

**AGREEMENT FOR PROFESSIONAL SERVICES
BETWEEN THE CITY OF BURLINGAME
AND CONFERENCE TECHNOLOGIES, INC.**

THIS AGREEMENT is by and between CONFERENCE TECHNOLOGIES, INC. ("CTI") and the City of Burlingame, a public body of the State of California ("City"). CTI and City agree:

1. Services. City wishes to obtain the services of CTI to upgrade the Council Chambers in order to allow for hybrid meetings (in person and via Zoom or another similar platform. CTI shall provide the Services set forth in Exhibit A, attached hereto and incorporated herein.

2. Compensation. Notwithstanding the expenditure by CTI of time and materials in excess of said Maximum compensation amount, CTI agrees to perform all of the Scope of Services herein required of CTI for \$135,000.00 , including all materials and other reimbursable amounts ("Maximum Compensation"). CTI shall submit invoices at the following project milestones: 60% upon City approval of this Agreement, and then progress billing. All bills submitted by CTI shall contain sufficient information to determine whether the amount deemed due and payable is accurate. Bills shall include a brief description of services performed, the date services were performed, the number of hours spent and by whom, a brief description of any costs incurred and the CTI's signature.

3. Term. This Agreement commences on full execution hereof and terminates on October 20, 2024 unless otherwise extended or terminated pursuant to the provisions hereof. CTI agrees to diligently prosecute the services to be provided under this Agreement to completion and in accordance with any schedules specified herein. In the performance of this Agreement, time is of the essence. Time extensions for delays beyond the CTI's control, other than delays caused by the City, shall be requested in writing to the City's Contract Administrator prior to the expiration of the specified completion date.

4. Assignment and Subcontracting. A substantial inducement to City for entering into this Agreement is the professional reputation and competence of CTI. Neither this Agreement nor any interest herein may be assigned or subcontracted by CTI without the prior written approval of City. It is expressly understood and agreed by both parties that CTI is an independent contractor and not an employee of the City.

5. Insurance. CTI, at its own cost and expense, shall carry, maintain for the duration of the Agreement, and provide proof thereof, acceptable to the City, the insurance coverages specified in Exhibit B, "City Insurance Requirements," attached hereto and incorporated herein by reference. CTI shall demonstrate proof of required insurance coverage prior to the commencement of services required under this Agreement, by delivery of Certificates of Insurance and original endorsements to City. Except in the case of professional design/errors and omissions insurance, the City shall be named as a primary insured.

6. Indemnification. CTI shall indemnify, defend, and hold City, its directors, officers, employees, agents, and volunteers harmless from and against any and all liability, claims, suits, actions, damages, and causes of action arising out of, pertaining or relating to the negligence, recklessness or willful misconduct of CTI, its employees, subcontractors, or agents, or on account of the performance or character of the Services, except for any such claim arising

out of the sole negligence or willful misconduct of the City, its officers, employees, agents, or volunteers. It is understood that the duty of CTI to indemnify and hold harmless includes the duty to defend as set forth in section 2778 of the California Civil Code. Notwithstanding the foregoing, for any design professional services, the duty to defend and indemnify City shall be limited to that allowed pursuant to California Civil Code section 2782.8. Acceptance of insurance certificates and endorsements required under this Agreement does not relieve CTI from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply whether or not such insurance policies shall have been determined to be applicable to any of such damages or claims for damages.

7. Termination and Abandonment. This Agreement may be cancelled at any time by City for its convenience upon written notice to CTI. In the event of such termination, CTI shall be entitled to pro-rated compensation for authorized Services performed prior to the effective date of termination provided however that City may condition payment of such compensation upon CTI's delivery to City of any or all materials described herein. In the event the CTI ceases performing services under this Agreement or otherwise abandons the project prior to completing all of the Services described in this Agreement, CTI shall, without delay, deliver to City all materials and records prepared or obtained in the performance of this Agreement. CTI shall be paid for the reasonable value of the authorized Services performed up to the time of CTI's cessation or abandonment, less a deduction for any damages or additional expenses which City incurs as a result of such cessation or abandonment.

8. Ownership of Materials. All documents, materials, and records of a finished nature, including but not limited to final plans, specifications, video or audio tapes, photographs, computer data, software, reports, maps, electronic files and films, and any final revisions, prepared or obtained in the performance of this Agreement, shall be delivered to and become the property of City. All documents and materials of a preliminary nature, including but not limited to notes, sketches, preliminary plans, computations and other data, and any other material referenced in this Section, prepared or obtained in the performance of this Agreement, shall be made available, upon request, to City at no additional charge and without restriction or limitation on their use. Upon City's request, CTI shall execute appropriate documents to assign to the City the copyright or trademark to work created pursuant to this Agreement. CTI shall return all City property in CTI's control or possession immediately upon termination.

