

FORM A
TOWN OF AYER CAPITAL BUDGET REQUEST FORM

Fire

FISCAL YEAR: 2023

Please list each capital request on this form with a dollar amount and in the appropriate year. Then complete a Form B for each request appearing on this sheet.

	Item Requested	FY23	FY24	FY25	FY26	FY27
1	Fire Department Vehicle	\$65,000				
2	Fire Engine (Pumper)	\$731,000.00				
3	Training Room AV Upgrade	\$16,500				
4	Office Furniture	\$20,000				
5	Fire Department Vehicle		\$65,000			
6	Replace Service Truck (Pickup&Plow)			\$65,000		
7	Replace Cardiac Monitor			\$40,000		
8	Replace A-2			\$350,000		
	Replace Kubota (RTV)			\$15,000		
9	Replace S.C.B.A.				\$200,000	
10	Radio Equipment				\$200,000	
11	Replace Thermal Imagers				\$15,000	
12	Ladder Truck				\$1,000,000	
13	Station Alerting					\$50,000
14	Replace / Rechassis Forestry-1					\$100,000
Yearly Totals		\$832,500	\$65,000	\$470,000	\$1,415,000	\$150,000

RECEIVED

OCT 29 2021

TOWN OF AYER
OFFICE OF THE SELECT BOARD

Department Head Signature: _____

Date: 10/28/21

FORM B
TOWN OF AYER CAPITAL BUDGET REQUEST BACKUP DOCUMENTATION

DEPARTMENT:

FISCAL YEAR: 2023

Please provide written explanation and justification and any appropriate backup materials that would be necessary to understand and consider this request.

Fiscal Year of Request: 2023

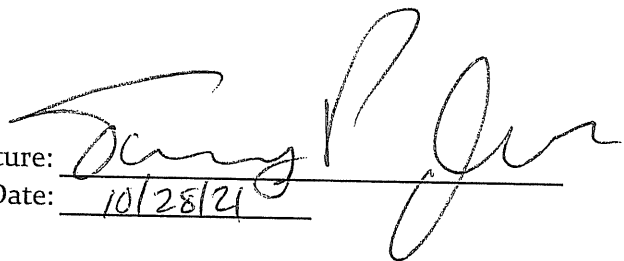
Item or Project: Fire Engine (Pumper)

Explanation of Request: This engine would replace Engine-4 which is a 1993 pumper. This truck was refurbished in 2013 to extend its service life past 20 years. The truck is now approaching 30 years of service and has served the town well. When a truck gets to be this old and breaks down parts and repairs are difficult to be completed. When this happens, the truck is out of service for extended periods of time and Two engine are vital to standard firefighting practices. E-4 serves as the second pumper responding to fires and normally fills the role of securing a water supply for operations being established with the primary engine.
Total Cost \$731,000

Cost Justification: The engine would mirror the current front-line engine in service purchased in 2019. The continuity of design and manufacture, make transitioning from apparatus to apparatus easier for department operations. The equipment would be acquired off of a state bid list.

Benefit to the Town: The new engine would be a reliable piece of apparatus for emergency responses. The engine would have an expected service life of about 20 years.

Alternative: Continue to operate a Fire Truck that is 30 years old.

Department Head Signature: 

Date: 10/28/24

Ayer Fire Department
1 West Main Street
Ayer, Ma 01432

10-7-2021

Chief Johnston,

For a budget number to purchase an E-One Typhoon E-Max in July 2022 for the budget year 2023, your budget range would be approximately \$688,000-\$700,000. This would be based upon a similar configuration to the E-Max that was ordered back in 2019 and delivered in 2020.

This would be our "best guess" at this point based upon historical averages for annual increases. However, as a result of the tariff situation, and the major fluctuations we have seen in supplier and component pricing, it is becoming more and more difficult to predict future increases with reliability. Also, NFPA usually updates current standards, and this could also affect pricing.

We can certainly reassess next year (if that is a possibility) and make you aware of any major fluctuations we may see as they occur.

Please let us know if you have any additional questions or need any additional information.

Thank you

Brian Zarlenga
Greenwood Emergency Vehicles
Cell: 401-451-6063



AYER FIRE DEPARTMENT

Engine Radios

10/25/2021



MOTOROLA SOLUTIONS

QUOTE-1584329

10/25/2021

AYER FIRE DEPARTMENT
AYER FIRE DEPT
1 W MAIN ST
AYER, MA 01432

RE: Motorola Quote for Engine Radios
Dear Tim Johnston,

Motorola Solutions is pleased to present AYER FIRE DEPARTMENT with this quote for quality communications equipment and services. The development of this quote provided us the opportunity to evaluate your requirements and propose a solution to best fulfill your communications needs.

This information is provided to assist you in your evaluation process. Our goal is to provide AYER FIRE DEPARTMENT with the best products and services available in the communications industry. Please direct any questions to George Voorhees at gvoorhees@cybercomminc.com.

We thank you for the opportunity to provide you with premier communications and look forward to your review and feedback regarding this quote.

