



SANTOS MANUEL STUDENT UNION BOARD OF DIRECTORS

September 4, 2024 - 2:30 PM

Santos Manuel Student Union North – Student Chambers 3305

Zoom: <https://csusb.zoom.us/j/85875529320>

AGENDA

1. Call to Order
2. Roll Call
3. Approval of Minutes
 - a. April 24, 2024
 - b. May 1, 2024
4. Reports
 - a. Assessment and Training
 - b. Diversity, Equity, & Inclusion
 - c. Executive Director
 - d. Marketing
 - e. Operations
 - f. Recreation & Wellness
 - g. Student Services
5. Open Forum (3 Minutes per Speaker)
6. Adoption of Agenda

NEW BUSINESS:

- | | |
|------------|--|
| SMSU 01/25 | Elect Current Student Alternate to Serve as Student Representative for the Board of Directors for a 2-Year Term (Action, Felix) |
| SMSU 02/25 | Elect Controller for the 24-25 Academic Year (Action, Felix) |
| SMSU 03/25 | Funding Request to Upgrade AV Systems in SMSU South Event Center, Not to Exceed \$85,434.62, Chartfield: 660876-RO001-S6700 (Action, Roberson) |
| SMSU 04/25 | Appointment of BOD Committee Members for the 24-25AY (Action, Felix) |
| SMSU 05/25 | 2024-2025 SMSU BOD Meeting Schedule Review (Action, Felix) |

ANNOUNCEMENTS

ADJOURNMENT



SANTOS MANUEL STUDENT UNION BOARD OF DIRECTORS MEETING

April 24, 2024

MINUTES

- Members Present:** Angelica Agudo, Daniel Arana, Joshua Bature, Dr. Bibiana Diaz-Rodriguez, Carson Fajardo, Jesse Felix, Jose Hernandez, Shardul Kulkarni, Jessica Lu, Jocelyn Paz, Gary Williams
- Members Absent:** Allicia Dean, Dr. John Reitzel
- Staff Present:** Monica Baeza, Sasha Baltazar, Roryana Bowman, Josie Delgado, Vilayat DelRossi, Jared Fisk, Tamara Holder, Matthew Jenkins, Elizabeth Junker, Sean Kinnally, Dr. Lorena Marquez, Mark Oswood, Jennifer Puccinelli, Anthony Roberson, Juan Serrato, Lee Stovall, Richard Strawter, Katie Wallen
- Guests:** Irenna Ezekwe, Lacrya Hogoe, Breani Hopkins, Bryce Jackson, Ginny Jimenez, Jordan Johnson, Solange Morris, Mike Rister, Diego Rodriguez, Leonardo Rodriguez
- Call to Order:** **Gavel passed to ED Felix to kick-off the meeting.**
The meeting was called to order at 2:26pm.
Gavel returned to Chair Agudo.
- Roll Call:** A verbal roll call for members was conducted.
- Approval of Minutes:** M/S Paz/Hernandez to approve minutes from March 13, 2024
Motion passed.
M/S Hernandez/Paz to approve minutes from March 27, 2024
Motion passed.
- Reports:** No questions or comments were brought forward.
- Open Forum:** There were no guest speakers.
- Adoption of Agenda:**
M/S Felix/Hernandez motion to strike SMSU 49/52 Parent Resource Center Lease Price Discussion.

Motion passed.

M/S Fajardo/Felix motion to create consent agenda A for SMSU 56/24 – 66/24.

VOTE to create Consent Agenda A for items SMSU 56/24 – 66/24:

In-Favor	Abstention	Opposed
8	1	0

Motion passed.

M/S Paz/Kulkarni motion to move SMSU 71/24 Philanthropic Fundraiser to Cover Orientation Costs to the top of New Business.

Motion passed.

M/S Fajardo/Arana motion to approve agenda with amendments.

Motion passed.

OLD BUSINESS

SMSU 53/24 Permission to Waive Fees for New Student Orientation (Action, Felix)

M/S Felix/Paz motion to open SMSU 53/24 Permission to Waive Fees for New Student Orientation.

Mr. Felix reviewed the CSUSB Orientation Cost Sheet which provided a breakdown of what is costs to run each of the orientations (First Year, Parent and Family Orientation, and Transfer Orientation). A discussion ensued by the board concerning the information provided.

M/S Felix/Paz motion to strike the word *new* from SMSU 53/24.

Motion passed.

M/S Felix/Kulkarni motion to amend SMSU 53/24 to read *Permission to Waive Fees for Student Orientation Not to Exceed \$62, 395.48.*

Motion passed.

M/S Paz/_____ motion to amend SMSU 53/24 to include the provisions.

motion died.

M/S Felix/Hernandez motion to amend SMSU 53/24 to read *Permission to Waive Fees for Student Orientation Not to Exceed \$62,395.48 for 24/25AY.*

The SMSU Board of Directors would like to move forward, with this one-time request, with the following provisions:

- The SMSU BOD should be listed as a sponsor.
- The SMSU BOD would like to see a cost reduction to students to attend orientation that is proportionally to the fees that have been waived.

- The SMSU BOD would like to be an active participant in the planning process of future student orientations.
- The SMSU BOD would like to waive the fees, as a one-time only request.

VOTE on amendments to SMSU 53/24:

In-Favor	Abstention	Opposed
10	0	0

Motion passed.

VOTE on item SMSU 53/24 as amended:

In-Favor	Abstention	Opposed
10	0	0

Motion passed.

NEW BUSINESS

SMSU 71/24 Philanthropic Fundraiser to Cover Orientation Costs (Action, Paz)

M/S Paz/Hernandez motion to open SMSU 71/24 Philanthropic Fundraiser to Cover Orientation Costs.

Controller Paz requested the board’s assistance to help brainstorm ideas on ways the campus can fundraise to assist students with covering orientation costs moving forward. A conversation ensued among the board on ideas to create a sustainability plan for orientation and working in partnership with philanthropy. President Fajardo will discuss this important topic further with VP Nava.

VOTE on item SMSU 71/24:

In-Favor	Abstention	Opposed
10	0	0

Motion passed.

CONSENT AGENDA: A

1. SMSU 56/24 Approval of Personnel Policy SMSUPM 300 – Equal Opportunity Policy 213 (Action, Personnel Committee)
2. SMSU 57/24 Approval of Personnel Policy SMSUPM 400 – Personnel Selection Process 2.15 (Action, Personnel Committee)
3. SMSU 58/24 Approval of Personnel Policy SMSUPM 410 – Nepotism 2.15 (Action, Personnel Committee)
4. SMSU 59/24 Approval of Personnel Policy SMSUPM 420 – Employee Eligibility 2.16 (Action, Personnel Committee)
5. SMSU 60/24 Approval of Personnel Policy SMSUPM 430 – Relocation Policy 2.16 (Action, Personnel Committee)

6. SMSU 61/24 Approval of Personnel Policy SMSUPM 440 – Volunteer Policy 5.11 (Action, Personnel Committee)
7. SMSU 62/24 Approval of Personnel Policy SMSUPM 500 – Student Assistant Policy 2.20 (Action, Personnel Committee)
8. SMSU 63/24 Approval of Personnel Policy SMSUPM 600 – Payroll Deductions -Wage and Hour Law Compliance Policy (Action, Personnel Committee)
9. SMSU 64/24 Approval of Personnel Policy SMSUPM 605 – Salary Advance Policy 2.20 (Action, Personnel Committee)
10. SMSU 65/24 Approval of Personnel Policy SMSUPM 701– Benefit Enrollment Eligibility for Auxiliary Organization Employee Policy 3.13 (Action, Personnel Committee)
11. SMSU 66/24 Approval of Personnel Policy SMSUPM 702 – Flex Cash Policy 3.13 (Action, Personnel Committee)

Chair Agudo shared with the board that the policies have been reviewed in great length by the Personnel Committee. ED Felix deferred his time to Ms. Puccinelli to share an overview about each policy that has been updated.

VOTE on items SMSU 56/24 – 66/24 as part of the *Consent Agenda A*:

In-Favor	Abstention	Opposed
10	0	0

Motion passed.

SMSU 67/24 Review and Approval of 1st Reading of the SMSU/RecWell 24-25FY Budget (Action, Finance and Contracts Committee)

M/S Paz/Kulkarni motion to open SMSU 67/24 Review and Approval of 1st Reading of the SMSU/RecWell 24-25FY Budget.

Controller Paz deferred to speaker. Ms. Najera-Neri reviewed the SMSU and RecWell 24-25FY Budget with the board and asked if the board had any questions for her or Mr. DelRossi. ED encouraged the board to review the 1st reading of the budget in detail and please bring forward any questions or concerns forward.

VOTE on item SMSU 67/24:

In-Favor	Abstention	Opposed
10	0	0

Motion passed.

SMSU 68/24 Student Recreation & Wellness Center (SRWC) Men and Women’s Sauna Proposal by CBRE | Estimated Cost \$76,465.00 | Chartfield String: 660061-FFD01-B0525 (Action, Kinnally)

M/S Felix/Hernandez motion to open SMSU 68/24 Student Recreation & Wellness Center (SRWC) Men and Women’s Sauna Proposal by CBRE | Estimated Cost \$76,465.00 |

Chartfield String: 660061-FFD01-B0525

ED Felix deferred time to speaker. Mr. Kinnally provided an explanation about why there has been a delay in the sauna project. There were some problems with solidifying a vendor that had the accepted licensing. RecWell has secured an in-state vendor with the appropriate licensing.

VOTE on item SMSU 68/24:

In-Favor	Abstention	Opposed
8	0	0

Motion passed.

***Dr. Diaz had to leave meeting due to another commitment.
Director Lu had to step away for a moment.***

SMSU 69/24 Student Recreation & Wellness Center (SRWC) SRC-UNIVERSAL NETWORK CONTROLLER Chillers Proposal by FPM| Estimated Cost: \$29075.80| Chartfield String: 660061-FFD01-B0525 (Action, Kinnally)

M/S Felix/Hernandez motion to open SMSU 69/24 Student Recreation & Wellness Center (SRWC) SRC-UNIVERSAL NETWORK CONTROLLER Chillers Proposal by FPM| Estimated Cost: \$29075.80| Chartfield String: 660061-FFD01-B0525.

Director Lu has returned to the meeting.

VOTE on item SMSU 69/24

In-Favor	Abstention	Opposed
9	0	0

Motion passed.

SMSU 70/24 Approval of SMSU Board of Directors Applicants (Action, Personnel Committee)

Gavel passed to Vice Chair Hernandez

M/S Agudo/Kulkarni motion to open SMSU 70/24 Approval of SMSU Board of Directors Applicants.

Chair Agudo shared with the board that the Personnel Committee reviewed the applicant pool and of the applicants that applied the committee would like to move forward 7 finalists to interview for the director positions for 24-25AY.

Chair Agudo deferred time to Ms. Junker. Ms. Junker clarified that one of the finalists accepted the offer to serve on the ASI Board of Directors. There will be 6 finalists interviewing for the director positions. A discussion ensued by the board. The board would like to see a more

comprehensive application that accurately represents the director positions, so applicants know what is expected of them.

VOTE on item SMSU 70/24

Motion passed.

Announcements

- Executive Director wished everyone good luck on finals, please let us know if you need assistance or resources.
- Coyote Fest next Friday, May 3, 2024. We hope to see you there!
- Please join us at Yotie Awards this Friday, April 27 4:00 – 8:00pm.

Adjournment M/S Paz/Agudo motion to adjourn meeting.

The meeting was adjourned at 4:21 p.m.

Respectfully reviewed & submitted by

Daniel Arana, Secretary

Date



SANTOS MANUEL STUDENT UNION BOARD OF DIRECTORS MEETING

May 1, 2024

MINUTES

Members Present: Angelica Agudo, Daniel Arana, Joshua Bature, Carson Fajardo, Jesse Felix, Jose Hernandez, Shardul Kulkarni, Jessica Lu, Jocelyn Paz, Dr. John Reitzel, Dr. Bibiana Diaz-Rodriguez

Members Absent: Alicia Dean, Gary Williams

Staff Present: Monica Baeza, Josie Delgado, Vilayat DelRossi, Debanhi Escobar, Jared Fisk, Tamara Holder, Elizabeth Junker, Sean Kinnally, Dr. Lorena Marquez, Trent Morgan, Maria Elena Najera-Neri, Mario Orellana, Mark Oswood, Michael Palacios, Jennifer Puccinelli, Anthony Roberson, Navneet Singh, Alicia Ureste

Call to Order: The meeting was called to order at 2:22 p.m.

Roll Call: A verbal roll call for members was conducted.

Approval of Minutes: No minutes presented at this time.

Reports: No reports presented at this time.

Open Forum: There were no guest speakers.

Adoption of Agenda:

M/S Felix/Reitzel motion to strike SMSU 93/24 Approval of SMSU Facilities Use Proposal for Heritage Month Celebrations (Action, Facilities & Sustainability)
Motion passed.

M/S Fajardo/Felix motion to create Consent Agenda A for items 73/24 - 77/24.
Motion passed.

M/S Fajardo/Felix motion to create Consent Agenda B for items 79/24- 89/24.
Motion passed.

M/S Arana/Hernandez motion to adopt agenda with amendments.
Motion passed.

NEW BUSINESS

SMSU 71/24 2nd and Final Reading of the SMSU/RecWell 24-25FY Budget (Action, Finance and Contracts Committee, Najera-Neri)

M/S Felix/Kulkarni motion to open SMSU 71/24 2nd and Final Reading of the SMSU/RecWell 24-25FY Budget.

ED Felix deferred time to Ms. Najera-Neri. Ms. Najera-Neri presented the second reading of the SMSU and RecWell 24-25FY budget. Ms. Najera-Neri outlined some of the major updates to the budgets which include minimum wage increases for student assistants expected to take effect January 1st 2025 if passed, 5% KOLA for staff effective July 1st, 3% Merit increases for both areas, starting this year SMSU/RecWell is paying into Medicare for staff benefits. Operating expenses have also increased for the SMSU. We have seen an increase in insurance premiums, utilities, and cost-allocation.

Mr. DelRossi echoed what Ms. Najera-Neri shared. The RecWell has strategized to help cover resources needed to operate. Mr. DelRossi shared about the melt that CSUSB has experienced with enrollment. ED shared the current financial state of the organization and the proposed plans with regard to reserve accounts will be discussed later in the agenda.

Dr. Diaz has arrived to the board meeting.

VOTE for item SMSU 71/24:

In-Favor	Opposed	Abstention
8	0	2

SMSU 72/24 Approval of SMSU North Privacy Chairs, Vendor: Tangram, Chartfield: 660876-RO001-S6110, Not to Exceed \$35,127.97 (Action, Finance and Contracts Committee)

M/S Felix/Kulkarni motion to open SMSU 72/24 Approval of SMSU North Privacy Chairs, Vendor: Tangram, Chartfield: 660876-RO001-S6110, Not to Exceed \$35,127.97.

Director Kulkarni provided an overview of the proposal to purchase the privacy chairs. The chairs would provide additional seating for students to study on the second and third floor of the SMSU North. A discussion ensued by the board regarding the proposal.

M/S Felix/ Kulkarni motion to amend SMSU 72/24 to read *SMSU 72/24 Approval of SMSU North Privacy Chairs, Vendor: Tangram, Chartfield: 660876-RO001-S6110, Not to Exceed \$40,000.00.*

VOTE on amendment of SMSU 72/24:

In-Favor	Opposed	Abstention
10	0	0

Motion passed.

VOTE on item SMSU 72/24 as amended:

In-Favor	Opposed	Abstention
10	0	0

Motion passed.

CONSENT AGENDA: A

1. SMSU 73/24 Permission to Move \$1,100,000 from 305700 Unrestricted Net Assets to Economic Uncertainty to be in alignment with the Chancellor's Office Policy ICSUAM Policy 2001.00 (Action, Finance and Contracts Committee)
2. SMSU 74/24 Permission to Move \$724,173 from 305700 Unrestricted Net Assets to 30411 Equipment Acquisition to be in alignment with the Chancellor's Office Policy ICSUAM Policy 2001.00 (Action, Finance and Contracts Committee)
3. SMSU 75/24 Permission to Move \$500,000 from 305700 Unrestricted Net Assets to 304012 Program Development to be in alignment with the Chancellor's Office Policy ICSUAM Policy 2001.00 (Action, Finance and Contracts Committee)
4. SMSU 76/24 Permission to Move \$4,000,000 from 305700 Unrestricted Net Assets to 304014 Facilities Maintenance and Repairs to be in alignment with the Chancellor's Office Policy ICSUAM Policy 2001.00 (Action, Finance and Contracts Committee)
5. SMSU 77/24 Permission to Move \$1,000,000 from 305700 Unrestricted Net Assets to 304017 Catastrophic Events to be in alignment with the Chancellor's Office Policy ICSUAM Policy 2001.00 (Action, Finance and Contracts Committee)

ED Felix provided an overview of the proposed plan to move funds into reserve accounts to be in compliance with the Chancellor's Office Policies.

VOTE on items SMSU 73/24 – 77/24 as part of *Consent Agenda A*:

In-Favor	Opposed	Abstention
10	0	0

Motion passed.

SMSU 78/24 Approval of RecWell Policies (Action, RecWell Committee)

M/S Felix/Paz to open SMSU 78/24 Approval of RecWell Policies (Action, RecWell Committee).

ED Felix deferred time to Director DelRossi. Mr. DelRossi shared that the policies have been reviewed in great length by RecWell Committee and RecWell staff over the past few months. Mr. DelRossi provided an overview of the major updates to the RecWell Policies which include updates to dress code and fees & rates.

VOTE on item SMSU 78/24:

In-Favor	Opposed	Abstention
10	0	0

Motion passed.

CONSENT AGENDA: B

1. SMSU 79/24 Approval of Personnel Policy SMSUPM 704 – Vacation Leave Policy 3.20 (Action, Personnel Committee)
2. SMSU 80/24 Approval of Personnel Policy SMSUPM 710 – Holiday and Personal Holiday Policy 3.20 (Action, Personnel Committee)
3. SMSU 81/24 Approval of Personnel Policy SMSUPM 715 – Paid Leaves of Absence Policy 3.22 (Action, Personnel Committee)
4. SMSU 82/24 Approval of Personnel Policy SMSUPM 720 – Unpaid Leaves of Absence 3.29 (Action, Personnel Committee)
5. SMSU 83/24 Approval of Personnel Policy SMSUPM 721 – Unauthorized Absence Policy 3.29 (Action, Personnel Committee)
6. SMSU 84/24 Approval of Personnel Policy SMSUPM 725 – Educational Assistance Benefit Policy 3.29 (Action, Personnel Committee)
7. SMSU 85/24 Approval of Personnel Policy SMSUPM 800 – Lay-off and Recall Policy 4.3 (Action, Personnel Committee)
8. SMSU 86/24 Approval of Personnel Policy SMSUPM 815 – Termination Policy 4.3 (Action, Personnel Committee)

- 9. SMSU 87/24 Approval of Personnel Policy SMSUPM 820 – Discipline Policy 4.3 (Action, Personnel Committee)
- 10. SMSU 88/24 Approval of Personnel Policy SMSUPM 900 – Hours of Work 4.18 (Action, Personnel Committee)
- 11. SMSU 89/24 Approval of Personnel Policy SMSUPM 905 – Absence and Tardiness 4.18 (Action, Personnel Committee)

ED Felix provided an overview of the personnel policies that have been updated. They have been reviewed in great length by the Personnel Committee and Legal Counsel.

VOTE on items SMSU 79/24 – 89/24 as part of *Consent Agenda B*:

In-Favor	Opposed	Abstention
9	0	1

Motion passed.

SMSU 90/24 Approval of SMSU South Repair & Replacements (Action, Facilities & Sustainability Committee)

M/S Paz/Kulkarni motion to open SMSU 90/24 Approval of SMSU South Repair & Replacements (Action, Facilities & Sustainability Committee).

Controller Paz deferred time to speaker. Mr. Roberson provided an overview of repair and replacement schedule which will help ensure the buildings sustain functionality, safety, and aesthetic appeal.

VOTE on item SMSU 90/24

In-Favor	Opposed	Abstention
10	0	0

Motion passed.

SMSU 91/24 Approval of the Creation of Men of Color Student Success Center (Action, Facilities & Sustainability)

M/S Reitzel/Paz to open SMSU 91/24 Approval of the Creation of Men of Color Student Success Center (Action, Facilities & Sustainability).

Dr. Reitzel deferred motion to speaker. Executive Director Felix requested that this item be tabled, as Director William was not present.

M/S Felix/Diaz motion to table item SMSU 91/24.

Motion passed.

SMSU 92/24 Approval of Adventure Program to Utilize Former Yotie Drinks Space in SMSU South (Action, Facilities & Sustainability)

M/S Felix/Arana to open SMSU 92/24 Approval of Adventure Program to Utilize Former Yotie Drinks Space in SMSU South (Action, Facilities & Sustainability).

ED Felix provided an overview of the survey results and what students would like to see in the vacant space. One of the suggestions was to have the Adventure Program to be more visible where students spend their time. This would help promote student wellness. ED Felix deferred his time to Mark Oswood to share more about the Adventure Program and their ideas on how make best use of the space. Mr. Oswood shared that the space would used as a meeting space for trips, trips would start in this location, and students may also sign up for trips at this location. A discussion ensued by the board regarding the utilization of the space.

VOTE on item SMSU 92/24

In-Favor	Opposed	Abstention
10	0	0

Motion passed.

Announcements

- Coyote Fest this Friday, May 3, 2024.

Adjournment M/S Felix/Paz motion to adjourn meeting.

The meeting was adjourned at 3:47 p.m.

Respectfully reviewed & submitted by

Daniel Arana, Secretary

Date



SMSU BOARD OF DIRECTORS REPORT Assessment and Training

Our team concluded the Fall Student Assistant training with over 180 student attendees. Students Participants developed a baseline understanding of how the SMSU/RecWell organization operates, acquired skills for handling emergencies and managing difficult interactions calmly and effectively, enhanced their communication skills and learned effective collaboration techniques. The team has assessed the feedback following the training and will be creating a template for our next training incorporating our students' input. Additionally, the Assessment and Training coordinator has begun meeting with fulltime staff to take an inventory of current training initiatives to create templates for student and fulltime staff development. Lastly, the Marketing Manager and Assessment Coordinator will be finalizing the 2023-2024 Annual Report for the Board's review.



SMSU BOARD OF DIRECTORS REPORT **Justive Equity Diversity and Inclusion**

HIGHLIGHTED UPCOMING EVENTS

We encourage you to attend at least one event each month.

SEPTEMBER

Tuesday, September 3rd
Welcome Back Karaoke Night
Coyote Cantina
6-9pm
APIDA Center and Latinx Center

Our welcome back mixer is a fun event where students connect with others through music and a night of fun. They get to know about our space and it's a great event to bring folks together!

Wednesday, September 4th
Native Beading Circle
12pm-2pm
Location: FPC

Saturday, September 7
Movie Under the Stars
Library Lawn 7-10pm
OARC, ASI

Monday, September 9th
Bra Burning with Buddies
SMSU S Events Center A
12-1:30pm
WRC

Tuesday, September 10th
Cafecito con Doctoras
SUN 3308

12-1:30pm or 4-5:30pm
Latinx Center

Wednesday, September 11th
Indigenous Healing Circle
12pm-1pm
Location: FPC

PAST EVENTS

Wednesday, August 27th - Women's Equality Day 12-2pm | SMSU Conference Center A |
Women's Resource Center

This year's Women's Equality Day pillar was a focus on body autonomy and reproductive rights. We invited feminist scholar and CSUSB Sociology Professor Jamie O'Quinn to speak on the importance of voting this election, understanding resources as students, and how racial justice is intertwined with reproductive justice.

The registrar's office was invited to table at the event to help students sign up to vote and answer questions.

We had a total of 18 attendees – We plan on sending assessment by end of the week and are inviting the registrar's office back in October to table at our center since almost everyone had questions.

Wednesday, August 28th - Welcome Black BBQ 4pm-7pm | SMSU Bookstore Patio | Pan-African Student Success Center

Ongoing JEDI (Justice, Equity, Diversity, Inclusion) Efforts

Cultural, Diversity and Heritage Awareness Months

Hispanic Heritage Month

SOMOS CSUSB (Main Event)
Thursday, Sept. 19th, 4pm - 7pm
Health Center Lawn

Marketing will be available the first week of September, please help by attending and sharing across all platforms.

Juneteenth Delegation will be having a luncheon with President Morales in October. Hope is to have long term engagement to support the Juneteenth celebration.

LGBT+ History Month & Native American Heritage Month will begin forming committees starting early Sept. be on the lookout and if you want to join any of the committees, reach out to me directly at Lorena.Marquez@csusb.edu



SMSU BOARD OF DIRECTORS REPORT

Executive Director

1. Student Lead Bowling and Ice Cream Social - August 8, 2024 We hosted a student lead bowling and ice cream social on August 8th. While attendance was lower than expected, those who attended had a great time connecting with one another. However, students tended to stick with others from their own departments. We will re-evaluate our approach to future social events to encourage more cross-departmental collaboration.

2. Chancellor's Office Audit We have engaged in ongoing discussions with the Chancellor's Office regarding service offerings at both the San Bernardino and Palm Desert campuses. The assessment highlights differences in services provided by the division at the two campuses, particularly noting that San Bernardino has facilities that can be altered to better serve students, a flexibility not available at Palm Desert.

3. AOA Leadership Academy Planning Committee Vilayat and I are actively involved in planning next year's Leadership Academy, which will launch at AOA this year. We anticipate a strong turnout, and several of our staff members are applying to join next year's leadership team.

4. DSA Annual Professional Development Conference Several of our staff members participated in the DSA Annual Professional Development Conference, with some winning awards and others hosting breakout sessions.

Awards recipients include Matthew Jenkins (Student Centeredness Award) and Ashley Recio (Paraprofessional Award).

Conference presenters include Vilayat DelRossi, Jesse Felix, Sonia Martinez, Dr. Lorena Marquez, Jennifer Puccinelli, Anthony Roberson.

5. Study Hall Collaboration with ASUA We are working with ASUA to establish Saturday study hall sessions in the student unions during the fall semester. These sessions will run from 11 a.m. to 3 p.m. and will include tutors, advisors, and snacks, providing a safe and supportive study environment for our students.

6. Philanthropic Giving Collaboration I had a meet-and-greet with Ray Watts from the Office of Philanthropic Giving.

7. Student Assistant Fall Training - August 20, 2024 Our student assistant fall training session took place on August 20th. Thank you to the board members who attended. We have since met as a leadership team and plan to modify future training to better support student development

over their four years. One consideration is to divide training sessions between the Rec Center and the Student Union, coming together for community-based activities.

8. Staff Searches We are in the final phase of the search for the Associate Director of Student Services and will soon begin searches for the QTRC Coordinator and AV and Setup Coordinator for events.

9. Employee Service Awards We recently attended the annual employee service awards, where several of our staff members were recognized.

Staff recognized for their contributions include Jasmine Curtis, Jesse Felix, Mario Orellana, Jennifer Puccinelli, and Juan Serrato.

10. Pow Wow Financial Support I met with Tom Ramos to discuss financial support for the Pow Wow. They have committed to covering the cost of the bleachers, saving us approximately \$40,000.

11. Audit Process Initiation We have begun the audit process with our auditing firm, CLA. The audited financial statements will be presented to the Audit Committee and then to the Board before September 20th. Please keep this in mind for your calendars.

12. Flood Claim Update We have made progress on the flood claim related to the damage in the student union. Unfortunately, the initial claim did not include the damaged furniture in the South section or the loss of revenue due to lease waivers while we were closed. We have since submitted this additional information to facility services and are awaiting their response.

13. Affinity Months Planning Dr. Marquez, Dr. Oliverz, and I met to solidify our plans for the upcoming affinity months. Dr. Oliverz is scheduled to meet with Dr. Morales to discuss the broader campus vision for these events. We have already initiated plans for Hispanic Heritage Month, and Jesse will be collaborating with Carlos to convene the Native American Heritage Month committee.