9. Compliance with Laws. In the performance of this Agreement, CTI shall abide by and conform to any and all applicable laws of the United States and the State of California, and all ordinances, regulations, and policies of the City. CTI warrants that all work done under this Agreement will be in compliance with all applicable safety rules, laws, statutes, and practices, including but not limited to Cal/OSHA regulations. If a license or registration of any kind is required of CTI, its employees, agents, or subcontractors by law, CTI warrants that such license has been obtained, is valid and in good standing, and CTI shall keep it in effect at all times during the term of this Agreement, and that any applicable bond shall be posted in accordance with all applicable laws and regulations.

10. Conflict of Interest. CTI warrants and covenants that CTI presently has no interest in, nor shall any interest be hereinafter acquired in, any matter which will render the services required under the provisions of this Agreement a violation of any applicable state,

local, or federal law. In the event that any conflict of interest should nevertheless hereinafter arise, CTI shall promptly notify City of the existence of such conflict of interest so that the City may determine whether to terminate this Agreement. CTI further warrants its compliance with the Political Reform Act (Government Code § 81000 et seq.) respecting this Agreement.

11. Whole Agreement and Amendments; Venue. This Agreement constitutes the entire understanding and Agreement of the parties and integrates all of the terms and conditions mentioned herein or incidental hereto and supersedes all negotiations or any previous written or oral Agreements between the parties with respect to all or any part of the subject matter hereof. The parties intend not to create rights in, or to grant remedies to, any third party as a beneficiary of this Agreement or of any duty, covenant, obligation, or undertaking established herein. This Agreement may be amended only by a written document, executed by both CTI and the City Manager, and approved as to form by the City Attorney. Such document shall expressly state that it is intended by the parties to amend certain terms and conditions of this Agreement. The waiver by either party of a breach by the other of any provision of this Agreement shall not constitute a continuing waiver or a waiver of any subsequent breach of either the same or a different provision of this Agreement. Multiple copies of this Agreement may be executed but the parties agree that the Agreement on file in the office of the City Clerk is the version of the Agreement that shall take precedence should any differences exist among counterparts of the document. This Agreement and all matters relating to it shall be governed by the laws of the State of California. The parties agree the exclusive venue for any legal actions arising from this Agreement shall be the Superior Court of the State of California in and for the County of San Mateo.

12. Capacity of Parties. Each signatory and party hereto warrants and represents to the other party that it has all legal authority and capacity and direction from its principal to enter into this Agreement and that all necessary actions have been taken so as to enable it to enter into this Agreement.

13. Severability. Should any part of this Agreement be declared by a final decision by a court or tribunal of competent jurisdiction to be unconstitutional, invalid, or beyond the authority of either party to enter into or carry out, such decision shall not affect the validity of the remainder of this Agreement, which shall continue in full force and effect, provided that the remainder of this Agreement, absent the unexcised portion, can be reasonably interpreted to give effect to the intentions of the parties.

14. Notice. Any notice required or desired to be given under this Agreement shall be in writing and shall be personally served or, in lieu of personal service, may be given by (i) depositing such notice in the United States mail, registered or certified, return receipt requested, postage prepaid, addressed to a party at its address set forth in Exhibit A; (ii) transmitting such notice by means of Federal Express or similar overnight commercial courier ("Courier"), postage paid and addressed to the other at its street address set forth below; (iii) transmitting the same by email to the email addresses set forth in Exhibit A, in which case notice shall be deemed delivered upon the day the email was sent, if during business hours; or at the next business day excluding City holidays; or (iv) by personal delivery. Any notice given by Courier shall be deemed given on the date shown on the receipt for acceptance or rejection of the notice. Either

party may, by written notice, change the address and email address to which notices addressed to it shall thereafter be sent.

15. Miscellaneous. Except to the extent that it provides a part of the definition of the term used herein, the captions used in this Agreement are for convenience only and shall not be considered in the construction of interpretation of any provision hereof, nor taken as a correct or complete segregation of the several units of materials and labor.

Capitalized terms refer to the definition provide with its first usage in the Agreement.

When the context of this Agreement requires, the neuter gender includes the masculine, the feminine, a partnership or corporation, trust or joint venture, and the singular includes the plural.

The terms “shall”, “will”, “must” and “agree” are mandatory. The term “may” is permissive.

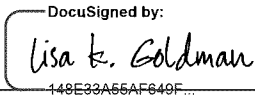
The waiver by either party of a breach by the other of any provision of this Agreement shall not constitute a continuing waiver or a waiver of any subsequent breach of either the same or a different provision of this Agreement.

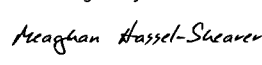
When a party is required to do something by this Agreement, it shall do so at its sole cost and expense without right to reimbursement from the other party unless specific provision is made otherwise.