Sincerely,

George Voorhees
Account Executive

Motorola Solutions Manufacturer's Representative

**MOTOROLA SOLUTIONS**QUOTE-1584329
Engine Radios

Billing Address:
 AYER FIRE DEPARTMENT
 AVER FIRE DEPT
 1 W MAIN ST
 AYER, MA 01432
 US

Quote Date:10/25/2021
 Expiration Date:01/01/2022
 Quote Created By:
 George Voorhees
 Account Executive
 gvoorhees@cybercomminc.com
 508 561 1515

End Customer:
 AYER FIRE DEPARTMENT
 Tim Johnston
 tjohnston@ayer.ma.us
 +1.978.772.8231

Contract: 22564 - ITT57 MA STATE

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
	APX™ 8000 Series	APX8000XE				
1	H91TGD9PW5AN	APX 8000 ALL BAND PORTABLE MODEL 1.5	1	\$6,239.00	\$4,741.64	\$4,741.64
1a	Q806CB	ADD: ASTRO DIGITAL CAI OPERATION	1	\$515.00	\$391.40	\$391.40
1b	QA02006AC	ENH: APX8000XE RUGGED RADIO	1	\$800.00	\$608.00	\$608.00
1c	QA05100AA	ENH: STD 1 YR WARRANTY APPLIES NO SFS	1	\$0.00	\$0.00	\$0.00
1d	QA05751AA	ADD: NO ENCRYPTION, CLEAR RADIO (NO ADP) (US ONLY)	1	\$0.00	\$0.00	\$0.00
1e	H35BT	ADD: CONVENTIONAL OPERATION	1	\$800.00	\$608.00	\$608.00
1f	QA01427AG	ALT: APX8000/XE HOUSING GREEN	1	\$25.00	\$19.00	\$19.00
2	NNTN7624C	CHARGER,CHR IMP VEH EXT NA/EU KIT	1	\$472.00	\$325.68	\$325.68
3	PMMN4106D	XE500 REMOTE SPKR MIC WITH CHANNEL KNOB, HIGH IMPACT GREEN	1	\$616.00	\$425.04	\$425.04



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 Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800



Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
Product Services						
4	LSV00Q00202A	DEVICE PROGRAMMING	1	\$64.29	\$64.29	\$64.29
5	LSV00Q00203A	DEVICE INSTALLATION install charger	1	\$178.57	\$178.57	\$178.57
APX™ 8500						
6	M37TSS9PW1AN	APX8500 ALL BAND MP MOBILE	1	\$5,152.00	\$3,915.52	\$3,915.52
6a	G48BB	ENH: CONVENTIONAL OPERATION APX	1	\$800.00	\$608.00	\$608.00
6b	GA01513AB	ADD: ALL BAND MOBILE ANTENNA (7/8/V/U)	1	\$95.00	\$72.20	\$72.20
6c	GA01575AA	ADD: MINI-U TO QMA ADAPTER CABLE	1	\$25.00	\$19.00	\$19.00
6d	GA01606AA	ADD: NO GPS/WI-FI ANTENNA NEEDED	1	\$0.00	\$0.00	\$0.00
6e	GA05100AA	ADD: STD WARRANTY - NO ESSENTIAL	1	\$0.00	\$0.00	\$0.00
6f	B18CR	ADD: AUXILIARY SPKR 7.5 WATT APX	1	\$60.00	\$45.60	\$45.60
6g	G444AH	ADD: APX CONTROL HEAD SOFTWARE	1	\$0.00	\$0.00	\$0.00
6h	G67EH	ADD: REMOTE MOUNT E5 MP	1	\$297.00	\$225.72	\$225.72
6i	GA01517AA	DEL: NO J600 ADAPTER CABLE NEEDED	1	\$0.00	\$0.00	\$0.00
6j	QA05751AA	ADD: NO ENCRYPTION, CLEAR RADIO (NO ADP) (US ONLY)	1	\$0.00	\$0.00	\$0.00
6k	G806BL	ENH: ASTRO DIGITAL CAI OP APX	1	\$515.00	\$391.40	\$391.40
6l	GA01670AA	ADD: APX E5 CONTROL HEAD	1	\$652.00	\$495.52	\$495.52
6m	W22BA	ADD: STD PALM MICROPHONE APX	1	\$72.00	\$54.72	\$54.72
Product Services						



Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
7	LSV00Q00202A	DEVICE PROGRAMMING	1	\$64.29	\$64.29	\$64.29
8	LSV00Q00203A	DEVICE INSTALLATION	1	\$785.71	\$785.71	\$785.71
	APX™ 6500 / Enh Series	APX6500/LI				
9	M25SSS9PW1AN	APX6500 UHF R2 MID POWER MOBILE	1	\$2,633.00	\$2,001.08	\$2,001.08
9a	B18CR	ADD: AUXILIARY SPKR 7.5 WATT APX	1	\$60.00	\$45.60	\$45.60
9b	G510AB	ADD:ANT LOW PROFILE 450-512 MHZ	1	\$50.00	\$38.00	\$38.00
9c	GA00235AA	ADD: NO GPS ANTENNA NEEDED APX	1	\$0.00	\$0.00	\$0.00
9d	G67EG	ADD: REMOTE MOUNT E5 MID POWER	1	\$297.00	\$225.72	\$225.72
9e	G444AE	ADD: APX CONTROL HEAD SOFTWARE	1	\$0.00	\$0.00	\$0.00
9f	QA05751AA	ADD: NO ENCRYPTION, CLEAR RADIO (NO ADP) (US ONLY)	1	\$0.00	\$0.00	\$0.00
9g	GA01670AA	ADD: APX E5 CONTROL HEAD	1	\$652.00	\$495.52	\$495.52
9h	W22BA	ADD: STD PALM MICROPHONE APX	1	\$72.00	\$54.72	\$54.72
9i	Q811BS	ENH: DIGITAL CONVENTIONAL	1	\$650.00	\$494.00	\$494.00
9j	GA05100AA	ADD: STD WARRANTY - NO ESSENTIAL	1	\$0.00	\$0.00	\$0.00
	Product Services					
10	LSV00Q00202A	DEVICE PROGRAMMING	1	\$64.29	\$64.29	\$64.29
11	LSV00Q00203A	DEVICE INSTALLATION	1	\$785.71	\$785.71	\$785.71
Grand Total				\$18,243.94(USD)		

Notes:


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 Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 - #: 36-1115800



MOTOROLA SOLUTIONS

QUOTE-1584329
Engine Radios

- Unless otherwise noted, this quote excludes sales tax or other applicable taxes (such as Goods and Services Tax, sales tax, Value Added Tax and other taxes of a similar nature). Any tax the customer is subject to will be added to invoices.



