



TOMLINSON GROUP NEW CORPORATE OFFICES, OTTAWA -REQUEST FOR PROPOSAL

Table of Contents

INTRODUCTION	2
❖ Hardware & installation general guidelines / All Rooms	3
GYMNASIUM	4
❖ General configuration.....	4
TRAINING ROOMS A & B	5
❖ General configuration.....	5
ATRIUM area	6
❖ General configuration.....	6
CAFETERIA area	7
❖ General configuration.....	7
MEETING ROOMS.....	8
❖ General configuration 221.....	9
❖ General configuration 222.....	10
❖ General configuration 329,436.....	11
TENDER CLOSING ROOM (442).....	12
❖ General configuration.....	12
SMALL MEETING ROOMS 127/ 322	13
❖ General configuration.....	13
ADDITIONAL INFORMATION.....	13
❖ Equipment list.....	14
❖ NOTES REGARDING DRAWING SETS	17



TOMLINSON GROUP NEW CORPORATE OFFICES, OTTAWA -REQUEST FOR PROPOSAL

INTRODUCTION

Tomlinson Group is in the process of building a new headquarters in the Ottawa region. The new office will have numerous A/V oriented rooms. These will be meeting rooms, training rooms, cafeteria and gym.

Tomlinson Group's new headquarters is being built as a state of the art LEED certified building. The AV design and integration will need to follow this direction and is expected to be a "next generation" system. As the building lighting and blind controls are Crestron it is expected the AV to follow suit with a fully integrated control system.

This document will provide an outline of Tomlinson Group's Audio Visual expectations. The requirements outlined are a basic guideline for each area. The AV control system will be Crestron to leverage current lighting and blind control. The audio DSP will be a centralized (Enterprise Core) design with redundancy.

Tomlinson Group is looking for respondents to provide a complete design and integration proposal. Within the proposals please provide the following

- hardware and labour cost breakdowns by room/area.
- Please include all programming, management and project fees as separate line items.
- Please provide extended warranty options as an addendum to the proposal.

The rooms will be used for document presentations, employee's information, videoconference, web content sharing or music reproduction, care must be taken regarding the following points:

- All products quoted must be current and not near end of life cycle. (Minimum of 6 months post installation)
- All systems must be fully compatible with Microsoft O365 and Skype for Business as per the client's operating environment and must be considered to insure seamless integration.
- Electronic devices integration in walls & ceilings and furniture, must be well coordinated with construction management team.
- Wiring paths for AV power & data must be incorporated in existing infrastructure design. Any changes necessary will be done at the vendors cost. Proper coordination with furniture supplier will be necessary for all connections from the tables to the systems.
- All network requirements and bandwidth requirements must be communicated to the client's IT team prior to integration to insure adequate delivery rate of content. Network security considerations for AV devices must be coordinated with owner's team. Any network switches must be HP/Aruba and will be owner supplied. Any requirements must be noted in proposal.
- All mounting hardware and methods must comply with any and all City of Ottawa seismic requirements.

Careful evaluation and coordination at this stage will make possible a high-level, fully functional and integrated solution for AV requirements throughout the venue.