Where any party is obligated not to perform any act, such party is also obligated to restrain any others within its control from performing such act, including its agents, invitees, contractors, subcontractors and employees.

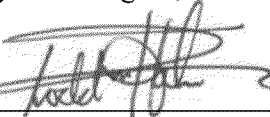
IN WITNESS WHEREOF, CTI and City execute this Agreement.

CITY OF BURLINGAME
501 Primrose Road
Burlingame, CA 94010

By: 
Lisa Goldman
City Manager
10/22/2021

Date: _____
Attest: 
Meghan Hassel-Shearer
City Clerk

Conference Technologies, Inc.
11653 Adie Rd.
Maryland Heights, MO 63043

By: 
Todd Holm

Date: 10/11/21
Federal Employer ID Number: 43-1501713
License Number: 1072847
Expiration Date: 1/31/23

Approved as to form:

DocuSigned by:
Michael Guina
034F49E90B274A1...

Michael Guina
City Attorney

Attachments:

Exhibit A Scope of Services

Exhibit B City Insurance Provisions



PROPOSAL

City of Burlingame

Hybrid Council Chambers, rev03

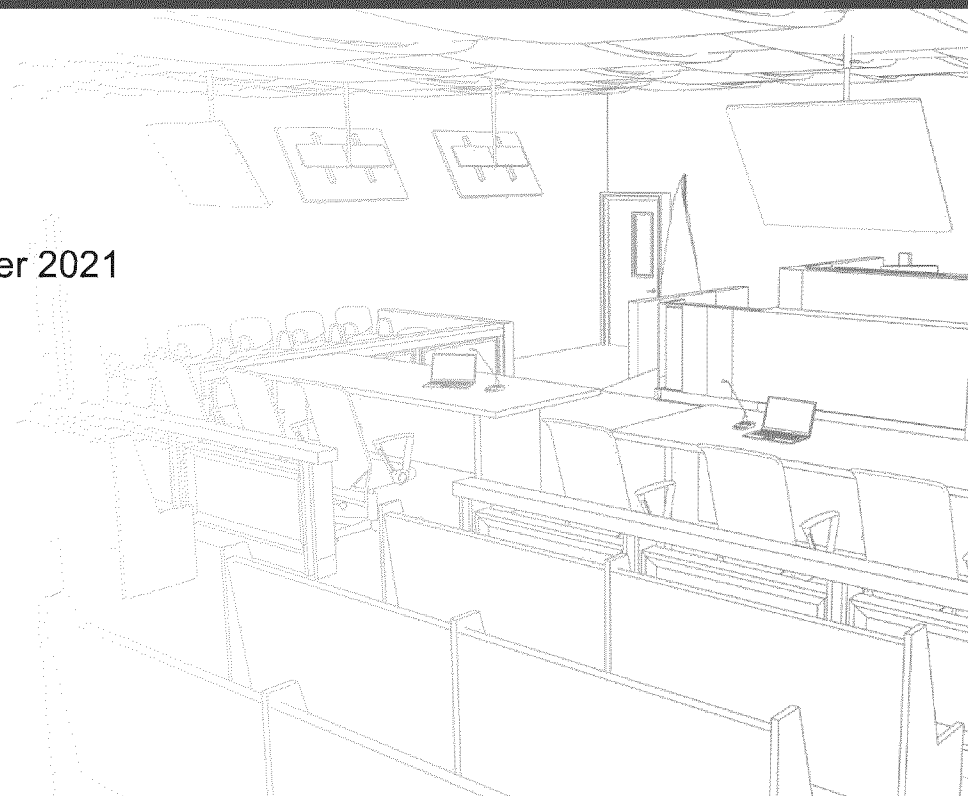
DATE

Tuesday, 21 September 2021

PREPARED BY

Adam Hale

Design Consultant



Overview and Goals

At Conference Technologies, Inc., we ensure our technology, processes, and people are the most knowledgeable and efficient resource to serve you as your solutions partner.

Dear Meaghan Hassel-Shearer,

It was a pleasure to speak with you regarding your upcoming project. Thank you for the time to review your needs and identify your requirements. Based on our needs analysis we have developed a recommended solution for you. Conference Technologies, Inc. has the industry experience to create customized solutions to meet today's technology challenges. These solutions include consulting, design, implementation, and service.

Enclosed is a project proposal for your review and consideration that outlines scope, timelines, deliverables, and our support plan to care for your investment. After review I will contact you to discuss any questions you or your team may have about this solution. Our team is excited about the opportunity to provide you with a fantastic experience and making your project a success.