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Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800



Purchase Order Checklist

Marked as PO/ Contract/ Notice to Proceed on Company Letterhead
(PO will not be processed without this)

PO Number/ Contract Number

PO Date

Vendor = Motorola Solutions, Inc.

Payment (Billing) Terms/ State Contract Number

Bill-To Name on PO must be equal to the Legal Bill-To Name

Bill-To Address

Ship-To Address (If we are shipping to a MR location, it must be documented on PO)

Ultimate Address (If the Ship-To address is the MR location then the Ultimate Destination address must be documented on PO)

PO Amount must be equal to or greater than Order Total

Non-Editable Format (Word/ Excel templates cannot be accepted)

Bill To Contact Name & Phone # and EMAIL for customer accounts payable dept

Ship To Contact Name & Phone #

Tax Exemption Status

Signatures (As required)

FORM B
TOWN OF AYER CAPITAL BUDGET REQUEST BACKUP DOCUMENTATION

DEPARTMENT:

FISCAL YEAR: 2023

Please provide written explanation and justification and any appropriate backup materials that would be necessary to understand and consider this request.

Fiscal Year of Request: 2023

Item or Project: Fire Department Vehicle

Explanation of Request: This proposal would provide the Deputy Chief with 24/7 access to transportation to respond to emergencies and other calls for service. The Deputy currently shares a car with the Fire Prevention Officer or uses the service truck during the day and responds using a POV on night and weekends. During the day shift there is frequently an overlap of need for the vehicles use, and often one is not available. The addition of this car would eliminate the conflicts associated with the current use. In addition to the use of the car itself the vehicle is used to store and carry Firefighting PPE, Medical PPE, portable radio, and air pak for both the Fire Prevention LT and the Deputy. When one or the other has the vehicle out often time it causes some delay in response to retrieve spare equipment for the person that is not with the car.

Total Cost \$66,833

Cost Justification: The Deputy's position was new in FY-2021 and a vehicle was not included in the budget. The Vehicle, Radio, Emergency Lights, Lettering are all included and are from a State Bid.

Benefit to the Town: The Deputy Fire Chief would have access to a vehicle 24/7 for responding to calls for service and other functions of the job.

Alternative: Continue to share one vehicle.

Department Head Signature: _____

Date: 10/28/21



Liberty Chevrolet



Ayer Fire Department
Attn: Chief Johnston
1 West Main Street
Ayer, Ma 01432

October 5, 2021

Per your request, I am writing to offer a proposal to supply your department with a new Chevrolet per our bid, with the Greater Boston Police Council. All vehicles offered under this contract come with a 5 year/100,000 mile powertrain warranty.

2022 Chevrolet Tahoe SSV, Four Door 4WD Utility Vehicle Model CK10706

5.3 Liter V8 with Active Fuel Management System 355 HP
E85 Flex Fuel Capable
10-Speed Automatic Transmission
Heavy Duty Engine and Transmission Oil Coolers
Heavy Duty 170 Amp Alternator
720 CCA Battery with Isolated 730 CCA Aux Battery
Rear Liftgate with rear Washer/Wiper
StabiliTrak, Stability Enhancement System (Proactive Roll Avoidance)
(5) P255/70R17 All Season Blackwall Radials
(5) 17"x 8" Steels Wheels
4 Wheel Disc Brakes with 4 Wheel ABS
Factory Skid Plate Package
Factory Running Boards
Trailer Package with Receiver Hitch
Deep Tinted Glass
Heated Electric Remote OSRV Mirrors
Automatic Headlamps with Daytime Running Lights Feature
Front Custom Cloth 40/20/40 Split Bench, 6 Way Power Driver's Seat
Second Row 60/40 Split Bench Seat, Vinyl Trim
Black Rubberized Vinyl Floor Covering
Tilt Steering Wheel and Cruise Control
Power Windows and Door Locks with Keyless Remote Entry
Full Factory Gauge Package with Tire Pressure Monitor
Front and Rear Air Conditioning and Heat
Electric Rear Window Defogger
AM/FM Stereo with Digital Clock

\$42,746.00

Liberty Chevrolet, Inc.

90 Bay State Road • Wakefield, MA 01880 • Main 781-246-1919 • Fax 781-245-8987 • www.libertychevy.com

Factory Options:

AMF	4 Additional Key Fobs (Programming Required)	\$75.00
PQA	Safety Package	\$395.00
V76	Chassis Mounted Recovery Hooks	\$50.00
TGK	Special Paint (Cherry Red Tintcoat)	\$495.00
B30	Color Keyed Floor Carpeting	\$195.00
B58	Carpeted Floor Mats, 1 st / 2 nd Row	\$80.00
BTV	Remote Vehicle Start System	\$300.00
A50	Front Bucket Seats with Center Console	\$350.00

Additional Contract Items

DI	Key Programming	\$250.00
	Attached Lighting Quote	\$6327.30
TOTAL DELIVERED PRICE		\$51,263.00

Liberty Chevrolet currently has this truck on order with GM, (#ZWXWS2 Cherry Red Tintcoat). Please note that this unit is subject to prior sale; therefore please contact me as soon as a purchase decision is made so that it may be secured for your department.

