

To Mayor and Ross Town Council  
From: Linda Lopez, Administrative Manager/Interim Town Clerk  
Re: Audio Sound System and Podium Cost Estimates for Town Council Chambers  
Date: February 3, 2012

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## I. Background

At the January Council meeting, the Town Council agreed to consider adding an audio sound system, podium and projection system to the Council chambers and requested staff obtain cost estimates for their consideration/approval at the February 9<sup>th</sup> Council meeting. Estimates for audio and podium are attached. The projection system estimate was not obtained pending the final decision on the MTA shared video streaming project.

## II. Discussion

### Audio

Corporate Media Systems (CMS). CMS has been serving Marin since 1972. They specialize in audio and visual systems and rentals, and have a proven track record in installing audio systems in city government offices some of which include Belvedere, Corte Madera, Larkspur, Mill Valley, San Anselmo, San Rafael, and Tiburon, as well as Marin County offices. They are very experienced in serving city government offices and have done so successfully over the past 30+ years.

Community Media Center of Marin. Community Media Center of Marin is a non-profit agency that specializes in camera and video web streaming services. The previous estimate given for audio by Executive Director Michael Eisenmenger was adjusted upon our meeting. Mr. Eisenmenger indicated he had underestimated the cost of the sound system significantly therefore, Council should disregard the previous verbal estimate given of \$4,000-\$5,000.

The attached two audio quotes reflect a significantly higher cost than was originally anticipated. Council is asked to keep in mind that these systems are built to last a very long time, so though the initial cost may appear excessive, it will be an investment for the town that will pay for itself over many years of use.

### Podium

Podiums can range in price from \$270 to well over \$3,000 based on the quality of the construction (see attached podium samples). The factors to keep in mind for consideration are durability, ease of mobility and appearance. The podium will reside in Town Hall and most likely need to be moved when not in use. Therefore, it should be capable of moving easily so it can be stored out of the way. It is also important to keep in mind that because the podium will be moved frequently, there will be a certain amount of wear and tear that will occur over time as a result.

Durability of construction is important for longevity. Less expensive podiums are made of particle board laminate and do not endure over time when they are continually moved. The better the construction, the more expensive the podium will be.

The appearance of the podium ranges as well with many having different wood finishes to choose from such as oak, walnut, cherry, etc. The least expensive basic floor podium made of particle board with a wood finish is \$269.99. A podium made of oak veneer could range from \$1,090 to \$1,790. Finally, podiums made of solid wood start in the range of approximately \$1,500.

There are also two types of podiums for consideration that are finished in carpet rather than wood. One is a folding lectern (New Dimensions - \$700.00) that folds up into a compact size so it can be stored easily when not in use. It is advertised to be spill and stain proof, will not scuff, scratch or mar, and is very durable. There are numerous carpet colors to choose from including black, grey, charcoal, etc. The second carpeted podium (Spectrum Series - \$1,150.00) is non-folding with the top and base made of solid wood. It comes with a built-in reading light and casters for easy mobility. It is considered to be extremely durable and abrasion, stain and fade resistant as well. Though these two podiums may not appear to be as aesthetically pleasing as a wood finished one, they would endure very well over time.

### **III. Recommendation**

Staff recommends Council consider the options for an audio sound system and podium and make a selection, or advise staff if more information is needed.

#### **Attachments:**

CMS Quote

Community Media Center Quote

Podium samples



Corporate Media Systems, Inc.  
 1261-K Andersen Drive  
 CA License # 764095  
 San Rafael, CA 94901

Voice: (415) 457-9550  
 Fax: (415) 258-9616  
 cms@cmsrents.com

To: Linda Lopez  
 Town of Ross  
 31 Sir Francis Drake Blvd  
 Ross, CA 94957

Phone: (415) 453-1453 Ext: 105  
 Fax: (415) 453-1950  
 Email: llopez@townofross.org

From: Karl W. Dannecker  
 Attached: Job for Upgrade Audio/Council Chamber

Job Start: MAY 1 12  
 Job End: MAY 5 12  
 Our Job #: 12251-1

Status: Inquiry  
 Job Total: \$ 18,441.35  
 Terms: 33/33/33  
 Pages:

Total	\$ 18,441.35			
Payment 1	\$ 6,147.12	Due by		
Payment 2	\$ 6,147.12	Due by		
Balance	\$ 6,147.11	Due by		

I (WE) in agreement with CORPORATE MEDIA SYSTEMS, Inc. do hereby purchase the equipment specified. It is agreed that equipment pricing is good for only 30 days from the proposal date.

