

File No. 170285

Committee Item No. 2

Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Sub-Committee

Date April 6, 2017

Board of Supervisors Meeting

Date _____

Cmte Board

- Motion
- Resolution
- Ordinance
- Legislative Digest
- Budget and Legislative Analyst Report
- Youth Commission Report
- Introduction Form
- Department/Agency Cover Letter and/or Report
- MOU
- Grant Information Form
- Grant Budget
- Subcontract Budget
- Contract/Agreement
- Form 126 – Ethics Commission
- Award Letter
- Application
- Public Correspondence

OTHER (Use back side if additional space is needed)

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Completed by: Linda Wong Date March 30, 2017

Completed by: Linda Wong Date _____

Item 2 File 17-0285	Department: Arts Commission
EXECUTIVE SUMMARY	
<p style="text-align: center;">Legislative Objectives</p> <ul style="list-style-type: none"> • The Arts Commission is requesting the release of \$62,000 on Budget and Finance Committee reserve for acoustic mitigation work. <p style="text-align: center;">Key Points</p> <ul style="list-style-type: none"> • In October 2015, the Arts Commission moved into the War Memorial Veterans Building, after completion of a \$130 million seismic upgrade and improvement project. • Noise problems were evident immediately upon moving into the War Memorial Veterans Building, including voices echoing in offices and meeting rooms, difficulty hearing calls, conversations heard through walls and poor quality audio tapes. <p style="text-align: center;">Fiscal Impact</p> <ul style="list-style-type: none"> • The acoustic mitigation work will include: (a) installing sound absorbing acoustic panels on the ceiling and walls of the Commission/community meeting room (\$48,303); (b) replacing clear tempered glass wall panels with more sound absorbing laminated glass in private offices (\$11,781); and (c) installing a sound masking system in the main office suite (\$4,385), for a total cost of \$64,469. • The Art Commission will fund the additional \$2,469 (\$64,469 less \$62,000) with existing available funds in the department's budget. <p style="text-align: center;">Recommendation</p> <ul style="list-style-type: none"> • Approve the requested release of \$62,000 on reserve. 	

MANDATE STATEMENT

City Administrative Code Section 3.3(e) states that the Budget and Finance Committee of the Board of Supervisors has jurisdiction over the City's budget and may reserve proposed expenditures to be released at a later date subject to Board of Supervisors approval.

BACKGROUND**War Memorial Veterans Building Upgrades and Improvements**

In October 2015, the Arts Commission moved into 401 Van Ness Avenue, the War Memorial Veterans Building, after the completion of an approximately \$130 million seismic upgrade and improvement project. The upgrades and improvements which took approximately two years to complete, included seismic and life safety, building systems, historic restoration and theatrical and interior improvements. Certificates of Participation, General Fund, War Memorial funds and gift funds provided funding for this project.

According to Ms. Patty Solis, Department of Public Works architect and project manager, interior noise mitigation improvements were included in the early design phases for the War Memorial Veterans Seismic Upgrade project. However, due to significant cost overruns in the project, the majority of such interior improvements were eliminated from the project scope.

Noise Problems in War Memorial Veterans Building

Ms. Rebekah Krell, Deputy Director of Cultural Affairs and Chief Financial Officer for the Arts Commission advises that noise problems were evident immediately upon moving into the War Memorial Veterans Building. Ms. Krell reports that voices echo in private offices and meeting rooms, telephone conference calls are difficult to hear, conversations can be heard through walls and required recording of public meetings results in poor quality audio tapes. As a result, the Arts Commission requested \$62,000 of General Fund monies in the FY 2016-17 budget to address these noise issues.

During the FY 2016-17 budget deliberations, the Board of Supervisors recommended placing the \$62,000 of General Fund monies on reserve in the Arts Commission budget pending detailed cost estimates for acoustic mitigation expenses.

According to Ms. Krell, based on the results of a Request for Proposal (RFP), the War Memorial Performing Arts Department selected ARUP, a consultant to evaluate and recommend improvements to the noise issues in the War Memorial Veterans Building. ARUP issued a report on October 4, 2016, to address the noise mitigation problems facing both the War Memorial Performing Arts and the Arts Commission spaces in the building. The proposed request is based on the results of the ARUP evaluation and recommendations.

DETAILS OF PROPOSED LEGISLATION

The Arts Commission is requesting the Budget and Finance Committee of the Board of Supervisors release \$62,000 previously placed on Budget and Finance Committee reserve in the Arts Commission's FY 2016-17 budget to pay for acoustic mitigation of the Arts Commission offices in the Veterans War Memorial building at 401 Van Ness Avenue. Specifically, this would include:

- Installing sound absorbing acoustic panels on the ceiling and walls of the Commission/community meeting room.
- Replacing clear tempered glass wall panels with more sound absorbing laminated glass in private offices; and
- Installing a sound masking system in the main office suite.

Although three different vendors would install these noise mitigations, Ms. Krell estimates that the work could be completed within the next two to three months.

FISCAL IMPACT

The Table below shows the projected total cost of \$64,469 to address the Arts Commission's noise mitigation issues.