14. Meeting with Dr. Dora Mejia - Emergency Management LT met with Dr. Dora Mejia, our new emergency manager for the campus. She will be closely collaborating with our team to ensure that both students and staff are well-prepared and protected in case of any emergency situations.

15. Division of Student Affairs Council Retreat We attended the DSA Council retreat, where we engaged in critical discussions about the division's strategic plan. The division is currently undergoing a strategic plan change, and once finalized, our student union's strategic plan will be aligned to support the division, campus, and system-wide goals.

16. Welcome Black BBQ - August 28, 2024 I had the pleasure of participating as the cook during the Welcome Black BBQ, which celebrated the outstanding work of Roryana and her team. The event was a tremendous success, attracting hundreds of students, faculty, staff, and alumni. This event not only marked the beginning of the academic year but also highlighted the team's ability to secure external resources, making the event possible without tapping into our organization's budget.

Conclusion: The activities and engagements outlined above demonstrate our ongoing commitment to student success, strategic planning, and organizational growth. I appreciate your continued support and look forward to discussing these updates further at our next board meeting.



**SMSU BOARD OF DIRECTORS REPORT
SMSU & RecWell Marketing Department**

- SMSU/Recwell Marketing has promoted our Fall events and services to Freshman and Transfer student orientations over the months of June and July. We've gained over 800 new followers to our SMSU and Recwell Instagram accounts as a result of our tabling efforts at orientation.
- SMSU/Recwell Marketing has been working diligently over the summer to prepare graphics and video content for our Fall programs during orientation and the first weeks of class. 68 graphics requests have been completed during the months of June and July and over 100 work orders have been submitted for Fall semester programs and promotional campaigns.
- The marketing team has been utilizing our large scale programs to market SMSU/Recwell Fall events. A promotional campaign was put in place to promote the Waves pool party event on August 29 that includes stage announcements, tabling, and a photo opportunity at Late Night as well as popsicle giveaways during Coyote Hour leading up to the event.
- New promotional display areas have been installed on the first floor of SMSU North as well as the SMSU North elevators. A bulletin board and additional display cases are soon to be installed on the SMSU North first and third floors as well.

SMSU Instagram

	Accounts Reached	Accounts Engaged	Net Follower Gained	Followers Gained	Total Account Followers
April	17,200	2,379	292	446	7,573
May	783,545	112,500	-11	170	7,793
June	100,000	3,510	35	242	7,828
July	17,011	1,967	86	297	8,050
August	24,400	2,681	56	224	8,106



SMSU BOARD OF DIRECTORS REPORT

Operations

Facilities & Services

All our new hires have successfully completed their training or are currently in the process. The summer saw a high demand for our bowling alley reservations, which were efficiently managed by the student assistants, even in the absence of the Facilities and Services Coordinator (FSC). The new hires have seamlessly transitioned into their roles, handling their initial shifts easily and without any incidents, errors, or setbacks. While there is room for improvement in the 7pointOps reports, the FSC is overall pleased with the progress of our new hires. Despite the challenges, the FSC has developed a comprehensive and interactive refresher training program that is believed to greatly benefit. This initiative will involve various team members leading different segments to foster cohesion among the different departments. Also, it will allow student assistants to refine their public speaking skills through presentations before their peers. This week's training session was highly successful, with all the student assistants actively participating and providing valuable feedback on improving the training process. Their insights contributed to refining the overall approach, making it more effective for future sessions. The FSC also emphasized the importance of promptly responding to emails to ensure smooth communication and efficiency.

Maintenance

During the summer, the Maintenance specialist was busy with the work orders that staff members requested. In the Basic Needs Department a TV was removed, hung name plates in three different areas, assembled a mobile workstation charging cart for their tablets and laptops and hung brackets in their storage area.

In the Career Center the maintenance Specialist fixed some flickering lights by switching out the florescent lighting to LED system. Patch holes and painted in the entry way. Also painted a column and a wall with a decorative blue. Hung a glass white board and cork board in an office. Adjusted a door from not shutting properly, fixed a roll out blind from not working.

In the Graduated Student Success Center The Maintenance Specialist has changed the lighting system in two rooms from florescent to LED lighting. He has installed three cork boards, hung some art frames, decorative lighting, decorative ivy. He has also patch holes on the walls and painted the walls. He also has reinstalled a large glass white board from one room to another. The Maintenance Specialist has also installed cabinet locks and latches on all cabinets in the GSSC's kitchen.

The Maintenance Specialist has suspended in the air an extra-large prop sword hanging in midair. He installed another cork board in the marketing department. In the SU South an ADA push button tower was knocked over and not working, the Maintenance Specialist fixed the tower and got it working properly. The Maintenance Specialist fixed three leaking toilets and fixed some more lights in the restrooms. He also replenished all the attic stock paints that were no longer good and helped clear a big area so that EO would be able to stock chairs and tables at ease.

In the SU North, the Maintenance Specialist help a Director move from one office to another by removing her art and calendars also patching holes and painting. He has hung two more cork boards in the OSLE and Leadership lab. , hung art posters. In the ASI office he has removed a silver cabinet, removed a white board, patched more holes, and painted. He also has hung three large poster frames for marketing on the first floor along with frames inside the elevators. The Maintenance Specialist also power washes the service area floors from all the high traffic that passes from restaurant employees and delivery vendors.

The Maintenance Specialist continues to oil and condition the Coyote Lanes and does preventative maintenance on the pinspotting machines daily.

Scheduling

The scheduling department is back in full swing with all our student assistants back in the office. Over summer we prepared two separate presentations going over policies and procedures for both our Affinity Center Programmers, and the Presidents of all student Clubs & Orgs. We also had a busy Summer Season filled with off campus events from San Bernardino County, with nearly all of July occupied by SB County programs and events which saw over 3,000 students and educators in attendance. Now that we are back into Fall semester, we are here to support all our amazing in-house events.

Information Technology

The Information Technology team setup barcode scanners and pin pads and installed the Fusion application in all SMSU centers so we can begin using the system to verify students at check in. We will begin trialing the new check in system in the PASSC, FPC and LatinX Center at the start of Fall semester. The IT team also tested all panic buttons in SMSU North and South in preparation for Fall semester and all buttons were fully functional with the exception of one panic in the bookstore. The IT Coordinator rebuilt all of the SMSU center websites using the new design template and is also in the process of re-designing the menu and front page. The IT Coordinator is also in the process of creating web pages for Coyote Lanes and the Esports Arena. The Esports team hosted a Student Orientation Super Smash Bros tournament over the summer that had a great turnout and the winner was awarded a free fall semester parking permit.

Custodial

I being working with the equipment to ensure we have all that our team need to get the job done.

Working in training all the new hired and the currents student assistance.

Making the schedules for the students to ensure the week and weekends are covering.

Waiting for new equipment to get approved.

Did the carpet in the conference centers North and South ,keep working and deep cleaning south floors.

Having meetings with the team just to make sure we all know the job descriptions and know how to use the equipment. Teaching everyone about PPO .



SMSU BOARD OF DIRECTORS REPORT Recreation & Wellness

Highlighted Team Accomplishment – Successful planning and managing Late Night @ The Rec. Nearly 1,600 students and guests participated in this year's kick-off event.

Adventure – Many awesome adventures this summer including an 11-day Service Learning trip to South Dakota, a 7-day camping trip to Redwoods National Park, and a 8-day trip to Yellowstone and Grand Teton National Park. 12 students and staff completed the Adventure Leader Summer Training. We also had 2, 4-day Adventure Welcome Experience trips for incoming transfer students. We hired 3 new student staff. Working on plan to move to SMSU South. Mark Oswood recertified his Wilderness First Responder training. Leader training in backpacking and canyoneering were also held.

Aquatics – The aquatics team had a busy summer, conducting multiple swimming lessons each day. The fall pool schedule will begin on Tuesday, August 27th. Staff will be lifeguarding two pool events this week: the Welcome Black BBQ and the Waves event.

Climbing Wall – 2 new staff were hired and started training. New routes were set, the wall was inspected by Challenge Works, and the auto-belay is receiving its 2-year recertification.

Fitness – Our recent "Late Night" GX sampler event was a success. We offered a variety of group exercise classes, including Zumba, Cycle, Pilates, and Animal flow - providing members with a unique opportunity to try new classes, socialize, and have fun in a relaxed atmosphere. We are looking to see a significant increase in member engagement and satisfaction.

Fitness Floor - Fitness Floor schedule is out for Fall; rentals are available at the fitness floor kiosk!

Intramural Sports – Intramurals is excited to be moving all signups to a new platform app called Fusion Play. This will help in making it easier for students to sign up for whatever event they are interested in participating in. The season kicks off the Fall 24 semester with the following in September...9/5 Pickleball, 9/11 1v1 Basketball, 9/16 Indoor Soccer League (10-weeks), 9/17 Volleyball League (10-weeks), 9/19 Climbing Wall Challenge, 9/25 Flag Football.

Leadership Challenge Center – The course hosted several groups this summer and we also had the course inspected by our builder. We had a net on the course replaced and are replacing the windscreen. Issa Hatter also traveled to Vermont to attend a 5-day certification in leading programs.

Management – Successfully launched EoS enrollment at the Palm Desert Campus. Successfully managed most contracts related to Late Night and is assisting with Waves. Assisting operations team with reviewing Fleet Vehicle Risk Management Program. Completed filling all appointments to RecWell Committee, including one alternate.

Membership – Communication was sent out to all new students welcoming them to RecWell and introducing them to our Late Night Event. Check in for Late Night went very smooth. All students were sent information for our fall programming and services. Fusion is being launched in the SMSU Centers for check in. The membership coordinator assisted in the training.

Operations – The sauna project is now completed and fully operational in both the men's and women's restrooms. Room 205 has been upgraded to a smart classroom, enhancing the ability to teach more CPR classes and enabling meetings to be held in both upstairs rooms. Additionally, the Operations team has hired eight new maintenance students to help keep the facility clean for the upcoming semester.

RecWell @ PDC – We launched the EoS Fitness enrollment on 8/19 and we already have over 120 students enrolled and over 20 faculty/staff. We are also in the process of hiring another program assistant to support our PDC team.

Special Events – Successfully facilitated another Late Night @ The Rec. Event went smoothly and in the middle of debriefing with teams in preparations for next year's event. Also successfully planned and facilitated Waves event at the pool. In preparation to provide support for upcoming PowWow, CNAD, and Fall Fest events.

Sport Clubs – RecWell welcomed back Karate, Cheer and Powerlifting for Fall 24. Other sport clubs that are wrapping up their re-chartering process are Tennis, Soccer (M), Wrestling and Jiu Jitsu.

Well-being – The Retreat is now open Monday – Friday from 9 am to 5 pm. Our Creative Time classes begin this week and will be offered bi-weekly on Wednesdays from 2-4 pm in SMSU South, room 120. For the full schedule please check our Instagram or our website.



SMSU BOARD OF DIRECTORS REPORT Student Services and Philanthropic Giving

Summer 2024

Financial Literacy Center:

- For summer orientation for first time freshmen, the Financial Literacy Center conducted presentations titled “Securing the Bag” informing the students know about the resources they have on campus such as the Financial Literacy Center, the Office of Financial Aid and Scholarships and the Career Center. The FLC team created a PowerPoint presentation on what the center offers and how we work with our partners to bring workshops for the students. We presented at least two time a week and 2 sets of times during the orientation day.
- The FLC team coordinated interviews in the span of two weeks to hire two student assistants in place of the two student assistants that graduated in spring 2024. The team had these interviews over zoom and asked a series of questions from what their goals as a student are and what they believe is financial literacy.
- For the center, the team has been working on putting up a neon sign with a greenery wall to add a new piece to the center and attract students to come into the center.
- The Financial Literacy Center were part of the Student Services Team Training hosted at PDC campus. The training included going over contracts, important event dates and how the fusion system will be implanted in the centers. The Graduate Student Assistant hosted a presentation for the team based on how to access Outlook and Microsoft Teams and how this will be the source of communication and where documents will be kept.
- The FLC team helped with the Late Night by taking shifts of line management for the rides, activities, or caricatures. The team was keeping track of the lines and making sure there was a walkway for people to get through. They also helped with the clean-up, picking up trash and making all the students were out of the event’s closing time.

Graduate Student Success Center:

- Throughout Summer: The team has been working diligently on renovating the center to enhance its cohesion and functionality. The transition was successfully completed in mid-summer. For detailed information on the extensive changes made, please refer to previous Board of Directors reports.
- Throughout Summer: In response to the increased usage of our center, the GSSC team has formally proposed the acquisition of the Interfaith Center space. Our intention is to repurpose this area as a group study space available for rental. We have completed all necessary steps and are now awaiting the decision of the Board of Directors.

Throughout Summer: In collaboration with the SMSU Marketing and IT departments, the team developed an updated website to include valuable resources for graduate students. The new design enhances user-friendliness, making it easier for students to navigate. The website now features information on our events and will soon include a room rental checkout system.

July: The Graduate Student Success Center experienced an unexpected departure of a Student Assistant toward the end of summer. In response, we promptly reopened our hiring process and successfully onboarded a new team member. This addition has ensured that our team is fully staffed and prepared for the Fall semester.

- August 10: The Graduate Student Success Center team participated in the Graduate Student Orientation, where we welcomed both new and returning graduate students to campus. During the event, our team set up a table to introduce students to the resources and services we offer. We also showcased our center's space, engaged with students, and shared information pertaining to our upcoming events.
- August 20: Graduate Student Success Center Student Assistants attended the RecWell Fall 2024 training.
- August 21: The SMSU Student Services team, including members from the FLC, GSSC, PB, and RMSC, met at the Palm Desert campus for additional training. This session provided our Student Assistants with valuable opportunities to connect with one another, engage in team-building activities, and deepen their understanding of contracting, the Fusion system, and professionalism.
- August 23: The Graduate Student Success Center team collaborated with RecWell to host the SMSU welcome-back event, Late Night. The event was a great success, running smoothly and drawing in a large crowd of students and community members. Attendees enjoyed a vibrant evening filled with live music, carnival rides, laser tag, and a variety of food options from five different food trucks.
- Fall 2024 Events: GSSC has successfully completed contracts for events in September, October, and November. We are shifting our focus to organizing our November events. We do not have a December event.

Program Board:

- Throughout Summer: Throughout the summer, the Program Board team delivered presentations alongside ASI, OSLE, and Athletics twice a week during First Year Orientation. These sessions highlighted the role of the Program Board on campus and previewed our upcoming events for Fall 2024. The presentations were successful in generating increased attention, leading to a rise in social media followers for the Program Board Instagram account and an uptick in volunteer sign-ups.
- Throughout Summer: With support from the SMSU Marketing team, Program Board participated in Transfer Orientation sessions by tabling. This initiative provided an opportunity to engage with incoming transfer students, introduce them to the Program Board's mission, and highlight our upcoming Fall events. We focused particularly on promoting Late Night and WAVES, generating interest and excitement among the new students.

- Throughout Summer: The team put in considerable effort throughout the summer to clean out and organize the office. This included shredding unnecessary papers, donating and discarding unused materials, and reorganizing the storage cage. These improvements have made our work space more cohesive and functional.
Throughout Summer: In collaboration with the SMSU Marketing and IT departments, the team developed an updated website to include valuable resources for students. The new design enhances user-friendliness, making it easier for students to navigate. The website now features information on our events.
- August: Two Student Assistants unexpectedly left the Program Board just before the start of the school year. In response, we reopened our application process to fill these positions. We are currently wrapping up interviews during the week of August 26th and expect to onboard our new hires by the end of the week.
- August 20: Program Board Student Assistants attended the RecWell Fall 2024 training.
August 21: The SMSU Student Services team, including members from the FLC, GSSC, PB, and RMSC, met at the Palm Desert campus for additional training. This session provided our Student Assistants with valuable opportunities to connect with one another, engage in team-building activities, and deepen their understanding of contracting, the Fusion system, and professionalism.
- August 23: The Program Board team collaborated with RecWell to host the SMSU welcome-back event, Late Night. The event was a great success, running smoothly and drawing in a large crowd of students and community members. Attendees enjoyed a vibrant evening filled with live music, carnival rides, laser tag, and a variety of food options from five different food trucks.
- Fall 2024 Events: Program Board has successfully completed contracts for events in August, September, and October. Planning for November's programming is nearly finalized, and we will soon shift our focus to organizing our December event.

Rancho Mirage Student Center:

- During the summer, the Resource Management and Student Center (RMSC) engaged in all three scheduled Orientation sessions, which included two transfer orientations and one freshman orientation. Through our tabling efforts, we successfully reached nearly 500 students.
- To foster school spirit and support our recent CSUSB alumna, Abbi Carter, the RMSC, in collaboration with the CSUSB Palm Desert Campus (PDC), organized an opportunity drawing. This initiative provided ten students with tickets to attend Abbi Carter's debut at Acrisure Arena. As a result, we gained 38 new followers and established connections with numerous new students.
- On July 31, the RMSC conducted a "How to Engage Workshop" for fifteen freshman early-start math students. The workshop aimed to educate students on how to become more involved on campus. We presented our calendar, social media platforms, and a variety of volunteer opportunities within the RMSC.

- On August 22, the RMSC participated in the Summer Melt “Family Movie Night” initiative, featuring a screening of the film Inside Out. This event was designed to address and validate the emotional experiences commonly faced by new college students. We also provided resources to help students navigate these transitions, with support from CAPS, the Health Center, and other partners.
- For the Late Night event this semester, we arranged transportation from the Palm Desert Campus and successfully transported 26 participants to the event.
- Throughout the summer, RMSC staff and student assistants engaged in numerous training and fall planning sessions. These sessions focused on professionalism, organization, and communication, equipping us to deliver exceptional service and organize outstanding events for the upcoming semester.

CSUSB Santos Manuel Student Union Request to Upgrade AV Systems in Event Center 106

Submitted by: Mario Orellana, Juan Serrato

Request

The SMSU Operations Department is asking for funding to revitalize the Event Center and give it a technological face lift by improving the installed systems currently existing. The install would put in a new video matrix processor for video routing, add a projector to the center room that matches rooms A and C, and as well as provide new wall interfaces for control of the system. The funding for this project will be withdrawn from reserves Chartfield sting: 660876-RO001-S6700

Product Description

The event center will share and receive one (1) new 10x8 all-in-one matrix switcher w/control processor that will be designed and applied for the event area. The matrix switcher will also consist of a variety of digital inputs which will be configured to select the noted media below to the connected Display. The chosen vendor will select and utilize the proper CAT5 extended transmitter and receiver devices for the appropriate design and system functionality to extend the video signals to the proper image destinations (existing projectors). One (1) Audio Visual wall plate connection will be provided in each room, each room will also receive one additional wall plate connected directly to each projector for backup.

Note: AV wall plate locations (should be placed in existing locations)

Note: Vendor to use new and existing HDBaseT connection from new switcher to projectors.

Note: The existing Nema plate will be reused for room B only (rear only)

Media input sources will be comprised of (one for each room):

- One (1) Dual HDMI wall plate
- One (1) resident PC for room A only

Featured Products:

- One (1) All-in-one 10x8 matrix switcher (Shared)
- Three (3) DP/HDMI CAT5 video transmitters (wall)
- Three (3) HDMI CAT5 video transmitters (wall)
- Three (3) HDMI CAT5 video receives

CONTROL:

The system will include one (1) 7" wall-mounted colored touch panel that will be added for basic system function when required for each room. System controls will be configured with one (1) all-in-one 10x8 all-in-one matrix switcher w/ control processor, which will process all custom commands. GST will provide custom or templated programming and configuration that will comply with the programming feature functions noted below.

12" Programming Featured Functions will include (Room A&C):

- Opening Page “logo
- Confirmation page for on/off “aka system Power”
- Combine notification selection (with room B/C)
- Combine notification text
- Screen up/down ctrl (with system automation)
- Audio/video switching for up to 2 sources
- Volume up/down with mute (for media only)
- Minor Microphone gain with/Mute (gooseneck & wireless only)
- VTC Ceiling mic mute only
- Mid-night shut off
- 3-4 GUI custom control pages

Button panel" Programming Featured Functions will include (Room B):

- on/off - Projector only “aka system Power”
- Lockout panel in combined mode (with room A/C)
- Screen up/down ctrl (with system automation)
- Local Audio/video switching for up to 2 sources
- Mid-night shut off

Featured Products:

- One (1) all-in-one 10x8 all-in-one matrix switcher w/ control processor
- Two (2) 12” wired tabletop color touch panel
- One (1) 6 button wired wall-mounted color touch panel
- One (1) relay expansion bus
- One (1) 10 Port POE Switch

EQUIPMENT STORAGE AREA:

All new A/V rack-mounted equipment will be consolidated and housed in one (1) existing control desk in room A. The chosen vendor will include all necessary cable management accessories to maintain best industry practices.

Note: The vendor will confirm rack location before deployment.

Note: Existing cables in use will remain

Summary

The event center is currently equipped with two processors, an Extron and a Crestron, both of which are outdated and hinder the achievement of our goals due to their complexities of working in tandem. Additionally, the interface ports on the wall plates in Room B have begun to malfunction, and the video routing system experiences failures at critical moments during events. These issues significantly disrupt the seamless execution of our functions and necessitate an urgent upgrade to ensure reliable and efficient performance.

The scope of this project will also encompass the replacement of the existing projector in Room B to ensure uniformity with those installed in Rooms A and C. The current projector in Room B suffers from an optical engine burn on the internal crystal, causing a prominent and disruptive purple smudge in the northeastern section of the screen.

Originally installed in 2011, this projector has exceeded its expected lifespan and is significantly overdue for an upgrade. This replacement is essential to maintain the visual integrity and overall functionality of our event spaces.

Funding

Project funding requested from the Board of Directors.

Cost Breakdown

Cost for Hard Assets NOT including vendor markups + fees:

Option #1 Divesified

Installation time is 2 to 5 weeks. Once the PO or contract is signed the timeline will be provided a schedule within 5 days. The typical install last 8 to 10 days

Epson EB-PU2010B Ultra Short Throw 3LCD
Projector: \$14,458.98

Epson ELPLW06 - Wide Angle Zoom Lens: \$2,525.65

Video System roughly \$13,500
Extron DTP HDMI 4K 230 Rx
DTP CrossPoint 108 4k

Totals

Display system:	\$19,107.76
Switching and interface:	\$25,333.47
Control System:	\$9,704.09
Audio System	\$3,238.47
Rack Hardware	\$489.43
Misc. Matterial	\$10,769.24
Professional Services	\$74,194.00
Freight	\$1,418.05
Travel Expense	\$1570.69
Room Total:	\$145,825.20
Estimated Tax:	\$6793.20
Grand Total:	\$152,618.94

Option #2 GST

Install is 3 to 4 weeks from receipt of PO to start project. It should take no more than 10 days for install

Epson EB-PU2010B Ultra Short Throw 3LCD
Projector: \$12,794.90

Epson ELPLW06 - Wide Angle Zoom Lens: \$2,254.81

Video System roughly \$13,500
Extron DTP HDMI 4K 230 Rx
DTP CrossPoint 108 4k

Totals

Display system:	\$16,113.60
Mobile Confidence Monitor:	\$1,866.36
Control System:	\$7,110.21
Furniture and equipment:	\$409.05
Professional Services:	\$34,704.99
E-Waste:	\$144.00
Shipping:	\$200.00
Maintenance Service:	\$5,935.20
Room Total:	\$81,568.72
Estimated Taxes:	\$3,865.90
Grand Total:	\$85,434.62

Option #3 Solutionz

Installation time is 2 to 5 weeks from Receipt of PO to start project and and complete as much as 8 weeks if needed.

Epson EB-PU2010B Ultra Short Throw 3LCD
Projector: \$10,851.28

Epson ELPLW06 - Wide Angle Zoom Lens: \$2,403.85

Video System roughly \$11,982.14
Extron DTP HDMI 4K 230 Rx
DTP CrossPoint 108 4k

Totals

Display System:	\$43,639.51
Mobile Confidence Monitor:	\$1,769.24
Control System:	Included in Display system total
Furniture and equipment:	Included in Display system total
Professional Services:	\$31,760.00
Shipping:	\$974.66
Solutionz Misc- Cable:	\$2028.17
Maintenance Service:	\$3,861.11
Room Total:	\$81,568.72
Estimated Taxes:	\$4573.86

Grand Total: \$88,606.55

Option #4 AVI/SPL

Estimated time of installation is depended on the order and eta from the vendors. The install should take 8 days, but they ask for 10 days in case they run into issues.

Totals

Totals

Display System:	\$48759.57
Mobile Confidence Monitor:	Included in display system total
Control System:	Included in Display system total
Furniture and equipment:	Included in Display system total
Professional Services:	\$33,884.19
Direct Costs:	\$588.24
General & Administrative	\$3,863.68
Maintenance Service:	Included
Room Total:	\$87,095.68
Estimated Taxes:	\$4,385.27
Grand Total:	\$91,480.95

Recommendation

AV Department Recommendation is Option #2. Based on the cost figures and their current state, we feel it is a better investment for the student union as it will allow us to stay up to date with the latest technology and provide the best quality for our students. We have worked with GST in the past. They do a great job. The projects that they have completed with us is the Palm desert Video wall, smart system installed a smart system in Student Union East, and the past event center project.



SMSU South Conference Room ABC

AV Upgrade

CSU San Bernardino

5500 University Pkwy
San Bernardino, CA 92407

Project Proposal

Diversified Workplace

Thursday, August 1, 2024 v1

Valid for 60 Days



August 30, 2023

Juan Serrato
CSU San Bernardino
5500 University Pkwy
San Bernardino, CA 92407

Subject: SMSU South Conference Room ABC, AV Upgrade

Thank you for the opportunity to provide this Diversified Project Proposal to CSU San Bernardino.

Our design engineer and team are committed to providing the outcomes that you expect from this investment. There were some disparities between the design by Extron, the objectives of the space as per the scope document. We added some additional hardware and a DSP as they will be necessary to fulfill the requirements.

As part of this proposal our Field Engineer will need to go on site as part of discovery for your current system. Since there were not drawings of the system, we will need to understand the system and recreate them for you. As part of all the projects we do, we provide detailed documentation for both your records and ours. This allows for streamlined serviceability and expansion when the time for that arrives.

We believe this proposal is fully responsive to your requirements and we look forward to working with you on this exciting project!

Please let me know if you have any questions. We are happy to walk you through the proposal at your convenience.

Best Regards,

AJ McDonald
Sr. Account Executive
One Diversified, LLC
858-414-7041
ajmcdonald@onediversified.com



1 Company Overview

1.1 Our History

From analog to digital and fiber to cloud, Diversified has partnered with clients around the world to deliver the latest technology advancements throughout the last four decades. Since 1993, we've helped a global clientele leverage modern innovations and cutting-edge technology solutions to achieve their goals and gain competitive advantages in a constantly evolving market.

30
YEARS IN BUSINESS

2,400+
ASSOCIATES

20k
INTEGRATIONS/YEAR

\$1B
ANNUAL REVENUE

1.2 Our Mission

Diversified connects people, technology and experiences, where and when it matters most. We understand that implementing a new technology strategy is a major investment that impacts a variety of stakeholders throughout an organization, rippling through leadership and finance to IT and the ultimate end users. To help streamline what can easily become a daunting undertaking, we stand with clients as their trusted partner, providing best-in-class technology and strategic advisory services to transform their business.

1.3 Our Values

Values are essential for a healthy workplace. These foundational values guide our team and provide them with a strong purpose that resonates with our global workforce and is reflected in our work.



