



State of Oklahoma  
Office of Management and Enterprise Services

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ADDENDUM 1 TO  
STATE OF OKLAHOMA CONTRACT WITH AVL SYSTEMS DESIGN LLC  
RESULTING FROM SOLICITATION NO. 0900000309

This Addendum 1 ("Addendum") is an Amendment to the Contract awarded to AVL Systems Design LLC ("AVL") in connection with Solicitation 0900000309 ("Solicitation") and is effective Aug 24, 2018.

**Recitals**

Whereas, the State issued a Solicitation for proposals to provide audio video technology systems for the design, acquisition, installation, training, and ongoing support of audiovisual and instructional technologies;

Whereas, the State and AVL have negotiated the final terms under which AVL will perform the Services under the Contract.

Now, therefore, in consideration of the foregoing and the mutual promises set forth herein, the receipt and sufficiency of which are hereby acknowledged the parties agree as follows:

1. **Addendum Purpose.**

This Addendum memorializes the agreement of the parties with respect to negotiated terms of the Contract that is being awarded to AVL as of even date with execution of this Addendum. The parties agree that Supplier has not yet begun performance of work contemplated by the Solicitation.

2. **Negotiated Documents of the Contract.**

2.1. The parties have negotiated certain terms of the Contract as follows:

- i. revisions to the statement of work as contained in Attachment A this Addendum;
- ii. revisions to the AVL Preventive Maintenance Plan as contained in Attachment B to this Addendum;
- iii. the equipment list form as contained in Attachment C to this Addendum; and

iv. revisions to the quarterly preventive maintenance report as contained in Attachment D to this Addendum.

2.2. Accordingly, any reference to a Contract Document refers to such Contract Document as it may have been amended. If and to the extent any provision is in multiple documents and addresses the same or substantially the same subject matter but does not create an actual conflict, the more recent provision is deemed to supersede earlier versions.

**State of Oklahoma**

By: \_\_\_\_\_

Name: James L. Reese, II

Title: Chief Information Officer

Date: 8/24/18

**AVL Systems Design LLC**

By: \_\_\_\_\_

Name: MARC PIERCE

Title: President

Date: 8.17.18



- ✓ Design and Engineering
- ✓ Installation
- Audio Systems      • Lighting Systems
- Video Systems      • Control Systems

**ATTACHMENT A  
ADDENDUM 1 TO  
STATE OF OKLAHOMA CONTRACT WITH AVL SYSTEMS DESIGN LLC  
RESULTING FROM SOLICITATION NO. 0900000309**

Date:

Contract Number:

Client:

Address:

Project: (name)

**AVL Systems Design L.L.C. Standard Terms and Conditions for Installation  
and Sale of Equipment**

1. **AVL Systems Design, L.L.C.**, the provider, hereinafter referred to as “AVL,” enters into this “Agreement” with the state agency or affiliate, listed on the “Proposal Equipment List attached as Attachment C”, hereinafter referred to as “Client.”
  
2. AVL shall supply and install all equipment, systems, and Client furnished equipment, pertaining to Audio Systems as identified in the attached Proposal Equipment List (the “Equipment”). AVL shall comply with all documents, drawings, and specifications which are, via this Agreement, part of this Agreement. AVL shall not be responsible for any work, equipment, or material not specifically identified and specified on the Proposal Equipment List. The installation of the Equipment and systems, subject to the terms and conditions set forth herein shall be referred to herein as the “Project”. The performance expectations shall be as follows:
  - A. **System:**  
(description of system).
  
3. The Project schedule shall be determined by coordination and completion of other trades, contractors, and the Client’s preferred schedule (*as agreed upon*). AVL shall not be responsible for delays caused by issues beyond its control, including but not limited to, current project schedule, status of electrical or conduit installation, shipping or other delays caused by any manufacturer or shipping agent, or any force majeure. AVL will endeavor to meet the schedule of the Client based upon the delivery dates of the manufactures and the project schedule.