TOMLINSON GROUP NEW CORPORATE OFFICES, OTTAWA -REQUEST FOR PROPOSAL

❖ **Hardware & installation general guidelines / All Rooms**

- All AV system components such as speakers, projector and screen will be pole mounted from the ceiling slab.
- Therefore, all those components must come equipped with the proper pole mounting hardware, poles, ceiling flanges, etc.
- All poles to be 1.5" schedule 40 steel pipe, except loudspeakers that can be on a ¾" pipe
All devices must have a safety cable running inside the pole and attached to an independent mounting point on the slab. All poles and hardware to be satin black.
- Screen assembly must be in a finishing box to be coordinated with General Contractor.
- All anchors and mounting details to be certified by a structural engineer licensed in Ontario.
- All low voltage and AC power wiring to poles to be in separate conduits.
- Conduits to stop at top of poles on standard outlet boxes.
- EMT or flexible armored conduits are acceptable, according to site conditions.
- Devices can be regrouped in a single or multiple conduit runs if fill capacity is respected.
- All conduits to originate from a single local AV closet or rack location in the room.
- All AC outlets and attached conduit network to be supplied by Owner.
- A surge protected outlet (Hubbell CircuitGard) on an individual circuit required at rack & projector locations.
- All AV conduits and outlets boxes have been supplied by Owner. Any changes to this are at AV integrators expense
- All low voltage and AC cabling to devices from outlet boxes to be hidden in the poles.
- System will require digital Cable TV signal and Internet access, to be supplied by Owner.
- Completed system will require real-time audio equalization & system parameters adjustments, as well as displays / projectors color calibration.

End of Introduction section



TOMLINSON GROUP NEW CORPORATE OFFICES, OTTAWA -REQUEST FOR PROPOSAL

GYMNASIUM

❖ **General configuration**

- Gymnasium will be equipped with a high quality, high output distributed sound system.
- Sound system will extend into showers and cloak room areas, but on separate zones.
- Gym will be fitted with 55" HD displays located in such a way that they will be visible anywhere in the room. Initial quantity would be 3 units.
- Cloak room will also receive one 48" HD displays.
- Wall mount control panels will permit a per-sector AV source selection and volume control; there will be one (1) in the Gym and one (1) in the Cloak room.
- System must allow for independent audio source selection and distribution.
- System must allow for automatic ambient noise sound level adjustment in Gym area; Cloak room volume adjustments will be with the wall panel.
- System must allow for automatic shutoff of all devices upon reception of a signal from the BAS, Intrusion and Fire system.
- AV sources will include:
 - one (1) digital cable box (owner provided)
 - one (1) personal device input (Bluetooth/Airplay).
- All audio signals to be properly summed and distributed in mono format. (please see Rane note109, Why not wye?)
- All video signals to be HDMI with appropriate extenders over Cat6.
- All TV's will be digital signage displays with live video will have an LAN connection back to the rack. Network integration will be in conjunction with Owner.
- All equipment to be in a rack within the Gym area. Storage space such as drawers must be supplied within the rack. Rack to be fitted with ventilated, lockable doors, and internal electrical distribution.

End of Gymnasium section



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TRAINING ROOMS A & B

❖ **General configuration**

- Room will each be equipped with a high quality distributed sound system.
- Rooms will be equipped with video projection with motorized screens.
- Rooms will be used in combined and separate configurations. Control system must allow for all scenarios.
- Room will be equipped with a fixed control panel for the operator. Provision must also exist to allow control through Owner-supplied tablet.
- System must allow for automatic shutoff of all devices upon reception of a signal from the BAS, Intrusion and Fire system.
- System must allow for control of lights through AV control panels.
- AV sources per room will include:
 - one (1) personal mobile device input (3.5mm jack)
 - one (1) digital cable box (owner provided)
 - one (1) wireless hands-free microphone system
 - one (1) wireless presentation gateway.
- All audio signals to be properly summed and distributed in mono format. (please see Rane note109, Why not wye?)
- All video signals to be HDMI with appropriate extenders over Cat6.
- All equipment to be in a rack within the room. Storage space such as drawers must be supplied within the rack. Rack to be fitted with ventilated, lockable doors, and internal electrical distribution.

End of Training Rooms A & B section



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ATRIUM area

❖ **General configuration**

Atrium area will be fitted with a large wall mounted digital signage-type display.
Initial size envisioned is an 84" hi-brightness LCD display, with a fixed wall mount support.

Display will have an accompanying integrated sound bar for audio reproduction.

A digital signage player will be located behind the display, and will be accessible through the Owner's network at designated stations for content creation and editing.