Table: Costs for Acoustic Mitigation for Arts Commission

Description	Amount
Furnish & install acoustic panels on walls & ceiling	\$48,303
Replace glass walls with absorbing laminated glass	11,781
Install Lencore Spectra Sound Masking System	4,385
Total	\$64,469

As shown in the Table above, the total projected cost is \$64,469. However, only \$62,000 is currently on Budget and Finance Committee reserve. Ms. Krell advises that the Art Commission will fund the additional \$2,469 (\$64,469 less \$62,000) with existing available funds in the department's budget. The Table above identifies one-time costs only, which will not require ongoing maintenance funding.

RECOMMENDATION

Approve the requested release of \$62,000 on reserve.



San Francisco Arts Commission March 14, 2017

Edwin M. Lee
Mayor

Tom DeCaigny
Director of Cultural Affairs

401 Van Ness Avenue, Suite 325
San Francisco, CA 94102

SFAC Galleries
401 Van Ness Avenue, Suite 126
San Francisco, CA 94102

Street Artists Licensing
401 Van Ness Avenue, Suite 124B
San Francisco, CA 94102

tel 415-252-2100
fax 415-934-1022
sfartscommission.org
facebook.com/sfartscommission
twitter.com/SFAC



City and County of San Francisco

The Honorable Malia Cohen
Chair, Budget and Finance Committee
San Francisco Board of Supervisors
City Hall, Room 244
San Francisco, CA 94102

Subject: Release of Acoustic Mitigation Funding from Reserve

Dear Supervisor Cohen:

The Arts Commission respectfully requests that the Budget and Finance Committee release \$62,000 of acoustic mitigation funding placed on reserve during the FY 17 budget process, as recommended by the Budget Analyst pending cost estimates.

Attached please find three cost estimates totaling \$64,469 for the acoustic mitigation work the Arts Commission is proposing, as well as the final report issued by Arup (contracted by the Veterans War Memorial), assessing the acoustical issues in rooms throughout the building. Specifically, the funding will allow us to soundproof private offices by replacing the glass wall panels; install a sound masking system in our main office suite to improve staff productivity; and install acoustic panels on the ceiling and walls of our community/commission meeting room so speakers can be heard and recorded, as required by law.

Once the funding is released, the Arts Commission will move forward with the improvements, which we are eager to do, having moved into 401 Van Ness in October, 2015!

Sincerely,

Rebekah Krell
Deputy Director of Cultural Affairs

cc: Angela Calvillo, Clerk of the Board
Harvey Rose, Budget Analyst
Ben Rosenfield, Controller
Melissa Whitehouse, Mayor's Budget Director

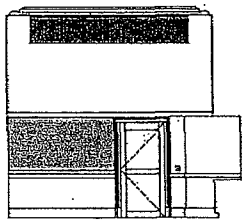
War Memorial Veterans Building

Acoustic Recommendations

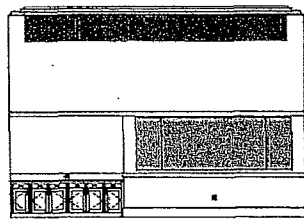
October 04, 2016

ARUP

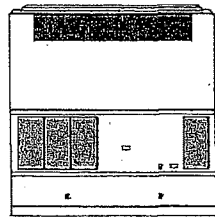
War Memorial Conference Room (106) – Recommended Treatment



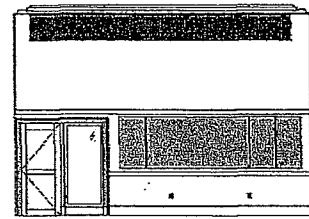
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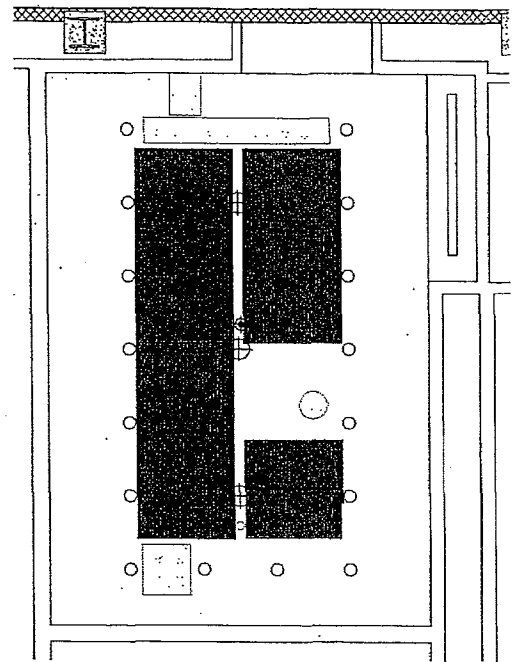
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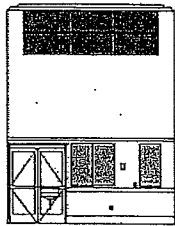


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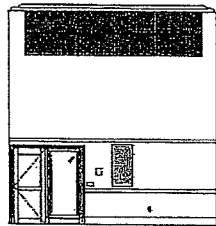


1" sound absorbing panels (blue), covering zone 4-8' AFF, 168 sq. ft. total.
2" sound absorbing panels (red) on upper wall and ceiling, 240 sq. ft. total.