Sincerely,

Adam Hale
Design Consultant
Conference Technologies, Inc.

ahale@conferencetech.com

Scope of Work

Proposal Number: J21160102

Proposal Date: 9/10/2021

Prepared for: City of Burlingame

Attn: Meaghan Hassel-Shearer

Phone: 650-558-7203

Email: mhasselshearer@burlingame.org

Prepared by: Adam Hale

Phone: 858.405.6163

Email: ahale@conferencetech.com

Bill to:

City of Burlingame

501 Primrose Road

Burlingame, CA 94010

Ship to:

City of Burlingame

501 Primrose Road

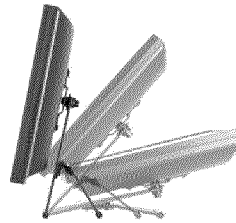
Burlingame, CA 94010

City of Burlingame is looking to upgrade their Council Chambers to facilitate hybrid council meetings. Installing displays, video and audio infrastructure, which will capture live video and audio via Zoom software.

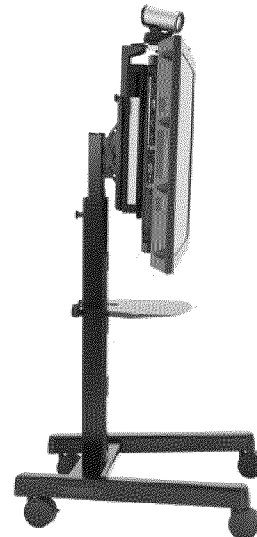


DISPLAYS | MONITORS

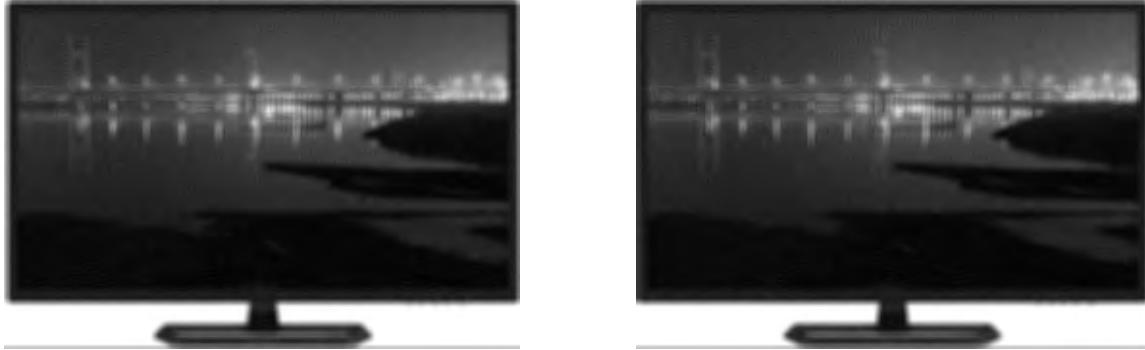
CTI will provide and install seven (7) 22" LCD Monitors along the dais area for the council members to see content and far-end participants during a Zoom meeting. Each monitor will be mounted on a low-profile monitor stand and can be adjusted to an angle up to 22.5 degrees.



CTI will provide and install two (2) 75" Displays positioned one each on either side pointed toward the dais. Displays will mirror Zoom meeting view for both content and far-end participants. Displays will be mounted on a mobile cart and connected to the main video system.



CTI will provide two (2) 22" LCD Desktop Monitor, designed for Zoom admin's view. OFE Desktop computer will be used to run Zoom software and any content. Second monitor will be utilized to allow admin to queue up content and present when ready.



VIDEO | CONTROL

CTI will provide and install a video conferencing system to support Zoom conferencing two support the two displays. System will consist of two (2) PTZ cameras, one touch panel controller with built-in Zoom Interface, PC, HDMI and USB extenders, etc.



One PTZ cameras will be mounted on top of display to provide primary video conferencing feed of council members. Camera "2" will be mounted to capture any presenters at podium. Multiple presets of camera positions can be set to provide allowing admin to select appropriate video capturing feed. One camera switcher will be provided and installed to provide this feature.



CTI will provide one AV Bridge Matrix Production System to allow camera control and selection. Three (3) 22" LCD Desktop Monitor, at the camera control location to allow camera controller access to the live feed and to monitor camera positions and select appropriate camera at any given time. *Note we could add a third camera if you would like to this system.



AUDIO

CTI will provide and install an audio processor, connecting and tuning OFE (owner furnished equipment) microphones, OFE surface and ceiling speakers, OFE amplifier, OFE assisted listening system.