End of Atrium section



TOMLINSON GROUP NEW CORPORATE OFFICES, OTTAWA -REQUEST FOR PROPOSAL

CAFETERIA area

❖ **General configuration**

- Cafeteria area will be fitted with medium sized (49") digital signage-type displays. Final locations to be assessed with final layout and owners. To be approximately 3 displays
- Area will also be equipped with a high quality distributed sound system. Final locations and quantities to be assessed once final room layout known.
- Area will be equipped with one rack located control panel for the operators. Provision must also exist to allow control through Owner-supplied tablet.
- System must allow for restriction of access to authorized users, and volume and source selection based on that permission.
- System must allow for automatic shutoff of all devices upon reception of a signal from the BAS, Intrusion and Fire system.
- System must allow for control of lights through AV control panels.
- Sound system and signage displays will have an access point plate for a cart based equipment bay to be used for various company events.
- Signage displays must be on an Owner-supplied network segment with the associated server and workstation.
- Signage server will be accessible through the Owner's network at designated workstations for content creation and editing.
- Signage server must also integrate TV tuner capability.
- Display system must be provided with a content editing software.
- All audio signals to be properly summed and distributed in mono format. (please see Rane note109, Why not wye?)
- All video signals to be HDMI with appropriate extenders over Cat6.
- All equipment to be in a rack within the room. Storage space such as drawers must be supplied within the rack. Rack to be fitted with ventilated, lockable doors, and internal electrical distribution.

End of Cafeteria section



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MEETING ROOMS

❖ *Introduction*

There are four types of meeting rooms with AV capabilities on the premises:

- Main meeting room
- Medium meeting rooms
- Tender closing room
- Small meeting rooms

Rooms share common items and functions. They will also share a reservation system based on Microsoft O365 features, and videoconferencing based on Skype for Business model.

Accent will be put on documents dissemination and sharing through wireless gateways in each room.

Breakdown of rooms is as follow:

Main meeting room	Second floor	room 221
Executive meeting room	Second floor	room 222
Medium meeting rooms	Third floor	room 329
	Fourth floor	room 436
Tender meeting room	Fourth floor	room 442
Small meeting room	First floor	room 127
	Third floor	room 322

End of meeting room introduction.



TOMLINSON GROUP NEW CORPORATE OFFICES, OTTAWA -REQUEST FOR PROPOSAL

MAIN MEETING ROOM (221)

❖ ***General configuration 221***

Main meeting room must be able to support many communications means, such as telephone or videoconference, documents viewing and sharing, with attendance ranging from a few to a full room.

- Room will be equipped with a high quality distributed sound system.
- Room will be equipped Skype for Business compatible audio-video conferencing system.
- Room will have a personal devices contents sharing system.
- Room to be equipped with Christie DWU-850GS with 0.75-0.95:1 short throw lens or approved equivalent.
- Room will be equipped with 123" diag. motorized retractable video projection screen at one end.
- Meeting room to be equipped with wired ceiling mounted microphones (note: ceiling open to slab with specialty lighting).
- Room will have one wall mounted system control panel (Supplied by EC in lighting controls package).
- System must allow for control of lights and blinds through AV system control panels.
- Control system will need to work with and use owner furnished tablet.
- Conference table to be equipped with a concealed AV flip top basic cable cubby with retractable cables. To be coordinated with furniture vendor.
- System must allow for restriction of access to authorized users, and volume and source selection based on that permission.
- System must allow for automatic shutoff of all devices upon reception of a signal from the BAS, Intrusion and Fire system.
- AV sources will include:
 - one (1) wireless presentation gateway.
 - one (1) Skype for Business-compatible videoconference camera system.
 - one (1) microphone system
- Presentation gateway to have the following capabilities
 - Bluetooth connection
 - HDMI input/output
 - Skype for Business-compatible videoconference camera system.
 - Wireless BYOD presentation.
- All audio signals to be properly summed and distributed in mono format. (see Rane note109, Why not wye?).
- All video signals to be HDMI with appropriate extenders over Cat6 where applicable.
- All equipment to be in a rack within the room. Storage space such as drawers must be supplied within the rack. Rack to be fitted with ventilated, lockable doors, and internal electrical distribution. Possibility of rack to be ceiling mounted.

