PROPOSAL

Town of Suffield/Suffield Schools

Suffield Library - Theater AV Upgrade - J26450821



Date
Friday, November 13, 2026

Prepared by
Tim Hill
Design Consultant

www.CTI.com
info@CTI.com
(800) 743-6051

Dear Brian Stortz,

It was a pleasure to speak with you regarding your upcoming project. Thank you for the time to review your needs and identify your requirements. Based on our needs analysis we have developed a recommended solution for you. Conference Technologies, Inc. has the industry experience to create customized solutions to meet today's technology challenges. These solutions include consulting, design, implementation, and service. Enclosed is a project proposal for your review and consideration that outlines scope, timelines, deliverables, and our support plan to care for your investment. After review I will contact you to discuss any questions you or your team may have about this solution. Our team is excited about the opportunity to provide you with a fantastic experience and making your project a success.

Sincerely,

Tim Hill
Design Consultant
CTI
413-612-6100
tim.hill@cti.com

Scope of Work

Proposal Number: J26450821
Proposal Date: 11/13/2026

Prepared for: Town of Suffield/Suffield Schools
Attn: Brian Stortz
Phone: 8602500147
Email: bstortz@suffield.org

Prepared by: Tim Hill
Phone: 413-612-6100
Email: tim.hill@cti.com

Bill to:
Town of Suffield/Suffield Schools

,

Ship to:
Town of Suffield/Suffield Schools
50 N MAIN ST
SUFFIELD, CT 06078-2117

Executive Summary

Suffield Library – Theater AV Upgrade

Overview

In short: the Library's theater already has working surround sound and an equipment rack, and this proposal adds modern, easy-to-use upgrades around them. A base upgrade protects the equipment and gives every user a simple touch screen to run the room. Five optional upgrades can then be added one at a time or in groups: (1) a sharper laser projector and screen, (2) a speech sound system with wireless microphones, (3) a height-adjustable lectern that replaces the equipment rack, (4) an assistive listening system for people with hearing loss, and (5) acoustic treatment that improves how the room sounds.

This proposal outlines a modular audiovisual upgrade for the Suffield Library theater. The room already has relatively good bones: a fully operational surround sound system and an ERK equipment rack are in place. Rather than replace what works, CTI will build on that investment, reusing all of the existing surround sound loudspeakers, the surround sound processor, and the equipment rack, and adding the capabilities the room needs most.

The upgrade is structured as a base-level scope plus five independent quotes. Each quote can be purchased a la carte or grouped with others to fit the Library’s needs, schedule, and grant funding.

Existing Equipment to Be Reused

- All existing surround sound loudspeakers
- The existing surround sound processor
- The existing ERK equipment rack (replaced by the lectern if Quote 3 is purchased, with the equipment moved into the lectern's 12RU rack)

Reusing this equipment reduces project cost, shortens installation time, and keeps proven components in service.

Base AV Switcher, Touch Panel, and Surge Protection

The base upgrade protects the equipment and makes the room simple to run. It adds a surge-protected power unit (a heavy-duty power strip that guards against power surges) to the equipment rack, along with an HDMI switcher (a device that routes video and sound from a user's laptop or player) and a touch panel. With the touch panel, any user can turn the system on or off, choose what to play, and adjust the volume. Everything else in this proposal builds on this foundation.

Key Features

4K/60 video capability: The switching and distribution path supports 4K resolution at 60 frames per second, so modern laptops, media players, and presentation sources look sharp and smooth.
Independent surround sound output: A dedicated HDMI output feeds the existing surround sound processor, separate from the CAT6A output that carries video to the projector.
Seamless mode selection: Because the two outputs are independent, users can choose a full surround sound viewing experience or a simple media presentation with a single touch on the panel.
Guided operation: The touch panel guides users step by step and provides meaningful on-screen instructions, so no training or manual is needed.
Digital system reset: When the system is power cycled, the touch panel can completely reset the system digitally, returning it to a known, working state.

Room Modes

The touch panel lets users choose between two room modes, each set up automatically behind the scenes.