AVL schedule of completion & directives/request for project preparation, installation & completion by category, Date and/or description:

1-01-2017



- ✓ Design and Engineering
- ✓ Installation
- Audio Systems      • Lighting Systems
- Video Systems      • Control Systems

- A. **Equipment procurement** – P.O. placed immediately for pertinent equipment to avoid cost & timeline issues, upon received signed contract.
- B. **AV Equipment Storage** – All equipment within the proposal and purchased by AVL for the project site shall be stored and insured in the AVL warehouse until site readiness for installation. AVL shall cover equipment stored in the AVL warehouse for any/all loss or damage until placed on the project site for installation.
- C. **Completion/acceptance** – AVL shall receive final completion and acceptance of the installed systems in full and first use. **Demonstration of system performance after training is complete.**

4. Although AVL is not an electrical contractor or an electrical engineering firm and performs no work related to the installation of the electrical systems, electrical connections, electrical wiring, or electrical wiring products, AVL is duly licensed, bonded, and insured for the purpose of performing the installation of the Equipment and systems contemplated in the Project. Any reference to electrical work on any contract document relative to the electrical systems on site other than the Equipment and systems installed by AVL pursuant to the Project shall require a licensed electrical contractor with the credentials to perform work in the jurisdiction of the project location. Any electrical notes on the AV drawings are for reference only. A registered professional electrical engineers' stamp must be present on any electrical drawings.

5. AVL shall not be responsible for the installation of any woodworking, masonry, conduit, carpet, painting, plaster, wire mold, conduit, structural, drywall or any type of construction on the project, unless specifically detailed in the Proposal Equipment List, provided, however, AVL shall be responsible for any damages its work causes to existing woodwork, masonry, conduits, carpet, painting, plaster, wire molds, structural, drywall areas, and the like. All construction work required for AVL to perform their work shall be the responsibility of the Client or their representative unless otherwise specified on the Proposal Equipment List.

6. AVL shall visit the Project site at intervals appropriate to the stage of completion as necessary for the work to be performed. The above mentioned Project site visits are at no additional charge to the client. AVL will make continuous on-site inspections to check the work performed at the Project by AVL.

7. AVL shall have reasonable access to the Project site for purposes of performing the work agreed to via this Agreement. Access is to be based on the Project Schedule.

8. All workmanship shall be warranted free of defects and will be repaired free of charge for a period of one (1) year, unless otherwise stated in the attached Proposed Equipment List. All Equipment shall carry the full manufacturer's warranty. In many cases, the manufacturer's warranty is longer than the AVL workmanship warranty. AVL shall deliver all written & electronic files & manufacturer's warranties to Client at the time the Equipment is installed. In this case, the full manufacturer's warranty belongs to the Client. All warranty work shall be performed by AVL provided that (a) Client is satisfied with the quality of the work previously provided by AVL; and (b) AVL did not default, and is not now in default, under the terms of this Agreement.



- ✓ Design and Engineering
- ✓ Installation
- Audio Systems
- Lighting Systems
- Video Systems
- Control Systems

9. AVL shall not be responsible for replacement or repair of Equipment damaged by or as a result of electrical surges, shortages or disturbances, weather of any type, inferior workmanship by any contractor or subcontractor of the Client (other than AVL or those hired by AVL), any riot, war, or force majeure.

10. AVL is appropriately insured, bonded, and has in place an operation standards and safety policy and procedures program. This program is in place for the safety and well-being of AVL employees. In no way does this Agreement cause the suspension or abandonment of this program or any of its parts. Evidence of insurance and a copy of the safety policy and procedures program will be provided upon request.

11. AVL Systems Design L.L.C. is a limited liability corporation defined by Oklahoma State Law and operates under said laws. All negotiations and contracts are hereby negotiated under such and governed by such.

12. The Client designates, (designee name) as its authorized representative to act on behalf of the client with regards to all matters of this Agreement. This representative shall render decisions in a timely manner, have the ability to negotiate changes to this Agreement, and be the primary point of contact with regards to this Agreement.