End of Main meeting room section.



TOMLINSON GROUP NEW CORPORATE OFFICES, OTTAWA -REQUEST FOR PROPOSAL

EXECUTIVE MEETING ROOM (222)

❖ **General configuration 222**

Main meeting room must be able to support many communications means, such as telephone or videoconference, documents viewing and sharing, with attendance ranging from a few to a full room.

- Room will be equipped with a high quality distributed sound system.
- Room will be Skype for Business audio video conferencing ready and capable of working with other web based video conferencing systems.
- Room will be equipped wireless Skype for Business compatible voice only teleconferencing system.
- Room will have a personal devices contents sharing system.
- Room will be equipped with retractable video projection screen on one end.
- Conference table will be equipped with wired ceiling installed microphones (note, ceiling is open to slab).
- Room will have one wall mounted system control panel only.
- Control system will need to work with and use owner furnished tablet.
- System must allow for control of lights and blinds through AV system control panels.
- System must allow for restriction of access to authorized users, and volume and source selection based on that permission.
- System must allow for automatic shutoff of all devices upon reception of a signal from the BAS, Intrusion and Fire system.
- AV sources will include:
 - one (1) wireless presentation gateway.
 - one (1) teleconference tabletop voice unit
 - one (1) Skype for Business-compatible videoconference camera system.
- Presentation gateway to have the following capabilities
 - Bluetooth connection
 - HDMI input/output
 - Skype for Business-compatible videoconference camera system.
 - Wireless BYOD presentation.
- All audio signals to be properly summed and distributed in mono format. (see Rane note109, Why not wye?).
- All video signals to be HDMI with appropriate extenders over Cat6.
- All equipment to be in a rack within the room. Storage space such as drawers must be supplied within the rack. Rack to be fitted with ventilated, lockable doors, and internal electrical distribution. Possibility of rack to be ceiling mounted.

NOTE: NO DEVICES TO BE INSTALLED OR CABLED TO TABLE. BOARDROOM TABLE TO BE GLASS

End of Main meeting room section



TOMLINSON GROUP NEW CORPORATE OFFICES, OTTAWA -REQUEST FOR PROPOSAL

MEDIUM MEETING ROOMS (329,436)

❖ **General configuration 329,436**

Medium meeting room must be able to support many communications means, such as telephone or videoconference, documents viewing and sharing, with attendance ranging from a few to a full room.

- Room will be equipped with a high quality distributed sound system.
- Room will be equipped with a Crestron control system that will use existing control panel and owner furnished tablet.
- Room will be equipped with a presentation gateway.
- Presentation gateway to have the following capabilities
 - Bluetooth connection
 - HDMI input/output
 - Skype for Business-compatible videoconference camera system.
 - Wireless BYOD presentation.
- Room will be equipped with a large LCD digital display.
- AV sources will include: presentation gateway.
- All audio signals to be summed and distributed in mono format.
- All video signals to be HDMI with appropriate extenders over Cat6.
- All equipment to be in a rack within the room. Storage space such as drawers must be supplied within the rack. Rack to be fitted with ventilated, lockable doors, and internal electrical distribution. Possibility of rack to be ceiling mounted.

End of medium meeting room section.



TOMLINSON GROUP NEW CORPORATE OFFICES, OTTAWA -REQUEST FOR PROPOSAL

TENDER CLOSING ROOM (442)

❖ **General configuration**

Tender meeting room must be able to support many communications means, such as telephone or videoconference, documents viewing and sharing, with attendance ranging from a few to a full room.