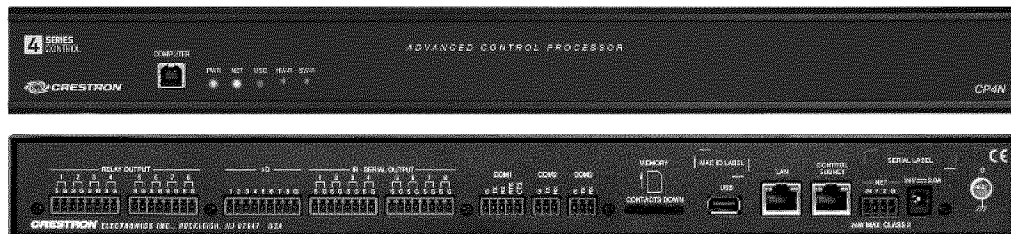
OFE Goose-neck microphones will remain. CTI will provide and replace two (2) new handheld microphones



CONTROL

CTI will provide and install one (1) new control system, or the “brains” behind the audio-visual system. This allows disparate equipment to be programmed to create a simple user interface that is customized to the workflow of City Council meetings (with Native Zoom Interface also built-in):

- Microphones
- Volume up/down
- Displays off/on
- Zoom Meeting Controls



NOTE: AV Production Bridge will serve to control cameras as noted above.

RACK

CTI will provide and install one (1) new AV equipment rack with installed door that can be locked, equipment cooling system, and power.



Responsibilities	CTI	Electrical Contractor	Low Voltage Contractor	General Contractor	Owner
<u>ELECTRICAL & NETWORK</u>					
Provide and install conduit, raceways, back boxes and floorboxes	X				
Provide and install power		X			X
Provide and install LAN					X
Provide IP addresses					X
<u>CABLING</u>					
Provide low voltage permits					X
Provide all cabling	X				
Pull all audio-visual cables	X				
<u>EQUIPMENT & MATERIALS</u>					
Provide projectors, displays, and mounting brackets	X				
Provide above ceiling unistrut and hardware to support displays	X				
Provide floor and credenza vertical equipment racks	X				X
Provide all remaining A/V equipment	X				X
<u>MOUNTING</u>					
Install all ceiling and wall mounted flat screen displays	NA				
Provide any required wall backing to support displays	NA				
Install electric projection screens	NA				
Ceiling grid trim work around projection screens	NA				
Install projector mounts	NA				
Install projectors	NA				
Install ceiling and/or wall speakers	NA				
Install any custom wall plates	X				
Install rack mounted equipment in vertical equipment racks/testing	X				
Place loaded and tested equipment racks	X				
Install all remaining AV field devices	X				

Bill of Materials

Hybrid Council Chambers

Manufacturer	P/N	Description	Qty	Unit Price	Ext. Price	
General: \$625.00						
1	Crestron	UC-FLEXCARE-C	Premium Crestron Flex Support for New C-Series Systems	2	\$312.50	\$625.00
Display Systems Equipment: \$15,630.52						
2	Planar	997-8371-00	PLN2770W	2	\$232.50	\$465.00
3	Planar	998-1329-00	PLN2200	12	\$105.00	\$1,260.00
4	Planar	997-8795-00	QE7550	2	\$5,718.75	\$11,437.50
5	CHIEF	PAC715	Video Conferencing Camera Shelf	2	\$110.44	\$220.88
6	CHIEF	PFCUB	4' - 6' LFP MOBILE CART	2	\$782.32	\$1,564.64
7	Limbo	SL102-100	LIMBO LOW PROFILE MONITOR STAND	7	\$97.50	\$682.50
Video Systems Equipment: \$41,923.53						
8	VADDIO	999-99600-200	RoboSHOT 12E OneLINK BRIDGE SYS	2	\$5,474.49	\$10,948.98
9	VADDIO	999-5660-500	AV Bridge MatrixMIX Production Sys N/A	1	\$9,777.58	\$9,777.58
10	Lightware	VINX-110AP-HDMI-DEC	IP based decoder with PoE via a Gigabit Ethernet network.	1	\$795.63	\$795.63
11	Crestron	UC-C100-Z	Crestron Flex Video Conference System Integrator Kit with ASUS Mini PC for Zoom Rooms Software	1	\$2,916.25	\$2,916.25
12	Lightware	VINX-120-HDMI-ENC	IP based encoder via a Gigabit Ethernet network. 4K / UHD (30Hz RGB 4:4:4 , 60Hz YCbCr 4:2:0) are supported.	6	\$628.13	\$3,768.78
13	Lightware	VINX-110-HDMI-DEC	IP based decoder via a Gigabit Ethernet network. 4K / UHD (30Hz RGB 4:4:4 , 60Hz YCbCr 4:2:0) are supported. Built-in scaler with videowall function.	16	\$628.13	\$10,050.08
14	Liberty	DIGI-USB2	USB 2.0 EXTENDER SET	2	\$345.25	\$690.50
15	Netgear	GSM4230P100NAS	M4250 26G4F POE plus MNGD SW	1	\$995.10	\$995.10