13. The Client shall bear the entire risk of loss or damage to any Equipment, material, or tools, upon its delivery to the Project site owned by Client. The occurrence of any such loss or damage shall not permit the Client to delay or reduce the payment of any charges or fees prescribed under this Agreement. The Client shall, at its own expense, obtain and maintain property and casualty insurance for the Equipment and material against all risk of loss or damage. At no time is AVL's equipment, tools, lifts or materials allowed to be used by anyone other than AVL's employees without written permission w/signature of AVL's President or CFO. In the event this is violated, AVL shall submit an invoice to the responsible party and shall be paid within 45 business days. In such case AVL shall not be held liable in the event that any damages or injury occurred as a result of the documented incident by others.

14. Additional Equipment or services not specifically mentioned on the attached Proposal Equipment List can be added to this Agreement via a change order that is signed and agreed to by Client and AVL (a "Change Order"). The Change Order is to be deemed an extension of this Agreement and shall not nullify or suspend any portion of this Agreement. The Change Orders for this project shall not exceed 100% of the Agreement Amount (as defined below). All payments on Change Orders will be invoiced under the payment terms of this Agreement.

15. The Agreement amount of **\$(dollar amount)** (the "Agreement Amount") is listed on the attached Proposal Equipment list and is an estimated amount that may change based upon the needs/wants of the client. Any changes in the contract amount shall be deemed a change order (ref. Paragraph # 14). This amount is due and payable, in US funds, on the following terms: **Progress Billing for the amount.** Any delay in payment, past 45 days from invoice receipt shall constitute an automatic Change Order adding interest to this Agreement in the amount of 1.8% per month. . Any workmanship and manufacturer's warranties still apply. Failure to meet payment terms may suspend all warranty services.



- ✓ Design and Engineering
- ✓ Installation
- Audio Systems
- Lighting Systems
- Video Systems
- Control Systems

16. For the purposes of this Agreement, AVL shall be deemed the “Vendor” of all equipment and material supplied under this Agreement.

17. This Agreement may be terminated by either party by giving fourteen (14) days prior written notice to the other party. In the event this Agreement is terminated by a party, the Client shall pay to AVL all expenses incurred by AVL prior to the notice of termination that are made the responsibility of the Client under this Agreement, including the value of any equipment or material purchased and any labor spent prior to the notice of termination. If the Client terminates this Agreement for any reason other than AVL’s failure to perform or if AVL terminates this Agreement for Client’s failure to perform, the Client shall be responsible for any de-mobilization expense, restocking, shipping, and shipping insurance expense. Likewise, if either the Client or AVL terminate this Agreement for any reason prior to completion of the Project, AVL shall refund any portion of the Agreement Amount paid by the Client for which the work contemplated herein is not completed.

18. AVL shall furnish the Client with drawings, diagrams, specifications, documentations and other materials, including user manuals, relating to the use of servicing of the Equipment and system(s) installed. AVL reserves all right, title, and interest in any such materials that are proprietary to AVL, including associated intellectual property rights, if any, and Client shall take possession of such materials subject to AVL’s interest and the terms of this Agreement.

19. All software, programming and custom product shall remain the intellectual property of AVL or its suppliers, as appropriate during the warranty period. This Agreement constitutes a “use agreement” and license for the Client to use such product and material for its business purposes and for no other purpose during the warranty period. AVL represents and warrants to Client that AVL has the legal right to use, configure, and install the products, materials and system specified in this Agreement without creating a claim of infringement or any claim for damages from any third party. AVL will hold Client, its parent organization and all subsidiaries, affiliates, officers, directors, employees, attorneys’ and agents, harmless from and against any and all such claims, costs, damages, losses, liabilities and expenses (including attorney’s fees and costs) arising from such a claim. All software and programmed materials within the installed equipment shall be given to the client after the warranty period.