- Room will be equipped with a high quality distributed sound system.
- Room will be equipped with a Crestron control system that will use existing control panel and owner furnished tablet.
- Room will be equipped with a presentation gateway.
- Presentation gateway to have the following capabilities
 - Bluetooth connection
 - HDMI input/output
 - Skype for Business-compatible videoconference camera system.
 - Wireless BYOD presentation.
- Room will be equipped with a large LCD TV display with touchscreen feature as well a conventional large screen LCD display, at each end of the room.
- Conference table will be equipped with wired table installed microphones.
- Conference table will be equipped with a Crestron FlipTop™ basic cable cubby with retractable cables.
- System must allow for control of lights through AV system control panels.
- Conference table will be equipped with recessed AC outlets and cable access traps.
- System must allow for restriction of access to authorized users, and volume and source selection based on that permission.
- System must allow for automatic shutoff of all devices upon reception of a signal from the BAS, Intrusion and Fire system.
- AV sources will include:
 - one (1) wireless presentation gateway.
 - one (1) flip top control system
- All audio signals to be summed and distributed in mono format.
- All video signals to be HDMI with appropriate extenders over Cat6.
- All equipment to be in a rack within the room. Storage space such as drawers must be supplied within the rack. Rack to be fitted with ventilated, lockable doors, and internal electrical distribution. Possibility of ceiling mounted racks.

End of tender closing room section.



TOMLINSON GROUP NEW CORPORATE OFFICES, OTTAWA -REQUEST FOR PROPOSAL

SMALL MEETING ROOMS 127/ 322

❖ **General configuration**

Small meeting room must be able to support many communications means, such as teleconference, documents viewing and sharing, Web access, with attendance ranging from a few to a full room.

- Room will be equipped with a presentation gateway.
- Presentation gateway to have the following capabilities
 - Bluetooth connection
 - HDMI input/output
 - Skype for Business-compatible videoconference camera system.
 - Wireless BYOD presentation.
- Room will be equipped with a large LCD TV, with integrated speakers.
- AV sources will include:
 - one (1) wireless presentation gateway.
- All video signals to be HDMI with appropriate extenders over Cat6.

End of small meeting room section.

ADDITIONAL INFORMATION



TOMLINSON GROUP NEW CORPORATE OFFICES, OTTAWA -REQUEST FOR PROPOSAL

❖ **Equipment list**

Provided below is a sample equipment list that meet Tomlinson Group’s requirements. By no means is the equipment list complete or does it limit the proposals to specific equipment. This list is to serve as a guideline of expected Audio-Visual system quality and function.

<u>Gym</u>				<u>Quantity</u>
Control	Crestron	TWS-560P-W-S	5" Touch Screen Portrait	2
	BrightSign	XT1143	Digital Signage Player	4
	Crestron	CEN-NSP-1	Media Player w PDA doc	1
Audio	QSC	QSYS	(Enterprise Core)	1
	QSC	CXD4.3q	Amp Allowance	1
	QSC	AD-P4T	4.5" pendant	8
	QSC	AC-C4T	4" Full range ceiling speaker	8
	QSC	AD-S112-SW-B	12" Sub	2
	Crown	PZM-11	Wall plate mic	1
Video	LG	55SM5C	55"	3
	LG	43SM5C	43"	1
<u>Training Rooms A/B</u>				<u>Quantity</u>
Control	Crestron	DMPS3-4K-50-C	3-Series® 4K DigitalMedia™ Presentation System 50	2
	Crestron	TSW-760-NC-B-S	7" Touch Screen, Colour TBD	2
	Crestron	AM-101	Air Media Presentation Gateway	2
	Crestron	HD-MD-400-C-E	HD Scaling auto switcher and extender	2
Audio	QSC	QSYS	(Enterprise Core)	2
	QSC	CXD4.3q	Amp Allowance	2
	QSC	AC-C4T	4" Full range ceiling speaker	8
	QSC	AD-S112-SW-B	12" Sub	2
	Shure	BLX14/CVL	Wireless LAV	2
Video	Christie	DWU700-GS	WUXGA Laser phosphor projector	2
	Draper		Draper 120" Electric Screen	2
Misc	HP/Aruba		5-Port PoE+ Switch	2
<u>Atrium Front Lobby</u>				<u>Quantity</u>
Control	BrightSign	XT1143	Digital Signage Player	1
Audio		Soundbar		1
Video	LG	84WS70MS-B	84"	1
<u>Small Meeting Room 127</u>				<u>Quantity</u>
Control	Crestron	HD-MD-400-C-E	HD Scaling auto switcher and extender	1
	Crestron	CCS-UC-1-AV W/PS KIT	Mercury™ Tabletop Conference System, Video Package	1
Displays	LG	55SM5KD	55" Digital Signage Display	1