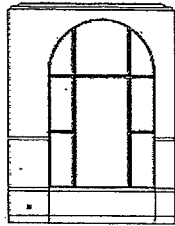
Private Office (110A) – Recommended Treatment



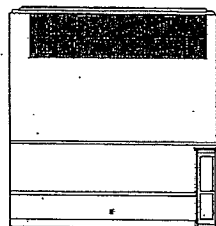
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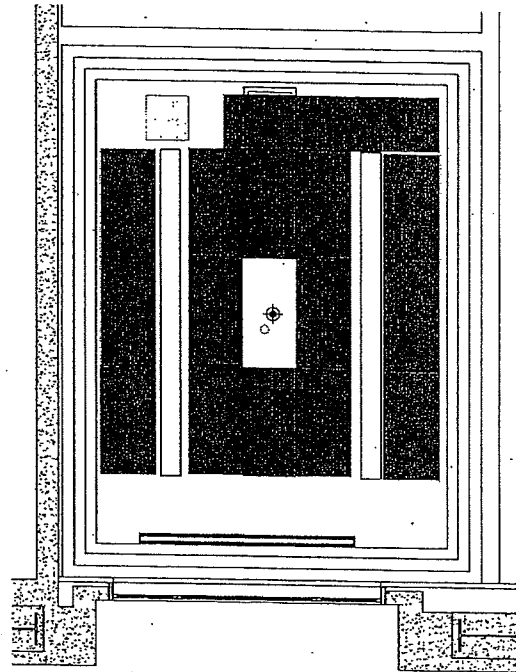
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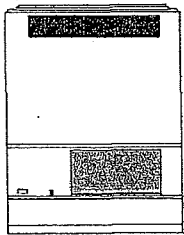
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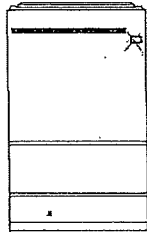
1" sound absorbing panels (blue), covering zone 4-8' AFF, 32 sq. ft. total
2" sound absorbing panels (red) on upper wall and ceiling, 304 sq. ft. total

ARUP

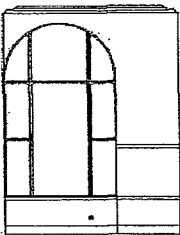
Private Office (110H) – Recommended Treatment



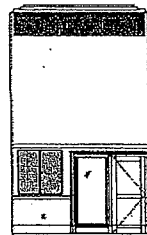
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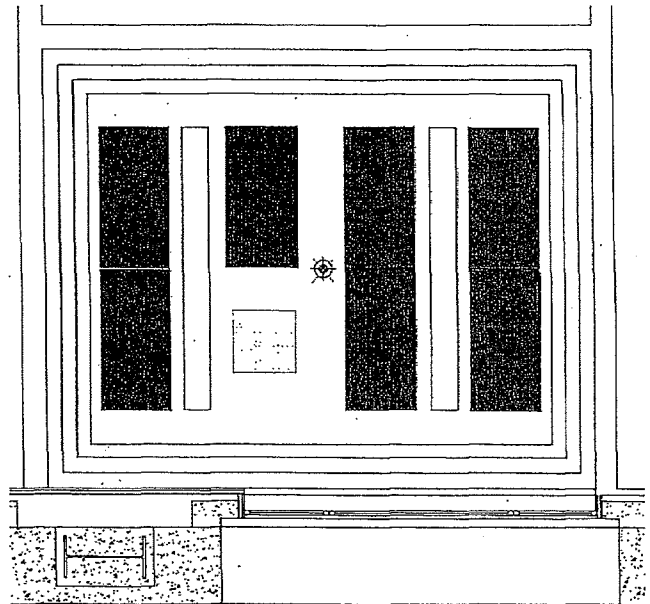
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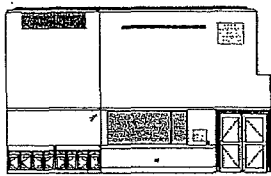
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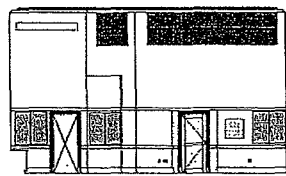
1" sound absorbing panels (blue), covering zone 4-8' AFF, 48 sq. ft. total
2" sound absorbing panels (red) on upper wall and ceiling, 104 sq. ft. total

ARUP

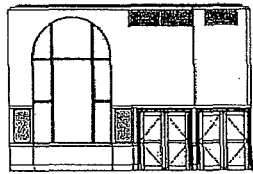
Performer's Lounge (112) – Recommended Treatment