Thank you for your consideration of Liberty Chevrolet. If you have any questions concerning our proposal, please don't hesitate to contact me at (781) 287-7542.

Best Regards,
Jason Monahan
Municipal Sales Manager
Jason@LibertyChevrolet.com

Liberty Chevrolet, Inc.

90 Bay State Road • Wakefield, MA 01880 • Main 781-245-1919 • Fax 781-245-8987 • www.libertychevy.com

Classic Soft Trim

65C Industrial Way
Wilmington, MA 01887
978-657-9419

Quote

Date	Quote #
9/30/2021	1850

Name / Address
LIBERTY CHEVROLET 90 BAY STATE RD #2 WAKEFIELD, MA 01880

Rep	Project
MSW	

Description	Qty	U/M	Total
SIDE VIEW MIRROR LIGHTS	2		6,327.30
REAR WINDSHEILD LIGHTS	1		0.00
LOW PRO STEP RAIL LIGHTS	2		0.00
HIDE-A-WAY STROBES - FRONT & REAR	4		0.00
FRONT WINDSHEILD LIGHTS	2		0.00
CONTROLLER W/ SIREN	1		0.00
LABOR	1		0.00
22 TAHOE			
VIN#			
ATTN JASON MONAHAN			
ALL RED/WHITE LIGHTS			
ALL PRODUCT IS READILY AVAILABLE			
STROBES N MORE			
Thank you for your business. Charles		Total	\$6,327.30


MOTOROLA SOLUTIONS


AYER FIRE DEPARTMENT

Chief's Car

10/18/2021

The design, technical, pricing, and other information ("Information") furnished with this submission is confidential proprietary information of Motorola Solutions, Inc. or the Motorola Solutions entity providing this quote ("Motorola") and is submitted with the restriction that it is to be used for evaluation purposes only. To the fullest extent allowed by applicable law, the Information is not to be disclosed publicly or in any manner to anyone other than those required to evaluate the Information without the express written permission of Motorola. MOTOROLA, MOTO, MOTOROLA SOLUTIONS, and the Stylized M Logo are trademarks or registered trademarks of Motorola Trademark Holdings, LLC and are used under license. All other trademarks are the property of their respective owners. © 2020 Motorola Solutions, Inc. All rights reserved.



QUOTE-1578763

10/18/2021

AYER FIRE DEPARTMENT
AYER FIRE DEPT
1 W MAIN ST
AYER, MA 01432

RE: Motorola Quote for Chief's Car
Dear Tim Johnston,

Motorola Solutions is pleased to present AYER FIRE DEPARTMENT with this quote for quality communications equipment and services. The development of this quote provided us the opportunity to evaluate your requirements and propose a solution to best fulfill your communications needs.

This information is provided to assist you in your evaluation process. Our goal is to provide AYER FIRE DEPARTMENT with the best products and services available in the communications industry. Please direct any questions to George Voorhees at gvoorhees@cybercomminc.com.

We thank you for the opportunity to provide you with premier communications and look forward to your review and feedback regarding this quote.

Sincerely,

George Voorhees
Account Executive

Motorola Solutions Manufacturer's Representative



QUOTE-1578763
Chief's Car

Billing Address:
AYER FIRE DEPARTMENT
AYER FIRE DEPT
1 W MAIN ST
AYER, MA 01432
US

Quote Date:10/18/2021
Expiration Date:11/01/2021
Quote Created By:
George Voorhees
Account Executive
gvoorhees@cybercomminc.com
5085611515

End Customer:
AYER FIRE DEPARTMENT
Tim Johnston
tjohnston@ayer.ma.us
Contract: 22564 - ITT57 MA STATE

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
	APX™ 8000 Series	APX8000XE				
1	H91TGD9PW5AN	APX 8000 ALL BAND PORTABLE MODEL 1.5	1	\$6,239.00	\$4,741.64	\$4,741.64
1a	Q806CB	ADD: ASTRO DIGITAL CAI OPERATION	1	\$515.00	\$391.40	\$391.40
1b	QA02006AC	ENH: APX8000XE RUGGED RADIO	1	\$800.00	\$608.00	\$608.00
1c	QA05100AA	ENH: STD 1 YR WARRANTY APPLIES NO SFS	1	\$0.00	\$0.00	\$0.00
1d	QA05751AA	ADD: NO ENCRYPTION, CLEAR RADIO (NO ADP) (US ONLY)	1	\$0.00	\$0.00	\$0.00
1e	H35BT	ADD: CONVENTIONAL OPERATION	1	\$800.00	\$608.00	\$608.00
1f	QA01427AG	ALT: APX8000/XE HOUSING GREEN	1	\$25.00	\$19.00	\$19.00
2	NNTN7624C	CHARGER,CHR IMP VEH EXT NA/EU KIT	1	\$472.00	\$325.68	\$325.68
3	PMMN4083AL	MICROPHONE,IMPRES RSM DELTA-T	1	\$125.00	\$86.25	\$86.25
	APX™ 8500					



