

Customer Information: Montague Town Hall  
1 Avenue A  
Turner Falls, MA 01376

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**FORMAL PROJECT CONTRACT**

**PART 1 – PAYMENT TERMS**

**PART 2 – APPROVED QUOTE**

**PART 3 - INVOICE FOR MATERIAL**

**PART 4 – W9, CONDITIONS AND WARRANTY**

**THANK YOU FOR CHOOSING DNR**

## PART 1 – PAYMENT TERMS

*The purchaser agrees to be bound by the following terms and conditions*

1. Deposit and Payments – DNR Laboratories proposed to perform the work as stated in this contract and quote attached in a workmanlike manner for \$22,335.00.
  - a. \$11,773.30 at acceptance of contract as a 70% deposit on material, before any material is ordered and staff is scheduled.
  - b. \$5,045.70 at delivery of material to jobsite – 30% balance on material
  - c. \$5,516.00 as progressive billing with payment’s due NET 15 on issuance of invoices
2. Scope of Work – This proposal is based upon the use of straight labor time only. Purchaser agrees to provide DNR Laboratories with required field utilities (electricity, toilets, drinking, water, project hoist, elevator service, etc). Any work verbally or written requested outside of the scope of work is billable change order time. In some cases we will accommodate these additions at no additional charge.
3. Terms specific to this project (where applicable) –



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Vendor *DNR Laboratories*

Signature of Vendor \_\_\_\_\_

Date of Signature \_\_\_\_\_

Customer Title \_\_\_\_\_

Signature of Customer \_\_\_\_\_

Date of Signature \_\_\_\_\_



## Project Estimate

**Date Prepared** 5/12/2017

\*Estimate is Valid for 30 Days from the above date

**Prepared for:** Montague Town Hall  
1 Avenue A  
Turner Falls, MA 01376

**Project Location:** Town Hall

**Contact Name:** Dean Garvin  
**Contact Phone:** 413.475.2333  
**Contact Email:** deancgarvin@gmail.com

<b>Meeting Room Camera and Audio Upgrades - Phase 1</b>	
<b>Project Description:</b>	<p><b>Scope of work:</b></p> <ol style="list-style-type: none"> <li>1. Install locking wall rack in room and install conduit from ceiling to rack – Pull all new AV equipment wiring to this rack</li> <li>2. Pull new SDI and Cat6 wire to 6 possible camera locations (current and future)</li> <li>3. Install 4 new HD-PTZ Cameras on walls and locations TBD</li> <li>4. Pull wire to 8 microphone locations for microphones</li> <li>5. Install PTZ camera controller for control of 4 new cameras and future possible cameras – Program to new cameras with pres</li> <li>6. Test and tune audio and video</li> <li>7. Provide 1 day of training with staff on system and 1 come back for additional training as needed</li> </ol> <p><b>Notes</b></p> <ol style="list-style-type: none"> <li>1. All wiring will be professionally ran in conduit or above ceiling – no wire will be exposed</li> <li>2. Call cameras will be wired back to rack and switcher for control and signal</li> <li>3. System will allow for future upgrades or Phase 2 upgrades</li> </ol>

**Time Frame** TBD

\*Time Frame refers to the full cycle from project approval to completion

### Materials

Description	Quantity	Price	Total	Manufacturer Warranty (if applicable)
<b>Base Equipment</b>				
Middle Atlantic DWR-16-22 – Locking wall rack for equipment	1	\$689.00	\$689.00	
Middle Atlantic LVFD-16 – Locking Vented Door for Rack	1	\$275.00	\$275.00	
Power Strip for Rack - Vertical, surge protected	1	\$150.00	\$150.00	
Conduit from rack to ceiling	1	\$50.00	\$50.00	
SDI Cabling	1	\$500.00	\$500.00	
Cat6 Cabling	1	\$250.00	\$250.00	
Audio 9451 Cabling	1	\$250.00	\$250.00	
Rack Shelves, blanks and assorted install hardware (wireties, screws, labels, etc)	1	\$50.00	\$50.00	
Custom Interface Panel	1	\$250.00	\$250.00	
Connects the Data-Video Switcher to the rack with custom cabling in tech-flex wrap between panel and switcher				
Panel will have:				
▪ 6 SDI Connectors for Cameras				
▪ 2 HDMI Connectors				
▪ 2 Audio Connectors				
▪ Ethernet and Spare Lan				
▪ 2 Spare SDI Connectors for PGM				
		<b>Subtotal</b>	<b>\$2,464.00</b>	
<b>Cameras</b>				
PTZ Optics 12x SDI Cameras Gen 2 in Grey	4	\$1,799.00	\$7,196.00	
PTZ Optics Wall Mounts	4	\$109.00	\$436.00	