16	tvOne	MWP-MTO	CORIOview Multi Window Processor (I/O made to order)	1	\$1,605.63	\$1,605.63
17	CTI	CTI	Custom Wall Plate	1	\$375.00	\$375.00
Audio Systems Equipment: \$3,698.81						
18	Shure	QLXD24/SM58-G50	QLXD24/SM58 WIRELESS HANDHELD SYSTEM	1	\$948.81	\$948.81
19	QSC	CORE 110f	PROCESSOR,Q-SYS CORE110f-NA,100-240V,	1	\$2,750.00	\$2,750.00
Control Systems Equipment: \$1,750.00						
20	Crestron	CP4N	4-Series Control System	1	\$1,750.00	\$1,750.00
Rack Accessories and Furniture: \$1,449.87						
21	Atlas	535-25	Stand Alone or Gangable Rack 25" Deep, 35RU	1	\$596.70	\$596.70
22	Atlas	RR35	Extra Rack Rails for 200, 500, & RX Series - 35 RU	1	\$94.06	\$94.06
23	Atlas	MPFD35	1" Deep Micro Perf Door for 35RU FMA, 100, 200, 500, and 700 Series Racks	1	\$276.90	\$276.90
24	Atlas	AP-4820-20S	20A - 48", 20 Outlet Vertical Power Strip	1	\$173.32	\$173.32
25	Atlas	EFT-25	High Power (550 CFM) Top-Mounting Fan Panel 25" Deep Rack	1	\$308.89	\$308.89
Manufacturer		P/N	Description	Qty	Unit Price	Ext. Price
General: \$625.00						
1	Crestron	UC-FLEXCARE-C	Premium Crestron Flex Support for New C-Series Systems	2	\$312.50	\$625.00
Display Systems Equipment: \$15,630.52						
2	Planar	997-8371-00	PLN2770W	2	\$232.50	\$465.00
3	Planar	998-1329-00	PLN2200	12	\$105.00	\$1,260.00
4	Planar	997-8795-00	QE7550	2	\$5,718.75	\$11,437.50
5	CHIEF	PAC715	Video Conferencing Camera Shelf	2	\$110.44	\$220.88
6	CHIEF	PFCUB	4' - 6' LFP MOBILE CART	2	\$782.32	\$1,564.64
7	Limbo	SL102-100	LIMBO LOW PROFILE MONITOR STAND	7	\$97.50	\$682.50

Video Systems Equipment: \$43,498.59						
8	VADDIO	999-99600-200	RoboSHOT 12E OneLINK BRIDGE SYS	2	\$5,474.49	\$10,948.98
9	VADDIO	999-5660-500	AV Bridge MatrixMIX Production Sys N/A	1	\$9,777.58	\$9,777.58
10	Lightware	VINX-110AP-HDMI-DEC	IP based decoder with PoE via a Gigabit Ethernet network. Analog audio input/output. 4K / UHD (30Hz RGB 4:4:4 , 60Hz YCbCr 4:2:0) are supported.	1	\$795.63	\$795.63
11	Crestron	UC-C100-Z	Crestron Flex Video Conference System Integrator Kit with ASUS Mini PC for Zoom Rooms Software	1	\$2,916.25	\$2,916.25
12	Lightware	VINX-120-HDMI-ENC	IP based encoder via a Gigabit Ethernet network. 4K / UHD (30Hz RGB 4:4:4 , 60Hz YCbCr 4:2:0) are supported.	6	\$628.13	\$3,768.78
13	Lightware	VINX-110-HDMI-DEC	IP based decoder via a Gigabit Ethernet network. 4K / UHD (30Hz RGB 4:4:4 , 60Hz YCbCr 4:2:0) are supported.	16	\$628.13	\$10,050.08
14	INOGENI	CAM300	INOGENI USB & HDMI Camera	1	\$1,575.06	\$1,575.06
15	Liberty	DIGI-USB2	USB 2.0 EXTENDER SET	2	\$345.25	\$690.50
16	Netgear	GSM4230P100NAS	M4250 26G4F POE plus MNGD SW	1	\$995.10	\$995.10
17	tvOne	MWP-MTO	CORIOview Multi Window Processor (I/O made to order)	1	\$1,605.63	\$1,605.63
18	CTI	CTI	Custom Wall Plate	1	\$375.00	\$375.00
Audio Systems Equipment: \$4,647.62						
19	Shure	QLXD24/SM58-G50	QLXD24/SM58 WIRELESS HANDHELD SYSTEM	2	\$948.81	\$1,897.62
20	QSC	CORE 110f	PROCESSOR,Q-SYS CORE110f-NA,100-240V,	1	\$2,750.00	\$2,750.00
Control Systems Equipment: \$1,750.00						
21	Crestron	CP4N	4-Series Control System	1	\$1,750.00	\$1,750.00
Rack Accessories and Furniture: \$1,449.87						
22	Atlas	535-25	Stand Alone or Gangable Rack 25" Deep, 35RU	1	\$596.70	\$596.70

23	Atlas	RR35	Extra Rack Rails for 200, 500, & RX Series - 35 RU	1	\$94.06	\$94.06
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26	Atlas	EFT-25	High Power (550 CFM) Top-Mounting Fan Panel 25" Deep Rack	1	\$308.89	\$308.89

Labor Plan

Description	Labor Hours
Audio/DSP Programming	8.00
Corp Rack Build	16.00
Engineering	20.00
Programming/Commissioning	52.00
Installation Labor / Training	104.00
Project Management	20.00
Rack Cert	16.00
Touch panel & Graphic Design	8.00
Labor: \$36,384.00	

Timeframe

To complete the work outlined in the project scope, we will need approximately 6 weeks from proposal acceptance. A project manager will be assigned to communicate with you at critical milestones. Upon notice to proceed, we will begin your project plan immediately.