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Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800



QUOTE-1578763
Chief's Car

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
4	M37TSS9PW1AN	APX8500 ALL BAND MP MOBILE	1	\$5,152.00	\$3,915.52	\$3,915.52
4a	G48BB	ENH: CONVENTIONAL OPERATION APX	1	\$800.00	\$608.00	\$608.00
4b	GA01513AB	ADD: ALL BAND MOBILE ANTENNA (7/8V/U)	1	\$95.00	\$72.20	\$72.20
4c	GA01575AA	ADD: MINI-U TO QMA ADAPTER CABLE	1	\$25.00	\$19.00	\$19.00
4d	GA01606AA	ADD: NO GPS/WI-FI ANTENNA NEEDED	1	\$0.00	\$0.00	\$0.00
4e	GA05100AA	ADD: STD WARRANTY - NO ESSENTIAL	1	\$0.00	\$0.00	\$0.00
4f	B18CR	ADD: AUXILIARY SPKR 7.5 WATT APX	1	\$60.00	\$45.60	\$45.60
4g	G444AH	ADD: APX CONTROL HEAD SOFTWARE	1	\$0.00	\$0.00	\$0.00
4h	G67EH	ADD: REMOTE MOUNT E5 MP	1	\$297.00	\$225.72	\$225.72
4i	GA01517AA	DEL: NO J600 ADAPTER CABLE NEEDED	1	\$0.00	\$0.00	\$0.00
4j	QA05751AA	ADD: NO ENCRYPTION, CLEAR RADIO (NO ADP) (US ONLY)	1	\$0.00	\$0.00	\$0.00
4k	G806BL	ENH: ASTRO DIGITAL CAI OP APX	1	\$515.00	\$391.40	\$391.40
4l	GA01670AA	ADD: APX E5 CONTROL HEAD	1	\$652.00	\$495.52	\$495.52
4m	W22BA	ADD: STD PALM MICROPHONE APX	1	\$72.00	\$54.72	\$54.72

Grand Total **\$12,607.65(USD)**

Notes:

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Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800



Purchase Order Checklist
Marked as PO/ Contract/ Notice to Proceed on Company Letterhead (PO will not be processed without this)
PO Number/ Contract Number
PO Date
Vendor = Motorola Solutions, Inc.
Payment (Billing) Terms/ State Contract Number
Bill-To Name on PO must be equal to the <i>Legal</i> Bill-To Name
Bill-To Address
Ship-To Address (If we are shipping to a MR location, it must be documented on PO)
Ultimate Address (If the Ship-To address is the MR location then the Ultimate Destination address must be documented on PO)
PO Amount must be equal to or greater than Order Total
Non-Editable Format (Word/ Excel templates cannot be accepted)
Bill To Contact Name & Phone # and EMAIL for customer accounts payable dept
Ship To Contact Name & Phone #
Tax Exemption Status
Signatures (As required)

FORM B

TOWN OF AYER CAPITAL BUDGET REQUEST BACKUP DOCUMENTATION

DEPARTMENT:

FISCAL YEAR: 2023

Please provide written explanation and justification and any appropriate backup materials that would be necessary to understand and consider this request.

Fiscal Year of Request: 2023

Item or Project: Training Room AV Upgrade

Explanation of Request: The request is to upgrade the fire department's training room to facilitate remote learning. The training room in the fire station is large classroom approximately 32' X 23' with a seating capacity of about 40 – 45 students. Throughout the COVID-19 pandemic we have transitioned to a remote learning model over the ZOOM platform for use during fire training topics, as well as the Microsoft Teams platform for EMS topics and Morbidity & Mortality case reviews with our medical director (Teams is HIPPA compliant). We have begun to transition to a hybrid model, where we have a limited number of students present in the classroom to maintain social distancing, with the rest of the students accessing the training remotely. The hybrid model allows for the students present to participate in any practical evolutions that are incorporated in our training.

The upgrades to the room would include adding a single beam microphone for capturing discussion from the room including the instructor and students, 2 cameras to capture the students and the instructor/presenter, USB Hub, cabling and connectors, and miscellaneous parts. These components will integrate with the existing projector, computer, ceiling speakers, and amplifier that are currently in use in the training room. The proposal also included the cost of commissioning, engineering, installation, and system programming.

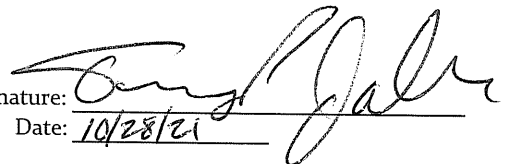
Additionally, the fire department's training room is also set up to be utilized as the Town's Emergency Operations Center (EOC). The addition of this equipment would also provide video conferencing capabilities to the EOC.

Total Cost \$18,000

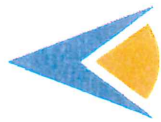
Cost Justification: The quoted prices is from PRO AV SYSTEMS, they were the original installers of the existing AV equipment in the station's training room. Our IT director advised us to consult with them to build out the existing system, which is more cost effective than replacing with a completely new system. ProAV is a listed vendor for this equipment on a State Bid list.

Benefit to the Town: The proposal builds on existing AV infrastructure existing in the space to minimize the expense, These additions will allow us to continue to participate in required training for our Fire, EMS, & CERT personnel. The additional equipment will also add video conferencing capabilities to the Town's EOC.