PTZ Optics Joystick IP to control Cameras and Presets (controls up to 8 cameras)	1	\$799.00	\$799.00
Netgear 24 Port POE Plus POE and IP Switch to Power and Control Cameras (powers camera over POE and control signal over POE)	1	\$450.00	\$450.00
		<b>Subtotal</b>	<b>\$8,881.00</b>

**Audio and Microphone Upgrades**

Shure MXA910 Ceiling microphone for tables and members speaking	1	\$4,000.00	\$4,000.00
Shure MX310 ceiling microphone over audience to pick up public speaking	1	\$999.00	\$999.00
RDL Ethernet to Audio adaptor for breaking out microphone audio to recording	1	\$250.00	\$250.00
Cat6 wire - 1000ft blue	1	\$225.00	\$225.00
		<b>Subtotal</b>	<b>\$5,474.00</b>

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**Total Material Cost** **\$16,819.00**

**Installation**

Number of Days	4
Number of Technicians	2 (junior/senior)

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**Total Installation Cost** **\$4,448.00**

**Tuning, testing, and training**

Number of Days	1
Number of Technicians	1.5 (1/2 day to return at later date)

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**Total Cost** **\$1,068.00**

**Project Subtotal** **\$22,335.00**

**CT Sales Tax (if Applicable)** **\$0.00**

**Project Total** **\$22,335.00**

**dnr Laboratories**

76 Westbury Park Rd

Ste 203

Watertown, CT 06795 US

(203) 263-0003

info@dnrprod.com

www.dnrlabs.com



# INVOICE

INVOICE # 2016-2903

DATE 06/14/2017

DUE DATE 06/24/2017

**BILL TO**

06/2017 - Meeting Room

Camera and Audio Upgrades

Montague Town Hall

1 Avenue A

Turner Falls, MA 01376

Please detach top portion and return with your payment.

DATE	ACTIVITY	QTY	RATE	AMOUNT
06/14/2017	<b>1-Material Deposit</b> 70% Material Deposit per Contract	1	11,773.30	11,773.30

Our business continues to grow based on your referrals. If you are satisfied, please tell a friend. If you are not, please tell me. It is a pleasure serving you.

Thank you,  
Don Gamsjager

BALANCE DUE

**\$11,773.30**

## PART 4 –CONDITIONS AND W9

### Our Mission

At DNR Laboratories our mission is to provide our clients with the highest quality service to a wide variety of audio, video and communications needs while being personable, reliable, and exceptionally detailed.

### Facilities & Staff

Our Headquarters is located in Watertown, CT in a 5,000 square foot facility housing all departments, including sales and business operations, fabrications, assembly, remote technical support, and customer service. Our diverse team of highly skilled technicians, engineers, designers, and electricians are thoroughly invested in each and every project. Our worldly staff supports systems across the US, and is selected based on knowledge, skill, and professionalism.

### Design and Consulting Clarifications

DNR is a Design-build based company. We design and execute all projects in house. Design, drawings and engineering is all completed in house. We do not except other company's designs as we cannot guarantee system performance or final results.

- Design Fees, drawings, meetings and engineering cost are **included** within the project total **UNLESS specified** in a special design arrangement. A separate quote for approval will be issues for the design and drawing cost.
- DNR will insure the customer as additional insured while under the design phase
- DNR will issue insurance to all sub-contractors and general contractor while involved in a the design process
- DNR will attend all meetings involving coordination or general contractor and subcontractor
- DNR will attend all meetings involving planning and coordination with the customer and end users
- DNR will commission the system with the customer once all hardware is installed – the design will be closely check against system performance
- Design Fees include turnkey system designs – The following is listed below:
  - Design concept in PDF
  - Programing concept in PDF
  - Overall Function/User experience concept in PDF
  - List of all products/equipment – manufacture and part number listed in detail for every item in PDF (cut sheets as well)
  - Heat, Cooling and power requirements for all Systems/Hardware related to this project – in PDF and CAD
  - Electrical grounding requirements – in PDF
  - Owner furnished Equipment plan and coordination – in PDF and CAD
  - System safety requirements (rigging, hanging and mounting) in CAD
  - **ALL printing costs** are included in design. As changes or additions are made to the design new drawings will be issued electronically and on paper.
  - **ALL Printing is done in house at DNR –** DNR is setup with a complete scanning and print shop to provide quick turnaround of drawings and designs.
  - Drawings – Provide in PDF, CAD and Printed drawing for onsite workers
    - Overall ceiling plans
    - Wiring schedule – spreadsheet and line drawing of all cabling/wiring
    - Elevation of all devices mounted in wall or ceiling (displays, microphones, speakers, etc)
    - Product cut sheets
    - AV Rack elevations
    - Custom Rack's that are built into furniture
    - Core Drill locations for cabling running under floors/Carpet
    - Furniture table top box integration