Movie mode: Bitstream surround sound is sent to the existing surround sound processor. The analog Extron output is not relied upon in this mode.
Presentation mode: A laptop or streaming source provides two-channel PCM audio, and the IN2004 analog output can feed the presentation sound system for maximum speech intelligibility.

Benefits of Investment

Protects the investment: Guards the reused surround sound processor and all new electronics from power surges and electrical noise.
Reduces downtime and repair costs: Helps avoid equipment failures that would take the theater out of service.
Organized power: Provides clean, centralized power distribution inside the rack.
Anyone can operate it: No technical training is needed, so staff and community groups can use the room with confidence.
Fewer support calls: Simple, consistent controls reduce user errors and reliance on staff or outside support.
Flexible sources: Easy source selection makes it simple to present from different devices.
Equipment protection: Proper power-on and power-off behavior supports longer equipment life.

Optional Quotes

Quote 1: 4K Laser Projector and Fixed-Frame Screen

An upgraded 4K laser projector paired with a new fixed-frame screen replaces the current video presentation components.

Benefits of Investment

Sharper, brighter image: 4K resolution and high brightness deliver clear presentations, films, and slides, even with some ambient light.
Low maintenance: Laser light sources eliminate lamp replacements and provide a long service life.
Fast on and off: A laser projector powers on and off much faster, behaving more like a display. Lamp-based projectors can take more than a minute to warm up or cool down, so presentations and events start and end without the wait.
Consistent picture quality: A fixed screen stays flat and taut, giving a uniform viewing surface for every event.
Future-ready: Supports current and emerging 4K content and sources.

Quote 2: Speech Non-Surround Sound System (Public Address Loudspeaker and Wireless Microphones)

A dedicated public address and presentation loudspeaker, the JBL AC18/26, driven by a 400 watt bridged Extron amplifier, and a two-channel wireless microphone system provide clear speech reinforcement, independent of the surround sound system. The system starts with two microphones, one handheld and one wearable, and is designed to grow.

Key Features

JBL AC18/26 loudspeaker: A purpose-built waveguide delivers great coverage of the audience without exciting the room, which keeps speech clear and reduces reflections. The white wooden cabinet blends in with the room's finishes.
Dedicated 400 watt bridged Extron amplification: An Extron XPA U 2002 SB two-channel amplifier is bridged into a single 400 watt channel to drive the loudspeaker, providing plenty of power and headroom for clear, undistorted speech.
Efficient, quiet operation: The amplifier is convection cooled with no fans, so it is silent in the room, and it saves energy by entering standby when idle and waking in under 100 milliseconds when audio returns.
Built-in protection: The amplifier protects itself and the loudspeaker against output shorts, thermal overload, and DC faults, and automatically limits gain to prevent clipping distortion.
Audio DSP included: This quote includes an audio digital signal processor that provides the outputs for the assistive listening system and drives the touch panel audio control features, such as volume control.
Handheld and wearable microphones: The system includes one handheld transmitter and one body-pack transmitter with a rack-mounted receiver, giving presenters hands-free or hand-held options.
Remote-mounted antenna: The wireless microphone receiver features a remote mountable antenna that is extended out of the equipment rack and mounted at 96" AFF. This provides excellent pickup and coverage without line-of-sight or interruption concerns.
Room to grow: The receiver can accept two additional microphones, such as a gooseneck microphone to sit on the lectern if the lectern option is pursued.
Always ready to use: A networked two-bay charging station and rechargeable batteries keep the transmitters charged and ready for each event.

Benefits of Investment

Speech clarity: Presenters, speakers, and performers are heard clearly by everyone in the room.
Right tool for the job: A dedicated loudspeaker is designed for voice, while the surround system continues to handle movie and program audio.
Freedom of movement: Wireless microphones let presenters move naturally and support panels, programs, and community events.
Accessibility and inclusion: Better intelligibility improves the experience for all attendees.

Quote 3: ADA-Compliant Presentation Lectern

An ADA-compliant, height adjustable presentation lectern, the AVFI LEXYZ34 height adjustable multimedia lectern, gives presenters a purpose-built, accessible station for the theater. This quote includes the 12RU equipment rack option, and the lectern will replace the existing equipment rack.