20. If the Project is suspended for more than (30) thirty consecutive days, for any reason, AVL may elect to be paid for any equipment, material, and labor spent. Upon resumption of the Project, the compensation to AVL shall be equitably adjusted to provide for expenses incurred by virtue of the interruption and resuming of the work to be provided by AVL.

21. Neither the Client, nor AVL shall assign this Agreement without the written consent of the other party, except Client may assign this Agreement to another state entity without written consent.

22. AVL shall be held harmless concerning any existing hazardous materials in any form at the Project location including but not limited to asbestos, asbestos products and/or other toxic substances.



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- Video Systems     • Control Systems

23. This Agreement sums up all agreements, conversations and understandings as related to the Proposal Equipment List, attached, that AVL is to install at the Project location.

24. The invalidity of any provision(s) contained in this Agreement shall not render the remaining terms and provisions void or unenforceable.

25. By signing the attached proposal and/or quotation, all parties understand that this document becomes part of the contract agreement.

*Client:*

*AVL Systems Design, LLC*

Signature

Signature

\_\_\_\_\_

\_\_\_\_\_

Print Name

Print Name

\_\_\_\_\_

Marc Pierce Or Stacy Pierce

Date

Date

\_\_\_\_\_

\_\_\_\_\_



14901 Bristol Park Blvd. Edmond OK, 73013  
Tel.(405) 749 - 1866 - fax. (405) 749-1851 - www.avl1.com

**ATTACHMENT B TO**

**ADDENDUM 1**

**STATE OF OKLAHOMA CONTRACT WITH AVL SYSTEMS DESIGN LLC  
RESULTING FROM SOLICITATION NO. 0900000309**

**AVL Preventive Maintenance Plan**

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**April, 2018**

**Presented By:**

Marc Pierce

President

**Contents**

<b>INTRODUCTION.....</b>	<b>3</b>
<b>SERVICES OFFERED.....</b>	<b>4</b>
<b>AVL SYSTEMS MANAGED SERVICES .....</b>	<b>5</b>
<b>AVL SYSTEMS PREVENTIVE MAINTENANCE PLAN .....</b>	<b>6</b>
<b>MANAGED SERVICE HOURS” .....</b>	<b>6</b>
<b>ANNUAL PREMIUM.....</b>	<b>7</b>
<b>CRITICAL SPARES &amp; OTHER RECOMMENDATIONS .....</b>	<b>7</b>
<b>CENTRALIZED SERVICE OUT OF STATE .....</b>	<b>8</b>
<b>CONFIGURATION MANAGEMENT .....</b>	<b>8</b>
<b>“HOW TO REQUEST SERVICE AND SUPPORT” .....</b>	<b>9</b>
<b>SERVICE HOURS.....</b>	<b>9</b>
<b>PREVENTIVE MAINTENANCE PROCEDURES (GENERAL).....</b>	<b>10</b>
<b>A .....</b>	<b>ERROR! BOOKMARK NOT DEFINED.</b>
<b>SERVICE LOCATION.....</b>	<b>11</b>
<b>A .....</b>	<b>12</b>



## ***Introduction***

AVL Systems Design is a systems integration firm delivering complete solutions that seamlessly integrate proven audio, video, display and system control technologies to create unique and compelling multimedia solutions. Established in 2000, our proven legacy of engineering expertise and customer service streamline your operations with the best technologies available for audiovisual, broadcast, video conferencing, control rooms, video streaming, digital signage, video production, and visualization. With projects all over North America and industry certified technicians & engineers; AVL Systems Design has the expertise and resources to offer turnkey solutions for your entire organization. From design and engineering, to installation and service, AVL is prepared to implement the systems that drive your organization.

With our combination of talented and experienced professionals, the nationally recognized reputation of AVL Systems Design, and unsurpassed access to over 400 manufacturer product lines, we have the resources to provide the best local services and solutions for your organization.



