

Saucon Valley School District
Meeting of the Ad Hoc Facilities Committee
District Office Conference Room
May 10, 2023 – 5:00 pm

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Welcome to the meeting of the Saucon Valley School Board Ad Hoc Facilities Committee. Our objective is to serve the students, parents, and residents of our community. You are an important part of this meeting and we look forward to your questions and comments. We are all here for the same reason. All opinions are welcomed and equally valuable. Our only request is that we address each other with civility and respect. Our courtesy toward each other is the best way to show our students how much we respect them as well.

Committee Members: Bryan Eichfeld, Michael Karabin, Shawn Welch, John Conte

- I. **Call to the Order** –*Bryan Eichfeld, Committee Chair*
- II. **Pledge of Allegiance**
- III. **Recording of Attendance** – *David Bonenberger, Committee Secretary*
- IV. **Motion to Approve Agenda** –
- V. **Approval of Minutes** – March 8, 2023
- VI. **Courtesy of the Floor to Visitors – Agenda Items Only**
- VII. **Discussion & Action:** Center Stage – Theatrical Lighting Quote
- VIII. **Update/Review:** Smart Sheets – Capital Improvement Projects
- IX. **New Business** -
- X. **Old Business** -
- XI. **Courtesy of the Floor to Visitors** – *Visitors should state their name and address.*
- XII. **Future Meetings** – June 14, 2023
- XIII. **Motion to Adjourn**

A meeting of the Ad Hoc Facilities Committee of the Board of Directors of the Saucon Valley School District was held on Wednesday, March 8, 2023, in the District Office Conference Room. Present were Committee Members Bryan Eichfeld, John Conte, Michael Karabin, and Shawn Welch. Also present were David Bonenberger - Committee Secretary, and Jaime Vlasaty, Superintendent. Visitors: Dr. Shamim Pakzad, Susan Baxter, and Ryan McCann

- I. **Call to the Order** – 5:03 pm *Bryan Eichfeld, Committee Chair*
- II. **Pledge of Allegiance**
- III. **Recording of Attendance** – *David Bonenberger, Committee Secretary*
3-present, 1-absent (Conte)
- IV. **Motion to Approve Agenda** – Shawn Welch, seconded by Michael Karabin moved to approve the Agenda. Vote: 3-yes, 0-no, 1 absent
- V. **Approval of Minutes** – Michael Karabin, seconded by Shawn Welch moved to approve the minutes of February 8, 2023. Vote: 3-yes, 0-no, 1-absent (Conte)
- VI. **Courtesy of the Floor to Visitors – Agenda Items Only** - None
- VII. **Presentation:** Tremco Inc. Roofing
Shawn Welch, seconded by Shawn Welch moved to send this item to the Finance Committee. Vote: 3-yes, 0-no, 1-absent (Conte)
- VIII. **Update:** Transite & Windows
Shawn Welch, seconded by Michael Karabin moved to send this item to the Finance Committee. Vote: 3-yes, 0-no, 1-absent (Conte)
- IX. **Update:** HVAC
Michael Karabin, seconded by Shawn Welch moved to send this item to the Finance Committee. Vote: 3-yes, 0-no, 1-absent (Conte)
- X. **Update:** Elementary School - Automated External Defibrillator (AED) – The AED is to be moved to the other side of the locking gate.
- XI. **Discussion & Action:** campus Loading Dock Doors – Mr. Deegan will get pricing for this project and bring it back to the committee.
- XII. **New Business** - None
- XIII. **Old Business** - None
- XIV. **Courtesy of the Floor to Visitors** – None

XV. Future Meetings – April 12, 2023

XVI. Motion to Adjourn

Shawn Welch, seconded by Michael Karabin moved to adjourn the meeting.

Vote: 3-yes, 0-no, 1-absent (Conte)

6:15 pm

CENTER STAGE

LIGHTING & RIGGING, INC.
1401 East Woodlawn Street Allentown PA 18109

Tel: 610/351-2882 Fax: 610/351-2969

Email: info@centerstagelighting.net

Saucon Valley High School.

March 30, 2023

Center Stage Lighting & Rigging, Inc. is happy to provide a quote on the lighting systems at Saucon Valley High School. Scope of work at this time is:

- 1 Lighting Fixtures Upgrade
 - (12) LED Leko Fixtures to replace fixtures hanging over audience
 - (18) LED Par fixtures to hang over stage (equivalent to what is in rental package)
 - (4) Non-dim power modules for dimmer rack
 - (2) Wireless DMX transceivers to match current system
 - Cable and hardware for fixtures

- 2 Removal of old leko fixtures over audience, installation, programming, training on new fixtures.