Key Features

Replaces the existing equipment rack: The lectern takes the place of the existing equipment rack, housing the system electronics in a beautiful, professional piece of furniture instead of an industrial-looking rack.
12RU equipment rack included: The lectern includes the 12RU rack option, so the system equipment is neatly installed inside the cabinet and stays easy to operate and service.
Height adjustable work surface: A silent lift mechanism raises and lowers the work surface from 32.5" to 48.5", suiting both tall and short presenters.
Built for presenting: The work surface supports a laptop and the touch panel, and the locking door keeps the equipment secure.
Mobile and finished: Heavy-duty locking casters let the lectern roll where it is needed, and the durable thermowrap finish is highly resistant to wear.

Benefits of Investment

Accessible to every presenter: An ADA-compliant design allows presenters of all abilities to use the stage and speaking position comfortably.
Supports compliance: Helps the Library meet its accessibility obligations and strengthens grant applications that prioritize inclusive public spaces.
Organized presenting position: Provides a dedicated, professional location for presenter devices and microphones, keeping cables and equipment neat and out of the way.
Welcoming for the community: Gives guest speakers, staff, and community groups a consistent, easy-to-use place to present.

Quote 4: ADA Assistive Listening Auracast System

An assistive listening system using Auracast broadcast audio sends the theater's sound directly to listeners with hearing loss. The system is intended to support the Library's ADA assistive listening needs for a room with amplified speech and includes the transmitter, receivers with hearing accessories, and the required notification signage.

Note: the assistive listening outputs come from the audio DSP included in Quote 2. If this quote is purchased without Quote 2, an additional audio mixing or DSP device may be required, which can add cost.

Key Features

Auracast broadcast audio: Built on Bluetooth LE Audio, a single transmitter broadcasts to an unlimited number of compatible receivers without pairing.
Use your own device: Visitors with Auracast-enabled hearing aids, cochlear implants, earbuds, or headphones can listen directly, with no borrowed equipment required.

Receivers for everyone else: Dedicated receivers with neckloops or headphones are provided for guests without personal Auracast devices, with the quantity sized to the room's seating capacity.
Connected to the presentation sound: The transmitter is fed from the theater's presentation audio so listeners hear clear, direct speech.
Notification signage: Signage tells visitors that assistive listening is available.

Benefits of Investment

Clear speech for everyone: Audio goes directly to the listener, bypassing room acoustics, distance, and background noise.
Supports accessibility requirements: Helps the Library meet its assistive listening obligations and strengthens grant applications that prioritize inclusive public spaces.
Private and comfortable: Listeners control their own volume and can use familiar personal devices.
Future-ready: Auracast is a growing, open standard, and support is increasingly available across hearing aid manufacturers and consumer earbuds.

Quote 5: Acoustic Treatment

Acoustic treatment improves how the room itself handles sound, controlling reflections and reverberation.

Benefits of Investment

Improved intelligibility: Reduced echo and reverberation make speech easier to understand.
Better overall sound: Film, music, and program audio sound tighter and more natural.
Maximizes other investments: Treatment helps the new voice-lift system and the reused surround system perform at their best.
Comfortable listening: A more controlled acoustic environment reduces listener fatigue during longer events.

Quote Summary

Item	Scope
Base AV Switcher, Touch Panel, and Surge Protection	Surge-protected PDU for the existing equipment rack, plus HDMI switcher and touch panel control (on/off, source select, volume)
Quote 1	4K laser projector and fixed-frame screen

Quote 2	JBL AC18/26 public address / presentation loudspeaker driven by a 400 watt bridged Extron amplifier, plus wireless microphone system with one handheld and one wearable microphone, charging station, and rechargeable batteries
Quote 3	ADA-compliant height adjustable presentation lectern (AVFI LEXYZ34) with 12RU equipment rack, replacing the existing equipment rack
Quote 4	ADA assistive listening system using Auracast broadcast audio, with receivers, hearing accessories, and signage
Quote 5	Acoustic treatment

Purchasing Options and Grant Funding

Each quote can be purchased on its own or combined with others. This lets the Library phase the project, prioritize the improvements with the greatest impact, and align purchases with available grant funding. The base quote, with its surge-protected PDU and simple system control, is recommended with any combination of optional quotes to protect the existing and new equipment and keep the room easy to use. An itemized bill of materials and pricing summary for each quote is provided in the accompanying quote report.