## Services Offered

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**Design** - Design/build, system engineering, consultation, AV standards, and turnkey options for:

- Corporate meeting facilities
- Customer briefing centers
- Training rooms
- Control rooms
- Visualization
- Simulation
- Network operations centers
- Government agencies
- TV stations
- Production houses
- Schools and classrooms
- Courtrooms
- Churches
- Legal organizations
- Museums
- Medical

**Integration** – We offer over 400 manufacturer lines, delivering the most technologically advanced systems such as: projection systems, videoconferencing, telepresence, streaming video, flat panel displays, IP control, control systems, video walls, document cameras, audio systems, non-linear editing systems, mixers, switchers, audio boards, and electronic whiteboards.

**Managed Services** - A variety of ongoing Managed Services options, including on-site personnel and extended maintenance contracts with options for customized training, preventive maintenance, and guaranteed response times.

AVL Systems is one of the most knowledgeable audiovisual service organizations in Oklahoma. We have a ratio of 3:1 of technical employees to other employees in our company, resulting in some of the most trained and talented engineers in the industry. Our technical operations personnel are unsurpassed in their training and experience in comparison to other audiovisual companies.

AVL Systems Design is centered around the *"Team Approach."* We provide superior customer service to a prestigious client base, including statewide & national. We provide the most advanced audiovisual services and solutions available.



## AVL Systems Managed Services

Thank you for the opportunity to offer AVL Systems Design premier audiovisual service and support to **“Customer”**. At AVL Systems Design we pride ourselves in providing the very best in audiovisual and broadcast service and support. Our highly skilled, factory certified field engineers take personal pride in helping our customers maintain their systems in peak operating condition at all times. We understand the importance of good preventive maintenance programs and work closely with the manufacturers to develop comprehensive service plans specifically designed to minimize downtime and maximize system reliability. Every integrated system and every customer is unique in the combination of how their systems are deployed and utilized. At AVL Systems Design, we listen to our customer’s needs and expectations and develop service plans specifically designed to meet their operational requirements.

We offer structured service plans with preventive maintenance services and priority response guarantees as well as professional outsourcing and staffing. We have built our reputation on sound engineering, quality installation and ongoing support.



## The AVL Preventive Maintenance Plan

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The AVL Preventive Maintenance Plan has been specifically designed to provide comprehensive on-site technical support to our customers while reducing the annual premium costs by offering parts at cost plus pricing rather than prepaying for extended warranties. Key features include:

- An assigned Field Engineer trained on your system with trained back-ups on standby
- Access to our Support Team (1-405-749-1867) or (1-405-923-4201) for dispatch, parts procurement and service tracking. Also, [mpierce@avl1.com](mailto:mpierce@avl1.com).
- Quarterly preventive maintenance checks & services performed by factory trained Field Engineers
- No charge for labor for equipment repairs performed on-site and at the AVL corporate office.
- Cost plus 10% on parts and out-of-warranty equipment repairs
- Guaranteed immediate phone response and 1 hour emergency on-site response
- No charge for transportation of equipment to and from your facility as required to effect in-shop repair of covered equipment.
- No charge for firmware and software up-grades on system components
- Unlimited phone support
- Comparable loaner equipment, dependent upon availability, but includes standard video projectors, during extended repairs
- Consultation on system up-grades
- Detailed inventories of covered equipment
- Detailed repair history logs on covered equipment

## “Managed Service Hours”

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The AVL Systems Design PMA is designed to proactively maintain your system through extensive preventive maintenance check and services as well as provide emergency on-site support and depot-level repair services in the event of equipment malfunction. But still, when a failure occurs it is likely to occur at the least opportune time. The truth is, in many cases failures can be quickly resolved through clever workarounds or are actually operator errors that can also be quickly resolved. Unfortunately, by the time you discover the problem the meeting or event may already have failed due to “technical difficulty”. Wouldn’t it be nice to have a factory trained Field Engineer technically familiar with your system standing by for those really critical events “just in case”? With “Managed Services Hours” you can call on us for technical support even if the system is not broken! You can schedule to have a field engineer come out and fire the system up, perform tests, tweak and peak critical alignments and standby till the meeting is under way to prevent “Murphy” from striking. With Managed Service Hours built in to your service agreement you have the peace of mind knowing you can schedule on-site support anytime you need it.