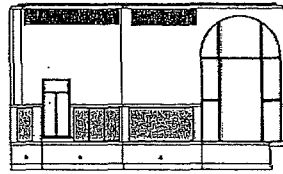
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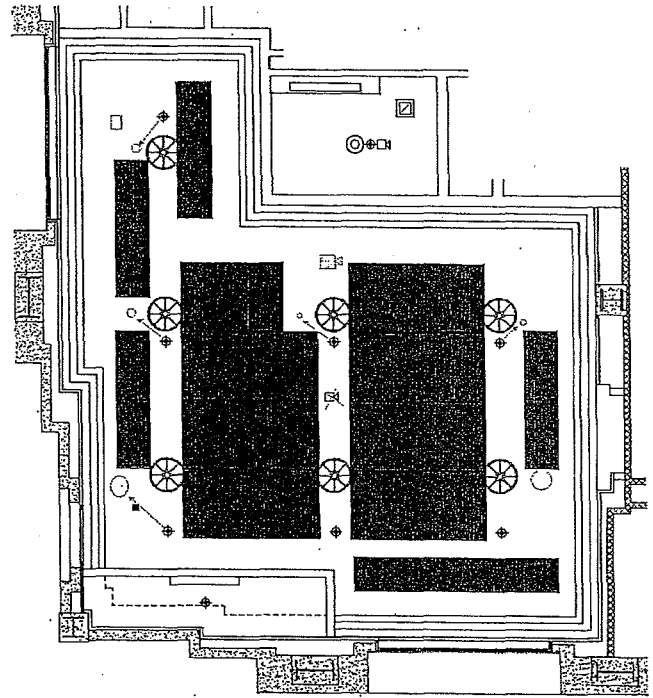
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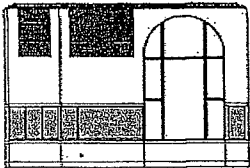
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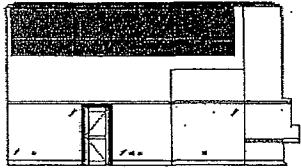
1" sound absorbing panels (blue), covering zone 4-8' AFF, 168 sq. ft. total
2" sound absorbing panels (red) on upper wall and ceiling, 496 sq. ft. total

ARUP

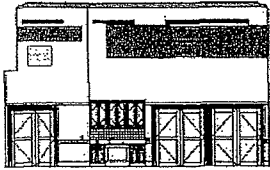
Multipurpose Rehearsal Room (121) – Recommended Treatment



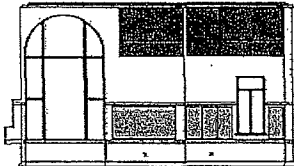
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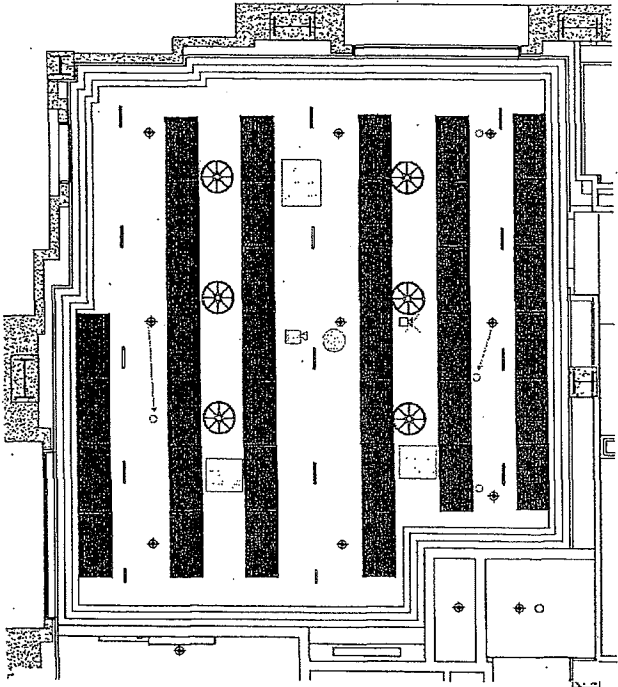
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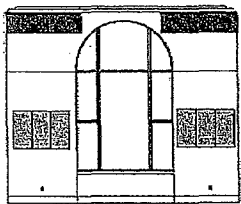


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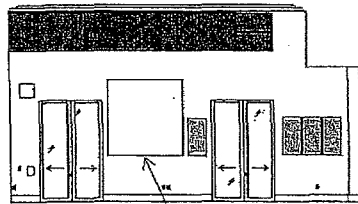


1" sound absorbing panels (blue), covering zone 4-8' AFF, 136 sq. ft. total
 2" sound absorbing panels (red) on upper wall and ceiling, 456 sq. ft. total
 4" sound absorbing panels (purple) on upper wall, 296 sq. ft. total

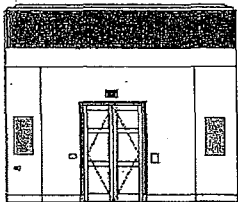
Arts Commission Public Meeting Room (125) – Recommended Treatment