Phase	Week
Notice to Proceed & Project Kickoff	1
Engineering	2
*Procurement	3-9
Programming & Rack Fabrication	4
Onsite Installation	5
Commissioning & Training	12

NOTE: There has been a number of equipment delays due to a global chip shortage. CTI will provide information concerning lead-times as we are informed by our vendors and distributors and how that might impact our schedule.

Your Investment

Below is the cost of this solution based on the outlined scope of work. If you have questions about the complete solution, please let us know how we can help align this investment with additional needs or changes in scope.

Proposal Summary

Description	Price
Equipment	\$65,077.73
Implementation Services	\$49,196.30
Subtotal	\$114,274.03
Tax	\$6,446.71
Grand Total	\$120,720.74

Recommended

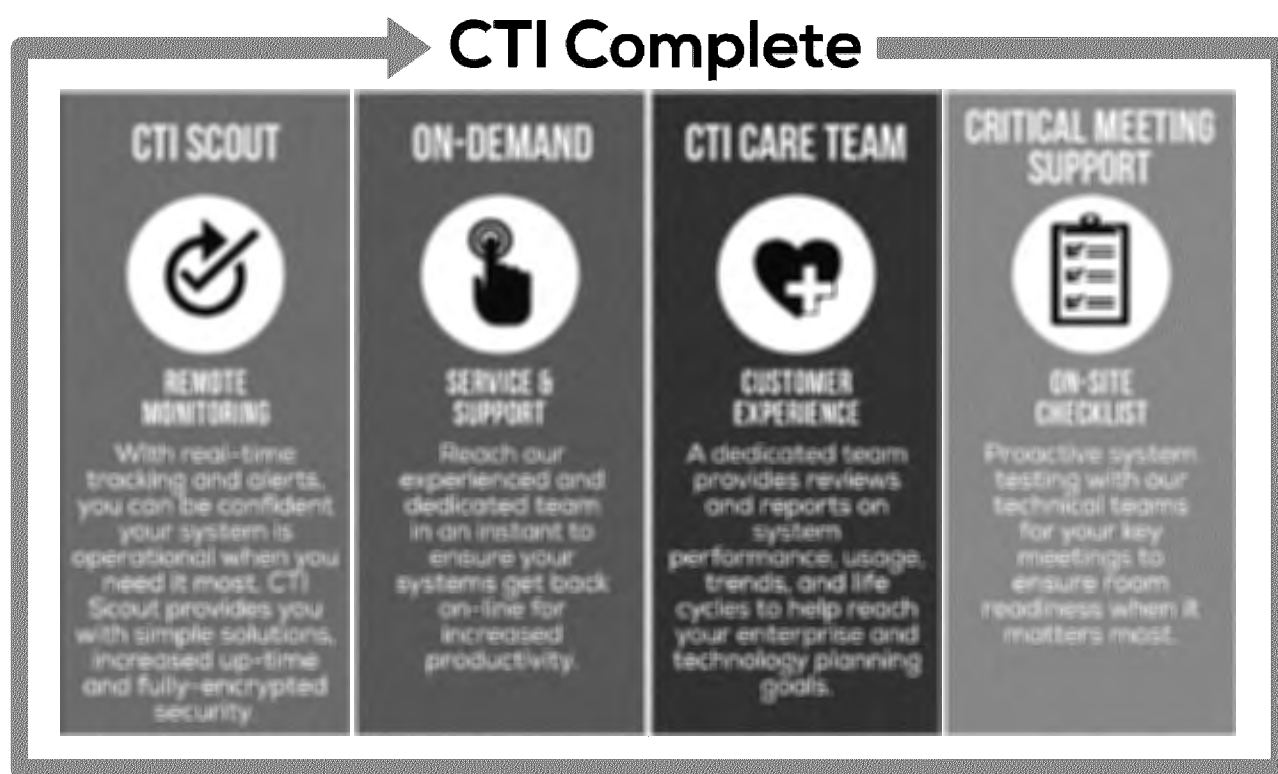
Description	Price
2 Additional Years CTI Complete Service Agreement	\$9,233.02
4 Additional Years CTI Complete Service Agreement	\$18,466.03

Down Payment Requirements

Terms are with approved credit. For orders that exceed ten thousand dollars; 60% to initiate order, 40% NET 30, or progress billing based on purchase agreement at time of order. Payments made by credit card are subject to a 3.0% fee.