**Inspired By
Challenge**



Driven By Imagination



**Passionate About
Success**



**Diverse and
United**

1.4 Delivering Wherever You Are

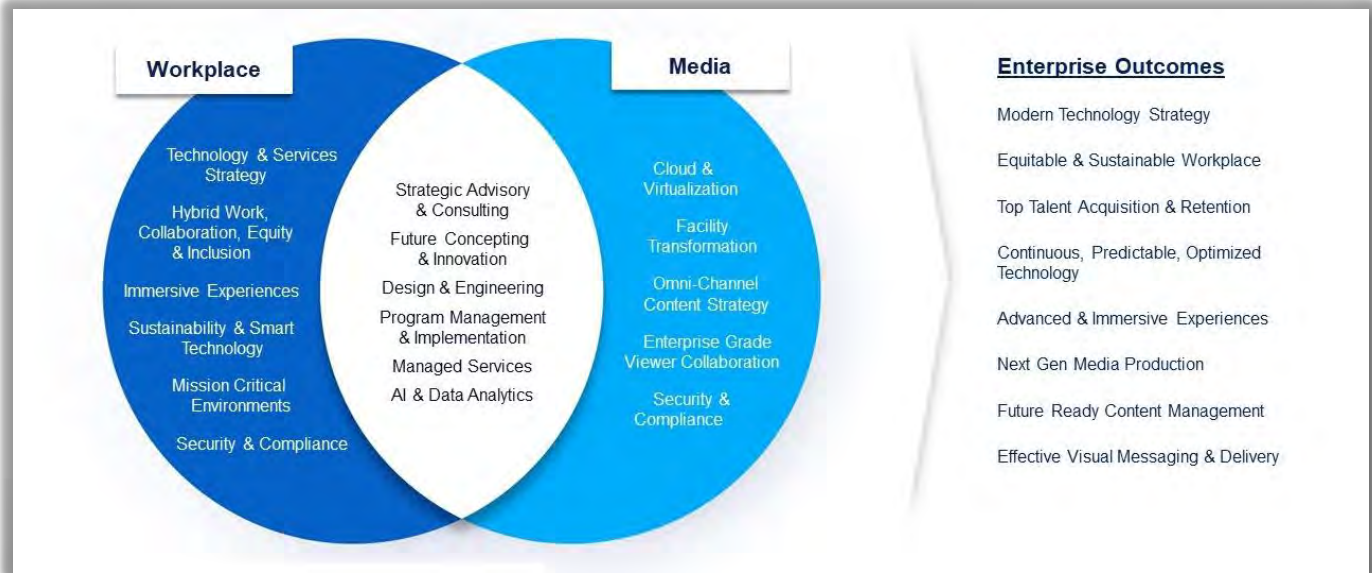


Multinational clients rely on Diversified to deploy and support enterprise solutions worldwide through our global locations, network operations centers and a network of 200+ PSNI Global Alliance technology partners serving 60+ countries, assuring that you get service delivered the way you want it—including in your own language and according to the rules, regulations and requirements of your location.



1.5 Driving Better Outcomes

To stay relevant in today’s competitive marketplace, organizations are leveraging technology more than ever before to meet evolving needs. Diversified understands your unique business challenges, desired outcomes and emerging trends. Our goal is to meet core technology requirements and enhance experiences across your organization.



1.6 Industry Leaders, Certified for Your Success

We prioritize training to ensure our clients receive the best possible service and support. Diversified’s service offerings are based on the highest credentials from leading technology organizations, backed by world-class project management skills and fueled by a passion for helping clients achieve success.

Our PMP certification and project management practice ensures a thorough, consistent and fully documented approach across all projects. The optimum outcome is achieved through established processes, careful oversight and clear communication.





1.7 ISO Certified

ISO is one of the most rigorous and well-regarded standards in the world. Diversified has been certified by SAI Global (and other auditor services providers) and currently maintains a number of ISO certifications within varying regions of operation:

Diversified ISO Certifications				
Diversified Office	ISO 9001: Quality Management	ISO 14001: Environmental Management	ISO: 45001: Occupational Health and Safety Management	ISO 27001: Information Security Management
United Kingdom	X			
Australia	X	X	X	X
Norcross, GA	X		X	
Santa Clara, CA	X		X	

1.8 Our Clients

When selecting a partner to help propel you to somewhere new, trust someone you know has been where you want to go. Leading global organizations and Fortune 500 companies rely on Diversified to leverage the latest technology and deliver experiences that are unforgettable. Our goal is to provide you with a seamless experience that elevates your company and maximizes your ROI.





2 Scope of Work

DESIGN SCOPE OF WORK

Diversified has thoroughly reviewed all documentation regarding California State University, San Bernardino-Conference Room 106 ABC - SMSU South . Design/Installation which includes the following:

- 20513_19124_QUO424759
- 3716144
- Event Center Project - Vendor Requirements
- CSUSB SMC South Conference

Diversified is providing a proposal that best meets the specifications and requirements for California State University, San Bernardino-Conference Room 106 ABC - SMSU South . Diversified has provided general clarifications, inclusions, exclusions, and assumptions that reflect understanding of the project and responsibilities of Diversified, California State University San Bernardino, and other 3rd parties.

INCLUDED SPACES

Based on the documentation provided, diversified has accounted for the following rooms/spaces within this proposal:

Qty	Room/Task Description
1	DIVISIBLE CONFERENCE ROOM (ROOM A, B, C)

INCLUSION, EXCLUSION & ASSUMPTION

1. The Client will provide the necessary support for fixing the AV equipment.
2. The Client will provide the necessary power and data.
3. The Client is responsible for any repair work associated with ceiling/wall AV devices.
4. Assuming that the Client will provide essential conduit and raceway installations on the wall, ceiling, and floor.
5. Assuming the Client will provide necessary floor boxes with RJ45 I/O and Power
6. Assuming the false ceiling to true ceiling height is approximately 3 to 5 feet.
7. Once the project is awarded, the Diversified team will test the AV equipment for proper functionality. If the system or equipment fails to meet the standards, it will be mandatory to replace/add the equipment/accessories to fulfill the solution based on the scope document.
8. Decommissioning of existing AV equipment will be handled by Diversified. Assuming the customer will be responsible for disposing of the existing non-usable decommissioned AV equipment
9. Assuming the suggested model projector and projector lens will be suitable for the existing throw distance (19 feet) from the screen.
10. Diversified has considered a DSP for integrating additional line input and processing the audio.
11. As per scope document, Room A has a wireless presentation device, Room B and C do not. Room A and C have a Room PC, Room B does not.
12. Diversified added additional DTP receivers to ensure the solution functions as per the scope document.

GENERAL PROJECT CONDITIONS

1. All work will be performed during regular business hours (Monday-Friday, 8AM – 5PM).



2. Unless otherwise noted in this proposal, labor rates used to calculate this estimate are based on work being performed during regular business hours (M-F, 7 AM to 4 PM). A revised proposal, which includes after-hours, weekends and/or holiday labor rates, will be provided upon request.
3. This proposal is provided with the understanding that provisions will be made to provide Diversified with access to all necessary workspaces required to facilitate installation progress. Neither Diversified, nor its subcontractors, will assume accountability for, or absorb costs associated with, delays that are the direct result of Customer scheduling, policies, procedures, personnel or denied accessibility. In the event that delays, or work stoppages occur, the Owner, or Owner's designated representative, will be billed at Diversified's current labor rates for onsite personnel affected by the delay until such time as the delay is remedied and installation work is allowed to proceed.
4. All workspaces will be unobstructed, clean, and dust free by the dates shown on the official project schedule.
5. Building access through front doors, loading docks, elevators, etc. as required for large equipment and installation load in will be provided.
6. Any necessary keys, security badges, clearance, etc. will be provided as needed for the course and duration of the project.
7. Parking will be provided within a reasonable distance of the job site.
8. All necessary test equipment will be allowed on site with no restrictions.
9. Appropriate client representatives will be available during the course of the project and any scheduled training sessions.
10. Diversified utilizes non-union labor. Union labor requirements will be the responsibility of Account ID/Client Name.
11. Diversified is not a high voltage contractor and as such will undertake no high voltage installation work in the fulfillment of this project.
12. Job scope provides proprietary information developed by Diversified for the purpose of defining this specific project. This information may not be used by the owner or other contractors without written consent.
13. This proposal is provided with the understanding that Diversified will be able to perform the above work in a single, continuous period of performance. Costs associated with multiple mobilizations/demobilizations may result in a change order.

ASSUMPTIONS

1. All client-provided CAD drawings or building plans provided to Diversified are accurate. (This includes but is not limited to plan views, reflected ceiling plans, elevations, conduit risers, electrical, millwork details, specific mounting details, etc.) Unless otherwise noted in this proposal, Diversified includes the creation of CAD As-Built drawings for security devices installed under this Scope of Work only. Diversified will turn over final As-Built drawings as part of its Project Closeout Package, along with Operations and Maintenance Manuals. Additional CAD work beyond As-Built drawings is not included in Diversified's quote. Additional costs may be incurred if electronic copies of the CAD floorplan drawings are not available for use in the development of submittal documents. Diversified is not responsible for costs associated with the procurement of CAD files.
2. All necessary client provided infrastructure will be provisioned, available, and functional as defined in the project schedule. (This includes the appropriate IP, server, DNS, gateway, and SPID information for any WAN, LAN, or ISDN connection that is part of the system as well as conduit, cable tray, power, grounding, and HVAC)
3. All owner furnished equipment and cabling will be available, in place, and functional as defined in the project schedule.
4. Unless otherwise stated in the Scope of Services within this proposal to be furnished and installed by Diversified, all electrical services will be available, in place, and functional as defined in the project schedule. (This includes, but is not limited to, AC power, J boxes, conduit/cable pathways, cable trays, grounding wires or rods, floor boxes or pockets, etc.)



5. All necessary ceiling trim work, drywall, woodwork, millwork painting, etc., will be in place as defined in the project schedule.
6. All user furnished sources will be available during system commissioning and training. (This includes laptops, computers, satellite/cable feeds, etc.)
7. For design proposals involving Revit BIM design work: This proposal is based on Diversified providing, as its deliverable, Revit BIM modeling for devices to the extent of providing spatial representation in our models for the purposes of de-conflicting trade clashes. Diversified does not include granular visual representation modeling of its proposed products for the purposes of real-life renderings or the like.
8. For design proposals involving Revit BIM design work: This proposal is based on Diversified being provided Revit environment backgrounds and a library of device families by the Customer for the purposes of use during its work.
9. Diversified's Project Manager (PM), Project Foreman (PF) and/or Field Engineer (FE) will coordinate with the Owner, General Contractor (GC), and other contractors as necessary to ensure a smooth and successful execution of the proposed Scope of Work. To that end, the PM, PF and/or FE will be available to attend one (1) coordination and/or progress type meeting with the Owner, Architect and/or GC every two weeks, not to exceed two (2) meetings in a consecutive thirty (30) day period. Should additional meetings be required, the Owner or GC shall inform Diversified's PM of the anticipated quantity of such coordination/progress meetings at which Diversified attendance is required so a revised proposal (if pre-approval) or change order proposal (if post-approval) may be submitted to the Owner or GC for approval.
10. Existing wire and/or equipment intended to be utilized and/or reused under this Scope of Work will be tested for proper functionality during installation. Should existing wire or equipment be found inoperable, incompatible or otherwise unfit for use, Diversified will provide a proposal for replacement to the Owner or Owner's designated Agent. Such replacements may be required before installation can be finalized and project turnover can occur. Neither Diversified, nor its subcontractors, will assume accountability for, or absorb costs associated with, delays that are the direct result of necessary materials or equipment replacements.
11. Returned material must be resalable, unopened in its original packaging. Any material or containers that are opened, defaced, or damaged cannot be returned to Diversified. Restocking fees may apply for returned equipment.
12. Unless already noted as included in this proposal, hoists, man-lifts, extra-long ladders, special safety equipment, and the like, shall be provided by others (or by Diversified at additional cost) when required.
13. Taxes are based on estimates and will be billed to actual at the time of invoicing. Customers, including government, general contractors and not for profit entities seeking a tax exemption must supply Diversified with a valid exemption certificate or direct pay permit at the time of proposal execution or upon issuance of a purchase order.
14. Payment and Performance Bonds are excluded. If Diversified is required to carry a P&P bond, Diversified's total price will increase by 2%.
15. This proposal was not prepared in accordance with Davis Bacon or other Prevailing Wage Scale. If Diversified is informed that such wage rates are required for this project, Diversified will revise its proposal accordingly.

CUSTOMER RESPONSIBILITIES

1. The client will assign a single point of contact authorized to sign off on all project deliverables.
2. Communicate proposed changes to any scope, assumptions, or schedule as soon as they arise and follow prescribed change management process expeditiously
3. Equipment damage from dust or other contaminants during the course of the project.
4. Provide relevant architectural changes to the facility in order to accommodate the integration of equipment supplied by Diversified. (This includes, but is not limited to, rough openings for projection screens, ceiling finish work for projection screens, painting requirements for rear projection rooms (flat back), window treatments, lighting control systems, and lighting changes.)



5. Identify third-party contractors (i.e., electricians, construction personnel, architects, and designers) and determine the client coordinator.
6. Provide clean and secure installation area during project period. If the space is not clean or secure during installation, Diversified will only deliver equipment that is signed for. Client assumes risk for loss or damage to equipment under these conditions.
7. The Customer will provide, in advance, notification of any unique requirements, hazardous locations and materials, security precautions, access restrictions or other extraordinary conditions, which may affect the execution of installation tasks described herein.

DIVERSIFIED DELIVERABLES

1. Inspection and site survey (on premise).
2. Weekly project status reports.
3. Communicate proposed changes in writing as soon as they arise and follow prescribed change management process expeditiously.
4. System delivery, installation, and testing as defined by functional scope.
5. Training provided after completion of system installation.
6. Clean up work area at end of each day.

SCHEDULE

1. Project schedule as agreed upon by Diversified and Account ID/Client Name will establish the milestones, dates, and period of performance.
2. Project schedule will be provided within five (5) days of receipt of purchase order or signed contract. This schedule includes client milestones, design, equipment procurement, programming, on-site work, and customer training and is based on the assumptions listed above.

CHANGE MANAGEMENT

1. Modifications to the above list of equipment due to additional requirements of any type from any source including but not limited to: addendums not listed above, other revisions or editions of any of the documents listed above, interpretation of fire codes, and changes requested by the Authority Having Jurisdiction (AHJ); may, at the sole discretion of Diversified, entail additional charges.
2. Diversified's goal is to capture the Customer's requirements in the needs analysis phase of the design process and to complete projects with a minimal amount of Change Proposals, if any. However, Change Proposals may be required due to several reasons and each party has the option to request changes to the agreed upon scope of work. Schedule and cost impact conditions such as accelerated schedule requests, or the addition of building systems to our scope are examples of cause for Change Proposals.
3. Any changes in the above assumptions must be approved by Diversified and Account ID/Client Name following the prescribed change management process and the ramifications communicated.
4. The following is Diversified's process for handling Change Order requests:
 1. Diversified receives change condition data from client and considers impact to the current project design solution set.
 2. Diversified then, if warranted, and in the form of a Change Proposal, provides associated costs and scope narrative to address the Change Condition, General Conditions, Schedule, or additional Professional Services Labor.
 3. Diversified submits the Change Proposal with an updated timeline to the Customer. Please note that no work related to the Change Proposal will begin until a Change Order is provided/authorized by the Customer, Owner, or Owner's Agent.
 4. The Customer, Owner, or Owner's Agent authorizes the Change Proposal and returns a signed Change Proposal, Change Order, or Purchase Order to Diversified.
 5. Diversified proceeds with ordering any additional materials and/or performance of the work.
 6. Diversified updates the contract scope of work, deliverables, and/or system drawings, as necessary.

CONCLUSION (ENTIRETY OF OFFER)



1. This document, including any referenced attachments, represents Diversified and the Client's mutual understanding of the scope, schedule, and functionality for the systems to be designed and installed.
2. Final completion and warranty engagement are reached when the items listed on this document are fulfilled. This includes testing, commissioning, and training on fully operational integrated systems. In large projects, sections may be brought online on a pre-determined schedule for warranty to remain in sync.

2.1 Training

1. Unless noted otherwise, Diversified's Proposal includes one – two (2) hour session of on-site demonstration and training for technology system hardware and software with the Customer end-user personnel.
2. The Training schedule will be coordinated by the Project Manager and approved by Customer contact authorized to sign off on project deliverables. If additional sessions and/or time are required, Diversified will provide additional pricing as requested.



2.2 Scope Notes

1. All Customer furnished CAD drawings or building plans provided to Diversified are deemed to be accurate (including but not limited to plan views, reflected ceiling plans, elevations, conduit risers, electrical, millwork details, specific mounting details, etc.). Additional costs may be incurred if electronic copies of the CAD floorplan drawings are not available for use in the development of submittal documents. Diversified is not responsible for costs associated with the procurement of Customer furnished CAD files. Diversified will turn over final As-Built drawings as part of its Project Closeout Package. Additional CAD work beyond As-Built drawings is not included in Diversified's quote.
2. Existing wire and/or equipment intended to be utilized and/or reused under this Scope of Work will be tested for proper functionality during installation. Should existing wire or equipment be found inoperable, incompatible or otherwise unfit for use, Diversified will develop and provide a Proposal for its replacement. Such replacements may be required before installation can be finalized and project turnover can occur. Neither Diversified, nor its subcontractors, will assume accountability or absorb costs associated with delays that are the result of failing Customer Furnished Equipment (CFE) or its replacement.
3. Diversified is not a high voltage contractor and as such cannot undertake high voltage installation work in the fulfillment of this project.
4. Parking will be provided within a reasonable distance of the job site.
5. Building access through front doors, loading docks, elevators, etc. as required for large equipment and installation load in will be provided.
6. Any necessary keys, security badges, clearance, etc. will be provided as needed for the course and duration of the project.
7. All necessary test equipment will be allowed on site with no restrictions.
8. Appropriate Customer representatives will be available during the course of the project and any scheduled training sessions.

2.3 Customer Network Responsibilities

This project will utilize an Owner-Furnished-Equipment/Customer provided network. Diversified will provide technology specifications and device requirements including, but not limited to, PIM/SM, IGMP Snooping, VLANs, Master Clock, Proxy Servers, QoS, Bandwidth, listen/connect ports, DHCP/DNS/IP, VoIP, security, Firewalls, protocols, and PoE. This may be coordinated via manufacturer documentation and/or a master technology requirements document.

Unless specifically detailed within this Scope of Work, the following are not included and therefore excluded from this proposal:

1. Network topology design, technology planning, and architecture
2. Network switch/server/appliance rack installation
3. Network switch/server/appliance configuration
4. Network switch/server/appliance configuration with other systems
5. Network switch/server/appliance configuration support with client
6. Patching to OFE network switches, appliances, and servers
7. Network commissioning and testing
8. Network security including switches and devices



Diversified can provide a 'Network-Ready' checklist to ensure the customer has sufficiently designed, configured, tested, and commissioned the network prior to the Diversified commissioning the 'system(s)' detailed within this Scope of Work.

3 Project Approach

Diversified follows a comprehensive procedure to ensure accurate and timely delivery of integrated technology systems. The procedure, which is divided into nine distinct phases, places a strong emphasis on verification and preparation as these tasks are essential to ensuring a successful outcome.

3.1 Procedural Phases

1. **Design Review** - The submittal and/or review process of reviewing the project scope and verifying that the components and systems to be installed, and the methods/details of installation, are consistent with the design intent and systems specifications.
2. **Staging/Site-Preparation** - Staging and site-preparation are two distinct yet concurrently administered processes. Staging is the process of completing in-house tasks to connect, configure, update, program, and test as many system capabilities/components as appropriate to discover early issues and minimize on-site time. Site-preparation is the process of performing site surveys, attending construction meetings, and completing preliminary rough-in work. Both processes are crucial to delivering quality systems on time and ready for use. This step of the project may include initial software upload/configuration efforts as appropriate.
3. **Installation** - The main installation effort encompassing equipment delivery, systems installation, cabling, and physical connectivity.
4. **Device Configuration** - The process of adjusting initial device settings required for proper operation of each component. Typically includes level settings, operational modes, addressing, EDID settings, etc. May include initial software file upload/config as needed.
5. **Self-verification Testing** - The process of testing each analysis system/tool to ensure it can accurately measure the intended system parameter.
6. **Systems Pre-verification Testing** - The process of verifying, prior to optimization, that the components have been installed properly, devices are operating properly, and the environmental conditions are appropriate for the installed systems and components.
7. **Optimization and Software** - The process of loading software files and performing device configuration, calibration, alignment, and adjustments to optimize the performance of the system and components for the stated design objectives.
8. **Systems Post-verification Testing** - The process of verifying, following optimization, the performance of the systems against the stated design objectives.
9. **Training and Acceptance** - The final project stage, involving closeout document delivery, on-site training, and owner acceptance of the provided systems and services.



4 Pricing

Pricing presented in this Project Proposal is based on the services shown in the Scope of Work section of this document. Any services not specifically identified in the Scope of Work section are not included in Diversified's pricing below.

4.1 Summary of Costs

Project/Room Summary and/or Added AE notes:							
Item	Manufacturer	Model	Description	Qty	Unit Price	Extended Price	Notes
1	Conference Room 106 ABC - SMSU South						
1. Display System							
1.10	Epson	V11HA52820	EB-PU2010B Business Projector, 10,000 Lumens, WUXGA, Black	1.00	\$14,458.98	\$14,458.98	
1.20	Epson	V12H004W06	Wide Lens 2 for Pro L1500U	1.00	\$2,525.65	\$2,525.65	
1.30	Chief	RPAU	Universal RPA	3.00	\$196.58	\$589.74	
1.40	Chief	CMS0608	Adj Pipe 72 to 96	3.00	\$167.35	\$502.05	
1.50	Chief	CMA110	Flat Ceiling Plate	3.00	\$59.93	\$179.79	
1.60	Dalite	40973	Single Motor LVC, 110 volt White	3.00	\$283.85	\$851.55	
1.70	OFE	OFE	Room B: OFE/Existing projector screen with projector mounting kit	1.00	\$0.00	\$0.00	OFE Item
1.80	OFE	OFE	Room A and C: OFE/Existing Projector and projector screen with projector mounting kit	2.00	\$0.00	\$0.00	OFE Item
					Items Subtotal	\$19,107.76	
2. Audio System							
1.90	OFE	OFE	Existing Audio Complete System- 1 Set	1.00	\$0.00	\$0.00	OFE Item
					Items Subtotal	\$0.00	
3. Switching and Interface							
1.100	OFE	OFE	OFE Dual HDMI Output PC with HDMI Monitor and OFE Keyboard and Mouse	2.00	\$0.00	\$0.00	OFE Item
1.110	Extron	60-1421-13	DTP T Hwp 4K 231 D, DTP Transmitter For HDMI - Decorator-Style Wallplate, White - 230 Feet (70 M)	3.00	\$448.72	\$1,346.16	
1.120	Extron	60-1271-13	DTP HDMI 4K 230 RX, HDMI Twisted Pair Receiver - 230 Feet (70 M)	3.00	\$365.39	\$1,096.17	



1.130	Extron	60-1943-01	ShareLink Pro 1100, Wired and Wireless Presentation System	1.00	\$1,775.65	\$1,775.65	
1.140	Extron	60-1381-93	DTP CrossPoint 108 4K IPCP Q M, 100 Watt 70 V Mono Amp, AV LAN	1.00	\$12,903.85	\$12,903.85	
1.150	Extron	70-1362-03	WPD 101 U, Audio, Video, and Data Pass-Through Wallplates - Decorator-Style, USB Type-C; White	2.00	\$83.34	\$166.68	
1.160	Extron	60-1883-01	USB-C HD 101, USB-C to HDMI Interface	1.00	\$371.80	\$371.80	
1.170	Extron	60-1365-63	DTP T HWP 232 D, Two Input DTP Transmitter for HDMI with Audio Embedding - Decorator-Style Wallplate, White - 230 feet (70 m)	3.00	\$814.11	\$2,442.33	
1.180	Extron	60-1491-12	DTP T HD2 4K 230, HDMI Twisted Pair Transmitter With Input Loop-Through - 230 Feet (70 M)	2.00	\$596.16	\$1,192.32	
1.190	Extron	60-1487-12	DTP T Dsw 4K 233, Three Input Multi-Format Switcher With Integrated DTP Transmitter And Audio Embedding - 230 Feet (70 M)	1.00	\$1,115.39	\$1,115.39	
1.200	Extron	60-1271-13	DTP HDMI 4K 230 RX, HDMI Twisted Pair Receiver - 230 Feet (70 M)	8.00	\$365.39	\$2,923.12	
					Items Subtotal	\$25,333.47	
4. Control System							
1.210	Extron	60-1907-01	IPL EXP RIO8, IP Link Pro Expansion Interface	1.00	\$737.18	\$737.18	
1.220	Extron	60-1788-02	12" Tabletop TouchLink Pro Touchpanel - Black	2.00	\$3,403.85	\$6,807.70	
1.230	Extron	60-1953-01	Network Button Panel with 6 Buttons - US 2-Gang	1.00	\$519.24	\$519.24	
1.240	Extron	60-1233-02	PI 115, Single Port Power Injector	3.00	\$224.36	\$673.08	
1.250	Netgear	GSM4212PX-100NAS	M4250 - AV Line - 10G2XF-PoE+	1.00	\$966.89	\$966.89	
1.260	Netgear	OFE	OFE Network Switch	1.00	\$0.00	\$0.00	OFE Item
					Items Subtotal	\$9,704.09	
5. Audio System							
1.270	QSC	CORE 110f v2	Q-SYS Core 110f v2 Network + Analog I/O Processor	1.00	\$3,238.47	\$3,238.47	
					Items Subtotal	\$3,238.47	
6. Rack Hardware							



1.280	Extron	60-190-10	RSu 126, 1U 6" Deep Universal Rack Shelf Kit	1.00	\$111.54	\$111.54	
1.290	Middle Atlantic	PDC-915R-2	9OUT 15A 2STAGE NTFY CTRL	1.00	\$242.31	\$242.31	
1.300	Middle Atlantic	LACE-P	45 RU Lace Strip with Round Holes - 6 Piece	1.00	\$135.58	\$135.58	
1.310	Middle Atlantic	PTRK-1426	PORTABLE RACK,14SP,26"D	0.00	\$759.81	\$0.00	Optional Item
					Items Subtotal	\$489.43	
7.AV Rack Space & Furniture							
1.320	OFE	OFE	OFE Lectern for Room B	1.00	\$0.00	\$0.00	OFE Item
1.330	OFE	OFE	Room A and C: Existing AV Presenter Table along with AV Rack	2.00	\$0.00	\$0.00	OFE Item
					Items Subtotal	\$0.00	
zz.Miscellaneous Materials							
1.450	Diversified	MscMaterials	Miscellaneous Materials	1.00	\$10,769.24	\$10,769.24	
					Items Subtotal	\$10,769.24	
Professional Services							
1.340	Diversified	Engineer, CAD Operator, Project Manager, Field Engineer, Programmer, Installation, Project Coordinator, Installation Supervisor	Design Engineering Services, Drafting Services, Project Management Services, Field Engineering Services, Programming Services, On-Site Installation Supervision Services,	1.00	\$0.00	\$74,194.00	
1.350	Diversified	CAD Operator	Drafting Services	1.00	\$0.00	\$1,926.00	
1.360	Diversified	Project Manager	Project Management Services	1.00	\$0.00	\$9,792.00	
1.370	Diversified	Field Engineer	Field Engineering Services	1.00	\$0.00	\$12,240.00	
1.380	Diversified	Programmer	Programming Services	1.00	\$0.00	\$9,000.00	
1.400	Diversified	Installation Tech	On-site Installation Services	1.00	\$0.00	\$20,340.00	
1.410	Diversified	Project Coordinator	Project Administration/Coordination	1.00	\$0.00	\$2,016.00	
1.420	Diversified	Installation Supervisor	On-site Installation Supervision Services	1.00	\$0.00	\$11,200.00	
					Services Subtotal	\$74,194.00	
General & Administrative							
1.430	Diversified	Freight	Freight	1.00	\$1,418.05	\$1,418.05	
					G&A Subtotal	\$1,418.05	
Travel & Expense							



1.440	Diversified	Travel Expense Budget	Travel and Expenses	1.00	\$1,570.69	\$1,570.69	
					Expense Subtotal	\$1,570.69	
Room/Task Total						\$145,825.20	
SUMMARY							
Item	Room/Task Unit Price		Room/Task Description	Qty		Extended Price	
1	\$145,825.20		Conference Room 106 ABC - SMSU South	1.00		\$145,825.20	
			Estimated Tax			\$6,793.74	
			Grand Total			\$152,618.94	

4.2 Payment Terms

Payment Terms	
1	Customer will be billed 50% of the Base Project Total at the time of contract signing, due in full upon signature.
2	Customer will be billed a progress payment in the amount of 40% of the Total Fee when first Equipment is delivered to Diversified staging facility or Customer site, regardless of whether Equipment is shipped in multiple installments, and due Net 30 days from invoice date.
3	The balance of the Project Total, 10%, will be invoiced at the Project Completion milestone and due Net 30 days from invoice date.
4	Taxes (if shown) are an ESTIMATE and will be added to invoices in alignment to the federal, state and local taxing authorities at the project's location.