TOMLINSON GROUP NEW CORPORATE OFFICES, OTTAWA -REQUEST FOR PROPOSAL

<u>Cafeteria / Multi Use Space</u>				<u>Quantity</u>
Control	BrightSign	XT1143		2
Audio	QSC	QSYS	(Enterprise Core)	1
	QSC	CXD4.3q	Amp Allowance	1
	Shure	BLX14/CVL	Wireless LAV	1
	QSC	AD-P4T	4.5" pendant	8
	QSC	AD-S112-SW-B	12" Sub	1
Video	LG	49SM5C	49" Digital Signage Display	2
<u>Large Meeting Room 221</u>				<u>Quantity</u>
Control	Crestron	DMPS3-4K-50-C	3-Series® 4K DigitalMedia™ Presentation System 50	1
	Crestron	TSW-760-NC-B-S	7" Touch Screen, Colour TBD	1
	Crestron	CCS-UC-200	Audio Video Conference System - Skype for Business	1
	Crestron	HD-MD-400-C-E	HD Scaling auto switcher and extender	1
	Crestron	FT-600-BALUM	FlipTop™ Basic	1
Audio	Shure	MXW8	Wireless mics	8
	Shure	MXWAN14	4 Channel audio network interface	1
	Shure	MXWNCS8	8 port charging station	1
	Shure	MX410/S	10" Gooseneck	8
	QSC	CXD4.3q	Amp Allowance	1
	QSC	QSYS	(Enterprise Core)	1
	QSC	AD-P4T	4.5" pendant	8
Video	QSC	PTZ-12X72	Q-SYS Conference Camera with 12x Optical Zoom.	1
	<i>Christie</i>	<i>DWU850-GS</i>	<i>WUXGA Laser phosphor projector</i>	<i>1</i>
	Draper		Draper 123" Electric Screen with black drop	1
Misc	HP/Aruba		5-Port PoE+ Switch	1
<u>Executive Meeting Room 222</u>				<u>Quantity</u>
Control	Crestron	DMPS3-4K-50-C	3-Series® 4K DigitalMedia™ Presentation System 50	1
	Crestron	CCS-UC-200	Audio Video Conference System - Skype for Business	1
	Crestron	TSW-760-NC-B-S	7" Touch Screen, Colour TBD	1
	Crestron	HD-MD-400-C-E	HD Scaling auto switcher and extender	1
	Crestron	FT-600-BALUM	FlipTop™ Basic	1
Audio	QSC	QSYS	(Enterprise Core)	1
	QSC	CXD4.3q	Amp Allowance	1
	Shure	BLX14/CVL	Wireless LAV	1
	QSC	AD-P4T	4.5" pendant	8
Video	LG	84TRB3	84" Touch Panel	1
Misc	HP/Aruba		5-Port PoE+ Switch	1
	Polycom		Wireless Conference phone	1



