



Town of Vienna

Microphone Expansion

November 17, 2021

This document is a Statement of Work (SOW)

Human Circuit is an applications engineering firm specializing in the design, integration and support of digital video acquisition, distribution and visualization systems. As part of our discovery process, we will provide Rough Orders of Magnitude (ROMs) which are working documents that help us articulate system requirements and refine budgets. Ultimately, these ROMs lead to a final Statement of Work (SOW). All Purchase Orders must reference a final SOW and quote. Human Circuit will not accept a Purchase Order which references a ROM or portions of a SOW.

Human Circuit will invoice based on the following payment terms:

- 75% deposit at contract/purchase order
- 25% NET20 at project completion
- A Service Charge of 1.5% will be added to unpaid balances monthly on any overdue account.

COST

The cost of \$33,336.22 for this SOW includes equipment, engineering, integration, materials, taxes, and shipping.



OVERVIEW

The Town of Vienna wants to use Community Center microphones in Town Hall in order to accommodate additional participants.

Four charging stations will be added in Town Hall (five charging stations total). Two transceivers will be installed in Town Hall (three transceivers total). The charging stations have a “link” button that will pair the microphones to the transceivers. An expansion module will be added to the DSP to accommodate sixteen additional microphones (twenty-four wireless microphones total).

SCOPE

- Install and configure four charging stations in Council conference room
- Install two access point transceivers in Chamber
- Install DSP expansion module in Council conference room rack
- Install two audio network interfaces in Council conference room rack
- Run cabling from access points in Chamber to Council conference room rack
- Upgrade DSP firmware
- Program DSP for 16 additional microphones
- Test microphones in Town Hall and Community Center

ASSUMPTIONS

- Access to facility from hours 7 to 5
- Badge / facilitated access to all areas required for work
- Space to store equipment
- Proposal does not include cost of permits. If permits are needed, the cost to obtain permits will be added.
- Dependencies on client, vendors, manufacturers



HUMAN CIRCUIT INC.
9346 Gaither Rd., Gaithersburg, MD 20877-1416
240-864-4000 • www.humancircuit.com

SALES QUOTATION

Sales Quotation Number: SQ67247
Sales Quotation Date: 11/17/21
Page: 1

Sold To:

Town of Vienna
Tony Mull
127 Center Street, South
Vienna, VA 22180
United States

Ship To:

Town of Vienna
127 Center Street, South
Vienna, VA 22180
United States

Customer ID: C3423

Terms: Net 20 Days

Prices for specified quantities are valid for a period of 30 days.

Salesperson: Brian Willey

Telephone No.: 240-864-4025

Fax No.

E-mail: bwilley@humancircuit.com

Qty.	MFR	Model	Description	Unit Price	Extended Priced
Pkg No. : EQUIPMENT -					
4	SHURE	MXWNCS8	8 Port Microphone Charging Station	1,866.40	7,465.60
2	SHURE	MXWANI8	8-Channel Dante to Analog Interface	1,311.20	2,622.40
2	SHURE	MXWAPT8=Z10	8-Channel Dante Access Point	3,580.80	7,161.60
3	BIAMP	TESIRAECC4	4 Channel Mic/Line Input Card w/AEC	645.54	1,936.62
1	BIAMP	TESIRAXMOD	Modular Expander f/up to 3 Expander Cards	1,642.56	1,642.56
Total for EQUIPMENT					
					20,828.78
Pkg No. : SERVICES -					
32	HCI	VASCUPPE	Engineering	172.36	5,515.52
32	HCI	VASCUPPPS	Project Supervisor	94.93	3,037.76
24	HCI	VASCUPPI	Integration	82.49	1,979.76
8	HCI	VASCUPPPM	Project Management	131.80	1,054.40
1	HCI	MATERIALS	Materials	620.00	620.00
1	HCI	TRAVEL	Travel Expenses	300.00	300.00
Total for SERVICES					
					12,507.44

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Qty.	MFR	Model	Description	Unit Price	Extended Priced
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Amount Subject to
Sales Tax
0.00

Amount Exempt
from Sales Tax
33,336.22

Subtotal:	33,336.22
Tax:	0.00
Shipping:	0.00
Total:	33,336.22



Terms and Conditions

1. After the receipt of a purchase order/contract, Human Circuit will provide the name of a Project Manager responsible for the project scheduling, status reports, and delivery. Upon initial communication with Human Circuit's Project Manager, the client will provide all contact names and information (email address and phone numbers) for the project. Human Circuit's project manager will schedule a kick-off meeting with the client principals.
2. Human Circuit will provide a schedule of delivery after the project kick-off meeting.
3. Insurance & Site Security:
The risk of loss for all products and materials shall pass to Client upon delivery to project site. Human Circuit reserves a security interest in all product and materials delivered to site until payment has been received in full. Client is responsible for providing secure and lockable spaces for all product, materials and Human Circuit tools and equipment.
4. Fees associated with permitting or licensing are not included unless detailed in the cost proposal. Any additional costs incurred by Human Circuit for permitting and licensing that are not detailed in the cost proposal will be passed onto the Client.
5. Customer Furnished Equipment:
Human Circuit will not be responsible for any additional costs related to malfunctioning or deficient equipment. Human Circuit will recommend a solution for repair or replacement of malfunctioning or deficient equipment. If Customer Furnished Equipment causes project delays, additional fees and costs will be incurred by the Customer.
6. Returns:
 - No returns without prior authorization
 - Some merchandise cannot be returned
 - Authorized returns are subject to a restocking fee
 - Handling and Insurance charges are additional
7. At completion (use of the system), Human Circuit's Project Manager will inform the client's representative. The final invoice will be sent within one business day after notice of completion. Final system documentation will be delivered within the timeline illustrated in the project schedule.
8. Training must begin immediately after system testing is completed.



9. Human Circuit will provide invoices based on the following payment terms:

- 75% at contract/purchase order
- 25% NET 20 at project completion

NOTE: A Service Charge of 1.5% will be added to unpaid balances monthly on any overdue account.

Standard Human Circuit payment terms are NET 20.

10. Taxes:

Unless otherwise stated in the cost proposal the quoted line item prices are exclusive of any applicable sales or use taxes. Human Circuit is required by law to charge applicable sales tax in the States of Maryland, Virginia, and the District of Columbia. All items “drop shipped” to a project location from a vendor are subject to the state’s sales tax of the project location.

11. All prices within the cost proposal are valid for 30 days.

12. Labor Rate Detail:

Labor costs reflected in the cost proposal unless noted reflect work performed between the hours of 9:00 am and 5:00 pm, Monday through Friday, except for federal holidays (“Normal Work Hours”). If Client elects to have the work performed outside Normal Work Hours, and Human Circuit agrees, then Client agrees to pay additional labor fees.

13. Installation Warranty:

Human Circuit warrants that all materials and workmanship directly related to the installation and integration of the system will be free from defects for a period of one year from the acceptance of the system. Human Circuit passes through to the client all manufacturer warranties. Human Circuit will negotiate with manufacturers to start the warranty at client’s acceptance of the system but cannot guarantee compliance by all manufacturers. At conclusion of the project Human Circuit will provide full warranty information for the system(s).

14. Non-Confidentiality of System:

The Client agrees that by acceptance of this document Human Circuit has the right to execute press releases, photograph or videotape the System and may use, display, publish, distribute, transmit or broadcast the said photographs or videos for marketing purposes such as press releases, website, brochures, etc. Any third party wanting to use this material will need to get express permission from the Client and Human Circuit Inc. All images are copyright protected.