4.3 Pricing Exclusions

1. All prices do include Sales Tax. If taxes are shown, values are based on estimates and will be billed for actual tax costs at the time of invoicing. Customers, including government, general contractors and not for profit entities seeking a tax exemption must supply Diversified with a valid exemption certificate, or direct pay permit at the time of Proposal execution, or upon issuance of a Purchase Order.
2. Costs for Permits are not included in Diversified's pricing (unless stated otherwise).
3. Payment and Performance Bonds are excluded. If Diversified is required to carry a P&P bond, Diversified's total price will increase by .86% (Diversified's current bonding rate).
4. Pricing in this Proposal is based on Diversified corporate labor rates. Diversified is not a Unionized shop; we have not utilized any collectively bargained or trades organization's rates in our workforce cost estimations. If Diversified is required to utilize a 3rd party unionized trades organization for the execution of trades related work, their costs have been included as quoted by a Unionized trade entity.



5. This Proposal was not prepared in accordance with Davis Bacon or other Prevailing Wage Scale. If Diversified is informed that such wage rates are required for this project, Diversified will revise its Proposal accordingly.
6. Unless otherwise noted in this Proposal, labor rates used to calculate this estimate are based on work being administered during business hours (Monday – Friday / 0600-1800H Local Time). A revised proposal, which includes after-hours, weekends and/or holiday labor rates, can be provided upon request.
7. Pricing in this Proposal does not include Revit BIM work, unless stated explicitly. When Revit BIM services are included, Customer will provide Revit environment background and a library of device families for the required Revit BIM work. Diversified will add only those devices specifically identified in the Revit scope of this Proposal. Diversified will provide modeling of such devices to the extent of providing spatial representation in our models for the purposes of de-conflicting trade clashes. Diversified does not include granular visual representation modeling of its proposed products for the purposes of real-life renderings, etc.
8. Returned material must be resalable, unopened in its original packaging. Any material or containers that are opened, defaced, or damaged cannot be returned to Diversified. Restocking fees may apply for returned equipment.
9. Hoists, man-lifts, extra-long ladders, special safety equipment, and the like, shall be provided by others (or by Diversified at additional cost) when required.
10. Any man-hours or fees associated with building safety program conformance including but not limited to specific parking requirements, site IDs, hard hats, safety glasses, footwear, or safety training are not known or included in Diversified's pricing. Additional costs may be incurred and will be billed to our Customer if required.
11. Unforeseen cost impacts on equipment and materials due to international trade policies (steel, copper, precious metals, and country specific policies) may incur additional cost. Diversified shall attempt to time purchases to minimize the impact of such pricing fluctuations. Any pricing increase beyond 2% from time of Proposal to time of purchase shall be borne by our Customer.
12. This project may be impacted by current challenges within the global supply chain, which may cause unexpected timeline delays and changes in pricing for project equipment and services. Although these matters are outside Diversified's control, Diversified will endeavor to identify supply chain issues as early as possible, keeping our customers well informed of any supply chain issue and its potential impact and mitigation. In an effort to further reduce supply chain challenges, manufacturers are redesigning products with new components that are known to be more readily available. This may cause a product's price to change, or a current model to be discontinued (made End of Life) and replaced with a new model. Product substitutions, increased product and/or shipping costs will be identified by the Diversified project team and processed as a Change Order when required.
13. For all new project equipment and materials listed in the Bill of Materials (BoM), whether upon contract execution or following final design and Bill of Materials modification, that is sourced by our Customer directly through another supplier, such as an OEM, vendor, etc., Customer will provide to Diversified a copy of the vendor quote and resultant Customer Purchase Order. This detailed data will be utilized for project logistics, warehousing and insurances against risk of loss and damage. Additionally,



Diversified will be entitled to a handling and insurance fee equal to four percent (4%) of the transaction value of the Customer Furnished Equipment (CFE) and materials, excluding freight and taxes.

5 Project Conditions

5.1 General Conditions

1. Diversified's Project Manager (PM), Project Foreman (PF) and/or Field Engineer (FE) will coordinate with the Owner, General Contractor (GC), and other contractors as necessary to ensure a smooth and successful execution of the proposed Scope of Work. To that end, the PM, PF and/or FE will be available to attend one (1) coordination and/or progress type meeting with the Owner, Architect and/or GC every two weeks, not to exceed two (2) meetings in a consecutive thirty (30) day period. Should additional meetings be required, the Owner or GC shall inform Diversified's PM of the anticipated quantity of such coordination/progress meetings at which Diversified attendance is required so a revised proposal (if pre-approval) or change order proposal (if post-approval) may be submitted to the Owner or GC for approval.
2. Proposed changes to this Proposal document and/or additional labor charges resulting from changes to the proposed Scope, responsibilities, schedules and equipment selections are subject to review and approval of Diversified prior to commencement or work.
3. Any work performed on weekends or holidays, or in excess of 40 hours per working week will be subject to increased rates.

5.2 Schedule

1. Project schedule as agreed upon by Diversified and customer will establish the milestones, dates, and period of performance.
2. Project schedule will be provided within fifteen (15) days of receipt of purchase order or signed contract. This schedule includes client milestones, design, equipment procurement, programming, on-site work, and customer training.
3. All work will be performed during regular business hours (Monday – Friday / 0600-1800H Local Time). Any work performed on weekends or holidays, or in excess of 40 hours per week will be subject to increased rates.
4. The Baseline Project Schedule will be reviewed after receipt of Purchase Order or ratified contract (signed by Customer and counter signed by Diversified).
5. Diversified's Project Manager and Customer contact (authorized to sign off on project deliverables) will establish the detailed milestones.
6. The ability for Diversified to meet the established milestones within the Project Schedule is dependent on the supporting trades timely completion of their work according to the Project Schedule. The conditions below will impact the Project Schedule and will need to be addressed and submitted as a Change Order.
 - a. Modification(s) to the list of equipment due to additional requirements of any type, from any source including, but not limited to, Addendums not listed in the Scope of Services section, other revisions or editions of documents provided during bid process, interpretation of local fire codes, and changes requested by an Authority Having Jurisdiction (AHJ).



- b. Schedule and cost impact conditions such as accelerated schedule requests, delays caused by supporting trades (i.e.: Architect, General Contractor, Electrical Contractor, Low Voltage Contractor, IT Services Provider, Furniture Provider, etc.), or the addition of technology systems to Diversified scope. Examples of delays caused by supporting trades include, but are not limited to, incomplete infrastructure rough-in, core network services down, Customer owned licensing of devices not procured, and incomplete furniture installation.
 - c. Re-engineering due to unacceptable equipment lead times.
 - d. Costs associated with project delays due to factors beyond Diversified's control (including construction delays discussed in (4) above), will be reviewed for impact to the project costs and timeline as they arise. Diversified's Project Manager will review the impact on the project's scope and schedule to identify methods to mitigate additional costs wherever possible. Net additional costs may be incurred for extending the project timeline at Diversified's current standard labor rates or by additional hours (regular and overtime rates as required) to maintain the existing timeline.
 - e. If project award date or other established milestones are missed, all subsequent milestones will shift accordingly, maintaining current durations for each subsequent task.
7. Pricing and schedules in this Proposal are provided with the understanding that Diversified will be able to perform the stated Scope of Work in a single, continuous period of performance. Costs associated with multiple mobilizations/demobilizations may result incur additional cost.

5.3 Readiness

1. Diversified will have access to all necessary workspaces required to facilitate installation progress. Neither Diversified, nor its subcontractors, will assume accountability for, or absorb costs associated with, delays that are the direct result of Customer scheduling, policies, procedures, personnel or denied accessibility. In event that delays, or work stoppages occur, the Owner, or Owner's designated representative, will be billed at Diversified's current labor rates for onsite personnel affected by the delay until such time as the delay is remedied and installation work is allowed to proceed.
2. All workspaces will be unobstructed, clean, and dust free by the dates shown on the official project schedule.
3. All Customer furnished equipment and services will be available, in place and functional as defined in the Project Schedule including but not limited to: physical and technical infrastructure, including IP networks WAN, LAN, cable or satellite, telephony, phones lines as well as conduit, cable tray, cabling, floor boxes, wall boxes, pockets and HVAC etc.
4. All electrical services including AC power, power outlets, UPS, J-boxes, conduits/cable pathways, grounding systems, grounding wires and grounding rods will be provided by others.
5. All necessary ceiling trim work, drywall, woodwork, millwork painting, etc., will be in place as defined in the project schedule.
6. All Customer furnished sources will be available during system commissioning and training (this includes laptops, computers, satellite/cable feeds, etc.).



7. This Proposal's Scope of Work provides proprietary information developed by Diversified for the purpose of defining this specific project. This information may not be used by the Customer or other contractors without Diversified's written consent.

5.4 Customer Responsibilities

1. Assign a single Customer Contract, authorized to sign off on all project deliverables.
2. Communicate proposed changes to any scope, assumptions, or schedule as soon as they arise and follow prescribed Change Management process expeditiously.
3. Cover costs to resolve equipment damaged from dust or other contaminants during the course of the project.
4. Provide relevant architectural changes to the facility to accommodate the integration of equipment supplied by Diversified.
5. Identify third-party contractors (i.e., electricians, construction personnel, architects, and designers) and determine the Customer coordinator.
6. Provide clean and secure installation area during project period. Customer assumes risk for loss or damage to equipment in unclean or unsecure conditions.
7. Unless otherwise specified in the proposal document, all electrical services including AC power, power outlets, UPS, J-boxes, conduits/cable pathways, grounding systems, grounding wires and grounding rods, will be installed by Client or contractor of Client's choice in advance of Diversified's performance. .
8. Provide, in advance, notification of any unique project or site requirements, hazardous locations and materials, security precautions, access restrictions or other extraordinary conditions, which may affect the execution of installation tasks described herein.
9. Any necessary keys, security badges, clearance, etc. will be provided as needed for the course and duration of the project.
10. Parking will be provided within a reasonable distance of the job site.
11. Provide a "Room Ready" state prior to installation of cabling, furniture and system componentry.
12. All necessary test equipment will be allowed on site with no restrictions.
13. Appropriate client representatives will be available during the course of the project and any scheduled training sessions.
14. Except in instances in which the services are agreed in writing to include backup services, Customer shall be solely responsible for backing up Customer's data and Diversified shall have no liability with regards to Customer's data.

5.5 Diversified Responsibilities

1. Local delivery office will administer a site readiness inspection.
2. Produce weekly Project Status Reports.
3. Communicate proposed changes in writing as soon as they arise and follow prescribed Change Management process expeditiously.



4. Provide Training after completion of system installation as detailed in the Scope of Work - Training section of the proposal.
5. Provide Training after completion of system installation as detailed in the Scope of Work - Training section of the proposal.
6. Clean up work area at end of each day.

5.6 Entirety of Offer

1. This document, including any referenced attachments, represents Diversified and the Customer's mutual understanding of the scope, schedule, and functionality for the systems to be designed and installed.

5.7 Closeout

1. Final completion and warranty engagement is reached when the items listed on this document are fulfilled. This includes testing, commissioning, and training on fully-operational integrated systems. In large multi-room projects, rooms may be brought online on a pre-determined schedule in order for warranty to remain in sync.



6 Terms and Conditions

This agreement (the "Agreement") is made as of the date of signature below by **One Diversified, LLC**, ("Diversified") and **CSU San Bernardino**, ("Customer"). The Parties agree as follows:

- Diversified:** Diversified shall provide the services and/or equipment ordered by Customer in a professional and workmanlike manner and in accordance with generally accepted industry standards. As used throughout this Agreement, any services described in an accepted scope of work (a "SOW"), shall be referred to as the "Services; equipment described in an accepted SOW, shall be referred to as the "Equipment"). Diversified may provide additional services or equipment beyond those described in the SOW if the parties mutually agree in writing to such services. Services and/or equipment not specifically described in the SOW shall be the responsibility of Customer or other third parties engaged by Customer.
- Customer Responsibilities:** Customer shall provide Diversified with all information, surveys, reports, and professional recommendations and any other related items reasonably requested by Diversified in order to perform the Services or deliver the Equipment. When available, Customer must provide Diversified with up-to-date plans in the event they impact the Scope of Work. Diversified may rely on the accuracy and completeness of these items without any obligation of independent verification. Customer will not be responsible for obtaining or paying for necessary permits from authorities with jurisdiction over the Services and/or Equipment unless Diversified provides written notification in the SOW stating otherwise.
- Prevailing Terms and Conditions:** By signing this Agreement, Customer represents and acknowledges that he/she has fully read, understands, and accepts the terms of this Agreement, including the terms and conditions included herein. There are no warranties, representations or understandings of any kind or description whatsoever made by either party to the other, except such as are expressly set forth herein.
- Delivery, Title and Risk of Loss – System Integration Projects:** In the case of a systems integration project with prefabrication at a Diversified integration facility, title and risks of loss of or damages to any Equipment and Products will pass to Customer upon Diversified's delivery of them to the Customer's place of business. In the event the Customer provides delivery services from Diversified's integration facility via their own chosen freight carrier, title and risk of loss and/or damage will pass F.O.B. point of shipment to Customer. All claims for damage or loss of Equipment and Products must be made directly to the Customer's freight carrier.
- Delivery, Title and Risk of Loss – Drop Shipments:** In the case of drop shipments, delivery dates are approximate and are based upon prompt receipt of all necessary information from Customer. Unless otherwise specified by Diversified or provided for in other signed agreements, delivery will be made and title and risks of loss and/or damage will pass F.O.B. point of shipment to Customer. All claims for damage or loss of Products must be made directly to the freight carrier.
- Taxes:** Taxes (if shown) are based on estimates and will be billed at actual at the time of invoicing. Customers, including government, general contractors and not for profit entities seeking a tax exemption must supply Diversified with a valid exemption certificate or direct pay permit at the time of proposal execution or upon issuance of a purchase order.
- Estimated Schedule and Delivery Time:** Diversified shall use commercially reasonable efforts to render the Services and/or Equipment in accordance with any committed timetable set forth in the SOW. During the course of providing the Services and/or Equipment, events outside the reasonable control of Diversified (collectively, "Force Majeure Events") may impact the completion schedule and Diversified shall not be held responsible for any such delays in meeting the completion schedule, failure to deliver or perform as a result of any delays resulting from any such occurrence. As used in this Agreement, Force Majeure Events include but are not limited to (i) any cause beyond Diversified's reasonable control, (ii) an act of God, act of Customer, act of civil or military authority, Governmental priority, strike or other labor disturbance, flood, epidemic, war, riot, delay in transportation or car shortage, or (iii) inability on account of a cause beyond the reasonable control of Diversified



to obtain necessary materials, components, services or facilities. Diversified will notify Purchaser promptly of any material delay excused by this clause and will specify the revised delivery date as soon as practicable. Delays or movement in scheduled dependent predecessor tasks will not change the required minimum time for Diversified to complete their associated task/work. Diversified shall notify Customer of any such delays within 48 hours.

8. **Fees and Payment:** Customer shall pay Diversified the fees for Services and/or Equipment (the “Total Fee”) set forth on the invoice consistent with the payment term provisions set forth above. All payments are due to Diversified upon receipt of the invoice, unless otherwise specified. Payments more than 30 days past due will accrue interest at the lesser of 1.5% per month, or the maximum rate permitted by applicable law. Customer shall reimburse Diversified for all reasonable costs and expenses of collection, including attorneys’ fees.
9. **Labor and Equipment Price Increases:** Equipment, Material, and Labor costs have been calculated based on the current prices for labor, equipment, and the component materials, however, the market for electronic equipment and materials is considered to be volatile, labor shortages are possible, and sudden price increases may occur. When the price for any item of materials, equipment, or labor increases two percent (2%) or more between the Proposal or Quotation Date and the materials/equipment purchase date or the date labor is utilized for the relevant project, Customer shall pay to Diversified on request, all sums by which the cost to Diversified has increased beyond 2%, as demonstrated by Diversified. Where the delivery of equipment, materials, and/or the performance of labor are delayed or labor shortages occur, through no fault of Diversified, as a result of the shortage or unavailability of the equipment, materials, or labor, Diversified shall not be liable for any additional costs or damages associated with such delay(s).
10. **Standard Payment Terms:** Unless Payment Terms are specified elsewhere in this Proposal, Diversified’s Standard Payment Terms will apply.

Payment Line Item	Bill/Invoice Value	Payment Due Date
Equipment-Only Sales	100% of Total Fee	Due upon delivery of Equipment to Customer or Diversified staging facility.
	Customer will be billed for Equipment as it is delivered to Diversified staging facility or Customer. If Equipment is shipped in installments, Customer will receive multiple invoices. All equipment invoices are due in full upon receipt.	
Project-Related Sales		
Deposit	50% of Total Fee	Due upon contract signing.
Progress Payment	40% of Total Fee	Due Net-30 days of invoice date.
Final Payment	Balance / 10% of Total Fee	Due Net-30 days of invoice date.

Customer will be billed 50% of Total Fee at the time of contract signing, due in full upon receipt. Customer will be billed a progress payment in the amount of 40% of the Total Fee when any Equipment is delivered to Customer or Diversified staging facility regardless of whether Equipment is shipped in multiple installments; this invoice is due in full within thirty days of the invoice date. The balance of the Total Fee will be billed after Project completion and due in full within thirty days of the invoice date.

11. **Approval of Orders:** This Agreement and all SOWs for Services or Equipment under this Agreement are subject to acceptance by Diversified including, if appropriate, approval by Diversified Credit Department. Upon request, Customer will furnish Diversified such financial information as Diversified may reasonably request for this approval. Diversified may, in its sole discretion, cancel this Agreement at any time if Customer fails to meet credit requirements established by Diversified.



12. **Confidentiality:** During the course of this Agreement, each party, its employees, subcontractors, officers and agents may receive or have access to Confidential Information of the other party (each, a “Receiving Party” when the recipient of Confidential Information, and a “Disclosing Party” when the discloser of Confidential Information). In the event the Receiving Party obtains Confidential Information from the Disclosing Party, the Receiving Party agrees to keep such Confidential Information in the strictest confidence and safeguard such information using the same degree of care as it uses to safeguard its own Confidential Information, which in no case shall be less than a reasonable degree of care. Each party’s Confidential Information consists of its business plans and customer lists, any information the Disclosing Party identifies as confidential at the time of disclosure (or if in writing the Disclosing Party marks as Confidential), and any information a reasonable person would consider confidential under the circumstances.
- a. **Mutual Obligations:** The Receiving Party shall (i) not use the Disclosing Party’s Confidential Information for any purpose other than the exclusive purpose of fulfilling its obligations under this Agreement; (ii) not use, disclose or otherwise make available to any person or entity (except as permitted herein) any of the Disclosing Party’s Confidential Information during the term of this Agreement or thereafter without the prior written consent of the Disclosing Party. (iii) limit access to Confidential Information to those employees, officers, subcontractors and agents on a need-to-know basis who has first executed a general written agreement committing such person to conduct that would not violate its obligations pursuant to this Agreement; (iv) be responsible for any breach of this Agreement by employees, subcontractors, officers and agents.
- b. **Exceptions:** Confidential Information will not include information to the extent that: (a) such information is or becomes publicly available other than through any act or omission of either party in breach of this Agreement; (b) such information was received by the Receiving Party from a third party, which third party had no obligation of confidentiality to the Disclosing Party; or (c) such information was in the possession of the Receiving Party at the time of the disclosure, or (d) was independently developed by the Receiving Party without reference to the Disclosing Party’s Confidential Information; (e) such information is/are required to be disclosed pursuant law, judicial order, or government regulation, provided that, in the event the Receiving Party becomes legally compelled to disclose any of the information, the Receiving Party shall provide to Disclosing Party prompt notice thereof so that Disclosing Party may seek a protective order or other appropriate remedy and/or waive compliance with the provisions of this Agreement.
13. **Termination / Suspension of Contract:** Either party may terminate this Agreement at any time upon not less than 30 days prior written notice to the other party. Customer shall pay Diversified for all Services rendered and Equipment delivered up to the effective date of termination plus any associated restocking fees for materials that cannot be returned for credit. Diversified is not required to release any work product unless Customer has made payment in full for the respective Services and/or Equipment. Diversified may terminate this Agreement or suspend the performance of the Services if Customer fails to pay Diversified any invoice issued pursuant hereto. Diversified shall have no liability to Customer or any third party as a result of any such suspension or termination.
14. **Independent Contractors; No Agency:** Each party is and shall act solely as an independent contractor. Nothing in this Agreement shall be construed to give either party the power or authority to act for, bind, or commit the other party in any way, or, to create the relationship of partners, principal and agent, or joint-venture partners between the parties.
15. **Indemnification:** Customer shall indemnify, defend and hold Diversified its officers, directors, employees and agents harmless from and against any and all claims, liabilities, suits, demands, losses, costs and expenses, including, but not limited to, reasonable attorneys' fees and other expenses and fees incurred through appeal, and interest thereon, accruing or resulting to any and all persons, firms or any other legal entities on account of any damages or losses, including injuries or death, or economic losses, arising out of the Services; provided, however, Customer shall not be required to indemnify Diversified for claims where Diversified, its officers,



directors, employees or agents are found to be solely responsible by final non-appealable judicial decision for such damages or losses based upon such entity's or person's willful misconduct or gross negligence.

16. **Warranty; Limitation of Liability:** Except as specifically set forth in LIMITED WARRANTY, Diversified makes no warranties whether express, implied or statutory, regarding the services and/or equipment provided under this agreement. to the greatest extent permitted by law, diversified specifically disclaims all implied warranties of merchantability, fitness for a particular purpose, and those arising from a course of dealing, usage or trade practice. Diversified shall not be liable for any indirect, punitive, special, incidental or consequential damages arising out of this agreement.
17. **Governing Law:** This Agreement shall be governed by and construed in accordance with the laws of the state of Georgia without regard to its conflict of laws provisions. Any legal action or proceeding relating to this Agreement shall be instituted in any state or federal court in Atlanta, Georgia, and the parties agree to submit to the jurisdiction of, and agree venue is proper in, the aforesaid courts in any such legal action or proceeding.
18. **Dispute Resolution:** In case of any dispute arising or related to this Agreement, Diversified and Customer, by mutual agreement, shall first attempt to resolve any dispute informally through mediation.

Mediation: Diversified and Customer shall submit the dispute to executives selected by each party (a maximum of two persons for each party). These executives shall meet as often as necessary to gather and analyze information relevant to resolving the dispute and shall negotiate in good faith. All proposals and information exchanged as well as discussions during this informal process will be considered settlement discussions and proposals and will be inadmissible in any subsequent proceedings. If no settlement is reached in the informal dispute discussions, either party may, within thirty (30) days from the date of a written communication that the informal dispute process was unsuccessful, give notice to the other party that the noticing party wishes to pursue formal mediation throughout arbitration.

Arbitration: In the event that the parties cannot amicably resolve a dispute or damage claim through mediation, the parties agree to resolve any such dispute or damage claim by arbitration. The arbitration proceeding shall be conducted in Atlanta, Georgia, in accordance with the rules of the American Arbitration Association then in effect with one (1) arbitrator to be selected by mutual agreement of the parties. If the parties cannot agree on an arbitrator, then the American Arbitration Association shall select an arbitrator from the National Panel of Arbitrators. The laws of the State of Georgia shall apply to the arbitration proceedings. The parties agree to initially split the costs of any arbitration, but the prevailing party, if any, is entitled to reimbursement for its portion of the arbitration fees. The parties agree that the arbitrator cannot award punitive damages to either party. The parties agree that such arbitration is fully binding and agree to be so bound by the arbitrator's findings. Judgment upon the award as rendered by the arbitrator may be entered in any court having jurisdiction.

19. **Assignment:** Neither party may assign this Agreement without the prior written consent of the other, though such consent shall not be unreasonably withheld. Nothing in this Agreement shall create a contractual relationship for the benefit of any third party.
20. **Notice:** Any notices required or permitted under this Agreement or required by law must be in writing and must be either: (i) delivered in person; (ii) sent by registered mail, return receipt requested; (iii) sent by overnight courier, (iv) or sent by facsimile, each case forwarded to the appropriate address set forth below.

If to Diversified:

Name:

Title:

Address:

Email:



Ofc: (____) _____ - _____ Fax: (____) _____ - _____

If to Customer:

Name:

Title:

Address:

Email:

Ofc: (____) _____ - _____ Fax: (____) _____ - _____

- 21. **Non-Solicitation of Employees:** Customer agrees that during the provision of any Services as provided by Diversified under this Agreement and for a period of one (1) year after the termination of this Agreement, Customer will not solicit or induce, directly or by use of a third party, any employee of Diversified leave his/her employ with Diversified. If Customer violates this provision, Customer shall pay Diversified a fee equal to fifty (50%) of such employee's then-current salary at Diversified.
- 22. **Miscellaneous:** This Agreement is the entire and integrated agreement between Customer and Diversified with respect to the subject matter herein and supersedes all prior negotiations, statements or agreements, either written or oral. The parties may amend this Agreement only by a written instrument signed by authorized representatives of both Customer and Diversified. If any term or provision of this Agreement is found to be unenforceable or invalid for any reason, the remainder of this Agreement shall continue in full force and effect, and the parties agree that any unenforceable or invalid term or provision shall be amended to the minimum extent required to make such term or provision enforceable and valid. This Agreement may be executed in one or more counterparts, including facsimile, each of which when executed shall be deemed to be an original, but all of which taken together shall constitute one and the same instrument.

6.1 Diversified Limited Warranty

- 1. In addition to any other rights you may have, Diversified shall extend a one year (365 calendar days) limited defective equipment and workmanship warranty from the date of substantial or practical completion of the system installation or beneficial use of the system by the Customer whichever is first occurring, unless such period has been superseded by the purchase of a Diversified Service Agreement Package. Details describing our Service Agreement options are outlined in a separate document. Diversified's limited warranty shall cover defective equipment and defects in workmanship for installation work relating to but not limited to cabling, connectors, structural elements, mountings, equipment rack wiring and internal adjustments. Under the limited warranty, labor services will be provided at no charge. Defects in third party manufacturer equipment and/or installation or other services provided by the manufacturer are covered under the manufacturer's warranty and will be managed by Diversified during the limited warranty period. Product serial numbers must not be removed.
- 2. Diversified's limited warranty excludes coverage due to equipment or system abuse, neglect, alteration, lamps and bulbs, misuse including but not limited to: operating outside of environmental, user error, electrical, temperature or humidity specifications, system alterations neither approved nor performed by Diversified or repair by a service facility other than those authorized by the manufacturer. If within the limited warranty period, we are contacted with a support request that falls under this limited warranty exclusion, time, travel and equipment for this and any subsequent visit required will be billed at our current labor Time & Material rates
- 3. All service support requests made after the expiration date of the limited warranty will be billed at our current labor Time & Material rates.