Cancellations are subject to a 100% fee unless canceled at least 72 hours prior to delivery or pick up at which point a 25% restocking fee will apply. Please review the following proposal; confirm the information on the upper right, sign at the lower right and FAX back to confirm your order.

\*\* ALL ORDERS THAT REQUIRE CMS LABOR MAY INCUR A 15% LATE BOOKING FEE IF NOT CONFIRMED BY SPECIFIC DATE.  
 FAX #: 415-258-9616

Date: \_\_\_\_\_ Date: \_\_\_\_\_  
 Corporate Media Systems, Inc. Town of Ross  
 Signature: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Name & Title: \_\_\_\_\_ Name & Title: \_\_\_\_\_



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 1261-K Andersen Drive  
 CA License # 764095  
 San Rafael, CA 94901

Voice: (415) 457-9550  
 Fax: (415) 258-9616  
 cms@cmsrents.com

Job provided on JAN 30 12 For:  
 Linda Lopez  
 Town of Ross  
 31 Sir Francis Drake Blvd  
 Ross, CA 94957

Phone: (415) 453-1453  
 Cell:

Ext: 105  
 Fax: (415) 453-1950

Quote By: Karl W. Dannecker  
 Our Job #: IN - 12251-1  
 Job Status: Inquiry  
 Purchase Order: TBD

Ship Via:  
 Return Via:

Invoice To: Town of Ross

PO Box 320  
 Ross, CA 94957  
 Terms: 33/33/33

Job Site: Town of Ross  
 Room: COUNCIL CHAMBER  
 Address: 31 Sir Francis Drake Blvd

Ross, CA 94957  
 Contact: Linda Lopez (415) 453-1453

Installation Tue MAY 1 12 08:00  
 Installation Wed MAY 2 12 08:00  
 Installation Thu MAY 3 12 08:00  
 Installation Fri MAY 4 12 08:00  
 Installation Sat MAY 5 12 08:00

**Description: Upgrade Audio/Council Chamber**

**RESALE ITEMS**

QTY	Description
7	Shure MX400 Series D/C Desk Mic
1	Shure SLX HH Wireless Mic
1	Shure SLX Wireless Combo
1	Shure SCM200 Series Mixer
1	Shure DFR EQ/Feedback Reducer
1	Shure SCM800 Series Auto/Mixer
1	TOA P912-MK Series Amplifier
2	EAW SM Series Speaker
2	ATLAS AT Series Volume Control
1	Equipment Cabinet EWR-12-17
1	Equipment Cabinet Power Supply
1	Storage Drawer W/Lock
1	Marantz Digital Recorder
1	Transcription Software/Hardware
1	LISTEN ADA Four Receiver System
1	Lot/Speaker Cable
1	Lot/Microphone Cable
1	Misc. Hardware, Connectors
1	Lin/Line Out Patch Panel

Resale Items Total: \$ 13,678.66  
 Resale Items Tax: \$ 1,162.69

**LABOR**

*\*THIS IS AN ESTIMATED LABOR COST. ACTUAL LABOR WILL BE CHARGED.*

Date	Time	QTY	Personnel/Task
<b>MAY 1 12</b>			
08:00	16:00	1	Shop Labor-Installation
<b>MAY 2 12</b>			
08:00	16:00	1	Shop Labor-Installation
<b>MAY 3 12</b>			
08:00	16:00	1	Shop Labor-Installation
<b>MAY 4 12</b>			
08:00	16:00	1	Shop Labor-Installation
<b>MAY 5 12</b>			