## Project Specific Clarifications

- This proposal is based on the award of the entire project as specified. Changes in scope or room quantities may affect volume discounts and/or per-room labor pricing for shared tasks such as engineering and programming.
- DNR has carefully reviewed the plans and specifications received. Items have been added or modified to the equipment list in order to submit a proposal that will provide functional systems per the design and functional intent interpreted.
- All labor costs included in this offering are based on use of DNR staff, non-union personnel. All labor costs are calculated as straight-time during normal business hours. Requirement for union or overtime rates are considered additional to this offering.
- If, through no fault of DNR, the agreed upon installation schedule changes, DNR will exercise its best efforts to accommodate the new schedule. Any costs associated with schedule changes are considered outside of the scope of this offering and will be negotiated as required.

## Service Level Agreements

DNR service is the key to protecting an audiovisual investment. We provide customers with the industry's highest level of quality care and service before, during, and after the installation has been completed. Our service department is staffed by technicians trained to remain proficient in the newest audio and video techniques. Service is a fundamental priority. To limit downtime, DNR has a fully stocked parts department to support almost all of our services.

- ◇ Scheduled service shall be performed for corrective service and emergency maintenance and then only during normal business hours during normal business days.
- ◇ Normal business hours are from 7:00 AM to 7:00 PM and normal business days Monday through Friday, national and local holidays accepted.
- ◇ DNR agrees to provide service at other times as requested by the Customer, but any such additional service shall be billed to the Customer. Service will be provided at DNR's standard field service rate.
- ◇ DNR makes every effort possible to respond to customers' needs as quickly as possible. Response time from a customer's initial call for emergency service is usually within two (2) hours for telephone response and twenty-four (24) hours for onsite service. Service times can vary based on the service contract purchased by the customer

### Available Service & Support

- ◇ 24/7 Emergency Service
- ◇ Customized Service Plans
- ◇ Quick Response
- ◇ Loaner Projectors/Displays
- ◇ In-house bench repair service
- ◇ Remote/phone technical support
- ◇ Training services
- ◇ System evaluation and documentation

## State Licensing

In order to protect public health, welfare and safety, some states require licensing for workers in various trades, including low-voltage. Audiovisual systems fall into this category. State licensing provides standards for trade practices and codes of conduct and that technicians are screened for the qualifications necessary to meet those practices. DNR has invested in the necessary training, certifications and licenses to remain in compliance with regulations in all states in which we operate. DNR urges all customers to confirm that all vendors/contractors/system integrators meet compliance with

state regulations. Failure to meet compliance can cause a project to be shut down by state or local authorities as well as create a lack of harmony between trades-people.

## Standard Terms & Conditions

- Millwork** - All millwork shall be supplied by the Customer, unless specifically identified on the accompanying equipment list. It is the responsibility of the Customer and/or its agents to fabricate the millwork pieces to conform to all dimensional, electrical and thermal requirements.
- Blocking/Supports** - All in-wall blocking required to support AV equipment or displays shall be furnished and installed by others.
- Structured Wiring and Services** - All voice and data communications cabling associated with this proposal shall be furnished and installed by others unless noted. All voice and data services associated with this proposal, including those for audio or video conferencing, must be active and tested per specifications and the installation and testing schedule.
- Phasing and Grounding** - All 120-volt AC receptacles and power purposed with feed to all equipment must be independent ground and same phase. If DNR discovers improper phasing or grounding to be the cause of functional anomalies, Customer will remedy without penalty or cost to DNR.
- Vibration, Ambient Noise and Acoustics** - Excessive vibration may cause certain equipment (i.e., ceiling-mounted video projectors and microphones) to malfunction. Conference and recording systems, which employ open microphones, may not perform properly if excessive ambient noise or reverb is present. If any of these conditions exist, DNR will be held harmless; costs associated with remedy of these conditions will be considered billable to the Customer.
- Low Voltage Interfaces** - Only those low voltage interfaces specifically included on the attached equipment list are included in this offering. All owner furnished equipment is assumed to be supplied with the appropriate low voltage interface and low voltage interfaces required to connect to any systems furnished and/or installed by others, are assumed to be supplied by the contractor.
- Restocking Fees** - Any equipment ordered for the project and then returned at the discretion of the Customer will be subject to a restocking fee.
- Owner Furnished Equipment** - All equipment furnished by the Customer, whether new or used, is presumed to meet original specifications and functionality. If any OFE does not meet specifications, cost of all remedies will be borne by the Customer.
- Seismic Certification and Compliance** - The cost of any seismic studies or remedies required by local or state-building codes is not included in this proposal.