4. If a warranty in excess of 90 days is required by law in the country, state or local jurisdiction of system installation, Diversified shall extend the minimum warranty term required by applicable law. To the extent permitted by applicable law, any implied warranties, guarantees, terms or conditions, replacement components last only during the term of the limited warranty. Some local jurisdictions, states or countries may not allow limitations on how long an implied warranty, guarantee, term or condition lasts, so this limitation may not apply.
5. Diversified's limited warranty gives specific legal rights, and you may also have other rights which vary from state to state. You may also have other rights which vary from country to country.
6. If any provision of Diversified's limited warranty is legally invalid, the limited warranty shall endure except for the invalid provision. However, if a court determines that any provision is invalid, the court may limit the provision, delete specific words or phrases, or replace the invalid provision with one that is valid and that comes closest to expressing the intent of the invalid provision.
7. TO THE EXTENT PERMITTED BY APPLICABLE LAW, DIVERSIFIED SHALL NOT BE HELD LIABLE FOR SPECIAL, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES ARISING FROM A BREACH OF WARRANTY. SPECIFICALLY, DIVERSIFIED IS NOT RESPONSIBLE FOR ANY COSTS SUCH AS LOSS OF PROFITS OR REVENUE, LOSS OF DATA, BUSINESS DAMAGE OR OTHERWISE. SOME LOCAL JURISDICTIONS, STATES OR COUNTRIES MAY NOT ALLOW A LIMITATION ON SUCH DAMAGES, SO THIS LIMITATION MAY NOT APPLY.

Warranty Service Process

1. All new equipment provided by Diversified includes each manufacturer's full warranty from the date of Customer invoice. Diversified shall address all manufacturer warranty requirements as "Depot" (Return-to-Base / RTB) service only. Under Depot service, Customer ships equipment to an authorized factory warranty repair center. Diversified will act as liaison between Customer and manufacturer and assist with Return Materials Authorization (RMA) logistics support. Labor relating to defective equipment is covered for 365 days under this limited warranty and can be extended through the execution of a Service Level Agreement. All other time, travel and equipment for this and any subsequent visit required will be billed at our current labor Time & Material rates
2. Diversified shall respond to warranty support requests (via phone, email or on-site) during the normal working hours of 8a – 5p local (Customer site) time Monday - Friday, except recognized holidays. Service required outside of normal working hours shall be billed at current labor Time & Material rates for overtime work. Diversified will make every effort to address such issues within 72 hours after notification.
3. Upon arrival for warranty support, Diversified will expect access to the system and equipment. To avoid additional charges, please contact us 24 hours in advance if delays in access are to be expected. If our Technician arrives to a scheduled appointment and cannot gain access to the system or equipment to affect a proper diagnosis or repair, we will bill the service call for time, travel and equipment for this and any subsequent visit required at our current Time & Material rates.
4. If it is required that equipment be removed for repair, we will make every attempt to minimize the impact on the system operation while the unit is being repaired. However, it is not possible to guarantee any level of system operation. Loaner equipment is not included in our limited warranty or Service Agreements.



7 Proposal Acceptance

Please review this Proposal for accuracy and if you agree, please sign below and return a copy to Diversified, keeping a copy for your records.

For CSU San Bernardino	For Diversified
------------------------	-----------------

 Authorized Signature

 Authorized Signature

 Printed Name

 Printed name

 Date

 Date

 Email Address

Purchase Order Payment	
------------------------	--

 Purchase Order No.

 AP/Billing Contact

 Delivery Site Address

 AP/Billing Contact Email

 Billing Address

 AP/Billing Contact Phone

ACH / Wire Instructions	Remittance Address
-------------------------	--------------------

Please contact Diversified's Treasury Dept at 888.727.6274 to confirm bank account information.
 Account #: 3666013
 Domestic ACH / Wires Routing: 071000288
 Int'l Wires SWIFT Code (BIC): HATRUS44

Lock Box Address
 One Diversified, LLC
 Lockbox, PO Box 95330, Chicago, Illinois 60694-5330

Overnight To
 Conduent c/o BMO Harris LBX 95330
 141 W. Jackson Blvd, Suite 1000
 Chicago, Illinois 60604



8 Diversified Corporate Profile



8.1 Corporate Details

Diversified	
Legal Entity Name	Distinct Holdings, Inc.
Type of Organization	Corporation
Business Name	One Diversified, LLC (dba Diversified)
Corporate Headquarters	37 Market Street Kenilworth, NJ 07033 908.245.4833 P 908.245.0011 F
Year Established	1993
Website	www.onediversified.com
Corporate Responsibility	https://onediversified.com/about-diversified/corporate-responsibility/
Diversity, Equality, Inclusion	https://onediversified.com/about-diversified/diversity-equity-inclusion/
Number of Employees	2,500
Federal Tax ID	42-1617340
DUNS	14-414-5443
DUNS Rating	4A2
Cage Code	3T0D9
NAICS	238210, 334112, 334220, 334290, 334310, 334419, 541330, 541511, 541512, 541519, 541618, 541990, 811213
3 Year Revenue History	2023 \$1,063,279,000 USD 2022 \$1,072,750,000 USD 2021 \$ 930,860,000 USD Note: Diversified can provide audited financial reports, as required, upon completion of Diversified's Financial Confidentiality Agreement
Project Contact Information	AJ McDonald Account Executive 858-414-7041 ajmcdonald@onediversified.com



Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

**Request for Taxpayer
Identification Number and Certification**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

**Give Form to the
requester. Do not
send to the IRS.**

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
One Diversified, LLC

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

Individual/sole proprietor or single-member LLC C Corporation S Corporation Partnership Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Other (see instructions) ▶ _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any) _____
Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
2975 Northwoods Parkway

6 City, state, and ZIP code
Norcross, Ga 30071

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number

				-			-				
--	--	--	--	---	--	--	---	--	--	--	--

or

Employer identification number

4	2	-	1	6	1	7	3	4	0
---	---	---	---	---	---	---	---	---	---

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ Date ▶ January 5, 2024

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



8.2 Insurance Certificate

ACORD		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY)			
				8/10/2024	8/10/2023		
<p>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</p> <p>IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).</p>							
PRODUCER Lockton Companies 444 W. 47th Street, Suite 900 Kansas City MO 64112-1906 (816) 960-9000 keasu@lockton.com		CONTACT NAME: PHONE (A/C, Ho, Ext): FAX (A/C, Ho): E-MAIL: ADDRESS:					
INSURED 1529781 DISTINCT HOLDINGS, INC. ONE DIVERSIFIED, LLC 37 MARKET STREET KENILWORTH NJ 07033		INSURER(S) AFFORDING COVERAGE INSURER A: The Charter Oak Fire Insurance Company INSURER B: The Travelers Indemnity Company of Connecticut INSURER C: Travelers Property Casualty Company of America INSURER D: Westfield Specialty Insurance Company INSURER E: Freedom Specialty Insurance Company INSURER F: The Continental Insurance Company of America		NAIC # 25615 25682 25674 16992 22209 43686			
COVERAGES		CERTIFICATE NUMBER: 19812425		REVISION NUMBER: XXXXXXXX			
<p>THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.</p>							
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR W/O	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO. JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	N	N	630-8N771257	8/10/2023	8/10/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (EA occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY	N	N	810-1R626509	8/10/2023	8/10/2024	COMBINED SINGLE LIMIT (EA accident) \$ 1,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	N	N	CUP-0P198799	8/10/2023	8/10/2024	EACH OCCURRENCE \$ 25,000,000 AGGREGATE \$ 25,000,000 \$ XXXXXXXX
C	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N	N/A	UB-9N160929 UB-0X929148	8/10/2023 8/10/2023	8/10/2024 8/10/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	E&O/CY/PROF	N	N	ZPL-81N18545	8/10/2023	8/10/2024	\$5M OCC/\$5M AGG
D	XS/E&O/CY/PROF	N	N	XCE-348462P-00	8/10/2023	8/10/2024	\$5M OCC/\$5M AGG
E	2ND XS	N	N	XMF2309699	8/10/2023	8/10/2024	\$5M OCC/\$5M AGG
F	3RD XS	N	N	652453197	8/10/2023	8/10/2024	\$5M OCC/\$5M AGG
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)							
CERTIFICATE HOLDER				CANCELLATION See Attachments			
19812425 PROOF OF COVERAGE				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 			
ACORD 25 (2016/03) The ACORD name and logo are registered marks of ACORD © 1988-2015 ACORD CORPORATION. All rights reserved.							



Attachment Code: D630875 Master ID: 1529781, Certificate ID: 19812425

Named Insured Schedule:

1. Distinct Holding's, Inc.
2. Distinct Holdings Group, LLC
3. Distinct Holdings Intermediate, Inc.
4. One Diversified, LLC
5. DSI Video Systems, LLC
6. Diversified Media Group, LLC
7. Diversified TSG, LLC
8. MCW Solutions, LLC
9. Media Management, LLC
10. CompView, Inc. DBA Compview Diversified
11. Diversified LTD
12. One Diversified Ireland AV Limited
13. Sensory Technologies, LLC
14. HB Communications, Inc.



8.3 Environmental Policy Statement

Diversified strives for excellence in every aspect of our business and is committed to minimizing the environmental impacts of our business operations.

Our commitment is to:

- ✓ Continuously improve our environmental performance and integrate recognized environmental management best practices into our business operations.
- ✓ Reduce and improve efficient use of all resources.
- ✓ Measure and take action to reduce the carbon footprint of our business activities by 5% per annum.
- ✓ Manage waste generated from our business operations according to the principles of reduction, re-use and recycling.
- ✓ Manage our business operations to prevent pollution.
- ✓ Give due consideration to environmental issues and energy performance in the acquisition, design, refurbishment, location and use of buildings.
- ✓ Ensure environmental, including climate change, criteria are taken into account in the procurement of goods and services.
- ✓ Comply as a minimum with all relevant environmental legislation as well as other environmental requirements to which the firm subscribes.

To meet our commitments we will:

- ✓ Provide MD level oversight and review of environmental policies and performance, and allocate resources for their effective direction and implementation.
- ✓ Set and monitor key objectives and targets for managing our environmental performance at least annually.
- ✓ Communicate internally and externally our environmental policy and performance on a regular basis, and encourage feedback.
- ✓ Communicate the importance of environmental issues to our people.
- ✓ Work together with our people/employees, service partners, suppliers, landlords and their agents to promote improved environmental performance.
- ✓ Promote appropriate consideration of sustainability and environmental issues in the services we provide to our Customers.
- ✓ Review our environmental policy regularly.

To support these aims the Company will endeavor to:

- ✓ Ensure adequate resources are available to implement the requirements of this policy.
- ✓ Make this statement available to the public (on request).
- ✓ Review and update this policy during annual management reviews.



8.4 eWaste Statement

Diversified partners with companies that provide eWaste and data disposal services. This can be added to the services in this Proposal.

8.4.1 Compliant Electronics Recycling

Compliant electronics recycling is essential for businesses of all sizes, as it helps to protect sensitive data, ensure compliance with regulations, and avoid potential legal and financial penalties. We understand the importance of secure and compliant electronics recycling, which is why we adhere to the highest standards of data destruction and environmental responsibility.

8.4.2 HIPAA, PCI, and GDPR Compliance

Compliance with HIPAA, PCI, and GDPR regulations means that we take the security and confidentiality of your data seriously. Our secure data destruction processes ensure that all sensitive data is destroyed securely and irreversibly, protecting your business and your customers. By partnering with Diversified for your electronic recycling needs, you can be confident that your business is in compliance with these important regulations.

8.4.3 Protect Sensitive Data and Ensure Compliance

Partnering with Diversified for your electronic recycling needs provides a range of benefits for your business, including protecting sensitive data, ensuring compliance with regulations, and promoting sustainability. By recycling your electronics responsibly and ethically, you can reduce waste and preserve natural resources, while also avoiding potential legal and financial penalties.

8.4.4 Expertise in Compliant Electronics Recycling

Diversified's partners have extensive expertise in secure and compliant electronics recycling, and we are committed to providing the best possible service to our customers. By partnering with a trusted provider, you can be confident that your electronics are being handled securely and responsibly, and that your business is in compliance with all relevant regulations.



8.5 Room Ready Requirements

Prior to installation of electronic equipment, Diversified must be assured that the physical spaces are in conditions that will not result in damage, degradation, malfunction, loss, or theft of the equipment. Measures must be taken to protect this sensitive and expensive electronic equipment from the following hazards:

1. Construction dust and debris.
2. Physical damage inflicted by the personnel or equipment of other trades.
3. Extreme temperature or moisture conditions.
4. Loss or theft.
5. Power fluctuations or outages due to ongoing electrical work or city required/regulations and/or required power testing.

In addition, most rooms only have space for a limited number of people to work efficiently. Once a room has been declared to be “Ready” for installation of electronic equipment, access to these rooms must be coordinated through Diversified. Diversified will work cooperatively with any Trades who require access to complete their work.

For each space within Diversified’s scope, a “Room Ready” date shall be placed on the building schedule. Diversified’s schedule will adjust based on these dates.

Minimum Requirements that define completion of “Room Ready”

1. All “hot work” (e.g., welding, torch cutting) must be complete.
2. The permanent technical power system supporting the electronic equipment to be installed by Diversified has been installed, tested, and commissioned as required. Testing shall include the safety and technical ground systems.
3. All conduits, junction boxes, electrical receptacles, outlet boxes (wall and floor) have been installed and trimmed-out.
4. Cable conveyance to/from the room/area must be available and complete as specified.
5. Automatic Fire suppression systems have been fully installed but not pressurized.
6. All HVAC ductwork has been completed. Supply diffusers and return grilles have been installed and trimmed out.
7. All partition construction must be complete, including:
 - a. Taping, texturing, sanding, and finish painting of gypsum board surfaces
 - b. Installation of baseboard
 - c. Installation of other finish treatments (e.g., tile, wood paneling, laminates, fabric panels) as applicable
 - d. All backing and bracing required for wall and/or ceiling mounted technology equipment must be installed.
 - e. All windows, if existing, must be installed.
 - f. Doors have been installed with locking hardware.
8. All lighting fixtures and controls have been installed and trimmed out. Permanent lighting systems must be operational.



9. Finished floor must be installed.
10. Finished ceilings must be installed, with access to cable conveyance provided as required.
11. Any other work that could generate dust or aerosolized particles has been completed.
12. HVAC systems have been purged, pressure tested, balanced and are operational.
13. The room / area must be cleaned and free of dust, debris, and/or trash.
14. A Diversified-controlled, secure (lockable) staging/storage area must be provided for equipment.
15. Completion of any other work to be done by other Trades in this room, if identified on the schedule as being completed ahead of Diversified's work.

Sign off on "Room Ready"

When the General Contractor (GC) has determined that a Room meets the above requirements, an onsite meeting / walk through shall take place. In this meeting, the Readiness state of the above requirements will be noted for each room, using the Room Ready Checklist spreadsheet form. The Diversified Representative, in consultation with Customer Representative, will sign off on Room Readiness and note the date.

Delays in "Room Ready" Dates

The date of Sign off shall be the actual completed "Room Ready" date. If this date is later than shown on the original schedule, Diversified's schedule may need to adjust based on this actual date. In some cases, it may be possible to increase man-hours to make up the time. Note that schedule acceleration affected by employing additional manpower or overtime may result in a Change Order.

Minimum Requirements for Electronic Equipment Pre-Installation work

In some cases, prior to the room being ready to receive electronic equipment, cable installation and termination, and the installation of equipment mounting brackets, may occur. Prior to undertaking this pre-installation work, the following must occur:

1. A pre-installation coordination meeting must be held with the GC, and as needed, a designated Customer representative. This meeting will identify cable routes, location of termination components, and/or equipment mounting brackets.
2. The GC must acknowledge and assist in developing a plan to protect the cabling, termination components, and/or mounting brackets installed in advance of electronic equipment installation.
3. Cable conveyance must be completed. Also, any sharp edges and/or obstructions along the cable pathway must be removed (deburred) or sheathed (e.g., grommet edging on conduit sleeves) to protect the cable from being damaged during installation.
4. Construction debris must be removed along the cable conveyance path.
5. Coils of pulled cables must be able to be secured in a place such that they are completely protected from all work from other trades (e.g., secured in plastic wrap on top of a cable tray).
6. Any required structural elements (e.g. backing) to be installed by others prior to the installation of mounting brackets.

One Diversified LLC
37 Market St., Kenilworth, NJ 07033

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QUO-92429-Z1T5R5 WP v30



onediversified.com



IT & AV Solutions for a Connected World

GST SOLUTION PROPOSAL

GST STATEMENT OF WORK:

Event Center project

California State University, San Bernardino

Juan Serrato

serratoj@csusb.edu

Quote # 142768

Version 2

Friday, July 19, 2024

Golden Star Technology

Reuben Park

Email: rpark@gstinc.com

Phone: (562) 345-8746

12881 166th Street

Cerritos, CA 90703

Event Center project

Prepared by:

Golden Star Technology

Reuben Park
rpark@gstinc.com
(562) 345-8746

Prepared for:

California State University, San Bernardino

Juan Serrato
serratoj@csusb.edu

5500 University Parkway, SH-105

San Bernardino, CA 92407

Quote Information:

Quote #: 142768

Version: 2
Quote Date: 07/19/2024
Expiration Date: 07/31/2024



Golden Star Technology

COMPANY OVERVIEW

Founded in 1985, Golden Star Technology (GST) is a leading provider of Information Technology (IT) and Audio Visual (AV) solution services throughout the technology integration industry. GST is highly versatile, offering a broad array of end-to-end AV solutions including system design, hardware procurement, programming and professional low voltage cabling services. With over 65 years of combined experience, GST's AV staff is trained and certified by leading equipment manufacturers. Our staff adhere to AVIVA's code of ethics and conduct Best Practices while maintaining their continued education through a variety of manufacturer training programs.

GST personnel's certifications include:

- Extron: EAVA, ECS, ECP, EDSP, XTP-E, and XTP-T
- AVIXA: CTS, CTS-I, and CTS-D
- Crestron: DMC-T-4K, DMC-D-4K, and DMC-E-4K

If additional information pertaining to partnerships and certifications, please reach out to your sales account representative for assistance.

AV - Proposed Services

SUMMARY

California State University of San Bernardino has requested assistance for an audio-visual (A/V) solution under the PW rate, the scope of services for this project is to install new AV switching, AV control, and minor audio components. All professional services will include all specified equipment below, including cabling, connections, installation and configuration. Please review assumptions and exclusions with the detailed scope of work below that comprehends items from email's, answered questions, site walk, and information stated for all A/V intentions of system components for an end-result. GST appreciates the opportunity to present this design/solution for your organization.

Place of Performance
California State University of San Bernardino
550 University Pkwy.
San Bernardino CA, 92407
Student Union Building, Event Center

SCOPE OF WORK

PROJECTOR (ROOM B ONLY):

GST will supply one projector for room B only, the projector will replace the existing old projector and will be adjusted with new AV components.

Note: Existing structure and location will be reused.

Note: Room C projector not in place. Please place cables above structure.

Featured Products:

- One (1) 10K laser WUXGA Projector
- One (1) Projector Lens
- One (1) Projector mount

MOBILE DISPLAY:

As requested, one (1) 55" display will be installed on a lower rise mobile cart, client will mobilize this cart when the client requires a confidence monitor from the new connection in room B and C.

Note: the necessary control route will be provided on the control panel

Note: no AV controls will be provided.

Featured Products:

- One (1) 55" Display
- One (1) Low profile mobile cart
- One (1) 25' HDMI cable

FIXED MATRIX SWITCHING/SOURCES:

The event center will share and receive one (1) new 10x8 all-in-one matrix switcher w/control processor that will be designed and applied for the event area. The matrix switcher will also consist of a variety of digital inputs which will be configured to select the noted media below to the connected Display. GST will select and utilize the proper CAT5 extended transmitter and receiver devices for the appropriate design and system functionality to extend the video signals to the proper image destinations (existing projectors). One (1) Audio Visual wall plate connection will be provided in each room, each room will also receive one additional wall plate connected directly to each projector for backup.

In addition, GST will provide one (1) HDMI output plate in room B (rear) and C(right side) for a confidence monitor situation. Video routes will be place on the touch panel for the user experience or set up,

Note: AV wall plate locations (should be placed in existing location GST to VIF)

Note: GST to use new and existing HDBaseT connection from new switcher to projectors (No DTP receiving box will be provided for main connection)

Note: The existing Nema plate will be reused for room B only (rear only)

Media input sources will be comprised of (one for each room):

- One (1) Dual HDMI wall plate "A/B/C" "Plate A need to be VIF for proper location"
- One (1) resident PC for room A only
- One (1) USB-C for room A only
- One (1) Back connection to projector only "A/B/C"

Featured Products:

- One (1) All-in-one 10x8 matrix switcher (Shared)
- Three (3) DP/HDMI CAT5 video transmitters (wall plate)
- Three (3) HDMI CAT5 video transmitters (wall plate)
- Three (3) HDMI CAT5 video receives (Projector side)
- Two (2) HDMI CAT5 video receives (wall plate)
- Two (2) HDMI CAT5 video transmitter (rack side)

AUDIO SYSTEM:

No audio components will be provided, GST will only provide 2 Left/Right line level outputs to be incorporated as the school requires at the existing amp and self power speakers.

Note: existing cable will be used if deem useable and up to spec.

CONTROL:

The system will include two (1) 6-button panel that will be added for basic system function when required for room b only. Rooms A and C will receiver one (1) 12" table top colored touch panel that will reside at the necessary station. System controls will be configured with one (1) all-in-one 10x8 all-in-one matrix switcher w/ control processor, which will process all custom commands. GST will provide custom or templated programming and configuration that will comply with the programming feature functions noted below.

12" Programming Featured Functions will include (Room A&C):

- Opening Page "logo"
- Confirmation page for on/off "aka system Power"
- Combine notification selection (with room B/C)
- Combine notification text
- Screen up/down ctrl (with system automation)
- Audio/video switching for all noted input sources and destination in scope only.
- Volume up/down with mute (room A and C only)
- Mid-night shut off
- 3-4 GUI custom control pages

Button panel" Programming Featured Functions will include (Room B):

- on/off - Projector only "aka system Power"
- Lockout panel in combined mode (with room A/C)
- Screen up/down ctrl (with system automation)
- Local Audio/video switching for up to 2 sources
- Mid-night shut off

Note: GTS assumes that screen lower voltage controls are in place.

Note: The system will NOT reside on the client's existing network.

Featured Products:

- One (1) all-in-one 10x8 all-in-one matrix switcher w/ control processor

- Two (2) 12" wired tabletop color touch panel
- One (1) 6 button wired wall-mounted color touch panel
- One (1) relay expansion bus
- One (1) 10 Port POE Switch

EQUIPMENT STORAGE AREA:

All new A/V rack-mounted equipment will be consolidated and housed in one (1) existing control desk in room A. GST will include all necessary cable management accessories to maintain best industry practices.

Note: GST will confirm rack location before deployment.

Note: Existing cables in use will remain as is

Note: Client to provide proper power needs to this location.

Featured Products:

- One (1) Existing control desk
- One (1) Power Strip
- Rack Accessories

TRAINING

GST will provide a one-time, 1 hour maximum training session for end users and information technology (IT) staff. GST will review basic system functionality and operations. This will include demonstrations of features and settings. GST's technician or engineer who is familiar with the system shall lead this training. This training does not include in-depth training on hardware, software, or applications. This training does not cover any customer provided equipment, software, or applications. Any additional training or knowledge transfer requested by the Client may require training to be provided by the manufacturer. Any additional training may require additional costs and fees. GST will also provide all user manuals and manufacturer training materials as the project deliverables.

DELIVERABLES

After completion of the project, GST will provide the following deliverables "if necessary, pending on system design". The client will receive all audio-visual (A/V) line diagrams that reflect point-to-point connectivity that will relate to all necessary system components, connections, and placements. GST will provide a digital copy file(s) sent by email. Deliverables will also include a copy of the most recent and last A/V custom program(s) and/or configuration code(s) with all appropriate links and modules for any reconfigurations. All A/V programs and/or configuration codes are only visible to authorized vendors and/or certified partners only.

Deliverables:

- As-Built Drawings (digital files only; hard copy can be provided upon request)
- Detailed control panel manual (1-digital files only)
- Configurations codes DSP/Control (1-digital files only)
- Equipment Owner's Manuals (1-hard copy only)
- Equipment Warranty Information (1-hard copy only)

The items noted above are required for any future changes, updates, upgrades, repairs, and necessary maintenance. GST will not provide any non-related documents beyond what has been stated in the deliverables above. GST will NOT provide any software or software training along with deliverables, it is a GST recommendation to reach out to your local GST sales account representative to reflect any additional AV professional services that you may require(s).

Note: Not all deliverables may not be provided, which is caused by system and/or solution designs along with

system complexity.

PROJECT PARAMETERS

Other Project Notes

- Project Timeline
 - Project completion date to be determined by the Client and GST.
- Prevailing Wage rate used. If the project is not deemed to be Prevailing Wage, please provide project information to GST.

GST Installation Methodology

- GST will install the listed equipment based on industry best practices and manufacturer's instructions.
- All existing equipment that is not to be repurposed will be de-installed and removed. GST is not responsible for the functionality and conditions of the existing equipment prior-to and after GST's de-installation and removal.
- All wiring will be dressed, terminated, and labeled. If Client has specific labeling schematics, this must be provided prior to GST starting the project.

Project Timeline

This proposed project timeline will be defined and finalized when a GST Project Manager is assigned to your project. The GST Project Manager will oversee the GST installation team and client communication during the project. A GST Team Lead will be assigned and oversee the installation work and ensure that the systems are installed according to the design.

- Project Kickoff – project documents have been reviewed and finalized.
- Engineering – GST Engineers will design and verify that the AV system design meets the functional criteria
- Procurement Phase – GST procures and stages the products for this project. GST may pre-assemble and fabricate prior to site installation.
- Site Checks & Verification – GST
- Onsite Installation – GST team will install AV equipment.
- Control System Configuration & Programming – GST Programmers will program and configure the control system.
- Rack Systems
- Acceptance Testing & Review – After all AV systems are installed and programmed, GST will perform testing and adjustments to ensure the solution meets the established project criteria and functionality.
- Project Sign-off – GST will receive customer acceptance and sign-off on the project.
- Project Submittals – Upon project sign-off, GST will submit final documentation. This includes as-built drawings, signal flows, software, and IP addressing schedule.

EQUIPMENT LEAD TIMES

- AV furniture, typically 6-8 weeks after client approves and/or signs off on furnish and specified details, "all details will be provided by GST".
- AV product, typically 12-18 weeks after PO has been provided by client
- GST assigned PM will provide an implementation schedule pending all project needs

ASSUMPTIONS

Please note that some assumption may not refer to this project

- Existing structures can support the weight of specified products, such as wall or ceiling mounted devices stated within GST Scope of Work.
- Existing items to be reused or repurposed are in working condition, the client is responsible for all repairs or services.
- Unless specified in the SOW, Client is responsible for all high voltage power placements and locations for all AV needs. GST PM will coordinate with all necessary requirements.
- Site end-users and location(s) are aware of solutions that provide “client responsibility to engage others”.
- Client is aware that GST doesn’t fabricate, create, make, design and/or mass-produce the recommended product above.
- Client understands the responsibility of manufacturer policies, warranty, and services.
- GST will be allowed to change or remove suggested products due to unforeseen events; products will be replaced as equally to uphold GST SOW and end-results.
- Any delays or interruptions from the Client or location can result with additional cost to redeploy technical staff to complete the project.
- GST assumes that all new cable pathway(s) are free and clear of debris and structure obstacles.
- Period of Performance (“POP”) will be based around product availability and site readiness.