Alternative: Alternative funding from the CARES Act was requested but the proposal was denied by the MA DOR because it was not working towards full remote working. The hybrid model is required because the station is staffed 24-7.

Department Head Signature: 

Date: 10/28/21



Pro AV Systems

AUDIO VISUAL TECHNOLOGIES

Sales

Design

Install

275 Billerica Rd.
Suite 3
Chelmsford, MA 01824
978-692-5111
www.proavsi.com

Prepared by: Steve LeBlanc

Number: 210721SL

Modified: 7/23/2021

Revision: 0

Contract:

Pricing Valid for 30 Days

Town of Ayer

1 W. Main Street
Ayer, MA 01432
(978) 772-8231

Attention:

Jeremy Januskiewicz
jjanuskiewicz@ayer.ma.us

Fire Department Conferencing Upgrade

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the listed recipient.*

*It cannot be reproduced or shared without the
consent of Pro AV Systems, Inc.*



All Electrical and Network infrastructure to be provided by others unless otherwise noted.



Hardware

1	Cabling & Interconnects	\$204.00
1	DigitaLinx DL-4USB-PHUB 4 Port Usb 3.0 Usb With Mounting Brackets & External Power Supply	\$45.88
1	Huddly HUD-L1 Huddly AI Collaboration Camera for large meeting rooms, includes USB adapter, Wall Mount Bracket and 2m Ethernet cable.	\$1,411.76
1	Misc - Parts terminations, hardware, raceway, blocking, etc.	\$100.00
1	Niveo NRS5GP 4+1 * 10/100/1000 Gb port switch with 5p PoE/PoE+ (60W)	\$115.29
1	O.F.E. Ceiling Speakers [OFE]	\$0.00
1	O.F.E. Epson 1945w Projector [OFE]	\$0.00
1	O.F.E. Extron MPA152 Amplifier [OFE]	\$0.00
1	Shure UC Audio System Single Beam-forming microphone to cover 32x23 room with Teams/Zoom Certified DSP with USB Interface	\$4,938.83
1	Vaddio 999-99090-000W RoboSHOT 12E QUSB System - White	\$4,813.24
Hardware Total:		\$11,629.00



Services

1	Pro AV Systems Commissioning Complete System Commissioning Includes, but not limited to, program loading, system tuning, configuration, network coordination, firmware updates, System training, etc.	\$1,280.00
1	Pro AV Systems Engineering Engineering Services -Design -Support -CAD	\$600.00
1	Pro AV Systems Installation Installation Service for Complete System	\$1,620.00
1	Pro AV Systems Programming Custom System Programming	\$700.00
1	Pro AV Systems Project Management Project Management & Site Coordination	\$520.00

Services Total: \$4,720.00

Project Subtotal: \$16,349.00



Project Summary

Equipment:	\$11,629.00
Engineering Labor:	\$600.00
Installation Labor:	\$1,620.00
Project MNG Labor:	\$520.00
Programming Labor:	\$700.00
Commissioning Labor:	\$1,280.00
Grand Total:	\$16,349.00

Payment Schedule

	Amount	Due Date
Upon Purchase Order or Signed Quote (Due Upon Receipt)	\$4,087.25	
Equipment Ordered (Due Prior to Install)	\$8,174.50	
Upon Completion (NET 30)	\$4,087.25	

Acceptance:

I hereby state that I am an authorized representative to approve the purchase and acceptance of the items quoted in the attached documentation along with the above payment terms.

Name:

Title:

Signature:

Date:



PRO AV SYSTEMS RESPONSIBILITIES: *The following items are required by Pro AV Systems:*

1. Pro AV Systems will install all equipment in accordance with the manufacturers' specifications, national and local regulation ordinances and codes, including all OSHA guidelines. Unless specifically stated, all work will be performed during the normal working hours of Monday through Friday, between 8:00AM and 5:00PM, except for recognized holidays.
2. Pro AV Systems staff and contractors will conduct themselves in a professional, courteous manner, maintaining a clean-cut appearance and acceptable dress. All Pro AV Systems staff is expected to check in and out with you or an assigned contact at the beginning and end of the workday.
3. Pro AV Systems staff will maintain a clean and safe work environment. All unused materials, containers, tools and equipment will be removed whenever possible. Pro AV Systems will take precautions to protect all floors, walls, windows and other surfaces from stains, marring or other damage.
4. Pro AV Systems cannot be responsible for the operation, performance or warranty of equipment outside this contract. Pro AV Systems does not warrant that equipment supplied by others can be connected or will function properly except as specified by the project documentation.
5. Pro AV Systems will provide customer with all operation manuals and warranty documents.
6. Pro AV Systems will acquire, assemble, deliver and test all specified equipment and components to provide you with a fully functional system.

CUSTOMER RESPONSIBILITIES: *The following items are required by the Customer:*

1. Customer to provide a 120 VAC circuit to all specified equipment locations. These circuits should not be "shared" with other items, such as lighting, phone systems, etc.
2. Customer to provide all computer equipment and peripheral cables (mouse and keyboard cables), designated as OFE or "provided by others" if required.
3. Pro AV Systems strongly recommends that all electrical circuits supplying power to the system originate from the same power panel and phase. Pro AV Systems will take precautions to prevent hum or distortions created by ground differential, electromagnetic or electrostatic fields and to supply adequate ventilation to all equipment as specified by the manufacturer. Pro AV Systems will notify you of any hum or distortions beyond our control caused by interference with the building structure, electrical or existing equipment and advise you of the alternatives to alleviate the problem. Pro AV Systems will advise you of any unsatisfactory operating condition due to temperature, humidity, ventilation, mechanical structure or other safety concern.
4. Pro AV Systems assumes no responsibility for, and will not perform any work related to, electrical wiring (120 VAC and above).
5. Any additional work not listed in the original scope of work (per customer RFP) will require a Change Order.
6. All network configurations for any equipment connected to the customer network including but not limited to QOS, VLAN, Routing, Firewalls, Multicast, IGMP.
7. All server configurations if required for Active Directory, Exchange, O365, Azure AD, MS Teams, Zoom.
8. Software licenses or accounts required for an operational system including but not limited to Zoom Rooms and Teams Rooms.