Quote Combinations and Audio Processing

Some combinations of quotes may cost more because extra audio mixing or processing equipment is needed. Quote 2 (the speech sound system) includes an audio processor that feeds the assistive listening system (Quote 4) and makes the touch panel's volume controls work. If Quote 2 is not purchased, additional equipment may be needed for those functions, and any added cost will appear in the itemized pricing in the accompanying quote report.

A Request to Those Preparing the Grant or Bid Specification

If you are assembling a grant application or a public bid specification from this summary, we respectfully ask that you request the exact bill of materials for each quote from CTI and include it in your documents as written. Please do not rely on this summary alone to describe the equipment.

Every component in this proposal was carefully selected to work with the others and with the equipment the Library already owns. The result is a compatible, cohesive system that is easy to own, operate, and service. Please be very careful when considering alternative or "equal" equipment. A substitution that looks equivalent on paper can:

Break compatibility: Changing a switcher, processor, amplifier, or control device can affect signal formats, audio routing, and touch panel functions that depend on one another.

Complicate operation: Mixed or unfamiliar equipment can make the system harder for staff and community groups to use, undoing the simple, guided operation this design provides.

Make service harder: A consistent set of equipment is quicker to support, and mismatched parts can mean more troubleshooting, more downtime, and higher long-term cost.

Add hidden costs: Alternates may require additional processing, cabling, programming, or rework to function as intended, and can reduce the value of the investment.

If alternates must be allowed, we recommend requiring that any proposed substitution be reviewed against the complete bill of materials and demonstrated to be fully compatible before approval. We are glad to help review submitted alternates and to answer any questions while the specification is being prepared.

Timeframe

To complete the work outlined in the project scope, we will need approximately 6 weeks from proposal acceptance. A project manager will be assigned to communicate with you at critical milestones. Upon notice to proceed, we will begin your project plan immediately.

Phase	Week
Notice to Proceed & Project Kickoff	1
Engineering	2
Procurement	3
Programming & Rack Fabrication	4
Onsite Installation	5
Commissioning & Training	6

Your Investment

Below is the cost of this solution based on the outlined scope of work. If you have questions about the complete solution, please let us know how we can help align this investment with additional needs or changes in scope.

Proposal Summary

Description	Price
Equipment	$30,601.96
Implementation Services	$29,682.23
Subtotal	$60,284.19
Tax	$3,402.46
Grand Total	**$63,686.65**

Recommended

Description	Price
2 Additional Years CTI Complete Service Agreement	$5,204.73
4 Additional Years CTI Complete Service Agreement	$10,409.46

Down Payment Requirements

Down payment of 60% required to initiate order.

Why Choose CTI?

Built **one** project at a time since 1988, our reputation has made us one of the country's fastest-growing and most respected technology solutions providers.

Our Mission: Provide a Fantastic Customer Experience.

Our Promise: We will be Fair, Fast, and Flexible.

Our People: We put the **Right People** in the **Right Place** at the **Right Time**.