TOMLINSON GROUP NEW CORPORATE OFFICES, OTTAWA -REQUEST FOR PROPOSAL

<u>Small Meeting Room 322</u>					<u>Quantity</u>
Control	Crestron	HD-MD-400-C-E	HD Scalling auto switcher and extender		1
	Crestron	CCS-UC-1-AV W/PS KIT	Mercury™ Tabletop Conference System, Video Package		1
Displays	LG	55SM5KD	55" Digital Signage Display		1
<u>Medium Meeting Room 329</u>					<u>Quantity</u>
	Control	Crestron	HD-MD-400-C-E	HD Scalling auto switcher and extender	1
		Crestron	CCS-UC-1-AV W/PS KIT	Mercury™ Tabletop Conference System, Video Package	1
	Audio	QSC	QSYS	(Enterprise Core)	1
		QSC	CXD4.3q	Amp Allowance	1
		QSC	AD-P4T	4.5" pendant	8
	Video	LG	65UH5C-B	55" Digital Signage Display	1
<u>Medium Meeting Room 436</u>					<u>Quantity</u>
	Control	Crestron	HD-MD-400-C-E	HD Scalling auto switcher and extender	1
		Crestron	CCS-UC-1-AV W/PS KIT	Mercury™ Tabletop Conference System, Video Package	1
	Audio	QSC	QSYS	(Enterprise Core)	1
		QSC	CXD4.3q	Amp Allowance	1
		QSC	AD-P4T	4.5" pendant	8
	Video	LG	65UH5C-B	55" Digital Signage Display	1
<u>Tender Closing Room 442</u>					<u>Quantity</u>
	Control	Crestron	HD-MD-400-C-E	HD Scalling auto switcher and extender	1
		Crestron	CCS-UC-1-AV W/PS KIT	Mercury™ Tabletop Conference System, Video Package	1
		Crestron	DMPS3-4K-50-C	3-Series® 4K DigitalMedia™ Presentation System 50	1
		Crestron	HD-MD-400-C-E	HD Scalling auto switcher and extender	1
		Crestron	FT-600-BALUM	FlipTop™ Basic	1
		Crestron	FT-TSC600-BALUM	FlipTop™ Touch Screen Control System	1
	Audio	QSC	QSYS	(Enterprise Core)	1
		QSC	CXD4.3q	Amp Allowance	1
		QSC	AD-P4T	4.5" pendant	8
	Video	LG	65UH5C-B	55" Digital Signage Display	1
		LG	84TRB3	84" Touch Panel	1
		HP/Aruba		5-Port PoE+ Switch	1
<u>AUDIO CORE</u>		QSC	CORE 510i	(Enterprise Core)	2



TOMLINSON GROUP NEW CORPORATE OFFICES, OTTAWA -REQUEST FOR PROPOSAL

❖ **NOTES REGARDING DRAWING SETS**

Please note the following drawings have been provided.

Architectural
Electrical
AV – Conduit
AV – Device
Furniture (not final)

Architectural are latest available construction set

Electrical are Issued for Construction set

AV- Conduit are set made available to EE for tender and IFC. It must be noted that due to architectural and furniture layout changes some conduit may no longer be accessible or located in the correct place.

AV- Device are a set made for original concept that have been modified to accommodate latest changes to the Architectural layout. These are provided for reference only and equipment types and locations made change during the RFP and contract process.

Furniture are the latest available from the furniture designers. It must be noted that these drawings use scales that do not match any other drawing set.



TOMLINSON GROUP NEW CORPORATE OFFICES, OTTAWA -REQUEST FOR PROPOSAL

SOUND MASKING AND PAGING SYSTEM

Tomlinson is looking for an optional Sound Masking system analysis and budget. This system is to use CAT5/6 cabling for operation. We would like this system to be used for paging via our phone system. If it is deemed that sound masking would not be beneficial for the office space an alternative paging system option would need to be put in place. This can be done in conjunction with the audio systems if desired.

Please provide detailed and separate pricing as an additional option with your proposal.

❖ **SOUND MASKING**

Sound masking system will be an IP based system with centralized control

❖ **PAGING SYSTEM**

Paging system will be either done as part of sound masking system or centralized audio system. Paging will be integrated with phone system. Paging system must include phone system interface.

End of document.