Why Us?

Our CTI Complete service is there for you 24/7 through our dedicated CTI Care customer experience team. Through on-site technical service, recommended programming upgrades, and quarterly reliability checks, your system is covered for the unexpected, as well as planned maintenance. Your teams will be trained to operate equipment with confidence. When critical meetings arise, we help ensure system performance with proactive system testing and an on-site checklist, so your systems will be ready when it matters most. Our managed services staff does more than diagnose and repair failures, they help plan for system life cycles.



Standard Disclaimer

Conference Technologies, Inc. provides for twelve (12) months of **CTI Complete** on all system purchases. Conference Technologies, Inc. warrants the system implemented is free from defects in material and workmanship, in accordance with the contract, drawings, specifications, alterations and additions thereto, for a period of twelve (12) months from the date of commencement of use, substantial completion, or date of notice of completion, whichever occurs first. This coverage does not protect against consumables, severe weather, and acts of God.

Terms

Terms are with approved credit. For orders that exceed ten thousand dollars; 60% to initiate order, 40% NET 30, or progress billing based on purchase agreement at time of order. Payments made by credit card are subject to a 3.0% fee.

Installation Description and Requirements

Provided by Conference Technologies, Inc.: If installation is purchased, Conference Technologies, Inc. will install all A/V components. Conference Technologies, Inc. will also perform all programming, alignments, and end-user training. Conference Technologies, Inc. will provide A/V project management, and provide drawings as required. This install price assumes a Monday through Friday 8:00am to 5:00pm install time. Room availability must be in consecutive 8-hour blocks. Any required changes or rushes may affect the final price.

Provided by Others

Electrical requirements are to be provided by others unless specifically included in Conference Technologies, Inc. Scope of Work.

Statement

This system proposal is the property of Conference Technologies, Inc. and is delivered with the sole intent of being viewed by management of City of Burlingame for evaluation purposes only. This proposal or any part of this proposal is not to be presented to, or viewed by any other party, vendor or Conference Technologies, Inc. competitor without the written consent of Conference Technologies, Inc. Any effort to do so will be considered a violation of copyright law.

Next Steps

- 1. Upon Notice to Proceed, Conference Technologies, Inc. will begin executing the project plan with an internal handoff of the project to our operations team.
- 2. If you have questions about the process as we move forward, please contact me at ahale@conferencetech.com or .
- 3. You will be contacted by a Conference Technologies, Inc. Project Manager to schedule a project kickoff meeting to review the project scope and schedule.

Total
J21160102 - \$120,720.74

Customer Signature

CTI Signature

Printed Name

Printed Name

Title

Title

Date

Date



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/21/2021

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.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must 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).

PRODUCER J.W. Terrill, a Marsh & McLennan Agency LLC co 825 Maryville Centre Drive Suite 200 Chesterfield MO 63017	CONTACT NAME: Patti Monteith PHONE (A/C, No, Ext): 314-594-2617 E-MAIL: patti.monteith@marshmma.com ADDRESS:														
INSURED Conference Technologies, Inc. 11653 Adie Road Maryland Heights, MO 63043	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td>INSURER A: Atlantic Specialty Insurance Company</td> <td style="text-align: center;">27154</td> </tr> <tr> <td>INSURER B: Hanover Insurance Company</td> <td style="text-align: center;">22292</td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Atlantic Specialty Insurance Company	27154	INSURER B: Hanover Insurance Company	22292	INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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COVERAGES**CERTIFICATE NUMBER:** 266418898**REVISION NUMBER:**

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.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☐ LOC OTHER:			7110140320008	7/31/2021	7/31/2022	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 \$
A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ☐ NON-OWNED AUTOS ☒ HCPD-115,000 ☒ Ded-\$1,000			7110140320008	7/31/2021	7/31/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 10,000			7110140320008	7/31/2021	7/31/2022	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☒ Y ☒ N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	4060410390009	7/31/2021	7/31/2022	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Crime			LHKA44302307	7/31/2021	7/31/2023	Ded-\$10,000 1,000,000
A	Error & Omissions			7600101340004	7/31/2021	7/31/2022	Ded-\$50,000 2,000,000/2000000
A	Leased/Rented			7110140320008	7/31/2021	7/31/2022	Ded-\$5,000 \$100,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: City of Burlingame (California) J21160102

City of Burlingame is included as Additional Insured(s) for General Liability with respect to work performed by the Named Insured, if required by written contract, agreement or permit and subject to the provisions and limitations of the policy.

CERTIFICATE HOLDER**CANCELLATION**

City of Burlingame
 501 Primrose Road
 Burlingame CA 94010

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

Sam Patterson

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