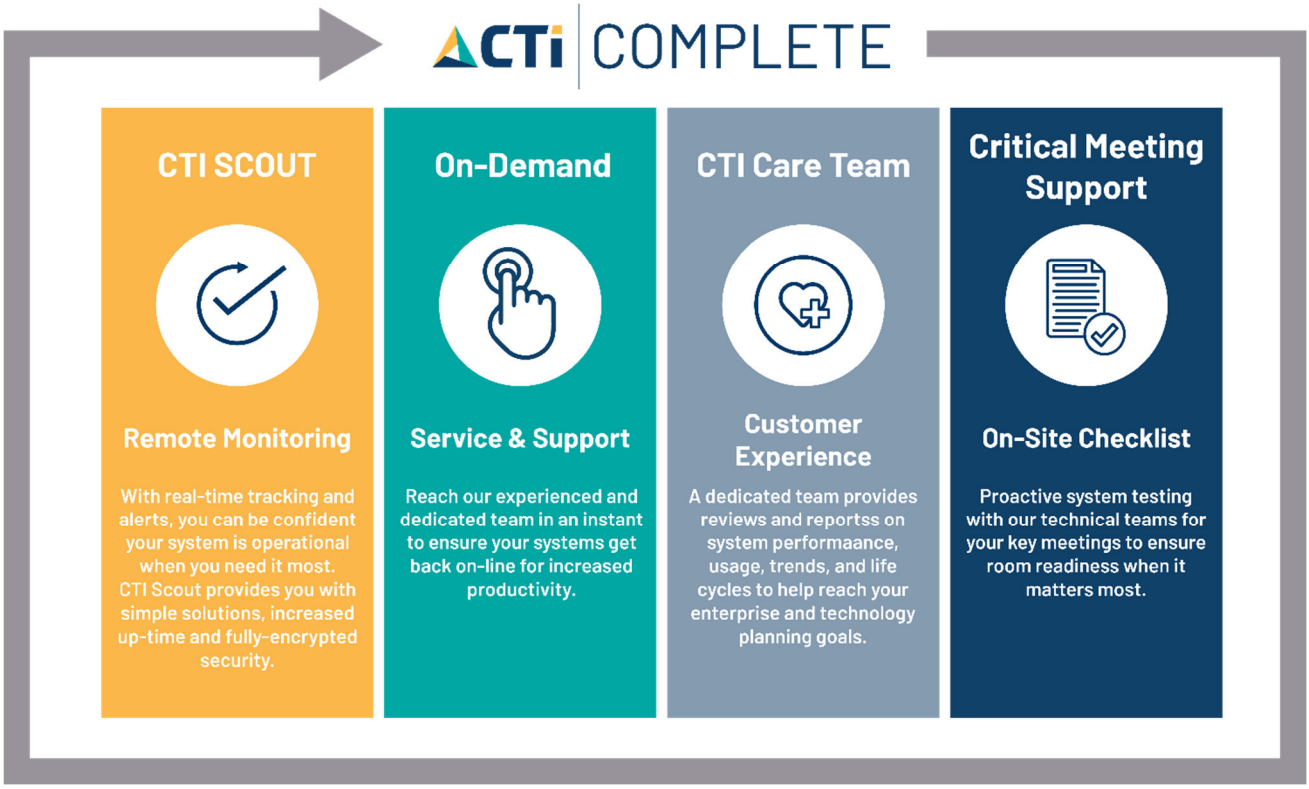
About CTI

- **Founded in 1988** as Conference Technologies, Inc., with a single office in St. Louis
- Now the **largest privately held** systems integrator in the US
- Over **1,200 employees** in 43 offices: New York to Los Angeles, Minneapolis to Houston, and serving the UK from London and Nottinghamshire.
- Available in 65 countries on six continents via the PSNI Global Alliance.
- Authorized reseller of more than **320 product lines**
- **Demonstrated value** through past projects and client testimonials
- From a single room to a global project, CTI can **build it right**

CTI Complete

Your **relationship with CTI** doesn't end when the integration is finished: every CTI integration includes a year of CTI COMPLETE support from our CTI CARE Team

- Built around your team and your needs!
- Proactive Monitoring and Preventive Maintenance
- On-Demand Service & Support
- CTI Care Team
- Critical Meeting support



AV Managed Services and Support

- Service plans tailored to your environment, goals, and systems
- Preventive maintenance, along with proactive monitoring and service
- Available for all systems, not just those integrated by CTI
- From on-call to fully managed with embedded staff. Let's talk about what you need.