EXCLUSIONS

- No other items, professional services, products, or system functions will be provided beyond GST written Scope of Work.
- GST is not responsible for licensing of any UC Platforms. i.e., Skype, Microsoft Teams, Zoom, etc.
- Network concerns, issues or placing items on client’s network will not be provided “unless noted in scope of work above”. If so, IP addresses must be provided prior to deployment.
- Unless specified in the SOW, no painting and patching will be provided by GST.
- Unless specified in the SOW, no power outlets or circuits will be provided at this time.
- Existing items to be repurposed or reused must be in working condition.
- All custom A/V furniture or items are not returnable or exchangeable after client approval.
- GST is not liable nor responsible for incidental damage from removing existing ceiling tiles of existing products. However, GST will proceed with extreme caution.
- GST does not uphold manufacturer warranties, although GST can provide extended maintenance agreements and/or time and materials (T&M) services to maintain system components.

CUSTOMER REQUIREMENTS

- Coordinate the preparation of any hardware and/or software that is not included for this project. Ensure that existing hardware is fully functional and software/firmware is updated.
- Assure that the environment is 100% ready. If the environment is not 100% ready the scheduling of the implementation will not be finalized until it is.
- Customer is responsible for providing 24 hours or greater advanced notice for the rescheduling or cancellation of GST’s onsite engineering services. If less than 24 hours is given the customer will be charged a half day of GST’s engineers time at \$175/hr.
- Coordinate service deployment on third-party maintained hardware/software (if applicable).
- Assign a designated person from the Customer’s staff who, on behalf of the Customer will grant all approvals, provide information, and otherwise be available to assist GST to facilitate the delivery of this service.
- Ensure that all hardware, firmware, and software that the GST engineer will need in order to deliver this service are available.
- Allow GST full and unrestricted access to all locations where the service is to be delivered.
- Provide a suitable work area for delivery of the service, including access to an outside telephone line, power, any network connections, etc. that is required.

- Be responsible for all data backup and restore operations
- Provide one point-of-contact that will finalize decisions during the project. Provide necessary documentations, paperwork, schematics, line drawings, and information for GST to complete the project. Any delays in providing the necessary project documentation will delay the project.

SERVICES TERMS AND CONDITIONS

NON-COMPETE CLAUSE

GST assigns service professionals with qualifications commensurate with tasks listed in this scope of work. If the customer, directly or indirectly, contracts with or hires any GST employee engaged in providing services to the customer under this agreement or any other agreement, written or oral, GST will have the option of negotiating a change in the cost and/or time to deliver or charge the customer the equivalent of 30% of the employees' annual salary as a finder's fee. This clause is applicable for a period of up to ninety days from the last date of services rendered by a GST employee to the customer.

TIME RECORDS

Each employee, either directly employed by GST or a subcontractor (hereinafter called "GST employee") will present a time record to the customer setting forth the hours worked. An authorized representative of the customer must countersign the record and will thereby certify that such time is correct and that the work was performed in a satisfactory manner.

NORMAL BUSINESS HOURS

GST service hours are 8:00 am to 5:00 pm Monday through Friday. Overtime (over 8 hours in one day), scheduled after hours and weekends are charged at time and one-half of contracted service rate. Emergency after hours, weekends and holidays are charged at two times contracted service rate. Customer is responsible for providing 24 hours or greater advanced notice for the rescheduling or cancellation of GST onsite engineering services. If less than 24 hours is given the customer will be charged a half day of GST engineering time at \$175/hr.

TERMINATION TERMS

Client may terminate work under this Statement of Work, in whole or in part, at any time by 30 day written notice. Such notice shall state the extent and effective date of such termination. Upon receipt thereof, GST shall, to the extent directed by the Client or its designees, stop work under this agreement. If the agreement is terminated for convenience, GST shall be paid in accordance with the terms of the order for only those materials or supplies delivered and accepted. GST shall have the right at any time by written notice to the Client to terminate all or any part of this project without cause. GST will provide 30 days' prior written notice. In the event of such termination for convenience, GST shall be entitled to payment for all work performed up to the date of the termination.

COMMENCEMENT OF WORK

Work shall not commence under the Contract until a fully executed agreement has been received by GST and GST has been given approval to proceed by the customer.

DATA LOSS

GST makes no guarantee against data loss during services engagements. It is the customers responsibility to ensure data is properly protected (backed up) before the engagement begins.

PRODUCT RETURNS

Standard stock items purchased from GST may be returned for any reason within (14) fourteen days. Custom orders are non-returnable and non-refundable. All original packaging, accessories and documentation must accompany the item and be in unmarked condition. Items must be shipped via at least 2nd day freight with insurance for the full value of the item. Returned items are subject to a 25% restocking fee. Though rare, a customer may need to return a defective product. Defective product returns are not subject to the 25% restocking fee and will be exchanged in accordance with the manufacturer's policy within 30 days of purchase.

PROJECT DELAYS

Delays due to client configuration specifications, hardware delivery, carrier availability, and facility access, physical or environmental delays are subject to change orders as billable delays. These delays can also impact project timeline and deadlines.

PREVAILING WAGE CLAUSE

GST holds the right to charge the customer additional services fees if the project is deemed to have prevailing rates of wages requirements prior, during, or after project completion. GST adheres and complies with the provisions of the California Labor Code. All workers employed on public works projects must be paid the prevailing wage determined by the Director of the Department of Industrial Relations, according to the type of work and location of the project. The prevailing wage rate is the basic hourly rate paid on public works projects to a majority of workers engaged in a particular craft, classification or type of work within the locality and in the nearest labor market area (if a majority of such workers are paid at a single rate). If there is no single rate paid to a majority, then the single or modal rate being paid to the greater number of workers is prevailing.

GST SERVICES WARRANTY

QUALITY OF SERVICES

GST warrants that its Services will be of professional quality (performed in a good and workmanlike manner) and will conform to generally accepted industry standards for such Services and to the requirements specified in this SOW. GST's personnel shall be competent and qualified to perform the tasks to which they are assigned. In the event of any breach of this warranty, GST, at its sole expense and without delay, shall re-perform the non-conforming Services to the applicable standard.

WORKMANSHIP WARRANTY

GST certifies that all equipment and materials furnished shall carry a ninety (90) day warranty on parts. GST guarantees to furnish any qualified personnel (during normal business hours, Monday to Friday, 8:00 am to 5:00 pm) to the installation site for the period of one (1) year from the date of installation to repair or replace defective items installed or provided by GST exclusively. If the item is determined to not be defective, GST will charge the customer for all time spent on the incident at a rate of \$175/hour. Determination if an item is defective or was changed, damaged, reconfigured, or altered by non GST personnel is under sole authority of GST. Any change, alteration, damage, or reconfiguration by non GST personnel voids one (1) year warranty. No response timeframe SLA guaranteed for warranty work. Further, all equipment purchased from GST in our installed system is subject to a manufacturer's warranty. Further, all equipment purchased from GST in our installed system is subject to a manufacturer warranty. GST will not honor any other warranty, implied or otherwise. In no event shall GST be liable, or in any way responsible for damages, or defects in the system, which were caused by neglect, vandalism,

misuse, environmental damage or by repairs or attempted repairs performed by anyone other than a GST service technician. Nor shall GST be liable or in any way responsible for any incidental or consequential economic or property damage.

CHANGE MANAGEMENT

GST establishes change management procedures to document changes that are made to the baseline project identified in the Statement of Work. These procedures are in place to reduce the potential for cost and schedule variances.

Customer is responsible for providing 24 hours or greater advanced notice for the rescheduling or cancellation of GST engineering services. If less than 24 hours is given the customer will be charged a half day of GST engineering time at \$175/hr.

If a change needs to be made to the project, which is not included in the SOW or differs from the SOW, GST or the client must complete the Change Management Request form. GST will review the completed form and provide an estimate to complete the request. The client must approve the additional hours/costs in order to complete the request.

In the event a change requested by the customer reduces the amount of work and the project is a firm fixed price project, the full amount of the project will be invoiced.

A change occurs when GST encounters any of the following situations during project delivery:

1. Either party identifies new requirements not included in the original project's scope
2. Either party makes suggestions that would improve the proposed system but are not necessarily required to address the project requirements; such suggestions are incorporated into a subsequent project phase
3. Either party changes the direction and intent of this project, which requires GST to rework the solution design or services
4. Changes in the scope of work defined in this Statement of Work are only effective if both the customer and GST agree to them in a written document setting forth the modifications and any changes to the delivery schedule and payment terms.

GST PROJECT MILESTONE PAYMENTS

Unless otherwise agreed in writing by GST and the Client, the total GST services engagement price shall be billed as follows: 25% of the entire project at time of order or provided Purchase Order "PO" has been provided, 100% of hardware and software upon delivery, and remainder upon project completion and Client sign-off or first beneficial use, whichever occurs first.

Hardware

	Item	Description	Qty	Price	Ext Price	Tax
PROJECTOR (ROOM C ONLY)						
2	V11HA52820	Epson EB-PU2010B Ultra Short Throw 3LCD Projector - 16:10 - Ceiling Mountable - High Dynamic Range (HDR) - 1920 x 1200 - Front, Rear, Ceiling - 1080p - 20000 Hour Normal ModeWUXGA - 2,500,000:1 - 10000 lm - HDMI - DVI - USB - Network (RJ-45) - 3 Year Warr	1	\$12,794.90	\$12,794.90	8.75%
3	V12H004W06	Epson ELPLW06 - Wide Angle Zoom Lens - Designed for Projector	1	\$2,254.81	\$2,254.81	8.75%
4	RPA-U	Chief Universal and Custom Projector Ceiling Mount - Black - Steel - 50 lb	1	\$165.60	\$165.60	8.75%
MOBILE CONFIDENCE MONITOR:						
6	QB55R-N	Samsung Digital Signage Display - 55" LCD Cortex A72 1.70 GHz - 2.50 GB - 3840 x 2160 - Edge LED - 350 Nit - 2160p - HDMI - USB - DVI - SerialEthernet - Energy Star	1	\$1,120.89	\$1,120.89	8.75%
7	MFQUB	Chief Confidence Medium 2' Monitor Mobile Cart - For Displays 32-65" - Black - Up to 125lb - Up to 55" Flat Panel Display - Black	1	\$554.04	\$554.04	8.75%
8	C2G10384	C2G - 50 ft HDMI A/V Cable for Computer, Projector, Monitor, Blu-ray Player, DVD Player, Audio/Video Device - 18 Gbit/s - Supports up to 4096 x 2160 - Shielding - Gold Plated Connector - Gold Alloy Plated Contact - CMG, FT4, CL2 - 30 AWG - Black, Blue	1	\$88.01	\$88.01	8.75%
9	MSBUB	UNIVERSAL MSB - BLACK	1	\$103.42	\$103.42	8.75%
VIDEO SYSTEM:						
11	60-1381-93	DTP CrossPoint 108 4K IPCP Q MA 70 - 100 Watt 70 V Mono Amp, AV LAN	1	\$10,870.20	\$10,870.20	8.75%
12	60-1271-13	Extron DTP HDMI 4K 230 Rx - 1 Output Device - 230 ft Range - 1 x Network (RJ-45) - 1 x HDMI Out - 4K - 4096 x 2160 - Twisted Pair - Rack-mountable	3	\$307.80	\$923.40	8.75%
13	60-1421-12	DTP Transmitter for HDMI - Decorator-Style Wallplate, Black - 230 feet (70 m)	3	\$378.00	\$1,134.00	8.75%
14	60-1365-63	DTP T HWP 232 D White	2	\$685.80	\$1,371.60	8.75%

Hardware

	Item	Description	Qty	Price	Ext Price	Tax
15	60-1271-12	Extron DTP HDMI 4K 230 Tx - 1 Input Device - 230 ft Range - 1 x Network (RJ-45) - 1 x HDMI In - 4K - 4096 x 2160 - Twisted Pair - Rack-mountable	2	\$307.80	\$615.60	8.75%
16	60-1531-13	DTP R HWP 4K 231 D - DTP Receiver for HDMI - Decorator-Style Wallplate, White - 230 feet (70 m)	2	\$442.80	\$885.60	8.75%
17	60-1883-01	USB-C to HDMI Interface	1	\$313.20	\$313.20	8.75%
CONTROL SYSTEM:						
19	60-1788-02	12" Tabletop TouchLink® Pro Touchpanel - Black	2	\$2,867.40	\$5,734.80	8.75%
20	60-1953-01	Network Button Panel with 6 Buttons - US 2-Gang	1	\$437.40	\$437.40	8.75%
21	GSM4212PX	ZeeVee Netgear M4250-10G2XF-PoE+ Ethernet Switch - 8 Ports - Manageable - Gigabit Ethernet, 10 Gigabit Ethernet - 10/100/1000Base-T, 10GBase-X - 2 Layer Supported - Modular - Optical Fiber, Twisted Pair - PoE Ports	1	\$938.01	\$938.01	8.75%
FURNITURE AND EQUIPMENT STORAGE:						
23	60-190-10	1U 6" Deep Universal Rack Shelf Kit	2	\$93.96	\$187.92	8.75%
24	PD-915R	Middle Atlantic 9-Outlets Power Strip - NEMA 5-15P - 9 x NEMA 5-15R - 9 ft Cord - 15 A Current - 120 V AC Voltage - Rack-mountable - Black Anodized	1	\$106.92	\$106.92	8.75%
25	LACE-P	6PC45SP CABLE LACE STRIP	1	\$114.21	\$114.21	8.75%

Subtotal: **\$40,714.53**

Tax Subtotal: **\$3,562.53**

AV - Firm Fixed Price Services

	Item	Description	Qty	Price	Ext Price	Tax
1	GST-SVC-FFP	GST Firm Fixed Priced Service	1	\$31,237.97	\$31,237.97	0%
2	GST-SVC-FFP-EXP	GST Firm Fixed Priced Service - Materials and Expenses	1	\$3,467.02	\$3,467.02	8.75%

AV - Firm Fixed Price Services

Item	Description	Qty	Price	Ext Price	Tax
				Subtotal:	\$34,704.99
				Tax Subtotal:	\$303.37

E-Waste

Item	Description	Qty	Price	Ext Price	Tax
1	E-Waste-4-14 More than 4 inches but less than 15 inches	2	\$4.00	\$8.00	0%
3	E-Waste-35+ 35 inches or more	1	\$6.00	\$6.00	0%
				Subtotal:	\$14.00
				Tax Subtotal:	\$0.00

Shipping

Item	Description	Qty	Price	Ext Price	Tax
1	GST-SHIPPING SHIPPING CHARGE	1	\$200.00	\$200.00	0%
				Subtotal:	\$200.00
				Tax Subtotal:	\$0.00

GST Golden Maintenance Services

Golden Maintenance Services

GST Golden Maintenance Services “GMS” provides professional field technical services and support to uphold and maintain system function for the contracted AV system(s) and/or area(s) agreed upon. The length of the contract will be determined by the client and GST; the duration of dates will be noted below with locations/systems/rooms/areas to be under contract. GMS can be applied to any Audio-Visual system(s) that are deemed within GST technical experiences and partnerships profile to accommodate the necessary assistance when required.

Maintenance Services coverage shall include: a direct line of contact via GST service email and phone number (8 am-5 pm M-F,) dispatch onsite professional technical support, problem-solving and/or recommendations. Misc./minor end-user cabling repair, repair/service costs to maintain system function will be the sole discretion GST.

GMS will provide and facilitate all repairs of component or hardware products only that manifest as malfunctioning material(s) within the contracted area/room under the SLA’s guidelines. Before removing or dismantling system components, GST will seek authorization with the underlining circumstances that system may not be operational while gathering additional diagnostics during the cost assessment of repair of AV components with the support of

manufacturing partnerships or technical procedures. GST will seek additional information on manufacturer warranty or non-warranty to assist with the appropriate cost to comply with GMS SLAs. Replaceable equipment, devices, or products shall be guaranteed against any defect due to faulty material and/or workmanship for 30 days. No remanufactured or refurbished equipment will be provided unless approved by the client.

GMS Service Level Agreement

Location/Area/Room(s): Event Center

The number of years (1 Year Coverage) from 1st use of system

System under GST OP15167

GST shall respond within 4 hours from 1st initial contact, all onsite services will be performed by an authorized service technician within 16 normal business hours “2-working days” (8 pm-5 pm M-F, excluding weekends and holidays). The client is responsible for reaching out to our service center to render services.

If equipment requires repair or removal, the client will be notified of the estimated repair time for any warranty or out-of-warranty repairs.

Proof of product purchases will be required for all clients that identified manufacturer warranty repair/service if deemed necessary. Serial numbers that have been altered, defaced, or removed can result in voiding manufacturer warranty repairs.

GMS will include:

4 scheduled preventive maintenance visits shall be provided by GST.

The client is responsible for scheduling.

Preventative Maintenance Schedule

60 days (±15 days) after agreement

180 days (±15 days) after agreement

Preventative Maintenance shall include, but not be limited to the following:

Adjustments to projectors; checking projector life and projector alignment.

Examine the resolution setting for the best resolution of the image (switcher or projector).

Checking audio system settings (including mics, speakers, and minor adjustments).

Examining control system functionality (pending control setup & automation).

Any other maintenance and adjustments necessary to ensure that the audiovisual system is in proper working order.

GST will perform firmware updates, only if needed and required to maintain the overall operations of the audiovisual system.

Any problems or issues noted by the users shall be documented with the completed result.

Critical Field Services:

Ad hoc service calls not to exceed 4 onsite visits (**4** total for a year, for each room under GMS).

Provide returned visits for replaceable or repaired products (not part of Ad hoc).

All necessary reloads of digital configurations (not reprogramming).

Recommissioning replaceable or repaired products for proper use.

Cost of repairs:

Provide a proposal based on failures and/or malfunctions of the system(s).

Provide a proposal that results from accident, mishandling, abusive operation, negligence, accident, improper installation, or inappropriate use as outlined in the manufacturer's manual.

Provide a proposal with any cosmetic damage to the surface or exterior that has been defaced or caused by normal wear and tear.

Client to review and approve all repairs of notify concerns or issues with system components.

GST Exclusions

GMS shall not apply:

1. Any damage caused by external or environmental conditions, including but not limited to transmission line/power line voltage, liquid substance, or natural cause such as earthquake or fire.
2. Added equipment after contract approval.
3. Any installation, setup, and/or programming charges not performed by GST.
4. Digital Signage content creation or services.
5. Digital cable feeds, digital receivers, or fees
6. UC licensing or accounts fees (i.e., Zoom, MS Teams, Cisco WebEx, etc.)
 - o Issues with video Conferencing applications, settings or functions need to be troubleshoot with your IT Department first and determined prior to engaging GST

support, must have associated Case # from MFG.

7. Existing programming errors.
8. Changes, redesign, and/or reprogramming of system functions.
9. Consumable items such as bulk cables, projector lamps, or batteries.
10. Firmware upgrades to the client's purchased software.
11. No loaner equipment or hot swap products.

GENERAL RESPONSIBILITIES

1. The customer is responsible for providing 24 hours or greater advanced notice for the rescheduling or cancellation of GST's onsite services. If less than 24 hours is given the customer will be charged a half day of GST's engineers time at \$175/hr.
2. Coordinate service deployment on third-party maintained hardware/software (if applicable).
3. Assign a designated person from the Customer's staff who, on behalf of the Customer will grant all approvals, provide information, and otherwise be available to assist GST to facilitate the delivery of this service.
4. Allow GST full and unrestricted access to all locations where the service is to be delivered.
5. Provide a suitable work area for delivery of the service, including access to an outside telephone line, power, any network connections, etc., that is required.
6. Provide one point-of-contact that will finalize decisions during the delivery of services.

GST will not be responsible for or inherit damages that occur because of the client's failure to follow instructions intended for the hardware product specified with custom or existing design intention. GST does not manufacture, mass-produce, create, or supply materials to create the required serviced product(s), therefore relies on the manufacturer's support with all repairs and/or replaceable items to complete Audio-Visual services. GST is NOT an insurance policy that complies with standard insurance terms or use.

Golden Maintenance Services Pricing

	Item	Description	Qty	Price	Ext Price	Tax
1	GST-GMS-YEAR01	GST Golden Maintenance Services - One Year	1	\$5,935.20	\$5,935.20	0%

Subtotal: **\$5,935.20**

Tax Subtotal: **\$0.00**

Quote Summary

Description	Amount
Hardware	\$40,714.53
AV - Firm Fixed Price Services	\$34,704.99
E-Waste	\$14.00
Shipping	\$200.00
Golden Maintenance Services Pricing	\$5,935.20

Subtotal: **\$81,568.72**

Estimated Tax: **\$3,865.90**

Total: **\$85,434.62**

 **Terms & Conditions**

THIS IS A QUOTATION ONLY AND IS NOT AN ORDER OR OFFER TO SELL.

All prices and descriptions are subject to change without notice. No contract for sale will exist unless and until a purchase order has been issued by you and accepted by Golden Star Technology Inc. ("GST"). By issuing a purchase order to GST, you agree to GST's Terms and Conditions of sale set forth in GST's quote, GST's invoice, and GST online Terms and Conditions (<https://gstinc.com/resources/terms-and-conditions/>). If there is a separate purchase agreement signed by both your company and GST, the separate agreement will govern.

The prices contained in this list may not be relied upon as the price at which GST will accept an offer to purchase products or provide services unless expressly agreed to by GST in writing. Products and/or services quoted were selected by GST based on specifications available at the time of the quotation and are not guaranteed to meet your specifications. Product and services specifications may be changed by the manufacturer without notice. All products are subject to availability from the manufacturer. It is your responsibility to verify product and service conformance to specifications of any subsequent contract.

The freight costs listed are estimates. Shipping costs may vary based on time of purchase, additional services required, quantity ordered, shipment carrier and warehouse sourced. Actual shipping costs will be calculated during shipment and will be reflected on your invoice.

For hardware product(s), manufacturer warranty will begin upon physical delivery of the hardware product(s) by the customer or GST warehouse. For software product(s), the manufacturer warranty will begin upon electronic or physical receipt of the software product(s) by you or GST. Any returns must be approved by GST based on manufacturer approval. More details at gstinc.com/RMA.

Client acknowledges that applicable sales tax rates may change after the initial quotation is provided and before the final invoice is issued. In the event of a change in the applicable sales tax rate, GST reserves the right to adjust the sales tax amount accordingly. The Client agrees to pay the updated sales tax amount as required by applicable law at the time of the invoice issuance.

GST is not responsible for compliance with regulations, requirements or obligations associated with any contract resulting from this quotation unless said regulations, requirements or obligations have been passed to GST and approved in writing by an authorized representative of GST.

GST DOES EVERYTHING WE CAN TO ENSURE THAT THE PRICES WE HAVE QUOTED ARE CORRECT AND CURRENT. DUE TO SHORTAGES OF RAW MATERIAL, INCREASED LOGISTIC COSTS, AND TARIFFS, PRICING MAY INCREASE AT ANY TIME FROM OUR VENDORS AND MANUFACTURERS THAT IS OUT OF OUR CONTROL.

SOLUTIONZ

Bridging the Gap Between AV and UC

Phone: 888.815.6128
Prime Call Help Desk: 888.815.0322
www.solutionzinc.com

Quotation

Prepared for:

California State University, San Bernadino

Estimate Number: 053796

Project Number: 2403990 California State University, San Bernadino : 3-Way Divisible - Video Upgrade

5500 University Parkway
San Bernardino, CA 92407 US
9095375954

Prepared by:
Adam Newon

07/23/2024

Summary

Location	Price
Room A	\$20,872.81
Room B	\$16,626.25
Room C	\$6,140.45
Confidence Monitor Cart	\$1,769.24
G&A	\$3,002.83
Professional Services	\$31,760.00
PrimeCall SLA	\$3,861.11
Sub Total:	\$84,032.69

SOLUTIONZ

Statement of Work

California State University, San Bernardino

3-Way Divisible Ball Room – Video Upgrade
5500 University Parkway
San Bernardino, CA 92407
Estimate #053796

Project Overview

CSUSB has asked Solutionz, Inc. to provide a proposal for AV systems for the divisible ball rooms for CSUSB. Solutionz, Inc. has reviewed the user requirements and proposes the following AV systems.

This proposal is valid for fourteen (14) days from date of delivery of Statement of Work. This proposal includes installation of Solutionz, Inc. specified equipment and Owner Furnished Equipment (OFE). Solutionz, Inc. will provide equipment identified in the estimates, post-sale engineering support, project management, installation, testing, and orientation of the system once installed.

Solutionz, Inc. assumes all required items not in our scope of work will be completed by the owner, or owner supplied contractor, and in the specified time frame. Any delay, or changes, could increase the time frame to complete the project, and increase the installation cost.

The below Statement of Work assumes all work to be performed by a Solutionz Technician. Any additional need for outside technicians, to include but not limited to, union labor or other 3rd party licensed contractors, could increase the installation cost. Solutionz, Inc.'s normal working hours are from 8am to 5pm, local time. Solutionz, Inc. expects to start basic installs with in two (2) to five (5) weeks and integrations with in six (6) to eight (8) weeks from the order being completely processed by Solutionz, Inc. Any changes to these time frames will need to be approved prior to the start of the project and could increase the installation cost.

AV System Descriptions

3-Way Divisible Ball Room: A,B,C

AV System Description:

Solutionz will provide and install new Extron video and control system for i/o routing per Extron drawings and Solutionz engineering confirmation, based on site survey, needs analysis, RFP and Extron/Solutionz collaborative engineering review. Upgrades include new Extron Crosspoint video matrixing and IPCP control, touch panels for room A,C, Network button panel for B, new 10,000 lumen projector for B to match projectors installed in A and C, new control system including matrix control for all room combines of A, B, and C. Infrastructure updates for wall plate inputs for HDMI and USB-C, and PC inputs for rooms A and C. Equipment rack will be added to along with 2 of 3-bay OFE currently installed in credenza desk in A. Audio will remain as is per CSUSB instructions and intended with future upgrades. Plans follow Extron provided drawings, as well as updated RFP provided in July. Room A and C projectors and projector screens (165"D) will remain OFE. Control system will provide projection screen control for all three rooms.

Room A inputs include HDMI, USB-C wallplates, and PC local connection, with presentations for matrixing source routing to A,B,C projectors. 12" TP (confirmation needed for wall mount or table top, CSUSB preference), equipment rack for central location for Crosspoint, control processor, OFE audio, Netgear switch and infrastructure for A,B,C.

Room B inputs includes two HDMI wallplate transmitters at Media Box, one direct connection projector, and one connection to Crosspoint. Network button panel at Media Box 1 for controlling Room B.

Room C inputs include three HDMI wallplate transmitters, (projector, Crosspoint and PC) with local presentations for matrixing source routing to A,B,C. Matrixing will be provided from A and C from either mirrored TP.

Confidence Monitor Cart, 55" display and 2' MFP Mobile Cart provided, with inputs to system from receiver HDMI wallplates in Rooms B and C.

Control system scope and GUI will be determined by Solutionz programming and GUI confirmation with CSUSB prior to install. Audio is not included in control scope. There will be no audio from HDMI sources without interacting with the existing OFE audio system.

This proposal assumes room availability for Solutionz technicians to perform work in Auditorium during normal business hours, M-F 8:00 a.m. – 5:00 p.m.

Owner furnished Equipment:

This is equipment that the customer will be furnishing to Solutionz, Inc. for the installation. Solutionz will not be responsible for the quality or functionality of OFE. Solutionz Field Technician will troubleshoot functionality of OFE for a maximum of one hour. If OFE is non-functional after the troubleshooting period, additional time and material charges may be invoiced to the customer.

System Notes:

- This AV system requires a user license purchased and configured by the owner for each meeting platform.

Scope of Work

In Scope – Responsibility of Solutionz, Inc.