Managed Services Hours are included in your plan.

- Managed Service Hours are intended to provide operational support for scheduled events but may also be used to provide training sessions as required. In addition, Managed Service Hours can be used to cover “operator error” service calls that would otherwise be separately billable.
- Managed Service Hours are scheduled and kept track of so the service hours are available throughout the year.



## Annual Premium

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The Annual premium to provide AVL Priority Support for the proposed AV Systems is as follows. The “Covered Equipment List” is included in [Attachment C](#).

All Locations	AVL Systems PMA	Optional Managed Service Hours	Total Annual Premium
Year 1	\$#,###	\$#,###	\$#,###
Year 2	\$#,###	\$#,###	\$#,###
Year 1&2 Upfront	###,###	###,###	###,###

## Critical Spares & Other Recommendations

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**Consumables:** AVL will supply new lamps and filters for the rooms covered (see Appendix A) during the duration of this plan. Spare lamps and filters should always be maintained on-site for use as needed to minimize downtime in the event of failure.

**Video Conference Equipment:** We highly recommend you maintain the extended warranty / advance replacement program available for critical video conference components for the life of the equipment. An out-of-warranty repair to VTC hardware could take up to six (6) weeks to facilitate. The advance replacement programs guarantee a 24 hr advance replacement in the event of failure, critical software upgrades and helpdesk services. For a quote to renew your Tandberg warranties, please submit a complete list of serial numbers and one will be provided at your request.

**Critical Spares:** If your operational requirements dictate a zero tolerance for down time, pre-purchasing critical spares and stocking them on-site is the key to rapid field service of your systems. While our Field Engineers are well versed at quickly diagnosing problems and fashioning a work-around or installing temporary components to restore system functionality during off-site repair periods, catastrophic failure of a critical component can lead to unplanned downtime. Purchasing spares can be expensive and is not for everyone. However, if your system is “mission critical”, provisioning spares is an essential part of a well thought out service plan.

**Contingency Funds:** We do not typically recommend prepaying for extended warranty coverage on AV equipment. First of all, most manufacturers do not offer extended warranty on their equipment and when they do it typically runs 10-12% of the replacement cost. Purchasing an extended warranty is akin to purchasing an insurance policy on the equipment. At the end of the year, if the component does not fail, you have thrown good money away. Our PMA provides for cost+ pricing on out-of-warranty repairs and replacement components.



## Centralized Service Out of State

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AVL Systems is a nationwide Preventive Maintenance Plan provider. AVL PMA customers with multiple locations throughout the North America can simply call our corporate office located in Edmond Oklahoma for their service. AVL will provide out of state service response within 24 hours of the call outside of the prescheduled maintenance visits at no additional cost.

## Configuration Management

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**Hardware Support** - AVL takes care to provide coordinated and consistent support to our customers where similar or standardized system design practices are in place. Where standards are not in place we encourage and help our customers to create and implement system standards. When products are discontinued and support for obsolete components become an issue, we will recommend and help specify and implement a phased upgrade plan as applicable.

**Software Support** – Firmware and software upgrades are a way of life today. Under the terms of our service agreement we will coordinate the implementation of all available upgrades on a routine basis (typically at scheduled preventive maintenance visits). If a software or firmware upgrade is deemed critical to improved system operation, field engineers will be immediately dispatched to all sites to perform the upgrade. Note: In some cases a software or firmware upgrade could have an adverse effect on system interoperability. For this reason, it is typical that only “critical” or operationally beneficial upgrades are normally implemented.