Base AV Switcher, Touch Panel, and Surge Protection

Description	Price
Equipment	$7,508.45
Implementation Services	$7,492.81
Subtotal	$15,001.26
Tax	$804.25
Grand Total	**$15,805.51**

Bill of Materials

Base AV Switcher, Touch Panel, and Surge Protection

Manufacturer	P/N	Description	Qty	Unit Price	Ext. Price
General: $7,508.45					
Extron	60-1748-20	TLCA 2	1	$164.63	$164.63
Extron	60-1997-02	TLP Pro 835T - Black	1	$1,786.59	$1,786.59
Extron	60-604-02	RSB 129 GRAY	1	$60.98	$60.98
Extron	60-1962-02	DTP3 IN2004 DO	1	$2,768.29	$2,768.29
Netgear	GSM4210PD-100NAS	Av Line M4250-9g1f-Poe+	1	$656.50	$656.50
Middle Atlantic	PDX-915R-SP	15A 9 OUT SERIES SURGE W/CTRL	1	$553.17	$553.17
Extron	60-1869-63	DTP3 R 201	1	$701.22	$701.22
Extron	79-2577-01	LinkLicense for TLP Ctl Proces	1	$817.07	$817.07

4K Projector and Ambient Light Rejecting Fixed Frame Screen

Description	Price
Equipment	$8,774.61
Implementation Services	$5,395.35
Subtotal	$14,169.96
Tax	$866.25
Grand Total	**$15,036.21**

Bill of Materials

4K Projector and Ambient Light Rejecting Fixed Frame Screen

Manufacturer	P/N	Description	Qty	Unit Price	Ext. Price
General: $8,774.61					
Chief	RPAUW	UNIVERSAL RPA WHITE	1	$218.96	$218.96
Sharp	XP-P601Q-W	4K 6000 Lm Laser, DLP Projector	1	$5,552.44	$5,552.44
Chief	CMS018024W	ADJ. PIPE 18" TO 24" WHITE	1	$133.46	$133.46
Da-Lite	29966V	CINEMA CONTOUR PRLX STR 1.0 133D 65X116	1	$2,689.02	$2,689.02
Chief	CMA345	FLEX JOINT, 1-1/2" NPT	1	$180.73	$180.73

Speech Non-Surround Sound System (Public Address Loudspeaker and Wireless Microphones)

Description	Price
Equipment	$5,847.90
Implementation Services	$5,445.52
Subtotal	$11,293.42
Tax	$594.48
Grand Total	**$11,887.90**

Bill of Materials

Speech Non-Surround Sound System (Public Address Loudspeaker and Wireless Microphones)

Manufacturer	P/N	Description	Qty	Unit Price	Ext. Price
General: $5,847.90					
Ansmann	5035212	AA NiMH 2850mAh Rechargeable Battery - 4 Pack	1	$32.49	$32.49
JBL	AC18/26-WH	AC18/26 in white.	1	$795.73	$795.73
Audio Technica	ATW-1423	System 20 PRO 2CH Combo WLS|ATW-R1440 rack-mount receiver chassis,ATW-RU14 receiver unit, 2.4 GHz antenna x4, AC adapter, rackmount/joining plate adaptors, and ATW-T1401 body-pack transmitter, andATW-1402 handheld transmitter	1	$821.30	$821.30
Extron	60-1758-01	XPA U 2002 SB, 2 Ch. Power Amp	1	$725.61	$725.61
JBL	MTU-18-WH	U?Bracket For Models AC18/xx, White	1	$102.65	$102.65
Audio Technica	ATW-CHG3NAAD	Two-Bay Charge Station Bundle|Charger	1	$312.80	$312.80

		bundle includes ATW-CHG3NAnetworked two-bay charging station and AD-SA1230XA AC adapter			
Biamp	TesiraFORTE DAN CI	Fixed I/O DSP with 12 analog inputs, 8 analog outputs, 8 channels configurable USB audio, 32 x 32 channels of Dante, and AEC technology (all 12 inputs)	1	$3,057.32	$3,057.32

ADA-Compliant Presentation Lectern

Description	Price
Equipment	$3,108.54
Implementation Services	$3,496.95
Subtotal	$6,605.49
Tax	$390.17
Grand Total	**$6,995.66**