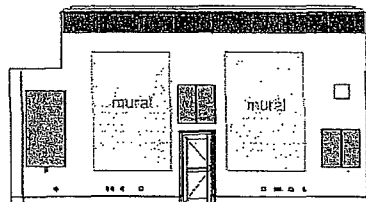
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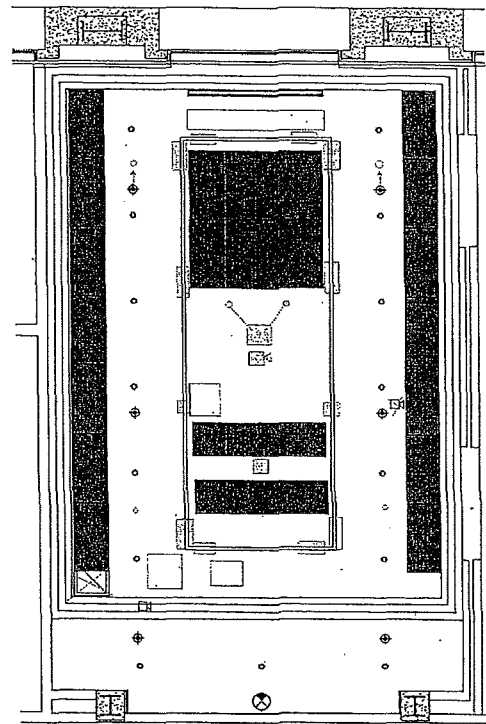
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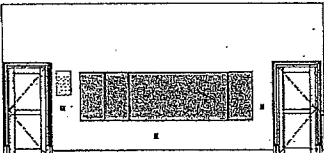
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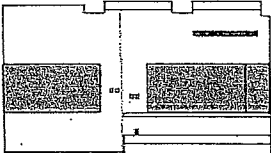
1" sound absorbing panels (blue), covering zone 4-8' AFF, 224 sq. ft. total
 2" sound absorbing panels (red) on upper wall and ceiling, 512 sq. ft. total

ARUP

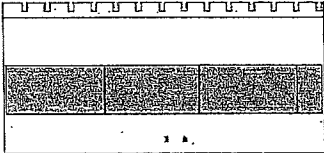
Conference Room (301) – Recommended Treatment



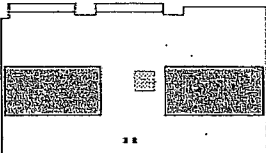
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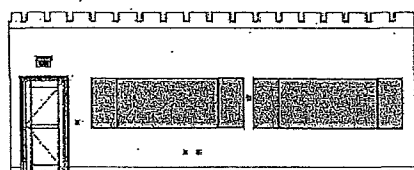
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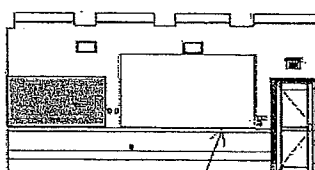
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1" sound absorbing panels (blue), covering zone 4-8' AFF, 296 sq. ft. total

Conference Room (302) – Recommended Treatment

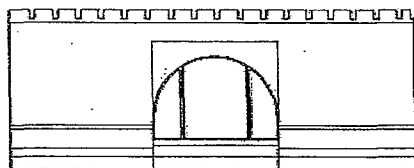


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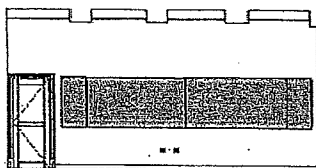


projector fabric

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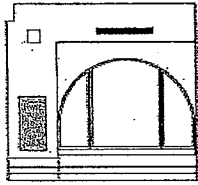


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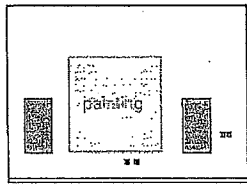
1" sound absorbing panels (blue), covering zone 4-8' AFF, 268 sq. ft. total

ARUP

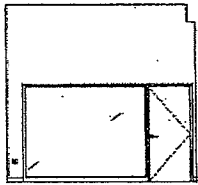
Arts Commission Conference Room (325L) – Recommended Treatment



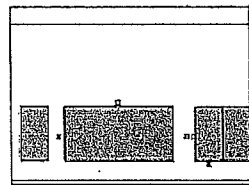
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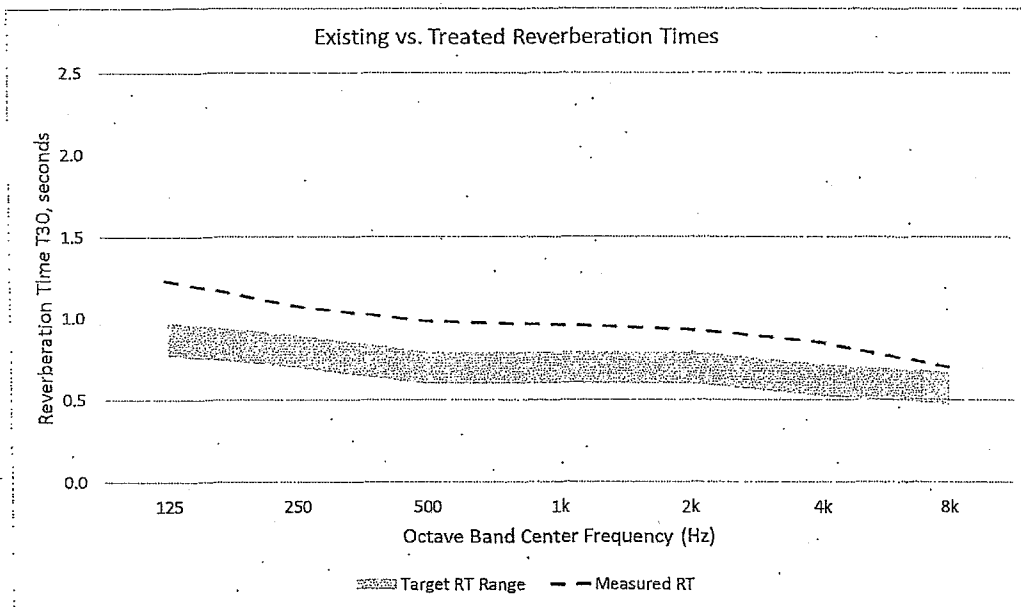
WEST EL.