**Control System Support** – Where standard engineering practices have been implemented, it is important that standard control system programming practices are also implemented. It is our understanding that standardized control system programming has been implemented and maintained at your facilities. AVL employs fully certified programmers in both AMX and Crestron systems. In addition, our Field Engineers are also trained and experienced at making routine control system modifications such as are necessary with components are replaced during routine maintenance. It is understood that any such modifications will be made under strict control and direction of the owner’s governing technical organization.

## “How to Request Service and Support”

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To report a problem, request audiovisual support or to simply ask a technical question about your systems covered, please follow the steps outlined below:



- Customer detects a problem and places a service call to our Cooperate Office, or has a technical question call (405-749-1867 or 405-923-4201) or e-mail (mpierce@avl1.com)
- AVL Service Coordinator opens a service ticket and contacts assigned Field Technician
- Assigned Field Technician technically familiar with system calls customer back to assess the problem and coordinate on-site support as required.
- Emergency on-site response shall be provided within a reasonable time; routine issues will be scheduled.
- Upon completion of the service call, the service ticket is closed and a completed copy is provided to the customer electronically.
- Routine Preventive Maintenance visits will be scheduled in advance by the AVL Service team and coordinated with the customer to meet operational requirements. AVL Field Technicians clean, inspect, align and adjust all systems and components to ensure all electronic systems are maintained to manufacturer and AVL standards.

## **Service Hours**

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Services under this agreement shall be provided during normal working hours M-F 8:00AM – 5:00PM.

## Preventive Maintenance Procedures (General)

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General Instructions to Field Service personnel regarding Preventive Maintenance Checks and Services to integrated AV Systems are as follows:

1. Perform a detailed inspection and testing of selected system components- technical review for component failure
2. Perform mock presentation test using full audio & video system capabilities
3. Successfully complete an audio and video point-to-point and bridge call as applicable to the customer's operation
4. Perform a complete operational checkout of the system functions via user control interface
5. Adjust audio levels and EQ as required to optimize response for voice and program sound reinforcement
6. Upgrade equipment firmware as needed
7. Reload system software, if required to restore functions or update code changes as required
8. Open and clean all filtering systems: Professional cleaning of record / playback heads, screens, projector lenses, CD and DVD lenses and other critical surfaces, as needed
9. Lubricate all moving parts as recommended by manufacturers
10. Perform geometry and color balance adjustments on projection equipment as required for optimum image quality
11. Perform detailed inventory of system components with model numbers and serial numbers on initial preventive maintenance visit. Include any spare equipment available
12. Verify inventory present on subsequent preventive maintenance visits and report missing or damaged hardware on PM Report
13. Dust and clean surfaces of all rack and podium equipment
14. Document lamp runtime and general condition of projection equipment using Projector Status Cards
15. Identify and repair any faulty wiring or connections in the system and correct other operating conditions that are not within industry standards
16. Complete PM Check Sheet and issue report to customer. Include recommendations for any additional services and upgrades and note all outstanding service issues with follow-up action required.
17. Open service tickets on any outstanding issues

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Attachment C contains the equipment list and rooms covered under this agreement. All AV equipment in each listed room shall be covered under this agreement.

Covered equipment includes the AV assets deployed at your facility to be supported under this service plan. The equipment list will be filled out by an AVL field technician promptly after signed agreement.

### **Service Location**

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1. TBD
-

**ATTACHMENT C TO  
ADDENDUM 1 TO  
STATE OF OKLAHOMA CONTRACT WITH AVL SYSTEMS DESIGN LLC  
RESULTING FROM SOLICITATION NO. 090000309**



14901 Bristol Park Blvd · Ph: (405)749-1867 · Fax: (405)749-1851

Company: "Customer"	Date: 12/12/2014
Contact: "Customer"	
E-Mail: <a href="mailto:chris.elwell@aep-lp.com">chris.elwell@aep-lp.com</a>	Account Manager: Marc Pierce
Phone: (405)-608-5632	System Engineer: Patrick Santee
Fax: -	Quote Valid For:
Acct#: AEP-AVL	Freight Terms: As Needd
Site Address: 301 NW 63rd Suite 600, OKC, OK	Payment Terms: N/A

