those documented may have an effect on the price of the system solution, integration or services. To ensure that you have an accurate proposal based on your facility and specific to the conditions of your project, please review all project documentation carefully.

#### Integration Project Management Processes

Spinitar will follow a foundational project management process which may include the following actions/deliverables (based on the size/complexity/duration of the integration project):

- Site Survey – performed prior to Scope of Work and attached
- Project Welcome Notice – emailed upon receipt of Purchase Order
- Project Kick-Off meeting with Customer Representative(s) – either by phone or in-person
- Project Status reviews – informal or formal – either by phone or in-person (based on the size/complexity/duration of the project)
- Project Change Control – comprised of Field Directed Change Order and/or Contract Change Order submittals (see Appendix)
- Project Punch List / Substantial Completion (see Appendix) – at Customer walk-through – prior to Service transition (if purchased)

#### Knowledge Transfer (Training)

This is geared specifically towards the end-user / operator. The purpose of this knowledge transfer is to provide operators with the necessary knowledge to confidently and comfortably operate all aspects of the integrated system. Areas covered include the following:

- Equipment and system overview
- Equipment operation and function
- Equipment start up, stop, and shut Down
- Equipment automatic and manual operation
- Discussion and documentation relating to control system operation
- Discussion and documentation relating to system processor and its control applications
- Powering up, powering down AV system via control system
- Manual operation of display systems, audio system and all other related components
- Use/operation of patch panels, when and where to be used
- Who to call when help is required

Spinitar provides a turnkey audiovisual system included but not limited to the following services:

- **Design Engineering:**
  - Preparation of system functional interconnection diagrams, circuit details, equipment rack elevations and testing/commissioning of the system for optimal performance.
  
- **Project Management:**
  - Attends construction and client meetings throughout the duration of the project
  - Provides status reports
  - Develop project schedule and oversight of the Spinitar team
  - Oversee the training needs and documentation of the customer
  - Supervise end-user training on systems operation
  - Facilitate completion of final punch list items and close out package
  
- **Shop Installation:**

Labor performed in-house.

  - Racking of equipment, mounting equipment within rack and wiring interconnects
  - Testing components within rack for proper operation and custom wall plates and/or custom electronic devices, etc.
  
- **Field Installation:**

Labor performed on the job site.

  - Pulling, labeling and terminating cable with-in the room(s)
  - Mounting and terminating all wall plates
  - Installing structural systems for audiovisual equipment
  - Mounting equipment in millwork, walls, floors and/or ceilings
  - System level testing and de-bugging
  - Site cleanup and disposal, etc.
  
- **Programming:** Labor performed off-site to develop software programmed to specific approved design for human interface control of the audio-visual system.
  - Base program from function list
  - Base touch panel layout from drawings
  - Client-approved layout and functionality
  - Loading program and test functions (in-shop)
  - Modifying program to reflect field conditions.



**Spinitar**, founded in 1986, is a leading systems design and integration firm dedicated to providing its clients with custom audio, visual and communication solutions and services. Spinitar integrates custom audiovisual technology solutions across a wide array of market segments, including corporate, education and government.

### Spinitar's Service Department

We understand that investing in an audiovisual system for your organization is an important decision. Even more critical is properly and regularly maintaining your system to avoid a potential mishap that could cause personnel downtime and lost revenue opportunities. Spinitar is pleased to have the largest dedicated in-house support team in the western U.S. Our support service professionals are manufacturer trained and industry certified to service your audiovisual and communication technology solution.

Spinitar has a wide variety of service offerings, such as Maintenance and Support Agreements, AV Staffing, Remote Monitoring and Time-and-Materials Services. Allow us to provide a *"quick response from talented folks who care about you!"*



### Workmanship

All workmanship is covered for a period of one year. Workmanship is defined by the work product Spinitar stands behind in design and installation services. Within the first 30 days from beneficial use date, any visit to site has unconditional support and no charges will apply. After the 30 days expires, should a technician come to site and the issue is not covered by workmanship, there is a time & materials charge for the service call. Standard service calls are scheduled for a minimum of 2 hours. Labor rates are \$125.00/hour and travel is additional depending on distance. Travel is calculated door to door. Any return trips will incur the same charges.

## SUMMARY OF SYSTEM INVESTMENT



The following is a summary of costs for each area of the project. The AV Equipment cost reflects all of the major components necessary to meet the project's functional goals. The Technical Services cost includes the Applications Engineering, Project Engineering, CAD, Project Management, Shop Installation and Field Installation Labor required for the project. Materials cost include the cable, connectors, plate, panels and miscellaneous incidental components required to integrated the AV equipment into the final system.

### **PSC Video Wall Move:**

Equipment & Materials	\$ 11,960.00
Freight	\$ 430.00
Technical Services:	\$ 31,400.00
Sales Tax:	\$ 1,208.03
<u>Total:</u>	<u>\$ 44,998.03</u>

**PROJECT GRAND TOTAL: \$44,998.03**

### **STANDARD PAYMENT TERMS**

- 20%** - deposit due upon notice to proceed
- 30%** - due upon delivery of equipment to Spinitar warehouse and initiation of in-shop fabrication
- 30%** - due upon successful completion of installation
- 20%** - due upon successful client sign off

Invoices will be submitted in accordance with standard terms.





Spinitar is committed to improving how our clients present, receive and exchange important information in their communication environments. We have the experience and expertise to provide the County of San Mateo with multimedia systems that will serve as models for innovative presentation environments.

The Spinitar team looks forward to working with you on this project.

Sincerely,

**SPINITAR**

**Greg Goddard**

**Account Manager**

A handwritten signature in blue ink, appearing to read "Adam Ely", written over a horizontal line.

**Client Approval**

*Adam Ely, Director PDU*  
Name/Title (please print)

*8/13/19*  
Date