Out of Scope – Responsibility of owner or other trade contractor

Existing – Existing item that is required for the project but does not need to be delivered by any party

- All documentation will be provided in PDF, Excel, or Word format

AV Installation				
Item	Description	In Scope	Out of Scope	Existing/ Not Applicable
Installation	Provide a complete installation of the AV equipment provided by the owner and in the bill of materials.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project Manager	Provide an audiovisual project manager for the duration of the project to coordinate audiovisual work with the owner and other trades.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engineer	Provide an audiovisual industry certified engineer.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shipping	Coordinate materials delivery.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Demolition	Removal of any existing equipment and/or wire. – All removed equipment and material will be returned to the owner. Any material that does not need to be recycled will be disposed of on-site at the owner’s request.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment Removal	Remove all decommissioned audiovisual equipment from the site. – Typically, equipment will be returned to the owner.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Permits and Inspections	Obtain and pay for permits and inspections required for the work.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Warehousing	Receive, obtain, test, and protect any devices, wiring, etc. in a Solutionz, Inc. facility then deliver or ship to the installation site.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Low Voltage Cable Pulls	Furnish, Install, Label, Terminate and Test all AV low voltage cable that are run through floors, walls, ceilings, riser spaces, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pre-fabrication - racks	Assemble project equipment racks. Install, configure, and test rack equipment before delivering to installation site.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pre-fabrication - furniture	Assemble project cabinets, credenzas, lecterns, AV carts or other AV furniture. Install, configure, and test furniture equipment before delivering to installation site.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pre-fabrication - plates	Fabrication, labeling and installation of any connection plates to be installed in the field including wall and floor plates before delivering to installation site.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Site cleaning	Clean any dust, debris and rubbish created by audiovisual installation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

AV Engineering				
Item	Description	In Scope	Out of Scope	Existing/ Not Applicable
Map drawings	Provide engineered technical drawing(s) showing the location of all rooms on a floor plan.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Infrastructure drawings	Provide engineered technical drawing(s) most often detailing conduit, rough-in, blocking, etc. requirements for the project for use by other trades in coordination with the system(s). – Requires an architecture AutoCAD drawing from the owner.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Floor plan drawings	Provide engineered technical drawing(s) detailing the locations of AV devices on an architecture floor plan. – Requires an architecture AutoCAD drawing from the owner.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reflected Ceiling plan drawings	Provide engineered technical drawing(s) detailing the locations of AV devices on an architecture reflected ceiling plan. – Requires an architecture AutoCAD drawing from the owner.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Riser drawings	Provide engineered technical drawing(s) detailing low voltage cabling in the system(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Elevation drawings	Provide engineered technical drawing(s) detailing the elevation and location of all devices on the wall(s).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flow schematic drawings	Provide engineered technical drawing(s) showing the schematic design of the system including device connections, signal types, and equipment parts, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Rack drawings	Provide engineered technical drawing(s) detailing the layout of any equipment racks, cabinets, lecterns, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I/O Plate drawings	Provide engineered technical drawing(s) detailing any connection plates for the project to be installed in the field or on any equipment rack, including specific plate labeling.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Detail drawings	Provide engineered technical drawing(s) detailing any custom or specialty work, including but not limited to custom mounts, rigging, console design, lectern layout, furniture, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
System Commissioning	Configure and setup system for proper operation as coordinated with customer and/or specifications.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wireless configuration	Setup and configuration of wireless presentation gateway devices enabling connection of sources using Wi-Fi or other wireless technology.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provisioning, registration, and back-end management	Provide any provisioning, registration and back-end management for Unified Communication, Video Codecs or VoIP services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
IP Schedule	Provide IP schedule with a list of fixed or static IP addresses, ISDN numbers and telephone numbers used for audiovisual equipment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frequency Schedule	Provide a list of frequencies and/or channels used for wireless microphone and assistive listening systems.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Infrastructure requirement document	Provide an infrastructure requirement document	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Install support documents	Provide installation support documents - Cable pull schedules, wall weight calculations, rack power calculations, rack heat dissipation calculations, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

AV Control Programming				
Item	Description	In Scope	Out of Scope	Existing/ Not Applicable
Programming	Develop and test any custom system programming for proper operation as coordinated with customer and/or specifications	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Programming preview documents	Provide a preliminary layout of all remote-control devices (touch panels, remote controls, etc.), submitted electronically.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pre-programming review	Review of user interface with the owner to ensure proper control functions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

System Testing and Verification				
Item	Description	In Scope	Out of Scope	Existing/ Not Applicable
System Testing	Verification of system functionality and completeness of system configurations including software version verification operational accuracy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Testing documentation	Provide documentation of testing results.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Training				
Item	Description	In Scope	Out of Scope	Existing/ Not Applicable
On-site Training – key customer personnel	Provide on-site training with key customer personnel as specified and required by the project	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

On-site Training – End-users	Provide on-site training with key end-users as specified and required by the project	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Remote Training	Provide online training, either self-paced or instructor guided as specified and required by the project.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
User documentation	Provide comprehensive user training materials, typically in electronic (PDF) format, as specified and required by the project.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Project Closeout				
Item	Description	In Scope	Out of Scope	Existing/ Not Applicable
Engineering support	Post-sale engineering support	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drawing Set	Provide a complete set of all engineered drawings reflecting the complete system as installed, which may have varied from the originally engineered set of drawings based on unique changes/adds/deletions during the installation period.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment data/cut sheets	Provide a complete set of data/cut sheets for all primary/major pieces of equipment being supplied for the project showing brand/make & model along with the detailed technical specifications submitted prior to project deployment.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Equipment numbers	Equipment list for each room with manufacturer, model number, serial number, client tracking number (if applicable), and other unique equipment numbers for installed equipment in spreadsheet format.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Operation guides	A complete set of manufacturer's operations and/or owner's manuals for all primary/major pieces of equipment submitted during the closeout period of the project.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Replacement parts	A list of necessary and recommended replacement parts for a normal maintenance period of one year.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Warranty	Include the terms of the warranty and the appropriate contact phone numbers for service.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Software and configuration files	Software files for graphical user interface, source code, DSP, and equipment settings on non-volatile electronic media. Provide electronic copies of compiled and un-compiled programming files	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

General Contractor Work				
Item	Description	In Scope	Out of Scope	Existing/ Not Applicable
Millwork	Any millwork modifications for credenza and/or table to install components or cabling.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lift and scaffolding	If necessary, provide a lift and/or scaffolding capable of safely reaching and lifting required personnel and equipment to correct mounting/wiring positions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Blocking	Provide appropriate blocking and/or structural support for wall mounted equipment cabinets and/or specialty field devices like large format displays, large format speakers, projectors, etc. as specified and required by the project.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Rough-in	Cutting, patching, and painting of walls and/or ceilings, including ceiling tiles and grid.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Conduit	Install cable conduit.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Structure above ceiling	Installation of any structure attached to the deck above finished ceiling, including but not limited to channel, threaded rod, and other hardware as required to support projectors, lifts, projection screens, and ceiling speakers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Repair after installation	Repair any ceiling support structure that is required to be modified by Solutionz to install any in-ceiling component such as loudspeakers, projector and display mounts, and projection screens.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Electrical Work				
Item	Description	In Scope	Out of Scope	Existing/ Not Applicable
Power outlets	Provide power as specified at all required locations including equipment racks and field devices.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Backboxes	Backboxes as specified at all locations as required for the project	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wall boxes	Wall boxes as specified at all locations as required by the project.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Mud rings	Mud rings as specified at all locations as required by the project.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Floor boxes	Floor boxes as specified at all locations as required by the project.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Telecom Work				
Item	Description	In Scope	Out of Scope	Existing/ Not Applicable
Data outlets	Provide local and/or broadband network circuits and connections	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Network administration	Provide a network admin to work with the Solutionz technician on any network issues that may arise, i.e., Codec NAT, VoIP card registration, etc. Note: Solutionz cannot make changes to the owners' network infrastructure.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Owners Responsibilities				
Item	Description	In Scope	Out of Scope	
Working hours	Provide adequate access to the install location during working hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
PoC (Point of Contact)	Provide a PoC (Point of Contact) to be available and able to answer any questions that the Solutionz technician has during the installation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Public internet	Provide access to the public internet for the download of firmware or control system program and/or drivers if required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Local assistance	Provide a capable assistant to assist the Solutionz technician with mounting any displays or other heavy objects.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Disposal area	Provide access to refuse disposal area.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Provisioning, registration, and back-end management	Provide any provisioning, registration and back-end management for Unified Communication, Video Codecs or VoIP services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

End user orientation	End users will be on-site and available and orientation, to be performed at the end of the install.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Sign-off on system acceptance	An owner's representative will be on-site and available to sign-off on system acceptance upon the completion of orientation/demonstration.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Statement of Work written by:

Juan Gonzalez | Audio-Visual Engineer

Solutionz, Inc.

(424) 901-1681 | jgonzalez@solutionzinc.com

Acknowledgements:

I confirm that I have read, understand, and agree to comply with the above Statement of Work.

Customer Acceptance:

Signature

Date

Bill of Materials

Room A

QTY	Item	Description	Unit Price	Ext. Price
3	EXTRON 60-1271-12	DTP HDMI 4K 230 Rx, Black - 230 feet (70m) - 2 per projector	\$416.19	\$1,248.58
1	EXTRON 60-1381-93	DTP CrossPoint 108 4K IPCP Q MA 70 - 10x8 Seamless 4K Scaling Presentation Matrix Switcher	\$11,982.14	\$11,982.14
1	EXTRON 60-1421-13	DTP T HWP 4K 231 D - HDMI Decorator Style Tx - Black - 230 Feet (70m) - To Projector and Crosspoint	\$416.67	\$416.67
1	EXTRON 60-1788-02	TLP Pro 1225TG - 12" Tabletop TouchLink Pro Touchpanel	\$3,160.71	\$3,160.71
1	EXTRON 60-1883-01	USB-C HD 101 - USB-C and HDMI wallplate to replace OFE connection to Crosspoint	\$345.24	\$345.24
1	EXTRON 60-1907-01	IPL EXP RIO8 - Control System I/O Expansion Interface	\$684.52	\$684.52
1	EXTRON 60-1908-01	IPL EXP 200	\$684.52	\$684.52
1	MIDDLE ATLANTIC PTRK-14MDK	PTRK-14 with Plexi Door and Laminate Top	\$1,210.80	\$1,210.80
1	MIDDLE ATLANTIC PWR-9-RP	15A, 9 Out, Rack mount	\$90.00	\$90.00
1	MIDDLE ATLANTIC UMS1-5.5	1space Universal mounting Shelf, 5.5"D	\$45.31	\$45.31
1	Netgear M4250-10G2XF-POE+	AV Line 8x1G PoE+ 240W 2x1G and 2xSFP+ Managed Switch	\$1,004.32	\$1,004.32
1	TBD OFE - Epson L1505 projector	[OFE] - Owner Furnished Equipment - Epson L1505 projector	\$0.00	\$0.00
1	TBD OFE - Room A Desktop PC	[OFE] - Owner Furnished Equipment - Room A Desktop PC	\$0.00	\$0.00
				\$20,872.81

Room B

QTY	Item	Description	Unit Price	Ext. Price
1	Epson Professional V11HA52820	Epson EB-PU2010B Business Projector, 10,000 Lumens, WUXGA, Black	\$10,851.28	\$10,851.28
1	Epson Professional V12H004W06	Wide-Throw #2 Zoom Lens (ELPLW06)	\$2,403.85	\$2,403.85
1	CHIEF RPAU	UNIVERSAL RPA	\$204.44	\$204.44
2	EXTRON 60-1271-13	DTP HDMI 4K 230 Rx - 2 per projector	\$339.29	\$678.58
2	EXTRON 60-1421-13	DTP T HWP 4K 231 D - HDMI Decorator Style Tx - Black - 230 Feet (70m) - To Projector and Crosspoint	\$416.67	\$833.34
1	EXTRON 60-1531-12	DTP R HWP 4K 231 D - HDMI Decorator Style Rx - Black - 230 Feet (70m) - To Confidence Monitor and Crosspoint	\$488.10	\$488.10
1	EXTRON 60-1908-01	IPL EXP 200	\$684.52	\$684.52
1	EXTRON 60-1953-01	Network Button Panel with 6 Buttons - US 2-Gang	\$482.14	\$482.14
				\$16,626.25

Bill of Materials

Room C

QTY	Item	Description	Unit Price	Ext. Price
1	DA-LITE 40973	Single Motor Low Voltage Control	\$295.20	\$295.20
2	EXTRON 60-1271-13	DTP HDMI 4K 230 Rx - 2 per projector	\$339.29	\$678.58
2	EXTRON 60-1421-13	DTP T HWP 4K 231 D - HDMI Decorator Style Tx - Black - 230 Feet (70m) - To Projector and Crosspoint	\$416.67	\$833.34
1	EXTRON 60-1531-12	DTP R HWP 4K 231 D - HDMI Decorator Style Rx - Black - 230 Feet (70m) - To Confidence Monitor and Crosspoint	\$488.10	\$488.10
1	EXTRON 60-1788-02	TLP Pro 1225TG - 12" Tabletop TouchLink Pro Touchpanel	\$3,160.71	\$3,160.71
1	EXTRON 60-1908-01	IPL EXP 200	\$684.52	\$684.52
1	TBD OFE - Epson L1505 projector	[OFE] - Owner Furnished Equipment - Epson L1505 projector	\$0.00	\$0.00
1	TBD OFE - Room C Desktop PC	[OFE] - Owner Furnished Equipment - Room C Desktop PC	\$0.00	\$0.00
				\$6,140.45

Confidence Monitor Cart

QTY	Item	Description	Unit Price	Ext. Price
1	CHIEF MFQUB	2' MFP MOBILE CART	\$693.24	\$693.24
1	Samsung QB55C-N	55" QBC Series 4K UHD Display	\$1,076.00	\$1,076.00
				\$1,769.24

G&A

QTY	Item	Description	Unit Price	Ext. Price
1	Solutionz Misc-Cable		\$2,028.17	\$2,028.17
1	Solutionz S&H-S	Shipping & Handling	\$974.66	\$974.66
				\$3,002.83

Bill of Materials

Professional Services

QTY	Item	Description	Unit Price	Ext. Price
8	Solutionz Labor-Drafting-W		\$90.00	\$720.00
16	Solutionz Labor-Engineer-W		\$140.00	\$2,240.00
24	Solutionz Labor-Field Engineer-W		\$120.00	\$2,880.00
160	Solutionz Labor-Installer-W		\$110.00	\$17,600.00
32	Solutionz Labor-Programmer-W		\$140.00	\$4,480.00
32	Solutionz Labor-Project Manager-W		\$120.00	\$3,840.00
				\$31,760.00

PrimeCall SLA

QTY	Item	Description	Unit Price	Ext. Price
1	Solutionz PC-IM-NA-12	Prime Call IM-Local, 1 Year, 1 PM Vist Per Year, Equipment Coverage: Entire Term	\$3,861.11	\$3,861.11
				\$3,861.11

Terms and Conditions

Payment Schedule	Amount	Due Date
Initial Deposit	\$44,303.28	
Progress Payment	\$22,151.64	
Final	\$22,151.63	

1. ALL SALES ARE FINAL. Any subsequent design changes at the direction of the customer must be agreed upon in writing.
2. PAYMENT TERMS: Invoices are due and payable within 15 days of the invoice date (i.e. Net 15).
3. INVOICING TERMS: Refer to the Payment Schedule above for Invoicing Terms
4. AGREEMENT: The prices and terms on this Estimate are not subject to verbal changes, verbal approvals or other verbal agreements. Any changes to prices, terms and conditions must be agreed upon in writing by both parties. Prices are based on market conditions existing on the date of this Estimate and Solutionz, Inc. may revise this Estimate as conditions change prior to final acceptance.
5. LABOR: All labor hours are based on regular working hours, Monday through Friday, 8:00AM-5:00PM. Any work outside of these hours will result in additional charges unless otherwise specified in the Estimate. In addition, all labor hours are based on continuous unrestricted access to the jobsite and facility where the work is to take place. Any access restrictions, interruptions, work stoppages or rescheduling of work not directly caused by, Solutionz, Inc. will result in additional labor charges.
6. SALES TAX: Customer tax status may vary, therefore, all Solutionz, Inc. pricing is agreed to on a pre-tax basis. Taxes on Solutionz, Inc. Estimates are estimated as well. The actual amount and/or corrected amount of taxes are the customer's sole responsibility regardless of how taxes were presented in the signed Estimate. Any and all applicable taxes (e.g., Sales Tax, Use Tax, Value Added Tax) will be added to customer invoices pursuant to local laws.
7. FREIGHT, TAXES & TARIFFS: All freight is FOB Origin unless specified otherwise. Some items may drop ship directly to jobsite from the manufacturer. Unless specifically identified in a line item of this Estimate, import tariffs or other international shipping and freight charges are the customer's responsibility and are not included in this Estimate.
8. DEFAULT: Finance charges of 1.5% per month will apply after 15 days in default. Solutionz, Inc. may, at its discretion, turn past due accounts over to collections by an outside company. Customer agrees to pay all costs incurred including, but not limited to, collection fees of 25% of the past due amounts, court costs, and reasonable attorney fees.
9. PAYMENT PROCESSING FEES: Pricing herein was developed on a cash basis, therefore, alternative payment methods (such as credit cards, bank cards, or other procurement programs that may reduce the net amount received by Solutionz, Inc. other than cash/check/ACH/wire will be assessed processing fees of 3% added to amount due. Not negotiable.
10. STORED GOODS: Customer will be invoiced for all equipment that is stored in a Solutionz, Inc. warehouse on behalf of customer. Storage fees of \$500/mo will apply for each pallet of customer equipment stored beyond 45 days.
11. 90-DAY WARRANTY: 90-day warranty on workmanship includes all cabling, connections, and system installation from date of beneficial use. 90-day warranty on equipment includes all installed system equipment from date of first beneficial use. Manufacturers' warranties which extend beyond the 90 days will be honored on a carry-in basis. Any owner furnished equipment (OFE) is assumed to be in good working order. Owner furnished equipment is not covered under any Solutionz, Inc. warranty.

Project Summary

Equipment:	\$52,272.69
Labor:	\$31,760.00
Sales Tax:	\$4,573.86

Grand Total: \$88,606.55

NOTICE TO CUSTOMER

By signing above or incorporating this Estimate (or Estimate number by reference) into a contract or purchase order, the Customer hereby acknowledges receipt of and agreement to comply with all terms outlined herein as well as Solutionz Terms & Conditions provided under separate cover. This Estimate, including any drawings, specifications, and designs are proprietary property of Solutionz and shall not be disclosed outside the Customer to whom it is addressed. This information shall not be duplicated, used or disclosed for any purpose other than to evaluate this proposal. Customer tax status may vary, therefore, all Solutionz, Inc. pricing is agreed to on a pre-tax basis. Any and all applicable taxes (e.g., Sales Tax, Use Tax, Value Added Tax) will be added to customer invoices pursuant to local laws. Unless otherwise specified this Estimate is valid for 14 days from issuance.

I certify that I am authorized to sign this agreement on behalf of the company named below.

I understand that ALL SALES ARE FINAL.

Client Signature: _____

Signer's Name: _____

Date: _____

Solutionz, Inc. Adam Newon 23-Jul-24

To help us better manage your account, please provide the following information:

Accounts Payable Contact:

Name: _____

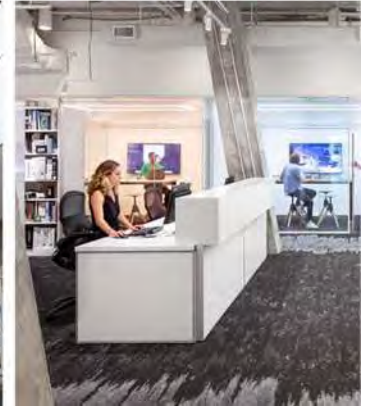
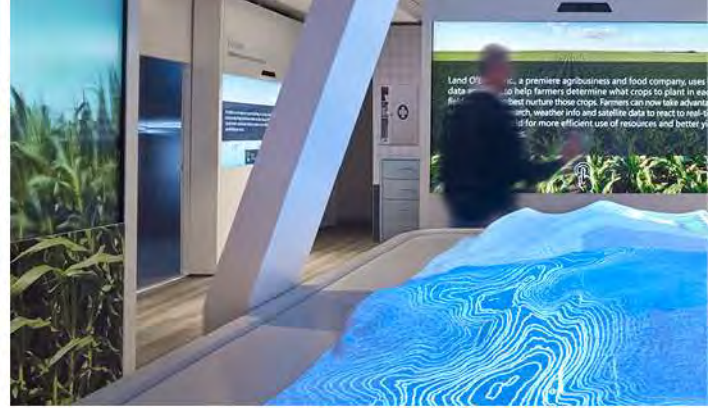
Email: _____

Phone: _____

Proposal Prepared For

Santos Manuel Student Union

San Manuel Student Union Conferencing Solutions



10775 Business Center Drive
Suite 150
Cypress, CA 90630
(714) 799-7166
Fax: (714) 799-7616
www.avispl.com

Prepared by: Jenifer Andersen
Jenifer.Andersen@avispl.com
Proposal no: 446697-3

AVI-SPL Solution Scope of Work

Project Overview

California State University San Bernardino intends to update existing facilities at the Santos Manuel Student Union. The audiovisual project will upgrade the user experience in the triple combinable Conference Center.

Based on the needs analysis meeting held on 05/09/2024, the primary requirement for the space is to support multimedia display, room combine/divide modes, and device control within the space.

The existing video and control system will be abandoned. Removal and/or disposal of this system will be performed by others.

Conference Center – Room A

Design Narrative

Room A will retain the use of the workstation table, the video projector, and the projection screen. New cabling will be run to these locations as necessary to support the new system. The existing equipment rack built into the workstation table is not deep enough to house the necessary equipment. Therefore, a new freestanding equipment rack will be located adjacent to the workstation table. The tabletop touchscreen control panel located on the workstation table will allow for both basic source routing controls and advanced room mode controls via password access on the touchpanel.

** Please see the “**Environmental Considerations**” and “**Customer Responsibilities**” sections at the end of this document for required room properties and deployment best practices. **

Scope of Work – Hardware Integration

This section describes hardware installation and general functionality or specifications. All equipment provided and installed by AVI-SPL unless otherwise specified.

Display(s)

The following display devices will be integrated into the system:

- 1 existing video projector will be retained for displaying video content within the space.
- 1 existing motorized projection screen w/ integrated low voltage interface.

Source Equipment and Interfaces

The following sources will facilitate end user laptop connections:

- 1 HDMI connection(s) located at the workstation table for PC connectivity.
- 2 HDMI connection(s) located at the workstation table for laptop connectivity.

Routing and Switching

The following video routing and switching devices will be integrated into the system:

- A video matrix switcher located in the equipment rack. The matrix switcher will route all video signals throughout the system for all three rooms.

Audio

There is no audio system in Room A.

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Equipment Rack and Accessories

Equipment will be installed in the following locations:

- A free-standing equipment rack will house all racked equipment for all three rooms. The rack will be in room A, next to the existing workstation table. The equipment rack will be free-standing with casters.
 - AVI-SPL shall provide the required minimum dimensions for the equipment rack.
 - A power conditioner or surge protector will be installed in the A/V rack to protect all racked equipment.

Control System and Accessories

A control processor will be installed to enable various functions throughout the system. Please refer to the Software Integration section for more detailed information about system control.

- The control processor will be in the equipment rack
 - Note, this device requires a facility network connection at the equipment rack. This connection furnished by others.
- A wired touch screen tabletop interface with a 10" screen size will be located at the workstation table.
- A closed AV LAN network switch will be in the equipment rack.
- An owner furnished iPad or Droid tablet will provide secondary control for technical operators via Extron control app. The tablet control will mirror the tabletop touch screen.

Scope of Work – Software Integration

A control system will be provided to activate many necessary user needs. This greatly reduces the complexities of operating an integrated A/V system and facilitates greater system utilization and an enhanced meeting experience.

User Experience

Developing a unique system based upon the end users' needs and an understanding of how the space will be utilized has led AVI-SPL to identify three styles of user and room interactions: Autopilot, Co-Pilot, and Pilot. These styles range from the user who wants to use technology transparently, to the person who wants to control every aspect of collaboration. Based on the design requirements, AVI-SPL has selected the following user experience for this room:

Pilot

This is a fully user driven room experience. User interaction is required for most system features, and a user interface is required. Automation in this experience is minimal, and typically limited to core events to shut down the room to reduce power consumption and preserve equipment life. Use and function for this experience commonly includes spaces designed for mixed use, training rooms, and control rooms.

The goal of this automation level is for end users to be in control. The user will direct the room when to present and control a device.

User Interface

A user interface will facilitate advanced system operation. The following user interface(s) will be used for this system:

- The touch screen graphical user interface will be a custom solution specifically for this project. This custom solution will require coordination meetings with AVI-SPL to design, submit and approve prior to completing all control code creation.

- AVI-SPL will provide the layout and the functionality of each button for each user page of the touch screen to the Customer prior to implementation for client input and final client approval.
- All specified equipment in the proposal will be incorporated into the control system.
- The touch screens in Rooms A & C, as well as the owner furnished tablet will provide the following room modes via button press.
 - A/B/C Divided: This mode assumes three separate audiences with both air walls closed.
 - A+B+C Combined: This mode assumes a single audience with both air walls open. All projectors mirror by default in this mode.
 - A+B/C Combination: This mode assumes a single combined audience in Rooms A & B, with a separate audience in Room C. The air wall between Room A & B would be open and the air wall between Rooms B & C would be closed. The projectors in Rooms A & B mirror by default this mode.
 - A/B+C Combination: This mode assumes a single audience in Room A, with a separate combined audience in Rooms B & C. The air wall between Room A & B would be closed and the air wall between Rooms B & C would be open. The projectors in Rooms B & C mirror by default this mode.
- Access to room modes will be password protected so only authorized users can change the assigned room mode.

Conference Center – Room B

Design Narrative

Room B will retain the existing video projector, the motorized projection screen, and the existing house audio system. A wall mounted keypad will provide local control of Room B when the rooms are in divided mode.

Scope of Work – Hardware Integration

This section describes hardware installation and general functionality or specifications. All equipment provided and installed by AVI-SPL unless otherwise specified.

Display(s)

The following display devices will be integrated into the system:

- 1 new video projector(s) for displaying video content within the space. The projector(s) shall have a native resolution of 1920 x 1200 pixels, and a manufacturer rated brightness of 10,000 ANSI lumens.
 - The existing legacy video projector will be uninstalled and turned over to customer personnel.
 - The existing projector support structure will be retained for use with the new projector.
 - Chief VCMU universal heavy duty projector mount
 - Chief extension column
 - Chief CMA365 truss ceiling mount
- 1 existing motorized projection screen w/ integrated low voltage interface.

Source Equipment and Interfaces

The following sources will facilitate end user laptop connections:

2 HDMI connection(s) located at the wall for laptop connectivity.

Audio

The existing audio system will be retained in its entirety. This audio system will be separate. Source devices will connect directly to the audio system independent from the video system proposed here.

Control System and Accessories

The control processor residing in room A will provide control of the entire system.

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- A 6 button, wall mounted keypad will be installed for local room control of Room B.

Scope of Work – Software Integration

A control system will be provided to activate many necessary user needs. This greatly reduces the complexities of operating an integrated A/V system and facilitates greater system utilization and an enhanced meeting experience.

User Interface

A user interface will facilitate advanced system operation. The following user interface(s) will be used for this system:

- The wall mounted keypad buttons will provide the following functionality in Room B.
 - ON: Power on projector and drop motorized screen.
 - OFF: Power off projector and raise motorized screen.
 - Laptop 1: Route Laptop #1 for display on projector.
 - Laptop 2: Route Laptop #2 for display on projector.
 - Video Mute: Blank/unblank video image via toggle.
 - Blank: Reserved for future use.