TERMS & CONDITIONS:

Section 1 – Proposal Description

1.A. Proposal Description - The project description and specific work to be performed by Pro AV Systems is contained in the document and from herein referred to as the Proposal.

1.B. Proposal Documents - All work covered by this Proposal shall be contained in the Proposal documents including any special provisions, specifications, drawings, addenda, change orders, written interpretations and written orders. Work not covered by contract documents will not be required unless required by reasonable inference as being necessary to produce the intended result. The costs associated with any related work or materials, including, but not limited to electrical, drywall, painting, cabinets etc. are not included unless specifically documented in the Proposal.



1.C. Proposal Changes - The owner may order changes, additions or modifications without invalidating the contract. Such changes must be in writing and signed by the owner. Pro AV Systems will provide the owner in writing the amount of additional costs or reductions resulting from changes ordered within 15 working days unless this requirement is waived in writing by owner. Change Orders shall be paid in full upon acceptance of change and shall not alter the contract's payment schedule. In the case of product unavailability or discontinuation, Pro AV Systems reserves the right to substitute equipment of equal or better quality with owner approval. Pro AV Systems will be held blameless in the case of product unavailability or discontinuation.

Section 2 – General Facility Conditions

2.A. Room Availability - Rooms in which installation is occurring should be made available for the exclusive use of Pro AV Systems during the day(s) of scheduled installation. The room will be available during normal working hours (M-F, 8:00am-5:00pm) in eight (8) continuous hour segments. Any delay in schedule that is due to limited access or client usage that results in a return trip by the technician(s) will be subject to an additional expense charge.

2.B. Electrical Outlets and Pathways - Before audiovisual equipment is installed, the customer will need to provide the following requirements: electrical outlets, floor boxes, conduits and core drills in areas according to specification. Additionally, all power runs are to be clean and properly grounded. All electrical work pertaining to the audiovisual system will need to run on one phase and be installed to code (NEC). Pro AV Systems is not responsible for installing any conduit, floor boxes, trenches or other appurtenances associated with high voltage (120vac and over) equipment.

2.C. Structural Vibrations - Ceiling, walls and floors as well as all other building structures that support audiovisual equipment are to be vibration free. At an additional cost, dampening devices can be made available if needed.

2.D. Furniture – Furniture is to be removed prior to construction. If certain furniture cannot be removed, then it will need to be covered and protected sufficiently by the customer.

2.E. Ceiling Tiles – The customer is to provide extra ceiling tiles of the same pattern and patch number in any room where suspended ceiling tiles are already installed. Ceiling tiles are assumed to be either 2'x2' or 2'x4' in dimension. Other tile sizes may require additional cost for mounting solutions in the form of a change order.

2.F. Merchandise Ownership & Storage – The customer will provide a safe storage area for the equipment sold to or delivered to the job site. Pro AV Systems is not responsible for any loss or damage of merchandise after delivery to the job site except for damage caused by a Pro AV technician (s) during installation.

2.G. Exclusion – The following items are not covered under this agreement and may be subject to additional costs:

1. Acts of Nature: Such as water damage and/or damages caused by fire
2. System abuse or misuse that is determined by Pro AV Systems.
3. User errors – Problems caused by unacceptable connection of equipment, determined by Pro AV Systems.
4. Shipping – Expedited shipping for accelerated time lines or repaired parts.
5. Accessories – Hardware, software and/or accessories not provided or sold by Pro AV Systems.

Section 3 – Existing Equipment

3.A. Documentation – When integrating and/or installing pre-existing equipment into a new system, the customer is asked to provide any documentation that may be required to complete a proper installation. This may include any available source control code or drawings.

3.B. Good Working Order – Pro AV Systems is not responsible for any damage of existing hardware/equipment. The project may be delayed, or a change order may be required if any defective material is found.

3.C. Customer Hardware and Software - Pro AV Systems will not load software of any kind on the customers' computer. Unless stated otherwise, the customer is responsible for all Internet connectivity and computer hardware. In addition, the customer is responsible for the installation of computer software and drivers, all LAN provisioning, switches, network connections, and routers. Customer is required to install all operating systems and systems integration that is needed to run the installed interactive or other hardware devices and display equipment.

3.D. Owner Furnished Equipment – If owner is providing equipment (OFE) that Pro AV Systems is required to install, configure and/or control in order to provide a functional system, Pro AV Systems reserves the right to charge additional



labor hours if the OFE equipment does not perform as originally specified at the time of Proposal acceptance or according to the manufacturer specification.

Section 4 – Schedule, Payments and Business Terms

4.A. Delays and Postponements – Regarding schedule completion of the job, time is of the essence. If Pro AV Systems is delayed at any time in the process of the work by owner change orders, construction delays, delivery delays, fire, project postponement, unavoidable casualties and/or other causes beyond the control of Pro AV Systems, the completion schedule for the Proposal shall be extended at a minimum by the same amount of the time caused by the delay.