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Phone: (415) 453-1453  
 Cell:

Ext: 105  
 Fax: (415) 453-1950

**Description: Upgrade Audio/Council Chamber**

**LABOR**

Date	Time	QTY	Personnel/Task
08:00	16:00	1	Shop Labor-Installation

**Labor Total: \$ 3,600.00**

**Job Grand Total: \$ 18,441.35**



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 San Rafael, CA 94901

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Job provided on JAN 30 12 For:

Linda Lopez  
 Town of Ross  
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 Ross, CA 94957

Phone: (415) 453-1453 Ext: 105  
 Fax: (415) 453-1950

Quote By: Karl W. Dannecker  
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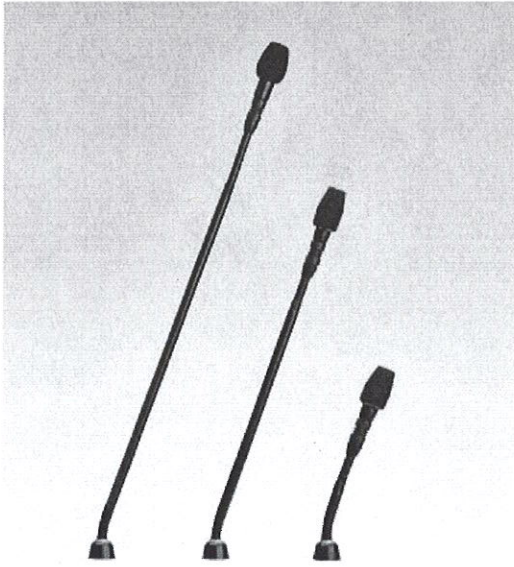
Installation	Tuesday	MAY 1 12	08:00
Installation	Wednesday	MAY 2 12	08:00
Installation	Thursday	MAY 3 12	08:00
Installation	Friday	MAY 4 12	08:00
Installation	Saturday	MAY 5 12	08:00

**Description: Upgrade Audio/Council Chamber**

**General Notes:** THIS QUOTE WAS PROVIDED FOR BUDGETING AND PLANNING PURPOSES. THE INSTALLATION DATES ON THIS ORDER ARE NOT DETERMINED. SPECIFIC LOCATIONS OF SOME OF THE EQUIPMENT ON THIS ORDER ARE STILL TO BE DETERMINED. THIS ORDER DOES NOT INCLUDE PROJECTION.

# MICROFLEX MICROPHONES

PROFESSIONAL MICROPHONES FOR A WIDE VARIETY OF INSTALLED APPLICATIONS.



Additional Views

MX405, MX410 & MX415  
Microflex Modular Gooseneck Microphones  
Microflex® Modular Gooseneck  
microphones deliver unsurpassed  
style, flexibility and performance for

conference rooms and similar applications. Offering desktop or mounted bases, wired or wireless options, and even interchangeable cartridges, it's easy to get the perfect fit for your conferencing installation. Fully compatible with SLX® Wireless Systems when used with MX890 Wireless Desktop Base.

C = Cardioid, S = Supercardioid, N = No Cartridge

## Downloads

User Guide

Brochure

## Condenser

### Recommended Uses

Conference/Installed

### Available Options

MX405/C, MX405S	5" (12.7 cm), bi-color status indicator, includes surface mount preamp (cardioid or supercardioid polar pattern)
MX405R/N	5" (12.7 cm), light ring, includes surface mount preamp (no microphone cartridge)
MX410/C, MX410/S	10" (25.4 cm), bi-color status indicator, includes surface mount preamp (cardioid or supercardioid polar pattern)
MX410R/N	10" (25.4 cm), light ring, includes surface mount preamp (no microphone cartridge)
MX405LP/C, MX405LP/S	5" (12.7 cm), bi-color status indicator, less preamp (cardioid or supercardioid polar pattern)

Add To Favorites