1" sound absorbing panels (blue), covering zone 4-8' AFF, 80 sq. ft. total

ARUP

Arts Commission Open Office (325) – Results

- No acoustical absorption treatment recommended.



ARUP

Krell, Rebekah (ART)

Subject: FW: ART cost for Panels
Attachments: RNW Acoustic Panel Quote.pdf
Importance: High

From: Burke-Hill, Colleen (WAR)
Sent: Thursday, March 02, 2017 4:21 PM
To: Ventre, Alyssa (ART)
Cc: Trickey, Anne (ART)
Subject: RE: ART cost for Panels

Hello Alyssa and Anne,

I've attached a PDF of the quote for acoustic panel installation. The contractor, Mike Nieri, had all costs in one column, so while he had broken out costs for War Memorial and Arts Commission, it wasn't clear what our individual departments' totals would be. Those amounts are hand written in separate columns to the right of Mike's figures. The Arts Commission portion comes to \$48,303.

The estimate was based on a particular fabric so they would have a number to work with. That fabric can be viewed online here: <https://www.guilfordofmaine.com/patterns/2100>. I think it's likely SFAC will want to choose different fabric at least for some places, and certainly for the "projection screen" panels. It's probable that will increase costs somewhat. That same company, Guildford of Maine, makes a lot of different acoustic fabrics which you can browse online.

FYI, there is a 6-8 week lead time to manufacture the panels. The total estimated installation time to install panels in all rooms is ~25 days, which, of course, will be scheduled around activities as we request.

Please let me know if you or Rebekah have any questions or need more information.

Thank you,

Colleen Burke-Hill, Facilities Administrator
SF War Memorial & Performing Arts Center
415 554-6351 direct / 415 621-6600 main
website: <http://sfwmpac.org>



January 25, 2017

Colleen Burke Hill
 Facilities Administrator
 War Memorial and Performing Arts Center
 301 Van Ness Avenue
 San Francisco, CA 94102-4509

RE: Veterans Building & Arts Commission

Dear Colin,

Robison-Nieri-White Construction is pleased to furnish our quotation to furnish and install acoustical panels on walls and ceilings as specified by the attached acoustic recommendations by ARUP dated October 4, 2016.

		<u>WNM</u>	<u>CFAC</u>
General Requirements			
• War Memorial	\$ 18,309.00	18,309	
• Arts Commission	6,103.00		6,103
o Supervision			
o Pick Up & Delivery			
o Moving of Contents			
o Parking Fees			
o Protection			
o Progressive Clean Up			
Acoustical Panels – Furnish & install new Fabric Wrapped Acoustical wall & ceiling panels with a standard Guilford FR701 fabric as per plans & site visit.			
• War Memorial	84,290.00	84,290	
o Rooms 106, 110A, 110H, 112, 121, 301 & 302.			
• Arts Commission	<u>35,900.00</u>		<u>35,900</u>
o Rooms 325A, 325L & 125			
Subtotal	\$ 144,602.00	102,599	42,003
Overhead & Profit 15%	<u>21,690.00</u>	<u>15,390</u>	<u>6,700</u>
TOTAL	\$ 166,292.00	117,989	48,703



PREPARED FOR

PREPARED BY

Alyssa Ventre
San Francisco Arts Commission
401 Van Ness Ave # 325
San Francisco, California 94102
alyssa.ventre@sfgov.org
415-252-2255

Nick Sergi
United California
745 Cesar Chavez
San Francisco, California 94124
nick@ucgd.com
www.ucgd.com

PROPOSAL #736

PROJECT LOCATION:

401 VAN NESS AVE SAN FRANCISCO CA 94102

Ph: 415.824.8500

Fax: 415.648.3838



**United
California®
Glass & Door**

Proposal Details

We propose to furnish material and/or labor as stated below, with the exceptions and under the terms and conditions agreement included for the price of:

\$11,781

Issue:

Need better sound proofing in 7 office space

Remedy:

Replace 1/4" clear tempered with 1/4" clear laminated glass

Material:

6 - 36 x 86

1 - 76 x 86

All 1/4" clear laminated glass

UCGD will swap out the 1/4" clear tempered for 1/4' clear laminated Laminated glass has a better sound proofing value but we can not guarantee the amount of noise transference