Bill of Materials

ADA-Compliant Presentation Lectern

Manufacturer	P/N	Description	Qty	Unit Price	Ext. Price
General: $3,108.54					
AVF	DIR9200-12	12U Rack Module for LEXYZ34	1	$425.61	$425.61
AVF	LEXYZ34 CWT	Electric Lift Lectern (Crystal White)• 27.;31" W x 43.2" H x 28.85" D• Roll-about electric lift multimedia lectern (silent lift mechanism)• Surface to support monitors, laptops and room control systems• Interior adjustable shelf which can be removed to install an optional 12U rack module• Secondary shelf for storing your items• 1 locking door• 4" heavy duty casters (2 locking)	1	$2,682.93	$2,682.93

ADA Assistive Listening Auracast System

Description	Price
Equipment	$2,435.66
Implementation Services	$3,323.88
Subtotal	$5,759.54
Tax	$326.67
Grand Total	**$6,086.21**

Bill of Materials

ADA Assistive Listening Auracast System

Manufacturer	P/N	Description	Qty	Unit Price	Ext. Price
General: $2,435.66					
Williams AV	BA SYS1-00	Infinium System with Enhanced Scale & Management (ESM) | 2 Receivers Includes BA CT1 package plus 2 receivers, 1 2-bay charger, 2 headphones, 1 neckloop, 1 rack mount kit and an Auracast assistive listening wall plaque	1	$2,435.66	$2,435.66

Acoustic Treatment

Description	Price
Equipment	$2,926.80
Implementation Services	$4,527.72
Subtotal	$7,454.52
Tax	$420.64
Grand Total	**$7,875.16**

Bill of Materials

Acoustic Treatment

Manufacturer	P/N	Description	Qty	Unit Price	Ext. Price
General: $2,926.80					
Acoustical Fulfillment	Acoustic Panels	Acoustic Panels	8	$365.85	$2,926.80

Standard Disclaimer

CTI provides for twelve (12) months of **CTI Complete** on all system purchases. CTI warrants the system implemented is free from defects in material and workmanship, in accordance with the contract, drawings, specifications, alterations and additions thereto, for a period of twelve (12) months from the date of commencement of use, substantial completion, or date of notice of completion, whichever occurs first. This coverage does not protect against consumables, severe weather, and acts of God.

Terms

Taxes and Tariffs

Town of Suffield/Suffield Schools is responsible for all applicable taxes, including but not limited to sales tax, value-added tax (VAT), and goods and services tax (GST), as well as any import duties, tariffs, and customs fees imposed by the destination location. These charges are not included in the product price or freight and must be paid by Town of Suffield/Suffield Schools. The Seller will provide all necessary documentation for customs clearance, and both parties agree to comply with all relevant laws and regulations regarding these charges.

Installation Description and Requirements

Provided by CTI: If installation is purchased, CTI will install all A/V components. CTI will also perform all programming, alignments, and end-user training. CTI will provide A/V project management, and provide drawings as required. This install price assumes a Monday through Friday 8:00am to 5:00pm install time. Room availability must be in consecutive 8-hour blocks. Any required changes or rushes may affect the final price.

Provided by Others

Electrical requirements are to be provided by others unless specifically included in CTI Scope of Work.

Statement

This system proposal is the property of CTI and is delivered with the sole intent of being viewed by management of Town of Suffield/Suffield Schools for evaluation purposes only. This proposal or any part of this proposal is not to be presented to, or viewed by any other party, vendor, or CTI competitor without the written consent of CTI. Any effort to do so will be considered a violation of copyright law.

Next Steps

1. Upon Notice to Proceed, CTI will begin executing the project plan with an internal handoff of the project to our operations team.

2. If you have questions about the process as we move forward, please contact me at tim.hill@cti.com or 413-612-6100.

3. You will be contacted by a CTI Project Manager to schedule a project kickoff meeting to review the project scope and schedule.

Total
J26450821 - $63,686.65

Customer Signature	CTI Signature
Printed Name	Printed Name
Title	Title
Date	Date