As part of the programming process, AVI-SPL will provide the layout and the functionality of each button to the Customer prior to implementation for input and final approval.

Conference Center – Room C

Design Narrative

Room C will retain the use of the workstation table, the video projector, and the projection screen. New cabling will be run to these locations as necessary to support the new system. A new tabletop touchscreen control panel located on the workstation table will allow for both basic source routing controls and advanced room mode controls via password access on the touch panel. The Room C touch panel will mirror the Room A touch panel when the rooms are combined.

Scope of Work – Hardware Integration

This section describes hardware installation and general functionality or specifications. All equipment provided and installed by AVI-SPL unless otherwise specified.

Display(s)

The following display devices will be integrated into the system:

- 1 existing video projector will be retained for displaying video content within the space.
- 1 existing motorized projection screen w/ integrated low voltage interface.

Source Equipment and Interfaces

The following sources will facilitate end user laptop connections:

- 1 HDMI connection(s) located at the workstation table for PC connectivity.
- 1 HDMI connection(s) located at the workstation table for laptop connectivity.

Audio

There is no audio system in Room C.

Equipment Rack and Accessories

Equipment will be installed in the equipment rack in Room A.

Control System and Accessories

The control processor residing in room A will provide control of the entire system.

- A wired touch screen tabletop interface with a 10" screen size will be in Room C at the workstation table. The Room C tabletop touch screen will mirror the Room A tabletop touch screen.

Network and Network Security

The integration of Audio-Visual hardware can consist of many different devices and systems, each with varying network requirements, impacts to traffic and routing, and unique management and security processes. AVI-SPL will work with CSUSB identified stakeholders to properly assess network requirements and deployment considerations.

AVI-SPL will design the system to meet identified network requirements and will provide construction drawings and a list of devices before installation on site. At the time of installation, AVI-SPL will connect devices according to the documented system design and identified network requirements. The following network design is being followed for this project:

Hybrid AV/Client Network

Hardware that does not require integration to the client network can be completely isolated from the client network.

- The control system, touch panel, and audio video transport devices that carry Ethernet control reside in their own wired network.
- Hardware that requires integration with the owner network will be connected directly to the owner network. Examples: control system for monitoring and iPad control, as well as the wireless gateway for wireless connection to BYOD devices.

** Please see the "**Customer Responsibilities**" and "**Software Licenses and Service Accounts**" sections of this document for deployment best practices and installation requirements. Additional information regarding specific applicable processes and procedures can be referenced in the "**AVI-SPL Network and Security**" addendum to this document. **

Customer Responsibilities

These are items that AVI-SPL is dependent upon to complete the project scope of work on time, however, these requirements and responsibilities are not provided by AVI-SPL. For a complete list of exclusions, please refer to the Integration Inclusions and Exclusions section of this proposal.

These requirements must be provided by the owner or other 3rd parties and may fall under the responsibility of an Architect, General Contractor, Electrical Contractor, Data Contractor, Security Contractor, Furniture/Millwork Contractor, IT departments, Facilities or Real Estate groups.

- All required backing and any other wall reinforcement required to safely accommodate displays. Any display wall shall be properly backed to withstand the weight of the display with a safety factor of at least 5:1.
- All AC power at the equipment locations, including hardwired power connections.

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- All required conduit for low voltage cable paths to AV equipment.
- All ceiling work required to accommodate the projectors, projection screens, or other equipment.
- All required millwork modifications to tables or other millwork.
- Proper heat dissipation venting for the equipment in this system. Where convection cooling is not possible, a powered venting system with thermostatically controlled quiet fans.
- All required network configuration for any network connection to the client network.
- All software or hardware licenses not specifically provided in this scope of work or associated bill of materials.
- All software or hardware configuration for owner furnished equipment.
- Where VoIP is utilized, all required configuration information prior to installation.
- All cable/satellite/over-the-air TV connections and all associated hardware.

Site Readiness

The minimum acceptable site conditions of the project site for the installation of electronic equipment are as follows.

- The rooms and directly adjacent areas into which the equipment will be installed must be dust-free with floor, ceiling, and wall finishes to be completely installed in the rooms affected by the equipment.
- The rooms into which the equipment will be installed must be secure.
- All Electrical power, conduit systems, HVAC systems, IT requirements (wired or wireless services), communication circuits, and or other services required by the systems and equipment should be fully installed, energized, and configured for use.
- All furniture into which components of the equipment will be installed shall be present at the time of staging and/or installation.
- All telephone, POTS, VOIP, modem, PRI, data, LAN, and telecommunications connections are installed, fully tested, and active.
- Configuration of OFE networks, applications, servers, and services to provide interoperability with installed systems.
- Coordination and timely IT support and documentation (such as providing IP addresses or account credentials).

Software Licenses and Service Accounts

Supervised or direct access to systems must be provided as needed for a properly provisioned and licensed account where appropriate. Examples include Zoom Rooms activation codes, Microsoft Teams accounts, calendar service account, and more.

- The customer may decide not to provide credentials to AVI-SPL, and to provision the installed hardware themselves. In this case AVI-SPL will be unable to fully test the system before receiving sign-off for the installation. All system components will be tested individually to ensure proper stand-alone function, and project sign-off will be requested before technicians leave site.
- If AVI-SPL is unable to properly commission and test the system at the time of installation due to issues with access, an additional site visit may be required. Any additional visits will be billed at the standard contracted labor rate, provided Customer is at fault and approves additional cost in advanced and in writing, scheduling will be done on a best effort basis.

Room Environmental Considerations

To maximize the user experience in a conferencing space, the following parameters should be observed:

- The room should have a measured ambient noise level of no more than NC35. For new spaces, the design parameters for the mechanical engineering within the room should have a target NC of 35 or less. Ambient noise includes noise from the air handling systems, mechanical systems and noises outside the building. Noise levels above this specification adversely affects the meeting environment and may degrade the overall audio quality and intelligibility of a conference call. This is especially important when

ceiling microphones are utilized. If a problem is identified with ambient noise levels, AVI-SPL can work with your mechanical engineer to identify possible solutions to lower the NC rating and improve the meeting experience.

- Reverberation time (T60) for typical conference rooms should be less than 0.6 seconds in the 125 - 4000 Hz octave bands to provide an optimum meeting experience and acceptable audio quality in a conference call. A significant number of hard surfaces in a room (glass, drywall or other surfaces) can adversely affect audio intelligibility and the meeting experience overall. Acoustic treatment is advised for rooms with higher T60 levels. If the room requires acoustically treatment, AVI-SPL can provide direction and solutions to overcome this issue and enhance the meeting experience for the participants.
- Evenly distributed lighting is important for videoconferencing applications. Lighting on the faces of the participants should be at least 40-foot candles and should be evenly distributed throughout the camera's field of view. Where the camera's field of view includes windows, recommended window treatment should be employed to provide an acceptable background for the camera to view the participants.
- When microphones are used for local voice reinforcement, the amount of available gain before feedback is dependent on the microphone's location within the room. Placement of the microphone immediately below a ceiling speaker may adversely affect the overall required audio level and cause feedback. Care should be taken to reduce the volume level of the microphone or locate the microphone(s) correctly to minimize the possibility of feedback.

Room Summary - Conference Center

Equipment List

Mfg	Model	Description	Qty	Unit Price	Extended Price
EXTRON ELECTRONICS	EXT60138193A	DTP CROSSPOINT 108 4K IPCP Q MA 70 (w/ LINKLICENSE)	1	\$12,475.35	\$12,475.35
EXTRON ELECTRONICS	EXT60188301	INTERFACE, USB-C TO HDMI	1	\$336.40	\$336.40
EXTRON ELECTRONICS	EXT60136563	TRANSMITTER, 2 INPUT DTP FOR HDMI W/AUDIO EM WALLPLATE-WHITE	3	\$736.57	\$2,209.71
EXTRON ELECTRONICS	EXT60195301	PANEL, NETWORK BUTTON PANEL WITH 6 BUTTONS -US 2-GANG	1	\$469.80	\$469.80
EXTRON ELECTRONICS	EXT60178802	TOUCH PANEL, 12" TABLETOP TOUCHLINK PRO, BLACK	2	\$3,079.69	\$6,159.38
EXTRON ELECTRONICS	EXT60190801	CONTROL SYSTEM, IPL EXP 200 I/O EXPANSION INTERFACE	3	\$666.98	\$2,000.94
MIDDLE ATLANTIC	MIDPD915R	POWER STRIP, 9 OUTLET, SINGLE 15 AMP CIRCUIT	1	\$132.00	\$132.00
EPSON AMERICA, INC.	EPSV11HA52820	PROJECTOR, WUXGA 10000L 38LB LASER (EB-PU2010B) BLACK	1	\$11,285.33	\$11,285.33
EPSON AMERICA, INC.	EPSV12H004W06	LENS, 1.63-2.22:1 WIDE 2 FOR PRO L1500U (ELPLW06)	1	\$2,500.00	\$2,500.00
MIDDLE ATLANTIC	MIDU1	1 SPACE (1 3/4") RACKSHELF	1	\$44.71	\$44.71
NETGEAR	NETGSM4212UX100NAS	SWITCH, M4250 10G2XF PoE 8X1G ULTRA90 POEPLUS	1	\$1,251.47	\$1,251.47
MIDDLE ATLANTIC	MIDPTRK14	RACK, PORTABLE ROLLING 14 SPACE	1	\$716.40	\$716.40
MIDDLE ATLANTIC	MIDLBP1A	"L" SHAPED LACING BAR, 10 PC. PACK	1	\$37.80	\$37.80
MIDDLE ATLANTIC	MIDPTRKRR14	RACK RAILS FOR PTRK-14	1	\$39.60	\$39.60
MIDDLE ATLANTIC	MIDEB1CP12	12 PC. EB1 CONTRACTOR PACK, PANELS IN PLAIN POLY	1	\$95.40	\$95.40
WINDY CITY WIRE	WIN221PREZPBLK	CABLE, 22-1P OAS STR CMP TC BLACK JACKET	1000	\$0.40	\$400.00
CHIEF	CHIRPAU	MOUNT, UNIVERSAL "RPA" SERIES CEILING - BLACK	3	\$154.67	\$464.01
MIDDLE ATLANTIC	MIDLACEP	77" CABLE LACER STRIP, 6 PIECES	1	\$141.00	\$141.00
EXTRON ELECTRONICS	EXT60127113	EXTENDER, DTP HDMI 4K 230 - RECEIVER	3	\$380.00	\$1,140.00
EXTRON ELECTRONICS	EXT60142112	DTP TRANSMITTER,HDMI DECORA WALLPLATE - BLACK 230'	3	\$466.67	\$1,400.01
SAMSUNG	SAMQB55CN	LCD, 55" 4K/UHD 350NIT 35LB 4000:1 CONT 16/7 NO WIFI TAA	1	\$1,103.69	\$1,103.69
CHIEF	CHIMFQUB	CART, 2 MFP MOBILE (BLACK)	1	\$684.00	\$684.00
EXTRON ELECTRONICS	EXT60153113	DTP RECEIVER FOR HDMI DECORA WALLPLATE, WHITE 230'	2	\$546.67	\$1,093.34

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Mfg	Model	Description	Qty	Unit Price	Extended Price
EXTRON ELECTRONICS	EXT2666315	CABLE, 15' ULTRA FLEXIBLE HIGH SPEED HDMI	9	\$82.67	\$744.03
EXTRON ELECTRONICS	EXT2666303	CABLE, 3' 4K PREM HDMI ULTRA	4	\$40.00	\$160.00
EXTRON ELECTRONICS	EXT60127112	EXTENDER, HDMI TWISTED PAIR TRANSMITTER	1	\$380.00	\$380.00
DA-LITE SCREEN COMPANY	DAL40973	SINGLE MOTOR LOW VOLTAGE CONTROL	1	\$295.20	\$295.20
MISCELLANEOUS VENDORS	*MISCMATERIALS	MISCELLANEOUS MATERIALS	1	\$1,000.00	\$1,000.00
				Subtotal	\$48,759.57

Room Support and Maintenance

Warranty; 3-months

Included

Preview

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Investment Summary

Prepared For:	Juan Serrato
	Santos Manuel Student Union
	5500 University Parkway
	San Bernardino, CA 92407-2318

Prepared By:	Jenifer Andersen
Date Prepared:	08/07/2024
Proposal #:	446697-3
Valid Until:	09/07/2024

Total Equipment Cost	\$48,759.57
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Includes cable, connectors, hardware, switches, relays, terminal blocks, panels, etc., to ensure complete and operational system

Professional Integration Services	\$33,884.19
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Includes engineering, project management, CAD, on-site installation and wiring, coordination and supervision, testing, checkout, owner training, etc. performed on the Owner's premises. Also includes all fabrication, modification, assembly, rack wiring, programming, warranties, etc., some performed at AVI-SPL

Direct Costs	\$588.24
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Includes non equipment or labor costs, such as travel expenses, per diem, lift and vehicle rentals

General & Administrative	\$3,863.68
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Includes all G & A expenses: vehicle mileage, shipping and insurance, as applicable

Services - Room Support and Maintenance	Included
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Includes post-installation support and maintenance options selected for installed rooms

Subtotal	\$87,095.68
Tax	\$4,385.27
Total	\$91,480.95

*** ANY and all applicable taxes will be included upon invoicing**

Purchase orders should be addressed to AVI-SPL LLC

Due to global semiconductor ("chip") shortages and supply chain disruptions pricing quoted in this proposal may change. Installation schedules are subject to current (daily) product availability and may be delayed or postponed.

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Terms and Conditions

This Proposal together with AVI-SPL’s General Terms and Conditions and the applicable Addendum(a) located here and incorporated herein by this reference (collectively the “Agreement”) constitutes the entire agreement between AVI-SPL LLC (“Seller”, “AVI-SPL”, “we”, “us”, “our”) and the buyer/customer identified in the Proposal (“Buyer”, “Customer”, “Client”, “you”, “your”) with respect to its subject matter and supersedes all prior and contemporaneous agreements, representations and understandings of the Parties, written or oral. By signing below, issuing a valid purchase order for the Services and/or Products specified herein or receiving the Products and/or Services specified herein, whichever occurs first, Buyer acknowledges it has read and agrees to the terms of this Agreement. This Agreement shall not be binding upon Seller until accepted by Buyer as set forth in this Agreement and the earlier of Seller’s confirmation in writing of Buyer’s order and Seller’s performance under the applicable Proposal. Any terms and conditions contained in Buyer’s purchase order or any other Buyer-provided documents related to this transaction shall have no effect and are hereby rejected. Notwithstanding anything herein to the contrary, if a master services agreement signed by both Parties is in effect covering the sale of the Services and/or Products that are the subject of this Proposal, the terms and conditions of said agreement shall prevail to the extent they conflict or are inconsistent with this Agreement.

Billing and Payment Terms

Unless otherwise agreed in writing by Buyer and Seller in the Proposal, the total Proposal price, excluding the price for Stand-alone Services (as defined in this section), shall be billed as follows, subject to continuing credit approval: 50% down payment at time of order, 40% upon delivery at Seller; 10% upon project completion and Buyer sign-off or first beneficial use, whichever occurs first, payable net 30 from Buyer’s receipt of invoice. For purposes of this Agreement, “Stand-alone Services” means any Services not attached to an installation project. Billing and payment terms for Stand-alone Services are set forth in the applicable Service Addendum(a). Unless otherwise specified in the Proposal, Products are sold F.O.B. origin-Buyer to pay all shipping charges. If this Proposal covers Products or Services for more than one system, room, suite, or location, for purposes of payment in accordance with payment terms stated on the face hereof each room, suite, or location shall be treated as if the subject of a separate sale and payment made accordingly. Unless otherwise specified in the Proposal, all pricing and amounts are in US Dollars and all billing and payment shall be made in US Dollars.

Link to AVI-SPL Terms and Conditions: <https://avispl.com/terms-of-use/>

Buyer Acceptance

Buyer Legal Entity

Buyer Authorized Signature

Buyer Authorized Signatory Title

Buyer Authorized Signatory Name

Date

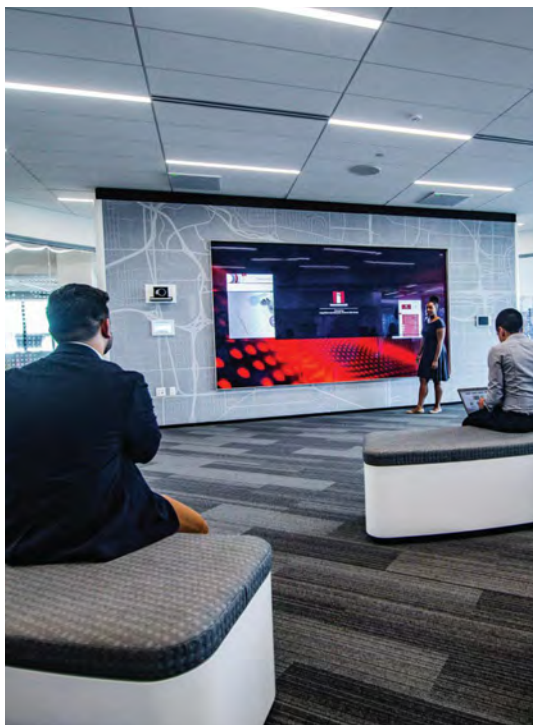
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Integration Inclusions and Exclusions

Inclusions

The following items are **included** in this proposal unless **specifically noted otherwise** within this proposal document or scope of work statement:

- All equipment, wire, and accessories required for a fully functional audio/visual system per the agreed upon scope of work.
- Non-union labor associated with audio/visual system engineering, installation, programming, and testing.
- Documentation package including complete as-built AV system diagrams, and manufacturer’s operation manuals.
- Coordination and cooperation with the construction team in regard to installing the system.
- User demonstration of full AV system operation for final sign-off.



Any additional trips, labor, or materials due to failure of the other workforces to have the audiovisual system rough-in work completed as anticipated and previously confirmed, will be added to the project billing as required.

Unless otherwise agreed in writing by AVI-SPL, all work performed by AVI-SPL will take place between the hours of 8:00 a.m. and 6:00 p.m. local time, Monday through Friday, excluding public and bank holidays. If AVI-SPL is required to perform work outside of these hours, customer will be charged AVI-SPL’s standard overtime rates. Any changes in the hours or days of performance must be agreed to in writing by AVI-SPL.

Where applicable, the owner’s architect will provide AVI-SPL’s engineering department with all required architectural floor, reflected ceiling, building elevation, and section plans in AutoCAD® format at no charge to AVI-SPL.

Exclusions

The following items are **excluded** from this proposal **unless specifically identified otherwise** within this proposal document or scope of work statement.

- All conduits, high voltage wiring panels, breakers, relays, boxes, receptacles, etc. Any related electrical work including, but not limited to, 110VAC, conduit, core drilling, raceway, and boxes.
- Voice/data cabling, IE analogue phone lines, ISDN lines, network ports, etc.
- Network connectivity, routing, switching, and port configuration necessary to support audiovisual equipment.
- Concrete saw cutting and/or core drilling.
- Fire wall, ceiling, roof and floor penetration, patching, removal, or fire stopping.
- Necessary sheet rock replacement, ceiling tile, T-bar replacement, and/or wall/ceiling repair.
- Any and all millwork (moldings, trim, etc.). All millwork or modifications to project millwork/furniture to accommodate the AV equipment is to be provided by others.
- Painting, patching, or finishing, of architectural surfaces.
- Permits (unless specifically provided for elsewhere in this proposal document or scope of work statement).
- Engineered (P.E.) seals and/or stamped structural/system details.
- HVAC and plumbing relocation.
- Rough-in, bracing, framing. or finish trim carpentry for installation.
- Cutting, structural welding, or reinforcement of structural steel members required for support of assemblies, if required.
- Owner furnished equipment or equipment furnished by others that is integrated into the systems (as described above) is assumed to be current, industry acceptable, and in good working order. If it is determined that this equipment is faulty upon installation, additional project charges may be incurred.
- Additional or specific manufacturer’s “User Adoption” training.
- Additional costs for union labor.



Personnel Committee				
Name	Title	Committee Role	Voting	Email
Jocelyn Paz	SMSU BOD Chair	Board Student Representative	Voting Member	smsu-chair@csusb.edu
Paz Oliverez	President's Designee	Staff Representative	Voting Member	
Jesse Felix	Executive Director and CFO	Staff Representative	Voting Member	felixj@csusb.edu
Angelica Agudo	Board Representative	Board Student Representative	Voting Member	smsu-vicechair@csusb.edu
Shardul Kulkarni	Board Representative	Board Student Representative	Voting Member	smsu-secretary@csusb.edu
Jenny Puccinelli	Human Resources Manager	Human Resources Manager (Ex-officio)	Non-voting member (not counted in Quorum)	jpuccinelli@csusb.edu
Finance and Contracts Committee				
Name	Title	Committee Role	Voting	Email
Daniel Arana	SMSU BOD Controller	Committee Chair	Voting Member (<i>to break tie</i>)	smsu-controller@csusb.edu
Jesse Felix	Executive Director and CFO	Executive Director and CFO	Voting Member	felixj@csusb.edu
Yunuen Cerano	RMSC Student Lead	PDC Student Representative	Voting member	yunuen.cerano@csusb.edu
Natalya Marsh	RW Graduate Assistant	RecWell Student Representative	Voting member	natalya_marshall@csusb.edu
Ashley Recio	Student Employee	Admin Office/Shared Services	Voting member	ashley.recio@csusb.edu
Shardul Kulkarni	SMSU BOD Secretary	BOD Student Representative	Voting member	smsu-secretary@csusb.edu
Maria Elena Najera-Neri	SMSU Budget Manager	SMSU Budget Manager (Ex-officio)	Non-voting member (not counted in Quorum)	mnajera@csusb.edu
Policies and Procedures Committee				
Name	Title	Committee Role	Voting	Email
Mark Oswood	Outdoor Program Coordinator for Student Recreation & Wellness Center	Staff Representative	Voting	moswood@csusb.edu
Jennifer Puccinelli	Human Resources Manager	Staff Representative	Voting	jpuccinelli@csusb.edu
Katie Wallen	Graduate Student Success Center/Program Board Coordinator	Staff Representative	Voting	katie.wallen@csusb.edu
Cintiantl Rangel-Canseco	SMSU BOD Student Representative	Board Student Representative	Voting	cintiantl.rangel-canseco@csusb.edu
Daniel Arana	SMSU BOD Controller	Board Student Representative	Voting	smsu-controller@csusb.edu
Ayanna McAlister	SMSU BOD Student Representative	Board Student Representative	Voting	Ayanna.mcaslister@csusb.edu
Erick Herrera	QTRC Student Lead	SMSU Student Representative	Voting	erick.herrera@csusb.edu
Mariah Kuba	Fitness Floor Student Lead	RecWell Student Representative	Voting	mariah.kuba@csusb.edu
Melissa DeLaRosa	RMSC Student Assistant	PDC Student Representative	Voting	melissa.delarosa@csusb.edu
Strategic Planning Committee				
Name	Title	Committee Role	Voting	Email
Jocelyn Paz	SMSU BOD Chair	BOD Student Representative	Voting Member	smsu-chair@csusb.edu
Jesse Felix	Executive Director and CFO	Staff Representative	Voting Member	felixj@csusb.edu
Vilayat DelRossi	Director, Recreation and Wellness	Staff Representative	Voting Member	vilayat.delrossi@csusb.edu
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Danny Hoover	DEI Student Representative	Student Representative	Voting Member	danny.hoover@csusb.edu
Laura Moorehead	Ops Student Representative	Student Representative	Voting Member	laura.moorehead@csusb.edu
Monica Baeza	Interim Associate Director, Student Services and Philanthropic Giving	Staff Representative	Voting Member	monica.baeza@csusb.edu
Harjot Harjot	Student Services Student Representative	Student Representative	Voting Member	harjot.harjot@csusb.edu
Anthony Roberson	Associate Director of Operations	Staff Representative	Voting Member	aroberso@csusb.edu
Cintiantl Rangel-Canseco	SMSU BOD Student Representative	Board Student Representative	Voting	cintiantl.rangel-canseco@csusb.edu
Jasmine Bustillos	Shared Services Coordinator (Ex-Officio)	Staff Representative	Non-voting	jbustillos@csusb.edu

Recreation and Wellness				
Name	Title	Committee Role	Voting	Email
Joshua Bature	Student Representative	Student Representative	Voting Member	joshua.bature@csusb.edu
Cintiantl Rangel-Canseco	SMSU BOD Student Representative	Board Student Representative	Voting Member	cintiantl.rangel-canseco@csusb.edu
Tarvi Gaddamedi	Student Representative	Student Representative	Voting Member	008428180@coyote.csusb.edu
Sai Vara Prasad Bhaskarla	Student Representative	Student Representative	Voting Member	008447108@coyote.csusb.edu
Natalya Marsh	RW Graduate Assistant	Student Representative	Voting Member	natalya.marsh@csusb.edu
Trinity Rangel	RW Student Representative	Student Representative	Voting Member	008351116@coyote.csusb.edu
Trent Morgan	Competitive Sports Coordinator	Staff Representative	Voting Member	tmorgan@csusb.edu
Vilayat DelRossi	Director, Recreation and Wellness	RecWell Director		vilayat.delrossi@csusb.edu
Dr. Sarah Dunn	Kinesiology Faculty, PDC	Faculty Representative	Voting Member	sarah.dunn@csusb.edu
Audit Committee				
Name	Title	Committee Role	Voting	Email
Ayanna McAlister	SMSU BOD Student Representative	Board Student Representative	Voting Member	Ayanna.mcalister@csusb.edu
Jose Hernandez	SMSU BOD Student Representative	Board Student Representative	Voting Member	jose.hernandez@csusb.edu
Juan Sibrian	PDC ASI	PDC Student Representative	Voting Member	juan.sibrian@csusb.edu
Melis Yurdakul	ASI, Director, College of Business & Public Administration	Student Representative	Voting Member	melis.yurdakul@csusb.edu
Facilities and Sustainability Committee				
Name	Title	Committee Role	Voting	Email
Anthony Roberson	Associate Director of Operations	Staff Representative	Voting Member	aroberso@csusb.edu
Ayanna McAlister	SMSU BOD Student Representative	Board Student Representative	Voting Member	Ayanna.mcalister@csusb.edu
Jocelyn Paz	SMSU BOD Chair	Board Student Representative	Voting Member	smsu-chair@csusb.edu
Daniel Arana	SMSU BOD Controller	Board Student Representative	Voting Member	smsu-controller@csusb.edu
Shardul Kulkarni	SMSU Secretary	Board Student Representative	Voting Member	smsu-secretary@csusb.edu
Sean Kinnally	Communications & Special Events Coordinator	Staff Representative	Voting Member	sean.kinnally@csusb.edu
Sasha Baltazar	Rancho Mirage Student Center Coordinator	PDC Staff Representative	Voting Member	sasha.baltazar@csusb.edu



**California State University, San Bernardino
Santos Manuel Student Union Board of Directors**

2024-2025 Meeting Dates

Version 1

September 4, 2024

October 2, 2024

November 6, 2024

December 4, 2024

NO MEETING JANUARY 2025

February 5, 2025

March 5, 2025

April 2, 2025

May 7, 2025 (Annual)

All meetings are held on **Wednesday** at **2:30 p.m.** in the SMSU North Student Chambers 3305 and via Zoom (Meeting ID: 85875529320).



**California State University, San Bernardino
Santos Manuel Student Union Board of Directors**

2024-2025 Meeting Dates

Version 2

September 4, 2024

October 2, 2024

November 6, 2024

December 4, 2024

NO MEETING JANUARY 2025

February 5, 2025

March 5, 2025

March 19, 2025

April 9, 2025

April 23, 2025

May 7, 2025 (Annual)

All meetings are held on **Wednesday** at **2:30 p.m.** in the SMSU North Student Chambers 3305 and via Zoom (Meeting ID: 85875529320).