Quotes and schedule are based on site visit and conversation with district staff. Changes to the condition of the system, the usage of the system, school building priorities, or other unforeseen occurrences are not the responsibility of Center Stage and may require revisiting and re quoting. Center Stage is not responsible for things outside of its control, including manufacturing and supply chain issues.

Pricing for above is \$42,503.00

Center Stage is a PA Co-stars Vendor 034-E22-154. Commencement and completion time frame TBD by equipment availability.

I will be more than happy to assist you with any questions or concerns. Sincerely,



Chris Connelly

chris@centerstagelighting.net

CENTER STAGE LIGHTING & RIGGING, INC.
TERMS of ENGAGEMENT

1. Due to the global parts and component shortages, shipping and delivery dates shall be dependent on availability of parts and components. Every effort will be made to meet reasonably expected lead and shipping times. Center Stage Lighting and Rigging, Inc. will keep clients informed to the best of our ability on shipping and lead times.
2. Payments may be made either by cash, credit card, or check, payable to Center Stage Lighting & Rigging, Inc. Credit card will incur a 3% processing fee.
3. Payments are due in accordance with the following Payment Schedule:
 - a. 55% Due Upon Receipt Signed Contract/Confirmation of Job or Item(s)
 - b. 35% Balance Due At Commencement of Work
 - c. 10% Balance Due Upon Completion
4. Production and / or submission of our work product - paper plans or other paper documents - will occur only while your account is current as described in the above Payment Schedule.
5. Meeting attendance will occur only while your account is current as described in the above Payment Schedule.
6. No extras will be performed unless a written proposal is prepared and accepted by you. Once accepted, the above Payment Schedule will apply to the extras as well.
7. Fees for projects that are performed on time and materials basis will be estimated prior to commencement of services. The payments on the estimated fees will be in accordance with the above Payment Schedule.
8. Questions or discrepancies regarding invoices shall be submitted in writing within ten calendar days of the invoice date. If no error is reported within this period, the invoice will be considered correct.
9. Payment of our fees is not contingent upon the occurrence of any outside and/or third party acts.
10. It is understood that all purchases are payable in accordance with stated invoice terms (invoice payable upon receipt).
11. Customers with past due invoices or whose accounts exceed their credit limits will be placed on credit hold and work on those projects may cease until the account is brought current as indicated below.
12. All unpaid balances over 30 days are charged interest at the rate of 1_1/2% per month (18% APR) which is added to the open account balance.
13. Center Stage Lighting & Rigging, Inc's total liability on this project will be limited to the total amount of our fee paid by you.
14. You, the Customer, agree to pay all reasonable attorney's fees and all collection costs if collection proceedings are required.
15. Center Stage Lighting & Rigging, Inc. retains complete ownership of all copyright rights to plans, drawings, electronic media, any other form its work takes and the intellectual properties prepared on your behalf unless specific written authorization is given relinquishing those rights. We reserve the right to charge a reasonable additional fee to relinquish those rights.
16. Once a project has been submitted to review entities, comments may be generated by those entities. Changes to our plans or reports due to errors or omissions will be rectified by Center Stage Lighting & Rigging, Inc. at no charge to you. Changes to our plans or reports to satisfy review entities' extra-ordinance (unwritten and / or not codified in the entity's codes or rules) comments will be considered to be extra charges.
17. Changes to the design intent of the project once begun may result in revisions to the project scope. Should such changes result in revisions to the project scope, the proposal will be updated and must be resigned by all parties. Any fee changes resulting from changes to the scope must also be addressed at that time. Increases in a project's scope may result in corresponding increases in a project's fees. Decreases in a project's scope may result in corresponding decreases in a project's fees.
18. Orders placed and subsequently canceled, either in part or in whole, where drawings have been started, or the purchase of special materials has been made will be assessed a cancellation charge equal to 25% of the quoted price for standard items, 100% of the quoted price for custom items, or the actual charges incurred, whichever is greater. Custom-made items cannot be returned for credit after shipment.
19. Release for manufacture and shipment of all equipment is required within 60 calendar days of submittal delivery. Orders not released within this period are subject to escalated cost.
20. Center Stage Lighting and Rigging, Inc. may be subject to additional terms required by manufacturers or other entities. Client shall be held to such terms as they arise.