Work to be done between 7:00 AM and 4:00 PM

Payment Terms: Net 30



Terms and Conditions Agreement

1. **TIME LIMIT:** Unless otherwise noted, this proposal is subject to revisions if not accepted within thirty (30) days of the date hereof.
2. **CLERICAL ERRORS:** This proposal is subject to correction of clerical errors prior to acceptance.
3. **TERMS OF PAYMENT:** Net cash, payable within thirty days from invoice date, or as mutually agreed upon in writing. If payment in full is not made when due, purchaser shall become liable for interest on the unpaid balance at the rate of 1.5% per month. In the event of delinquency of the account or any other account owed for other work, purchaser agrees to pay for all collection costs, aforesaid interest, attorney's fees and court costs incurred by the creditor in the collection of the delinquencies.
4. **CONFLICT OF TERMS:** Should this proposal be accepted by use of purchaser's own contract forms, a copy of this proposal and its terms and conditions shall be attached to and become part thereof and be controlling.
5. **CLAIMS FOR DELAYS:** Notwithstanding any terms or conditions that may appear elsewhere to the contrary, we shall not be liable for delays in performance occasioned by contingencies arising from a state of war, labor problems, delay in transportation, shortage of cars or materials, inability to secure materials from suppliers or other causes beyond our control.
6. **CANCELLATIONS, REVISION, STARTING WORK AND/OR CHANGES:** In the event of cancellations or changes, materials and/or fabrication which have been expended will be billed at our customary rates and shall be paid for by purchaser. Any additional equipment or modification of this proposal requested by the purchaser will be a change order and will be billed to the purchaser. Asking or allowing us to commence work or make preparations for work will constitute acceptance by purchaser of this bid proposal.
7. **FACILITIES:** Unless otherwise specified and mutually agreed upon, purchaser agrees to provide free of charge, sufficient storage space at jobsite and use of existing facilities, such as power, water, telephone, hoists, etc.
8. **PERMITS AND LICENSES:** Purchaser shall obtain and pay for all building construction and/or other permits or licenses required with the exception of our State of California Contractor's License.
9. **PERFORMANCE AND PAYMENT BOND:** Performance and payment bonds, if any, shall be paid for by the purchaser.
10. **CLEANING:** Final cleaning of material shall be the responsibility of the purchaser. We will remove our own rubbish and will not accept charges for same unless authorized by us in writing.
11. **BREAKAGE:** We are not responsible for, nor do we replace, scratched, broken, or damaged material unless caused by our suppliers or employees.
12. **PROTECTION:** Protection for jobsite stored or installed materials shall be the responsibility of the purchaser.
13. **DIMENSIONS AND MEASUREMENTS:** All sizes will be taken from finished openings, unless other sizes are approved and guaranteed in writing by the purchaser or authorized representative.
14. **DIMENSIONAL TOLERANCES AND COLOR VARIATIONS:** We are not responsible for dimensional tolerances or color variations which fall within manufacturer's allowable ranges.
15. **REUSE OF MATERIALS:** When contract is based on reuse of owner's and/or purchaser's materials, all replacement of damaged, broken or rejected material will be at purchaser's expense.
16. **WORKING HOURS:** Unless otherwise noted, all work shall be done during our regular business hours: 7am - 4pm, Monday-Friday except for Holidays. All other hours will be billed at premium time labor rate.



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Terms and Conditions Agreement *(continued)*

17. WARRANTY: One year parts and labor unless noted otherwise. Warranty will be void if the warranted material is worked on or repaired by others.

18. CONCEALED DAMAGE: Price does not include the replacement or repair of concealed damage.

19. SAFETY: No traffic can pass through the opening during repair or installation.

20. INSURANCE: We carry Workers' Compensation Insurance and Liability Insurance. Our standard Certificate of Liability Insurance and Additional Insured Endorsement will be provided showing evidence of all of the aforesaid insurance. We will indemnify and hold harmless you and other entities of interest from any claims, demands, causes of action and damages based upon our negligence arising out of our work under this proposal.

21. EXCLUSIONS: (unless otherwise noted)

- Data recovery or data fixing
- Custom software engineering estimates
- Report formatting
- Other products/system compatibility analysis
- System administration
- System auditing
- Support of non-standard credit card processing services
- All conduit, wire, and pulling of wire
- Web-based interactive operational training
- Reprogramming of software due to rate or time changes, power outages, data loss, or data corruption
- Malfunctions resulting from acts of God, vandalism, misuse, operating environment, electrical power surges, or power failure

22. Purchaser Warrants That:

- The equipment, wiring or HVAC System we are attaching to is in good working and operable order
- Existing conduit is of adequate size and has space to accommodate required wiring
- The structure and floor can support the equipment and materials installed

23. APPLICABLE LAW: This Proposal is subject to and should be governed and construed in accordance with the laws of the State of California, U.S.A.

24. ELECTRONIC SIGNATURES: The parties agree that for the purposes of executing this Proposal, either party, or both parties, may execute with an electronic signature and both parties intend the electronic signature to be considered original signatures and binding for all purposes for this Proposal and for any changes/modifications made to this Proposal.