4.B. Right of Revision – Pro AV Systems has the right to revise this proposal if information was gained from site visits and other sources that were not available at the time this proposal was created.

4.C. Freight - Shipment fees are ground service only. If the customer requires expedited shipping, the additional fees will be prepaid and added to invoice(s).

4.D. Labor – Labor rates are quoted as regular rates that are non-prevailing wage rates and non-union rates. A change order can be processed for a job that requires the technician to be paid prevailing wage rates or require a union technician(s) to account for the difference in labor expenses.

4.E. Project Initiation Terms and Payments – Payment term details are described in the Proposal. A customer purchase order or signed proposal is required to begin the project. Invoices will be issued according to the terms outlined in the Proposal. For jobs requiring initial deposits, such deposit is due upon receipt of first invoice and no product will be ordered until the required deposit payment is received. All further invoice billing is due Net (30). Owner agrees that the terms outlined in these Contract Terms and Conditions take precedence over any other terms issued such as those that may be issued as part of a customer Purchase Order.

4.F. Credit Card Payments – Please note there will be a processing fee of 3.25% for payments made by credit card.

Section 5 – Warranty and Other

5.A. Warranty - Pro AV Systems warrants installed systems for a period of 90 days from date of acceptance or first beneficial use. During this time, Pro AV Systems will correct any problems at no charge. After the initial 90-day period, any additional service needs will be billed at the current service rate. To provide comprehensive coverage, Pro AV Systems offers extended warranty packages on all installed systems at an additional charge. All warranties do not cover misuse or abuse of the system components or issues caused by owner furnished equipment and interconnected systems provided by others. Interconnected systems include but are not limited to building network infrastructure, telephony (VOIP servers), fire alarms, paging, lighting, security, electrical systems and software. In the event that any of these systems are found to negatively effect the AV system performance, Pro AV Systems shall charge standard service rates on a time and materials basis (minimum 2 hours).

Extended Warranty Package

Pro Care – This warranty covers any and all defects or issues that your system could incur under normal use during the stated warranty period. This includes but is not limited to programming defects, hardware failures, workmanship, warranty processing and exchanges, and any labor required to restore the system to operational order. Hardware warranty replacements are based upon standard manufacturer warranties and replacement policies. Standard ground shipping is included. Standard response times apply.

5.B. Force Majeure – Neither Pro AV Systems or the customer will be responsible for delays that are outside the control of either parties, listed below:

1. Acts of Civil/Military Authorities
2. Floods/Fires/Epidemics or any other acts of God
3. Governmental Rules/Regulations
4. War/Riots
5. Delays in transportation
6. Shortages in raw materials/other products
7. Labor Disputes

5.C. Hours – All services will be provided during normal business hours unless otherwise specified in the proposal: Monday-Friday, 8:00am-5:00pm. National and State Holidays are excluded.

5.D. Suspension of Service Right – If the customer's payment(s) is past due, Pro AV Systems reserves the right to discontinue and/or modify any current or future service either temporarily or permanently.



5.E. Limitation of Liability – Pro AV Systems will not be responsible for any damages from delay of delivery, loss of revenue, data business or goodwill. Pro AV Systems will not be liable for any claim that arose more than one (1) year prior to the institution of suit therein.

FORM B
TOWN OF AYER CAPITAL BUDGET REQUEST BACKUP DOCUMENTATION

DEPARTMENT:

FISCAL YEAR: 2023

Please provide written explanation and justification and any appropriate backup materials that would be necessary to understand and consider this request.

Fiscal Year of Request: 2023

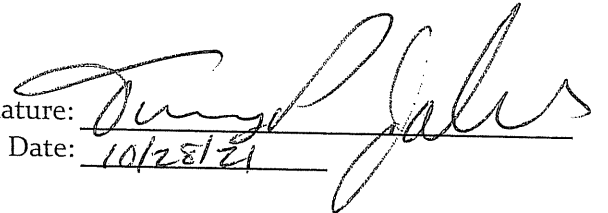
Item or Project: Office Furniture

Explanation of Request: This proposal is to replace the workstations and chairs in three offices in the Fire Station. The Captain's Office would include 5 workstations and chairs. The Fire Prevention office with 2 workstations and chairs. The Deputy Chief's office with 1 workstation and chairs. When the new fire station construction was completed in 2006 the project was running short on funding and new office furniture was not able to be purchased. The current furniture was a donation of used office workstations from Honeywell in Acton that was acquired by one of our call Department members. While this furniture has served the department well it is rapidly deteriorating. Most of the desk drawers will not stay closed, and the file drawers cannot be locked to secure the files. Some of the units have begun to fall always from the desk and are now resting on the floor below the desktop. As the units have aged, they have needed to be supported by 2x4s to carry the weight of the desks and shelving.
Total Cost \$25,000

Cost Justification: In Consultation with our Director of Facilities Maintenance about the furniture project we were put in contact with Union Office Interiors. They are the company working with the Police Department on their furniture project and are on a State Bid list for this equipment. The cost is an estimate based on current office layouts and we are working to finalize all furniture and installation costs.

Benefit to the Town: The new office furniture would provide a better work environment and ease of workflow. The furniture would also allow documents that contain sensitive information such as HIPPA information, Personnel records, and reports to be easily secured.

Alternative: Continue to use the existing furniture.

Department Head Signature: 

Date: 10/28/21