Project: AEP Conference Room (Harvey - 6th Floor Large Execucitve Conference Room)

Item	Qty	Manufacturer	Model	Description
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				

Item	Qty	Manufacturer	Model	Description
------	-----	--------------	-------	-------------

Item	Qty	Manufacturer	Model	Description
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ATTACHMENT D TO  
ADDENDUM 1 TO  
STATE OF OKLAHOMA CONTRACT WITH AVL SYSTEMS DESIGN LLC  
RESULTING FROM SOLICITATION NO. 0900000309

# Audio Visual Systems Quarterly Preventive Maintenance Report

Prepared

<p>##### ##### 405-#####:</p>
---------------------------------------

[ ]

**Prepared By:**

**AVL Systems Design**  
[Field Engineer name]  
Field Technician/Engineer  
14901 Bristol Park Blvd.  
Edmond OK, 73013

## CHECK SHEET

**Location:**

**Technician:**

**Start Date/Time:**

**Finish Date/Time:**

**Time On Site:**

**Total Travel Time:**

1<sup>st</sup> Qtr    \_\_\_\_\_    2<sup>nd</sup> Qtr    \_\_\_\_\_    3<sup>rd</sup> Qtr    \_\_\_\_\_    4<sup>th</sup> Qtr    \_\_\_\_\_

Semi-Annual    \_\_\_\_\_    Annual    \_\_\_\_\_

**Instructions:**

1. Establish contact with client and identify any outstanding problems that may exist with the system. Note all problems reported on attached Trouble Log. Make best effort to clear all problems during PM service call.
2. Perform all PM Maintenance Actions listed on the PM Check Sheet below noting any problems detected on the attached Trouble Log.
3. Note any outstanding problems and further action required on the Trouble Log.
4. Upon completion, note any recommendations made to the client in the spaces provided.
5. Sign and date and have client representative do the same.
6. Inform client that a copy of the report will be mailed or faxed at their request. Or that they are free to make a photo copy of it before your departure. Indicate the choice made by checking the appropriate block at the end of this form.

ITEM #	MAINTENANCE ACTION	ROOM NAME &/OR NUMBER
1	#####	
2	#####	
3	#####.	
4	#####	

5	#####	
---	-------	--

**Technician's Comments / Recommendations:**

**Client Comments:**

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**CLIENT REPRESENTATIVE**

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**TECHNICIAN**

**Name:** AVL TECHNICIAN

**Signature:** \_\_\_\_\_

*Please check the box indicating by which means you would like to receive a copy of this report:*

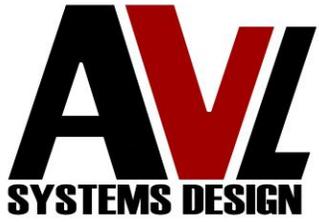
- Fax       Mail       Copy Obtained On-Site

# EQUIPMENT STATUS CARD

<b>MFR/MODEL:</b> _____	<b>DATE:</b> _____
<b>S/N:</b> _____	<b>LOCATION:</b> _____
<b>RATED LAMP LIFE:</b> _____	<b>CURRENT RUNTIME:</b> _____
<b>Describe current condition of this projector:</b>	
_____	
_____	
_____	
_____	

<b>MFR/MODEL:</b> _____	<b>DATE:</b> _____
<b>S/N:</b> _____	<b>LOCATION:</b> _____
<b>RATED LAMP LIFE:</b> _____	<b>CURRENT RUNTIME:</b> _____
<b>Describe current condition of this equipment:</b>	
_____	
_____	
_____	
_____	

\* Use additional copies of this form as required. See also attached service ticket..



CLIENT  
ROOM/AREA

## Maintenance & Repair Log

Date: \_\_\_\_\_

Technician: \_\_\_\_\_

ITEM	PROBLEM REPORTED/DETECTED	ACTION TAKEN	FURTHER ACTION REQUIRED	SERVICE TICKET #