UPDATED: 12/12/2016



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Signature Page

By signing below, I am acknowledging that I have read, understand and agree to the scope of work described in the Proposal Details page and to the terms and conditions presented in the Terms and Conditions Agreement.

Additional charges will occur if changes/modifications are made to project scope, once this document has been signed.


1/24/2017

Nick Sergi
United California Glass & Door

Alyssa Ventre
San Francisco Arts Commission

We carry primary liability insurance of \$1,000,000 plus \$10,000,000 umbrella liability insurance.
An Equal Employment Opportunity and affirmative action employer.

Corporate: 745 Cesar Chavez San Francisco, CA 94124 Ph: (415) 624-8500 Fax: (415) 648-3838
Regional: 11337 Trade Center Dr, #400 Rancho Cordova, CA 95742 Ph: (800) 698-9023 Fax: (888) 565-5365

www.ucgd.com

PAGE 4

ONE SOURCE...ONE SOLUTION

United California[®]

Each division provides
24 Hour Emergency Service
7 days a week

Lic. # 916541, Lic. # 628422
Lic. # 962341, Lic. # 990461

We would like to take this opportunity to introduce our "Family of Services". Our company provides the following services for *installation, replacement, repair or maintenance*. If you would like additional information regarding the services we provide, please contact us at your convenience.

United California Access & Security

- Doors (automatic, swing, revolving, balanced)
- Parking and Revenue Control
- Integrated Audio, CCTV & Access Controls
- Fire and Burglary Monitoring
- Fire and Life Safety Inspections using Building Reports
- Door Hardware (locks, closers, panic devices, etc.)
- Master Dealer for BOON EDAM Door Systems, Security Access & Advanced Door Care

United California Building Automation

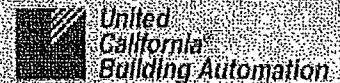
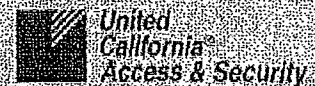
- KVAR Energy Controller to optimize power consumption
- Building Management Systems (HVAC, lighting, access controls)
- Authorized dealer for Johnson Controls and Honeywell Systems
- Building Automation maintenance and upgrades

United California Glass & Door

- Overhead Rolling Grilles and Doors
- Gates and Dock Equipment
- Storefronts and Glass Doors
- Windows and Patio Doors
- Shower Enclosures
- Mirrors and Glass (tempered, wire, laminated, etc.)
- Waterproofing
- Film: Graffiti and Solar
- Scratch Removal
- Skylights

United California Fire Protection

- Services for all Fire Sprinkler and Standpipe Systems
- Testing: 5 Year, Annual and Quarterly Inspections
- Repair Deficiencies of Fire Sprinkler and Standpipe Systems
- Portable Fire Extinguisher Services
- Fire Alarm Inspections & Monitoring
- Kitchen Hood Fire Suppression Systems: Semi-Annual Inspection, Testing, Cleaning, Installations, and Maintenance



Corporate Office:

745 Cesar Chavez
San Francisco, CA 94124
P: 415-824-8500 F: 415-648-3838

Regional Office:

11337 Trade Center #400
Rancho Cordova, CA 95742
P: 800-698-9023
F: 800-243-9455

www.uicgd.com



McMillan Data Communications

1950 Cesar Chavez Street, San Francisco CA 94124
T: 415.826.5100 F: 415.826.8887 * mcmillanco.com
Lic 947775-C10

January 4, 2017

Proposal #: MM16-0067

Revision one

Anne Trickey
San Francisco Arts Commission

Re: Spectra Sound Masking
401 Van Ness Avenue, Suite 325
San Francisco, CA 94102

Dear Anne,

We are pleased to provide our cost proposal for the installation of Lencore Spectra Sound Masking System Components for the San Francisco Arts Commission at 401 Van Ness Avenue, Suite 325, in San Francisco California. Our proposal is based on the floor plan we received and our knowledge of the building.

We will perform the installation after normal hours without our electrician for the amount of.....\$4,385.00

Scope of work to include the following:

1. Furnish and install one (1) 18/6 plenum rated cable to eleven (11) regular units and one (1) RCVC unit.
2. Furnish and install one (1) low voltage transformer.
3. Label and test units.
4. Preset and program all master units prior to ceiling installation.
5. Furnish and install one (1) ceiling wire to hang the unit and one (1) ceiling wire to stabilize the unit from swinging by attaching it to the ceiling grid.
6. Furnish and install ceiling wires and j-hooks to support the cable above the ceiling.
7. Provide red line drawings at the conclusion of the installation.

Clarifications:

- ◆ Work will take place during normal business hours between 6:00 am and 2:00 pm.
- ◆ Design will be performed by Lencore Acoustics Corporation.
- ◆ All cables are plenum rated.

Exclusions:

Work of other trades, holidays, Sundays, coring, shelves, plywood, or any other work not specified herein.

For any questions or additional information, please contact me at 415-826-5100 extension 279.

Sincerely,

Mark Mahoney
Managing Partner
mmahoney@mcmillanco.com