## Room Readiness

- The following describes the physical conditions we require at the site in order to bring equipment into the designated area. These “room ready” conditions have been developed to insure proper site conditions that pose no compromise to the proper operation and performance of the equipment. Further, they will allow our installers to work at maximum efficiency insuring timely completion. Where reasonable or possible:
- Conduit** - Prior to commencement of work by DNR, Customer will assure that adequate cable pathways or conduit are furnished. All conduits may not exceed 40% fill per NEC standards. If DNR discovers insufficient conduit capacity, customer will remedy without penalty or cost to DNR.
- 120 Volt- Power** - All permanent 120-volt AC power and work is the responsibility of the customer and must be in place. This includes the electrical connection to any electric projection screens. All receptacles must be properly grounded per NEC requirements, and all circuits must be of sufficient capacity to provide full turn on power to all system racks without tripping breakers. Location of all 120-volt receptacles must be within reasonable and logical proximity of equipment.
- Equipment Delivery** - Prior to the delivery of all equipment and electronics, all spaces are “broom-clean” and the site is free of dust and dirt. All construction, including drywall, painting, ceilings, flooring and millwork is complete. If, at the



discretion of the customer, equipment is brought to site before it is clean, functionality, longevity and warranties may be compromised.

**OSHA Requirements** - Prior to commencement of work by DNR, the job site must meet OSHA requirements for a healthful workplace. Appropriate safety policies should be set, maintained, and enforced by all work forces.

**Completion and Test** - The project schedule must allow sufficient time for completion of all installation and final testing of systems prior to occupancy of the site. If sufficient time is not allowed, DNR will be held harmless for systems that do not meet requirements. In this case, all costs associated with completion of work, including overtime labor rates, will be considered outside the scope of this offering and billable to the customer.

## Warranty

- ◇ All equipment includes and is governed by a manufacturer's warranty. All manufacturers' warranties are honored and serviced by DNR. DNR warrants all system installations for one year. System installation includes the workmanship and labor provided by DNR Laboratories and all of its subcontractors covering the scope of work included in this proposal.
- ◇ Non-Equipment: During the first year, DNR will provide all necessary labor required to repair or replace any defects in workmanship, cabling, connectors, equipment mounting, software and all other "non-equipment" related systems installed under the contract.
- ◇ Equipment: System warranty shall include the coverage of all equipment, specific to each manufacturer's warranty for each product included in the contract.
- ◇ Unless otherwise covered under a manufacturer's warranty, the remedy of failure caused by the following is excluded from the Warranty: normal use and wear, hazardous environmental conditions, continual use in excess of manufacturers' recommendations and alteration of the system or any of its component parts.

### Customer Responsibilities:

- ◇ Customer shall be responsible for the costs of any repair or replacement parts resulting from exposure of the equipment to abnormal acts or operating conditions over and above expected wear and tear such as fire, storm, lightning, theft, physical abuse, mishandling, vandalism, acts of God, or other causes beyond the reasonable control of DNR, for use of a product in an application other than what the unit was intended for or attempted repairs by anyone other than DNR's personnel or designated agent.
- ◇ Such repair or replacement, when requested by the Customer, will be done by DNR and billed to the Customer at the published rate, including parts and labor.

### Warranty Period

- ◇ The warranty period shall begin when the client receives beneficial use of the system, or at final acceptance, whichever comes first.
- ◇

## Request for Taxpayer Identification Number and Certification

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

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>Donald Gamsjager</b>	
	2 Business name/disregarded entity name, if different from above <b>dnr Laboratories, LLC</b>	
	3 Check appropriate box for federal tax classification; check only <b>one</b> of the following seven boxes: <input checked="" type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <b>Note.</b> For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> 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) _____ <small>(Applies to accounts maintained outside the U.S.)</small>	
	5 Address (number, street, and apt. or suite no.) <b>76 Westbury Park Road, Suite 203e</b>	Requester's name and address (optional)
	6 City, state, and ZIP code <b>Watertown, CT 06795</b>	
	7 List account number(s) here (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 Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

<b>Social security number</b>	
[ ] [ ] [ ] - [ ] [ ] - [ ] [ ] [ ] [ ]	
<b>or</b>	
<b>Employer identification number</b>	
4 5 - 4 2 5 0 6 9 7	

### 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 on page 3.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶ 10/14/15
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### General Instructions

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

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

### 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-INT (interest earned or paid)
- 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? on page 2.*
- By signing the filled-out form, you:
- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
  - Certify that you are not subject to backup withholding, or
  - Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
  - Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.