

AV Services Terms and Conditions for AV Vendors

September 27, 2023

V2.2

General:

- I. Labor must be union/prevaling wage and must comply with all requirements and regulations for IBEW Local 269.
- II. All Audio/Video (AV) projects will be delivered in accordance with the standards set in the current version of the [Princeton University Design Standards Manual](#).
 - A. Section 2.11 and the relevant appendices describe standards specific to AV installations, but all sections of the manual are to be followed.
 - B. If there are questions or requests to deviate from the standards, they will be submitted in writing.
- III. All Graphical User Interfaces (GUIs) will match the look, feel, and design of the sample GUI provided as part of the DSM.
 - A. Sample GUI files will be provided by AV Services.
 - B. AV Services will need to approve the GUI before a project can be completed and the AV Vendor will schedule a review of the proposed GUI before the system is commissioned.
- IV. The AV Vendor will go over the design and identify any potential issues or problems with the design and submit them in writing to AV Services. It is the AV Vendor's responsibility to deliver a working system that delivers all the features detailed in the Scope of Work. Equipment mis-specification or gaps in meeting the scope discovered after installation has begun will be the responsibility of the AV Vendor to remedy.
 - A. Changes resulting from a change in the Scope of Work or requests by the owner after the Scope of Work has been submitted will be submitted in writing as Change Orders. Once the change order has been submitted and approved, any further mis-specification after the change order will be the responsibility of the AV Vendor to remedy.
- V. The warranty period starts the day a project is signed off as complete and lasts for one year. A warranty will cover the following:
 - A. Equipment Failure
 - B. Programming errors discovered after sign off
 - C. Device configuration errors discovered after sign off
- VI. Princeton University is not looking to enter into a service contract after the system is signed off as completed.
- VII. Any changes of scope or requests to change scope will be submitted in writing and agreed to by the AV Vendor, AV Services, and any other relevant parties before they can proceed.



- VIII. There will be no final billing until the project is signed off as completed by a representative from AV Services.
- IX. The AV Vendor will rectify punch-list items within two weeks of the closeout inspection. A project will not be signed off as complete while there are outstanding punch list items.
- X. Sign-Off deadlines and approvals, as detailed in bid documents, will need to be met prior to billing milestones (see Schedule of Values template).

Communication:

- I. The AV Vendor will inform AV Services when they will be on site and what building they will be working in at least twenty-four hours ahead of time.
 - A. If the AV Vendor is a no-show for a scheduled event without prior notification, the AV Vendor will not charge for the visit and reschedule ASAP.
 - B. If an AV Vendor has multiple no-shows (barring emergencies or sickness), their status as preferred AV Vendor for the University may be downgraded.
 - C. The AV Vendor will notify AV Services of progress each day, by phone or email, before leaving the site.
- II. The AV Vendor shall provide adequate resources needed to complete a task in the scheduled time.
- III. If a task cannot be completed in the original time allotted, the AV Vendor will coordinate with AV Services and Princeton University when they will be back to finish the original task.
- IV. The AV Vendor will coordinate with AV Services to arrange a closeout inspection at least a week before the desired inspection date.

Deliverables:

- I. The AV Vendor will provide a user manual and training to AV Services before the system can be signed off as completed.
- II. The AV Vendor will provide AV Services with updated As-Built drawings in .DWG, .PDF, and hard copy (Qty. 2) format before the system can be signed off as completed.
 - A. A hard copy of the drawings will be placed in the rack (if the system has a rack).
- III. The AV Vendor will provide AV Services with As-Built programming and configuration files for devices including but not limited to those listed below before the system can be signed off as completed.
 - A. Control Processors
 - B. DSP's
 - C. Video Matrix Switchers
- IV. In systems with DSP's or Matrix Video Switchers, Inputs, Outputs, and a routing chart will be created and submitted to AV Services in soft and hard copies before a project is signed off as complete.
 - A. All switcher inputs and outputs will be labeled on the front and back of the device.
- V. Any deliverables not listed here but are listed in the DSM or the Required Deliverables that were current when the contract was created will need to be submitted for sign off.



Equipment:

- I. Where bulk cables are required, the following requirements will be met.
 - A. All cables must be plenum rated and shielded.
 - B. All connectors must be shielded and rated appropriately for the cable they are serving as a connector for.
 - C. Twisted Pair Ethernet cables must be CAT6 or higher.
 - D. Where Extron systems are installed, recommended Extron cables will be installed.
 1. Extron XTP DTP 22P for Twisted Pair Connections
 2. Extron STP20-2P for EBUS connections
 - E. The gauge of speaker cable will be confirmed by the AV Vendor before installation.
- II. All cables will be labeled in accordance with the functional drawings.
 - A. A cable label will be placed at each end of the cable.
- III. All equipment buttons will be labeled.
- IV. When a system is complete, it will need to be tested and verified by AV Services before sign off.
 - A. AV Vendors will confirm the system meets the functional requirements from the Scope of Work documents before asking AV Services to verify the system.
 - B. The AV Vendor will commission and test the system before asking AV Services to verify the system.
 - C. If the system is not found to function properly, it is the responsibility of the AV Vendor to correct this.
 - D. The AV Vendor will confirm the system passes any tests and standards laid out by testing documents before asking AV Services to verify the system for sign off.
- V. All Apple TV's and AppleTV security mounts will be procured through Princeton Hardware Support Services. The AV Vendor will coordinate with HWS to register the devices on the network.
- VI. Mac Mini's and other personal computers will be purchased through Princeton and AV Services will configure them. The project manager will reach out to AV Services to place the order for computers with adequate lead time for ordering and imaging the machines. AV Services will provide the computers to the AV vendor for installation once configured.
- VII. All wireless microphones and related equipment will be in the approved range of bands based on our location.